

WSA

# BOARD MEETING

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**12 SEPTEMBER 2018 / 5:30 PM / PERCY PAGE CENTRE 11759 GROAT ROAD,  
EDMONTON, AB, MEETING ROOM #1**

## ATTENDEES

Andy Wigston, Sam Walker, Dean Krawec, Jen Sales, Kyle Thompson, Sharleen Edwards

Via Conference Call: Makrina Morozowski, Shawn Lucas, Radwa Gabriel, Nathan Lennie, Dave Guiry

## MEETING MINUTES

### **Call to Order**

President Andy Wigston calls the meeting to order at 5:30 p.m.

### **Approval of the Agenda**

Approved with the addition under business arising - Budget

### **Approval of Minutes of Previous Board Meeting Sept 12, 2018**

Approved.

### **Business Arising**

Results from the BTG meeting on Sept. 25

The National meeting was held. They have changed their reporting structure to quarterly reporting. WSA asked for \$25K, got confirmation we will get \$10K.

Budget

Treasurer went through 2016 through 2018 expenses to have a better understanding for future budgeting. Expense percentages:

BTG 4%

Rugby 8%

Basketball 5%

Athletics 11%

Sledge Hockey 80%

Tennis 3%

Grants 2%

Admin/operational 26% (includes telemarketing expenses - without those, 7%)

Door-to-door campaign. Have budgeted \$40K but there is no historical data to back it up. Originally estimated \$650 a week but have consistently gotten \$2K a week. One week we got \$4500. Suggest we keep 2019 budget as is and if we make more it will be a variance.

Budget is ready for review.

## Reports

President's Report presented

Treasurer's Report

- Questions:

The dollar value has decreased compared to last year. Why and what can we do?

What is the dollar value for BTG? Came from when we hosted rugby nationals. Not necessarily going to benefit rugby. Will benefit BTG program.

Payroll from last year is an incorrect number. Payroll was set up wrong in software and was paying double into CPP and EI. Benefits went up because we were being undercharged for one employee's benefits.

Balance sheet: Any planned expenses? WSA is going to buy \$20K worth of equipment – must spend a portion of CIP funding.

Does WSA have enough money for running costs between now and the end of the financial year? Have not received the second portion of annual funding from Alberta Sport Connection. Awaiting \$48K.

Accounts receivable. A negative amount of \$2600. Executive Director will look into it.

Income statement: Telemarketing income \$177K vs. \$150K and expense goes up 10K. They bill by the hour so even though income went down, expense went up.

#### Executive Director's Report

- The strategic plan needs to be done before our AGM.
- 2019 Canada Winter Games is in Red Deer 15-23 of February.

#### Sports Director Reports

- Rugby – lots of injuries. Had to cancel a practice only 2 of 17 athletes. Rebuilding. Need to incentivize our coaches. Only two clubs in Alberta so hard to get league going. Working to get \$60K in equipment in Calgary. Have a lot of new players.
- Basketball – would like to see more of a report on what is going on. Please continue to ask questions outside of board meetings. Would love to have a program in Red Deer but nobody is putting in any effort. Executive Director and Sport Director offered to have a practice in Red Deer but couldn't get coaches on board. The amount of funds going towards travel is because WSA is a provincial sports organization and has to be out at events. Staff will continue to travel with teams. Coach development clinic: will send out registration in January. Chairs: Calgary and Edmonton both have an excess of chairs. Medicine Hat just purchased 6 chairs. CIP project grant – encourage clubs to apply for it and CPC Jump Start Grant (due in January).
- Tennis: Had 3 athletes last year. Had 11 this year. Tennis court availability continues to be an issue.

- Athletics Very excited about equipment arriving tomorrow. Have some wounded warriors participating. Lots happening.
- Sledge Hockey

### **Correspondence**

No correspondence.

### **New Business**

No new business.

### **Next Board Meeting**

Wednesday, March 13, 2019 at 5:30.

### **Adjournment**

President Andy Wigston adjourns the meeting at 7:01 p.m.

### **ACTION ITEMS**

- Executive Director will email out budget.
- Accounts receivable has a negative amount of \$2600. Jen will look into it.

### **DISCUSSION**

- Used to be a higher level of competition in basketball. Calgary development is not as good as Edmonton's. It is local clubs job to feed their system.
- Can the size of teams be modified to have more teams in rugby? Rugby is already 4 on 4. It would be really hard to modify. Travel with a team of 6.
- How does WSA replace athletes that have been selected to compete nationally? Recruitment is a club level issue.
- What would happen if WSA facilitated a summit for all the clubs in Alberta? Would they attend? Last year we tried to do an info session but nobody showed up. Conversations need to be had.

