



***Whistler Adaptive Sports Program Society***  
***Annual General Meeting Information Package***

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**Whistler Adaptive Sports Program Society**  
**Annual General Meeting**

*Sunday, Oct. 18, 2009 at 1:30-3.00pm*  
*Registration starts at 12.30pm*

Delta Whistler Village Suites  
4308 Main Street, Whistler, BC V0N 1B4, Canada

**AGENDA**

1. Call to Order
2. Motion to Approve the Agenda
3. Motion to Approve the 2009 Annual General Meeting Minutes
4. Annual Reports (submitted in writing):
  - President
  - Executive Director
  - Treasurer
  - Financial Statements for Fiscal Year 2009
5. Election to the Board of Directors
6. Awards
7. Other Business
8. Adjournment



**Whistler Adaptive Sports Program**  
**Annual General Meeting Draft Minutes**

**Oct. 18<sup>th</sup>, 2009**

**Delta Whistler Village Suites, 4308 Main Street, Whistler, BC V0N 1B4, Canada**

**Present:** Steve Bayly, Andrea Bayly, Gil Tetrault, Bruce Lebans, Brian Rode, Sarah Macleod, Carol Bayliss, Ed Lee, Valerie Plourde, Jane Mathers, James Peters, Brian Newman, Ursula Schulze, Jiro Kanazawa, Tatsya Ogura, Bart Barczynski, Chelsey Walker (Staff), Suki Cheyne (Staff)

**Proxy Votes:** Sheila Walker, Heidi Rode, Jennifer Erickson,

Total attending in person or via proxy: 21

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**Meeting Called to order at 1:08 PM**

**Approve the Agenda:**

Motion to approve the Agenda as distributed.

Motioned by: Steve Bayly  
 Seconded by: John Walker  
 CARRIED

**Approve the Minutes of Annual General Meeting, 2008**

Motion to approve the Minutes of the 2008 Annual General Meeting, as distributed.

Motioned by: Sarah Macleod  
 Seconded by: Ursula Schulze  
 CARRIED

**Reports:**

Motion to accept the Annual Report of the Whistler Adaptive Sports Program Society, including the reports of the President, Executive Director, Treasurer, as submitted

Motioned by: Bruce Lebans  
 Seconded by: Gil Tetrault  
 CARRIED



### Presentation and Approval of the 2009 Financial Statements:

The 2009 Annual Financial Report was distributed and presented by John Walker, Treasurer.

Motion to accept the Treasurer's Financial Report as presented and submitted to the Annual Report  
 Motioned by: Gil Tetrault  
 Seconded by: Ursula Schulze  
 CARRIED

### Engagement of BDO Dunwoody to complete a compilation review:

Motion to engage BDO Dunwoody to complete a compilation review of the 2009 Financial Statements of the Whistler Adaptive Sports Program Society  
 Motioned by: Carol Bayliss  
 Seconded by: Jane Mathers  
 CARRIED

### Election to the Board

There are currently 3 vacant positions on the Board. The following individuals are not seeking re-election:

- ❖ *Carol Bayliss*
- ❖ *James Hustvedt*

Ed Lee, President of the Whistler Adaptive Sports Program Society, thanked Carol and James on behalf of everyone involved with WASP for their contribution, dedication, support and hard work over the last year/two years.

Therefore there were 3 Member at Large vacancies on the Board for a 2 year terms.

The following individuals were nominated and seconded by a Whistler Adaptive Sports Program Society member in good standing to be elected to serve on the Board of Directors.

- *Donovan Tildesley*
- *James Peters*
- *Jennifer Erickson*
- *Steve Bayly*

Further nominations were called for from the floor.



The nominee's statements were presented to the Membership, either in person or by proxy.

Discussion amongst membership concerning the size of the board, achieving quorum at each Board Meeting, and any costs associated with increasing the Board size.

Motion to increase the number of elected Directors to the Board of the Whistler Adaptive Sports Program from 9 to 10.

Motioned by: John Walker  
Seconded by: Gil Tetrault  
CARRIED

The following 4 individuals were elected to the Whistler Adaptive Sports Program Society by acclamation:

This now bolsters the Board to 10 individuals.

- *Donovan Tildesley*
- *James Peters*
- *Jennifer Erickson*
- *Steve Bayly*

The Board of Directors, will retreat immediately following the Annual General Meeting to discuss and decide on the Executive (President, Vice-President, Secretary and Treasurer).

### **Other Business**

Brian Rode asked if funds for equipment for the Whistler Adaptive Ski and Learn to Ride Program had been budgeted for Fiscal Year 2010. Chelsey Walker, Executive Director, explained that \$15,000 for minor capital expenditure and \$15,000 for major equipment purchases for the Whistler Adaptive Ski and Ride Program had, but that these purchases can't be spent until the funds have been raised and received. There is, however, \$930 available to spend on Snowboarding equipment. It was suggested that \$15,000 be allocated each year to maintain and replace the exiting equipment in the Whistler Adaptive Ski and Learn to Ride Program and suggested purchases for this coming winter include 10 new sets of skis.



