



2018

ANNUAL REPORT



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ANNUAL GENERAL MEETING MINUTES

Tuesday April 17, 2018 at 12:15 p.m.
Banff, Alberta

Attended by 190 Constituted members

1. Call to Order

President Russ Tanner (Brooks) called the meeting to order at 12:16 p.m. on April 17, 2018 in Banff, AB. Russ introduced the board members of the Association that were in attendance and welcomed all members old and new who were attending the conference. Russ asked the new attendees at conference to ?? *(sorry this sentence was cut off; not sure what he was saying)*

2. Approval of the Agenda

Motion by: Calvin Bennefield, (Lacombe) "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 25, 2017

Motion by: Colleen Sparrow (Edmonton) "That we accept the minutes from the Annual General Meeting April 25, 2017 in Edmonton as presented on pages 2-6 of the Annual report."

Seconded by: Chris Thompson, (High River)

Carried

4. Business Arising from the Minutes

There was no business arising for the minutes

5. Executive Reports are on pages 8 – 20 of Annual Report

* President	Russ Tanner	Brooks
* Past President	Sandi Stewart	Lacombe
* Secretary	Carol Dunnigan	Spruce Grove
* Treasurer	Les Turner	Calgary
* Education Rep.	Sonia Dodd	Stettler
* Associate Rep.	Daniel Robinson	Pinnacle Aquatics
* Aquatic Rep.	Cheryl Wauthier	Calgary
* Arena Rep	Chris McKenna	Ponoka
* Building Rep	Kevin Olsen	Hanna
* Parks Rep	Larry Golby	Coronation
* Executive Director	Stuart Ray	Cochrane

Motion by: Rob Pelletier (Spruce Grove) "to accept as information the Executive Board Reports as presented on pages 8 – 20 of the 2017 Annual Report."

Seconded by: Dawn Philips (Camrose)

Carried

6. New Business

A. 2017 Financial Report

Les Turner (Calgary) presented the financial report to the members for information.

Motion by: Les Turner “that membership of the AARFP accepts as information, the 2017 Audited Financial statements found with the 2017 Annual Report.

Seconded by: Chris Biensch (Edmonton)

Questions: Allan King asked when the financial policy was going to the board. Les responded in June 2018.

Carried

B. 2018 Proposed Budget

Motion by Les Turner: “that the membership of the AARFP accepts the 2018 Operating Budget as presented at the 2018 AGM found in the 2017 annual report.”

Seconded by: Allan King (Stettler)

Carried

C. Appointment of Auditor

Motion by: “That the membership of the AARFP accepts the Board of Director’s recommendation to appoint the firm of KPMG LLP as the Association Auditor for the fiscal years end of 2018.”

Seconded by: Calvin Bennefield (Lacombe)

Carried

D. Future Conference Hosts: 2019 AARFP Conference will be held in Red Deer, AB

The 2019 Conference will be held at the Red Deer Sheraton Hotel, Red Deer, AB. Stuart Ray provided information on the 2019 conference, next year’s conference which will be held April 7-10, 2019.

Motion by: Mitchell Clarke (Calgary) “that we accept as information the 2019 conference report as presented by Stuart Ray.

Seconded by: Ross Johnson (Edmonton)

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 accepted the chair of this 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), Cheryl Wauthier (Calgary), Kevin Olsen (Hanna), Colleen Sparrow (Edmonton), and Suzanne Gaida (Cochrane)

i) Affirm Chris McKenna as President: (2 Year Term)

Due to President Elect Lloyd Smith's untimely passing, he was, of course, unable to complete his presidential roles with AARFP. This was a very difficult situation faced by our association, not only were we dealing with grief of losing our friend, but we also had Lloyd's big leadership shoes to fill. Our current presidential system is set up to bring in a president with board experience, hence the board still wanted to do this and provide continuity. At the AARFP Board November 16, 2017 meeting President Russ Tanner, with the Boards approval, appointed Chris McKenna to fill the position of President Elect and that the Board desired that Chris McKenna be affirmed at the 2018 Conference as President.

Motion by: Sandi Stewart to affirm Chris McKenna as President for the Alberta Association of Recreation Facility Personnel.

Seconded by: Russ Tanner

Carried

Sandi Stewart declared Chris McKenna affirmed to the position of President for the Alberta Association of Recreation Facility Personnel.

ii) President Elect (2 Year Term)

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

1. Ross Johnson (Edmonton), moved by Chris Biensch (Edmonton) and seconded by Colleen Sparrow (Edmonton).
2. Rob Pelletier (Spruce Grove), moved by Chris McKenna (Ponoka) and seconded by Sonia Dodd (Stettler).
3. Chris Thompson (High River), moved by Sonia Dodd (Stettler), and seconded by Allan King (Stettler)

Sandi Stewart (Lacombe) called for nominations from the floor for the position of President Elect. No nominations from the floor.

Sandi Stewart (Lacombe) declared nominations closed.

