



**Board Meeting Minutes
February 21, 2018 @ 5:30 P.M.**

**Percy Page Centre
11759 Groat Road, Edmonton, Alberta**

Board Room #4

In Attendance: Andy Wigston, Dean Krawec, Jen Sales, Samantha Walker

Via Conference Call: Wendy Madell, Makrina Morozowski, Nathan Lennie

Regrets: Sharleen Edwards, Drew McRae, Dave Guiry, Tony Flores

1. Call to Order

President Andy Wigston calls the meeting to order at 5:35 p.m.

2. Approval of the Agenda

Approved as presented.

3. Approval of Minutes of Previous Board Meeting January 17, 2018

Approved as presented.

4. Business Arising

a. Door to Door Campaign

Covered in ED report. Still hiring staff and waiting for product to be delivered. No contract yet. ED will follow up.

b. Recruitment Marketing Campaign

Ordered 50 copies of brochure from Vistaprint.

c. Bylaw Review Finalization

Bylaws have been completed. President will review and then they will be sent out to board for review before AGM.

d. Nomination Committee Update

Wendy is stepping down as Vice President. Sharleen Edwards will run as VP. Dean Krawec will step down as Treasurer and run for Member at Large position. Nathan Lennie is interested in Treasurer position.

Notice regarding AGM will be sent out to membership before the end of this week.

5. Reports:

a. President Report

b. Treasurer report

Questions:

On balance sheet, what is AP OTHER? Anomaly.

Vacation payable is the same after two years. Why? ED will look into it.

Income statement: Under administration expenses, last year we only used 21 and this year we've used 175. The 175 is from a Bell payment and a Telus payment.

Basketball program because we did two tournaments this year.

c. Executive Directors Report

Circulated via email.

Sports Directors Reports

Basketball Questions: For this next year Tara would like to be informed on tournaments and competitions for basketball and included in those emails? Is there a process for this, or just messaging the coaches with her email to be included for the next season? This is more of a club coach responsibility.

Athletics: new equipment.

Q: Do athletes bring their own throwing chair or is it provided for competition? Athletes usually bring their own chair. Chairs cannot have any torque for flex to them.

6. Correspondence

No correspondence.

7. New Business

No new business.

8. Next Board Meeting

Next Board meeting will be on March 28 at 5:30 p.m. (30 minutes prior to the AGM).

9. Adjournment

President Andy Wigston calls the meeting to order at 5:51 p.m.

Rollers for training have started to arrive and we are in the process of finding fabricators for our throwing chairs. We will have new throwing platforms/circles for our seated throwers sometime in the next two weeks as we prepare for the largest indoor meet in Alberta - The Alberta Indoor T&F Championships. With over 2,000 event entries this is a busy and exciting time. Of note will be the integration of the seated throwers and wheelchair events.

We have not seen the registration from the wheelchair/para side in either the track or field events which is somewhat disappointing so we are looking to do a better job on recruiting and having athletes attend and compete. But with that being said our plans for clinics, coaching development and athlete recruitment and development are ongoing and will kick into a higher gear as we reach the late part of winter and early part of spring.

If anyone is interested in more information please feel free to contact me at any time and I'm happy to help and perhaps see some "cross pollination" of our athlete pool from one sport to another.

Nathan

WHEELCHAIR BASKETBALL DIRECTOR'S REPORT
02/21/18

- "B" tournament was just in Lethbridge, it was a snowy weekend, though lots of basketball was played.
 - Women's nationals is coming up in Vancouver. Calgary is not sending a women's team. In addition to this, the Grizzlies are not sending a team to CWBL Finals either.
 - Calgary is going to focus on the development of and finding new, younger players to develop and play with the Calgary Team.
 - Calgary is hosting B finals, March 3 and 4 and an A tournament March 10/11.
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- Team Alberta won all four games with their trip to Vancouver. Go Alberta Go!

I followed up with Tara Chisholm from Medicine Hat and they had a few exhibition games with Lethbridge were lots of learning took place. For this next year Tara would like to be informed on tournaments and competitions for basketball and included in those emails? Is there a process for this, or just messaging the coaches with her email to be included for the next season?



Executive Directors Report January 2018

We have had a very productive Quarter and it is a pleasure to be able to report on major accomplishments!

A) Financial Overview:

1) Alberta Sport Connection – Core Block Funding

We have received the 1st installment of the block funding and have applied for the 2nd round- we should receive the money on Oct 20th- if not it will mostly likely be the following week. I received positive feedback from ASC on my 2016 review/evaluation that is required to receive the second round.

