



Whistler Adaptive Sports Program Society
Annual General Meeting Information Package

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Whistler Adaptive Sports Program Society
Annual General Meeting

October 26, 2014 at 2pm
Delta Whistler Village Suites
Registration Time: 1:30pm

AGENDA

1. Call to Order
2. Motion to Approve the Agenda
3. Motion to Approve the 2013 Annual General Meeting Minutes
4. Annual Reports (submitted in writing):
 - President
 - Executive Director
 - Treasurer
 - Financial Statements for Fiscal Year 2014
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 2014 Whistler Adaptive Sports Program Society Annual General Meeting on October 26, 2014 at 2pm. 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 TBD.

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 October 26, 2014.

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 26, 2014, 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 email a scanned copy to cwalker@whistleradaptive.com by October 25, 2014

Chelsey Walker at 604-935-9406 for further information about Board Positions



NOMINEE'S STATEMENT

I wish to serve on the Board of Directors of Whistler Adaptive because:

I feel I can make the following contribution to the Whistler Adaptive Sports Program Society at the Board of Directors 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: _____



President's 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 20, 2014

I have had the immense privilege to be part of the Whistler Adaptive Sports Program Society for the past twelve years. In that time, our program has grown from a learn-to-ski program to now include sixteen adaptive sports. Throughout this tremendous growth, Whistler Adaptive has remained true to our mission of creating sport and recreational opportunities for individuals with all types of disabilities, at every level. We have expanded to providing year-around rather than seasonal sport but our goal of encouraging independence, self-confidence, and self-motivation for all of our athletes and participants through outdoor recreation has remained constant. We continue to promote sport for life by breaking down financial, physical, and social barriers. With clientele based locally, across the country, and around the world, our Teck Whistler Centre for Adaptive Sport is not only recognized for sport excellence but is open and accessible to anyone. Whistler Adaptive athletes have progressed through our programming and gone on to compete and succeed at national and international levels.

Though we have just completed a record year with over 2800 lessons taught to over 600 individuals, growth is only one measure of success. The Board has been focusing not on growth alone but responsible, strategic growth. With infrastructure projects completed, the Board concentrated our efforts over the past year on fundraising to support the increased operational costs of our expanded infrastructure, creating clear governance to ensure that our society is a proactive rather than reactive body that will be able to continue long into the future, and providing volunteer and staff training to ensure that the ever-growing number of lessons given meet the individualized needs of our client base.

All of our instructors and coaches work with learners and athletes who have a physical, sensory, or cognitive disability or even all three! Without these volunteers' skills and commitment, we would not be able to survive, let alone keep continuing to grow. The number and range of learners with a cognitive disability specifically has been increasing significantly over the past few years. With this influx, it became imperative to provide our volunteers with the training to be able to teach this emerging group effectively and confidently. To meet this demand, one of our tireless Ski and Snowboard Program volunteers and former Board members, Jennifer Erickson, has continued to expand our cognitive training initiative.



Another new project that was completed this past year was our website redevelopment. Thanks to the generous support of TELUS and the Abercrombie Foundation, we were able to create a forward thinking, completely accessible site for clients, volunteers, and staff. Please take a moment to check out the new site at www.whistleradaptive.com. Countless hours went into this project with many valued contributors but I would like to particularly recognize the efforts of Diana Boone who spearheaded the project on behalf of the Board.

With these new projects, we have not forgotten the initiatives of yesterday. Our Allied Winter Camp co-hosted with the Canadian Paralympic Committee and Soldier On as well as Soldier On's National Winter Camp returned with over sixty ill or injured soldiers taking part. Through these camps, Whistler Adaptive has developed a strong reputation as a world leader in aiding members of the military community to return to sport post-injury. We were also the proud hosts of the Canadian Para-Alpine SL Nationals which welcomed home our alpine Paralympians and medalists from Sochi as well as giving newer athletes still climbing the ranks a chance to compete on the national level.