Scotiabank had to scale back their sponsorship of the Society due to the current economic climate but was happy to announce a donation of \$7,500 to the Jeff Harbers Adaptive Sports Centre being built at Mid-Station on Whistler Mountain. Valerie Plourde presented Ed Lee with a cheque for \$7,500. This latest donating brings the cash contributions/commitments to the Jeff Harbers Adaptive Sports Centre to \$235,500.

**Adjournment: 1:52pm**



## WASP - PROXY FORM

I \_\_\_\_\_ being a member in good standing of the Whistler Adaptive Sports Program Society hereby appoint \_\_\_\_\_ or in his/her absence \_\_\_\_\_ to carry this proxy form to the 2010 Whistler Adaptive Sports Program Society Annual General Meeting on Sunday, October 24<sup>th</sup>, 2010. Both of the above names are members in good standing with the Whistler Adaptive Sports Program Society.

I hereby state that the above information is true.

\_\_\_\_\_  
Signature of member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address



**Position Title:** President, Whistler Adaptive Sports Program Society (WASP)

**Location:** Sea to Sky Corridor

**Term:** 2 years  
Year round responsibility  
Position takes effect immediately following WASP's AGM (usually in October).

**Short Description:** The affairs of WASP shall be managed by a Board of Directors. Directors are elected at the AGM of WASP (October). The responsibility and authority for the Directions and policies of the WASP is governed by its Constitution and By-Laws, and current Policies and Procedures.

From the elected Members of the Board of Directors, there shall be chosen the Executive Committee which is comprised of: President, 1<sup>st</sup> Vice President, Treasurer and Secretary, each with separate job descriptions.

The following is the job description for the President on the Board of Directors:

**General Responsibilities:**

- Strategic Planning
- Governance
- Annual Budget and Financial management
- Organizational Policy & Procedures
- Fund Development
- Public Relations & Marketing
- Legacy development
- Leadership
- To work in a manner that enhances the reputation of WASP

**Core Duties:**

- In addition to the duties of the Members-At-Large on the Board of Directors...
- Ambassador for WASP in all day to day activities
- Ex-officio to all committees and a delegate to any and all conventions
- To preside at all regular, Special and Annual General Meetings, as well as Executive and Board Meetings
- Ensures that the policy of the Association and the instructions of the Executive are carried out
- Manages the process of long-range planning
- Responsible for staffing the Board, appointing committees, and representatives to other groups
- Controls Board activities – ensures that goals are being met, business is moving effectively
- May vote in the case of a deadlocked tie, in a second vote





- Acts as a facilitator in conflict resolution, helps in decision making process
- Provides on-going feedback to Executive Director
- Attends to all disputes and conflicts between WASP and its employees, and shall have the authority to use all means to effectively and efficiently settle these disputes, subject to approval of the Executive
- Serves on the Executive Committee
- To represent the interests of the membership of WASP at all Board Meetings by submitting & reading distributed material, providing feedback and making recommendations
- To raise the profile of WASP
- To assist in the recruitment of volunteers and financial supporters for projects, programs, and special events organized by WASP
- To make recommendations to the WASP Board of Directors on policies and procedures that will improve outcomes for members and users of WASP's programs
- To identify upcoming issues or challenges and communicate these to the Board of Directors with solutions if possible
- To assist with fundraising and sponsorship initiatives
- To attend one monthly winter lesson or event day and a minimum of two summer activity programs
- To attend seasonal volunteer and staff orientation sessions
- To attend where possible volunteer appreciation events
- To attend all WASP Board meetings by either conference call or in person

**Additional Responsibilities:**

- Is an Ex-Officio member of all Committees of WASP, as established by the Board

**Requirements:**

- Be a current member in good standing with WASP
- Be nominated by a WASP member
- Availability of a minimum of 10 hours a month time commitment in addition to Board meetings

**Preferred Skills:**

- Excellent interpersonal skills and superior written / verbal communication skills
- Sound business or community based experience
- Previous Board experience is an asset
- Previous Knowledge of WASP is an asset

**Reports to:** WASP Board of Directors

**Selected by:** Membership at AGM



**Position Title:** 1<sup>st</sup> Vice President, Whistler Adaptive Sports Program Society (WASP)

**Location:** Sea to Sky Corridor

**Term:** 2 years  
Year round responsibility  
Position takes effect immediately following WASP's AGM on October 24<sup>th</sup>, 2010.

**Short Description:** The affairs of WASP shall be managed by a Board of Directors. Directors are elected at the AGM of WASP (October). The responsibility and authority for the Directions and policies of the WASP is governed by its Constitution and By-Laws, and current Policies and Procedures.

From the elected Members of the Board of Directors, there shall be chosen the Executive Committee which is comprised of: President, 1<sup>st</sup> Vice President, Treasurer and Secretary, each with separate job descriptions.

The following is the job description for the 1<sup>st</sup> Vice-President on the Board of Directors.

