

2014



Alberta Association of
Recreation Facility Personnel



TABLE OF CONTENTS

AGM AGENDA.....	2
AGM MINUTES	3
2014 REPORTS.....	9
Memberships	9
Courses.....	10
Golf Tournament	11
Symposium.....	12
Board Reports.....	13
President Report.....	13
Associate Representative Report.....	14
Education Representative Report	15
Executive Director Report	17
North East Zone Representative Report	19
North West Zone Representative Report.....	20
North Central Zone Representative Report.....	21
Edmonton Zone Representative Report	22
Central Zone Representative Report	23
Calgary Zone Representative Report.....	24
South Central Zone Representative Report	24
South Zone Representative Report.....	25
TREASURER'S REPORT	26
INDEPENDENT AUDITOR'S STATEMENT	27
AUDITED STATEMENTS	29
Statement of Financial Position as at December 31, 2014 and 2013.....	29
Statement of Operations For Year Ended December 31, 2014 and 2013.....	30
Statement of Cash Flows For Year Ended December 31, 2014 and 2013.....	31
PROPOSED 2015 OPERATING BUDGET.....	32
APPENDIX: 2014 BOARD MEMBERS	33

AGM AGENDA

Tuesday, April 28, 2015 - Banff, AB

1. Call to Order

2. Approval of the Agenda

3. Approval of the Minutes of the Annual General Meeting

Tuesday, April 29, 2014

4. Business Arising from the Minutes

5. Executive Reports as Circulated

* President	Sandi Stewart	Lacombe
* Treasurer	Neven Wilson	Cochrane
* Education Rep.	Stuart Ray	Cochrane
* Associate Rep.	Willie Jurcevic	Calgary
* Executive Director	Kim Snell	Edmonton

6. New Business

A. 2014 Financial Report

B. 2015 Proposed Budget/2016 Shadow Budget

C. Appointment of Auditor

D. Future Conference Hosts: 2016 Drumheller

E. Election of Officers

- iii) Secretary
- iv) Treasurer
- v) Education Rep (2nd year of 2 year term)
- vi) Associate Rep (1 year term)
- vii) Nominations for Zone Representatives
 - Central Zone
 - Edmonton Zone
 - North East Zone
 - South Central Zone

F. Future Board Structure Proposal

7. Adjournment

AGM MINUTES

Tuesday, April 29, 2014

Attended by 173 Constituted members

1. Call to Order

President Aaron Singh (Spruce Grove) called the meeting to order at 10:30 am on April 29, 2014 in Jasper. Aaron introduced the Board members of the Association that were in attendance and welcomed all members old and new who were attending the conference. We had 95 new attendees at conference.

2. Approval of the Agenda

Motion by Chris McKenna (Blackfalds): “That we accept the agenda as presented on page 3 of the Annual Report.”

Second by Elise Shelley (Calgary)

Carried

3. Approval of the Minutes of the Annual General Meeting, April 30, 2013

Motion by Colleen Sparrow (Edmonton): “That we accept the minutes from the Annual General Meeting, April 30, 2013 in Canmore as presented on pages 4 -7 of the Annual Report.”

Seconded by Calvin Bennefield (Lacombe)

Carried

4. Business Arising from the Minutes

There was no business arising from the minutes.

Minutes Pg. 1

2014 AGM Minutes Continued ...

5. Executive Reports as Circulated

- President Aaron Singh Spruce Grove
- Treasurer Neven Wilson Cochrane
- Education Rep. Gerald Curran Sherwood Park
- Associate Rep. Willie Jurcevic Calgary
- Executive Director Kim Snell Edmonton

Motion by Willie Jurcevic (Calgary): “To accept as information the Executive Board Reports as presented on pages 2, 8, and 10-12 of the 2013 Annual Report.”

Seconded by Allan King (Camrose)

Carried

6. New Business

A. 2013 Financial Report

Neven Wilson (Cochrane) presented the financial report to the members for information.

Motion by Neven Wilson (Cochrane): “That the membership accepts as information the 2013 Financial Report as presented on Pages 15-17 of the 2013 Annual Report.”

Seconded by Cindy Driscoll (Edmonton)

Carried

B. 2014 Proposed Budget/2015 Shadow Budget (information)

Motion by Neven Wilson (Cochrane): “That the membership accepts the 2014 budget as presented at the 2014 AGM and on page 18 of the Annual Report.”

Seconded by Tom Peters (Leduc)

Carried

Minutes Pg. 2

2014 AGM Minutes Continued...

C. Appointment of Auditor

Motion by Neven Wilson (Cochrane): “That the firm of KPMG be appointed as the Association Auditor for 2014.”

Seconded by Chris Biensch (Edmonton)

Carried

D. Future Conference Hosts: 2015 Banff

The 2015 Conference has been awarded to Banff. Suzanne Gaida of the 2015 Conference Committee provided a report on next year’s conference which will be held **April 26-29, 2015.**

Motion by Pat Chomyszyn (Spruce Grove): “That we accept as information the 2015 conference report as presented.”

Seconded by: Murray Bretzer (Wainwright)

Carried

E. Election of Officers

Aaron turned the chair over to Suzanne Gaida, Past President, who was identified as the Election Officer for the Annual General Meeting. Suzanne reviewed the election process with the attendees.

The following members have volunteered to serve as Returning Officers. In the event of a vote they will distribute blank ballots, collect completed ballots and count ballots. They are Willie Jurcevic (Calgary), Don Dombrosky (Edmonton), and Chris McKenna (Blackfalds).

Position of President

Our Bylaws do not require an election for the position of President. The President Elect, who was nominated and elected into the position by the membership at the 2012 Annual General Meeting, ascends to the position of President when the position becomes vacant or at the end of the President’s two year term. The current President’s term will expire as of the end of this Annual General Meeting.