Our Sports Academy also continues to thrive and grow under the cheerful guidance of our returning Sport Academy Co-ordinator, Christiana Durfeld. We are now providing almost daily programming for twenty individuals with cognitive disabilities living in the Whistler area. Activities range from yoga and swimming to mountain biking and kayaking. With support from Teck, the RMOW, the Abercrombie Foundation, and the Community Foundation of Whistler, we have been able to expand the Sport Academy to include individuals living in the Pemberton and Mt Currie areas. With further fundraising, we hope to establish a Youth Sport Academy for kids under twelve. This will help us meet our mandate of creating sport for life, to the podium and beyond.

Sadly, last fall we lost one of our Sport Academy athletes, Avery Newman. He was a dedicated and motivated athlete who represented Canada and Whistler Adaptive at the Special Olympics World Games in Korea. With such a big heart and great enthusiasm for the outdoors and all types of sport, Avery will be sorely missed. But in this same year, we saw a new Whistler Adaptive cheerleader be born... Our Executive Director, Chelsey Walker, and her partner Peter Jean, welcomed their new baby girl, Agnes, into the world. We're all very happy to have yet another Walker signed up to be a Jane-of-all-Whistler-Adaptive-trades. To help Chelsey while she enjoys at least a part-time maternity leave, we were pleased to welcome a new Program Manager, Ali Richmond, who joined our staff from our volunteer corps and has become indispensable to our team.

Without the collective efforts of our committed staff and almost 200 volunteers, our program would not have achieved so many positive results in funds raised, new infrastructure, and, most importantly, in the lives of our participants. We owe a huge debt to all of you—THANK YOU!

Sarah MacLeod
President

**Executive Director's 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 23, 2014

As we complete our 15th year of operations and I enter my tenth year of employment with Whistler Adaptive, there are many milestones to celebrate. We are entering our fifth and final year of funding with Teck. Their generosity has allowed Whistler Adaptive, along with all of our donors and supporters, volunteers, staff and contractors to achieve our dreams and goals of providing sport for life.

In the five years that Teck has supported the Teck Whistler Centre for Adaptive Sport, Whistler Adaptive has been able to significantly increase our programming and scope of services. Our programming now operates at the Jeff Harbers Adaptive Sports Centre, at Alta Lake Park, across the Whistler Valley and at the Whistler Athletes' Centre with the high performance gym and lodging for athletes and teams who train, compete and live in Whistler. This increase in capacity has continued to allow us to retain our ability to bring large scale groups to Whistler, such as the Soldier On National and Allied Winter Camps, as well as play host to new events such as Canadian Para-Alpine SL Nationals.

Whistler Adaptive continues to be committed to introducing as many individuals with a disability as possible to sport, recreation and therapeutic programming. Whistler Adaptive supports sport for life by breaking down the financial, physical and social barriers as well as creating skills that will lead to future employment within sport and beyond. This year we provided over 2800 lessons, a record for our organization, and, thanks to numerous grants, donations and corporate support, were able to employ a new Program Manager, Sport Academy Coordinator and Summer Program Leader.



Whistler Adaptive, not resting on our past success, will now renew our focus on strengthening our current relationships with our amazing supporters while seeking out new funding sources so we can continue to offer world class programming to an ever increasing participant base. We will look to create sustainability within our funding relationships as well as succession plans within our staff, volunteer and coaching corps. This year will bring new strategic planning at the Board of Directors level as well as numerous new training initiatives, new programs, such as our Pemberton Fun and Fit sessions and the Try Snowboarding Camp, and continuing to ensure that we are meeting the needs of our current athletes and participants while attracting new ones.

Whistler Adaptive could not continue to do what we do without our dedicated volunteer force, amazing staff, instructors, supporters and funders. We thank you all for your contributions not just to our organization but to help make Whistler Adaptive what it is today.

Chelsey Walker
Executive Director



Treasurer's 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 23, 2014

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, 2014.

The largest undertaking our Society has ever undertaken was the building of the Jeff Harbers Adaptive Sports Centre which was mostly built in the 2012 financial year and completed in Fiscal Year (FY) 2013. Total cost of the build was \$743,588. The building is now the heart of our winter alpine operations. A little history is appropriate to remember. The funding the Jeff Harbers Adaptive Sports Centre is likely helpful to Financial Statement readers. We raised \$358,473 of funds specifically earmarked for the building, which has cost \$743,588 to build. We used funds from general sources to pay for the shortfall. All of that spending is behind us, and maintenance costs are reasonable and for now can be handled with non-earmarked funds raised. Our overhead costs rose with operating the building but are manageable.