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

1. Ross Johnson
2. Rob Pelletier
3. Chris Thompson

Based on receiving the majority of votes in the election, Sandi Stewart (Lacombe) declared Rob Pelletier (Spruce Grove) elected to the position of President for the Alberta Association of Recreation Facility Personnel.

iii) Education Representative (2-year term)

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

Sonia Dodd (Stettler), moved by Michael Szewczuk (Penhold) and seconded by Jeff Heindel (Blackfalds).

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

Sandi then declared nominations closed.

Sandi Stewart declared Sonia Dodd (Stettler) acclaimed to the position of Education Representative for the Alberta Association of Recreation Facility Personnel.

iv) Stream Representatives

a) Parks and Sports Field Representative (2-year term)

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

Larry Golby (Coronation), nominated by Carl Butschler (Macklin, SK) and seconded by Jack McKinlay (Provost).

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

No nominations from the floor.

Sandi Stewart (Lacombe) declared nominations closed.

Sandi Stewart (Lacombe) declared Larry Golby (Coronation) acclaimed to the position of Parks & Sports Field Stream Rep for the Alberta Association of Recreation Facility Personnel.

b) Arena Representative (2-year term)

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

Chris Thompson (High River), moved by Sonia Dodd (Stettler) and Seconded by Lori Dolan (Stettler).

Allan King (Stettler), moved by Chris McKenna (Ponoka) and seconded by Rob Pelletier (Spruce Grove)

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

No nominations from the floor.

Sandi Stewart (Lacombe) declared nominations closed.

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

1. Allan King
2. Chris Thompson

Based on receiving the majority of votes, Sandi Stewart (Lacombe) declared Allan King (Stettler) elected to the position of Arena Stream Representative for the Alberta Association of Recreation Facility Personnel.

v.) Associate Representative

The associate members held elections yesterday (April 26, 2018). Daniel Robinson (Calgary) was nominated and elected to the position of Associate Representative.

Motion by: Ross Johnson (Edmonton) to instruct the Secretary to cast a single ballot for Daniel Robinson (Calgary) as Associate Representative.

Seconded by Reg Bennett (Drumheller)

Carried

Sandi Stewart (Lacombe) declared Daniel Robinson (Calgary) Associate Representative.

Sandi Stewart (Lacombe) turned the chair of the meeting back to Russ Tanner (Brooks), 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 Cheryl Wauthier (Calgary) that we hold the next Annual General Meeting of the Alberta Association of Recreation Facility Personnel on April 9, 2019 in Red Deer, Alberta.

Seconded by Jeremy Sillito (Brooks)

Carried

Motion by Chris McKenna (Ponoka) that the 2018 Annual General meeting is adjourned at 1:27 p.m.

Carried



RFP 2018 BOARD MEMBERS

President	Chris McKenna	Town of Ponoka
Past President	Russ Tanner	City of Brooks
President Elect	Rob Pelletier	City of Spruce Grove
Treasurer	Les Turner	Cardel Rec. South
Secretary (1/2 Term)	Carol Dunnigan	City of Spruce Grove
Secretary (1/2 Term)	Chris Thompson	Town of High River
Education Rep	Sonia Dodd	Town of Stettler
Associate Rep	Daniel Robinson	Pinnacle Aquatics Group Inc.
Arena Stream Rep	Allan King	Town of Stettler
Aquatics Rep	Cheryl Wauthier	Vecova Recreation Centre
Building Maintenance Rep	Kevin Olsen	Town of Hanna
Park & Sport Fields Rep	Larry Golby	Retired
Government Representative	Yvette Ng	Government of Alberta



From Left to Right: Chris McKenna, Daniel Robinson, Russ Tanner, Sonia Dodd, Carol Dunnigan, Kevin Olsen, Cheryl Wauthier, Allan King, Larry Golby, Rob Pelletier, Les Turner

Absent RFP Staff: Stuart Ray, Rhonda Phillips, Monica Culic

RFP BOARD REPORTS

President's Report



2018 was a fantastic year. The board created and adopted a new Strategic Plan. This Plan will guide the activities of our great Association for the next 3 years to come. A great deal of work went into this, and I would like to thank both the board and staff for all their efforts to make this a reality.

The implementation of the "Stream Rep" positions has been a fantastic success.

Members are now able to obtain information and guidance, free of charge, on any facility maintenance issue. These 4 Reps have done a great job and please continue to take advantage of this service and their knowledge.

We continue to work closely with our sister agency, ARPA, and this has proven to be beneficial to both organizations. We have collaborated on a number of projects that allow us to save money and continue to serve our Associations in a positive manner. I really appreciate the working relationship with ARPA and look forward to working with them in the future.

This year's Conference in Red Deer should be very informational and at the same time, a lot of fun. One of the greatest aspects of our Association is providing the ability to network with fellow operators at our Conference. As always, there will be elections at our Annual General Meeting, and I implore everyone to attend and make their votes heard.

Our Awards Banquet will be held on the Tuesday night. This night is where we honor and reward our members with accolades related to high scores in courses and personal achievement in the Recreation Facility Industry. Please join us at this very important celebration.