**General Responsibilities:**

- Strategic Planning
- Governance
- Annual Budget and Financial management
- Organizational Policy & Procedures
- Fund Development
- Public Relations & Marketing
- Legacy development
- Leadership
- To work in a manner that enhances the reputation of WASP

**Core Duties:**

- In addition to the duties of the Members-At-Large on the Board of Directors...
- To preside at all meetings, Executive or Board, in the absence of the President
- Attends to all disputes and conflicts between WASP and its employees, and shall have the authority to use all means to effectively and efficiently settle these disputes, subject to approval of the Executive
- **Chairs at least one major Committee**
- Serves on the Executive Committee



- Works closely as a consultant and advisor the President
- To represent the interests of the membership of WASP at all Board Meetings by submitting & reading distributed material, providing feedback and making recommendations
- To raise the profile of WASP
- To assist in the recruitment of volunteers and financial supporters for projects, programs, and special events organized by WASP
- To make recommendations to the WASP Board of Directors on policies and procedures that will improve outcomes for members and users of WASP's programs
- To identify upcoming issues or challenges and communicate these to the Board of Directors with solutions if possible
- To assist with fundraising and sponsorship initiatives
- To attend one monthly winter lesson or event day and a minimum of two summer activity programs
- To attend seasonal volunteer and staff orientation sessions
- To attend where possible volunteer appreciation events
- To attend all WASP Board meetings by either conference call or in person

**Additional Responsibilities:**

- To lead or assist with a committee of WASP

**Requirements:**

- Be a current member in good standing with WASP
- Be nominated by a WASP member
- Availability of a minimum of 10 hours a month time commitment in addition to Board meetings

**Preferred Skills:**

- Excellent interpersonal skills and superior written / verbal communication skills
- Sound business or community based experience
- Previous Board experience is an asset
- Previous Knowledge of WASP is an asset

**Reports to:** WASP Board of Directors

**Selected by:** Membership at AGM



**Position Title:** Board Director, Whistler Adaptive Sports Program Society (WASP)

**Location:** Sea to Sky Corridor

**Term:** 2 years  
 Year round responsibility  
 Position takes effect immediately following WASP's AGM on October 24<sup>th</sup>, 2010.

**Short Description:** The affairs of WASP shall be managed by a Board of Directors. Directors are elected at the AGM of WASP (currently October). The responsibility and authority for the Directions and policies of the WASP is governed by its Constitution and By-Laws, and current Policies and Procedures. From the elected Members of the Board of Directors, there shall be chosen the Executive Committee which is comprised of: President, 1<sup>st</sup> Vice President, Treasurer and Secretary, each with separate job descriptions. The following is the job description for the remaining Members on the Board of Directors.

**General Responsibilities:**

- Strategic Planning
- Governance
- Annual Budget and Financial management
- Organizational Policy & Procedures
- Fund Development
- Public Relations & Marketing
- Legacy development
- Leadership
- To work in a manner that enhances the reputation of WASP

**Core Duties:**

- To represent the interests of the membership of WASP at all Board Meetings by submitting & reading distributed material, providing feedback and making recommendations
- To raise the profile of WASP
- To assist in the recruitment of volunteers and financial supporters for projects, programs, and special events organized by WASP
- To make recommendations to the WASP Board of Directors on policies and procedures that will improve outcomes for members and users of WASP's programs
- To identify upcoming issues or challenges and communicate these to the Board of Directors with solutions if possible



- To assist with fundraising and sponsorship initiatives
- To attend one monthly winter lesson or event day and a minimum of two summer activity programs
- To attend seasonal volunteer and staff orientation sessions
- To attend where possible volunteer appreciation events
- To attend all WASP Board meetings by either conference call or in person

**Additional Responsibilities:**

- To lead or assist with a committee of WASP

**Requirements:**

- Be a current member in good standing with WASP
- Be nominated by a WASP member
- Availability of a minimum of 10 hours a month time commitment in addition to Board meetings

**Preferred Skills:**

- Excellent interpersonal skills and superior written / verbal communication skills
- Sound business or community based experience
- Previous Board experience is an asset
- Previous Knowledge of WASP is an asset

**Reports to:** WASP Board of Directors

**Selected by:** Membership at AGM



**Position Title:**           **Secretary, Board of Directors  
Whistler Adaptive Sports Program Society (WASP)**

**Location:**                   Sea to Sky Corridor

**Term:**                        2 years  
Year round responsibility  
Position takes effect immediately following the organization's AGM on October 24<sup>th</sup>, 2010.

**Short Description:** The affairs of WASP shall be managed by a Board of Directors. Directors are elected at the AGM of WASP (October). The responsibility and authority for the Directions and policies of the WASP is governed by its Constitution and By-Laws, and current Policies and Procedures. From the elected Members of the Board of Directors, there shall be chosen the Executive Committee which is comprised of: President, 1<sup>st</sup> Vice President, Treasurer and Secretary, each with separate job descriptions.

