



Whistler Adaptive Sports Program Society
Annual General Meeting Information Package

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Whistler Adaptive Sports Program Society
Annual General Meeting

October 25, 2020 at 10:05am

Online via Zoom

[Registration Link](#)

AGENDA

1. Call to Order
2. Motion to Approve the Agenda
3. Motion to Approve the 2019 Annual General Meeting Minutes
4. Annual Reports
 - President
 - Executive Director
 - Treasurer
 - Financial Statements for Fiscal Year 2020
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 2020 Whistler Adaptive Sports Program Society Annual General Meeting on October 25, 2020 at 10:00am. 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, 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 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 25, 2020.

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, 2020, 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 22, 2020

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):

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: Alan Kenney, P.Eng., MBA

RE: Annual Report to Members

DATE: October 5, 2020

This has truly been a year like no other, not only for Whistler Adaptive Sports (WAS) but the entire world, as we have grappled with the onset of the COVID-19 global pandemic which has so dramatically changed all of our lives.

Our Board along with Chelsey Walker, our Executive Director, had to quickly adapt to the rapid spread of the pandemic. We closed our Ski and Snowboard Program along with all of our other indoor and outdoor sports programs on March 14, 2020. This difficult decision was made based upon our absolute top priority: the safety and health of our participants, athletes, coaches, volunteers and staff. Safety has been, and will always be, the guiding principal for all of the sport, recreational and therapeutic opportunities we provide to the adaptive sports community.

The ensuing months were difficult ones as our Board had to reassess our financial and cash flow status considering the cancellation of programs yet with the need to still maintain core organizational capabilities. Thankfully, the Federal Government stepped in with their emergency funding programs to provide financial support to the non-profit sector and the adaptive sport community which has significantly assisted us during this most difficult time.

Our Executive Director and staff worked collaboratively with Provincial Sport Organizations and venue partners to develop a "Return-to-Sport Plan" for the summer which could be done while maintaining COVID-19 safety recommendations by incorporating new sanitation and physical distancing procedures. The WAS "Return-to-Sport Plan" met all Provincial guidelines which were approved by viaSport and WorkSafe BC. The WAS Board approved our "Return-to-Sport Plan" in early June. We had strong demand over the summer for the sports offered and were pleased that so many of our participants were able to enjoy them.



One of our major strategic goals this year was to deliver 3,500 sports sessions in our fiscal year ending July 31, 2020 – a 15% increase over 2019. Despite COVID-19, we were very pleased that we attained 3,262 sessions or 94% of this goal. This was a remarkable achievement considering we missed almost four months of the year and puts us on track to exceed this goal next year.

The Board established 2 new standing committees this year:

- Executive Director Development Committee – Responsible for annual goal setting, performance management, development and evaluation of the Executive Director. An evaluation framework was established to conduct this process annually in a consistent manner
- Governance Committee – To assist the Board of Directors of Whistler Adaptive to fulfill its responsibilities regarding matters that relate to governing the organization and to follow and implement “best practices” for non-profit organizational governance.

A major focus of the Board in the coming year will be to undertake another 5 Year Strategic Planning Process. The Board will start planning for this early in 2021.

The Board has, over the past 2 years, determined that in order for WAS to continue to operate its existing programs and to grow to meet the increasing demand for our adaptive sport and recreational programs, we need to invest in building the capacity of the organization.

Through the leadership of our Board Member, Peter Blitz, we have established a focused funding initiative which will allow WAS to hire a Program Manager. This new, full-time employee will be responsible for the overall coordination of the 18 sports we offer to adaptive athletes and the staff and many volunteers who assist in delivering them at such a high standard. Peter will be retiring from our Board this year, we wish to sincerely thank him for his many contributions to this capacity building initiative, as well as many other significant improvements to our organizational processes.

