



Whistler Adaptive Sports Program Society
Annual General Meeting Information Package

Contents

	Page
Agenda	2
2010 AGM Minutes	3-5
Proxy Voting Form	6
Job Descriptions of Board Positions to be elected	
President	7-8
1 st Vice President	9-10
Board Director	10-11
Secretary	11-12
Nomination Form	13
Nominee's Statement	14
Annual Reports	17-26



Whistler Adaptive Sports Program Society
Annual General Meeting

Sunday, Oct. 23, 2011 at 1:30-3.00pm
Registration starts at 1:00pm

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 2010 Annual General Meeting Minutes
4. Annual Reports (submitted in writing):
 - President
 - Executive Director
 - Treasurer
 - Financial Statements for Fiscal Year 2011
5. Election to the Board of Directors
6. Awards
7. Other Business
8. Adjournment



Whistler Adaptive Sports Program
Annual General Meeting Draft Minutes

Oct. 24th, 2010

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

Present: Steve Bayly, Andrea Bayly, Gil Tetrault, Brian Rode, Sarah Macleod, Ed Lee, Jane Mathers, James Peters, Chelsey Walker (Staff), Annie Turgeon (Staff), Bridget Daley, Sarah Colpitts, Diana Mulvey, Kasi Lubin, Bianca Matheson, Donovan Tildesley, Jane Mathers, Jennifer Erickson

Proxy Votes: Heidi Rode

Total attending in person or via proxy: 18

Meeting Called to order at 1:08 PM

Approve the Agenda:

Motion to approve the Agenda as distributed.

Motioned by: Brian Rode
Seconded by: Steve Bayly
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: Gil Tetrault
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: Gil Tetrault
Seconded by: James Peters
CARRIED



Presentation and Approval of the 2010 Financial Statements:

The 2010 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: Sarah Colpitts
 CARRIED

Engagement of BDO Dunwoody to complete a compilation review:

Motion to engage BDO Dunwoody to complete a compilation review of the 2010 Financial Statements of the Whistler Adaptive Sports Program Society
 Motioned by: Brian Rode
 Seconded by: Donovan Tildesley
 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:

- ❖ *Valerie Plourde*
- ❖ *Rob McSkimming*
- ❖ *Ed Lee*

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

Therefore there were 6 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.

- *Sarah Macleod*
- *Bianca Matheson*
- *John Walker*
- *Kasi Lubin*
- *Diana Mulvey*



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 5 individuals were elected to the Whistler Adaptive Sports Program Society by acclamation:

This now bolsters the Board to 10 individuals.

- *Sarah MacLeod*
- *Bianca Matheson*
- *John Walker*
- *Kasi Lubin*
- *Diana Mulvey*

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

Gil Tetrault raised a question concerning the validity of passes earned in the Whistler Adaptive Ski and Snowboard Program for future years if they are not used in the year that they were earned. This will be referred to Whistler-Blackcomb for further action.

Awards

Adrien Dubreuil and Bridget Daley were awarded the Bruce Lebens Award for their volunteer service that ranged between 4 to 5 days a week each during the summer of 2010. They were provided no benefit and the Whistler Adaptive Sports Program could directly attribute the jump in lesson numbers from 80 per summer to over 500 to their contribution.



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 2011 Whistler Adaptive Sports Program Society Annual General Meeting on Sunday, October 23rd, 2011. 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: October 23rd, 2011

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, 1st 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: 1st 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 23rd, 2011.

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, 1st Vice President, Treasurer and Secretary, each with separate job descriptions.

The following is the job description for the 1st 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 23rd. 2011.

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, 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 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 23rd, 2011.

