



Royal Canadian Artillery Association

ADMINISTRATIVE INSTRUCTION

The ANNUAL RCA BOARD

and

The 133rd RCAA ANNUAL GENERAL MEETING

General

1. This year, our 133rd Annual General Meeting (AGM) and Annual RCA Board are being held in Ottawa, Ontario on Thursday October 18th and Friday October 19th, 2018.
2. We recognize that most serving members travel to attend the Board. As a courtesy and efficiency measure, we are including the AGM information in the event they are able to attend. Please be aware that members may attend either event or both upon payment of the fee.
3. All events will be held at Morrison Artillery Park, CFB Uplands, 307 de Niverville Private, Ottawa, Ontario. Attendees are requested not to park in assigned parking spaces.

It is recommended that participants use October 17th and October 20th as travel days. **Please note:** The Meet and Greet is the evening of Wednesday October 17th. Spouses and special guests are welcome to the Meet and Greet.

Eligibility to Attend the RCAA AGM

4. 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. Every member of each unit, regular and reserve is a member of the RCAA as noted at paragraph 5. Others may attend upon approval of the executive RCAA and the payment of the appropriate fee.

Affiliation Membership Fees

5. Regular Force unit membership fees are paid through the RCA Fund which grants membership to each member of the unit. The Reserve unit membership fee is \$500.00 per regiment and \$200.00 per independent battery and similarly grants membership to each member of the unit. Many honorary appointments prefer to pay their fees separately, if units include fees for honorary appointments, please indicate when submitting payment. Individual, ordinary and associate member fees remain at \$50.00 per year. Payment by Credit Card is now offered via postal mail-in or fax to the RCAA Secretary/Treasurer –

please see the registration form for details. Cheques may be made payable to “The RCAA” and submitted to the Secretary/Treasurer RCAA either at the AGM or by mail to:

Lieutenant-Colonel (Ret’d) Don Hamilton,
Secretary/Treasurer RCAA
10 Lancewood Crescent
Brampton, Ontario, L6S 5Y6.
(416) 918-5650
Email: sec.rcaa.aarc@gmail.com

Agenda

6. The outline agenda for the AGM and RCA Board is to be issued later as Annex A. As changes occur, an updated copy will be circulated via the Canadian Gunner News e-newsletter. Copies will also be available upon check in at the registration desks noted in paragraph 11.

RCA Board and AGM Registration and Payment of Registration Fees (share of venue rental, breakfast, lunch and coffee costs).

7. The registration fee is \$110.00. Lunch and coffee breaks for Thursday and Friday are included in the cost (more info to follow when agenda issued). For those who can only attend the RCA Board or the RCAA AGM, the one-day registration fee is \$60.00. Accommodation remains the member’s responsibility (see paragraph 11). Those who wish to also include their payment for the Special Guest Night dinner (see paragraph 15) may, of course, add \$90.00 per person to the fee. Registration fees, including the mess dinner, may be paid in advance by cheque or credit card, and mailed with the registration form or presented with payment at registration. Please see Annex B for details.

Registration Forms attached as Annex B.

8. Annex B is to be completed by any member attending the AGM and/or RCA Board to permit coordination of catering and social events. It is required by 1 October 2018. After that time, our ability to provide additional catering is contractually restricted.

9. Members are requested to return their completed Registration Form, Annex B, to the Secretary/Treasurer RCAA. Serving unit members are now normally travelling at their own or at Crown expense.

Arrival Procedures.

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

On Wednesday, 17 th October 2018 - At the location of the Meet and Greet: 1900 – 2100 hrs.	On Thursday 18 th October 2018 - At the location of the RCA Board: 0730 - 0830 hrs.
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Accommodation

11. A block of rooms has been reserved by the RCAA at Days Inn - Ottawa Airport, 366 Hunt Club Road, Ottawa 613-739-7555/Toll free 866-468-4442, for a limited number of rooms at a nightly rate \$125.00 (+ taxes/fees) – single; \$135.00 (+ taxes, fees) - double. This hotel offers free breakfast (0430-1000), as well as an airport shuttle. Details of amenities offered by the hotel are available at: <https://www.wyndhamhotels.com/days-inn/ottawa-ontario/days-inn-ottawa-airport/overview?CID=LC:DI::GGL:RIO:National:12660&>

12. Please book as soon as possible. All room costs are payable by the respective member (please see paragraph 7 for meals). Please quote Booking Code **CGRCA3** when booking accommodation at the Day's Inn Ottawa Airport for the RCA Board/RCAA AGM. This cannot be done on line.

