



Whistler Adaptive Sports Program Society
Annual General Meeting Information Package

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Whistler Adaptive Sports Program Society
Annual General Meeting

October 23, 2016 at 1:30pm
Delta Whistler Village Suites
Registration Time: 1:00pm

AGENDA

1. Call to Order
2. Motion to Approve the Agenda
3. Motion to Approve the 2015 Annual General Meeting Minutes
4. Annual Reports (submitted in writing):
 - President
 - Executive Director
 - Treasurer
 - Financial Statements for Fiscal Year 2016
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 2016 Whistler Adaptive Sports Program Society Annual General Meeting on October 23, 2016 at 1:30pm. 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 23, 2016.

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 23, 2016, 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 20, 2016

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

RE: Annual Report to Members

DATE: October 21, 2016

When one thinks of Whistler Adaptive, first thoughts would seldom go towards ancient Greek philosophy but, for me, the words "the only constant is change" seem very fitting not only to our organization's development and future but similarly to the development and future of our athletes. Our current use of the term "adaptive," while undoubtedly anachronistic, still profoundly relates to this ancient but persistent sentiment...

Over my past fourteen years with Whistler Adaptive, I have seen first-hand the transition, from a learn-to-ski program operating out of a Britco trailer at Olympic Station, into a charitable society which, with the inauguration of our Adaptive Sailing Camp last year and the addition of a new Adaptive Paddle Board this summer, now offers eighteen unique adaptive sports programs. The society started with one employee, our Executive Director, Chelsey Walker, and was originally headquartered in her spare room. We have since moved to a new home in the Whistler Athletes' Centre and the Britco trailer has been replaced by, the Jeff Harbers Adaptive Sports Centre, a two-storey operations centre at Olympic Station. Throughout this tremendous growth, our mission of creating sport and recreation for individuals with all types of disabilities at every level has remained constant.

This continued commitment to being open and accessible to all, from young children to injured soldiers and everyone in between, draws clientele not just locally but from across the country and around the world. And my goodness, did we ever draw them this winter! We delivered our highest number of ski and snowboard lessons, 1319, up over 25% from the previous year. Unfortunately, this unprecedented growth left a waitlist of 250 lessons. However, tracking this increasing demand allowed us to implement new strategies for staffing, training, and systems in this off-season to ensure an even more successful upcoming winter season. Towards this aim, we already have a staggering 800 lessons pre-booked with another month (or less, hopefully) to go before the mountain opens. We intend, as an organization, to take a similarly proactive approach on a more macroscopic scale because, concurrent to our own change, the community and environment around us have also been changing and will continue to do so. To maximize our outcomes, we must adapt just as we call on our athletes to do when trying new sports.

Whistler Blackcomb has invested over \$2.4 million in enhancements for the upcoming winter season, including improving the learning areas that we use daily, to ensure their record of exceptional guest experience not only continues but grows. Additionally, this past April, their \$345-million three-phase development plan, named



“Renaissance,” was announced. The pending Renaissance developments include extensive on-mountain improvements as well as the addition of a water park, a mountain roller coaster, a suspension bridge, expansion of the Bike Park, new parking facilities and housing developments, a new “Blackcomb Grind” hiking trail, and a revitalization of Blackcomb's base.

These developments are not the first that we have seen Whistler Blackcomb, the central force in our surrounding community and the operational contractor for our flagship Ski & Snowboard program, undergo. After purchasing Whistler in 1997, Intrawest fully merged Whistler and Blackcomb in 2003 before being subsequently purchased by the Fortress Investment Group. The latter had to divest itself of several of its resort holdings in 2010 including a partial sale of Whistler Blackcomb through a public offering of shares on the TSX in 2010. The net outcome was that the public Whistler Blackcomb Holdings became the managing partner of Whistler Blackcomb with the remaining 25% of the partnerships owned by Nippon Cable. But fast forward to August 8, 2016... Colorado-based Vail Resorts just bought the company for \$1.39 billion. Each of these changes at Whistler Blackcomb has represented opportunities for us but also challenges. And while the past informs, the future beckons... So, what next? Our main aim over the next term is to create a strategic plan for the organization that will look outward to identify opportunities and threats, look inward to leverage our strengths and mitigate our weaknesses, and look forward to create a plan to reach our full potential.

