



ANNUAL REPORT

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Annual General Meeting (AGM) Minutes

Tuesday April 25, 2017 10:30 a.m., River Cree Hotel, Edmonton, Alberta

Attended by 126 Constituted members

1. Call to Order

President Russ Tanner (Brooks) called the meeting to order at 10:34 a.m. on April 25, 2017 in Edmonton. Russ 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 100 new attendees at conference.

2. Approval of the Agenda

Motion by Chris McKenna (Blackfalds): "That we accept the agenda as handed out and presented on the association website."

Second by Allan King (Stettler)

Carried

3. Approval of the Minutes of the Annual General Meeting April 26, 2016

Motion by Willie Jurcevic (Calgary): "That we accept the minutes from the Annual General Meeting April 26, 2016 in Drumheller as presented on pages 3-7 of the Annual report."

Seconded by Russell Ferris (Red Deer)

Carried

4. Business Arising from the Minutes

There was no business arising for the minutes

5. Executive Reports as Circulated

* President	Russ Tanner	Brooks
* Treasurer	Dawn Phillips	Camrose
* Education Rep.	Sonia Dodd	Stettler
* Associate Rep.	John Greer	Edmonton
* Executive Director	Stuart Ray	Cochrane

Motion by Ross Johnson (Edmonton): "to accept as information the Executive Board Reports as presented on pages 9-23 and 29-32 of the 2016 Annual Report."

Seconded by Don Dombrosky (Edmonton)

Carried

6. New Business

A. 2016 Financial Report

Dawn Phillips (Camrose) presented the financial report to the members for information.

Motion by Dawn Phillips (Camrose): “that membership accept as information the 2016 Financial Report as presented on Pages 27-31 of the 2016 Annual Report.”

Seconded by Calvin Bennefield (Lacombe)

Carried

B. 2017 Proposed Budget/2018 Shadow Budget (information)

Motion by Dawn Phillips (Camrose): “that the membership accepts the 2017 budget as presented at the 2017 AGM and on page 32 of the annual report.”

Seconded by Allan King (Stettler)

Carried

C. Appointment of Auditor

Motion by Dawn Phillips (Camrose): “That the firm of KPMG be appointed as the Association Auditor for 2017.”

Seconded by Chris McKenna (Blackfalds)

Carried

D. Future Conference Hosts: 2018 Banff, AB

The 2018 Conference will be held at the Banff Park Lodge, Banff, AB. Stuart Ray provided information on the 2018 conference, next year’s conference which will be held **April 15-18, 2018**.

Motion by Mike Wilkinson (Blackfalds): “that we accept as information the 2018 conference report as presented.”

Seconded by: Lee Tucker (Oyen)

Carried

E) Election of Officers

Russ Tanner turned the chair over to Sandi Stewart, Past President, who was identified as an Election Officer for the Annual General Meeting. Sandi 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 Aaron Singh (Spruce Grove), Don Dombrosky (Edmonton), Karl Hill (Stony Plain) and Suzanne Gaida (Cochrane).

i) Secretary -

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

Carol Dunnigan, nominated by Sonia Dodd
Sandi Stewart (Lacombe) called for nominations from the floor for the position of Secretary.

Sandi then declared nominations closed.

Motion by Sandi Stewart (Lacombe) to instruct the President to cast a single ballot for Secretary for the Alberta Association of Recreation Facility Personnel.

Seconded by Scott Walker (Wainwright)

Carried

Sandi Stewart declared Carol Dunnigan elected to the position of Secretary for the Alberta Association of Recreation Facility Personnel.

ii) Treasurer –

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

Les Turner, nominated by Cindy Violi

Sandi Stewart (Lacombe) called for nominations from the floor for the position of Treasurer.

Sandi then declared nominations closed.

Motion by Sandi Stewart (Lacombe) to instruct the Secretary to cast a single ballot for Treasurer for the Alberta Association of Recreation Facility Personnel.

Seconded by Calvin Bennefield (Lacombe)

Carried

Sandi Stewart declared Les Turner elected to the position of Treasurer for the Alberta Association of Recreation Facility Personnel.

iii) Stream Representatives

a) Parks and Sports Field (1-year term)

The Nominating Committee has received the following nominations for the position of Parks & Sports Field Stream Rep:

Larry Golby, nominated by Chris McKenna

Sandi Stewart (Lacombe) called for nominations from the floor for the position of Parks & Sports Field Representative.

Sandi then declared nominations closed.

Motion by Sandi Stewart (Lacombe) to instruct the Secretary to cast a single ballot for Parks & Sports Field Representative for the Alberta Association of Recreation Facility Personnel.

**Seconded by Sheldon Fandrey (Red Deer)
Carried**

Sandi Stewart declared Larry Golby elected to the position of Parks & Sports Field Stream Rep for the Alberta Association of Recreation Facility Personnel.

b) Arena (1-year term)

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

Chris McKenna, nominated by Jeff Heindel

Sandi Stewart (Lacombe) called for nominations from the floor for the position of Arena Representative.

Sandi then declared nominations closed.

Motion by Sandi Stewart (Lacombe) to instruct the Secretary to cast a single ballot for Arena Stream Representative for the Alberta Association of Recreation Facility Personnel.

**Seconded by Mike Wilkinson (Blackfalds)
Carried**

Sandi Stewart declared Chris McKenna elected to the position of Arena Stream Representative for the Alberta Association of Recreation Facility Personnel.

c) Building Maintenance

The Nominating Committee has received the following nominations for the position of Building Maintenance Stream Rep:

Kevin Olsen, nominated by Suzanne Gaida

Chris Thompson, nominated by Sonia Dodd

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

Based on receiving the majority of votes in the election, Sandi Stewart declared Kevin Olsen elected to the position of Building Maintenance Stream Representative for the Alberta Association of Recreation Facility Personnel.

d) Pool

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

Cheryl Wauthier, nominated by Sonia Dodd
Ross Johnson, nominated by Sonia Dodd

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

Based on receiving the majority of votes in the election, Sandi Stewart declared Cheryl Wauthier elected to the position of Pool Stream Representative for the Alberta Association of Recreation Facility Personnel.

e) Associate Representative

The associate members held elections yesterday (April 24, 2017). Daniel Robinson was nominated and elected to the position of Associate Representative.

