



**Royal Canadian Artillery Association
L'Association de l'artillerie royale canadienne**

ADMINISTRATIVE INSTRUCTIONS

**132nd ANNUAL GENERAL MEETING AND SYMPOSIUM
12 September – 13 September 2008**

General

1. The 132nd Annual General Meeting (AGM) followed by our Symposium will be held at the Hotel Delta Quebec, 690 bd René-Lévesque Est Quebec, Quebec G1R 5A8, 12 – 13 September 2008 during the 40th anniversary year of 5^e Régiment d'Artillerie Légère du Canada and the 400th anniversary of the founding of Quebec City. It is recommended that members use the 11th and 14th September as travel days. *Please note:* The Meet and Greet is the evening of Thursday the 11th September at La Citadelle of Québec, and the 40th Anniversary of 5 RALC Ball at the Quebec City Convention Centre, 1000 René-Lévesque Est, is the evening of Saturday the 13th September

Eligibility to Attend

2. Any member of the RCAA in good standing is eligible, welcome and strongly encouraged to attend the Annual General Meeting. You are reminded that the RCAA is now an all ranks association and units should make their best effort to include non-officer participation. Only one person per unit may vote on each resolution or motion.

Affiliation Membership Fees

3. Regular Force fees are paid through the RCA Fund. The Reserve unit membership fee is \$300.00 per regiment or \$100.00 per independent battery. If units include fees for honorary appointments, please indicate when submitting payment. Individual ordinary and associate member fees remain at \$35.00 per year.
4. Cheques must be made payable to the RCAA and submitted to the Treasurer either at the AGM or by mail to:

LCol Philip Sherwin, CD HADC
1343 Mitchell Street
Victoria BC V8S 4P8
e-mail: psherwin@sheldrake.ca

Agenda

5. The outline agenda for the AGM and Symposium is to be issued later as Annex A. As changes occur an updated copy will be available upon check in and at www.artillery.net.

AGM and Symposium Registration and Payment

Registration Fees.

6. The registration fee is \$200.00. Those who wish to also include their payment for the ball may, of course, add \$75.00 per person to the fee (para 16). Registration fees, including the anniversary gala ball, may be mailed with the registration form or presented for payment at registration (cheques payable to the RCAA please... we do not have the proper facilities to handle cash). Meals and accommodation remain the member's responsibility.

Registration Forms/claims attached as annexes.

7. Annex B is to be completed by all members attending the AGM and Symposium at their own expense. Please note the names of people attending the 40th anniversary ball.
8. Members of the Executive, Advisory Council and some Committee Chairs

Annex C travel claim (not sent to all) and Annex B are also to be completed by all members of the Executive and Advisory council, and some Committee Chairs *whose travel expenses may be paid by the association* (Receipts required). The RCAA does not reimburse for accommodation. The travel claim should be given to the Treasurer, LCol Philip Sherwin, at the AGM. Members of the Executive, Advisory Council and some Committee Chairs will be reimbursed for travel expenses only on the following basis:

- a. Out of Town

Air or rail Lower of excursion or economy rate (32 days advanced bookings) supported by receipt or ticket photocopy.

Ground transportation.

(1) Home to airport and return - lower of: taxi fare (receipt required if over 5.00) X2; or daily airport parking and mileage rate (.15/km) x 2.

(2) POMV, lower of air equivalent, at the mileage rate of .15/km, and parking at the hotel daily rate.

- b. Local - Parking at the hotel daily rate. (Receipt required.)

Please complete and forward annexes by 1 Sep 2008

Members are requested to return their completed Registration Form, annex B, not later than 1 September 2008 to our secretary LCol Don Hamilton at email: dghamilton@sympatico.ca or fax # (905) 789-0131 or by mail to the secretary RCAA address noted on the form.

9. Serving unit members are now normally travelling at their own or crown expense.

Arrival and Registration Procedures.

10. For all members, an Arrival Assistance Group (AAG) will be set up for registration at the following times and locations:

- i) on Thursday, 11 Sep 08
At Hotel Delta Quebec from 1600 - 1800 hrs; and
At the lower mess of La Citadelle of Québec 1900 – 2100 hrs.
- ii) on Friday 12 Sep 08
At Hotel Delta Quebec from 0730 - 0830 hrs.

Accommodation and Travel

11. As noted in our notice of meeting instructions e-mailed in February and March, a block of rooms has been reserved by the RCAA at the Hotel Delta Quebec at a special conference rate of \$179.00 single/double occupancy per night not including taxes. The offer continues to remain on an as available basis. All bookings with the hotel may be made through their toll free reservation number 1-888-884-7777 or direct to the hotel at 418-647-1717 anytime. Please indicate you are part of the Royal Canadian Artillery Association and give your preference to the operator. Special needs (ie handicapped) should also be indicated. The hotel www address is www.deltaquebec.com
12. Please book as soon as possible as the hotel is a popular location. For those arriving by air the hotel is approximately a 30 minute drive from Quebec airport. Car rental agencies located at the airport are noted at annex D.
13. All room and meal costs are payable by the respective member.