In the meantime, I cannot mention our internal strengths without recognizing our greatest asset—our people. I would like to recognize John Walker, our longest serving Director with eleven years on the Board, who is retiring this year. He not only served as our Treasurer but has also acted as Chief of Race for numerous Para-Alpine events, fundraising juggernaut, and tireless supporter of Whistler Adaptive throughout and has also committed to remain a member, help with any transition, and continue to assist in our fundraising efforts in the future. As well, I would like to recognize our Executive Director, Chelsey Walker. Chelsey works tirelessly year-round to keep our organization running well and keep us dreaming big on behalf of our clients. She then backs it up with the huge efforts required to help us realize those dreams. Our Sports Academy also continues to thrive and grow under the cheerful and capable leadership of our Program Supervisor, Christiana Durfeld. We now provide almost daily programming for individuals with cognitive disabilities living in Whistler, Pemberton, Mt Currie, and now Squamish. Activities range from yoga and swimming to mountain biking and kayaking. We also welcomed our Whistler Blackcomb reservations agent for over ten years now, Tricia Field, to our summer staff this year. This past year, Tricia booked a record number of lessons, often to individuals who have very complex needs. She also matched their families and travel companions with all the products required to make their visit to Whistler exceptional too.

As well as these valued staff members, I extend our utmost gratitude to all of our volunteers. We provided just under 3000 lessons this year, a new record! Each of those represents a staff or volunteer contribution, an opportunity for an individual with a disability, and benefits to both that extend well beyond the lesson. To run our ski and snowboard program alone, it took over 11,000 volunteer hours this season so naming all those who contribute would be impossible but, suffice to say, our organization would not have achieved so many positive results in the lives of our participants without their collective efforts as well as those of our donors and staff. But, I hope that this is only the beginning for us. “Anything is Possible,” the name of our first veterans’ based program, has grown from one facet of our organization to infusing our everyday philosophy at Whistler Adaptive. In the words of Margaret Mead, “Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.” We owe a huge debt to all of you— so THANK YOU!

**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 18, 2016

As Whistler Adaptive closes our summer programs and starts gearing up for another winter season, we reflect on how we have navigated through our busiest year on record. We delivered our highest number of ski and snowboard lessons, 1319, up over 25%. Our Sport Academy continues to attract new, local athletes with a special emphasis on delivering additional programming to children and youth. We hosted the Para-Alpine portion of the Canadian Alpine Skiing Championships, one of the major ski racing events on the Canadian sport calendar. With the addition new summer sport equipment, we saw a small rise in the number of destination visitors using our services and look to increase our capacity to deliver programming to a greater number of unique summer visitors next year.

In our 17th year, Whistler Adaptive continues to be committed to introducing as many individuals of all abilities 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 just under 3,000 lessons and program days. Thanks to numerous grants, donations, and corporate support, we were able to employ a Program Supervisor, Summer Program Leader, a part-time Bookings Coordinator 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 continued to look for major funding opportunities to replace our five year relationship with Teck and used "day of" fundraising at events such as those offered through Whistler Cornucopia presented by BlueShore Financial to fill the gap in our unrestricted funding. 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. We managed to find some new one off fundraisers, such as the Florida Ski Council donations and the International Skiing Fellowship of the Rotarians, along with their fundraising efforts, returned to Whistler for a third time. We finished our fiscal year end with a small loss of \$5,603 after depreciation expenses having raised \$367,897 without taking into account revenues collected from Ski and Snowboard Program into our business unit at Whistler Blackcomb.