I also wish to sincerely thank my fellow Board members, Executive Director Chelsey Walker and her team of coaches and volunteers for their dedication and extraordinary efforts to deliver our programs to the adaptive sports community. Individuals with a disability and with neuro-diversities are more socially isolated than other community members, and even more so during this pandemic. Our sports programs provide them with unique, positive and uplifting experiences during such a difficult time. While we don't know how long COVID-19 will continue to be a challenge, please be confident that WAS will continue our efforts to deliver safe programs to the adaptive sports community which meet all Provincial and Federal Government guidelines for COVID-19 safety. We are in the process of developing our “Winter Return-to-Sport Plan” which we will make public by November.

In closing, as Dr. Bonnie Henry says, “Be Kind, Be Calm, Be Safe”.

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

TO: Whistler Adaptive Sports Program Society Members

FROM: Chelsey Walker, Executive Director

RE: Annual Message to Members

DATE: October 20, 2020

To describe Whistler Adaptive Sports Program's (WAS) journey to date through 2020; it would be operational resilience and teamwork. When the pandemic hit the Sea to Sky Corridor, we made the difficult decision to close all in-person programming. It was not a decision taken lightly, however we felt that the safety of our athletes, coaches, volunteers and staff were of the utmost priority.

Thanks to some great teamwork and out of the box thinking by our year-round coaches and staff; we were able to resume service for our athletes online within one week. The online programming allowed our members to continue to connect, even if only via Zoom, for an hour at a time and created something to look forward to. Social connections and friendships were formed or maintained while providing much needed respite from our families.

We reviewed our operations and finances on a month by month basis to ensure we had enough cash flow to weather the storm that COVID-19 created. Fortunately, we were able to access some key federal support through the Canada Emergency Wage Subsidy. Other key funders that contributed to our ability to stay operational this summer included the Emergency Community Relief Fund, Arc'teryx, and other private donors. We truly appreciate their support.

In June, the Provincial Government announced the start of Phase 2 for sport in British Columbia. Using guidelines created by viaSport and Worksafe BC, WAS built a Return to Sport plan that allowed us to deliver in person programming with COVID safety protocols in place. We pivoted all of our summer group-based programming to single person or COVID "bubbles" formatted sessions. We were able to successfully deliver programming all summer and were just shy of meeting our operational target of adding 500 new program sessions during fiscal year 2020.

This year has also been a year of learning and adapting how we operate. Not only did we have to work through how to safely deliver programming with new safety protocols in place, we also had to rethink how we onboard and train our volunteers. We reworked our volunteer onboarding and screening, moved to e-learning and virtual learning training as well improving the mentorship of our volunteers.



We also adopted the Canadian Association of Coaches Responsible Coaching Movement Pledge in September to provide Safe Sport for all of our athletes.

Over the summer we also adapted our Gala. We postponed the in-person in May and took it virtual in October. Thanks to the teamwork and amazing efforts of Board Members Sue Hargrave, David Cronin, and Peter Blitz we were able to raise over \$183,000!

Peter has been extremely generous and is matching all donations made through the Gala and the Annual Giving Fund up to \$75,000. This amazing gift will allow us to hire a much-needed year-round Program Manager, who will work alongside our Sport Supervisor Daniel. This staffing boost, combined with a new program registration system, will help to create operational efficiencies so we can serve our membership even better.

These organizational improvements will also help as we continue to adapt our fall and winter programming for 20-21. Our Return to Sport Plan for Phase 3 will be released by early November and registration for programming will also open at that time. We are looking forward to ensuring as many individuals with a disability or a neuro-diversity have access to sport and recreation during this unusual time.

We also would like to take a moment to thank outgoing Board Members; Carmen Salaberry, Cristiana Spooner, Meredith Gardner and Peter Blitz for all of your time, energy and passion for WAS. We would also like to recognize all of our athletes, families, coaches, volunteers Board Members and staff for working with us as a team as we adapt WAS programs and operations. Whistler Adaptive is a beautiful family and we are so happy to have you all a part of it.



