



Whistler Adaptive Sports Program Society
Annual General Meeting Information Package

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Whistler Adaptive Sports Program Society
Annual General Meeting

Sunday, Oct. 21, 2012 at 1:00-3:00pm

Registration starts at 12:30pm

Whistler Athletes Centre
1090 Legacy Way, Whistler, BC V0N 1B1, Canada

AGENDA

1. Call to Order
2. Motion to Approve the Agenda
3. Motion to Approve the 2011 Annual General Meeting Minutes
4. Annual Reports (submitted in writing):
 - President
 - Executive Director
 - Treasurer
 - Financial Statements for Fiscal Year 2012
5. Election to the Board of Directors
6. Awards
7. Other Business
8. Adjournment



WHISTLER ADAPTIVE - 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 2012 Whistler Adaptive Sports Program Society Annual General Meeting on Sunday, October 21st, 2012. 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:** Member at Large, Whistler Adaptive Sports Program Society (Whistler Adaptive)
- Location:** Sea to Sky Corridor
- Term:** 2 years
Year round responsibility
Position takes effect immediately following the Whistler Adaptive AGM on October 23rd. 2011.

Short Description: The affairs of Whistler Adaptive shall be managed by a Board of Directors. Directors are elected at the AGM of Whistler Adaptive (currently October). The responsibility and authority for the directions and policies of Whistler Adaptive are 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, 1st 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 Whistler Adaptive

Core Duties:

- To represent the interests of the membership of Whistler Adaptive at all Board Meetings by submitting & reading distributed material, providing feedback and making recommendations
- To raise the profile of Whistler Adaptive
- To assist in the recruitment of volunteers and financial supporters for projects, programs, and special events organized by Whistler Adaptive
- To make recommendations to the Whistler Adaptive Board of Directors on policies and procedures that will improve outcomes for members and users of Whistler Adaptive 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 as requested
- To attend up to one monthly winter lesson or event day and up to of two summer activity programs as requested
- To attend seasonal volunteer and staff orientation sessions as requested
- To attend where possible volunteer appreciation events
- To attend all Whistler Adaptive Board meetings by either conference call or in person

Additional Responsibilities:

- To lead or assist with a committee of Whistler Adaptive

Requirements:

- Be a current member in good standing with as requested
- Be nominated by a as requested member
- Availability of a minimum of 6 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 Whistler Adaptive is an asset

Reports to: Board of Directors of Whistler Adaptive

Selected by: Membership at AGM

Job descriptions for the Executive Committee are available upon request. We wish to keep this package within a smaller footprint to reduce printing costs.



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 21st, 2012

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 21st, 2012, consent to being a candidate and will serve on the Board of Directors of Whistler Adaptive 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 19th, 2012

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 Whistler Adaptive:

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 Whistler Adaptive or as a Board Member or Volunteer elsewhere):

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.):

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

Signature: _____

Date: _____

**Presidents Report****Whistler Adaptive Sports Program Society
Whistler, BC**

TO: Whistler Adaptive Sports Program Society Members

FROM: Sarah MacLeod, President of the Whistler Adaptive Sports Program

RE: Annual Message to Members

DATE: October 21, 2012

When I started with Whistler Adaptive ten years ago, our program offered ski lessons out of a makeshift office under the stairs of the Carleton Lodge and a Britco trailer at mid-station. The society, when established, was headquartered in Chelsey's spare room. How things have changed...

The close of the Vancouver 2010 Olympic and Paralympic Games left us with the legacy of an actual office in the Whistler Athletes' Centre, access to the High Performance Centre, and affordable accommodation in the Whistler Athletes' Lodge. The new home of our society would come to be known as the Teck Whistler Centre for Adaptive Sports after Teck made a multi-year funding commitment to WASP for the unprecedented amount of \$535,000. However, 2010 would not be the peak but rather a launching pad.

Last ski season, after over five years of planning and fundraising, Whistler Adaptive opened a brand-new, two-storey building at Olympic Station. Our 800 square foot, 10-year old Britco trailer was replaced with a 2,400 square foot operations Centre for both the Whistler Adaptive Ski and Snowboard, Adaptive Alpine Race Programs as well as future hiking and mountain biking programs. Everyone at Whistler Adaptive appreciated the generous donation of our original Britco trailer by the Rotary Club but we simply outgrew the space. The new building includes education support equipment, a quiet room, dryers, and equipment maintenance and storage areas. Volunteers, staff, and athletes are now able to prepare for the day ahead, meet with family and friends for much-needed breaks, and share stories of new accomplishments in a safe and warm environment. The total cost of the new facility, via both monetary and in-kind donations from more than 20 partners, totaled over \$650,000.



Whistler Adaptive now has more than 180 volunteer instructors to match our 600 athletes, and, last year, we delivered over 1900 lessons in 16 different adaptive programs. Amidst all of these changes, the Whistler Adaptive Sports Program has remained true to our vision of making sport and recreation accessible to everyone. We have expanded our mission to providing year-around rather than seasonal sport, therapeutic, and recreational programs but our goal of encouraging independence, self-confidence and self-motivation for all of our athletes and participants through outdoor recreation has remained constant.

