



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

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

*October 22, 2017 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 2016 Annual General Meeting Minutes
4. Annual Reports
  - President
  - Executive Director
  - Treasurer
  - Financial Statements for Fiscal Year 2017
  - Update on New Societies Act (Alan Kenney)
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 2017 Whistler Adaptive Sports Program Society Annual General Meeting on October 22, 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 comprises: 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 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 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 22, 2017.

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 22, 2017, 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 20, 2017***

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

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**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 18, 2017

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As an organization closing in on our 20<sup>th</sup> anniversary, we are in a period of transition and capacity building. 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. Due to increasing demand for adaptive programming in the Sea to Sky to corridor, it became clear this year that we needed to revisit, refine and refocus our vision and mission. This past winter we consulted extensively with our stakeholders and partners, and developed a new strategic plan to guide organisation excellence and growth.

Our new vision of empowerment and inclusion through sport for individuals with a disability speaks to the work that we do day to day with athletes at every stage of the Canadian Long-Term Athlete Development Pathway. Our new mission is to create life changing opportunities through sport to foster independence, develop memorable experiences, and reach achievable goals. We are looking forward to presenting our new strategic plan at the AGM and it's five focus areas of Program Offerings and Venues, Human Resources, Governance, Fund Development and Management and Community and Partner Engagement.

We would like to thank Board member Alan Kenney, for starting the process towards the creation of a Strategic Plan as well as Meredith Gardener for helping to see the project through. Self-reflection and long term strategic planning are an important part of running an organization and staying true to one's true core values. Another big thanks to Cheeying Ho of the Whistler Centre for Sustainability for guiding us through the process.

Our next steps as an organization are to operationalize the strategic plan. We are in the process of a restructuring of our human resources model to best serve you, our members. We look forward to sharing that restructuring plan and am committed to ensure that we can run as efficiently as possible given our financial and human resources. We look forward to introducing you to new team members in new roles in the very near future. Some will be forward facing such as our new Sport Supervisor position and others will work behind the scenes like our new bookkeeper. We also look forward to sharing new program and funding models such as fee for a service contract to deliver programming in Squamish.



We would like to thank Christiana Durfeld for her years of service to Whistler Adaptive. Starting as a fresh-faced volunteer, she returned to us as a Summer Program Leader the following year. As she gained experience with the organization she took on new roles as Sport Academy Coordinator and Program Supervisor. We wish her all the best in her new endeavors.

Whistler Adaptive is also undergoing a change in leadership with a relatively new Board of Directors about to lead the charge. We would like to thank Sarah MacLeod for her 15 years of dedication to Whistler Adaptive. She is transitioning off of the Board of Directors but will remain active in our sport programs. Thanks also goes to Paul Claproth and Norm Binion for their leadership in volunteer appreciation and fundraising respectively.

Remaining Board Members include Alan Kenney, Taylor Hanscom, Treasurer, Meredith Gardner, David Cronin and David Bell (seeking re-election). We thank them in providing good governance for our organization and contributing their unique skill sets.

To maintain organizational stability; we continue to look for new funding partnerships and welcomed some new fundraisers to our yearly calendar. The Downhill Derelicts, a fraternity of skiers and boarders, wowed us with their enthusiasm and pride in assisting Whistler Adaptive raise \$20,000 in their inaugural fundraising year. Our annual Gala at RVYC raised over \$50,000, a record. All of our fundraising efforts ensured we had a small surplus at the end of the fiscal year after accounting for depreciation.

Whistler Adaptive is thankful to have been the charitable recipient of Cornucopia for a second year and are in the process of launching our own legacy event on November 18<sup>th</sup> at Hunter Gather. We hope to see you there!