As usual, I would like to thank the board for all the hard work they do during the year. Our Association is in good hands with this group. Equally, I would like to thank the staff for their ongoing support of the board and the associated work they do to assist in our success as an Association.

Chris Mckenna
President
Town of Ponoka

Past President's Report



2018 was a busy year for me as Past President of RFP's board. Here's a list of some of the things I have worked on your behalf for:

I accepted nominations and worked with the Past President's Committee to determine the Association's annual award winners. This year we had seventy-two (72) students score top marks in our courses! Many have participated in the second part of this program and have written essays on how the course they took has improved their knowledge and ultimately their experience as a practitioner in the recreation field.

We have also advertised the open positions on the board for 2019 and we are now taking nominations for the 2019 election. There are four (4) positions available and they include the following:

- Secretary;
- Treasurer;
- Building Maintenance Rep; and,
- Aquatics Rep).

So many great conversations have taken place at our meetings, retreats and even during social time, where we have solved many of the world's problems. Being on the board is a wonderful experience and I encourage any of you with a passion for our industry and time available to commit, to get involved with the RFP Board.

Highlights from the last year include:

- The Board has taken numerous steps towards improvement. We have been evaluating our general board meetings and completing self-assessments on our volunteer roles;
- The Association history is up to date and I have been acquiring a bit of a new talent while scrapbooking with the RFP photo book. I hope to convert this to digital options moving forward;
- The Past Presidents' Committee determined the Association's annual award winners; and,
- We continued collaboration with existing partners as we clarify our roles within the industry and where we can further develop connections that will benefit our members.

I am very proud of our RFP Board for the excellent work and the time that they have so generously donated over this past year. I would like to thank Stuart, Rhonda and Monica for their ongoing strength and dedication.

Russ Tanner
President
City of Brooks

President-Elect Report



Hello fellow RFP members and associates,

Let me start off by saying what an amazing year it has been. We have an amazing professional Board of Directors and an office staff that is second to none with all their tireless efforts. This has made this year a productive positive experience.

After being elected for "President Elect", I was tasked with the organization of the fall Strategic Planning workshop. The workshop went great with many new ideas and initiatives coming out of it including:

- A Consistent Conference location to allow for a more central location which in turn creates cost efficiencies for all involved.
- The hiring of a new Technical director position in the RFP office to help us keep relevant and up to date on many different levels.
- Improved communication amongst our board and staff with more precise direction.
- Easier networking with our membership and the Stream Reps by using our RFP website and Facebook.
- The exploration of new growth ideas including contracted services, distance learning and new course offerings.

There were many more initiatives discussed as well; which included marketing/branding, inefficiencies, partnerships with different schools and organizations and International opportunities.

As a member of this year's Conference committee, I have not forgot my promise to help bring back the welcome BBQ!!!

This past year has been an amazing experience for me, and I have learned a great deal about our organization. I am excited for the upcoming conference and can't wait to see you all there.

Here is to another great year!

Rob Pelletier

President- Elect

City of Spruce Grove

Treasurer's Report



As my initial term as Treasurer concludes; I would like to thank the Board and Staff for an informative two-year term. The role of Treasurer is somewhat different from the other directorships, as the position works directly with Rhonda, our Manager of Finance & Operations. I have been very fortunate to have a positive working relationship with Rhonda as she does an excellent job managing all financial aspects of the Association. She truly makes the position of Treasurer one of monitoring the financial affairs from a very high level. Sincere kudos to Rhonda for the excellent work that she does for our Association.

Since the last AGM, my committee work and AARFP involvement has revolved around the following:

- Review of all financial statements and budget documents as well as approval of all financial transactions
- Assisted with the transition of moving all accounting affairs to Servus Credit Union
- Led the amendment of the Association's Investment Policy
- Liaison with groups such as the Calgary Recreation Leadership Network (regular) and Calgary and Area Arena Managers Coordinating Committee (sporadic)
- Attended all AARFP Board meetings (except one) and Retreat as well as the AARFP Golf Tournament

The future looks promising for recreation and the AARFP is in a great position to continue to “educate, consult and advocate” all those committed to delivering recreation programs and services to our communities.

Les Turner

Treasurer

Cardel Recreation South



Education Representative Report



I would like to say that over the past year having a constant communication with Red Deer College has been quite rewarding. I am very pleased to say the partnership between Red Deer College and Alberta Association of Recreation Facility Personnel will be continuing for another 2 years as per contract. Signing to be completed in June of 2019.

The Recreational Facility Management Certificate will again see 5 more people through and honoring them at the RFP Banquet. Those who wish may also attend convocation at Red Deer College. Train the trainer course with another partnership with RDC will take place just after the conference. This will bring new instructors into a new and exciting adventure teaching for RFP. A Huge thank you to those who wish to take this and for those who helped organize. The organization will be that much more knowledgeable.

Continuing to roll out the revisions and updates for Manuals in a timely manner, with great support from instructors and office staff alike.

