



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

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

*October 25, 2015 at 1:15pm*  
*Delta Whistler Village Suites*  
*Registration Time: 1:00pm*

**AGENDA**

1. Call to Order
2. Motion to Approve the Agenda
3. Motion to Approve the 2014 Annual General Meeting Minutes
4. Annual Reports (submitted in writing):
  - President
  - Executive Director
  - Treasurer
  - Financial Statements for Fiscal Year 2015
5. Election to the Board of Directors
6. Thank You's
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 2015 Whistler Adaptive Sports Program Society Annual General Meeting on October 25, 2015 at 1:15pm. 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, 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 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 25, 2015.

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 25, 2015, 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](mailto:cwalker@whistleradaptive.com) by October 24, 2015***

***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:

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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):

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

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TO: Whistler Adaptive Sports Program Society Members

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

RE: Annual Message to Members

DATE: October 22, 2015

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I have had the privilege to be part of Whistler Adaptive for over thirteen years and President for the past five. Over that time, I have seen first-hand the transition from a learn-to-ski program to a society offering year-around programming in seventeen adaptive sports including the recent launch of an Adaptive Sailing Camp. Throughout this tremendous growth, our mission of creating sport and recreation for individuals with all types of disabilities at every level has remained constant. Whistler Adaptive has become recognized for sport excellence with former athletes having gone on to compete and succeed at national and international levels. By breaking down financial, physical, and social barriers, we help promote sport for life and encourage independence, self-confidence, and self-motivation through recreation. Our commitment to being open and accessible to everyone draws clientele not just locally but from across the country and around the world. Last year alone, we were able to provide over 2800 lessons to more than 400 participants with the help of over 200 volunteers! These figures are more than just numbers... Each one represents a staff or volunteer contribution, an opportunity for an individual with a disability, and benefits to both that extend well beyond the lesson.

While we do celebrate these achievements, the Board does not measure success solely on growth. We are focused on responsible, strategic growth. Fundraising and fiscal management are essential to not only our success but our survival. Increases to the number and types of lessons delivered demand increased infrastructure and staffing which are reflected in our overall operational costs. We must also continue to offer training to volunteers and staff and invest in new and existing equipment to ensure the ever-growing number of lessons given meet the individualized needs of our client base and are delivered in a safe manner. We are working to create clear governance policies to meet our changing needs and ensure that our society is a proactive rather than reactive body that will be able to continue long into the future.





The past year introduced some unique challenges and celebrations. As many of you know, our Executive Director, Chelsey Walker, welcomed a new baby girl, Agnes, into the world. Chelsey's long-time contributions have shown a commitment to our mission which was even further demonstrated by her willingness to work part-time throughout her maternity leave. To help Chelsey while she enjoyed, 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. Ali returned to school in September but was indispensable to our team while Chelsey worked reduced hours. We were pleased to welcome Chelsey back full-time this past April and I fully expect that little Agnes will start pulling her weight as a volunteer any day now... perhaps, once she's fully mastered pulling her weight literally.

Our Sports Academy continues to thrive and grow under the cheerful and capable guidance of our other full-time staff member, Sport Academy Co-ordinator, Christiana Durfeld. We are now providing almost daily programming for twenty-seven individuals with cognitive or physical disabilities living in the Whistler area. Activities range from yoga and swimming to mountain biking and kayaking. This past year, with support from Teck, the RMOW, the Abercrombie Foundation, the Community Foundation of Whistler, and Innergex, we were able to expand the Sport Academy. Programming is now available for individuals living in the Pemberton and Mt Currie areas and, keeping with our mandate of creating sport for life, for kids under twelve with our new Youth Sport Academy and series of Kids Pro-D Day Camps. With further fundraising, we hope to be able to host programming in Squamish in the coming year.

With these new projects, we have not forgotten the initiatives of yesterday. Our Allied Winter Camp hosted with Soldier On returned with over forty ill or injured soldiers taking part. Through camps like these, Whistler Adaptive has developed a strong reputation as a world leader in aiding members of the military community to return to sport post-injury. Thanks to donors like TD, we have been able to help soldiers have a more rewarding transition back to active duty or civilian life.

All of our instructors and coaches work with learners and athletes who have a physical, sensory, or cognitive disability, sometimes all three! However, the number and range of learners with cognitive disabilities specifically has been increasing significantly over the past few years. Three years ago, Jennifer Erickson, a long-time Ski & Snowboard volunteer and former Board member, identified the need for additional tools for volunteers to be able to meet this influx confidently and effectively. She developed a comprehensive program including on-line and field resources to meet the demand. As our Cognitive Training Manager, Jennifer now manages our cognitive training initiative.