The following is the job description for the **Secretary** of the Board of Directors:

**General Responsibilities:**

- Strategic Planning
- Governance
- Annual Budget and Financial management
- Organizational Policy & Procedures
- Fund Development
- Public Relations & Marketing
- Legacy development
- Leadership
- To work in a manner that enhances the reputation of WASP

**Core Duties:**

- Keeps proper records of all Board Meetings, Special General Meetings and Annual General Meetings of WASP
- Serves on the Executive Committee
- Works closely as a consultant and advisor to the President
- To represent the interests of the membership of WASP at all Board Meetings by submitting & reading distributed material, providing feedback and making recommendations



- To raise the profile of WASP
- To assist in the recruitment of volunteers and financial supporters for projects, programs, and special events organized by WASP
- To make recommendations to the WASP Board of Directors on policies and procedures that will improve outcomes for members and users of WASP's programs
- To identify upcoming issues or challenges and communicate these to the Board of Directors with solutions if possible
- To assist with fundraising and sponsorship initiatives
- To attend one monthly winter lesson or event day during the ski season and a minimum of two summer activity programs
- To attend seasonal volunteer and staff orientation sessions
- To attend where possible volunteer appreciation events
- To attend all WASP Board meetings by either conference call or in person

**Additional Responsibilities:**

- To lead or assist with a committee of WASP

**Requirements:**

- Be a current member in good standing with WASP
- Be nominated by a WASP member
- Availability of a minimum of 10 hours a month time commitment in addition to Board meetings

**Preferred Skills:**

- Excellent interpersonal skills and superior written / verbal communication skills
- Sound business or community based experience
- Previous Board experience is an asset
- Previous Knowledge of WASP is an asset

**Reports to:** WASP President

**Selected by:** WASP Board of Directors



**NOMINATION FORM**

I, \_\_\_\_\_ being a member in good

standing of the Whistler Adaptive Sports Program Society do hereby nominate

\_\_\_\_\_ of  
(name - please print)

\_\_\_\_\_  
(address)

being a member in good standing of the Whistler Adaptive Sports Program Society to be a candidate in the election for the Board of Directors of the Whistler Adaptive Sports Program Society to be held on:

Sunday, October 24th, 2010

DATE: \_\_\_\_\_  
(Member's signature)

SECONDER: \_\_\_\_\_

DATE: \_\_\_\_\_  
(Secunder's signature)

I, the member nominated to stand for election to the Board of Directors of the Whistler Adaptive Sports Program Society on October 24th, 2010, consent to being a candidate and will serve on the Board of Directors of WASP if elected.

DATE: \_\_\_\_\_  
(Nominee's signature)

**NOTE: Nominees must complete 'Nominee's Statement' on reverse**

***Please mail or deliver Nomination Form and Nominee's Statement to Chelsey Walker, Executive Director, Whistler Adaptive Sports Program, Box 708, Whistler, BC, V0N 1B0 or fax to 604-932-2606 by Thursday, October 15th, 2009***

***Please call Chelsey Walker at 604-905-4493 for further information about Board Positions***





**NOMINEE’S STATEMENT**

I wish to serve on the Board of Directors of WASP:

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I feel I can make the following contribution to the Whistler Adaptive Sports Program Society at the Board Level (Please include your current occupation, additional skill sets that you have, potential contact base and past experience with WASP or as a Board Member or Volunteer elsewhere):

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I feel I can make the following contribution to the Whistler Adaptive Sports Program Society at the Operations Level (This includes program operations as a volunteer instructor or assistance/official or coach, other operations such as administration/assisting at events/fundraising/equipment maintenance etc.):

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How I can make a difference to the Whistler Adaptive Sports Program Society:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**President's Message**  
**Whistler Adaptive Sports Program Society**  
**Whistler, BC**

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TO: Whistler Adaptive Sports Program Society Members

FROM: Ed Lee, President of the Whistler Adaptive Sports Program

RE: Annual Message to Members

DATE: October 21, 2010

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As my term comes to close, let me share with you some of my personal highlights:

- Anything's Possible – As part of their therapy and recovery, a group of disabled soldiers came skiing for the first time. This was made possible by a very generous donation from Bill and Barbara Norman. Everyone acknowledged that this inaugural event was something very special. And I'm happy to report that by the good graces of the Normans, this group recently returned for a kayaking camp and we anticipate seeing them back on the slopes this year!
- 2010 Olympics and Paralympics – Besides being a tremendous opportunity to showcase and publicize our program (all the way from the grassroots to the elite athlete), I was proud to be a volunteer and proud to be Canadian.
- Whistler Centre for Adaptive Sport – We are a recipient of a Paralympic legacy and are now in our new office and storage space in the Whistler Athlete's Centre. And through us, our clients will have access to training facilities and accommodation in the Centre.
- Jeff Harbers' Adaptive Sports Centre – The Whistler Blackcomb Foundation directed a large bequest made by the first president of the American Friends of Whistler and donors through the naming of Jeff's Ode to Joy on Whistler Mountain to our new building which gave us a huge boost. And I'm happy to report that the planning and design of the expansion of our facility at Whistler Mountain's Olympic Station just about complete and should be operational for the 2011 winter season.
- Working with such a dedicated team: the Board of Directors, Executive Director, our partners (most notably Whistler Blackcomb and Scotiabank), our many donors, supporters, sponsors, coaches, volunteers and staff. Thank you, thank you, thank you.