New corporate funders in 2016 included Woodfibre LNG. They provided \$5,000 for us to run a pilot program aimed at youth in Squamish where there is a growing need for adaptive programming. Crankworx Whistler has also started to make donations to our adaptive mountain bike efforts. We added to our fleet of adaptive equipment and are now able to offer Adaptive Paddle Boarding, Adaptive Three Wheel Mountain Biking and added new Adaptive Kayaks to our paddling fleet as well as a Mountain Man XL Bi-Ski to our sit-ski fleet. We would like to especially thank the Whistler Blackcomb Foundation for their support of our new Adaptive Mountain Bikes. 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.

Whistler Adaptive is pleased, for a second year, be the charitable partner of Whistler Cornucopia presented by BlueShore Financial. Cornucopia is the true north of food & drink festivals – a place of culinary reckonings, where the wild meets the refined and the epic and the epicurious come together. We congratulate Whistler Cornucopia on your 20th anniversary and are truly thankful to be asked back for a second year as the charity recipient.

On an operational front this coming year, we will be hosting camps for Soldier On, Power to Be and BC Wheelchair Basketball. An expansion in adaptive sport training initiatives is underway as we move into our new operating year. We hosted our first Adaptive Mountain Bike Camp this September. We are working on a manual and certification pathway for Adaptive Three Wheel Mountain Biking and are excited to be at the forefront of this emerging sport. A big thanks goes out to Tara Llanes, Elladee Brown and Sylvie Allen for your input on this exciting project.

Building capacity and defining the next phase of our organization's life will be critical for us in the next year. We have outgrown our first guiding document "Vision 2010" and, in the pressure to increase our capacity to meet our current lesson demand, will need to be updated. We had a waitlist of 250 lessons for Ski and Snowboard Lessons alone this past year not including trying to meet the pent up demand in our other programs. We are already working on creating operational systems that will allow for greater efficiency and to meet the needs of our pent up demand. Our focus on new training initiatives, such as the new Hawkes Training Program for working with individuals with Post Traumatic Stress, developed by Soldier On participant and now Whistler Adaptive family member Ben Meade, we can continue to strive to be world-class. Our goal is to continue to encourage sustained program growth with the best quality lessons as possible.

I would like to single out some key team members, contractors and partners who showed tremendous team work to allow us to deliver our highest lesson count to date; Christiana Durfeld, Susan Perry, Tricia Field, Mari Borghesi, and Brian Rode all pulled together to meet an unprecedented demand in Ski and Snowboard this past winter. Thank you to everyone who allowed us to go above and beyond this year!

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 once again for your contributions not just to our organization but to help make Whistler Adaptive what it is today.



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 18, 2016

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, 2016.

The largest undertaking your 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. Maintenance and operating costs are reasonable and for now can be handled with non-earmarked funds raised. It is the recommendation of our Executive Director and under consideration from our Board of Directors, that we begin to allocate funds into a capital improvement reserve. This has been highlighted due to recent damage from water and mud entering our building and we are in the process of an insurance claim and remediation. We are depreciating this asset over 20 years, as that is also the life of our land lease.

Your society had a deficiency of revenues over expenses for the fiscal year of \$5,603. Depreciation is a non-cash charge and was \$51,008 in FY 2016. As depreciation is a non cash item we had a good financial result in 2016.

In the 5 years ending 2015 we were generously funded by Teck Corporation for \$135,000 the first year and \$100,000 per year for of the following 4 years. To have had revenue in 2016 of slightly in excess of 2015 shows the hard work and success in replacing the single large annual donation. We thank all our donors and Cornucopia for their 2nd year commitment to us as recipient charity.

All expenses track a similar spend level to 2015 with the exception of fund raising expense. Accounting rules require us to report revenues at gross amounts and related expenses as expenses. The bulk of the increase related to our successful spring fund raising Gala where we buy certain items for auction and pay for attendees dinners. The same concept applies to Cornucopia where we also have direct contract volunteer management labour expense as well as other related expenses. Our 2016 Gala raised the most funds ever and we welcome the Cornucopia support.