Minutes Pg. 3

2014 AGM Minutes Continued...

Therefore, as Chair of this Annual General Meeting Suzanne Gaida (Cochrane) declared Sandi Stewart (Lacombe), President of the Alberta Association of Recreation Facility Personnel.

viii) President Elect -

The Nominating Committee has received the following nominations for the position of President Elect:

Russ Tanner (Brooks), nominated by Randy Russell (Cardston).

Motion by Chris Biensch (Edmonton): “To close nominations for the position of President Elect.”

Seconded by Colleen Sparrow (Edmonton)

Carried

ix) Education Rep -

The Nominating Committee has received the following nominations for the position of Education Rep:

Chris Biensch (Edmonton), nominated by Don Dombrosky (Edmonton).

Sonia Dodd (Stettler), nominated by Sharon Klinger (Ponoka).

Stuart Ray (Cochrane), nominated by John Napier (Cochrane).

Motion by Calvin Bennefield (Lacombe): “To close nominations for the position of Education Rep.”

Seconded Fran Sosnoski (Rocky Mountain House)

Carried

The nominees had the opportunity to make a 5-minute presentation to the Annual General Meeting

Minutes Pg. 4

2014 AGM Minutes Continued...

Based on receiving the majority of votes in the election, Suzanne Gaida (Cochrane) declared Stuart Ray (Cochrane) elected to the position of Education Rep for the Alberta Association of Recreation Facility Personnel.

Motion by Colleen Sparrow (Edmonton): “To destroy the ballots.”

Seconded by Yvonne McNabb (Jasper)

Carried

x) Zone Representatives

The membership of the Zones held elections yesterday. The following members were nominated and elected to the positions of Zone Representative:

Calgary Zone –Elise Shelley (Calgary)

North West Zone –Mitch Carter (Wabasca)

North Central Zone –Carol Dunnigan (Spruce Grove)

South Zone – Renee Fenwick (Medicine Hat)

Motion by Pat Chomyszyn (Spruce Grove): “To instruct the President to cast a single ballot for Elise Shelley, Renee Fenwick, Carol Dunnigan, and Mitch Carter as Zone Representatives for the Alberta Association of Recreation Facility Personnel.

Seconded by Chris Enders (Fort Saskatchewan)

Carried

Suzanne Gaida (Cochrane) declared Elise Shelley, Renee Fenwick, Carol Dunnigan and Mitch Carter, Zone Representatives.

Minutes Pg. 5

2014 AGM Minutes Continued...

xi) Associate Representative

The Associate Members held elections yesterday. Willie Jurcevic (Calgary) was nominated and elected to the position of Associate Representative.

Motion by Esther Clintberg (Edmonton): “To instruct the Secretary to cast a single ballot for Willie Jurcevic (Calgary) as Associate Representative for the Alberta Association of Recreation Facility Personnel.”

Seconded by Randall Tate (Calgary)

Carried

Suzanne Gaida (Cochrane) declared Willie Jurcevic (Calgary) Associate Representative.

Suzanne Gaida turned the chair of meeting back to Aaron Singh, President.

7. Adjournment

Many thanks went out to the Conference Committee for their hard work and putting on a successful conference, the office staff for their continued dedication and hard work to this association and the Board of Directors who continue to show great support to this organization.

Motion by Don Dombrosky (Edmonton): “That we hold the next Annual General Meeting of the Alberta Association of Recreation Facility Personnel on April 28, 2015 at 10:15 am in Banff, Alberta.”

Seconded by Stuart Ray (Cochrane)

Carried

Motion by Randy Russell (Cardston): “That the 2013 Annual General meeting is adjourned.”

Seconded by Chris Enders (Fort Saskatchewan)