But enough of the past, what about the future? I believe that we have an amazing and a very exciting future in front of us! If you haven't already heard, we've secured a long term sponsor thanks to the hard work of Bianca, John and Chelsey. Now we can make plans for strategic growth in our goal of becoming the epicentre for disabled sport (dare I say – in the world!). Many thanks to everyone for their hard work in giving us this tremendous opportunity. We will be revealing our new sponsor in an announcement in November.

And lastly, I am proud to be a volunteer with the Whistler Adaptive Sports Program. And I think this sentiment was expressed best by the renowned sociologist Margaret Mead who famously said: "Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." And on that note, I believe our best work is ahead of us.

And to use an Olympic analogy, it's time to pass the torch and for the journey to continue. In closing let me thank all of you for giving me the great honour of allowing me to serve as your President.

Ed Lee



**Executive Directors Report  
Whistler Adaptive Sports Program Society  
Whistler, BC**

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TO: Whistler Adaptive Sports Program Society Members

FROM: Chelsey Walker, Executive Directors of the Whistler Adaptive Sports Program

RE: Annual Message to Members

DATE: October 21, 2010

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2010 was a banner year for the Whistler Adaptive Sports Program. The momentum gained out of the Paralympic Games, coupled with the vision we created in 2005 and implemented over the last five years has led to our ultimate success: the creation of the Whistler Centre for Adaptive Sport.

Some things we can reflect upon are the many incredible moments we have experienced as an organization in the last year. These moments only happen once in a lifetime. We toured Prince Edward through the Whistler Athletes Centre. We shared golden Paralympic moments with our Whistler Adaptive Sports Program family. We celebrated the Paralympic flame that was carried by ten of our members and shared with our nation. We hosted visitors from around the world, both civilian and military, and enjoyed the global exposure on numerous broadcasting networks. We now truly are the Whistler Adaptive Centre for Sport. We have a home and an identity. Thanks to all of you and all of these moments the experience will live on in our collective memories.

There are other, smaller moments that reflect even more greatly on the growth and successes that we have achieved together. As this report is being written, we have eight children and youth engaged in a gymnastics lesson as part of a conference organized through the BC Association for Community Living. As part of the day, two of our participants from the new Sport Academy are volunteering in these lessons and completing the circle of participant to athlete to leader. Over the next few days up to twenty-five children and youth will participate in our summer sports programs for a total of ninety-four lessons. This is a number that would have been unheard of in previous years. The "Sport for Life" model that we dreamed of is now a reality.



The exposure to sport through the Paralympic Games, the awareness of sport options for individuals with a disability and the access through programs such as the Whistler Adaptive Sports Program has never been greater. The buzz in the room was unmistakable at a recent presentation to the largest number of in-patients and out-patients at GF who have ever come to one of our client education sessions. The interest in Whistler, coupled with the accommodation that we can now access through the Whistler Athletes Lodge and the multi-sport programming that we offer were all huge draws. We anticipate seeing most, or all, of that audience out on the water, trails and tracks.

The new Whistler Centre for Adaptive Sport, to be launched this November along with a name that will reflect our new sponsor, will encompass all that the Whistler Adaptive Sports Program has been striving to achieve over the last five years. It will be a world class sports, therapeutic programming and recreation centre for individuals and athletes with a disability. From an individual with a cognitive disability's first day holding a canoe paddle to the Para-Sport athlete wanting additional cross-training opportunities, the Centre will provide introduction to sports, therapy, recreation, volunteer and paid employment and coaching. There is something for everyone within the Whistler Centre for Adaptive Sport.

Our banner year was further reflected in the growth we have seen in our programming and infrastructure. Participants have filled our valley based home, the Whistler Athletes' Centre. The new Jeff Harber's Adaptive Sports Centre, which is scheduled to be completed at Olympic Station on Whistler Mountain next summer, will provide a world class on-mountain facility for all of our alpine and hiking guests. Early bookings for our winter based programs are almost doubled going into 2010-11. We are in the midst of finishing a record summer for program participation (78 lessons in 2009 compared with 400 in 2010).

We rely on innovation and partnerships to deliver our programs; without them we would not be achieving the successes that we envisioned in 2005. We have listed our many sponsors, supporters, donors and partners in our Annual Report. We would like to make a special recognition of both VANOC and the community of Whistler for their tremendous leadership in delivering an exceptional Paralympic Games. Their participation and enthusiasm helped solidify a tangible legacy for athletes with disability in Whistler. Finally, we would like to thank all of our volunteers – without you, we would not have been able to realize our dream of launching this new Centre this new future.

The future of the Whistler Adaptive Sports Program is bright. We have begun to realize our vision and create the Centre of our dreams. This legacy can be credited to everyone who, past and present, has contributed their time, energy, and passion for this organization. We thank all of you from the bottom of our hearts.

Chelsey Walker  
Executive Director



## Treasurer's 2010 Report

### Whistler Adaptive Sports Program Society Whistler, BC

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TO: Whistler Adaptive Sports Program Society Members

FROM: John Walker, CA, Treasurer and Director

RE: Annual Report to Members

DATE: October 17, 2010

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The high level profile achieved by hosting the Olympics and Paralympics is grand. For those of us who worked the Paralympic Games – what a great time we had. The athletes were blown away by the professionalism of hosting the Games. The village mood was good and all athletes admired the admiration!