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, 1st 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 23rd, 2011

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 23rd, 2011, 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 20th, 2011

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:

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):

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: _____



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

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 20, 2011

As we wrap up 2011, we have achieved many milestones that clearly speak to the Whistler Adaptive Sports Programs' ability to harness the energy and momentum of last years' Games. The new Teck Whistler Centre for Adaptive Sport was launched on the March 12, 2011 anniversary of the opening of the 2010 Paralympic Games. Thanks to Teck and all of our supporters, we have become known as a world class sports centre for individuals and athletes with a disability. The Centre has and will continue to provide programming and an introduction to sports, therapy and recreation, volunteerism, paid employment and coaching. As we predicted in 2010 and experienced in 2011, there is something for everyone within the Whistler Centre for Adaptive Sport.

Construction is well under way for the new Jeff Harbers' Adaptive Sports Centre. It has been an amazing few years of fundraising, planning and execution to accomplish our goal of creating the new Centre. We anticipate welcoming our partners, supporters, athletes, participants, volunteers and staff in late November. The Jeff Harbers' Adaptive Sports Centre has been a close to five year project to complete, from the design to legal, fundraising to construction we would like to thank every one who has supported the project. We would especially like to thank the Whistler-Blackcomb Foundation, the American Friends of Whistler and Rene Harbers, who have contributed \$266,000 to the project in Jeff's name.

We rely on innovation and partnerships to deliver our programs; without them we would not be achieving the successes that we continue to see. To continue expanding our roster of sports, we have looked to highly skilled and motivated volunteers to help drive and develop new programming. For example, we have had members of our Sport Academy complete a triathlon and five running races this summer. Chris Kennedy, a volunteer, coached them throughout the summer to great results. This is just one example of the leadership that our volunteers bring to the table.



Thanks to the contributions of large corporations and foundations and to community groups such as the Troutsmen Club of Leisure and the Whistler Valley Quilters, the Whistler Adaptive Sports Program has delivered over 1800 lessons this year. That is an increase 400 lessons over last year and we continue to see growth and new levels of participation in almost all areas of our operations. We could not achieve this level of growth without the support of our community and volunteers. We thank you all for believing in our vision and experiencing this amazing journey of building and innovation with us.

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 19, 2011

Our wonderful volunteers continue to be the back bone of the Whistler Adaptive Sports Program. The time they donate has a high value, and often without any tangible benefit to them personally, that is not recorded as a contribution in our Financial Statements. Thank you to all our volunteers. Our staff works huge hours for a base salary – and that is greatly appreciated.

Our fiscal year end is July 31 each year, and what a difference a year makes. Last year, in Fiscal Year 2010, we continued a multiple year loss making trend as donors and some funders had difficulty making contributions during the tough economic times. Our expenses exceeded our revenues by \$30,319. This fiscal year our revenues exceeded our expenses by \$45,262 and we have \$297,909 in the bank, which has since year end been invested in a higher interest business account.

We also have wonderful financial support this past year. The support of our many donors and supporters is so much appreciated. During Fiscal Year 2011 Teck became a sustaining donor. They have made a 5 year commitment totaling \$535,000 and helped us launch the Teck Whistler Centre for Adaptive Sports! Many foundations also continued their annual support.

As a society our lesson volume predominant sport we offer is alpine skiing and snowboarding however, our other programs have now collectively surpassed skiing and snowboarding in lesson numbers and volumes. The diversification and interest in all of our adaptive sports programs speaks to the continued expansion and growth of the Whistler Adaptive Sports Program Society.

This coming year alpine operations will be staged from our wonderful new Jeff Harbers Adaptive Sports Centre. We have fund raised nearly all the \$623,000 building budget and look forward to this wonderful and functional facility.

Your Board of Directors provides oversight to our financial and operating issues. I thank my fellow directors for the efforts and guidance. **All** volunteers make differences in peoples lives. All programs are expanding as is described in the Executive Director's Report.



I remain highly committed to serving on the Board of Directors, and during the past six years I have missed about one board meeting per year – usually due to vacation. I 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 7th year, –and would like to move to a mentoring role if another person would like to run next year 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 any winter or summer program activities.