Thanks to the generous support of TELUS and the Abercrombie Foundation, we have now completed our website redevelopment project. Please visit [www.whistleradaptive.com](http://www.whistleradaptive.com) to experience our new forward thinking, completely accessible site for clients, volunteers, and staff and keep up on Whistler Adaptive news and events including the recent announcement that Whistler Adaptive was selected as Cornucopia's partner charity for 2015. Their annual event will be held this fall in Whistler from November 5<sup>th</sup> to 15<sup>th</sup> and will feature hands-on seminars, winery dinners, gala tasting events, and, of course, after-parties. We hope to see you all there!



On behalf of the Board, I would like to extend a heartfelt thanks to all of our staff and volunteers. Without their time and efforts, our programs could not operate. Without their passion, they would not thrive. Naming all those who have contributed to our success in the past year would be impossible, but, suffice to say, it takes a village... Our program would not have achieved so many positive results in the lives of our participants without the collective efforts of all of our donors, staff, and volunteers. We owe a huge debt to all of you— so THANK YOU!

**Executive Director's Report****Whistler Adaptive Sports Program Society  
Whistler, BC**

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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 22, 2015

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Whistler Adaptive has, once again, wrapped up another fantastic year of sport, therapeutic and recreational programming. In the past year, we strengthened our existing programming while partnering with new funders and sport organizations to explore new initiatives. A significant focus on the training of our coaches and instructors, both paid and unpaid, will pave the way for future program growth for our organization.

In our 16<sup>th</sup> year, Whistler Adaptive continues to be committed to introducing as many individuals with a disability as possible to sport, recreation and therapeutic programming at every level. 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 and program days. Thanks to numerous grants, donations and corporate support, we were able to employ a Program Manager, Sport Academy Coordinator, Summer Program Leader and several sport specific coaches in addition to myself. Volunteers remain the heart of our operations and we could not offer our world class programming without their support. We thank them for their tireless and enthusiastic dedication.

We have finished our fifth and final year of funding with Teck. Their generosity 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. We protected our funding as much as possible in 2015 to allow for a financial cushion of \$43,315 to carry us into Fiscal Year 2016. This funding will allow us to operate programming and maintain two staff members, our Executive Director and Sport Academy Coordinator, while we search for our next funding sources.



New funders in 2015 included Innergex and TD Bank. Their contributions allowed Whistler Adaptive to partner with the Pemberton Canoe Association and host a Pemberton Paddling Program every week on One Mile Lake as well as to expand the sport programming we offer to military based groups like Soldier On. Another new partnership with the Whistler Sailing Association saw adaptive sail boats on Alta Lake for the first Adaptive Sailing Camp held this fall. In June, we started a series of Kids Pro-D Day Camps, with funding from the Community Foundation of Whistler, to introduce children and youth to sports programming at an affordable rate. We are excited to continue to work with all of our sport and funding partners to create the best possible programming for all of our participants and athletes.

Looking forward to 2016, Whistler Adaptive is pleased to be the charitable partner of Whistler Cornucopia, a major fundraiser for us. We will be hosting camps for Soldier On and the Blind Veterans UK as well as hosting numerous coaching courses, training workshops and sport specific camps. The International Skiing Fellowship of the Rotarians will be back in Whistler and, once again, raising much needed funds for our snow sports programs.

2016 will also bring change in the leadership of the Whistler Adaptive Ski & Snowboard Program, as its Supervisor John Brown pursues new endeavours after five years at the helm of Whistler Adaptive Ski & Snowboard. We wish him the best in his new position. We look forward to welcoming Susan Perry to that role this fall. We would also like to thank Ali Richmond for her help as our Program Manager for the last year and a half. She has returned to academic life.

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

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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 21, 2015

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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, 2015.

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 FY 2013. Total cost of the build was \$743,588. The building is now the heart of our winter operations and continues to serve us well.

A little history regarding the funding for the Jeff Harbers Adaptive Sports Centre will likely be helpful to FS readers. We raised \$358,473 of funds specifically earmarked for the building. We used funds from general sources to pay for the shortfall. All 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. We are depreciating this asset over 20 years as that is also the life of our land lease. Depreciation is a non-cash charge and was \$50,824 in FY 2015.

All revenue categories remained fairly steady for the year. All expenses track a similar spend level to 2014. We had more staff this year but only hire program delivery staff if the staff time is covered by a grant or program fees. We hired two contractors and a Canada Student Works granted summer student as staff for program delivery over the summer. Our Executive Director and Program Manager salaries are only partially covered by grants with fundraising covering the remaining costs. Our Sport Academy Coordinator's position is mostly covered by grants. We paid our Executive Director a partial salary during her maternity leave as she continued in the role with limited duties primarily in fundraising and organizational strategy. She is now on a four day work week with commensurate reduction in salary. Administration expenses are \$10,000 higher year over year as we had a catch up billing from Whistler Sports Legacies for office rent at Cheakamus Crossing as well as completing a website redesign.

