

2019

ANNUAL REPORT

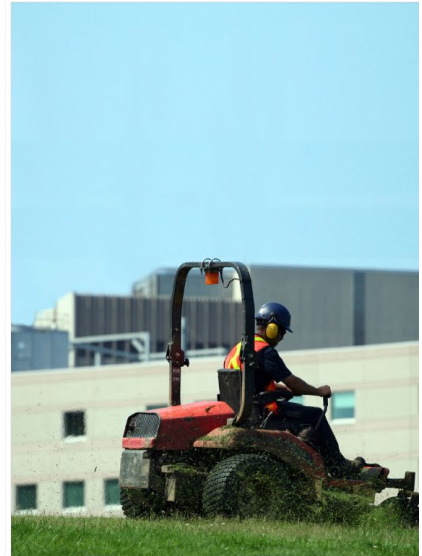
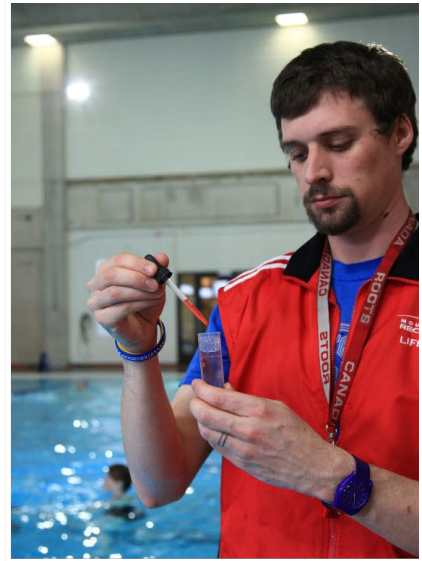


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RFP 2019 AGM Minutes

Alberta Association of Recreation Facility Personnel (AARFP)

Minutes for the Regular RFP Board Meeting

Red Deer, Cambridge Hotel

Wednesday, April 9th, 2019 – AGM – 210 Members Present

Present: [Head table]

Chris McKenna, President

Russ Tanner, Past President

Rob Pelletier, President Elect

Les Turner, Treasurer

Chris Thompson, Secretary

Management/Staff:

Stuart Ray, Executive Director

1.0 Call to Order:

President Chris McKenna called the meeting to order at 12:30 p.m.

2.0 Adoption of Agenda:

Motion 1: Moved by Allan King [Stettler] that the agenda be adopted.

Seconded: Lee Tucker [Oyen]

Carried

3.0 Adoption of previous AGM Minutes:

Motion 2: Moved by Mitchell Clarke [Vecova] that the Minutes from last meeting be adopted.

Seconded: Jack McKinlay [Provost]

Carried

4.0 2018 Annual report

Motion 3: Moved by Dawn Phillips [Taber] Accept the reports presented for the annual report.

Seconded: Art Dockrill [Red Deer]

Carried

5.0 2018 Audited financials

- Motion 4:** Moved by Mike Melham [Redcliff] To accept the Financials as presented.
Seconded: Unanimous
Carried

6.0 2019 Budget

- Motion 5:** Moved by Sean Murphy [Foothills County, Heritage Heights] To accept the 2019 operating budget as presented.
Seconded: Unanimous
Carried

7.0 2019 Auditor

- Motion 6:** Moved by Sandi Stewart [Lacombe] To accept St Arnaud Pinsent Steman CPA hired on a 3-year term commencing 2019 as the AARFP auditor.
Seconded: Unanimous
Carried

8.0 Election of officer board members:

Parks: Umesh Chand [City of St. Albert]

Associate Rep: Chris Fish [Industrial Machine Inc.]