As a society our lesson volume predominant sport we offer is alpine skiing – at Whistler Blackcomb, who is a supplier, using a combination of paid staff and our wonderful volunteers. We also offer an Adaptive Alpine Race Program that is self funding with user fees and earmarked donations and grants. Interest is rising in this program and we are seeing skiers become more proficient and move along to try racing. We hope hosting the Paralympics will assist in this enthusiasm and growth. It creates a natural sequence.

Our summer programs are also self funding from directed grants and user fees. Thus year we have delivered 400 lessons, up from 78 last year.

I continue to be amazed by the good work being done by your Board of Directors – and so importantly – by **all** volunteers. We make differences in peoples lives. Our summer programs keep increasing in lesson volumes and those who volunteer do so without any perks. They are valued.

I remain highly committed to serving on the Board of Directors, and during the past five years I have missed about one board meeting per year – usually due to vacation. I am in my second year of my second term as Treasurer and will continue to work on governance and stewardship of Society assets, legal compliance, helping to run Adaptive Alpine Ski Races and doing fund raising. I will serve my 6<sup>th</sup> year, if elected – but will step down or move to a mentoring role if another person would like to run as a director and serve as Treasurer. The position takes about 100 to 150 hours per year of direct involvement – not including any delivery time for on hill or summer program activities.

My apologies for missing the AGM – but my work travel requirements call me away this year.



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I am pleased to report to our members as to the financial results for Whistler Adaptive Sports Program Society (WASP) for the year ending July 31, 2010. Our financial reports cover our four seasons of delivering Whistler Adaptive Ski and Snowboard Lessons (Snowboarding), Nordic/Cross Country Skiing, Adaptive Alpine Ski Race, Kayaking, Canoeing, Hand-Cycling/Biking, Gymnastics, Active Start, Rowing and Hiking/Trail Rider operations. In all, we delivered about 1400 participant days last year.

We must compliment and thank both our volunteers and suppliers. Our endless volunteer labour is provided without monetary compensation and thus the value of this effort does not show as a cost to the Whistler Adaptive Sports Program. Likewise, suppliers to our programs, such as Whistler-Blackcomb, Cross-Country Connection, Access Sea to Sky, Whistler Eco Tours and Captain Holiday's Kayak and Adventure School provide services at subsidized rates or absorb certain costs. We thank them, and all sponsors.

This year we have worked hard to raise capital funds to place a wonderful new facility at Olympic Station on Whistler. This is needed to handle the lesson and equipment volumes we now have. That has led to leases and contracts – and we thank Borden Ladner Gervais for their guidance and work done – without charge.

The Whistler Adaptive Ski and Snowboard Program is of course our oldest and largest program and where we incur by far the largest capital spending and operational efforts. Whistler Blackcomb is the major supplier, as well as being a sponsor and partner for adaptive ski and snowboard. Our current Program Agreement states that Whistler-Blackcomb receives lesson revenues into a profit centre all adaptive skiing and snowboarding lesson revenues including bursary income provided by the Whistler Adaptive Sports Program for bursary applicants that the Whistler Adaptive Sports Program, through its' Bursary Committee, approves.

The Whistler Adaptive Sports Program has also funds additional training to our dedicated Whistler Adaptive Sports Program instructors who come to us with or without specialized qualifications. Whistler-Blackcomb receives the course fees for Canadian Association of Disabled Skiing Certification Courses. This training is oriented to providing instruction for individuals with a disability. It is supplemental to training normally taken by individuals who hold Canadian Ski Instructors Alliance and Canadian Association of Snowboard Instructors Certification.

Our agreement provides for Whistler-Blackcomb to absorb any losses on program delivery, which in fact they have done for years, with one exception when there was a small profit a few years ago. In 2010, the program ended in a loss financial result.

Thank you Whistler Blackcomb for working with the Whistler Adaptive Sports Program in partnership to deliver for a cost effective and professional program.



### **Capital Spending.**

During fiscal 2010 we spent about \$4000 on capital assets including a new hand-cycle at \$3,884 and some outriggers. Also, we had direct donations of capital pieces such as a new Nordic sit-ski as well as sledge hockey pieces

Your board's policy is to not spend money we don't first raise. As a result, there were limited capital additions this year.

### **Fund Raising Activities.**

Much of our Executive Director's time is spent on fund raising. We do several sorts of fund raising – all of which is critical to our success. We also have a fund raising committee and directors get personally involved in such activities.

#### **1. Directed Funds**

These are funds that are earmarked or specified by the donor as to the spending purpose. For example, in 2010 we applied to 2010 Legacies Now and were granted \$2,000 which can only be spent on Nordic Programming. This was a terrific grant and is much appreciated.

#### **Accounting for Deferred Funds**

You will see deferred funds on the liability side of our balance sheet. These reflect the above issue that we have received donated funds, banked and invested them, but have yet to spend them as directed by the donor. Examples include money to only be spent on summer programs, money to only be spent on certain equipment and so forth. Our accounting policy is that when we do spend those amounts as directed we record the expense or asset bought, and take the cash previously received into revenues. In some years in some categories we carry the earmarked unspent funds forward to the next year, to spend later for the designated purpose.