Carried

Minutes Pg. 6

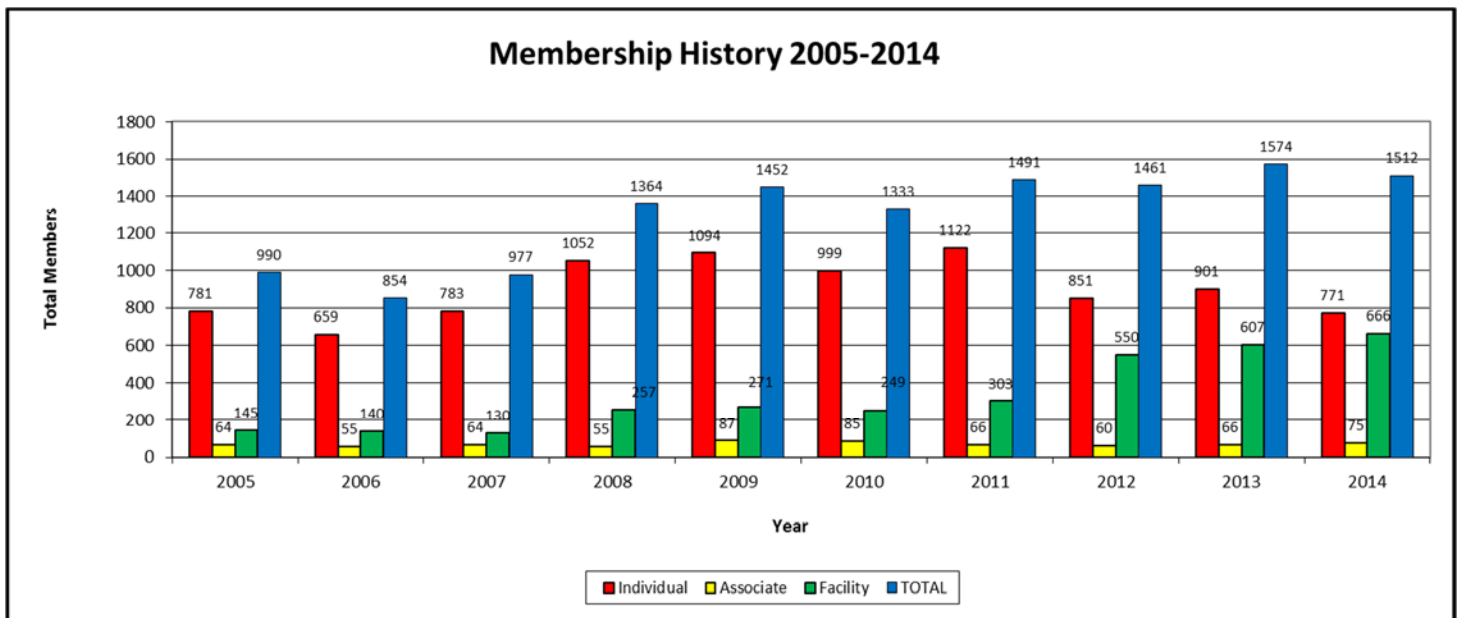
2014 REPORTS

MEMBERSHIPS

Membership numbers decreased almost 4% overall in 2014, which was mostly associated with the decrease in Individual Memberships of 14%. As we have seen in previous years, the municipalities that our members work for are seeing the value in our Facility Memberships vs the Individual Memberships, especially if they have several staff planning to participate in our courses and/or conference.

Associate memberships showed an increase of 14%. These memberships have always remained pretty steady over the years, but the increase we saw over this past year can be attributed to the work of our Board and Staff giving more added value for the Associates to become involved as Associate Members. We have been able to put more focus on our social networking in terms of highlighting our Associate Members through mass emails, sponsorship opportunities and Facebook. We are also having success in simple word of mouth from our members and also cold calls to those companies that work with our members in their facilities every day. Businesses are starting to see the benefit of belonging to an association such as RFP to reach a larger audience and provide great customer service and information to our members by submitting wonderful articles to Leisure Lines and also participating in our Conference program by speaking in our sessions. These are some great ways to get new information to our members about the latest and greatest technologies in our field. The Membership history from 2005- 2014 is found below in Table 1:

FIGURE 1: MEMBERSHIP HISTORY 2005-2014



2014 Reports Continued ...

COURSES

The 2014 course year was busy with both regular and special courses. AARFP was contacted by several communities to run training courses, and the staff and instructors did their best to meet all demands. AARFP Training courses for 2014 ranged throughout Alberta, and into Nunavut and the Northwest Territories. Table 1, found below, lists all the communities where training occurred.

TABLE 1: COURSE LOCATIONS FOR 2014

Blackfalds	Fort McMurray	Lake Louise	Slave Lake
Brooks	Fort Smith, NT	Leduc	Springbank
Calgary	Grimshaw	Lethbridge	Spruce Grove
Camrose	Hay River, NT	Lloydminster	St Albert
Canmore	Humboldt, SK	Okotoks	St Paul
Cochrane	Igloolik, NU	Ponoka	Strathcona
Cold Lake	Lac La Biche	Red Deer	Trail, BC
Edmonton	Lacombe	Sedgewick	Yellowknife, NT

AARFP Regular Courses are set up the year prior, and they are open to the public for registrations. These courses are promoted through the AARFP Wall Calendar, Education and Supplier's Guide, and the website (www.aarfp.com). In 2014, the regular course numbers were comparative to the 2013 year, and exceeded the budgeted amount. The number of regular courses (R) are listed below in Table 1.

Special courses are those not scheduled for the year, but are requested from a community specifically to train their own staff. These courses are sometimes opened to the public, but it's up to the host community to promote and take registrations. In 2014, we were not very successful in obtaining as many special courses as we thought we might. Due to a number of issues in the industry our usual employers were not able to train their staff as in previous years. This is reflected in our 2014 year end where the largest single factor in the deficit was directly linked to the number of special courses we were able to offer. The number of special courses (S) are found in Table 2.

TABLE 2: NUMBER OF COURSES FOR 2014

Course	R	S	Course	R	S	Course	R	S
Arena Operator 1	3	7	Pool Operator Level 1	12	7	Building Maintenance 1	4	2
Arena Operator 2	4	2	Pool Operator Level 2	5	4	Building Maintenance 2	5	1
Arena Maintenance	3	2	Parks & Sport Field 1	2	3	Custodial = 5	3	2
Nature Ice	0	1	Parks & Sport Field 2	3	2	Policy & Procedure	1	0
Lifecycle/Risk Mgmt.	0	2	Ball Diamond Const.	1	0	Supervisory Skills	5	1
<i>R = Regular Course S- Special Course</i>								

2014 Reports Continued ...

GOLF TOURNAMENT

The 18 Hole FUN Tournament was held on September 5th at the Olds Central Highlands Golf Club. It was kicked off by a shotgun start, and it ended with a steak supper and prizes. This event was a great way to honor one of our Past Presidents, Skip Hayden, who was known for his great sense of humor, his ability to have fun, his love for golf ... and apparently, his love for shorts! Everyone in attendance most certainly accomplished honoring Skip by having a tremendous time!

The number of golfers was a bit lower than in past years as we only had 40 this year. This may be due to staff shortages/hiring or the time of year. We did not play the 'Survivor Ball' this year, but we did have some great prizes donated and some hole sponsors. Winners of the sponsored holes are found below in Table 3. Each of these winners received a gift card for \$100!

TABLE 3: SPONSORED HOLE WINNERS

Mens' Longest Putt	Lee Penner
Ladies' Longest Putt	Deanie Petrunia
Mens' Longest Drive	Geordy Duncan
Ladies' Longest Drive	Jacci Hager
Mens' Closest to the Pin	Karl Hill
Ladies' Closest to the Pin	Elise Shelley

The winning team of the tournament, and reigning champion for 3 years in a row, was the team of Stan Krawiec, Scott Hepfner, Geordy Duncan and Zeke Zeimer. Coming in a very close second was the team of John Greer, Wes Amendt, and Henry Wong, and third place went to the team of Chris McKenna, Karen, Randy Bell and Greg Leitch. First and Second place players took home a \$50 gift card each, and third place took home a \$25 gift card each. Names for all the other donated prizes were drawn.