Whistler Adaptive could not continue to do what we do without our dedicated volunteer force, amazing staff, instructors, supporters and funders. Special thanks to Tim Bowers for stepping in as interim Sport Supervisor and Tricia Field for booking more summer lessons than ever! 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

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TO: Whistler Adaptive Sports Program Society Members

FROM: Taylor Hanscom CPA, CA, Treasurer and Director

RE: Annual Report to Members

DATE: October 16, 2017

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At the close of my first year as Treasurer of Whistler Adaptive Sports Program, I am pleased to report to our members as to the financial results of the Society for the year ending July 31, 2017.

2017 resulted in a net surplus of \$1,789 with depreciation of \$51,018 included. This near break-even result is consistent with the long-term goal of the Society to utilize its financial resources each year to provide adaptive sports programs. The Society continues to operate with very low administrative costs relative to its overall expenses, efficiently transforming the funds we have received into positive experiences for adaptive athletes.

Alert readers will note that our net unrestricted funds increased by \$22,301, while our net investment in capital assets decreased by \$20,512. It is from unrestricted funds that we finance our day to day operations, while our investment in capital assets is largely driven by amortization and the recognition of deferred grants for the Harbers Centre, both non-cash items, as well as purchases of capital assets.

Overall the financial position of the Society is improved from the year before, with \$123,514 in cash at year end, up from \$57,791 in the prior year, and \$38,877 in unrestricted net assets, up from \$16,576.

From a financial perspective, the Society exists to subsidize the experience of adaptive athletes, who do pay for the lessons they receive. Adaptive sports are more complex and expensive than traditional sports, primarily due to the specialized training and equipment that is required. From a financial perspective, the Society's core function is to connect financing and volunteers to adaptive athletes in order to allow them to enjoy the benefits of an active lifestyle while mitigating the financial impact.

On our income statement, the \$105,343 in program revenues represents amounts collected from our athletes. An additional amount is not seen, but is the amount that Whistler Blackcomb collects as our billing agent for lift tickets and lessons. The remaining revenue represents the subsidy which the Society provides to these athletes. A significant portion of this subsidy must be raised each year from various non-recurring sources. To the extent that additional fundraising is received, the Society gains more scope to provide programs for adaptive athletes.



As noted by my predecessor, the largest financial undertaking by the Society in its history was the construction of the Jeff Harbers Adaptive Sports Centre at a cost of \$743,588. As this building ages, we can expect its maintenance to become more expensive and, eventually, significant repairs or replacement will become necessary. While the Executive Director and the Board are in agreement that an allocation be made to create a capital reserve fund for this building, additional unrestricted fundraising revenue is needed to make the creation of a meaningful reserve feasible.

Financially, staffing in the current year was consistent with the prior. However, underlying this we had significant turnover within our paid positions. The budget for 2018 includes money earmarked for paid staff members to both fill vacancies which occurred in 2017 and to reduce the time spent by our Executive Director on administrative duties. Our expectation is that this reorganization of our paid staff positions will increase payroll expenses, but will result in a corresponding increase in time available to seek out new sources of funds. The Board and Executive Director are committed to ensuring that this reorganization is successful and does not negatively impact the financial position of the Society.

One of the changes to our staffing has been to employ a bookkeeper. Previously all bookkeeping has been performed by the Executive Director, and the new arrangement is expected to free up considerable amounts of her time. The separation of bookkeeping from the Executive Director also improves our segregation of duties which was not possible under the old arrangement. My role will continue to be to review monthly reconciliations and financial statements which are prepared internally for use by the Board of Directors.

BDO Canada has prepared our financial statements and will complete and file our Charity Return. It is important that you are aware that I am a manager at BDO Canada. I recommend that the services provided by BDO be continued, as has been the case for many years, as this complies with the Society's filing requirements and provides a reasonable level of involvement of an outside accounting firm relative to the size of the Society.

In closing, I wish to thank John Walker for his many years of service as the Treasurer of the Society, for his assistance in the transition and for his continued contributions to Whistler Adaptive.



**Whistler Adaptive Sports Program Society  
Annual General Meeting – Minutes  
October 23, 2016  
Whistler, BC**

Please see attached.