**Motion by Suzanne Gaida (Cochrane) to instruct the Secretary to cast a single ballot for Daniel Robinson as Associate Representative.
Seconded by Chris Thompson (High River)
Carried**

Sandi Stewart declared Daniel Robinson Associate Representative.

Sandi Stewart turned the chair of the meeting back to Russ Tanner, President

F) Red Deer College and AARFP Contract Signing for the Recreation Facility Operator Management Certificate and Advance Recreation Facility Operator Management Certificate.

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 Cheryl Wauthier (Calgary) that we hold the next Annual General Meeting of the Alberta Association of Recreation Facility Personnel on April 17, 2018 at 10:15am in Banff, Alberta.
Seconded by Sue Nelson (Olds)
Carried**

**Motion by Mike Wilkinson (Blackfalds) that the 2017 Annual General meeting is adjourned.
Carried**



Front row: Russ Tanner, Larry Golby, Rhonda Phillips, Cheryl Wauthier, Carol Dunnigan

Back row: Chris McKenna, Kevin Olsen, Sonia Dodd, Stuart Ray, Lloyd Smith, Sandi Stewart

Absent: Monica Culic, Roger Kramers, Daniel Robinson

RFP 2017 BOARD MEMBERS

Russ Tanner – President, City of Brooks

Sandi Stewart – Past President, City of Lacombe

Lloyd Smith – President Elect, City of Fernie

Les Turner – Treasurer, South Fish Creek Recreation Association (S.F.C.R.A)

Carol Dunnigan– Secretary, City of Spruce Grove

Sonia Dodd – Education Representative, Town of Stettler

Daniel Robinson – Associate Representative, Pinnacle Aquatics Group Inc.

Chris McKenna – Arena Stream Representative, Town of Ponoka

Cheryl Wauthier – Aquatics Representative, Vecova Recreation Centre

Kevin Olsen – Building Maintenance Rep, Town of Hanna

Larry Golby – Park & Sport Fields Representative, Retired

Roger Kramers – Government Representative, Government of Alberta

RFP BOARD REPORTS

President's Report



In 2017 we celebrated 40 fantastic years of service!

What a dynamic history and bright future the Alberta Association of Recreation Facility Personnel (AARFP) has ahead of us as we continue to educate, network and influence trends in recreation.

Although some things have changed in 40 years (and will continue to change), the values that make us who we are will continue to guide us as we move forward. We will keep providing the resources you need to do your job effectively and efficiently. RFP has worked hard to create the relationships we have with our industry partners. These relationships are key to our future success in providing tangible resources for you to do your job well. 2017 was our first year operating under the new board structure which better supports our current fabric of success. For instance, this change improves our ability to accomplish our mission of "providing education, consultation and advocacy for people involved in recreation and facility operations." Our values of leadership, fellowship, diversity and passion are also more directly served under the new structure as we fulfill our vision to continue being "leaders in recreation facility operations, contributing to an active Alberta." Our streams form a significant element in the courses RFP offers, our conference programs we provide and ongoing communications to our members.

I continue to be impressed with the quality of leadership that exists both on the board and in our office with staff. As a result, I believe our members will be pleased with the amount of work that has taken place in 2017.

Here are some examples of what I mean:

- In 2017 we made a connection with Red Deer Colleges' Continuing Education department. Together we created the Recreation Facility Management Certificate (RFMC) and the Advanced Recreation Facility Management Certificate (ARFMC). This was done to enhance leadership opportunities for recreation facility operators through combined technical and leadership training. RFP will provide the technical training while RDC will provide the leadership/management training. For more information, please go to our website (www.aarfp.com) and click on the link "RFP Red Deer College Program", under the "Courses" tab.
- The RFP board continued to meet regularly with Alberta Recreation and Parks Association (ARPA). We have already had some success stories working with one another. Tangible proof of this would be the 2017 joint RFP/ARPA Suppliers'/Buyers' Guide. We continue to meet together with decision makers in government and others concerning regulations, work practices and standards.
- We entered into the final year of the current RFP strategic plan: a plan that covers the imminent needs of today while capturing all the hard work of the past. This plan has served as a compass during the past few years of change. The strategic plan helped allocate our resources effectively as we pursued RFP's vision. In 2018, we will create a new strategic plan. I look forward to what the future has in store.

Current Board Initiatives:

- Continued work and implementation of the marketing plan
 - Membership package guidelines
- Stream Rep communications/connections on social media
- Course material updates
 - Arena 2 manual
 - Pool 1 Power Point
 - Supervisory manual
 - Online courses and recertification's
 - Train the Trainer program updates
- Memorial Award in Memory of Lloyd Smith
- 2018 Golf Tournament event planning
- Associations' Business Plan Development
- Finalize change from 'Western Certification' to Recreation Facility Master Operator Certificate (RFMOC)
- Future Conference and program locations

As you can see, it has been a busy few years. The groundwork was laid prior to my involvement in the RFP board. I believe we have built something our founders are proud of. It could not have happened without the hard work of present and past RFP board members and RFP office staff, equally. We are still not done yet! I look forward to seeing the fruits of so many peoples' labors realized as we move forward.

I want to take this time to acknowledge one person in particular that is no longer with us.

Mr. Lloyd Smith was a rock: immovable when he knew something had to be done and completely professional and tactful in the way he went about doing things. I know I will have an opportunity to say more at our Annual Conference, but I cannot complete this report without mentioning Lloyd, because he played no small role in the journey that has us where we are today. Our recent successes as an association have his handprints all over them. Our journey now without him is different. Even though he was a quiet man, it is noticeable that he is no longer with us. He was a valued member of the cadre and the board. Lloyd taught many courses, moderated bull sessions, flipped burgers, poured drinks, and set-up and took down whatever the event was, he was everywhere lending a hand and providing advice.

Lloyd made me want to do more. Lloyd will live on in each one of us.

Those that did not know him will have an opportunity to get to know him, as together the AARFP moves forward with his legacy.

Russ Tanner

President

City of Brooks

Past President's Report



It is with mixed emotions I write my final Past President's report.

