

BOARD MEETING

**13 MARCH 2019 / 5:30 PM / PERCY PAGE CENTRE 11759 Groat Road,
Edmonton, AB, Meeting Room #4**

ATTENDEES

Andy Wigston, Sam Walker, Jen Sales, Kyle Thompson

Via Conference Call: Sharleen Edwards, Makrina Morozowski, Radwa Gabriel,
Nathan Lennie

Regrets: Dean Krawec, Shawn Lucas, Dave Guiry

MEETING MINUTES

Call to Order

President Andy Wigston calls the meeting to order at 5:34 p.m.

Approval of the Agenda

Approved with the addition under Business Arising and New Business

- Audit
- Trailer Purchase
- Board elections and changes

Approval of Minutes of Previous Board Meeting Dec 12, 2018

Approved.

Business Arising

Accounts Receivable negative \$2600? Journal entry adjustment from last year's audit. ED will follow up to see where to allocate it to.

Audit report - Asked for a discount on audit fees but very insistent that fees stay the same. BMO account not fully reconciled which might cause additional fees. No option to change the contract for this year.

Options suggested to find someone cheaper or hire a part-time bookkeeper and offer them advertising on our website. Other non-profits are paying in the \$4000 range.

Reports

President's Report presented

Treasurer's Report

- Fundraising is doing terrific.
- 19,000 under equipment is for chairs.

Executive Director's Report

- Got \$5000 from BTG today.
- The casino is September 26 and 27, 2019. Please sign up and bring your friends.
- Canada Games were amazing. ED thanks the board for sending her. Congratulations to Makrina on winning gold.

Sports Director Reports

- Rugby
- Basketball

Women's Nationals are April 10-13, 2019 in Montreal.

- Tennis

Have a Go Day in the summer in Medicine Hat is being organized. Alberta Team gear is needed. The high-performance program offered by Tennis Canada will fund up to \$20,000 a year for athletes providing they have a coach. Talking to someone to find out how Quebec is running their program.

- Athletics

Other sports that are wrapping up their seasons should come and try athletics.

- Sledge Hockey

Correspondence

No correspondence.

New Business

Trailer purchase. Getting a quote for a trailer to pull chairs around. Would get it wrapped with advertising. Used firstly for chairs for Ft. MacMurray and general travel with chairs. Currently, are renting cube vans.

Questions: What are the insurance costs? Equipment is already insured so there is no increased cost to having it stored in a trailer. Insurance from vehicle extends to the trailer. What vehicles tow the trailer? Rental vehicle. Where will we store it? Can be stored at WSA office in Edmonton. What is the quote process? Will get three different quotes and ask for a non-profit discount. Will have to consider maintenance. Should be inspected for safety before each use - add this to policy and procedures. Ensure we are compliant with insurance rules - ie, is it okay to use personal insurance for work? They need endorsement 20 and 27 on their policies. 20 is permission to rent or lease equipment. 27 covers the difference between the deductible on personal vehicle and fleet vehicles. Was the trailer included in the budget? No, it's above and beyond and needs board approval. Board would like to know what the savings are considering additional costs (rental vehicle, insurance). Suggested to check in with BC or Saskatchewan as they have trailers.

Board Elections and Changes

A couple of changes:

- Radwa is stepping down at the AGM.
- President and Secretary are open election spots. Have had no nominations. Treasurer will step in at AGM and then be nominated the following year. Thank you to Radwa for her time.
- Makrina is stepping down after two years. WSA will approach Wheelchair Basketball to appoint someone as Wheelchair Basketball Director. Thank you to Makrina for her two years of service.

Next Board Meeting

Wednesday, June 12, 2019 at 5:30.

Adjournment

President Andy Wigston adjourns the meeting at 6:15 p.m.

ACTION ITEMS

ED will come up with a budget for the trailer and the board will vote on it ASAP.

DISCUSSION

- Can we share the financial statements? ED requested them to be done by the 20th of March. We should have them earlier to sign off on.
- Do we send out emails to our members about casino dates? Yes.



Presidents Report - March 2019

- Changes to our financial reporting structure – We are continuing to revise and update our budgeting process.
- Creation of a Policy and Procedures Manual - Outline approved and majority of policies are written.
- Strategic Plan review - Plan has been drafted and working on the details towards approving prior to our AGM

Andy Wigston,

President

	<p style="text-align: center;">Executive Directors Report March 2019</p>
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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- 2018 was 100% fulfilled
- ASC Canada Winter Games Support Grant (2018)- \$20,000
 - Full payment received
 - No update on what the 2019 plan will be. We still are on the Canada Games “hangover” so it’ll take some time before we hear anything from ASC. But hopefully we can get some money to put on a couple of camps for this fall.
- CPC/Jumpstart Sport Development Fund- \$28,442.60
 - Confirmed and 70% of payment has been received: \$19,909.82
 - We’ve purchased the chairs- we’re waiting for them to clear customs. We still have roughly \$4000 left to spend. Hoping to call the organization to see if we can cover a trailer for this. We originally planned to pay for facility fees, but Ryan was able to create a relationship to get those covered. If Jumpstart won’t let us purchase the trailer, then we will purchase another chair. Programming starts at the end of march in Fort Mac. We’re really excited for it to get off the ground.
- Bridging the Gap- \$0 currently- We have been approved from the 2017-2018 year for the \$10000, but we still have no received funding. We followed up during Canada games and they knew we were waiting. I’ll follow up again on Monday- still trying to give people time from coming back from the games.