Committee Reports

13. Committee Chairmen are requested to provide reports for the annual meeting. The Secretary/Treasurer is especially grateful when he receives reports electronically via e-mail. Presenters must leave a copy of their reports with the Secretary/Treasurer on exiting the podium. These reports will be incorporated into the 2017-2018 Annual Report of the Association.

Reference Material

14. A limited number of copies of the 2016-2017 Annual Report are expected to be available for distribution at the meeting. Members and units will have received an electronic copy during the summer.

Special Guest Night

15. To be held on Thursday, 18th October, arrival 1830 for 1900 hours, at Morrison Artillery Park. The fee will be \$90.00 per person.

Security and Space Control

16. The Vice President RCAA (LCol Leon Jensen (Ret'd), (vpres.rcaa.aarc@gmail.com), is first point of contact for security and allocation of seating at all sessions.

Dress

17. Dress for the meetings is jacket and tie (or equivalent for ladies) for non-serving members and CADPAT for serving members, including Honoraries. Dress for the Meet & Greet is jacket and tie (or equivalent for ladies). Dress for the mess dinner is mess kit, black tie, or CF uniform equivalent with medals.

Communications

18. Administrative inquiries concerning the AGM should be directed to the Secretary/Treasurer RCAA. Administrative inquiries concerning the RCA Board should be directed to LCol D.A. Brassard (david.brassard@forces.gc.ca; ph# 613-971-7471).

19. AGM Content and Conduct Inquiries should be directed to:

LCol (Ret'd) Bob Elliott
(905) 878-9685
relliott24@sympatico.ca

*Original signed by
LCol RW Elliott (Ret'd)
President RCAA*

ANNEXES:

A - Agenda (to be issued)
B - Registration Form

DISTRIBUTION LIST

Chairman Board of Directors RCAA
President RCAA
Vice-President RCAA
Executive Director RCAA
Secretary/Treasurer RCAA
Senior Serving Gunner
Colonel Commandant
Regimental Colonel RCA
Regimental Major RCA
Director of Artillery
Past President RCAA
Chairs of RCAA Committees
Units and Members RCAA
Board of Directors RCAA
NDHQ/LCol Brassard
30th Fd Regt RCA/OpsO



THE ROYAL CANADIAN ARTILLERY ASSOCIATION

Annex B - Registration

To be submitted by members attending the
RCAA Meeting, 17-19 October 2018, Morrison Artillery Park, Ottawa, Ontario

Mail this copy to our Secretary/Treasurer, by 1 October 2018, at:

Lieutenant-Colonel (Ret'd) Don Hamilton

Secretary/Treasurer RCAA

10 Lancewood Cres

Brampton, Ontario L6S 5Y6

1. Rank and decorations:

Name (block letters please):

Phone: Preferred email address:

Unit and/or address:

2. Will you attend the Meet and Greet on Wednesday evening? Yes No

Number of non-members attending the M&G with you.

3. Will you attend the Mess Dinner on Thursday evening? Yes No

4. Are you attending the RCA Board, Thursday? Yes No

5. Are you attending the Annual General Meeting, Friday? Yes No

6. Regiment, Branch or Corps _____

7. Nationality (if an official foreign guest) _____

8. Time/date of arrival: _____

9. Do you have any dietary restrictions _____

SIGNATURE: _____

PAYMENT

Registration Wed-Fri \$110.00 Mess Dinner \$90.00

Registration Fee Thu or Fri only \$60.00

TOTAL: \$ _____

Payment By: Cheque VISA Mastercard

Name on card: _____ Secure Code _____

Card Number: _____ Expiration Date: _____

Signature _____ Date _____