I am sad by the thought of not regularly connecting with the truly amazing folks on our board and staff - so many great conversations have taken place at our meetings, retreats and even during car-pooling, where we have laughed, cried and solved many of the world's problems. I look forward to my next chapters in life and having more discretionary time in my future. It has been a wonderful experience and I encourage any of you with a passion for RFP and energy available to commit, to get involved with the RFP Board, a committee or some other volunteer role. Talk to Cheryl Wauthier or myself who make up the Board Nominations Committee for further information on Board roles and the 2018 election.

Highlights from the last year include:

- We were successful in attracting most of our Past Presidents to attend our 40th Conference, at River Cree last April.
- The Board has taken numerous steps towards improvement and has been evaluating our general board operations, meetings and completing self-assessments on our volunteer roles.
- The Association history is up to date and I have been practicing my scrapbooking with the RFP photo book.
- The Past Presidents' Committee determined the Association's annual award winners, including the Don Moore Scholarship and Student Achievement Awards, which had 35 students score top marks in our RFP courses.

I have continued to be involved with the Collaborative for Healthy Eating Environments in Recreation Settings (C.H.E.E.R.S) as the RFP representative. CHEERS is a collaborative of organizations and individuals from different sectors working together to advance healthy eating environments in community recreation settings across Alberta to enhance recreation's role as a pathway to wellness.

CHEERS fosters communication, collaboration and coordinated action to advance healthy eating environments in Alberta recreation settings. Its vision is to see healthy eating environments exist in all recreation settings in Alberta. The CHEERS committee has created a Terms of Reference and have been working through a "Collective Impact" process to strategize the best ways to improve healthy eating options in recreation facilities throughout Alberta. CHEERS' Intended Impact states: *Healthy* foods and beverages are more available, affordable, and promoted to patrons that unhealthy* foods and beverages in at least 50% of Alberta recreation facilities by 2028.*

There you have it five "CHEERS" for Team RFP! I am very proud of our RFP Board for the excellent work that they have so generously donated over this extremely difficult year, having lost our future leader, Lloyd Smith, in a tragic event.

I would like to thank Stuart, Rhonda and Monica for their ongoing strength and dedication.

Sandi Stewart

Past President

City of Lacombe

*as defined by the Alberta Nutrition Guidelines.

Executive Director's Report



What an amazing year Recreation Facility Personnel (RFP) has experienced! We set out to achieve a number of significant strategic objectives and I am happy to highlight some of them here for you.

AARFP's STRATEGIC PLAN 2016 - 2018

We have set out to accomplish these 5 strategic objectives:

1. Ensure government awareness of industry needs for uniform facility education standards
2. Implement the marketing plan specific to brand awareness and membership growth
3. Increase use of technology for education, promotion and communication
4. Improve instructor and course material quality assurance
5. Define and implement a board structure including roles and responsibilities

Since 2016, we have initiated and completed over 110 different projects, tasks or activities all linked to achieving the above objectives. Below are some of the significant achievements the past year:

1. In cooperation with the Ontario Recreation Facility Council, Ontario Good Roads Association and Marmak we have brought forward a Recreation Facility Asset Management (RFAM) software tool. This tool was designed from the ground up by facility operators and managers to address their specific needs. The basic software is available to all AARFP members free of charge. All you need to do is to contact Marmak admin@marmak.ca or visit their website at <http://www.marmak.ca> to request your free demonstration.
2. We have been involved in the planning and delivery of the Greener Facilities Conference in Edmonton, AB and the Canadian Parks Conference in March of 2017 in Banff.
3. We participated in the City of Calgary's Parks School at Ralph Klein Park. This experience is being put to use in the planning of conferences relating to parks topics.
4. The Association was represented at the Canadian Recreation Facility Council (CRFC) meeting in Victoriaville, Que. We were involved in national discussions with members of other provincial associations on a wide range of issues. By working together, we have been successful in leveraging our collective resources. It just makes sense to work in collaboration with others on projects and addressing issues within our industry with other industry partners.
5. RFP with Red Deer College (RDC) have launched our certification project for facility operators. We have had three individuals graduate so far and the program was just launched in 2017.
Way to go you keeners and to all of the other facility operators who are working towards this achievement! It is great to see the interest in this program.
6. Our RFP e-newsletter continues to provide timely information to you, our members. It has been successful and well received by our +1500 members. Monica Culic, our Communications Coordinator tells us that we are above industry standards in our 'click through' and 'open rates'.

7. RFP was very active in the recent discussions with the Alberta Municipal Health & Safety Association (AMHSA) in the development of an arena safety checklist. This was in response and in support to arena operators who were being audited by Occupational Health and Safety inspectors from the province.
8. We initiated a complete organizational review of the Association and the associated processes and activities. Working with Zzeem Consulting, the board and administration looked at each of these areas:
 - a. Human Resource Management
 - b. Planning
 - c. Governance
 - d. Resource Management
 - e. Revenue Diversification
 - f. Member Value Proposition
 - g. Sponsor Value Proposition and Stakeholder Relations and Issues Management.

Using an evaluation matrix, our current activities, products and outcomes were compared to what an ideal Association's would look like. Like all evaluations, we did very well in some areas while we have work to do in others. This report now provides guidance to the board and staff as we continue to make improvements in the operation and activities of the Association. This will be form the basis for discussions at the next board retreat where we will be establishing our next three-year strategic plan.

9. Concerted effort has been invested into our course materials and delivery tools. Reviews and updates are being conducted on a number of courses and this work will continue until all of our course offerings have been updated.

It has been a successful year for the RFP. We have accomplished a lot, achieving a number of our objectives.

We look forward to another year of great success and achievements.

Stuart Ray

Executive Director

AARFP

Secretary's Report



Hello and welcome AARFP Members!

I have been the Alberta Association of Recreation Facility Personnel (AARFP) Secretary since April 2017. During my time with the board in this role, I have taken minutes at our regular board meetings. I find it hard to participate in discussions at meetings as I am busy taking minutes; I know how important it is to have accurate records for the association.

Previously to being Secretary on the board, I was the North Central Zone Representative since 2014. I was very involved as a board member working on the concept of streamlining of size and positions of the board. The streamline of the AARFP Board was approved at the AGM in April 2017. Over the last year attending the board meetings, listening and speaking to some membership I think the streamlining the board was a good decision. The Stream Representative's positions and the board as a whole are more efficient and effective in my opinion. I myself have received a few inquiries from AARFP members and it is so easy for me now to forward it to the appropriate Stream Representative and the member is connected to the appropriate resource immediately. I hope all AARFP members are benefiting from the change!