Building Maintenance: Chris Thompson [Cardel Rec South, South Fish Creek Recreation Association]

Treasurer: Les Turner [Cardel Rec South, South Fish Creek Recreation Association]

Aquatics: JoAnna Dautel [Town of Westlock]

Secretary: Scott Hepfner [City of Red Deer]

8.1 Motion for approval:

- Motion 7:** Moved by Michell Clarke [Vecova] To destroy the ballots.
Seconded: Jeremy Sillito [Brooks]
Carried

Adjournment: Suzanne Gaida [Cochrane] moved to adjourn the meeting at 1:43pm

Next AGM Meeting – April 2020

RFP 2019 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	South Fish Creek Recreation Assoc.
Secretary	Scott Hepfner	City of Red Deer
Education Rep	Sonia Dodd	Town of Stettler
Associate Rep	Chris Fish	Industrial Machine Inc.
Arena Stream Rep	Allan King	Town of Stettler
Aquatics Rep	JoAnna Dautel	Town of Westlock
Building Maintenance Rep	Chris Thompson	South Fish Creek Recreation Assoc.
Park & Sport Fields Rep	Umesh Chand	City of St. Albert
Government Representative	Leah Paton	Government of Alberta

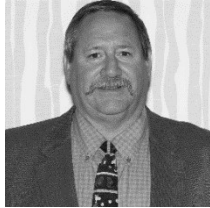


From Left to Right: Les Turner, Scott Hepfner, Allan King, Sonia Dodd, Umesh Chand, Russ Tanner, Chris Thompson, JoAnna Dautel, Rob Pelletier, Chris McKenna. **Absent:** Chris Fish

Absent RFP Staff: Stuart Ray, Rhonda Phillips, Jacquie Clarke

RFP BOARD REPORTS

President's Report



Hi Everyone! I hope all wintered well. The Association has some exciting news to share with the membership. We have hired a new Executive Director, Laurie Darvill, from the City of Calgary. Laurie brings a ton of experience and a fantastic attitude. Please take time to introduce yourself to her at this year's conference.

Speaking of this year's conference, we have provided you with a great lineup of programs and events. As always, the potential networking with other communities, is one of the best reasons to attend. You can't beat the combination of good speakers and good times!

We will be electing our future President at this year's conference along with the Arena Representative, Parks Representative and the Education Representative. Please consider nominating some great candidates or even run yourselves for one of these positions.

As this will be my last "President's Message", before Rob Pelletier takes over as our President, I would like to thank all the board members and staff for making my time as President so enjoyable. This is the greatest organization in the world and it was a privilege to be your President.

Chris McKenna

President
Town of Ponoka

Past President's Report



Each year the Immediate Past President accepts Award and Board nominations. The Past President's Committee determines the Association's annual award winners. This year we had sixty-one (61) students qualify for the essay portion of our education programs top marks awards! Once qualified, participants are invited to write an essay on how the course they took has improved their knowledge and ultimately their experience as a practitioner in the recreation field.

Those essays are reviewed and voted on by the Past Presidents Committee. Other award nominations are also forwarded to this committee and voted on. All award winners are presented with their awards at the Associations Annual General Meeting.

We have been advertising the soon to be open 2020 Board positions and are now taking nominations for the election to take place at the Annual General Meeting (AGM). There are four (4) positions available and they include the following:

- Education Rep;
- Arena Rep;
- Parks Rep; and,
- President Elect

Please note that the Associate Rep position is voted on by those Associates present at the Annual Trade Show each year. The Associate Rep position is currently a one (1) year term. At this year's Annual General Meeting (AGM) there will be a motion brought forward to change the Associate Reps term from one (1) year to a two (2) year term. If this motion passes the change will be made ahead of the 2021 Associate nomination and voting process.

I very much cherish the conversations and relationships that have been cultivated over the years I have been a part of the Board. Both with Association members and the Board. These relationships have enhanced my understanding of the work we do. Being on the board has been a wonderful experience. I encourage any of you with a passion for our industry and time available to get involved with the AARFP Board.

Highlights from the last year include:

- The Board has taken numerous steps towards improvements. We have been evaluating our general board duties, staffing structure and have made changes where we thought it was best;
- The Association history is up to date and we have now converted the scrap book photo albums to digital images for safe keeping;
- We continued collaboration with our partners as we clarify our roles within the industry and where we can further develop connections that will benefit our members; and,
- The Board is excited about the opportunities ahead of us. With new faces often come new ideas and new direction. The Association is in good hands.

I am very proud of our Board for the excellent work and the time that they have so generously donated over this past year. I would like to thank our past Staff and the current Staff for their strength and dedication they have shown and continue to show.