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 five years, Teck has been our largest funding



donor. Our final installment of their commitment of \$535,000 is currently banked. This wraps up their wonderful support and we must either scale back programs to match funds raised or replace Teck as a donor. The forthcoming Cornucopia event will help. Many of our sponsors are repeat contributors and we thank them. All ideas and contacts are welcome.

We ended FY 2015 with adequate liquidity in cash and accounts receivable to fund our current operations.

Our results show a substantial improvement in net operating revenues over 2014. For the 2014 year, we had a reported loss of \$3,430. This has improved to a net gain of \$43,315. For 2016, we forecast break-even results.

Our Board follows a guideline of having at least six months spending in liquidity available at all times. Without successes with a replacement core sponsor, donors and/or additional fundraising efforts this will be a challenge over 2015/16.

### **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.

I continue to recommend we have BDO prepare our FS compilation and Charity Return.

### **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 Ski & Snowboard Program into an accounting business unit for us. Annually 5% of the gross revenues paid into the business unit revenue are paid to us. The remaining revenue in the business unit are used to cover the annual cost of delivering the program. Any net operating expenses for that program incurred by the supplier Whistler Blackcomb are also charged to that business unit. Those operating expenses normally exceed the lesson fees charged to clients after the 5% is paid to Whistler Adaptive. Only the 5% of revenues are recorded in our Financial Statements. The remaining revenues and expenses are not recorded in our operational financial statements of the society. If Whistler Blackcomb made a profit from these activities, they would refund that 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. Due to the family relationship between the Executive Director and myself, I excuse myself from all personnel matters.



**Whistler Adaptive Sports Program Society  
Annual General Meeting – Minutes  
October 26, 2014  
Whistler, BC**

**Call to Order: 2:07pm**

SM: *I call to order the 2014 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 Ali Richmond)*

**Approve the Agenda:**

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

Motion: Paul Claproth                      Second: Hazel Boyd SM: All in favour? Carried

Approve the Minutes of the 2013 Annual General Meeting:

SM: *Could I please have a motion to approve the Minutes of the 2013 Annual General Meeting as distributed?*

Motion: John Walker                      Second: Paul Claproth

SM: All in favour? Carried

**Reports:**

SM: *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: John Walker                      Second: Sarah McLeod

SM: All in favour? Carried

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

JW: *Presents the FS for FY 2014 and Treasurer's report (abbreviated)*





*Could I have a motion to accept the Financial Statement for Fiscal Year ending July 31, 2014 as presented and as submitted to the Annual Report?*

Motion: Diana Boone Second: Sarah McLeod

SM: All in favour? Carried

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

*SM: Could I have a motion to engage BDO Dunwoody to complete a compilation review of the 2014 Financial Statements of the Whistler Adaptive Sports Program Society?*

Motion: John Walker Second: Paul Claproth

SM: All in favour? Carried

### **Election to the Board**

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

*There are currently 7 vacant positions on the Board.*

I would like to thank Diana Boone, Hazel Boyd and David Oakes on behalf of everyone involved with Whistler Adaptive for their contribution, dedication, support and hard work over the years. Diana, Hazel and David are not seeking re-election.

*Therefore there are 7 Member at Large vacancies on the Board for a 2-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. If present could you please wave your hand when your name is called:*

- *Sarah MacLeod (nomination: John Walker and seconded: Hazel Boyd)*
- *John Walker (nominated: Sarah McLeod and seconded: Paul Claproth)*
- *Mathieu Champagne (nomination papers submitted)*



- *Phil Chew (nominated: Brian Rode and seconded: John Walker)*

*SM: I will now call 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.*

*Called 3 times: Are there any nominations from the floor?*

*Nominations are now closed.*

*I will now read out the nomination statement from each candidate.*

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

- *Sarah MacLeod*
- *John Walker*
- *Mathieu Champagne*
- *Phil Chew*

*No Ballots Required Oct 26, 2014. All nominees were elected by acclamation.*

### **Announcement of Election Results**

*SM: It gives me great pleasure to announce that the following candidates will serve this next year 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.*

1. *Sarah MacLeod*
2. *John Walker*
3. *Mathieu Champagne*
4. *Phil Chew*
5. *Gerry Zimmerman*
6. *Paul Claproth*

### **Thank You's**

*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.*

**Other Business:** Jenna Jones spoke on her Legs for Locals initiative.

**Adjournment: 2:26 p.m.**