My goal this year has been to connect and build partnerships. I think I have accomplished this in a couple of ways:

- 1) I assisted a City of Edmonton Arena Staff with contact information to help plan for an upcoming Edmonton Capital Region Arena Stream in April 2018. An Arena Stream Meeting has not been held in our area for a few years so I am so excited this gathering is starting again. Thank you, City of Edmonton, for initiating this networking/learning opportunity. I hope our members in the Capital Region area can take the time to come to this Arena meeting!
- 2) The City of Spruce Grove where I work is excited to partner with our neighbours the TransAlta Tri Leisure Centre to host a Pool One operator course here in May 2018. This course will be hosted at the City of Spruce Grove new facility the Border Paving Athletic Centre and at the TransAlta Tri Leisure Centre Realty Executives Aquatic Complex.

At this time, I would like to remember our fallen colleague and Board Member Lloyd Smith. We have missed you dearly at our board meetings. I want to thank the AARFP Staff, fellow board members, and members of AARFP for their professionalism and support during this very difficult time for all. We will never stop learning from the great teacher Lloyd. RIP.

I look forward to the upcoming year on the AARFP Board and I hope my contributions can help support the goals and strategic strategies of the Association.

Carol Dunnigan

Secretary

City of Spruce Grove

Treasurer's Report



As I settle into the role of Treasurer, I am becoming more familiar with the day to day operations of the association. Without a doubt, the experience, competency and continuity that Rhonda Phillips brings to the association as our Manager of Finance and Operations allows for seamless operations as the role of Treasurer has been a two-year revolving door of late. Kudo's to the staff for their resolve and flexibility working with a Board – and Treasurer – that has been designed to have fresh ideas and energies every year.

In the year since being elected Treasurer, several personal and professional goals have been identified and/or accomplished. These being:

- Review of the 2017 Conference Financials and incorporating what we learned from Edmonton into all future conferences.
- Offered a brief orientation to the Board on the basics of reading a financial statement.
- Reformatted the monthly financial statements and variance report into a simple, easy to read document.
- Assist with the development of the 2018 operating budget. Highlights incorporated into the 2018 budget include:
 - Ensuring the provision of funds to allow for the inclusion of access to the Recreation Facility Asset Management software (RFAM) for all current members.
 - Revising membership, conference, course and advertising rates & fees to better reflect industry standard and the services provided.
- Supported management's recommendation to relocate our banking to Servus Credit Union thereby allowing us to earn better interest rates and lower service fees. By working together with our sister association – ARPA – we were able to combine our negotiating power whereby both associations are benefiting individually.
- Liaison with the Calgary and Area Arena Managers, specific to expounding upon the membership benefits of belonging to AARFP and our desire to work together in the development of standardized arena operating procedures.
- Developing an Investment Policy whereby allowing the Board Executive and Management to make timely decisions pertaining to our investments without the need for a Board meeting.

As I move into the second year of my two-year term as Treasurer, I look forward to working on the goals and initiatives identified above as well as working with the Board, staff, membership and industry in ensuring our recreation facilities are operated in an efficient, safe, secure and well-maintained manner.

Les Turner

Treasurer

South Fish Creek Recreation Association (SFCRA)

Associate Representative Report



Hello RFP Membership and Stakeholders,

It was a great experience for me to join the AARFP Board and work alongside the other Board members and AARFP staff. It was a year of learning and appreciating all that goes into running the Association.

Being on the RFP Board allowed me to understand the full scope of work and effort the Association puts into providing its services to the membership. The partnership with Red Deer College (RDC) in the creation of new certifications is a benefit for all Albertans in the management of recreation facilities.

Along with the launch of the Recreation Facility Management Certificate (RFMC) and the Advanced Recreation Management Certificate (ARMC), I feel a strength of the Board was the constant goal to improve the communication within the Association. The focus to improve the course delivery and materials came directly from the feedback of the membership and the cadre; it's this communication that makes this Association successful.

This past year the Board was faced with the tragic death of a key member of our team: our President Elect, Lloyd Smith. I wish to express my gratitude to Lloyd for taking time to share his knowledge and passion for RFP with me.

I wish everyone a successful and healthy 2018.

Kind regards,

Daniel Robinson

Associate Representative

Pinnacle Aquatic Group Inc.

Education Representative Report



From last Conference held in Edmonton it has been a whirlwind. Red Deer College signing the agreement with Alberta Association of Recreational Facility Personnel (AARFP) was a huge undertaking and hopefully one that Reckies can enjoy education in years to come. With that being said, I wanted to understand the second certificate available in the partnership. Advanced Management Recreational Facility Certificate so I have pursued the Red Deer College Advance Management courses (5 in total) and have obtained the Certificate in that area. I now only need the Parks and Sports field level 2 to receive the Advanced Certificate through the partnership. I continue to have conversations with Red Deer college and the roll out of the certificates which they will be printed at the end of each term with ceremonies available to those who wish to participate in RDC convocation, will be invited to do so.

As for AARFP we will be honoring those who have graduated from this certificate program at the annual banquet at conference yearly. I have worked on an education process review policy for manual and PowerPoint review which was delivered at the September board meeting then to Cadre in November, back to board in November where it was accepted. This document outlines the process also documents for instructors to use for suggestions of course review. This document will allow the organization to track changes that need to be made on a timely manner and allow board and instructor members to be accountable for changes needed.

As Education Representative I was tasked with reviewing course evaluations and bringing suggestions forward about same. This also follows the process of assessing the courses as to when they need reviewing and or updating. Worked with the ED and members on courses in review, a huge task to undertake and welcome the challenge. Latest goal was to suggest having a brochure from Alberta Municipal Health and Safety Association (AMHSA) inserted into the front cover all of binders for courses. This will hopefully allow those who have taken AARFP courses to obtain safety courses needed in their line of work. Another partnership opportunity for educational processes.

Last but not least, my term of Education Representative is up and I have forwarded my wish to continue in the roll for another 2 years if members of the organization vote me in at the Annual General Meeting during the next conference. Until then I must say I have work to do. Thank you for your support over the last year

Sonia Dodd

Education Representative
Town of Stettler

Aquatics Stream Representative Report



What an amazing year it has been!