2014 Reports Continued ...

SYMPOSIUM

The 2014 Symposium was another huge success! Communities are becoming more aware of the great opportunity to get their staff trained in one week at one location. The Symposium is intended to deliver a number of courses in a cost effective manner, and is also intended to help those who are working towards achieving certification along with their Western Certification.

All AARFP courses are designed to encourage Facility Operators and professionals to develop and enhance their skills and abilities in areas that will benefit themselves, their employer, their career, and the facility in which they operate.

This year's Symposium format offered 11 courses in the span of one week! There were 97 people in total that attended the 2014 Symposium compared to just over 100 people that attend in 2013. It was a slight decrease in numbers, but it was still very well attended.

Again, AARFP worked with the Red Deer Lodge. The Lodge became the hub for the course meeting spaces; which made things simple for all the students attending, and promoted more networking. Once again the association relied heavily on the City of Red Deer Parks & Recreation Staff for helping with the Arena 1 course and portions of the other courses to ensure hands-on training was still incorporated. Thank-You Red Deer for continually supporting the Association!

The association would like to thank the amazing AARFP instructors for taking time out of their busy summer to make this event happen. Thank-you Larry Golby, Sonia Dodd, Lee Penner, Karl Hill, Russell Ferris, and Stuart Ray. The 2015 Symposium will be held at the Red Deer College campus as AARFP is starting to build a great relationship with that educational institution.



2014 Reports Continued ...

BOARD REPORTS

PRESIDENT REPORT

With my first term as President now in the past, I reflect on how dedicated the Board is to the wellbeing of the RFP Association. The expertise and passion that each member of the Board brings to the meetings is very beneficial to our Association. I commend them all for their service and appreciate what each has brought to the Board. I would especially like to thank Chris Szabo, our Provincial Government Representative, for his many years with us and congratulate him on his retirement.

As I look back over the year, I think about our 2014 conference theme "Going Places - Adjust Your Compass" and how it represents our accomplishments and changes achieved by the Board and staff. Some of these highlights include:

- Hiring of Stuart Ray as the new Executive Director.
- Revamping how we run our Courses and Specials.
- Combining the Course Brochure with the Associate Guide.
- Updating of the Financial, Personnel and Education Policies.
- Continued advancement of our Strategic Plan and Operating Initiatives.

As President I have had the opportunity to:

- Meet with ARPA several times as we move to strengthen the relationship we have with their Association. I was able to attend their annual Provincial Forum, Conference and AGM.
- Attend the RFABC (Recreation Facility Association of British Columbia) Conference where I was able to see the differences between our associations and yet discuss the similarities like the challenges of hosting zone meetings.
- Participate in our Building Maintenance, Parks & Sport Field, and Pool Operations courses.
- Create a diagram of our current organizational structure.

Behind every good Board of Directors is amazing staff to help us in many ways to accomplish the tasks that we take on. Shawntel, Rhonda and Stuart are all outstanding in their areas and make our work as a Board much easier. I would like to thank each of them (and our previous Executive Director - Kim Snell) for the assistance they have given me in my role as President. I would also like to thank the City of Lacombe for their continued support as I serve on the RFP Board.

Sandi Stewart, President

2014 Reports Continued ...

ASSOCIATE REPRESENTATIVE REPORT

The last year as Associate Representative saw the continuation of a number of projects that were developed the previous year. There were some adaptations made to the Supplier's Guide and it was paired with the Associations Education calendar. This means that new members will be provided firsthand information on our Associate members.

Improvements were made to the sponsorship opportunities for Associates. Shawntel put in a tremendous amount of research and work into this project and I know a number of Associate have taken advantage of the opportunities.

I would like to thank the office staff for their ongoing support. Rhonda and Shawntel, past Executive Director Kim (Snell), and as most recently, new Executive Director Stuart, have been tremendous to work with. They see the value of our Associate members and have worked hard at making various initiatives seamless in their implementation.

In closing, I will be stepping down as Associate Representative to the Board of Directors. It has been my pleasure to work with such a dedicated group of volunteers. With their enthusiasm and energy, the Association will continue to grow and serve its members well.

Thank you.



2014 Reports Continued ...

EDUCATION REPRESENTATIVE REPORT

What a year 2014 turned out to be for the Education Representative, Executive Director Position, and for me in relation to it all. Since last year's AGM, I held the Education Reps position for a total of 6 months before I was offered the position of Executive Director in November leaving the position vacant since then.

Some of the highlights since last year's AGM

- A review of the Education program was conducted by myself looking specifically at how courses are priced, administered, awarded and more importantly how we budget the revenues generated from our course delivery. A number of positive changes took place and these are being evaluated and modifications are being made to ensure the programs are managed in an efficient and effective manner. There is still a lot of work to do but the changes so far are showing positive results.
- We hosted the annual instructor's cadre meeting in Red Deer in October where we discussed a number of issues and processes with the instructors who all make the education programs as successful as they are. Topics of discussion included:
 - How many courses we offer in a given year and matching these to the demand for the courses. We had to cancel so many courses in the past year due to not enough people signing up for the courses. From a manpower allocation and a public relations standpoint, we were not being as successful as we could be.
 - An explanation of how the office develops the quotations for special courses was discussed, so instructors had a better idea of this process.
 - There was a review of the Education Policies and the position descriptions for the various players involved in the Education portfolio.
 - Discussion on professional development needs of the instructors was conducted and a plan was developed to provide this opportunity in conjunction with the 2015 Symposium in Red Deer.
 - One of the recommendations from myself, which was supported by the Cadre and the Board, was the development of a Qualitative and Quantitative tool that the Association can use for all of its decision making and evaluation needs. I have applied for a CIP grant, and if we are fortunate enough to receive this grant, we will start this project over the last half of 2015. The tool, once developed and utilized, will give us important information we need to evaluate how we are doing in Education as well as the rest of what we do in the Association.