I hope the next year will be as fulfilling as the last. Lots has been done and still lots to do.

With that in mind I will also state that this next year will be my last year as education Rep as per terms of the policies and procedures. I plan on going out with lots of things accomplished. 😊

Sonia Dodd

Education Representative
Town of Stettler



Arena Stream Representative Report



It has been an exhilarating first year as Arena Stream Representative. Being involved in an organization such as this is absolutely fantastic!

I was able to attend the Edmonton and area “Ice Day” (thank you Carol for bringing that to my attention), and found it very informative and welcoming. Other meetings attended on behalf of the R.F.P. were the strategic planning, conference, and board meetings. I have had emails and phone calls from all over the province in regard to facilities and ice. I hope in some way I was able to help or point you in the right direction.

Thanks to the R.F.P. staff, the Facebook pages are up and running. If you haven’t joined yet, you should. All in all, it has been a great first year, and I look forward to serving you in the future. See you all at the 2019 A.A.R.F.P. Conference in Red Deer, AB.

Allan King

Arena Stream Representative
Town of Stettler

Building Maintenance Representative Report



Another year has come and gone. I guess time flies when you’re having fun! I couldn’t have asked for a better group of people to help move this Association forward.

Over the last year, I have attended multiple board meetings, the cadre meeting and participated in Conference planning. Regrettably, I had to miss this year’s retreat, which is always a great mix of function and team building. I attended the annual Conference in Banff as well as the Skip Hayden Memorial Golf Tournament and also helped to grow the exposure of our FREE consultation resource through our Stream Rep Facebook pages.

As with the theme of this year’s Conference in Red Deer, I too will be “Passing the Torch”. I have thoroughly enjoyed my time on the Board and have built a lifetime network of friends and associates. I strongly encourage anyone in our Association to get involved in this Board. It has been an invaluable experience for me.

In closing I will leave you with a thought-provoking outlook: remember, everything in life is like a potato...or it isn’t.

Kevin Olsen

Building Maintenance Representative
Town of Hanna

Park & Sport Fields Representative Report



We are now into our second year of the revamped Board structure, and I feel it has been a great success. Having 4 Stream Reps in Arenas, Pools, Building Maintenance and Parks & Sport Fields I feel it has made it much easier for our members to contact a specific person on any issues or concerns they may have. During the spring and summer months, I receive a fair number of phone calls relating to problems/concerns in the Parks and Sports Fields Stream. I welcome these calls as do the other Stream Reps and we are more than happy to assist where possible. We are always here to help and if we don't have the immediate answer, we will find it and get back to you as soon as possible.

This past year has been a very busy one in the Park & Sport Fields Stream in more ways than one. This past year we ran 3 Park & Sport Fields Level I Courses, 3 Park & Sport Fields Level II Courses and 1 Ball Diamond Construction Course. All these courses were well attended and a huge thank you goes out to all the host communities. This past year was the first year of running the Level I Course 2 days and was well received by the students. One of the main reasons was that there were much more hands on activities with it being 2 days.

With this being said, we are in the process of revamping/upgrading both the Level I & Level II Manuals. We will be running status quo for 2019 with all with all the new/updated material all set to go January 2020.

So, in trying to accommodate our Membership's wants and needs, we have revamped the two courses hoping to fulfill their requirements.

Personally, I like the way this Stream has gone ,and as times have changed in your communities, a number of new roles and responsibilities have been added to the workload of many recreational staff.

In closing, I would like to thank all the Membership, Board and Staff in their support this past year and look forward to working with you the rest of 2019.

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.

Thank you and I wish you all continued success.

Larry Golby

Park & Sport Fields Representative
RFP Instructor

Secretary's Report



Greetings AARFP Members! I have been the Alberta Association of Recreation Facility Personnel (AARFP) Fill-in Secretary since 2018. During my time with the board in this role, I have had the opportunity to take minutes at board meetings and participate in discussions. During this short time, I have been able to attend AARFP meetings and an ARPA joint meeting. As Secretary, I have been able to observe proceedings and have gained insight of the importance and value of our AARFP association in the recreation world. Listening to the discussions in these meetings, I have come to appreciate and admire our team's dedication, passion and vast expertise that will lead our association to a better future. As a result, I hope all AARFP members are benefiting from the experience and direction the AARFP is going.

My goal this year has been to support, connect and build partnerships within our AARFP community. I want to thank the AARFP Staff, fellow board members, and members of AARFP for allowing me to step in and fulfill the role of Secretary. I look forward to continuing to support the board in the upcoming years, as either a member on the AARFP Board or an AARFP member. I hope my contributions can help support goals of the Association and members.

Chris Thompson

Secretary

South Fish Creek Recreation Association

Aquatics Stream Representative Report



It is hard to believe that another year has gone by and we are gearing up for another conference. This year has been filled with lots of learning on the board and working together to achieve outcomes. It has been a pleasure to represent the Aquatics industry and I have worked hard over the past year to represent and advocate for aquatics professionals.