Russ Tanner
Past President
City of Brooks

President-Elect Report



I would like to start off by thanking everyone for giving me this opportunity to represent all of you as President Elect over the past 2 years. It has been my pleasure and I look forward to being your President over the next 2 years.

Over the last while, we have set out to achieve a number of significant strategic objectives and I would like to share some of them here with you:

1. Ensure government awareness of industry needs for uniform facility education standards
2. Sustain current board structure as approved at the AGM in 2016; clarify and update roles and responsibilities
3. Work towards financial stability without grants

4. Implement learning and communications technologies and infrastructure
5. Continuously improve training programs
6. Expand awareness of RFP and grow into new markets

We have accomplished or are working on many of these objectives over the last while and am proud to be able to share some of these successes with you. They are;

1. Updated all Board documents as needed by New Board Members
2. Updated the Strategic Plan to be used going forward for reporting by all Board members
3. Successful in making RFP profitable in both 2018 and 2019 and working towards financial stability
4. Going from a loss of revenue at the 2018 conference to a profit at the 2019 conference
5. The continued progression of the migration of our membership historical data from our old system to our new system
6. Course updates completed in Supervisory, Pool Operator 2, and Building Maintenance 1
7. Course updates to be completed in 2020 are Arena 2, Building Maintenance 2, Parks and Sports Fields 1 & 2
8. Completion of new instructor manual launched at Cadre
9. The re introduction of our President's BBQ, **I told you I would make it happen!**

As you can see, the association has been very busy on your behalf. I have a great deal of respect for my fellow board members as well as the staff at the Alberta Association of Recreation Facility Personnel knowing the time and energy it takes to maintain a successful organization such as ours. To Rhonda, Jacquie, Shawntel and Willie, I would not be able to fulfill my duties up until now without your knowledge and assistance.

I would like to thank you all and here's to another 2 years.

Rob Pelletier
President- Elect
City of Spruce Grove

Treasurer's Report



Highlights in 2019 include:

All time highs in memberships, course registrations and conference attendees are resulting in positive financial numbers. To this end, we have exceeded the magical milestone of \$1 million in revenues.

In comparison to 2018, our unaudited financials reflect:

- a 3.6% increase in Individual Memberships, 20.5% increase in Associate Memberships and a 15.2% increase in Facility Memberships.
- regular course revenues increasing 19.7% and special course revenues increasing 26.6%
- conference revenues increased 8%

Of course, with increased revenues come increased expenses; but we were able to keep these in check, which helped us conclude the year in a very positive situation. FYI that all surplus' are re-invested back into the Association, thereby allowing us to continue fulfilling our mandate at affordable rates.

Kudos to ALL for helping us achieve these great financial milestones.

Roles and responsibilities:

- Review of all financial statements and budget documents as well as approval of all financial transactions.
- Attended all AARFP Board meetings, Strategic Planning Retreat, numerous committee meetings and the AARFP Golf Tournament

Allow me to use this forum to thank Rhonda Phillips, our manager of Finance & Operations for doing a fabulous job of keeping our financial affairs in order. After 22 years with AARFP, Rhonda continues to be an extremely loyal and passionate team member who makes the Treasurer's role relatively easy.

It has truly been a privilege to work with all members of the Board as we continue to advance safe and efficient operations of our recreation infrastructure.

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 have seen job posting with the terminology of Recreation Facility Management Certificate as one of the preferred knowledge bases.

The Recreational Facility Management Certificate has seen more people through and we will be honoring them at the RFP Banquet. I hope it gains more momentum in the future.

In the past year, I have also sought a partnership with Alberta Municipal Health and Safety Association in hopes to bring individuals in the fields of Aquatics, Building Maintenance, Parks and Sport Fields and Arenas a Safety Operators Certificate. Please keep in contact for the roll out of this certificate.

I have also been continuing to assist in the revisions and updates for RFP Course Manuals in a timely manner, with great support from instructors and office staff alike. I love the direction of the manuals and thanks to Jacquie for her investment and dedication in this project. Dedicated staff are the corner stone of any organization, and I am so happy to know we have many.