- Discussion regarding what WSA does and what WSA is able to do.
- There appears to be a gap in communication with clubs. A process/plan would help with the communication. Define the role of each staff member.
- Board is working on a Strat Plan.



### **Presidents Report - December 2018**

- Changes to our financial reporting structure - Currently reviewing the budgeting process.
- Creation of a Policy and Procedures Manual - Outline approved and working on individual policies and procedures
- Executive Director annual review - Complete
- Strategic Plan review - We have our first draft and will work towards approving prior to our AGM

Andy Wigston,

President



**Executive Directors Report  
Dec 2018**

Since the AGM there has been a lot of hard work dedicated and some results to be proud of.

**A) Financial Overview:**

**1) Alberta Sport Connection – Core Block Funding**

We have been approved for the next 3 years at the fixed rate of \$96,746. We have completed the documentation for our first round of funding, we should receive it sometime in June.

**2) Grants**

- ASC Annual Funding - \$96,746
- New! ASC Canada Winter Games Support Grant - \$20,000
  - Confirmed and 80% of payment has been received- \$16,000
- CPC Paralympic Sport Development Fund- \$28,442.60
  - Confirmed and 70% of payment has been received: \$19,909.82
- Bridging the Gap- \$0 currently- We applied for \$25,000- but I'm guessing we will get around \$10,000 as usual. Manitoba received their "letter" Dec 7, 2018. I followed up to see if I could receive ours, but still have not heard anything yet.

**3) Telemarketing**

They are completing their second campaign of 2018. Report below as of Aug 22 2018.

<b>Total Revenue</b>	\$150,368
<b>Total Expenses</b>	\$75,898
<b>Net Profit</b>	\$74,470

**4) Door to Door Campaign**

The Calgary team is doing so well right now. We are earning between \$1500-2400 weekly right now just with Calgary. The Edmonton program has switched up. Instead of selling the discount app and cookies, we are not asking for straight donations and are giving a tax receipt at the door. We joined "donor perfect" to assist with the tax receipts and are using Moneris machines to take the payment. We haven't found a lot of success yet in Edmonton, but we're hoping it turns around soon.

## 5) Donations

WSA receives unsolicited donations through Canada Helps, United Way, Benevity, and random mail in. While this is a small portion of our donation revenue, it has been steady.

- YTD income is at \$20,782.87

## 6) AGLC

The report was submitted in October and we have received word that it has been accepted. We are still waiting to hear from AGLC on our next casino. Fingers crossed it is soon.

## 7) Bank Accounts:

Main- \$53,801.17 (\$19,000 for the CPC grant is in here right now- so only \$33,000 is unrestricted.)

BTG- \$56,372.41 (ASC Canada Games and CIP funds- restricted to basketball and athletics equipment purchases)

Casino- \$19,820.48 (restricted to Use of Proceeds)

Donation- \$4,896.09 (this is where the door to door campaign funds are coming in from for Edmonton campaign)

BMO- \$25,522.37(donations- go towards sports and BTG program funds/staff)

## B) Sports and Programs

### 1) Wheelchair Athletics

We purchased 12 rollers (2 from the UK and 10 eagle portable ones) they came in and we are working on getting them out to our clubs. We are also ordering \$20,000 worth of TopEnd and Eagle chairs before X-Mas holidays- working through 49BeSpoke for the order. We have also received our high-performance chairs and both athletes have them right now. There is some politics happening between BC and us over one athlete. It is still unresolved, but we are working through it. We are working with an engineer from the Tetra Society to build a throws chair that does not require tie downs. The engineer has drafted the design and is hoping to have one built by the end of December. We need to find a fabrication shop ASAP to make a plan to build the rest of them. We have ~\$35,000 left to spend on this grant before the end of March. It will get spent but it's going to be busy in the new year getting it all done.