I continue to do work around 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. There is still lots of work that can be done to assist with recreation being recognized as an excellent career choice. Facilitating conversations within the aquatics industry, participating in board decisions and strategic planning continues to be a focus. This past year, I received many phone calls and emails from people across Alberta, asking questions about aquatics and looking for resources on where to find information. It has been exciting to assist with creating the Facebook Stream pages and to watch the 'memberships' grow. It is a fantastic resource to share ideas, ask questions and get relevant information from industry leaders/professionals.

I have very much enjoyed the past 3 years on the board, with the past 2 years as the Aquatics Stream rep. I wish the Association much success in the future. I am looking forward to seeing everyone at the conference in Red Deer.

Cheryl Wauthier

Aquatic Stream Representative

Vecova Recreation Centre

Associate Representative Report



Hello Everyone,

2018 was another great year and another year that went by too quickly.

Starting the year, I attended the conference in Banff and took the feedback from our associate members as something to improve the 2019 conference in Red Deer. I think everyone will see that as a Board and Conference Committee, we worked hard to make adjustments based on that feedback. I am very excited for the tradeshow in Red Deer as the location and venue should make for a successful night.

I was able to attend the Board meetings in June, November and March. The Board retreat to Camp He Ho Ha was spent working on our new strategic plan. I was involved in teaching several courses over the year with the highlight being teaching the Pool Operators course in Iqaluit.

With what has already taken place in 2019, it is looking like another exciting year for the AARFP as it continues to provide its great services to its membership.

Kind regards,

Daniel Robinson

Associate Representative
Pinnacle Aquatic Group Inc.



Executive Director's Report



2018 was a great year for the Association. This was the last year of our multiyear strategic plan and we can say we accomplished most of what we have set out to achieve and are well on our way to finishing off the last of the items we set out to accomplish. I am happy to highlight some of them here for you.

AARRFP'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 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 AARRFP 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. To date we have over 25 facilities from across the province take advantage of this asset management tool. Of the 25 organizations the majority of the uptake has been with not for profit (community association run or non-municipal) and smaller municipalities. We have a few cities and a county sign up and we even have one of our Associate businesses take advantage of this tool. If you have a need for an asset management tool you won't find another one that works as well as this one for the price.... remember it is free of charge with a paid-up membership to the Association.
2. We have been involved in the planning and delivery of a couple of events with our partners. They include the Parks School which just happened prior to our conference this year, the Green Facilities Conference in Edmonton.
3. As your Executive Director I was appointed and now a participating member of the Canadian Parks and Recreation Association Facilities Task Group. We have just begun our advisory work on facility related matters.
4. The Association was represented at the Canadian Recreation Facility Network (CRFN) meeting in Charlottetown PEI. 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. The interest in the joint RFP / Red Deer College (RDC) certificate for facility operators continues to be high with more people working towards their certificates through RFP and Red Deer College. We have had ten 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 continue.

6. Our RFP e-newsletter continues to provide timely information to you, our members. It has been successful and well received by our +1400 members.
7. 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. The Pool 2 course was revised, and the first offering was provided to staff with the City of Edmonton. From the initial reviews the information is being well received. Look forward to other updates as we carry on this important work.
8. This year is our last year of a multiyear contract with our auditors. We went out to the market with two other associations looking for auditing service prices. We thought that if we all went together, with a proposal call we might be able to leverage a better price for these services. The results were good in that we got several quotes from reputable auditors and we will be presenting the results to the membership at the AGM in Red Deer in April.
9. We have transitioned from our previous bank the ATB to Servus Credit Union in 2018. Similar to the auditors we were seeking a better deal for our financial services and we ended up choosing Servus.
10. Attended ARPA conference to represent the Association, speak during a session at conference, and to work the tradeshow for the Association. We also held a joint meeting with ARPAs board with Yvette Ng and Deputy Minister Meryl Whittaker where we had the opportunity to chat with them about a number of issues pertinent to our industry. We also got a commitment that she will come and chat with us both at least twice per year to keep the lines of communication open between us not for profits and the Government of Alberta.
11. I would like to extend my thanks to all members of the association for your continued support. Without you we would not exist. Membership numbers are the highest we have ever experienced. On the training side of the business this year was the second highest number of students in our 42-year history. Again, this would not be possible without your continued support.

From Rhonda, Monica and myself we thank the direction we receive from our dedicated board volunteers and from you the membership for making our work meaningful.