I had the honour of holding the new Aquatic Stream Rep position and have worked hard over the past year to represent the membership. I enjoyed being a part of the board and contributing my ideas and knowledge. Working together as a board towards common goals to ensure successful outcomes has been rewarding. One of my goals this year has been to work towards ensuring RFP is a visible presence in the aquatics industry to build a strong/positive reputation for RFP as an industry leader for education and training.

Facilitating conversations within the aquatics industry, participating in board decisions and strategic planning has been a focus this year. I have had many phone calls and emails from people across Alberta, asking questions about aquatics or looking for resources about where to find information.

Working with the board has enabled me to share my experience and learn valuable skills from my fellow board members. Given the diversity and vast experience of our board members, provides many opportunities for engaging conversations, creativity and well thought out decision making. I look forward to another year as the Aquatic Stream Rep and welcome any ideas or suggestions from members regarding the aquatic industry.

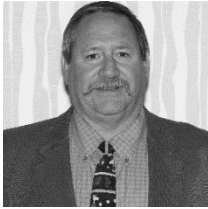
See you at the 2018 AARFP Conference in Banff!

Cheryl Wauthier

Aquatic Stream Representative

Vecova Recreation Centre

Arena Stream Representative Report



First, I would like to complement our office staff for the great job they do in keeping the association running. They truly have a passion for facilities and it is much appreciated.

This was the first year of the Stream Rep positions and I think it went very positively. I received many phone calls and emails, asking for information and advice on Arena Operations. I believe this is the goal of the Stream Reps to be that “go to” source for information. I am recommending that we advertise this service more, ensuring that many can benefit from this.

I was saddened to hear about the tragedy in Fernie, BC. We lost a very valuable board member and close friend in Lloyd Smith.

It is with honour that I am assuming his President Elect position.

Chris McKenna

Arena Stream Representative

Town of Ponoka

Building Maintenance Representative Report



It has been a busy first year for myself, staff and the Board with the new structure. It's gone quickly and we've seen some amazing progress with the structure changes. I continue to learn and grow with knowledge gained from both the Board and staff and the amazing people on it.

From triumph to tragedy: you couldn't ask for a stronger unit for our association.

I attended the Conference at the Marriott River Cree in Edmonton last year, board meetings, education committee meetings, the annual RFP board retreat, Skip Hayden Memorial Golf Tournament and conference committee planning meeting.

Hoping to see everyone in Banff this year for our Annual Trade Show and Conference and continue to get the word out about the amazing FREE resource that are your Stream representatives!

Kevin Olsen

Building Maintenance Representative

Town of Hanna

Park & Sport Fields Representative Report



This past year with the board changing the format of replacing Zone Representatives to Stream Representatives, I gladly put my name forward for this one-year term for Park & Sport Fields Representative. I truly believe this is more efficient, economical and much more beneficial to all our Membership. Any questions any of our members have on a specific topic can now be directed specifically to that Stream Rep for an answer. If we don't have the answer we will find it for you or direct you in the right direction.

This past year the Park & Sport Fields stream has been a very busy and exciting year. A lot has been on the go along with a few major changes.

One of the major changes you will see this year is the Park & Sport Fields Level I Course is now two days instead of one. One of the main reasons for this major change is that through the evaluations from the students in both the Level I and Level II, they wanted to see new information that included Dog Runs, Community Gardens, Lighting, Program Planning, and Signage just to name a few. A number of responses also came in asking for more detail information in some of the present areas as well as more hands on. So, in trying to accommodate our membership's wants and needs, we have revamped the two courses hoping to fulfill students' requirements.

Having added this new material at the request of the students, we added the second day to the Level I course, giving us the opportunity to expand some of the existing chapters with even more detail.

The Level II will still be a two-day course but with some new material and more detail in some of the present chapters. Personally, I like the way this has gone as times have changed and, in some cases, some new roles and responsibilities have been added to the workload of many recreational staff.

Please feel free to give me or any other Stream Rep a call if you have any questions or concerns in your field. We are always happy to assist you!

I would like to thank all the RFP membership, board and staff in your support this past year and hope you continue supporting your future Parks & Sport Fields Rep.

Thanks, and I hope you all have continued success.

