



**WSA Board Meeting Minutes  
Saturday June 11, 2016 / 10:00 a.m.**

**Saturday, June 11, 2016  
Capris Hotel & Conference Centre  
3310 – 50th Ave, Red Deer, Alberta**

**In Attendance:** Barb Armbrust / Sharleen Edwards / BJ Engerdhal / Jo Kelly / Wendy Madell / Sam Walker

**Regrets:** Dean Krawec / Tony Flores

**1. Call to Order**

President Barb Armbrust calls the meeting to order at 10:09 a.m.

**2. Additions to Agenda**

Addition Sledge Hockey 6.7

**3. Adoption of Agenda**

Motion #1

That the WSA meeting agenda be adopted with addition 6.7: Sledge Hockey.

Moved: Wendy Madell/Secoded: Jo Kelly

Motion #1 Carried

**4. Adoption of Minutes – Meeting held May 18, 2016**

Motion #2

Fix wording on 8 (call meeting to close at 7:01p.m.)

Moved: Wendy Madell/ Seconded: Jo Kelly

Motion #2 Carried

## 5. Old Business

- 5.1. **Grant Application** – review addition information from J. Bilan  
Isn't eligible for any podium/other funding. Applied for \$500 to cover cost of training program at U of A.

Motion #3

To approve grant application for J. Bilan

Moved: Wendy Madell/All in agreement: Yes

Motion #3 passed

## 6. New Business

### 6.1. Financial Status-

- Grant funding way down
- Telemarketing funding down
- Other revenue down (Averly Linton Donation last year of \$40K)
- AGM expenses not included as of yet
- Higher expenses for rugby because of location of Nationals (Montreal)
- Sledge hockey higher because of hosting of nationals
- Track – higher because of maintenance on two chairs
- Grants revenue not reflected yet
- Approximately \$80,000 behind last year
- Approved for \$45,000 from ASC.
  
- On application for funding, could only prove about half of membership. Criteria is very specific for what you have to prove for an audit. Formed a new database so we can withstand an audit. Can only provide criteria for 170 members currently. WSA has to do a better job of tracking numbers.
  
- According to bylaws, email would be sent to club asking how many players. They would report provincial level players only. Bylaws have to be fixed so that full roster is supplied.
  
- New database will track BTG participants and allow us to track whether they are new and whether they continue to participate.

Discussion:

Would it be helpful to have a Newsletter to send out to new participants?

Waiver forms are challenging to get signed by parents of underage athletes.

## **6.2 New Website Presentation**

Highlights:

- New URL : wheelchairsportsalberta.com
- Google calendar for events
- Donation program info to help reduce phone queries
- Membership form is online
- Launch date of August 30<sup>th</sup> for website

## **6.3 Bylaws and Policies and Procedures**

- Highlighted items in presented document are proposed changes
- Policies and procedures can be updated and voted on at board meetings.

Discussion regarding awards and their importance. Would like to add them to policies and procedures. Should be married back to Strategic Plan. WSA used to host awards up until 2000. Would like to celebrate current and alumni athletes.

- Reformatted Annual Report will be an interactive PDF.

Motion #4

To reformat the current document to once piece for Bylaw, one piece for Board Policy and one for Operational Business Practices and Polices.

Moved: Wendy Madell / Second: Sam Walker

Motion #4 Carried

Discussion: Equipment rental - keep in mind that there is a difference between regular wear and tear and damage to chairs. We don't want to be charging people for regular wear and tear.

## **6.4 WSA new draft grant application**

- New draft presented. Do we want to stipulate a maximum for available funding? We need a guideline but can go outside of those guidelines. Will say general amount, but apply for what need is. Board can prioritize applicants.
- A form will be drafted for grant applications that a coach or mentor would fill out. Attendance, leadership, skill and ability, how this would

benefit athlete and club and comment section. This would be instead of a recommendation letter.

- Under section 5, under document checklist, 3<sup>rd</sup> item: be specific in request for sports resume.

Discussion: requests for travel funding for Tennis was separate because we never had a tennis budget. Where will these funds come from if we don't have a budget for it? Will it come out of Tennis budget?

- Successful applicants will get a form for accountability reporting. A statement of the benefits to the athlete and/or club, photos, results. Can require applicants to perform service (ie, casino or scorekeeping) before applying for another grant.
- Add "proof of identity" and spot for guardian signature for minors
- Add checklist under "other contributions" for things like insurance, health spending accounts
- Use titles of staff, not names. For turnover.
- Grant title: Wheelchair Sports Alberta Grant Program

Motion #5

Grant form will be updated to reflect changes

Motion: Sam Walker / Second: Wendy Madell

Motion #5 Passed

## **6.5 Annual Report template**

New report looks very different than past versions. Want to make a template so that its easier for clubs to provide activity over the last year and includes photos. Photos can then be sorted by sport and year.

Motion #6

To move forward with New Annual Report Template

Motion: Jo Kelly / Second: Sam Walker

Motion #6 Passed

## **6.6 2016 New Board – discussion (Barb)**

In camera discussion.

Meeting postponed at 12:09 p.m. (until after AGM.)

Meeting returns to order at 1: 40 p.m.

### **6.7 Sledge Hockey**

Discussion: Sledge Hockey Nationals – no grass roots program. How did we develop 3 National level athletes without it? Need a point system to develop athletes. No points/classification system. Who is governing Sledge Hockey? Many athletes are not able to advance.

Concern expressed about being represented using charity model. WSA does not want this.

Sharleen will start a discussion with contacts in Hockey Alberta to move forward and Jo will show up.

7. **Date of Next meeting** - July 20,2016. To be confirmed

### **8. Adjournment**

President Barb Armbrust calls the meeting to order at 2:02.