### 2) Wheelchair Basketball

Dec 15-16 we are hosting an exhibition event at Red Deer College in preparation for Canada Games. Please see the schedule below:

#### Saturday – 8:00am Gym Opens

8:45am am– 10:15am	BC vs ONT
10:30 am – 12:00 pm	MB vs SASK
12:15 pm – 1:45 pm	ONT vs AB
2:00pm – 3:15 pm	SASK vs BC
3:30pm – 5:00pm	AB vs MB

#### Sunday – 8:00am Gym Opens

8:30 am – 10:00 am	MB vs ONT
10:15 am – 11:45 pm	ONT vs SASK
12:00 pm – 1:30 pm	BC vs AB

The team is looking really strong right now as they prepare for the games. They will be travelling to BC in January to compete in another exhibition event. It will be great training and experience for these athletes.

### **3) Wheelchair Rugby**

We have confirmation that Nationals will be at the beginning of May in Ottawa for 2019. We have a practice Dec 9 in Red Deer. We tried to have a Have A Go day on Nov 18<sup>th</sup> in Red Deer. Unfortunately, we had to cancel it as I was off from work on leave during that time and Ryan was in Ottawa at the national bball meetings. We are hoping to have another one before the end of the season as we want try and encourage a club to develop in Red Deer.

### **4) Wheelchair Tennis**

Ryan is working with Tennis Alberta to develop an Alberta Wheelchair Tennis League. This is a huge step in the right direction for Tennis. This year was a big success for Alberta with the attendance we had at Nationals. Tennis Canada made several comments to us about how our program seems to be growing successfully. A lot of the success has come from Ryan's hard work.

### **5) Sledge Hockey**

Sledge has been a bit disappointing this year so far. At try outs we were hoping for 30 athletes to come, however we only had 14 athletes attend. We are doing our best to increase our numbers. There has been some politics around this and we aren't going to entertain it. It might be a couple of hard seasons, but we will just need to raise a new crop of athletes.

### **6) Bridging the Gap**

Like I said previously, in September BTG is stagnant right now. We have received communication from BTG for us to apply for funding for 2018, which we completed at the end of November. The funders met to discuss last week how it would be split up among the provinces. Alberta has not heard yet what we are receiving, however some of the other provinces have. I have followed up, but am still waiting to hear.

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## **D) Looking forward**

Upcoming:

- 2018 Audit
- Holidays
- 2019 Canada Winter Games
- CIP Grant Final Report
- Ordering more equipment from the CPC grant- still waiting on quotes

## Wheelchair Rugby Alberta report

Dec 7, 2018

Provincial tryouts were held in November with somewhat of a low turnout, 12 players. Only a couple players missed due to other commitments.

both Edmonton and Calgary clubs have committed to once a month meeting in Red deer to promote rugby in Red deer.

I'm happy to report that I've seen demos done at schools both by Edmonton and Calgary clubs this past quarter. Kuen T from Edmonton has been a great resource for school demos, I also believe she's a Rick Hansen ambassador. Denolm S and Kendall W have organized a couple demos at different schools through the university.

Calgary tournament will be February 15 to 17, 2019 at Bishop Carroll high school. The plan is having a 6 team tournament, with teams from BC, Edmonton and a Prairie at large team will be put together.

Both Edmonton and Calgary clubs have started the discussion of a summer league. This was done successfully 5 years ago, and with the growing interest in the province it may be time to do it again. We have no details at the moment other than we've just started discussing it.

Dave Guiry

## Wheelchair Sports Alberta - December Meeting - 2018

We want to see people participate in sport and we would like to see high performance athletes being developed locally, across the province. Poor sport development and the results of minimal leadership impacts all athletes, but those from across the province, limiting their chance for local competition (this will also keep costs down).

- How can WSA support Calgary's wheelchair basketball program?
- It may be helpful before the season starts (or within) to have the coaches/board members meet and discuss what our programs should look like.

Currently, there is no wheelchair basketball program in Red Deer. The city has grown to over 100,000 people. There is potential to grow the sport in this area with the help of a few dedicated people.

CWBL A - The seriousness of games needs to be considered. Right now, generally speaking, players play games and if they win or lose, it does not matter, they can still go to and play in Finals. In addition, previously, people had to play a minimum of four games to be eligible to play in Finals.

- How can we work to create competition that is meaningful?
- How might WSA be able to work with WBC to support this?

There is a general concern coming from the amount of funds that are going to travel and associated costs for some of staff.

- We are wondering, what is the justification of being at and traveling to tournaments?
- For those that travel, what is their role at these games? Is it justified?

When Ryan is working on recruitment for events, try to give the teams in Calgary (or wherever the event is) a heads up. With more notice, we may be able to connect with players that can attend to help create the connection with a current player. This way different sports may have specific representation.