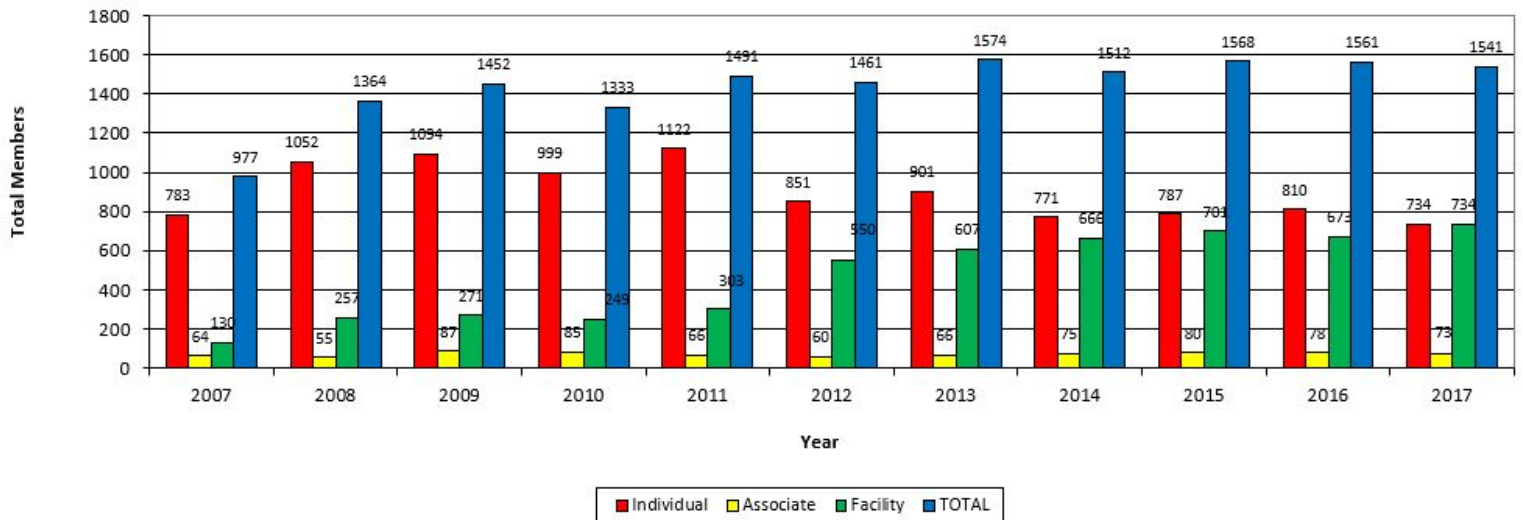
Larry Golby

Park & Sport Fields Representative

Retired

RFP Membership History 2007 - 2017

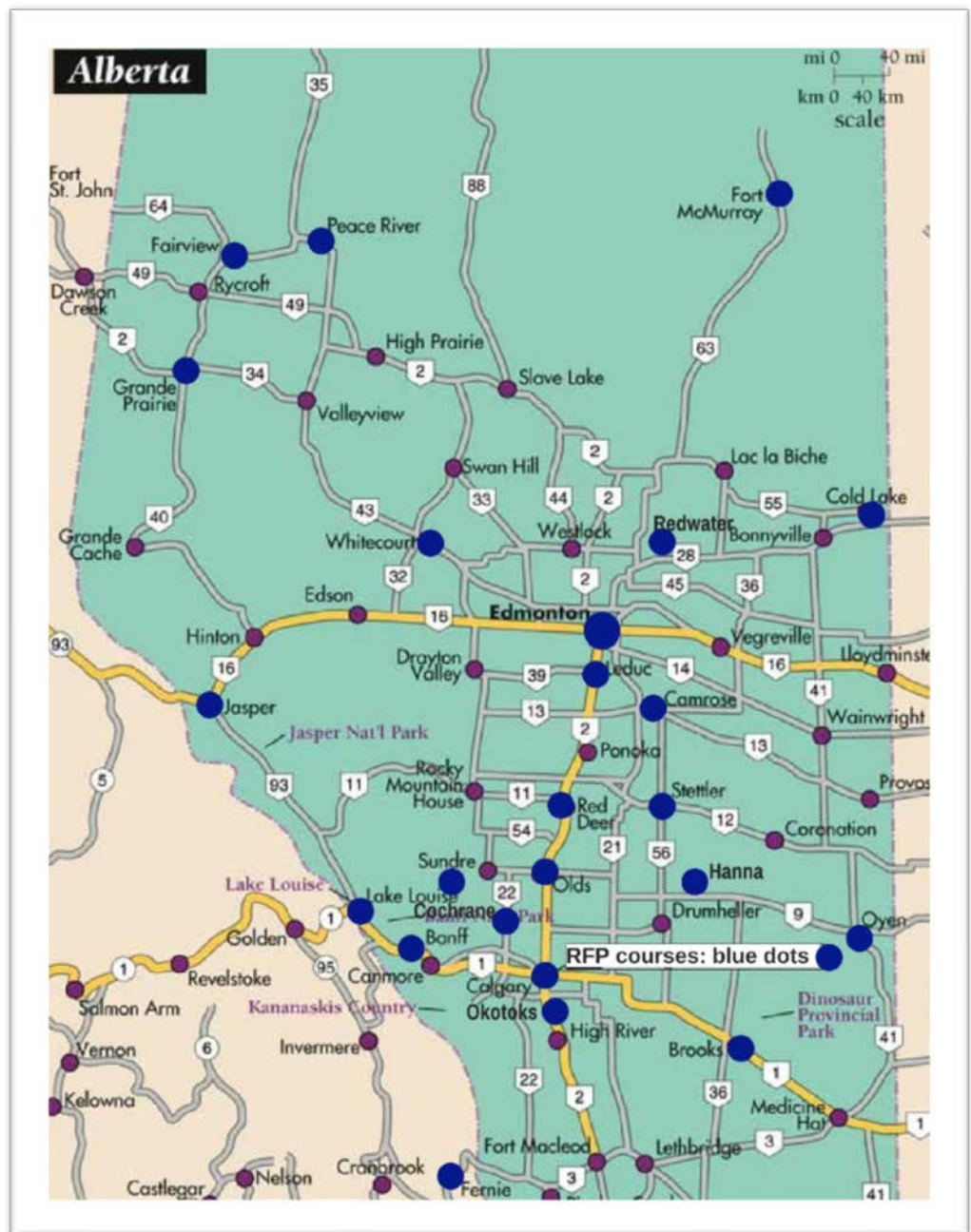
Membership History 2007-2017



Location of RFP Courses Taught in 2017

RFP Courses taught represented by blue dots.

- Airdrie
- Banff
- Behchoko, NT
- Brooks
- Calgary
- Camrose
- Cochrane
- Cold Lake
- Edmonton
- Fort McMurray
- Fort Simpson, NT
- Grande Prairie
- Iqaluit, NU
- Lacombe
- Lake Louise
- Leduc
- Lethbridge
- Lloydminster
- Medicine Hat
- Okotoks
- Olds
- Red Deer
- Redwater
- Slave Lake
- Spruce Grove
- Stettler
- Strathcona County
- Strathmore
- Sylvan Lake
- Yellowknife, NT



Number of RFP Courses Taught in 2017

In 2016, we held 49 regular courses and 38 special courses with a total of 1,114 students. In 2017, we held 52 regular courses and 26 special courses with a total of 1,045 students.

In 2016, revenue from education came in at \$438,137 and in 2017, the revenue was \$398, 679, a decrease of \$39,458 over year.

Number of RFP Courses Taught in 2017

	Regular	Special	No. Students
Arena Operator 1.....	9.....	3.....	173
Arena Operator 2.....	3.....	3.....	85
Arena Maintenance.....	5.....	1.....	43
Building Maintenance 1.....	4.....	1.....	83
Building Maintenance 2.....	4.....	1.....	68
Custodial.....	3.....	0.....	28
Lifecycle/Risk Management.....	2.....	0.....	19
Natural Ice.....	1.....	0.....	11
Parks & Sport Fields 1.....	3.....	1.....	48
Parks & Sport Fields 2.....	3.....	1.....	43
Pool Operator 1.....	10.....	11.....	316
Pool Operator 2.....	3.....	4.....	92
Supervisory Skills.....	2.....	0.....	36
Total:	52	26	1,045

www.aarfp.com

Financial Statements of

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL

Year ended December 31, 2017

Independent Auditor's Report



KPMG LLP
500-475 2nd Avenue South
Saskatoon Saskatchewan S7K 1P4
Canada
Tel (306) 934-6200
Fax (306) 934-6233

INDEPENDENT AUDITORS' REPORT

To the Members of Alberta Association of Recreation Facility Personnel:

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, 2017, 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.