With my second term on the Whistler Adaptive Board of Directors and tenth year with the program coming to a close, I have an ever-growing appreciation of the efforts of our Executive Director, Chelsey Walker, my fellow board members, our staff, and our many volunteers. Without these collective individuals, our program would not have achieved so many positive results in funds raised, new infrastructure, and, most importantly, in the lives of our participants. And I truly believe that this is only the beginning...

Thank you all for your hard work and continued support,

Sarah.



Executive Directors Report

Whistler Adaptive Sports Program Society Whistler, BC

TO: Whistler Adaptive Sports Program Society Members

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

RE: Annual Message to Members

DATE: October 21, 2012

Whistler Adaptive Sports Program is ramping up for its thirteenth year of operations. So much has changed in the last decade or so and we continue to operate as a world-class Adaptive Sport Centre. Records were broken and goals were achieved or exceeded at the Whistler Adaptive Sports Program Society, home of the Teck Whistler Centre for Adaptive Sport. Our mantras of “Anything is Possible” and “Sport for Life” have shifted from statements to reality.

“Anything is Possible”, the name of our first veterans’ based program, has grown from one facet of our organization to infusing our everyday philosophy at Whistler Adaptive. We have prided ourselves as being athlete centric and willing to think outside the box for programming. It grew from an athlete’s desire to shape up for a wedding to a full time, year round Sport Academy. A program which, if you have tracked the tremendous athletic, social and vocational success of the athletes enrolled in it, shows that through the power of adaptive sport anything truly is possible.

The completion of the Jeff Harbers Adaptive Sports Centre is another example of what can be achieved if you dream big, work hard, persevere and look at our organizations long term goals. We created our beautiful new home on Whistler Mountain after five years, of many funding meetings, grant applications, contracts, multiple reviews of the plans, some bumps in the road and finally the execution of the build to create this leading edge Adaptive Sport Centre. This dream to create a facility to match the quality of our programming was achieved when we opened the Centre on December 31, 2011.

A “Sport for Life” model, the Long Term Athlete Development Plan in Canada, governs the principles that guide athlete development in each sport using chronological, developmental and hard skill benchmarks, to delineate seven overall phases of an athletes’ development. “Canadian Sport for Life (CS4L) is a movement to improve the quality of sport and physical activity in Canada through improved athlete training and a better integration between all stakeholders in the sport system, including sport



organizations, education, recreation and health” (www.canadiansportforlife.ca). Whistler Adaptive has adopted “Sport for Life” as a governing philosophy not just for our own sport models in our role as a Local Multi-Sport Organization, but also as a way to look at our athletes holistically. We actively work with our long term athletes and participants on social, housing, and educational goals.

Our athletes and participants are encouraged to be fully active participants within our sports, recreational and therapeutic programming; they are asked to give back to Whistler Adaptive in whatever way they can. As an organization, we believe in creating not a hand out or a hand up for our participants and athletes but an investment. Using the funds we raise, the return on investment for the support of these individuals can be great. The returns range from improvement of quality of life, greater independence, increased confidence, meaningful attachment to the workforce, social gains and greater athletic performance. These investments have a tangible return and create a great impact on our community.

We are looking forward to continuing to create great things in 2013. As a forward looking organization, and one that strives to create an even better experience for our participants and athletes every year, we have some exciting new programming and certifications to look ahead to. We are working hard on a new Certification Program for Teaching the Cognitively Challenged Learner (thanks Jennifer Erickson), new Snowboarding Development and Certifications, as well as initiatives focused on improving female participation in adaptive sport. We have assembled a great team of volunteers, staff, and other organizations to lead the way on these new initiatives.

Whistler Adaptive could not operate without our dedicated volunteer force and funders. We thank you all from the bottom of our hearts.

Chelsey Walker
Executive Director

**Treasurer's 2011 Report****Whistler Adaptive Sports Program Society
Whistler, BC**

TO: Whistler Adaptive Sports Program Society Members

FROM: John Walker, CA, Treasurer and Director

RE: Annual Report to Members

DATE: October 21, 2012

THANK YOU FOR THE SUPPORT!!

I am pleased to report to our members as to the financial results for Whistler Adaptive Sports Program Society (Whistler Adaptive) for the year ending July 31, 2012.

Our year was very different from past years, and was one of great financial accomplishment with building the Jeff Harbers Adaptive Sports Centre at a cost of \$661,418. Dedicated fund raising earmarked to the facility was raised with contributions by the following organizations and families; \$150,000 from the Whistler Blackcomb Foundation, \$67,000 from the American Friends of Whistler, \$50,000 from the Harbers Family, and \$81,700 from TELUS. The balance made up of many contributors including but limited to the Delta Whistler Village Suites, Abercrombie Foundation, Scotiabank, the Resort Municipality of Whistler, Snow Mountain Projects, the Tire Stewardship BC, Coast Mountain Excavations, Andrew Tarret Architecture, Fraserwood Limited, TG Fire Protection, Action Data Communications, Weyerhaeuser and we would like to thank Whistler Blackcomb for all of their in-kind support.