#### **2. Unrestricted Funding**

These funds can be used for any purpose, capital or operating, including our general operations. These are not earmarked. We raise funds at annual events such as the Friends of Whistler Adaptive Sports Program Gala, as well as many other fundraisers. We are also fortunate to be the local charitable partner of the Delta Whistler Village Suites and Tantalus Lodge and are the beneficiary of fund raisers such as their Raise the Roof Party, Garage Sale and many other fundraising initiatives.





### **Accounting for unrestricted funds**

These funds are recognized as revenues on receipt.

### **Fund Raising issues and barriers**

A situation that closes some forms of funding and sponsorship of on mountain programming and buying capital assets is Whistler Blackcomb's sponsorship rule regarding on site and program naming. They do not allow us to put a name on a project or event unless they pre-approve the sponsor or unless our sponsor is one of their named sponsors. For example, we could not name say Audi or Rogers since Whistler-Blackcomb has GM and TELUS as sponsors. Whistler Blackcomb does allow us to approach their sponsors – but to date we have seen limited funding.

Fundraising is somewhat easier for Restricted Funding with a stated purpose. However, this can be problematic as we can only spend proceeds on specific items and nothing goes toward the needed effort of our Executive Director to research and source the funding, write grant applications, pitch the funding source, engage the supplier, purchase equipment, arrange insurance, monitor the program, market usage, handle bursaries and such – and yet such “overhead” costs for operating are not covered and in turn are difficult to raise money for. We always try and allocate a portion of our funds to such purposes, but are often unsuccessful.

You may have heard of the 2009 decision by the Provincial Government to cut back on funding organizations such as ours. This position has not changed in 2010, meaning we have to broaden our sponsor group. We welcome your ideas.

When one level of government does this major funding cutbacks to non profit organizations such as ours, it has a “double whammy” as many federal programs are based on matching provincial or municipal grants.

### **Turning to a review of our financial statements and operations –**

#### **1. Governance.**

There are ten members on the Board of Directors for the Whistler Adaptive Sports Program, all elected through acclamation as of our last Annual General Meeting.

All Directors are responsible for good governance and stewardship of our assets.

Governance controls and features include -



- ✓ An annual budget is prepared and approved by the Board of Directors. Our 2011 budget was recently approved. It is large and includes putting up the new building. That said – we don't spend until funds are in.
- ✓ Revenue and spending year to date is tracked and reported monthly to Directors.
- ✓ Variances to plan result in reallocating spending based on forecast funds received and our most needed priorities.
- ✓ Our goal is to have half a year's annual spending budget available in cash at all times. If we were to drop below this level we would revisit spending allocations to conserve cash until additional funds are raised. This way we mitigate the risk of having to shutter operations. We had that concern in fiscal 2010 – but scraped through, although funds depleted.
- ✓ We invest funds raised at market rates, and only pay them out when services are rendered or equipment is delivered. In the past year we had investment income of \$534, as compared to \$2,456.17 last year, which is low as we have fewer funds on deposit and interest rates are so low.
- ✓ All disbursements require a combination of two signatures (selected Directors and the Executive Director). As Treasurer, I generally never sign cheques. As an added control I complete the bank reconciliations.
- ✓ Movement of funds to or from investments to chequing accounts requires the Treasurer's and a signing Board Member's pre-approval to the bank.

When the Whistler Adaptive Sports Program became a BC Registered Society we adopted some standard bylaws from the Society Act of BC. We follow these bylaws in our conduct. For good governance reasons Directors endorse the concept of having an independent review of our financial transactions and accounting. This gives us comfort that we are accounting for our operations properly and opens sources of fund raising as many donors require such a review. Whistler based staff at BDO Dunwoody perform this task and do a compilation review and file our Charitable Returns at an annual cost of about \$2,600.

**I recommend we continue to engage them to do this work.**

**During the course of our Annual General Meeting there will be motion called to engage them again this year and I support that motion.**

## 2. Revenues.

In the fiscal years 2006 through 2008, we have had generous and much appreciated multi year financial support totaling \$175,000 from Scotiabank corporate. We continue to get great community support from our local Scotiabank bank branch staff that is very much appreciated. We received \$7,500 at our last Annual General Meeting for a Scotiabank capital contribution for our Building Fund.



Replacing \$75,000 of multiyear contributions has not been easy, as is reflected in our operating statements over the last two years. In 2009 we incurred a deficiency of expenses over revenues of \$41,360. While this improved to \$30,319 – such a trend is non-sustainable and we would burn through all our cash reserves. This caused us to put ever more effort into fund raising and we have some very promising news to share shortly.

Our Executive Director, Fund Raising Committee, and Board of Directors worked hard in a difficult economy to raise much needed funds. Highlights of donations this fiscal year included the Abercrombie Foundation (\$30,040), Resort Municipality of Whistler (\$22,500) Pan Pacific and Dubh Linn Gate (\$7,100), TELUS (\$5,000), Goldman Sachs Gives (\$5,000), Troutsmen Club of Leisure (\$4,600), Chili Thom Gallery (\$1,800), Rotary Clubs of Whistler and Pemberton (\$1,000), John Parris (aka Captain Canada) \$1,300, Lions Club of Pemberton (\$500) amongst many others.