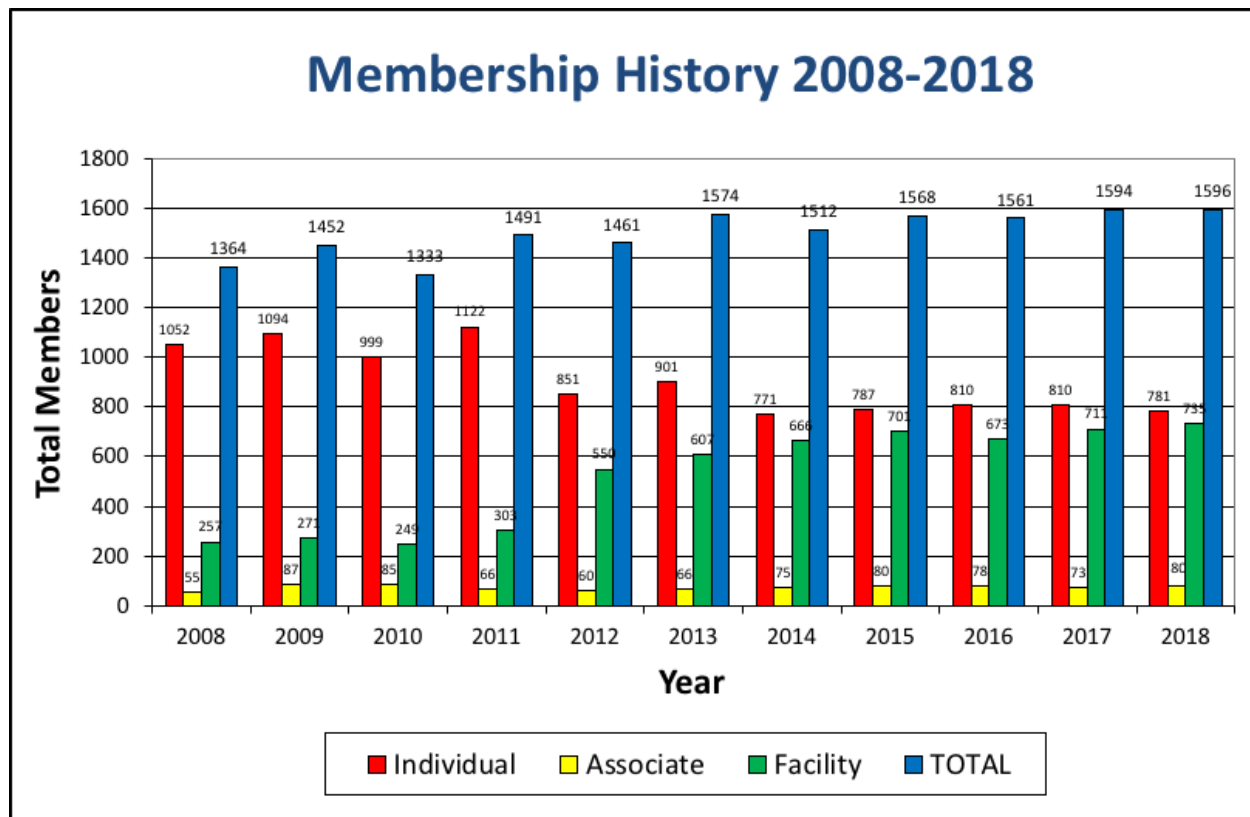
It has been a successful year for the RFP. We look forward to another year of great success and achievements.

Stuart Ray

Executive Director
AARFP



RFP Membership History 2008 - 2018



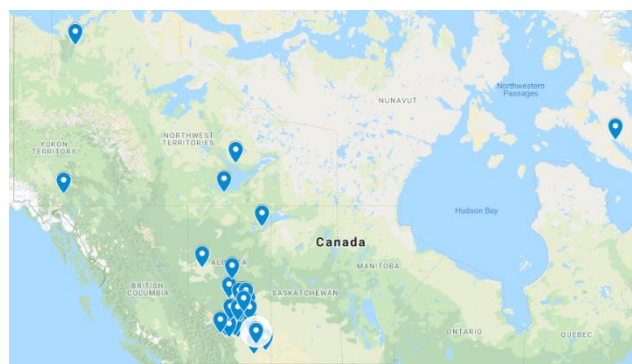
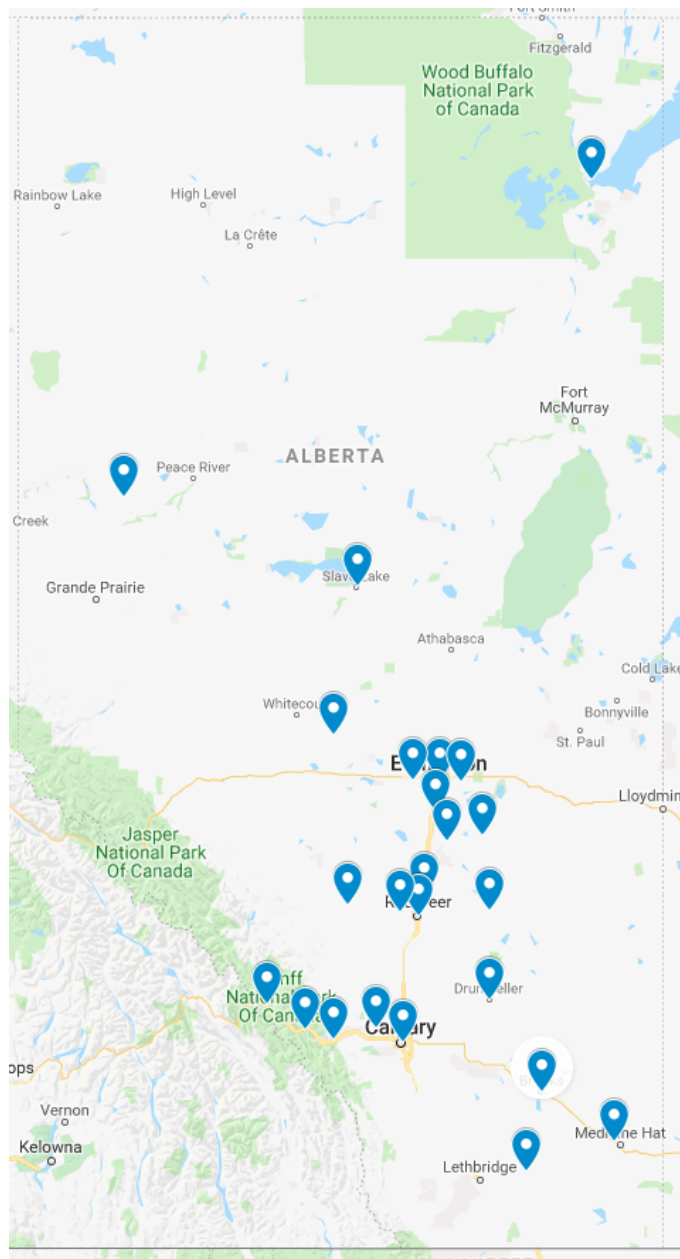
2010-2018 Course Report