Our Balance Sheet shows we have \$60,914 in ready funds. However, at July 31 we had \$77,072 of accounts payable so we are actually cash short. As we enter the 2013 fiscal year we can expect to receive our third installment of five year committed funding from Teck. Their outstanding support is a five year commitment of \$535,000 of which we have received \$235,000 through July, 2012. We will draw our \$100,000 third installment shortly. This and the collection of accounts receivable of \$58,751 will get us liquid again, complete the final holdback payment on the Jeff Harbers Adaptive Sports Centre and see us into the winter.



The Society follows a policy of receiving earmarked contributions and recording them as deferred revenue until the grant purpose is met. At the time the asset is purchased or program expense is incurred we then take the grant revenue into recognized revenue on our Statement of Operations. As this happens the asset purchase is recorded and we begin depreciating the asset or the program expenses are incurred and recorded as expenses.

In Statement of Operations we recorded an excess of revenues over expenses of \$199,982. However, the cash raised in excess of expenses reflected in this amount was used as funding to complete the building. Our building is on crown land in a tenure leased to Whistler-Blackcomb by the Province of British Columbia, we then have a sub-lease for our footprint on this tenure. Their tenure renewal takes place in nineteen years, and while it is expected that such a tenure agreement would be renewed with the province – the twenty year span of remaining on existing tenure seemed a good life period to write off our building cost depreciation.

The Whistler Adaptive Sports Program, as a registered charity and qualified donee under the Canadian Revenue Agency's guidelines, will from time to time flow grants from foundations through our organization to provide funding for specific programs and projects conducted by our affiliates and partners. The Dave Murray National Training Centre grants and expenses are related, as an example of this type of flow through, in that we assisted the Centre by accepting gifts from qualified donors as a qualified donee. The funds provided were directly used to pay the contractors who built the Centre.

As a charity we receive a 50% rebate of GST cost incurred and 57% of the PST. We received HST rebates from HST paid related to the building, for program expenses and all tax related spending by our organization. This return of taxes spent will be much lower in future years. Whistler Adaptive, thanks to our charitable status, is exempt from paying income tax.

As we look forward at our corporate income stream, we will need to replace or renew the Teck funding by 2015. Our base line operating costs at current program levels for administration, fund raising, program delivery, bursaries and building operations is approximately \$200,000 per year. This does not include some of the expenses related to wages and part of the operation of the Whistler Adaptive Ski and Ride Program as those are paid out of a business unit at Whistler-Blackcomb.

Having completed my third term, I am stepping down as Treasurer at this Annual General Meeting. It has been my pleasure to be a Director and Treasurer. I will remain active in fundraising and other volunteer areas.



Whistler Adaptive Sports Program
Annual General Meeting Draft Minutes

Oct. 23th, 2011

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

Present: Steve Bayly, Gil Tetrault, Sarah Macleod, Jane Mathers, James Peters, Chelsey Walker (Staff), Bridget Daley, Diana Mulvey, Kasi Lubin, Sheila Walker, Marisa Davis, Vera Davis, Patrick Jennings, Doug Wylie, David Oakes, John Walker, Stacy Dauzat, Brian Newman, Brian Rode

Proxy Votes: n/a

Total attending in person or via proxy: 18

Meeting Called to order at 1:15 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, 2011

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

Motioned by: Diana Mulvey
Seconded by: Kasi Lubin
CARRIED

2011 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: Steve Bayly
Seconded by: James Peters
CARRIED



Presentation and Approval of the 2011 Financial Statements:

The 2011 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: Steve Bayly

Seconded by: Brian Rode

CARRIED

Engagement of BDO Dunwoody to complete a compilation review:

Motion to engage BDO Dunwoody to complete a compilation review of the 2011 Financial Statements of the Whistler Adaptive Sports Program Society

Motioned by: Brian Rode

Seconded by: David Oakes

CARRIED

Election to the Board of Directors

There are currently 4 vacant positions on the Board of Directors. The following individuals are not seeking re-election:

- Donovan Tildesley

Sarah Macleod, President of the Whistler Adaptive Sports Program Society, thanked Donovan Tildesley on behalf of everyone involved with Whistler Adaptive for his contribution, dedication, support and hard work over the last two years.

Therefore there were 4 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.

- 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.



The following 3 individuals were elected to the Whistler Adaptive Sports Program Society by acclamation:

- James Peters
- Jennifer Erickson
- Steve Bayly

This now leaves the Board of Directors with 10 members:

- *Sarah MacLeod*
- *Bianca Matheson*
- *John Walker*
- *Kasi Lubin*
- *Diana Mulvey*
- *James Peters*
- *Jennifer Erickson*
- *Steve Bayly*

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

Other Business

Gil Tetrault raised a question concerning volunteer engagement in the Whistler Adaptive Ski and Snowboard Program.

Awards

Meeting was adjourned at 2:30pm.