In Fiscal Year 2010, the Whistler Adaptive Sports Program continued to work on our major capital project. The Jeff Harbers Adaptive Sports Centre has received two major commitments from local foundations in 2009: the Whistler-Blackcomb Foundation (\$150,000) and the American Friends of Whistler (\$50,000). We thank them for their support and with Scotiabank's initial contribution of \$32,500 as well as the recent capital contributions listed above we have raised over 75% of the cash funds needed to complete this project. We have further received tremendous in-kind support for the project from Borden Ladner and Gervais and Andrew Tarret Architecture. We are in the midst of finalizing our construction budget and timelines. We anticipate a spring ground breaking for this project. Our sub-lease with Whistler-Blackcomb states that we must have 100% of the funds, in-kind donations and commitments in place prior to construction.

We continue to file many grant applications and now have a comprehensive sponsorship and fundraising plan. **I cannot understate the need for committed efforts by members to support our fundraising efforts in order to broaden our financial support base.**

### 3. Expenses.

Our expenses are categorized well in our Statement of Operations. I don't really have any comments on specific items, but do reiterate that at our Board Meetings we look at spending each month, consider each amount before we commit to it, and adjust spending to reflect cash available and program needs. Where possible we don't spend funds until we have raised them.

In order to create a sustainable financial future for the Whistler Adaptive Sports Program, an Endowment Fund was created in 2007. The fund is held and invested by the Community Foundation of Whistler. They will invest these funds and allocate the interest to ensure



WASP's core operational funding for future years. This endowment now sits at approximately \$22,000 balance, which equals the value of contributions. It can be supplemented directly by outside donors as a cash donation, gifted stock, and bequests.

The 2010 deficiency reflects my concerns that **we must raise more funds**. However, I am satisfied that we got excellent value in delivering a broad range programs and efforts made in by volunteers and staff in a difficult fund raising environment.

#### 4. Conclusion.

The Society ended the year in a reasonable liquidity financial position with \$81,056, down from \$109,550.96 of cash on hand last year, which in turn was down from \$150,175 in 2008. As noted – while this is worrying – we believe a major supporter will soon be announced. That said – we never raise too much money as our programs and bursaries can be scaled up.

In closing, I encourage all volunteers to keep up their great work by donating their time in delivering four season programs, fund raising, and being involved.

**Any ideas and additional volunteer efforts to raise funds will be openly received.**

John Walker, CA  
Treasurer and Director



### THANK YOU FOR THE SUPPORT!!

The Whistler Adaptive Sports Program would like to thank the following Sponsors, Donors, Partners and Supporters who have contributed over the last year: Whistler-Blackcomb, Whistler-Blackcomb Foundation, American Friends of Whistler, Abercrombie Foundation, Access Sea to Sky, Andrew Terret Architecture, N. Alexander, Bill and Barbara Norman, Black Hills Winery, Borden Ladner and Gervais, Canadian Sport Centre Pacific, Captain Holiday's Kayak and Adventure School, Chili Thom, Community Foundation of Whistler, G. Clifford, Cross-Country Connection, Danex Contracting, D. and S. Cherry, D. Demopoulos, Delta Whistler Village Suites, Disabled Skier's Association of BC, Dubh Linn Gate, B. & N. Dickson, Fruv Freedomwear, C. & T. Field, Fairmont Chateau Whistler, N. Fitzgerald, J. Finlayson, Friends of the Whistler Adaptive Sports Program, Rob Gosse, J. Gish, Goldman Sachs Gives, Matt Hallat, Husky Oil, The Hilton, C. Jacobse, J. Knopp, L. Landry, Brad Lennea, Lions Club of Pemberton, Lululemon, S. Li, Ladies 9 & Dine, B. Lebans, I. Maclaurin, J. Mathers, D. & K. Meakin, T. Mosher, M. McNamara, Jon Montgomery, Nesters Market, Nicklaus North, J. Parris, C. & S. Padgett, N. Pandachuck, Pan Pacific, Paramount Furniture, J. Peters, P. Bunbury and Associates, Pique Newsmagazine, Resort Municipality of Whistler, Rich Glass Photography, D. Robinson, Royal Bank of Canada, Royal Vancouver Yacht Club, Rotary Clubs of Whistler, Rotary Club of Pemberton, J. Serink, Scotiabank, Shaw T.V, A. Strickland, Tantalus Lodge, TELUS, Tourism Whistler, D. Tompson, Troutsmen Club of Leisure, Ubertor, VANOC, J. Walker, The Westin Resort and Spa, Lauren Woolstencroft, Whistler Legacies Society, Whistler Arts Council, Whistler Eco Tours, Whistler Mountain Ski Club, Whistler Nordics Ski Club, Whistler Question, Whistler Rowing Club, Whistler Brewing Co., R. & J. Young, Yes Improvement, 2010 Legacies Now, [www.whistlerforthe-disabled.com](http://www.whistlerforthe-disabled.com), as well as many others.

We would also like to thank all of our hardworking volunteers!