



Whistler Adaptive Sports Program Society
Annual General Meeting Information Package

Contents

| | Page |
|------------------------------------|------|
| Agenda | 2 |
| Proxy Form | 3 |
| Job Description of Member at Large | 4-5 |
| Nomination Form | 6-7 |
| Annual Reports | 8-10 |
| 2020 AGM Minutes | 11 |



Whistler Adaptive Sports Program Society
Annual General Meeting

October 30, 2021

Zoom Registration Time: 10:00am

AGENDA

1. Call to Order
2. Motion to Approve the Agenda
3. Motion to Approve the 2020 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 2018 Whistler Adaptive Sports Program Society Annual General Meeting on October 30, 2021 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, 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 30, 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 30, 2021, 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 29, 2021

Chelsey Walker at 604-905-4493 for further information about Board Positions



NOMINEE’S STATEMENT

I wish to serve on the Board of Directors of 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 and Executive Directors Report

Whistler Adaptive Sports Program Society Whistler, BC

TO: Whistler Adaptive Sports Program Society Members

FROM: Alan Kenney, P.Eng., MBA and Chelsey Walker, BA

RE: Annual Report to Members

DATE: October 25, 2021

The dramatic effects of the COVID-19 pandemic continue to be felt by not only Whistler Adaptive but the entire world. As we gather, again virtually, for our 2021 Annual General Meeting we are cautiously optimistic about our future. Winter operations will open shortly and, remarkably, we grew our community-based summer operations.

Whistler Adaptive undertook some major projects and initiatives in the past year, taking advantage of a very successful Gala and Annual Giving Campaign as well as some new granting available through the pandemic recovery efforts to grow our organizational capacity.

Some highlights include:

- Hiring of a Volunteer and Training Program Manager, Kim McGauley, in March of 2021
- Hiring of two year-round Lead Coaches who also assist with equipment maintenance, uniforms, facilities as well as social media and digital marketing
- Redefined our Sport Supervisor's role to be a more focused Athlete Coordinator
- Adopted the Responsible Coaching Movement and Safe Sport Principles
- Grew our summer community-based programs by 23%
- Maintained 95% approval rating from our participants and athletes
- Implemented a new program registration system – Iclass Pro
- Helped implement a Physical Literacy for Communities Project for the Sea to Sky Corridor
- Received Canada Summer Jobs funding for two Summer Program Leaders
- And also received a Canadian Tire Jumpstart and Lululemon Here to Be Grants to fund programs and operations.



We are re-opening our Whistler Adaptive Ski and Snowboard Program this winter and are keen to work with the new Supervisor, Hannah Bostrom. -We believe she will be an asset to our team. Operations will hopefully continue to normalize with additional infectious disease protocols in place as well as vaccine passport administration.

A major focus of the Board in this year was to undertake another 5 Year Strategic Planning Process. We completed a Program Audit, with the support of Vertical Venture Consulting, and our 2021-2025 Strategic Plan was recently completed with support from CheeYing Ho and WCS Planning and Engagement. It was adopted at our September Board Meeting. We look forward to sharing those plans and key performance indicators with our membership this fall.

Another major focus will be on Board succession planning and Committee Member recruitment. We are looking to deepen our pool of individuals who participate in advising and governing our organization as we continue to move from an operational Board to a Governance based one.

We have had some Board Members retire this year and wish to thank both David Cronin and Sue Hargrave for all their help. We greatly appreciate all their efforts in our various fund-raising initiatives, key input in capacity building with the hiring of new staff, their focus on our clients' experiences with our programs, and their many hours of discussion on various WAS issues.

In closing, we also wish to thank our membership for your patience and understanding as we navigated the past year. It was challenging and we missed welcoming some of you into programming due to Provincial Return to Sport Policies. We look forward to getting out on snow, in the yoga studio, in the pool or out in the forest. We hope to see you all very soon!



Treasurer's Report

TO: Whistler Adaptive Sports Program Society Members

FROM: Taylor Hanscom CPA, CA, Treasurer and Director

RE: Annual Report to Members

DATE: October 30, 2021

Financial results for the fiscal year ended July 31, 2021 showed considerable improvement over the previous year, with the Society yielding an excess of revenues over expenses of \$18,310. This is a welcome result after the difficult 2020 fiscal year. Cash on hand has returned to a much more normal level for the Society.

Whistler Adaptive continues its long-term mission to expand its team and its capacity to create opportunities for athletes. Wages and benefits increased by \$108,186, a reflection of new staff members brought onto the team in FY2021. The negative impact of Covid-19 is also clearly visible on the FY2021 financial statements. Program revenue and expenses were both significantly lower than the previous year as Whistler Adaptive was forced to significantly decrease on mountain activity in the winter of 2020-21.

Deferred contributions – operations increased significantly from \$192,974 to \$337,835. Deferred contributions accounts are used to hold grants and donations where there is an agreement in place to use the funds in specific ways according to the funder's instructions. The increase over the previous year is the result of a very generous donation which is specific to increasing the staffing at Whistler Adaptive. In the coming years members should expect to see this account drawn down as Whistler Adaptive further expands its team. This should help to create the capacity increase which for many years has been a one of the society's top strategic priorities.