2014 Reports Continued ...

Education Representative Report Continued ...

- The final reviews of the updated Building Maintenance courses is coming to an end, and as soon as they are done, the new materials will be used in the courses.
- A review of our instructor cadre members was conducted to see what their availability looks like for courses, now and into the foreseeable future. From an availability perspective as well as a succession planning point of view, it is important that we know how many instructors the association has available. I have a list of folks who have shown an interest or were recommended to me as new instructors. I am currently working to bring on new instructors to fill some gaps we have with the current lineup of instructors.
- In 2014 we were not very successful in obtaining as many special courses as we thought we might. Due to a number of issues in the industry our usual employers were not able to train their staff as in previous years. This is reflected in our 2014 year end where the largest single factor in the deficit was directly linked to the number of special course we were able to offer.
- Processes and diligent oversight have been implemented into the office to better manage the Education program. The goal is to see when we are missing our revenue targets sooner, so that we can make decisions to minimize the impact on the Association's bottom line.

Those are the highlights from 2014, and I am looking forward to the ongoing success of the Association in all of its endeavors as your past Education Representative and now as your Executive Director.

Respectfully submitted,
Stuart Ray



2014 Reports Continued ...

EXECUTIVE DIRECTOR REPORT

Reflecting back on 2014, I realize it was another fantastic year of growth and successful activity for the Association. The Association continues to receive support from both long term and new members, which significantly contributes to the ongoing success of the Association.

Education continues to be a primary focus, and the launch of the new Certified Swimming Pool Operator course materials was the start of many up and coming projects in our Education stream. After pilot testing, revisions, and feedback, we quickly realized that this was a project that needed to be applied to all streams and courses. Another significant education project is the first online course for RFP; Developing a Policy and Procedure Manual course. As this will be the first online program to be offered by RFP, it has taken longer than anticipated. Like any other project or new initiative, it takes time to work out the kinks and better understand how to make it as successful as possible. For this reason, RFP still has not launched the program. The Association wants to ensure it is perfectly thought-out and seamless before it hits the online education world.

The Annual Conference held in Jasper, to no surprise, was another incredible event that was well attended. Thank you again to all the Committee members and the staff from the Town of Jasper for a fantastic Conference and for all your hard work.

In May, I had the opportunity to travel to Victoria B.C. with the new President at the time, Sandi Stewart. We attended the annual RFABC Conference where we had the opportunity to learn more about the initiatives and challenges that our counterparts in BC are working through. We are fortunate to have such a close working relationship with this Association. We may have many differences, but in the grand scheme of things, we are both working towards the same goals.

The Annual CRFC AGM and meetings were held in June. Past President Aaron Singh attended representing RFP. This is another great opportunity to connect with our counterparts from across the nation to discuss trends, changes in policy or procedures, new initiatives and other relevant topics.

The Association also experienced change and growth within the office. The office space itself was reduced to help cut cost, but some creative organizing allowed for this change to happen with as little disruption to the day to day activities as possible. In addition to this, I also made the decision to pursue a different career path and notified President Sandi Stewart that I would be leaving my position at RFP. To try to help the

2014 Reports Continued ...

Executive Director Report Continued ...

transition to a new Executive Director as smooth as possible, I continued to work in the position as long as possible to allow time for the Personnel Committee and the Board to work through the recruitment and hiring process.

I have been very fortunate, and I am grateful for the many opportunities I have had with RFP. Over the past 11 years I have been a member, an Instructor, a Board Member, and a Staff member. It allowed me to see and understand the Association from many angles. I have met so many wonderful people and established lifelong relationships. I am truly grateful for all of it.

The Association was fortunate to have Stuart Ray move into the position of Executive Director. Stuart, also having the background experience as a member, Instructor and Board member, along with his Municipal background and passion for the Association, truly is an excellent addition to the office staff.

I want to thank the Board of Directors for their support over the past few years and also for your friendship. Volunteer positions can be challenging especially with the industry we all work in, there is no such thing as “spare time” to work on things.

I also want to say thank you to the staff, Rhonda, Shawntel and Nadine (who was only with us for short while, but was still a part of the team). The dedication and hard work from these ladies is something to be admired. I am grateful for the opportunity to work with you in the office, and also appreciate the friendships established outside the work environment.

Last but not least, I want to thank the members (past and present), fellow Instructors, and Associate members. It has been a pleasure getting to know all of you over the years. Unfortunately, I will not be able to attend the 2015 Conference in Banff. I will miss seeing you all, but I hope our paths will cross again sometime soon!

(Thank goodness for Facebook!)

May 2015 be a wonderful year for the Association and for you all.

Kim Wilkinson (Snell)

2014 Reports Continued ...

NORTH EAST ZONE REPRESENTATIVE REPORT

It has been a busy year in the north east zone for all communities. Whether it was with new projects or ongoing maintenance, we have all had our hands full. Many communities, large and small, in our zone continue to add or renovate their facilities and grounds. That usually means more staff and training which is where RFP comes in, and I am glad that our zone continues to utilize the best training practices in Canada.

A few of our communities are hosting RFP courses in 2015, and I hope to see that number increase every year. I do hear of more and more North East members utilizing the symposium in Red Deer in August which continues to be an attractive option for taking courses within our organization.

I try to send out quarterly emails to all the north east members to bring them up to speed on happenings within the RFP, so that we are all on the same page. I feel this has become the best way to keep our members informed. Due to the large area of our zone and the busy schedules these days, getting together has becoming nearly impossible. However, we cannot give up on this.