Treasurer's Report

Whistler Adaptive Sports Program Society Whistler, BC

TO: Whistler Adaptive Sports Program Society Members

FROM: Taylor Hanscom CPA, CA, Treasurer and Director

RE: Annual Report to Members

DATE: October 25, 20182020

Fiscal year 2020 resulted in a net loss of \$125,442. The timing of the 2020 financial statements, for the year ended July 31, 2020, provides a perspective on the disruptions related to COVID-19 that have affected Whistler Adaptive Sports Program. Subsequent to year end the financial position of Whistler Adaptive improved considerably, but this is not shown on the 2020 financial statements.

The postponement of the annual Gala was the largest single contributor to the net loss. Fundraising and donations reported for 2020 were \$107,802 less than in 2019 and this is because we could not hold a Gala in fiscal year 2020. The Gala was postponed and held as a virtual session on October 15, 2020 and raised over \$183,000. This is an extraordinarily strong result for the Gala and reflects the tremendous support for the Society and the combined efforts of all who were involved to create this this unconventional and highly successful event.

Whistler Adaptive Sports Program is also eligible for the Canada Emergency Wage Subsidy (CEWS). For a variety of administrative reasons, Whistler Adaptive did not receive its funding until after the 2020 year end, eventually receiving \$32,700 for periods 1-4 of CEWS, with more expected in periods 5-9. Significant time of our Executive Director had to be spent resolving the issues related to CEWS benefit, eventually including communicating directly with our Member of Parliament, but in the end a successful outcome was achieved.

As a result, mostly of these items cash and equivalents, which at July 31, 2020 were near their low point of \$90,069 had recovered to \$265,639 as of September 30, 2020. Thus Whistler Adaptive's financial position has been restored to normal levels, and it is now operational rather than financial issues related to COVID-19 which pose the greatest challenges to Whistler Adaptive.



**Whistler Adaptive Sports Program Society
Annual General Meeting – Minutes
October 27, 2019
Whistler, BC**

Annual General Meeting – Minutes

Attendance: Alan Kenney, Sue Hargrave, Taylor Hanscom, Carmen Salaberry, Cristiana Spooner, David Cronin, Meredith Gardner, Peter Blitz and David Bell.

Called to Order: Sunday, October 27, 2019, 10:30am am

Motion to accept the 2019 Annual General Meeting Agenda.

Motion: Taylor Hanscom Seconder: David Cronin

Motion Carried

Motion to approve the Minutes of the 2018 Annual General Meeting:

Motion: Taylor Hanscom Seconder: Sue Hargrave

Motion Carried

Motion to accept the Annual Report of the Whistler Adaptive Sports Program Society

Motion: David Cronin Seconder: David Bell

Motion Carried

Taylor Hanscom then presented the Financial Statements for fiscal year 2019 and an abbreviated version of his Treasurer's report.

Motion to accept the Financial Statement for Fiscal Year ending July 31, 2019 as presented and as submitted to the Annual Report.

Motion: Alan Kenney Seconder: David Cronin

Motion Carried

Motion to engage BDO Canada to complete a compilation review of the 2019 Financial Statements of the Whistler Adaptive Sports Program Society.

Motion: David Cronin Seconder: Alan Kenney

Motion Carried



Election to the Board

There is currently 1 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 – Alan Kenney has volunteered*
- *Vice-President – Sue Hargrave has volunteered*
- *Treasurer – Taylor Hanscom has volunteered*
- *Secretary- Jon Money has volunteered*

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:

- *Carmen Salaberry*

Meredith Gardner: 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.

No additional candidates were nominated

Nominations are now closed. Nominations statements were read from each candidate. The nominees not present were unable to be here and this in no way reflects their commitment.

- *Carmen Salaberry*

Announcement of Election Results

All candidates are successful by acclamation as there were three candidates for 6 vacancies.

Meredith Gardner: It gives me great pleasure to announce that Carmen Salaberry will serve on the Board of Directors of the Whistler Adaptive Sports Program Society. It will also be decided at the first Board of Director's Meeting which Directors will serve on the Executive Committee and/or act as Committee Chairs.

Other Business

David Bell requested a list of all directors and when their terms are expiring.

Adjournment: 11:00 am