



Air Force Association of Canada

Wing Annual Report, Parts 1 and 2

This report should be submitted by e-mail (use the "Submit by Email" button) no later than 01 July annually. The information requested is mandated by the *Canada Corporations Act*, 1970, c. C-32. The information you provide is used by financial and auditing personnel for budgeting, membership, mailing and tax filing purposes. The information also helps the National Executive Council determine how best to provide the services and information members of the Air Force Association of Canada need. Information is used to update the Wing Directory routinely published in *Airforce* magazine for the benefit of individuals interested in joining a Wing near to where they live.

Section A. Wing Identification and Address

This is the annual report for Wing No. Wing "Name"

P.O. Box or Street Address

Town Province State Country

Section B. Wing Information (Quarters, History)

Status of Quarters (Owned, Rented, Home-based, None) Licensed Facilities? Yes No

Date of Incorporation (DD/MM/YYYY) Charter Anniversary Date

Section C. Wing Membership Status as at 30 June annually (for the fiscal year coming to an end)

No. of Regular Members No. of Associate Members No. of Honourary and/or Life Members

No. of Military Veterans The term "Veteran" means anyone with prior service in the Royal Canadian Air Force, Force Mobile Command, Air Command, Maritime Command, Canadian Forces, NORAD, NATO, AMF(L), United Nations, or in the service of any armed forces of Canada, or its allies, including the RCMP and other police services, including the OPP, the S.Q. and the Royal Newfoundland Constabulary.

Section D. Wing Membership Financial Information (for the fiscal year coming to an end)

Air Force Association of Canada membership categories include Wing Member, and Member-at-Large. Wing members may pay an additional fee to affiliate with a local Wing for the benefit of local Air Cadet Squadrons, other Cadet and youth organizations and one's local community. Indicate in the space provided how much each Wing member is assessed for membership in your Wing, on an annual basis:

Wing Membership Fee

Your Group may levee an additional fee per Wing member, so as to fund Group activities such as annual or bi-annual meetings, and travel undertaken by Group Executive members in aid of important activities such as RCAF Association Trust Fund liaison and visits to Air Cadet units. Indicate in the space provided how much each Wing member is assessed for funding of Group activities, on an annual basis:

Group Fee per Member

The Associate Membership category was created in 1968, to encourage non-military aerospace (industry)-minded citizens to join the Air Force Association of Canada. While Associate Members become familiar with the Association their fee is set by their local Wing. If the Wing fee for Associate members differs from the Wing Membership Fee, indicate in the space provided how much each Associate member is assessed for funding of Wing activities, on an annual basis:

Associate Member Fee

Section E. Wing Bulletin Information (Publishing Frequency)

How often is the Wing Bulletin published during the year?

Wing Bulletins are eligible for awards, on an annual basis. Design, informative capacity, quality of photographs, stories and utility of the calendar are but some of the criteria used to judge the value of the Wing's bulletin/newsletter. Did your Wing forward copies of the bulletin to Ottawa, for consideration for an award during the year?

Yes

No

Does your Wing bulletin benefit from the support and/or advertising from local businesses?

Yes

No

Section F. Canadian Forces Liaison Officer Information (Not all Wings Benefit from an L.O.)

Name of Wing Liaison Officer (Rank, First Name, Last Name)

Identify by selecting which of the following activities your Liaison Officer was able to become involved with:

- Battle of Britain Parade Remembrance Day Parade Battle of Atlantic Sunday Parade 1 April 1924 Celebrations Wing Charter Night Other
- Armed Forces Day New Year's Levee Serves as Guest Lecturer for Wing Helps to Interpret AAC Position Papers Wing Liaison Officer is a member of the Association

Please add any comments, ideas, or suggestions you might like to, in regards to the services offered by your Liaison officer. For example, what "Other" events did your LO get involved in? How often was your LO present at meetings?

Section G. Youth-focused Activities (Air Cadets, Youth groups, Young Canadians)

What Air Cadet Squadrons, or Cadet Corps, or Scout Troops or Youth Groups does the Wing Sponsor or Support?

Does the Wing award on an annual basis a bursary or bursaries or prizes to top-performing students attending local High or Elementary schools?

Yes

Not at this Time

If "Yes" what is the value of the bursary and what is/are the name(s) of the local school(s) involved?

Indicate if the Wing participates in any of the following additional youth-focused activities:

- Public Speaking Contest
- Reading/Literacy Program
- Support to a Band
- Radio-controlled Flying
- Science Fair Judging
- Arts, Drama, Music
- Model Building Club
- Ident-a-Kid Program

Section H. Heritage-focused Activities (Museum volunteering, Collection Assistance, Oral History and Story-writing, Contributing to *Airforce* magazine, Book Reviews)

- Wing members volunteer at a local military museum
- Wing members donated personal belongings to a local military museum
- Wing members contributed an article or book review to the Wing bulletin or *Airforce* magazine, this past year
- Wing members volunteered to speak at local elementary and High schools throughout the year, to inform Canadians about their air force
- The Wing currently runs a program aimed at collecting and preserving oral history accounts resulting from interviews conducted with Wing veterans
- Wing members have been added to the Canadian Air Force Speakers' Bureau list of speakers

Section J. Advocacy-focused Activities

Indicate if the Wing participates in any of the following advocacy-focused activities:

- The Wing enjoys a relationship with local aerospace industry companies or firms
- The Wing requests of its Liaison Officer, help in understanding the Aviation Affairs Committee position papers and the importance of the paper to today's air force.
- The Wing reproduces the "Message" section from the Aviation Affairs Committee position papers in the Wing Bulletin
- The Wing routinely briefs members on or holds discussions on the subject of the Aviation Affairs Committee position papers that are published in *Airforce* magazine.
- The Wing provides copies of the AAC position papers to local media outlets for their publishing consideration

Section K. RCAF Association Trust Fund Promotions and Benefits

Indicate if the Wing benefits from or puts to good use the RCAF Association Trust Fund, in its community.