I know myself and the rest of the zone look forward to a wonderful conference in Banff this year. I look forward to catching up with everyone, not only from the north east, but the entire province. I am also looking forward to meeting the ever growing number of newcomers to the conference.

The North East Zone Rep position is up for election this year, and I do entice anyone that is interested in becoming part of this great board to please feel free to put your name forward.

The future is bright for this organization!!

Yours in Recreation,

Scott Walker



2014 Reports Continued ...

NORTH WEST ZONE REPRESENTATIVE REPORT

Another year has come to an end. I have represented our vast and diverse zone now for 5 years. I was able to make all board meetings where I continue to voice our unique concerns. This year was particularly interesting as the board tried to address the long standing issue of representation. I sat on that committee, and I am proud to be part of the new direction the board is proposing. I truly hope our zone members give input into this new path, and I feel the input will still need to be heard. We did not have zone meetings, but numerous members have contacted me via email and phone calls. I encourage you to continue using these methods of communication. The office staff have also directed inquires my way.

What can I say about the office staff? Well our new Executive Director, Stuart Ray, is very competent and dedicated. Rhonda Phillips is a long term employee who ensures that our finances are current and accurate. Lastly, there is Shawntel Graybill who tends to office matters, courses, and keeping the board members abreast of what is happening (at least for me). If you are unable to contact myself, I encourage you to take advantage of this knowledgeable and helpful team. They are the heart and soul of our organization and without them we would not be as successful as we are.

I wish you all a great year full of achievements and growth.

Mitch Carter



2014 Reports Continued ...

NORTH CENTRAL ZONE REPRESENTATIVE REPORT

I attended all of the RFP Board meetings which included April, June, September (Board Retreat), November, January, and March. I would say this first year is all about being orientated to the RFP board and reading a lot of policy and procedures. I e-mailed the North Central Zone Membership a few times with board updates and requested Agenda/Topic ideas for a Zone Meetings. However, I received no response.

Highlights from the past year include:

1. RFP Board is in charge of organizing the 2015 RFP Conference in Banff with Suzanne Gaida as the lead.
2. Combined the Associate Guide with the Course Brochure to make one publication.
3. Education, Financial & Personnel Polies were amended (effective January 1, 2015).
4. Hired a New Executive Director – Stuart Ray November, 2014. Thank you to Shawntel and Rhonda for keeping the office running smooth during transition time.
5. Wearing Helmets during RFP ice courses: Instructors are mandated to wear CSA approved Helmets with chin straps while on the ice and course participants are strongly encouraged to wear helmets while on the ice.
6. Anti-Spam Legislation: to comply with Expressed Consent of the Legislation is being implemented at the office.
7. Aquatics Forum Planning Partnerships between AARFP and ARPA Terms of Reference signed November 2014 along with key stakeholders to develop a report to address the following matters: # of pools in province, # of employees in the aquatics sector, current classifications, etc..
8. To allocate annual increases to RFP instructors by 3.2% annually (same as staff).
9. Looking into exploring partnership with Red Deer College including a lease space within the RDC Centre of Health, Wellness & Sports. What would this look like?
10. Annual Audit Report presented at the March 20, 2015 Board meeting
11. Three education initiatives that Stuart presented are pending funding from grants to proceed.
 - To develop a plan to evaluate our instruction program and instructors.
 - To continue our Base Corp education program updates.
 - To develop new courses as required

Thank you,

Carol Dunnigan

2014 Reports Continued ...

EDMONTON ZONE REPRESENTATIVE REPORT

It has been another successful year for this organization as we continue to move forward and maintain our Strategic Plan. As Edmonton Zone Rep, I had the opportunity to meet many new people through the courses I would visit and attending the Northern Alberta Managers and Programmers meetings. A large part of my involvement is networking and connecting with other folks in the recreation industry.

I've been involved with many boards and other organizations over my career, but my involvement with AARFP stands out. It has been a pleasure to be involved with an organization that accomplishes so much for its members. I attended the 20th Anniversary Conference for the 1st time in St. Albert, fell in love with this organization's Vision and Mission, so I was voted in at that conference as Edmonton Zone Rep. Over the past 18 years it has been awesome to serve as, at different times, Edmonton Zone Rep, Treasurer and Secretary.

My term as Edmonton Zone rep is coming to a close and with a heavy heart I have decided not to let my name stand for the next 2 year term. I have enjoyed being a part of this board for many years, and I would like to thank the current board, the amazing office staff, and all the past board members I have had the privilege and opportunity to work alongside with. Though my term as a board member closes, my involvement for this organization will still be there. You will still see me at conference, so I can continue to Network and Fellowship with many great people who I call "Friends".

I know this year's conference will be yet another great time, and thanks to all the Conference Committee members for your hard work and dedication! See you in Banff.

Colleen Sparrow



2014 Reports Continued ...

CENTRAL ZONE REPRESENTATIVE REPORT

During the past year as the Central Zone Representative, I was able to be involved with the following:

1. February 20, 2014 – CARA Meeting – Alix
 - Election of new officers
 - President - Michael Szewczuk
 - Vice President – Sandi Stewart
 - Treasurer – Jeff Heindel
 - Secretary – Chantelle Burns
 - Directors – Lee Penner, Calvin Benefield, Sheldon Fandrey, Chris McKenna
 - Toured the Moonwalkers Facility – indoor playground
 - Pool toy discussion
 - Facility Updates
2. March 21, 2014 – Pool Manager Meeting – Wetaskiwin
3. May 29, 2014 – CARA Meeting – Wetaskiwin
 - Toured the Manluk Aquatic Centre
 - Discussion on skateboard instruction
 - Pool toy discussion
4. September 5, 2014 – CARA Meeting – Olds
 - Meeting before Skip Hayden golf tournament
5. October 24, 2014 – Pool Manager Meeting – Edmonton
 - Discussed conference in Banff
 - Upcoming courses
 - Perks to hosting courses
 - Articles for Leisure Lines
6. October 31, 2014 – AAAP Meeting – Red Deer
 - Discussed articles for Leisure Lines
 - New ED – Stuart Ray
 - Guest Speaker – ARPA did a presentation on Rec. Metrix
7. November 20, 2014 – CARA Meeting in Stettler
 - Guest speaker: Siobhan Atkey(Tobacco Reduction, AHS discussed E-Cigarettes)
 - Guest Speaker: Janet Naclia (ARPA - Rec Focus, Parks Excellence Series).
 - AAAP Discussion
 - Helmet policy

Dawn Mercereau

2014 Reports Continued ...

CALGARY ZONE REPRESENTATIVE REPORT

Thanks to everyone who attended the AARFP Conference in Jasper, and the Skip Hayden Memorial Golf Tournament for the 2014 year. It was great to get “caught up” with everyone.

There are a few new facilities emerging in Calgary in the next few years and ground has broken for Quarry Park! Quarry Park YMCA will be a new multi-plex Rec facility in the south. This is an exciting time for Calgary with this new facility and two more planned to be built shortly after.

I have attended several Southern Alberta Aquatic Group meetings, as well as AAAP meetings. The aquatics industry is connecting more all over the province and sharing information through these meetings.

Hope to see everyone at the Zone Meeting on Monday, April 29th!

Elise Shelley



SOUTH CENTRAL ZONE REPRESENTATIVE REPORT

The South Central zone hosted quite a few courses this year. With Stuart and Neven located in Cochrane, it was convenient for a number of courses to be held in that community: Parks and Sport Fields; Arena Level 1.

Okotoks hosted a supervisory course, Arena level 2, Pool Operator course, and an Arena Maintenance course.

As your South Central Rep, I attended board meetings in Red Deer, Camp He Ho Ha, and in Cochrane. This year was an exciting year to be on the board, with some big changes discussed. Having Stuart Ray onboard as the new E.D., and Russ as President Elect produced many new ideas. I am excited about all of the potential improvements the board and staff are working on. The next few years should see the AARFP continue to grow into a very strong organization.

Lloyd Smith

2014 Reports Continued ...

SOUTH ZONE REPRESENTATIVE REPORT

I am not sure if it is a sign of how busy everyone is, or simply an indication of my age, but a year has already passed since the Jasper Conference!

Many of us find ourselves gearing up to head to the Banff Conference, where we can meet up with old and new friends, to discuss one another's successes and challenges of both the past and upcoming year. I hope to see lots of familiar and unfamiliar faces at the Zone meeting as I get to better know my new zone here in the South. Parks and Recreation people are always incredibly generous in sharing new ways of doing things, as well as the "tried and true" ways of meeting the customers' needs. I have learned more from the people I have met through RFP than I would have ever dreamed possible otherwise!

It's great to see that some of the South Zone communities are hosting RFP courses in 2015. Thanks to Brooks (Arena Maintenance, Parks & Sports Field, Pool Operator 1), Pincher Creek (Building Maintenance 1), and Taber (Pool Operator 2). South Zone members have the option of attending many valuable RFP training courses within our own zone!

I look forward to seeing everyone in Banff, and I hope that everyone makes time to attend both the Zone and the Annual General Meetings.

Renee Fenwick



TREASURER'S REPORT

As my second year as Treasurer, it has been a year of fine tuning myself on the financial side of AARFP in more detail by working with Rhonda and Stuart. This past year, we as a board updated our Financial Policies to better reflect how we operate today, and I am pleased on how they reflect us as an Association financially.

The Board has accomplished many operating initiatives yet again this past year spending \$22,176 from our operating initiatives reserves funds. We also sustained a net operating loss of \$22,932 which was mostly due to the loss of special courses that we had budgeted for. However, I am happy to report that this year's budget will reflect a balanced operating budget. The board has identified three possible operating initiatives for 2015. The board has directed the Executive Director to pursue grant funding for these initiatives. If we are not successful in obtaining grant support we will postpone this work until funding is forth coming. The matching portion for any grants received will come from the Operating Initiatives Reserve Fund. The budget presented here does not include these projects due to the uncertainty of grant funds. If grant funds are approved the budget will be amended by the board at that time to reflect both the grant amount and the expenditures from the Operating Initiatives Reserve Fund.

This past year we set up a GIC of \$150,000 which would cover the loss of the Government grant we receive each year for two years, should we ever not receive it. We also set up three GIC's of \$35,000 each to cover operating expenses for three months should we fall behind on income. Due to the loss of the specials courses causing a shortfall in cash on hand, one of the GIC's had to be cashed. However, we still have two and should be in a good position to stay that way. These GIC's do minimize any risk to funds being lost with very little interest earned, and they follow regulations as per our NPO status. Our Auditors continue to be happy with our current operating procedures in how our financials are prepared and up kept by our Finance Manager. As usual, Rhonda is doing a great job, and it has been a pleasure working with her yet again this year.

Neven Wilson



INDEPENDENT AUDITOR'S STATEMENT



KPMG LLP

Telephone (306) 934-6200

Chartered Accountants

Fax (306) 934-6233

500 -475 Second Avenue South
Saskatoon Saskatchewan S7K 1P4
Canada

Internet www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Members:

We have audited the accompanying financial statements of Alberta Association of Recreation Facility Personnel which comprise the statement of financial position as at December 31, 2014, the statements of operations, changes in net assets, and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for Qualified Opinion

In common with many not-for-profit organizations, the organization derives revenue from donations and sponsorships, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the entity and we were not able to determine whether any adjustments might be necessary to revenues, excess of revenues over expenses, assets and net assets.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

A handwritten signature in black ink that reads "KPMG LLP". The letters are bold and slanted, with a long horizontal stroke underneath the entire signature.