As this was my last year as Education Representative, I hope I have brought value to the organization in my 5 years as of service and wish the next Education Representative the best of luck. 😊

Sonia Dodd

Education Representative
Town of Stettler

Arena Stream Representative Report



I now have completed my second year as your Arena stream representative and have thoroughly enjoyed it. I will be putting my name up for election again this term and will hopefully be your representative again. However, I encourage anyone interested to run as well.

As we move into the future, I would like to thank the RFP Board of Directors for their hard work, dedication, and vision for the future. The staff at the RFP office are second to none and we are truly blessed to be able to work with these remarkable professionals.

This past year has had some very busy times in the Arena stream. Over the course of the year, I receive phone calls, emails, queries from the office, and through Facebook. I encourage and welcome all of these, and I am happy to assist as much as I can. I certainly don't have all the answers, but I will try and point you in the right direction.

Please feel free to give me or any other stream representative a call if you have any questions or concerns in your field.

Wishing you all the best, and we will see you all at the 2020 conference in Red Deer!

Allan King

Arena Stream Representative
Town of Stettler

Building Maintenance Representative Report



Greetings! Friends and esteemed members of the AARFP,

The past year was a great one for the AARFP. The conference in Red Deer was well attended by many from all over the province, it was a great opportunity to get reacquainted with other recreation people and get recharged for the next season with the AARFP.

As your Building Maintenance Representative, I attended board meetings in Red Deer, and the Annual Strategic Planning meeting at Ghost River, Cochrane. This year was an exciting year to be on the board, with some big changes that have happened. We all welcome Laurie Darvill as our new E.D. I am excited for what her experience and vision can bring to our association. Our staff and board have come along way and there are many improvements that in the next few years should see the AARFP continue to grow into a very strong organization.

During this last year, I have kept busy by taking calls and corresponding by email with a lot of our members. Members that have some very good questions. Please keep them coming as together we are stronger and wiser. I am excited to have joined the instructor Cadre and look forward to instructing Building Maintenance in 2020.

The AARFP is a great organization that I am very much honored to be a part of. The fellow board members, AARFP members, recreation industry partners and my recreation facility colleagues that I meet each year at the Conference - are all an incredible source of inspiration to me.

I am looking forward to seeing as many of you as possible at the 2020 conference in Red Deer, it will be another really great one!

Chris Thompson

Building Maintenance Representative
Cardel Recreation South

Park & Sport Fields Representative Report



Hello Fellow RFP Members. My summary from the past year as your Stream Rep:

- Lots of networking and liaison through e-mails and Facebook throughout the different municipalities on several Parks issues or information, that they might need or helping them find resources
- Attended meetings (Cadre and general)
- Put in an article in Leisure Lines for December
- Working on a Spring article for Leisure Lines
- Received a kudos form Tri Leisure Center for hint on outdoor rink ice making

Thanks, and have a great day!!!!

Umesh Chand

Park & Sport Fields Representative
City of St. Albert

Secretary's Report



I have been the (AARFP) Secretary since April, 2019 and have found it both rewarding and challenging.

As a newcomer to the Board, I have had the opportunity to get to know the Staff and Board members and have greatly enjoyed and learned from their accumulated knowledge and insight. It has offered me a great insight to see behind the curtain of AARFP. I am excited and looking forward to the new strategic direction of AARFP and its ability to change and grow, based on the needs of our membership.

Since being nominated to my role, I have been taking regular minutes at all Board meetings and have had opportunities to provide input, albeit limited as well. The challenge as a Secretary is the difficulty of taking minutes while trying to listen and provide meaningful input on items discussed. I understand that it is my role and the importance of accuracy, so I am looking forward to a solution where I can accomplish both tasks. Stay tuned!

I was very excited to be a part of the Board and expanding the Conference to include a Programming Stream. This addition highlights the understanding that AARFP will grow and adapt to meet the needs of the membership. This has opened up a whole new much needed avenue for not only AARFP, but assists with filling a much needed education gap in our Recreation Facilities. I was able to share this with my

department and as a result will have a sizable contingent attend the conference that would not have had the opportunity previously.