3) Telemarketing

The first campaign is winding down soon. We’re off to a great start.

Total Revenue	\$ 30,475.69
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Total Expenses	\$	13,158.30
Net Profit	\$	17,317.39

4) Door to Door Campaign

This door-to-door campaign is INSANE how well they're doing right now. We budgeting to have a net of \$40,000 at the end of 2019 with this campaign. In the first two months we have made \$57,332.06. We are EASILY looking at making over \$200,000 profit by the end of 2019. Ryan and I have discussed the potential for some ideas with this surplus. We aren't prepared to present these plans yet, but we are certainly bouncing ideas around.

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 \$4,147.54

6) AGLC

We have confirmation of our next casino! We have received September 26-27, 2019. We already have some volunteers signed up. We are hoping to have as many of the local to edmonton board members work AT LEAST one shift. My preference would be for everyone to work both days. Ryan and I will be in the countroom both nights.

7) Bank Accounts:

As of March 6, 2019

Main- \$86,466.91

BTG- \$31,373.43 (CIP funds- restricted to athletics equipment purchases)

Casino- \$16,084.27 (restricted to Use of Proceeds)

Donation- \$46,950.03 (this is where the door to door campaign funds are coming in from for Edmonton campaign- we collect a bunch of money through etransfers that go into the main account)

BMO- \$48,536.04 (donations- go towards sports and BTG program funds/staff)

Total- \$229,410.68

B) Sports and Programs

1) Wheelchair Athletics

The engineer is still working on fabricating a throws chair, but we couldn't wait any longer on his prototype, so we have taken the drafts to a fabricating shop near the office and they have been working this week on putting a chair together. It should be ready to go March 8 for us- as we have a meet this weekend that we are going to be able to test it out at. We hosted a classifiers training course in Feb- we have 4 people get trained and this is exciting for us, because we may be the first province in the country to be able to host an entire two panels without flying people in. Other than that, we have an athletics "have a go" planned for April 6, 2019. We have started the discussion about coaching training.

2) Wheelchair Basketball

Team Alberta took GOLD at the 2019 Canada Winter Games. This was the most thrilling and exciting experience I've had in this position so far. I am so proud of the coaches, manager, athletes, families, and Ryan for how they represented WSA and Alberta. We have a class act group of people that we get the privilege to support. This is a small glimpse into the pictures that are available. If you are interested in seeing all of them,

please click visit this link:

<https://www.flickr.com/photos/2019canadawintergames/galleries/72157706528904515/>







We have an event on March 16th in Red Deer to try and see if we can identify potential athletes. We also have a Wheelchair Basketball Canada development camp/coaching clinic/officials clinic happening in May. We're looking forward to working closely with WBC on it.

3) Wheelchair Rugby

We are struggling this year health wise. We were fortunate enough to be able to send 2 teams to Richmond this weekend, but it's not nearly as strong of a team as we have sent in the past. It'll be great to develop some newer players to Team Alberta. We wish them luck and are going to be doing our best to get a healthy team together for Nationals. We have received a request from our head coach to purchase a rugby chair for one of our provincial athletes (~\$10,000). I've asked Bruce to send me a couple of quotes first (I'm hoping to have them for this board meeting to present).

4) Wheelchair Tennis

Not much has happen since Nationals as we are in the off season. Ryan will be planning training opportunities soon for the 2019 season.

5) Sledge Hockey

I feel a little in the dark right now with sledge hockey, which isn't new by any means. I should be reaching out to see how everyone is doing, but I haven't had the time yet. I'm sure if we had big problems, it would come to me (I hope at least). We had some drama that happened around Kevin Nanson (former goalie for Edmonton Sled Hockey Club/one of our throwers) as he backed out of a sledge tournament to attend the classification

course (to be classified) that we hosted with athletics alberta. As far as WSA is concerned it is solved.

6) Bridging the Gap

We still have not received the 2018 payment for BTG yet. The 2019 applications are out, but we aren't going to be completing it until we receive payment for the 2018 year. It's still a struggle getting clear communication and answers from them.

D) Looking forward

Upcoming:

- 2018 Audit
- AGM
- Rugby Nationals, AGM, BBall national meetings (first weekend in May)
- Athletics Have a Go
- CIP Grant Final Report
- Finishing the fabrication of the throws chairs
- Fort Mac program starting in a few weeks

BTG report from Ryan

Glenrose - The Glenrose BTG rehab program has continued to see success over the last year. On average we are seeing 5-8 individuals of various ages and disabilities attend. Our volunteers have been doing an amazing job running the program focusing on a variety of sports including basketball, tennis, rugby and curling.