Chartered Accountants

Saskatoon, Canada
March 20, 2015

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AUDITED STATEMENTS

FINANCIAL REPORTS

Alberta Association of Recreation Facility Personnel

Cochrane, Alberta

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2014 AND 2013

	2014	2013
Assets		
Current Assets		
Cash	\$ 54,438	\$ 122,184
Short-term investments	70,224	5,533
Trade receivables	28,515	29,484
Inventories	2,285	3,967
Prepaid Expenses	33,047	21,092
	<hr/>	<hr/>
	\$ 188,809	\$ 182,260
Long-Term Investments	256,794	280,045
Capital Assets	9,524	10,946
	<hr/>	<hr/>
	\$ 455,127	\$ 473,251
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable & Accrued Liabilities	\$ 46,572	\$ 55,221
Deferred Revenue	37,904	15,414
	<hr/>	<hr/>
	93,125	48,613
Net Assets		
Invested in capital assets	10,946	12,447
Internally-restricted net assets	140,286	162,462
Unrestricted net assets	185,208	206,718
	<hr/>	<hr/>
	335,018	380,126
	<hr/>	<hr/>
	\$ 455,127	\$ 473,251

Prepared by KPMG LLP

Audited Statement: Financial Reports Continued ...

Alberta Association of Recreation Facility Personnel Cochrane, Alberta

STATEMENT OF OPERATIONS FOR YEAR ENDED DECEMBER 31, 2014 AND 2013

	2014	2013
Revenue		
Education	\$ 332,695	\$ 385,493
Conference	177,513	172,492
Memberships	99,743	102,805
Alberta Ministry of Tourism, Parks & Recreation grant	70,387	71,566
Sponsorship advertising	35,360	31,513
Investment income	3,373	5,698
Rental Income	500	3,000
	719,571	771,388
Expenses		
Wages and benefits	254,785	259,212
Education	178,530	206,572
Conference	160,849	165,701
Office and general administration	67,946	86,626
Newsletter	26,563	35,322
Board	24,333	21,540
Rent – building	24,900	20,400
Professional fees	8,747	10,320
Scholarship awards	8,945	9,488
Calendars	6,132	6,292
Amortization	2,873	3,204
Zone	76	247
	\$ 764,679	\$ 824,924
Deficiency of Revenue over Expenses	\$ (45,108)	(53,536)

Prepared by KPMG LLP

Audited Statement: Financial Reports Continued ...

Alberta Association of Recreation Facility Personnel

Cochrane, Alberta

STATEMENT OF CASH FLOWS FOR YEAR ENDED DECEMBER 31, 2014 AND 2013

	2014	2013
Cash Flows from (used in):		
Operations:		
Deficiency of revenue over expenses	\$ (45,108)	\$ (53,536)
Items not involving cash:		
Amortization	2,873	3,204
Change in non-cash operating working capital:		
Trade receivables	969	3,097
Inventories	1,682	(345)
Prepaid Expenses	(11,955)	(2,657)
Accounts payable and accrued liabilities	(8,649)	22,022
Deferred revenue	35,633	22,490
	(24,555)	(5,725)
Investing:		
Purchase of capital assets	(1,451)	(1,703)
Increase in short-term investments	(64,691)	(104)
(Increase) Decrease in long-term investments	23,251	(4,139)
	(42,891)	(5,946)
Decrease in cash	(67,446)	(11,671)
Cash position, beginning of year	122,184	133,855
Cash position, End of Year	\$ 54,738	\$ 122,184

Prepared by KPMG LLP



PROPOSED 2015 OPERATING BUDGET

Alberta Association of Recreation Facility Personnel

Cochrane, Alberta

	2014 Budget	2014 Actual	2015 Proposed	2016 Shadow
Revenue				
Administration	\$ 39,470	\$ 39,233	\$ 41,920	\$ 41,920
*Grant	70,400	70,387	70,400	70,400
Membership	105,000	99,743	106,900	106,900
Education	391,300	332,695	363,300	363,300
Conference	180,200	177,513	219,700	219,700
	\$ 786,370	\$ 719,571	\$ 802,220	\$ 802,220
Expenses				
Administration	\$ 359,910	\$ 359,251	\$ 360,925	\$ 360,925
Membership	47,050	57,104	51,800	51,800
Education	202,210	187,475	172,795	172,795
Conference	180,200	160,849	219,700	219,700
	\$ 789,370	\$ 764,679	\$ 805,220	\$ 805,220
Deficiency of Revenue over Expenses	\$ (3,000)	\$ (45,108)	\$ (3,000)	(3,000)
Transfer from Reserves:				
Capital Assets	\$ 3,000		\$ 3,000	\$ 3,000
Operating Initiatives		\$ 22,176		
Final Deficiency of Revenue vs Expenses	\$ 0	\$ (22,932)	\$ 0	\$ 0

* AB Ministry of Tourism, Parks & Recreation

Prepared by Rhonda Phillips, AARFP



APPENDIX: 2014 BOARD MEMBERS

2014 Board Members	
Sandi Stewart - President	Central Zone Rep – Dawn Mercereau
Aaron Singh – Past President	Edmonton Zone Rep – Colleen Sparrow
Russ Tanner – President Elect	North Central Zone Rep – Carol Dunnigan
Neven Wilson – Treasurer	North East Zone Rep – Scott Walker
Charlene Jackson – Secretary	North West Zone Rep – Mitch Carter
Education Rep – Stuart Ray	South Central Zone Rep – Lloyd Smith
Associate Rep – Willie Jurcevic	South Zone Rep – Renee Fenwick
Calgary Zone Rep – Elise Shelley	Government Rep - Chris Szabo