I know there was talk of a coach development clinic coming out west. Is that happening, are there dates and locations for this? There is at least one coach on Calgary interested in attending. There needs to be a plan in place so that future coaches can complete all 3 levels of the NCCP certification by the next Canada Winter Games in 2023.

Medicine Hat and Lethbridge are teaming up to host an upcoming tournament in Lethbridge February 2/3. Medicine hat is trying to gauge if they are a recreational or competitive program. Medicine Hat is wanting to purchase some new chairs as they are getting beyond their current capacity, which is exciting. Though chairs are expensive. What are the current finances they could apply for. We are looking to see if other clubs have chairs that they no longer use that could help the Medicine Hat program out.

## Tennis Report December 2018

Tennis Nationals was on Nov 22-25. We sent 10 Alberta athletes including 1 Quad, 1 female and 8 para athletes. This has probably been the most Albertans athletes to have ever compete at this event. However since Alberta registered so many athletes the tournament director/referee changed the tournament format from Compass to an Elimination. This meant less games per player and no final ranking were handed out past 8<sup>th</sup> place. Congrats to Alberta's Laurie Zalmanowitz for finishing 6<sup>th</sup> out of 19 in the para division and Colin Mitchell for finishing in the Quarter Finals in the Doubles Division.

We were not completely happy with the event due to the change in format and the lack of doubles for our athlete Zak. I have already had conversations with Tennis Canada so that this wouldn't happen next year in Montreal. Hopefully they listen to my complaints. It has taken me 5 years to convince our players to come this great event and I fear that they did not fully enjoy themselves to join us next year.

Our Goal this year was to send 12 athletes to Nationals. We had 11 registered but one athlete (Matt Veenaman) hurt his hand and withdrew within the last week. Next years Nationals are Montreal and my goal would be to send our top 4 paras, 2 quads and 2 females. Also every other provincial team had either a provincial jacket/sweater/shirt or a combination of them for there athletes at the event. During opening ceremonies our Albertan athletes had no matching attire and felt sort of awkward during the event so my other goal would be to get them some sort of Team Alberta Gear.

As for other future plans, a few Edmonton athletes (including myself) are planning on starting a Wheelchair Tennis Club or Wheelchair Racket club (Tennis/Badminton/Pickleball/Ping-Pong etc. currently undecided on what we should focus on). We are hoping to have a club started in the new year and have court time booked before the end of January. I am sort of out of the loop of what is happening in the Calgary but Ryan and I were talking about a few this such as Edmonton Vs Calgary games.

## ATHLETICS REPORT FOR WSA – December 12, 2018

Athletics has been busy and we are looking forward to an indoor season.

As a result of some grants and some initiatives that we have spearheaded we are ready to start with some great initiatives

Jen and Brad Babiak from Athletics Alberta have handled the ordering of new racing chairs and throwing chairs so that we have a means by which for athletes to try, train and compete in our sport.

- The Turf Training Centre in Edmonton is our new indoor throws venue AND it can double as space to do other training. Athletes who wish to throw will have the opportunity to do this in a tie down chair with throwing circles fabricated to accommodate them AND we will have ample space for athletes to get into one of our new race chairs (or use their own) and train on some of the rollers that were purchased so that they have a coach on site working with them as well as a warm space to do so in. For access information please contact me at [coachlennie@apexthrows.com](mailto:coachlennie@apexthrows.com) or by calling me at 780.863.4799
- As we continue on there will be opportunities throughout the province to branch out and engage other new and existing coaches. We have heard from people in various parts of the province interested in starting with some athletes from north to south which is excellent. There is a push on to get some chairs ready and out to them as we want to take advantage of their piqued interest at this time.
- We are welcoming athletes to come and try out throwing or getting into a race chair this winter. It may be an off season or it could be a wish to change sports for a while or maybe permanently; either way, those athletes are invited and welcome to try the switch
- We will start talent ID in the new year as we look forward to the remainder of the Canada Summer Games Cycle as we only have two years left before the next Games take place, which is not nearly as much time as one might think.
- As a cross-pollination of coaching development we are looking at continuing opportunities for coaches via interactive seminars, coaching certification course and initiatives that will serve the sport better by providing some growth in the coaching ranks to ensure that our athletes have that critical anchor point that brings them in and keeps them in sport.

That concludes the current status report for Athletics, we will have more to report in the new year as we look forward to these new initiatives gaining some momentum.