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Alberta Association of Recreation Facility Personnel as at December 31, 2017 and its results of operations, change in net assets and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Chartered Professional Accountants

March 23, 2018
Saskatoon, Canada

ALBERTA ASSOCIATION OF RECREATION FACILITY

PERSONNEL

Statement of Financial Position

December 31, 2017, with comparative information for 2016

	2017	2016
Assets		
Current assets:		
Cash	\$ 512,996	\$ 160,169
Short-term investments (note 2)	-	239,017
Accounts receivables	51,845	44,184
Prepaid expenses	36,265	41,511
Inventories	665	555
	601,771	485,436
Capital assets (note 3)	4,116	5,421
	\$ 605,887	\$ 490,857

Liabilities and Net Assets

Current liabilities:		
Accounts payable and accrued liabilities	\$ 74,430	\$ 41,085
Deferred revenue (note 4)	95,993	19,044
	170,423	60,129
Net assets:		
Internally restricted:		
Business initiatives reserve	140,286	140,286
Contingency reserve	150,000	150,000
Invested in capital assets	4,116	5,421
Unrestricted	141,062	135,021
	435,464	430,728
Commitments (note 5)		
	\$ 605,887	\$ 490,857

See accompanying notes to financial statements.

On behalf of the Board:



Director

Director

ALBERTA ASSOCIATION OF RECREATION FACILITY

PERSONNEL

Statement of Operations

Year ended December 31, 2017, with comparative information for 2016

	2017	2016
Revenue:		
Education	\$ 398,679	\$ 438,137
Conference	200,745	183,832
Memberships	123,877	119,177
Alberta Recreation and Physical Activity Division grant	70,387	70,387
Sponsorship advertising	46,737	43,553
Investment income	3,057	2,896
	843,482	857,982
Expenses:		
Wages and benefits	268,521	274,860
Conference	261,794	155,142
Education	147,342	161,717
Office and general administration	56,213	79,582
Board	28,140	28,553
Newsletter	26,375	27,218
Rent - building	25,800	25,800
Professional fees	10,130	46,327
Scholarship awards	6,838	4,194
Calendars	6,288	5,569
Amortization	1,305	1,749
	838,746	810,711
Excess of revenue over expenses	4,736	47,271

See accompanying notes to financial statements.

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL

Statement of Changes in Net Assets

Year ended December 31, 2017, with comparative information for 2016

		Invested in capital assets		Business initiatives reserve		Contingency reserve		Unrestricted net assets		Total 2017		Total 2016
Balance, beginning of year	\$	5,421	\$	140,286	\$	150,000	\$	135,021	\$	430,728	\$	383,457
Excess of revenue over expenses		-		-		-		4,736		4,736		47,271
Amortization		(1,305)		-		-		1,305		-		-
Balance, end of year	\$	4,116	\$	140,286	\$	150,000	\$	141,062	\$	435,464		430,728

See accompanying notes to financial statements.

ALBERTA ASSOCIATION OF RECREATION FACILITY

PERSONNEL

Statement of Cash Flows

Year ended December 31, 2017, with comparative information for 2016

	2017	2016
Cash flows from (used in):		
Operations:		
Excess of revenue over expenses	\$ 4,736	\$ 47,271
Item not involving cash:		
Amortization	1,305	1,749
Change in non-cash operating working capital:		
Accounts receivables	(7,661)	26,532
Inventories	(110)	622
Prepaid expenses	5,246	(3,530)
Accounts payable and accrued liabilities	33,345	(15,727)
Deferred revenue	76,949	(67,055)
	113,810	(10,138)
Investing:		
Proceeds on disposition on short-term investments	239,017	-
Purchase of short-term investments	-	(15,099)
Purchase of long-term investments	-	13,407
	239,017	(1,692)
Increase (decrease) in cash	352,827	(11,830)
Cash, beginning of year	160,169	171,999
Cash, end of year	\$ 512,996	\$ 160,169

See accompanying notes to financial statements.

ALBERTA ASSOCIATION OF RECREATION FACILITY

PERSONNEL

Notes to Financial Statements Year ended December 31, 2017

Nature of business

Alberta Association of Recreation Facility Personnel ("the Organization") was incorporated on July 14, 1980 under the Non-Profit Corporations Act. The Organization is dedicated to providing excellence in training and professional development for individuals involved in the operation of recreation facilities.

The Organization is registered as a not-for-profit organization under the Income Tax Act (the "Act") and as such is exempt from income taxes. In order to maintain its status as a registered not-for-profit organization under the the Act, the Organization must meet certain requirements within the Act. In the opinion of management, these requirements have been met.

1. Significant accounting policies:

The financial statements are prepared by management in accordance with Canadian Accounting Standards for Not-For-Profit Organizations in Part III of the CPA Handbook. The following is a summary of the significant accounting policies:

(a) Cash:

Cash consists of cash on hand and balances with financial institutions which have an initial term to maturity of three months or less.

(b) Inventories:

Inventories are valued at the lower of cost and net realizable value.

(c) Capital assets:

Purchased capital assets are recorded at cost. Amortization is provided to amortize the cost of the assets to operations over their useful lives using the following methods and annual rates:

Asset	Method	Rate
Furniture and fixtures	Declining balance	20%
Computer hardware	Declining balance	30%
Equipment	Declining balance	20%

ALBERTA ASSOCIATION OF RECREATION FACILITY

PERSONNEL

Notes to Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(d) Financial instruments:

Financial instruments are initially recognized at fair value and their subsequent measurement is dependent on their classification as described below:

- Cash and investments are classified as financial assets and are measured at fair value. Investment management fees and transaction costs are expensed as incurred.
- Accounts receivable, accounts payable and accrued liabilities are recorded at amortized cost. The fair value of such financial instruments approximate their carrying value due to the short-term period to maturity of the instruments.