2) Grants

- ASC Annual Funding - \$96,746
 - Approved- we've received our first round of funding; our second round was completed October 5th.
- ASC Canada Winter Games Support Grant - \$17,000 (Year 3 funding cycle)
 - Confirmed and payment has been received
 - Reporting is due in March
- New! ASC Canada Winter Games Support Grant - \$27,570.50
 - Applied, still waiting to hear back
- New! CPC Paralympic Sport Development Fund- \$15,000
 - Applied, still waiting to hear back
- CIP Community Initiatives Program, project based grant- \$67,000.00
 - Grant approved- cheque received!
- Bridging the Gap- up to \$10,000.00
 - We have received part of our 3 part of funding- still waiting on \$1250 from Wheelchair Basketball Canada to complete the 3rd round.

3) Telemarketing

2017- This is a reliable form of income. They have currently completing the fourth and final campaign of 2017. The carry forward is currently at \$13,142.

4) Door to Door Campaign

I received a bit of an update- still working on more. He is still waiting on the product- he said that the shipping tracking says it has arrived, but he has not seen it yet. He is still doing interviews right now and is hoping to get the first team launched next week. I asked about how we are going to work the money out- and then he says "As for the cash I am looking to secure a dual signature chequing account, so all funds go directly to the account and we can only draw out with both signatures...which would occur as I understand at set times as set banks you in Edmonton and me in Calgary." I'm still trying to clarify this right now- as I'm not sure how the dual signature account will work so I can make sure that the board is comfortable with this process.

5) Donations

WSA receives unsolicited donations through Canada Helps, United Way, Mail in, and Alberta Sports Connection. While this is a small portion of our donation revenue, it has been steady.

- YTD income is \$3,179.17 (\$2000.00 of this was directed to Calgary Grizzlies Basketball Club)

6) AGLC

We have received our AGLC Funds on November 14th.

- \$75,942.46

7) Bank Accounts:

Main- \$54,321.17 (unrestricted- mostly staffing costs)

BTG- \$53,940.81 (CIP funds- restricted to athletics equipment purchases)

Casino- \$73,581.50 (restricted to Use of Proceeds)

Donation- \$3,114.29 (left over from the Canada Games funding 2017- must spend it all)

BMO- \$36,188.96 (donations- go towards sports and BTG program funds/staff)

8) Audit:

The audit is going REALLY well. Everything is on track to be done well before the due date in March.

B) Sports and Programs

1) Wheelchair Athletics

We have applied for the SCIP grant- it is a grant that will pay a student \$1000 to complete a project. We found out in January that we have been approved to apply. The goal is for us to pay an engineering student to engineer a throwing chair that is portable. Our job description was turned down and between the two of us, we have not been able

to sit down since. We have a meeting booked for next week to tweak the job description and to apply again.

We have purchased 1 chair from Flying Start and it should be in next week- it was significantly cheaper than Eagle or Top End and was recommended from Reg (Canadian Hall of Fame Wheelchair Racing athlete) who owns 49BeSpoke. We are looking forward to seeing the quality- if we are happy with it we will be able to order more equipment with our budget that we originally had thought. We have also order 2 full "roller" sets- we are building rollers to save some money and to increase quality/accessibility/safety of them. We have also purchased a throwing circle for University of Calgary (Robbie, who is one of Athletics Alberta's head coach's) who is currently training Sara Mickey (our nationally ranked throwing female). Nathan is currently in process of hunting down some fabricators to put together some throwing chairs for us- we have the specs, we are just looking for the manufacturers now.

2) Wheelchair Basketball

Ryan went to Vancouver with the team and had some really great response back from being there with the team. He enjoyed getting to spend some time with the athletes and supporting our coaches. I had to have a difficult conversation with Darrell regarding coaching fees and his expectations of WSA. I've worked closely with Andy and Ryan throughout this process, so thank you to the guys in supporting these changes.

3) Wheelchair Rugby

Rugby Nationals is dominating a lot of our time right now, specifically with the budget. Originally in the budget I had asked for \$45,000.00 and our budget has grown to \$73,000. However, originally I had worked out that WSA will be responsible for \$25,000 of the \$45,000 as an educated guess. Now that I've learned more of the process, the "left over unaccounted for dollars" is around \$31,000.00 (outside of what CWSA/grants/registration fees/locked in sponsorship) and I have now asked CWSA, "if we cannot get sponsorship/grants to cover this, what happens, as WSA cannot afford to pay \$31,000." From my understand, when talking to other Executive Directors who have hosted in the past, CWSA should be covering everything, so that the provincial sport organization does not have to incur a cost. We should actually be saving \$25,000.00 from the original budget, which is a pleasant surprise.