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, 2011. Our financial reports cover our four seasons of delivering Whistler Adaptive Ski and Snowboard Lessons , Nordic/Cross Country Skiing, Adaptive Alpine Ski Racing, Kayaking, Canoeing, Hand-Cycling, Mountain Biking, Gymnastics, Active Start, Rowing, Triathlon, Strength and Conditioning, Running, Swimming, the Sport Academy, and Hiking/Trail Rider operations. In all we delivered over 1800 participant days last year.

Suppliers to our programs, such as Whistler-Blackcomb, the 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. Chris Kennedy, of Black Diamond Fitness, has trained our tri-athletes and runners to great success – all for no charge. 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 in alpine activities. That has led to the development of leases and contracts – and we thank Borden Ladner Gervais for their guidance and work done – all 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 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 Society, through its' Bursary Committee, approves. From that profit centre, they pay the core instruction staff and a Supervisor as well as charging the value of lift tickets and other operational expenses. If they make a profit it is to be returned to us. They absorb any losses. No profit was made this year.

The Whistler Adaptive Sports Program has also funds additional training to our dedicated Whistler Adaptive Ski and Snowboard 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 and returns them to the Whistler Adaptive Sports Program Society. 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.

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 for Equipment.

During fiscal 2011 we had no substantial capital spending for equipment. To July 31 we had advanced \$18,441 in fees and services relating to the construction of the Jeff Harbers Adaptive Sports Centre.

Your Board's policy is to not spend money we don't first raise.

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 activities.

1. Directed Funds

These are funds that are earmarked or specified by the donor as to the spending purpose. For example, in 2011 we received a grant for \$7,977 to purchase two new rowing shells and the accompanying adaptive rowing equipment from the Whistler Blackcomb Foundation.

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 specific summer pilot 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 to a purpose. 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. If they come from an individual or taxable entity we can issue a tax 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.

We welcome any fundraising ideas, especially those that raise unrestricted funds.

Turning to a review of our financial statements and operations –

1. Governance.

There are nine 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 2012 budget is being prepared. It is large and includes completing and commissioning the building.
- ✓ 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 in safe GIC's and business accounts 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 \$171, as compared to \$534 last year. Interest rates are low.
- ✓ All disbursements require a combination of two Directors signatures. As Treasurer, I generally never sign cheques. As an added control I help 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 Return at an annual cost of about \$3,000.

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.



Our Executive Director, Fund Raising Committee, and Board of Directors worked hard to raise our much needed funds. Highlights of donations this fiscal year included the Whistler Blackcomb Foundation (\$157,977), Teck (\$135,000), Abercrombie Foundation (\$33,516), Resort Municipality of Whistler (\$8,200), the Delta Whistler Village Suites and Tantalus Lodge (\$7,808), American Friends of Whistler (\$6,163), Manulife Financial (\$5,000), J. Dietrich (\$5,000), Atlas Foundation (\$5,000), the Hilton Resort and Spa (\$3,144), Raven Foundation (\$2,000), TELUS (\$751), Troutsmen Club of Leisure (\$3,600), Sushi Village (\$2,154), the Davis Family (\$2,000), Lululemon (\$1,500), Work Safe BC (\$1,500), the Thompson Family (\$1,000), Rotary Clubs of Whistler and Pemberton (\$750), UBCM (\$750), PTV (\$663), the Field family (\$500) amongst many others.

In Fiscal Year 2011, 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 contributions listed above we have raised the majority 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 Tarrett Architecture. We are in the midst of constructing the Centre and anticipate a late November grand opening. We look forward to sharing all of the contributions and support we have received for this project at that time. The majority of funds and support will be received in Fiscal Year 2012

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. I was pleased that our bursary budget was almost double the amount spent in 2010 – at \$15,308 this year. Bursaries allow clients who otherwise could not afford to buy lessons to do so.

In order to create a sustainable financial future for the Whistler Adaptive Sports Program Society, an Endowment Fund was created in 2007. The Fund is held with the Community Foundation of Whistler. They invest these funds and allocate the interest to ensure WASP's core operational funding for future years. This endowment now sits at over a \$22,000



balance, which equals the value of contributions. It can be supplemented directly by outside donors as a cash donation, gifted stock, and death legacies.