Granting revenues remained fairly steady for the year. Program expenses were again in a steady range with the exception of wages and benefits. These rose due the one month overlap of paying both our Executive Director (ED) and our new Program Manager for one month of training. We are paying our ED partial compensation during her maternity leave, and she is working the hours accordingly. We hired 2 staff for program delivery over the summer (Sport Academy Coordinator and Summer Program Leader) and the related costs were specifically covered by designated grants and program revenues. Our summer programs were well attended.

Our society relies on fundraising to exist and deliver our mandate. In the early years Scotiabank and many other donors provided our funding. Over the past 5 years, Teck has been our largest funder. Our final installment of a commitment of \$535,000 is currently due. This plus other wonderful sponsors support will sustain over the balance of our 2015 operations.

Our challenge is to replace the Teck funding for FY 2016. With annual support of \$100,000, this is a core sponsor to replace.



We ended FY 2014 with adequate liquidity in cash and accounts receivable to fund our current operations. We will soon receive our last \$100,000 funding installment from Teck. Our challenge is to replace this core funding. All ideas and contacts are welcome.

For the year, we had a reported loss of \$3,430. Depreciation/amortization is a non-cash expense and was \$43,603 in FY 2014. That said, amortization of deferred revenue was \$ 18,000 – so on a cash flow basis we had an improvement of our cash position of just under \$23,000, which is good (-\$3,430 + \$43,603 - \$18,000). Our risk point remains replacing the cash we receive from Teck.

Your Board of Directors follows a guideline of having at least 6 months spending in liquidity available at all times. Without a replacement core sponsor this will be a challenge by this time next year.

Our Building.

Our core asset is our building at mid-station on Whistler. It 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 seventeen years, and while it is expected that such a tenure agreement would be renewed with the province. Given the tenure issue and considering common accounting practice for depreciating long life assets like buildings, we concluded that we would depreciate the Jeff Harbers Adaptive Sports Centre over the same 20 years. The funds raised and specifically earmarked to build the Harbers Centre are being written off over the same period as an offset to depreciation.

Accounting Policies.

The Society follows a policy of receiving earmarked contributions and recording them as deferred revenue, effectively a spending obligation, until the grant or donation 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 we have met the spending obligation. As this obligation is met, the asset purchase is recorded and we begin depreciating the asset or the program expenses are incurred and recorded as expenses.

Whistler Blackcomb Relationship.

Under our Program Delivery Agreement for the Whistler Adaptive Ski and Snowboard Program, Whistler Blackcomb acts as billing agent for our charity and collects the revenues for lessons delivered for the Whistler Adaptive Ski and Snowboard Program into an accounting business unit for us. Annually 5% of gross revenues are paid to us outright as a new revenue stream for the Society from our tax exempt lesson fees. Any further net operating expenses for that program incurred by the supplier Whistler Blackcomb are also charged to that business unit and paid out of the remaining revenues within the business unit. Those operating expenses normally exceed the lesson fees charged to clients. These



revenues and expenses are not recorded in our operational financial statements of the society. If the business unit ended with a further net excess of funds received over expenses, after the 5% payment was made to Whistler Adaptive, Whistler Blackcomb would refund those funds to Whistler Adaptive. In turn, a net expense is absorbed by them.

Separation of Duties.

As Treasurer my duties include reconciliation of bank accounts and bookkeeping and financial statement preparation. To maintain best practice separation of duties, I do not singly authorize any spending purchases. All except petty cash disbursements require 2 Directors' signatures for payment. On the very occasional event that signatures are not available and mine is needed to make timely payment, a third signature is added at the next board meeting. Due to the family relationship between the Executive Director and myself, I excuse myself from all personnel matters.

Other Roles.

During 2014, I had the pleasure of being Chief of Race for the Canadian National Para-Alpine Slalom Championships on the Blackcomb hill venue. This was the first time ever alpine and para-alpine races were held on an integrated venue, and it was a great success. I thank all the volunteers that assisted in this event.