2010-2018 COURSE REPORT																		
COURSE NAME	2010		2011		2012		2013		2014		2015		2016		2017		2018	
	Courses	Part	Courses	Part	Courses	Part	Courses	Part	Courses	Part	Courses	Part	Courses	Part	Courses	Part	Courses	Part
Arena I	12	132	21	211	21	185	16	181	10	96	10	153	13	157	12	173	15	213
Arena II	7	86	7	82	9	94	7	86	6	46	8	91	7	93	6	85	6	99
Arena Maintenance	9	73	6	52	3	19	8	55	5	45	7	77	5	58	6	43	5	50
Ball Diamond Const.	1	8	0	0	0	0	2	33	1	5	0	0	0	0	0	0	1	18
Bldg. Maintenance I	6	57	8	83	9	85	5	48	6	75	6	77	6	98	5	83	4	80
Bldg. Maintenance II	5	30	3	41	5	42	6	55	6	54	4	41	5	72	5	68	3	52
Custodial	2	7	2	18	5	42	4	37	5	36	3	20	3	28	3	28	3	30
Dev.Policy/Proc.Man	2	24	2	17	2	31	1	11	1	8	4	48	0	0	0	0	1	12
Natural Ice	0	0	3	88	1	7	1	10	1	3	1	9	4	48	1	11	1	7
Park & Sportfield 1	6	51	7	95	8	71	7	57	5	38	4	49	5	61	4	48	7	86
Park & Sportfield 2	5	41	4	45	5	37	5	47	5	39	4	44	3	32	4	43	4	48
Pool I	37	431	34	344	25	238	32	281	19	168	20	266	25	327	21	316	23	307
Pool II	10	86	12	125	10	90	15	112	9	72	8	79	10	103	7	92	6	67
Risk Mgmt/Lifecycle	3	14	3	21	4	38	3	31	2	17	2	22	1	17	2	19	2	24
Supervisory	5	49	9	73	9	80	5	66	6	59	4	34	1	20	2	36	3	40
Dry Sport	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Curling Mtce.	1	6	1	5	0	0	1	2	0	0	0	0	0	0	0	0	0	0
Hotel/Motel Pool	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park & Sportfields 1/2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pool III	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pool I/II Combined	1	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Train the Trainer	0	0	0	0	1	9	0	0	0	0	0	0	0	0	0	0	0	0
WHMIS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	112	1120	122	1300	117	1068	118	1112	87	761	85	1010	88	1114	78	1045	84	1133
*Note: Starting in 2006 courses include all Specials as well																		

*Note: Starting in 2006 courses include all Specials as well.

Location of RFP Courses Taught in 2018

Banff	Fort Chipewyan	Mayerthorpe	Sylvan Lake
Brooks	Hay River, NT	Red Deer	Taber
Calgary	Inuvik, NT	Redcliff	Wetaskiwin
Camrose	Iqaluit, NU	Rocky Mtn House	Whitehorse, YT
Cochrane	Kananaskis	Slave Lake	Yellowknife, NT
Drumheller	Lacombe	Spruce Grove	
Edmonton	Lake Louise	Stettler	
Fairview	Leduc	Strathcona County	



Number of RFP Courses Taught in 2018

In **2017**, we held **52 regular** courses and **26 special** courses with a total of **1,045 students**.

In **2018**, we held **59 regular** courses and **25 special** courses with a total of **1,133 students**.