We employed less staff this year and only hire program delivery staff if the staff time is covered by a grant. Our Executive Director and Program Supervisor salaries are only partially covered by grants, and fund raising covers the rest of those costs. We currently pay our Executive Director an 80% partial salary based on a reduced work week. She is now works a 4 days a week with this commensurate reduction in salary.



We ended FY 2016 with adequate liquidity in cash and accounts receivable to fund our current operations. Readers will note our cash position is lower than 2015 but Accounts Receivable were higher and have since been substantially collected. Also, several major grants have been received and the Cornucopia event is in November.

Our charity has a very low ratio of operating expenses to revenue and compares well to other charities.

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 the 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 our learn to ski and snowboard program into an accounting business unit for us. Any net operating expenses for that program incurred through our contract with Whistler Blackcomb are also charged to that 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 at Whistler Blackcomb made a profit from these activities a refund would be issued to Whistler Adaptive. In turn, a net expense is absorbed in the business unit.

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.

We have met with a potential new Director who, if elected, would be willing to serve as Treasurer. If our members elect this person I will step down as Director after service of 11 years. It has been my pleasure to serve and see the organization grow so substantially over this period. I will remain a member, help with any transition, and continue to assist in fund raising efforts.



**Whistler Adaptive Sports Program Society
Annual General Meeting – Minutes
October 25, 2015
Whistler, BC**

(Attendance will be included in final document)

Meeting Called to Order: 1:11 pm

Sarah MacLeod: I call to order the 2015 Annual General Meeting of the Whistler Adaptive Sports Program Society.

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

Moved by: Paul Claproth Seconder: Dave Bell

Sarah MacLeod: All in favour- passed

Sarah MacLeod: Could I please have a motion to approve the Minutes of the 2014 Annual General Meeting as distributed?

Moved by: Bruce Lebens Seconded: Gil Tetrault

Sarah MacLeod: All in favour- passed

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: Gill Tetrault Seconder: Bruce Lebens

Sarah MacLeod: All in favour-passed

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

John Walker: Presented the FS for FY 2015 and Treasurer's report



Could I have a motion to accept the Financial Statement for Fiscal Year ending July 31, 2015 as presented and as submitted to the Annual Report?

Motion: Paul Claproth Seconder: Bruce Lebens

Sarah MacLeod: All in favour- passed

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 2015 Financial Statements of the Whistler Adaptive Sports Program Society?

Motion: John Walker Seconder: David Bell

Sara MacLeod: All in favour- passed

Election to the Board

Sarah MacLeod: 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 Gerry Zimmerman on behalf of everyone involved with Whistler Adaptive for his contribution, dedication, support and hard work over the years. Gerry will continue on as a volunteer with Whistler Adaptive's Alpine Race Program. He is not seeking re-election. Phil Chew resigned a few months into his term.

Therefore there are 5 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. If present could you please wave your hand when your name is called:

- David Bell
- Norm Binion
- Paul Claproth

Sarah MacLeod: 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.

Are there any nominations from the floor?

Are there any nominations from the floor?

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.

- David Bell
- Norm Binion
- Paul Claproth

Announcement of Election Results

Sarah MacLeod: It gives me great pleasure to announce that the following individuals will serve on the Board of Directors of the Whistler Adaptive Sports Program Society by acclamation David Bell, Paul Claproth, Norm Binion. 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
5. Paul Claproth
6. Norm Binion
7. David Bell

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.



Thank you to John Brown for 5 years of service as supervisor of the Whistler Adaptive Ski and Snowboard Program and congratulations on his new position with Whistler Blackcomb. Congratulations also goes to Susan Perry as the new Supervisor of the Whistler Adaptive Ski and Snowboard Program

Other Business:

John Walker mentioned Community Foundation of Whistler holding a fundraiser at Creekbread October 29. The CFOW is also holding a community showcase Nov 25 – to gather thoughts of our residents on worthy causes for funding and also the needs of the community.

Chelsey Walker raised the idea of including Whistler Adaptive to anyone considering giving to charity as part of their estate planning.

Sarah MacLeod asked if anyone has any additional business.

Adjournment :

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. 1:28pm