- The Wing is currently the steward for a project eligible for funding through charitable donations made to the RCAF Association Trust Fund
- The Community in which the Wing is located, could benefit from funding sourced from the RCAF Association Trust Fund

Details of the project which the Wing is responsible for, are provided here:

Details of the community projects which could benefit from funding sourced from the RCAF Association Trust Fund are provided here:

Section L. Resolutions, Nominations and Awards

Have you any resolutions or motions you wish to put to the Membership at an Association meeting? Yes No

If you answered yes, to the question above, you may provide additional details on the resolution or motion here, or you may choose to mail the details to your Regional Vice President or Group President as soon as possible. Only those resolutions and motions that reach your executive in a timely manner, can be raised at the annual meeting(s).

Have you any nominations you wish to forward? Yes No

Section M. Organization and Governance

Does the Wing have a Ladies Auxiliary? Yes No

Does the Wing carry out ongoing Regalia Sales activities? Yes No

In addition to the Wing Executive, does the Wing recognize a Board of Governors made up of past Wing Presidents? Yes No

Strong community ties can help with recruiting and retention campaigns. Has the Wing considered establishing a Board of Honorary Governors that meets once per year during Charter Night celebrations and includes Presidents of other Community service clubs, Municipal Officials, local clergy, prominent community stakeholders, and other important parties? Yes No

Are all of the Wing Executive officer positions filled? Yes No

Does the Wing routinely meet with or socialize with other local veterans' organizations such as the Royal Canadian Legion branch? Yes No

Approximately what percentage of Wing members are also members of the local Royal Canadian Legion branch? Percentage

In addition to the Wing Executive, does the Wing encourage formation of a Cadet Instructor Cadre officer committee, or positions on the Wing Executive Council for personnel affiliated with the local Cadet Squadron or Corps? Yes No

How often does the Wing Executive Committee meet?

How often does the Wing membership meet?

Since the Association is supported and funded by members, the National Executive Council (Board of Directors) is obligated to respect and follow federal statutes as reflected in the Association's Constitution & By-laws. Consequently, should Groups and/or Wings promulgate their own Constitution & By-laws a copy of the Group and Wing documents must be provided to the National Executive Council. Does your Wing have its own Constitution & By-laws?

- Yes, the Wing has a Constitution & By-laws
- No, the Wing follows the Association Constitution & By-laws

Section N. Wing Finances and Fund-raising, Charitable Activities

Each year the association projects an altimeter on which can be found the total value of charitable contributions Wings and individual members-at-large make to their community and to others. The information for the altimeter setting comes from reports submitted to the Ottawa office by individual members, Wings, and Groups.

Value (\$) of Charitable Contributions made to the community during the year Include all donations made to the supported Air Cadet Squadron and/or other Cadet corps/units and youth groups

Estimated number of hours of community service rendered by Wing members during the year (include Wing Executive member planning, preparation and meeting hours)

Indicate if the Wing generates funds as a result of carrying out any of the activities indicated: Bingos Nevada Tickets Casinos Seniors' Club and/or Hall Rental TGIFs Lounge Entertainment

Section P. Membership Recruiting and Retention

The ability of a Wing to recruit and retain members is a function of communications, within the Wing, and with the national office of the Air Force Association of Canada. Success in communicating effectively the aims, objects, mission, values and goals of the association, to members and prospective members alike, normally translates into recruitment and retention successes.

Does the Wing have sufficient supply of Association Recruiting and Promotional Brochures/Pamphlets? If "no", please indicate how many you would like the national office to send to the Wing. Yes No; please send this many brochures

Does the Wing routinely provide informative articles for publishing in the community newspaper? Yes No

If the Wing does have articles routinely published, please consider forwarding a copy of the articles to the national office for inclusion in *Airforce* magazine.

Does the Wing routinely place courtesy copies of *Airforce* magazine in local health provider (Dentist, Medical Doctor's, Physiotherapist's, Optometrist's, etc...) offices to the cover of which has been affixed a label exclaiming the presence of a local Wing of the Air Force Association of Canada and telephone and address information for anyone interested in joining the Association? Yes No

The national office of the Air Force Association of Canada routinely prints extra copies of the magazine, so as to provide Wings up to five copies they might like to leave in the waiting areas of the health providers' office. Should a patient learn of the presence of a local Wing, by reading the courtesy copy of the magazine, they may wish to contact the Wing.

Section Q. Comments and Suggestions. Please use the space below to provide comments on any matter you feel requires attention.

Our Wing would like to bring the following matters to the attention of the National Executive Council:

Section R. Record of Wing Office Holders and Booklet 107 Directory Information.

Wing President

Name

Address

City Prov Postal Code

email

Phone Number

Wing Secretary

Name

Address

City Prov Postal Code

email

Phone Number

Wing Treasurer

Name

Address

City Prov Postal Code

email

Phone Number

Wing Membership Chair

Name

Address

City Prov Postal Code

email

Phone Number

Wing Public Relations

Name

Address

City Prov Postal Code

email

Phone Number

Wing 1st Vice-President

Name

Address

City Prov Postal Code

email

Phone Number

Thank you for taking the time to provide your association with this important Wing information. The information requested serves to inform the National Executive Council of your Wing's activities, successes and challenges, so that better services and guidance can be offered in the future. You are encouraged to forward a hard-copy to your Regional Vice-President, and Group President. Most importantly, please elect to submit your completed form by clicking the "Submit by Email" button now.