In **2017** the revenue from education came in at **\$385,524** and in **2018** the revenue was **\$450,681**, an increase of **\$65,157** year over year.

NUMBER OF RFP COURSES 2018			
Course	Regulars	Specials	# Students
Arena Operator 1	9	6	213
Arena Operator 2	3	3	99
Arena Maintenance	3	2	50
Ball Diamond Construction	1	0	18
Building Maintenance 1	4	0	80
Building Maintenance 2	3	0	52
Custodial Maintenance	3	0	30
Lifecycle/Risk Management	2	0	24
Natural Ice Making	1	0	7
Parks & Sport Fields 1	5	2	86
Parks & Sport Fields 2	3	1	48
Policy & Procedure Manual	1	0	12
Pool Operator 1	14	9	307
Pool Operator 2	4	2	67
Supervisory Skills	3	0	40
Totals	59	25	1,033

FINANCIAL REPORTS

Alberta Association of Recreation Facility Personnel Cochrane, Alberta Statement of Financial Position as at December 31, 2018 and 2017

	2018	2017
Assets		
Current Assets		
Cash	\$ 251,172	\$ 512,996
Short-term investments	\$ 146,873	--
Accounts receivables	21,193	51,845
Inventories	\$ 1,169	665
Prepaid Expenses	54,110	36,265
	\$ 474,517	\$ 601,771
Long-Term investments	\$ 210,498	--
Capital Assets	11,139	4,116
	\$ 696,154	\$ 605,887
Liabilities and Net Assets		
Current Liabilities		
Accounts Payable & Accrued Liabilities	\$ 97,855	\$ 74,430
Deferred Revenue	71,497	95,993
	169,352	170,423
Net Assets		
Invested in capital assets	11,139	4,116
Internally-restricted net assets:		
Business initiative reserve	140,286	140,286
Contingency reserve	150,000	150,000
Unrestricted	225,377	141,062
	\$ 526,802	\$ 435,464
	\$ 696,154	\$ 605,887

Prepared by KPMG LLP

Alberta Association of Recreation Facility Personnel
Statement of Operations
For Year Ended December 31, 2018 and 2017

	2018	2017
Revenue		
Education	\$ 466,211	\$ 398,679
Conference	247,831	200,745
Memberships	144,390	123,877
Alberta Recreation & Physical Activity Division grant	70,387	70,387
Sponsorship advertising	49,240	46,737
Investment income	5,854	3,057
	\$ 983,913	\$ 843,482
Expenses		
Wages and benefits	\$ 288,882	\$ 268,521
Education	176,763	147,342
Conference	246,041	261,794
Office and general administration*	68,739	56,213
Newsletter	27,998	26,375
Board	21,764	28,140
Rent – building	25,800	25,800
Professional fees**	10,451	10,130
Scholarship awards	8,609	6,838
Calendars	8,551	6,288
Amortization	8,977	1,305
	\$ 892,575	\$ 838,746
Excess of Revenue over Expenses	\$ 91,338	\$ 4,736

Prepared by KPMG LLP

Alberta Association of Recreation Facility Personnel
Statement of Cash Flows
For Year Ended December 31, 2018 and 2017

	2018	2017
Cash Flows from (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	\$ 91,338	\$ 4,736
Items not involving cash:		
Amortization	8,977	1,305
Change in non-cash operating working capital:		
Accounts receivables	30,652	(7,661)
Inventories	(504)	(110)
Prepaid Expenses	(17,845)	5,246
Accounts payable and accrued liabilities	23,425	33,345
Deferred revenue	(24,496)	76,949
	111,547	113,810
Investing:		
Purchase of short-term investments	(146,873)	--
Purchase of long-term investments	(210,498)	--
Proceeds on disposal on short-term investments	--	239,017
Purchase of capital assets	(16,000)	--
	(373,371)	239,017
Increase (decrease) in cash	(261,824)	352,827
Cash position, beginning of year	512,996	160,169
Cash position, End of Year	\$ 251,172	\$ 512,996

Prepared by KPMG LLP



Alberta Association of Recreation Facility Personnel
PROPOSED 2019 OPERATING BUDGET

	2018 Budget	2018 Actual	2019 Proposed	2020 Shadow
Revenue				
Administration	\$ 5,900	\$ 55,094	\$ 6,600	\$ 6,600
*Grant	70,400	70,387	67,854	67,854
Membership	176,300	144,390	189,565	189,565
Education	435,425	466,211	438,100	438,100
Conference	216,425	247,831	238,000	238,000
	\$ 904,450	\$ 983,913	\$ 940,119	\$ 940,119
Expenses				
Administration	\$ 376,600	\$ 288,882	\$ 388,950	\$ 388,950
Membership	94,000	180,889	69,000	69,000
Education	178,400	176,763	180,500	180,500
Conference	208,200	246,041	219,155	219,155
	\$ 857,200	\$ 892,575	\$ 857,605	\$ 857,605

* AB Recreation & Physical Activity Division

Prepared by R Phillips