WHISTLER ADAPTIVE SPORTS PROGRAM SOCIETY
Annual General Meeting –
October 12, 2013 Meeting Minutes

Call to Order: 1:06 pm

Sarah MacLeod: *I call to order the 2013 Annual General Meeting of the Whistler Adaptive Sports Program Society.*

Please ensure that you have signed in, have registered any proxies and are accounted for with the Secretary (Diana Mulvey and Chelsey Walker)

Motion to Approve the Agenda:

Sarah MacLeod: *Could I please have a motion to approve the Agenda as distributed?*

Motion: Diana Mulvey Seconder: Paul Claproth
Sarah MacLeod: All in favour? Carried

Approve the Minutes of the 2012 Annual General Meeting:

Sarah MacLeod: *Could I please have a motion to approve the Minutes of the 2012 Annual General Meeting as distributed?*

Motion: David Oakes Seconder: Heidi Rode
SM: All in favour? Carried

Reports:

Sarah MacLeod: *Please refer to the distributed Annual Report of the Society with reports from the President, Executive Director, and the Treasurer*

Could I have a motion to accept the Annual Report of the Whistler Adaptive Sports Program Society?

Motion: Paul Claproth Seconder: David Oakes

Sarah MacLeod: All in favour? Carried

Sarah MacLeod: *Please refer to the distributed Financial Reports of the Society.*

John Walker: *Presented the FS for FY 2013 and Treasurer's report (abbreviated)*



Sarah MacLeod: *Could I have a motion to accept the Financial Statement for Fiscal Year ending July 31, 2013 as presented and as submitted to the Annual Report?*

Motion: David Oakes Seconded: John Walker

Sarah MacLeod: All in favour? Carried

Engagement of BDO Dunwoody to complete a compilation review:

Sarah MacLeod: *Could I have a motion to engage BDO Dunwoody to complete a compilation review of the 2013 Financial Statements of the Whistler Adaptive Sports Program Society?*

Motion: John Walker Seconded: Paul Claproth

Sarah MacLeod: All in favour? Carried

Election to the Board

Sarah MacLeod: *We would now like to begin the business of Elections to the Board of Directors*

There are currently 4 vacant positions on the Board.

I would like to thank Jennifer Erickson, Andrea Dziewior, and James Peters on behalf of everyone involved with Whistler Adaptive for their contribution, dedication, support and hard work over the years. Jennifer and James are not seeking re-election and Andrea was unable to complete her term. Jennifer will continue on with Cognitive Training initiatives and volunteer recognition programs. Andrea has had to move from Whistler and we were sorry to see her go.

Therefore there are 3 Member at Large vacancies on the Board for a 2-year term and 1 Member at Large vacancy for a one-year term.

The Board will retreat following the election and determine which of your elected Members at Large will fill the following positions:

- *President*
- *Vice-President*
- *Treasurer*
- *Secretary*

The following individuals have been nominated and seconded by a Whistler Adaptive Sports Program Society member in good standing to be elected or re-elected to serve on our Board of Directors.

- *Kevani MacDonald*



- Gerry Zimmerman (not present)

Sarah MacLeod calls for further nominations from the floor. All candidates must be nominated and seconded by a member in good standing with the Whistler Adaptive Sports Program Society. There were no further nominations from the floor.

The nominees not present were unable to be here and this in no way reflects their commitment.

[Present each candidate's nominee statement in alphabetical order, just so there is no favoritism.]

- Kevani MacDonald
- Gerry Zimmerman

Announcement of Election Results

Sarah MacLeod: *It gives me great pleasure to announce that the following candidates have been acclaimed to serve on the Board of Directors of the Whistler Adaptive Sports Program Society. It will also be decided at the first Board of Director's Meeting which Directors will serve on the Executive Committee.*

- Kevani MacDonald
- Gerry Zimmerman

Awards

Sarah MacLeod: *I would now like to thank all of our Board Members who have completed their terms for their time and commitment as well as those who continue to serve.*

Bruce Lebens Award (Jennifer Erickson) – Sarah to present the award at the first ski/snowboard social. Chelsey to include announcement in the upcoming enewsletter.

Other Business

Ask if anyone has any additional business

Sarah MacLeod: *If there are no objections or any further business, I would like to adjourn this year's Annual General Meeting. Hearing no objections, I hereby adjourn this year's AGM.*

Adjournment: 1:30 pm