Another strategic aim I want to continue to advance to members is the creation of a capital maintenance fund. Whistler Adaptive owns the Jeff Harbers Adaptive Sports Centre, a building at the mid station of Whistler Mountain. The building is placed so closely to the mid station that most guests of the mountain probably do not realize it is a separate structure. This building is essential to on mountain operations, and it will also be 10 years old this November. I recommend Whistler Adaptive begin setting aside contributions each year to a capital maintenance fund to prepare for eventual repairs or replacement of the building. Doing this would require Whistler Adaptive to consistently operate at net income to increase unrestricted net assets from \$18,122 to a level that would reduce the risk of a financial shock if major work needed to be done on the Harbers Centre. As part of its expansion in the coming fiscal year Whistler Adaptive is looking to add a fund development manager to the team. This should improve the overall financial stability of the organization and prepare the Society for the future needs related to the Harbers Centre.



Alan Kenney: *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: Matt Hallat Seconder: Taylor Hanscom

Alan Kenney: All in favour? Unanimous

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

Taylor Hanscom: *Presents the FS for FY 2020 and Treasurer's report (abbreviated)*

Could I have a motion to accept the Financial Statement for Fiscal Year ending July 31, 2020 as presented and as submitted to the Annual Report?

Motion: David Cronin Seconder: Matt Hallat

Alan Kenney: All in favour? Unanimous

Engagement of BDO Dunwoody to complete a compilation review:

Alan Kenney: *Could I have a motion to engage BDO Dunwoody to complete a compilation review of the 2021 Financial Statements of the Whistler Adaptive Sports Program Society?*

Motion: Taylor Hanscom Seconder: Jamie Dineen

Alan Kenney: All in favour? Unanimous

Election to the Board

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

There are currently 9 vacant positions on the Board. All of our remaining directors two year terms are now up and Carmen Salaberry is not completing her two-year term.



I would like to thank Meredith Gardner, Cristiana Spooner, Peter Blitz and Carmen Salaberry on behalf of everyone involved with Whistler Adaptive for their contribution, dedication, support and hard work over the years.

Therefor there are 4 Member at Large vacancies on the Board for a 2-year term as 5 current Board Members are standing for re-election.

The Board will retreat following the election and determine which of your elected Members at Large will fill the following positions (Executive Committee):

- *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:

- *Alan Kenney*
- *David Cronin*
- *Jon Money*
- *Sue Hargrave*
- *Taylor Hanscom*
- *James Anderson*
- *Matt Hallat*
- *Roger Weetman*

Alan Kenney: 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?

No responses

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.

- *Alan Kenney*
- *David Cronin*
- *Jon Money*
- *Sue Hargrave*
- *Taylor Hanscom*
- *James Anderson*
- *Matt Hallat*
- *Roger Weetman*

Announcement of Election Results

Alan Kenney: 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.

It will also be decided at the first Board of Director's Meeting which Directors will serve on the Executive Committee.

- *Alan Kenney*
- *David Cronin*
- *Jon Money*
- *Sue Hargrave*
- *Taylor Hanscom*
- *James Anderson*
- *Matt Hallat*
- *Roger Weetman*

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.

Bruce Lebens and Avery Newman Athlete Spirit Awards will be announced later in the year.



Other Business

Ask if anyone has any additional business

Adjournment:

Alan Kenney: If there are no objections or any further business, I would like to adjourn this year's Annual General Meeting.

David Bell: I would like to suggest we talk about winter programming.

Chelsey Walker: We are in the middle of building our RTS program. CW is meeting with WB this week to coordinate our RTS which needs to be approved by WB, BCAS, and WAS. We are looking at keeping coaches and instructors in community-based bubbles with athletes. It is complicated and we need are waiting on WB for their RTS. CW will have a phone conversation with WB tomorrow to talk about their community programs.

David Cronin: What is our communication strategy for volunteers and staff?

Chelsey Walker: Hopefully this next week we will be getting WB approval and be able to get some information sent out.

Jamie Dineen: WB has placed paid staff into regular snow school programs. Are there opportunities to work with WAS?

Chelsey Walker: Now that we have funding we will be making offers to coaches soon. Funding has been a challenge due to COVID and we have been working on getting funding from government programs, etc...

Sue Hargrave: Will there be any buddy programs?

Chelsey Walker: We have 2 buddy programs, one in Squamish and one in Pemberton. Additional Buddy Programs will be considered partner organization by partner organization.

Alan Kenney: RTS plans are very complex multi-layered undertakings and they take time and energy so we have been conservative.

David Bell: Will there be an increase in costs this year?



Chelsey Walker: We charge \$475 for the entire season for our season long programs alpine based program. They will need their own pass (\$500) per season with the available discount from WB for adaptive participants.

Alan Kenney: Hearing no objections, I hereby adjourn this year's AGM.

Meeting adjourned at 11:40am.

We will take a 5-minute break before beginning the Board Meeting.