



**WSA Board Meeting**  
**Wednesday, October 5, 2016 - 5:30pm**  
*Meeting Room # 5*

**In Attendance:** Dean Krawec / Samantha Walker / Jen Sales / Barb Armbrust / Tony Flores

**Via Webcam:** Wendy Madell

1. Call to Order

President Tony Flores calls the meeting to order at 5:35 p.m.

2. Additions to Agenda

Add item 7f: semantics/language

3. Adoption of Agenda

Motion #1

To adopt the agenda with addition 7f.

Moved: Dean Krawec/ Seconded: Wendy Madell

Motion #1 passed.

4. Adoption of Minutes

Motion #2

To adopt the meeting minutes from meeting held July 20, 2016.

Moved: Wendy Madell/ Seconded: Dean Krawec

Motion #2 Passed

5. Reports

a. BTG



b. Executive Director

Of note: numbers are correct up until the end of August. Will apply for next bloc of funding by November. Strategic plan has to be done beforehand and other recommendations (i.e. concussion policy)

c. Financial

Income statement presented.

Grant applications typically come from telemarketing revenue.

Motion #3

To accept reports as they are presented.

Moved: Samantha Walker / Seconded: Dean Krawec

Motion #3 Passed

6. Old Business

a. WSA New Grant Application for review

Q. What would the organizational support club be if a club is applying for a grant? A. WSA would be the organizational support.

b. Change of 2016 meeting plan so we can review finances ASAP

Need to update meeting plan and strategic plan for new Executive Director. Board will communicate via email in regards to strategic plan to update it. Idea is to narrow down strategic plan and then share it with membership to prioritize things. ED will ask if we can extend our Strategic Planning into 2017. ED will email her thoughts to board and ask for input. Use "track comments" in excel if available. Would like to have a larger strategic planning meeting for February or March.



c. Update on JAMIC

Emailed asking about contract. Trying to get a report to see if our documents match. Would like lawyer to look at it. ED suggests signing a shorter contract (6 months) as a relationship is continued to be built upon and until we can get a lawyer to look at documents. Concerns about misrepresentation.

7. New Business

a. Program Review/Proposal

Surveys were sent out for BTG and Basketball. Not reaching people we need to reach in BTG. Equal representation is also a problem.

Basketball survey was positive. People want more. Proposal to eliminate coordinator positions and have two representatives, North and South. Don't want to detract from basketball program as it's currently successful. Discussion regarding part-time or full-time. Concern regarding terminating current employee(s) and financials. Mentorship program. Need a coaching structure.

Would like to have positions in place by mid January. Proposed positions would be okay regarding office equipment. Suggested to take 6 months to evaluate BTG and make sure there are clear expectations such as outreach once a month. Need to reach more communities than just Edmonton and Calgary. Would like 12-15 athletes trying a sport.

ED would like to have implemented by January. More clarification needed in job description such as what the sport coordinator would do for provincial clubs. Public awareness could also be a component of the job. Will sit down with coaches to ask what they need.



#### Motion #4

To accept the program proposal with two Sport Coordinators, North and South, to be implemented by January 9<sup>th</sup>, 2017.

Moved: Samantha Walker / Seconded: Tony Flores

#### b. Policies and Procedures Manual

Values should be ordered as stated: Opportunity, Supportive, Empowerment, Excellence

Samantha Walker will cross train on benefits package.

Change "Time away from Work" section to read "Full time salaried employees shall be entitled to vacation time negotiated at hire."

Maternity leave go by provincial guidelines.

Casual staff not entitled to benefits.

No financial capacity to have RRSP matching program.

Page 18: Increase meal per-diem from \$40/day to \$60/day tabled until next meeting.

#### c. 2017 Budget Proposal

Presented. Discussion regarding travel, coaching, responsibility to help support provincial teams. Coordinators role. Need outreach. Need recruitment. Hoping to transfer all the GIC back at the end of this year.

Motion to accept budget tabled until next meeting.

#### d. Canada Junior West Regionals for Wheelchair Basketball process/support

To be end of April or early May. Going to be in Red Deer. Tournament chair will be Colleen Young. ED is in the process of booking a facility. Used last years numbers to build a budget. Working with Penhold to try and book facilities – need two gyms. ED needs support because



Alberta Sport Leadership Conference is on same weekend. President suggests two or three board members attend.

e. Barb's signing authority

Motion #5

To remove Barb Armbrust from having signing authority from BMO and RBC and have Tony Flores replace her.

Moved: Dean Krawec/ Seconded: Samantha Walker

Motion #5 Passed

f. Semantics/Language

Board members are encouraged to use the terms "impairment" and "parasport" instead of "disability" and "wheelchair sport."

8. Date of next meeting

Wednesday, November 9, 2017 at 5:30 (with a priority on budget.)

9. Adjournment

President Tony Flores calls the meeting to a close at 7:58 and thanked everyone for attending and contributing.