Unrealized gains and losses on financial assets are recognized in the statement of operations.

(e) Donated materials and services:

Donated materials are recognized in the financial statements when a fair value can be reasonably estimated when the materials are used in the normal course of operations and would otherwise have been purchased.

A number of people donate time and expertise to the Organization. As no objective basis exists to record and assign fair values to such contributions the value of this time has not been reflected in these financial statements.

(f) Revenue recognition:

The Organization's memberships are recognized as earned revenue on a pro-rata basis over the term of the membership.

Investment income is recognized as revenue when earned.

All conference and education registrations are recorded as deferred revenue and recognized as revenue on the date of the conference or course.

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount can be reasonably estimated and collection is reasonably assured. Contributions restricted for the purchase of capital assets are deferred and amortized into revenue on a declining balance basis, at a rate corresponding with the amortization rate for the related capital assets.

ALBERTA ASSOCIATION OF RECREATION FACILITY

PERSONNEL

Notes to Financial Statements (continued)

Year ended December 31, 2017

1. Significant accounting policies (continued):

(g) Use of estimates:

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying amount and estimates useful lives of capital assets and the collectibility of accounts receivable. Actual results could differ from those estimates.

(h) Invested in capital assets:

Invested in capital assets represents the Organization's net investment in its total capital assets after adjustments for purchases, sales and deducting amortization.

(i) Internally restricted net assets:

The Board previously created internally restricted reserves for business initiatives and contingencies from prior year surpluses.

The business initiatives reserve is surplus that the Board will utilize at its discretion for future expansion, general operations and public awareness. The contingency reserve will be available to the Organization in the event certain funding is reduced or eliminated in the future.

2. Short-term investments:

The Organization previously held three guaranteed investment certificates (GICs), which earned interest at rates ranging between 0.65% to 1.51% and matured in September and October of 2017.

	2017	2016
Guaranteed investment certificates	\$ -	\$ 238,248
Accrued interest	-	769
	\$ -	\$ 239,017

ALBERTA ASSOCIATION OF RECREATION FACILITY

PERSONNEL

Notes to Financial Statements (continued)

Year ended December 31, 2017

3. Capital assets:

				2017	2016
	Cost	Accumulated amortization		Net book value	Net book value
Furniture and fixtures	\$ 14,176	\$ 12,364	\$	1,812	\$ 2,265
Computer hardware	18,669	17,128		1,541	2,202
Equipment	7,201	6,438		763	954
	\$ 40,046	\$ 35,930	\$	4,116	\$ 5,421

4. Deferred revenue:

Deferred revenue consists of funds received in the current year for the following year courses, calendar sales, conference registrations, memberships and various other activities. These amounts will be recognized as revenue as goods are delivered or services are rendered.

	Balance December 31, 2016	Additions during the year	Revenue recognized in the year	Balance December 31, 2017
Calendar	\$ 14,190	\$ 14,065	\$ 14,190	\$ 14,065
Memberships	4,854	13,010	4,854	13,010
Conference registrations and sponsorships	-	65,585	-	65,585
Courses	-	3,333	-	3,333
	\$ 19,044	\$ 95,993	\$ 19,044	\$ 95,993

ALBERTA ASSOCIATION OF RECREATION FACILITY

PERSONNEL

Notes to Financial Statements (continued)

Year ended December 31, 2017

5. Commitments:

The Organization is committed to annual payments for leased premises (including operating costs) and equipment under long-term operating leases. Future minimum payments, by year and in aggregate, under operating leases that have initial or remaining terms of one year or more consisted of the following at December 31, 2017:

2018	\$	30,827
2019		9,327
	\$	40,154

6. Financial instruments and risk management:

The Organization has exposure to credit risk and to interest rate risk from its use of financial instruments.

Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Organization is exposed to credit risk with respect to its accounts receivable and investments. The Organization assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. Credit risk related to investments is minimized by dealing with institutions that have strong credit ratings.

Interest rate risk:

The Organization is exposed to interest rate risk arising from fluctuations in interest rate on funds invested in interest bearing accounts and investments. Cash, when received is deposited into an interest bearing account with interest earned based on prime rates on the balance in the account.

ALBERTA ASSOCIATION OF RECREATION FACILITY

PERSONNEL

Notes to Financial Statements (continued)

Year ended December 31, 2017

7. Capital disclosures:

The Organization defines capital to be net assets. The Organization receives its principal source of capital through courses, memberships, conferences, and grants. The Organization's objective when managing capital is to fund its operations and capital asset requirements. The Organization manages its capital structure in conjunction with available funds and makes adjustments based on available resources and economic conditions. Currently, the Organization's strategy is to monitor expenses to preserve capital in accordance with budgeted revenues. Certain net assets have been restricted for the purpose of future long term business initiatives or unforeseen funding shortfalls. These internally restricted net assets (note 1(i)) are monitored by the Board and transferred for use in operations when deemed appropriate.

The Organization is not subject to significant debt covenants or any other capital requirements with respect to revenues. Revenues may be received for designated purposes and must be used in accordance with those purposes. The Organization has complied with any external restrictions on the revenues received.

Prepared by KPMG LLP

Alberta Association of Recreation Facility Personnel (AARFP)

PROPOSED 2018 OPERATING BUDGET

	2017 Budget	2017 Actual	2018 Proposed	2019 Shadow
Revenue				
Administration	\$ 5,900	\$ 3,057	\$ 5,900	\$ 5,900
*Grant	70,400	70,387	70,400	70,400
Membership	170,317	123,877	176,300	176,300
Education	417,300	445,416	435,425	435,425
Conference	238,300	200,745	216,425	216,425
	\$ 902,217	\$ 843,482	\$ 904,450	\$ 904,450
Expenses				
Administration	\$ 379,970	\$ 361,969	\$ 376,600	\$ 376,600
Membership	82,700	60,803	87,000	87,000
Education	204,600	154,180	178,400	178,400
Conference	235,030	261,794	215,200	215,200
	\$ 902,300	\$ 838,746	\$ 857,200	\$ 857,200

* AB Recreation & Physical Activity Division

Prepared by R Phillips, RFP