Calgary - Ryan has created a relationship with WinSport in Calgary and with a successful grant application (Government of Alberta and Calgary Flames Foundation) by WinSport supported by WSA, we have created an 8-week drop-in program on Friday nights as well as an 8-week multi-sport program. This program will start on March 15th and April 6th respectively.

Fort McMurray - The Fort McMurray multi-sport program will begin on March 25th. This will be a 26 week (52 hours) program that will focus on 7 sports. This program is the result of 2 BTG have-a-go days and a successful Canadian Tire Jumpstart Grant.

2019/20 BTG Application

Ryan will be completing the 2019/20 BTG plan and will be focusing on getting more events in southern Alberta and Red Deer. I have spoken with individuals at Red Deer College who have mentioned that they will have 10-15 chairs available for sale following the conclusion of the school semester due to their Adaptive Physical Education Degree not being offered after this year. These chairs could be beneficial to purchase or arrange an agreement with the college for use of the chairs in order to develop a schools program which could be used to increase revenue for WSA but more importantly increase awareness of our sports.

WSA Athletics Report March 2019

As the indoor season winds down we had some traction with new athletes getting use out of our newly designed throwing circles and with the arrival of new racing chairs and rollers we are excited to initiate a double pronged approach to the outdoor season especially during this transition period during the early spring.

We currently had a look at what we have done thus far and targeting coaches alone doesn't seem to be enough. In a sport that is not necessarily a "team" sport it stands to reason that we need to get athletes in trying out race chairs and throwing chairs to see what this sport is all about. With that in mind we have designed some "try-it" type of events that will have a new name and tag line to start to attract those who might be looking for a new sport, or a second sport while the sport they do is out of season.

Enter the new Wheelchair and para sport initiative – The Intro to Para-Athletics – "We'll give you the whole seat, but you're only gonna need the edge!" will be our title and tagline. The reason we are combining the idea of wheelchair *and* para athletes is because often those groups have a lot of overlap and they also tend to have people they know who might not be aware of our sport initiatives.

The idea moving forward is that if we are trying to recruit coaches and we don't have many athletes to work with then coaches will lose interest and go about their regular activities. At this point we have some coach interest but we now need to add fuel to the fire by engaging and recruiting athletes; like Velcro, both components – athletes and coaches - are necessary for the other to be effective.

With funding in place to develop and fabricate new throwing chairs and a facility that already is seeing some wheelchair athletes - Canadian Forces Veterans – Athletics is looking forward to getting some people out to try out the equipment and see if this might be a fit for them.

This will be the fundamental focus for us to get athletes interested with no rush or urgency to do so. We look forward to developing a pool of athletes for the Canada Summer Games in 2020 and beyond to provincial and national championships.

All sports are welcome to send athletes to these sessions as this, as in able bodied track and field, ends up giving athletes a very good cross-training basis for what would otherwise be their "primary" sport. It would seem that such "cross pollination" is how we are going to build and expand wheelchair and para sport which isn't limited to Athletics.

Wheelchair Basketball Update March 2019

- Team Alberta won Gold at Canada Winter Games in Red Deer Alberta, going undefeated the entire tournament.
- B Level competition has its' last tournament in Calgary this coming weekend.
 - o There was a B tournament in Medicine hat that brought out new players out in the MH area, exposing them to structured play and rules.
- Calgary and Edmonton are both sending teams to Montreal for Women's nationals.
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Alberta wheelchair rugby

-Both provincial teams participated in the Vancouver invitational this past weekend, March 8-10. Each team finished 3rd in their division.

-we continue to talk about the importance of an Alberta League, and we will be having a phone conference before the end of this month to start planning for next season. Edmonton and Calgary would like to see a 3 tournament Alberta League, that takes place January and leading up to Nationals. We are discussing having these tournaments in Edmonton, Red deer, and Calgary. The goal being, pairing experienced players with new inexperienced players to create a learning environment and to get new players involved. If we can create an Alberta League this will get Alberta athletes more involved at a cheaper cost all the while promoting wheelchair rugby and continuing development in the province.

-two more provincial practices before Nationals in May and then the season is finished.

We are currently on or off season so we do not have much to report. Spring Season is approaching fast and we still have not started a program yet in either Edmonton or Calgary.

Plans for the Spring are as follows:

- 1 Organize a spring event to get people back in their chairs and ready to play. Maybe focus it towards first timers with something for returning athletes as well.
- 2 Start a Organization, program, league play, weekly drop in court time, a contact list, facebook group, anything to keep athletes focused/interested about tennis.
- 3 Arrange a meeting with Jen/Ryan
- 4 Possible have a go day in Medicine Hat in the Summer

Not much else to report.

Kyle