4) Wheelchair Tennis

Ryan has been working with Tennis Alberta and our athletes to adopt the membership structure in the province. It is a slow process so far, however we are working on starting a pilot of this program in Edmonton and Calgary over the summer. We have 2 able bodied clubs that Ryan is working with on this right now. I will give more details once I have some.

5) Sledge Hockey

Sledge Hockey is still running very independently so far. Andy and Dean are working together successfully to ensure the provincial team is running smoothly. We're anticipating being invoiced to cover the costs of their camp/nationals.

6) Bridging the Gap

Bridging the Gap continues to be successful, including uptake in participation. We have had a few potential athletes indicate that they want to be contact by our clubs once they have left Glenrose. We have had the rugby club in Edmonton come in twice and do recruiting on Thursday evenings, and the Glenrose has requested that they come in more often. We are also looking at having the Basketball club come in to do the same since the success. We are also lending some equipment to the Garrison, as they want to run some wheelchair sports for their athletes.

D) Looking forward

Upcoming:

- Audit
- Get the door to door campaign operating
- CIP grant orders completed
- Get the SCIP grant job description completed
- Rugby Nationals
- CIP Grant due in May (Looking at putting a grant application together with PSA)
- Para Summit

Action items for the next 6 months: Due beginning of Feb, 2018 (I've spoken to Andy that this deadline is not going to be met- these are currently not a priority as my focus is on Audit and Nationals right now)

- Making the membership database as efficient as possible, looking into potential software options
- Developing a coaching database, including certifications- seeing if we can sync our information with coach.ca
- ~~—Creating the grant plan for 2018~~
- Finding storage solutions for Calgary and continuing to seek an office space for Ryan
- Planning the awards evening for 2018
- ~~—Working out the kinks in the volunteer program- recruitment is still struggling and identifying potential positions~~
- Working closely with Tennis Alberta to develop a club structure plan
- ~~—Correcting the codes in Simply Accounting- this might mean making a whole new list of codes, or trying to find a balance with the old and new. If we make changes to the names, it can make information confusing from past years.~~
- Trying to close the BMO account and just have RBC- need to have a meeting with RBC first, and then discuss with Engage Interactive
- Finishing the "New Club Manual"

From Ryan:

Here is a report of what I have been doing:

1. Booking trips to Vancouver and Montreal – adjusting travel documents for teams to increase ease of booking
2. Organizing multi-day BTG event at Garrison Army base
3. Alberta Sledge Hockey Committee meeting
4. Meeting with City of Calgary about Rugby Nationals

I know that it doesn't seem like a lot but the bookings took forever to do.



Presidents Report - February 2018

It has been a busy month:

- Bylaw review -Final draft complete
- Changes to our financial reporting structure - In progress
- Creation of a Policy and Procedures Manual - In progress (outline complete)
- H.R. Policy review
- Expense analysis - In progress
- Executive Director annual review- Complete
- Marketing plan - In progress, brochure being reviewed

Andy Wigston,

President

Alberta Wheelchair Rugby Report.

Calgary recently hosted their annual rugby tournament and Both Jen and Ryan were able to attend to see firsthand how a weekend of rugby works. We discussed floor cleaning and transportation and have a much better idea moving forward what we will need for Nationals.

The provincial Team Heads to Vancouver for the Invitational second weekend of March, both Division 1 and division 2 teams are going. As far as I know flights and accommodation have been looked after but that is Ryan's Department.

Other than that, no new news.

Medicine Hat

- Have games vs Edmonton PSA dogs as long as the weather stays good for them to travel Feb 17-18
- They registered for Westerns in Red Deer and have entered 2 Medicine Hat teams.

Edmonton Sled Hockey Club

- Impact C+ going to the Hendrickson Foundation Hockey Festival in Blaine, MN Feb 22-25
- Impact C had 2 games vs Calgary Stingers on Feb 17
- Impact C had a game vs PSA Dogs on Feb 6
- Impact C has a game vs PSA Dogs on Mar 6
- Impact C has 2 games vs Calgary Stingers on March 17
- Impact B has a game vs EASA Storm on March 6
- Impact B has 3 games vs the Calgary Scorpions March 10-11
- Impact B has a game vs EASA Storm on March 17
- Impact B and C will be going to WCSHT 2018 in Red Deer March 30-April 1
- Impact B and C will be participating in the Ottawa Invitational sled hockey tournament April 12-15

Team Alberta (player perspective – Drew MacRae)

- Another successful camp put on by Dean, Brenden, Andy, coaches and support staff Feb 17-18

NO OTHER REPORTS FROM PSA, EASA OR CALGARY WERE PROVIDED