Committee and Area Representatives Reports

14. Committee Chairmen and Area Representatives are requested to provide reports for the annual meeting. The pro forma found in the Annual Report is the preferred format for Area Reps as it allows us to record trends for possible Association action. The Secretary is especially grateful when he receives reports on floppy disks/equivalent in either MS Word or Word Perfect. Presenters must leave a copy of their reports with the Secretary on exiting the podium. These reports will be incorporated into the 2007-2008 Annual Report of the Association.

Reference Material

15. We recommend each member bring their own copy of the 2006-2007 Annual Report (normally mailed end August 08) as none will be available for distribution at the meeting.

Special Guest Night – 40th Anniversary Gala Ball

16. Saturday, 13 September, arrival 1830 for 1930 hours, is to held at the Quebec City Convention Centre, 1000 René-Lévesque Est, Quebec City Quebec. The 40th Anniversary Gala Ball charge is \$75.00. Guests/spouses welcome at the rate of \$75.00 per person.

Security and Space Control

17. The Adjutant RCAA 2008 is first point of contact for security and allocation of seating at all sessions.

Dress

18. Dress for the meeting and conference photo is jacket and tie (mufti) for non-serving and DEU for serving members. Dress for the Meet & Greet, visit to the memorial, is jacket and tie. Dress for the 40th Anniversary Gala Ball mess dinner is mess kit, black tie, or CF uniform equivalent with medals.

Communication

19. Administrative inquiries concerning the meeting and symposium should be directed to:

Secretary RCAA
LCol Don Hamilton
10 Lancewood Crescent
Brampton ON L6S 5Y6
(905) 454-4003 or (905) 789-0115 x246 ([Eastern](#) Time)
or email: dghamilton@sympatico.ca

21. Symposium Content and Conduct Inquiries should be directed to:

Treasurer RCAA
Philip Sherwin
LCol (retd)
(250) 385-7922 (Pacific Time)
e-mail: psherwin@sheldrake.ca

Original signed by Philip Sherwin LCol (retd)

for Secretary
Don Hamilton
LCol (retd)

DISTRIBUTION LIST

President RCAA
HLCol Jim Bryce
99 Chimo Drive
Kanata ON K2L 2B4
(613) 592-2071
email: cm-bryce@storm.ca

Vice-President RCAA
LCol Andre Richard
1183 rue des Carougeois
Québec, Québec G1Y 2T4
email: a.richard@videotron.ca

Treasurer RCAA
LCol Philip A Sherwin
1346 Mitchell Street
Victoria BC V8S 4P8
(250) 385-7922
e-mail: psherwin@sheldrake.ca

Secretary RCAA
LCol Don Hamilton
10 Lancewood Crescent
Brampton ON L6S 5Y6
(905) 454-4003 or (905) 789-0115 x246
email: dghamilton@sympatico.ca

Colonel Commandant,
Director of Artillery,
Past President RCAA
Units and Members RCAA
LO USFA School, Fort Sill OK USA

THE ROYAL CANADIAN ARTILLERY ASSOCIATION

Annex B

To be submitted by members attending the AGM and Symposium and Ball.

Please e-mail this copy to our secretary LCol Don Hamilton at: dghamilton@sympatico.ca or fax this copy by 1 September, 2008 to LCol Don Hamilton at fax # (905) 789-0131 or mail to:

LCol Don Hamilton
10 Lancewood Crescent
Brampton, ON L6S 5Y6

1. Rank and decorations : _____

Name (block letters please) : _____

Unit and /or address : _____

2. Will you attend Meet and Greet on Thursday evening? Yes_____ No_____

3 Will you attend 40th anniversary Ball Saturday evening? Yes_____ No_____

Spouse or equivalent or guest accompanying you? Yes_____ No_____

Their preferred form of address: _____

4. Flight number, time, date of arrival at Quebec Airport :

5.. Flight number, time, date of departure from Quebec Airport :

OR

Time / date of arrival by POMV : _____

SIGNATURE : _____

Phone () - _____

Preferred email: _____

THE ROYAL CANADIAN ARTILLERY ASSOCIATION

Annex D – useful contact numbers

Hotel

Hotel Delta Quebec
690, bd René-Lévesque Est
Quebec, Quebec G1R 5A8

Telephone : 418-647-1717

Fax : 418-647-2146

Reservations : 1-888-884-777

Car Rental Agencies

car rental counters are located in the Quebec Airport.

Avis Rent-A-Car
(418) 872-2861
www.avis.com

Enterprise
418-861-8820
www.enterprise.com

Hertz Rent-A-Car
(418) 871-1571
www.hertz.com

National/Alamo Car Rental
(418)877-9822
Fax: (418)877-2276
www.nationalcar.com