4. The Jeff Harbers Adaptive Sports Centre

Our building budget is \$622,741. In Fiscal Year 2011 we have used \$18,452 in directed capital funds for plans, professional fees and construction in progress. We have a remaining amount of about \$153,431 received this year. We have as yet to be received the firm funding commitments of –

\$66,000 from The American Friends of Whistler (committed in 2009)

\$50,000 from The Harbers Family Foundation (committed in Fiscal Year 2012)

\$6,730 from the Delta Whistler Village Suites (committed in Fiscal Year 2012)

\$3,000 from Fraserwood Industries (in-kind support committed in Fiscal Year 2012)

\$3,500 from Coast Mountain Excavations (in-kind support committed in Fiscal Year 2012)

\$3,500 from Weyerhaeuser

\$5,000 from TR Fire Protection

\$260 from Bunbury and Associates

We have received in-kind support from our architect, Andrew Tarrett, and attorneys totaling approximately \$20,000 in value. Further, we have applied for numerous grants that will make up the cash difference between grants and donations received and construction expenses expected.

5. Conclusion.

The Society ended the year in a reasonable liquidity financial position with \$297,909 in cash on hand, of which \$153,431 is committed to the building. Further as noted above – we expect to draw a further \$481,569 committed by building fund donors (see the list above) and in-kind supporters.

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.



THANK YOU FOR THE SUPPORT!!

Teck, Whistler-Blackcomb, Whistler-Blackcomb Foundation, American Friends of Whistler, Abercrombie Foundation, Access Sea to Sky, Action Com, Alpine Canada Alpin, Andrew Terret Architecture, Armchair Books, Atlas Foundation, G. Aucoin, Black Diamond Fitness, Borden Ladner Gervais, Bunbury and Associates, Canadian Sport Centre Pacific, Captain Holiday's Kayak and Adventure School, Coast Mountain Excavations, Community Foundation of Whistler, Creekbread, Cross-Country Connection, Crown Skis, R. Davies, B. and V. Davis, Delta Whistler Village Suites, D. Demopolous, Disabled Skiers Association of BC, B. and N. Dickson, J. Dietrich, D. Etches, J. Faulkner, C. & T. Field, 5 Peaks, Fraserwood Industries Ltd., Friends of the Whistler Adaptive Sports Program, John Furlong, Glacier Creek Contracting, Matt Hallat, Hilton Resort and Spa, Husky Oil, Kat Sullivan Design, V. Kelly, Cathryn Knaggs, Lululemon, Live It! Love It!, Bruce Lourie, S. Macleod, G. Martindale, J. Mathers, Manulife Financial and Lindsay Willms, D. & K. Meakin, D. Mulvey, N. Newman, B. and B. Norman, Pique Newsmagazine, Plaza Galleries, Raven Foundation, Red Frog Productions, Resort Municipality of Whistler, Rick's Grill/The Mix, R. Roberts, D. Robinson, Rotary Club of Whistler, Rotary Club of Pemberton, Rowing Canada Aviron, Royal Vancouver Yacht Club, O. Scholfield friends and family, U. Schulze, Scotiabank, L. Sutherland, Tantalus Lodge, TELUS and TELUS employees, Tourism Whistler, D. Thompson, TR Fire Protection, Troutsmen Club of Leisure, Twisted by Choice, Twongo, Ubertor, UCBM, J. Walker, Weyerhaeuser, Lauren Woolstencroft and PPV Productions, Whistler 2010 Sport Legacies Society, Whistler Arts Council, Whistler Eco Tours, Whistler Mountain Ski Club, Whistler Question, Whistler Rowing Club, Whistler Brewing Co., D. White, Work Safe BC, Yes Improvement, www.whistlerforthe-disabled.com, as well as many others.