Over the past year, I have been able to make many friendships and have connected with many members to share mutually beneficial information as well as shared best practices. I cannot stress enough how important it is to connect with others, not just at conference but through out the year. Please refer to our social media as a connection point to other questions or challenges. Why reinvent the wheel or struggle with an issue, policy, or best practice when someone else may already have a winning solution!

Thank you for the great year and I look forward to making a positive contribution to not only the Board, but to you, our members!

Scott Hepfner
Secretary
City of Red Deer

Aquatics Stream Representative Report



With aquatics being a very busy stream, we at AARFP as your stream representative, instructors, Board members and office staff have been dedicated to educating, training and providing knowledge and support to those operating pools across the province.

We are excited to see that of all the recreation streams, the highest number of participants in our courses in 2019 come from the Pool Operator 1 courses. This is great to see that people are excited about being educated in aquatic operations and that for many workplaces it is becoming a requirement to hold the certificate for staff to handle chemicals and mechanical operations in pool “basements” and backrooms. This certification encourages and teaches smart safe operation practice!

At the ARPA Conference I sat on a panel with Lifesaving Society and ARPA Representatives to showcase and discuss with recreation professionals what role AARFP plays in our province and how we work with these organizations to improve the delivery and cohesiveness of certified aquatic program delivery in our province. Also how each of these organizations support each other and members in different educational capacities.

In aquatics we have seen a lot of questions arise from Anti Entrapment compliance as it became a provincial requirement as of Nov 2019, through our network of associates and instructors we have been able to guide many people and organizations seamlessly through this process. Thank you to the Lifesaving Society for their support and module as well.

The new pool operator 1 manuals have arrived and are now in circulation thanks to the hard work of our office staff compiling and taking feedback through recent courses on what can improve in the manuals.

Here in the north, managers, operators and pool leaders met in April at our conference bull session, May in Lac La Biche and Nov at West Edmonton Mall to discuss anti entrapment, chemicals, kayaking, pay scales, instructing and many issues that surround pools province wide. I hope to meet more pool people from the south in the upcoming year.

In closing, I appreciate the opportunity the membership has given me to be a part of this Board by voting me in at last year's Conference, I look forward to seeing everyone in Red Deer at our annual Conference.

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 as you represent recreation in your community, I look forward to **working together for the future!**

JoAnna Dautel

Aquatic Stream Representative
Town of Westlock

Associate Representative Report

No report Submitted.

Chris Fish

Associate Representative
Industrial Machine Inc.

Executive Director's Report



At the end of the year, it is always a great opportunity to reflect on the accomplishments of your Association.

2019 has been an exceptional year. Our Association continues to be relevant to you, the facility operators, in your day to day activities. At this year's annual Conference, we brought you timely topics that gave you a new or different perspective to take back to your facilities. Our course offerings this year has provided training to over 1000 students throughout Alberta and into the Territories. We have continued to make quality improvements to the Leisure Lines publication and our E-news supplement. We also have five Face Book pages one for each of the topic streams (Arena, Pools, Parks and Building Maintenance) and the main

page. All these activities are there providing value for your membership in the Association. The Association is here to support you the recreation facility operator.

On the advocacy front the Association continues to speak to Provincial and Federal decision makers about the concerns and issues facing facility operators/owners. By making them aware of the challenges we face so they are more aware and can make the right decisions when the time comes on the policies that affect us all. I was an active participant on a committee with the Canadian Parks and Recreation Association on national facility issues. We have supplied the Association with several insights and provided direction on the lobbying efforts provided by CPRA in Ottawa.

The cooperation and collaboration amongst the industry partners is an amazing experience. The way of the future for all organizations is the ability to leverage their position within the industry. We believe and demonstrate this knowing what the possibilities are when we work together towards a common goal or interest. In 2019 we worked with over 20 other agencies, NGO and government bodies on numerous events, lobbying efforts, and collaboration within the industry.

The 2019 Conference and AGM was held on April 7-10,2019 at the Sheraton in Red Deer. This year we celebrated our 42nd year of providing outstanding conference sessions.

Another accomplishment this year was to add the position of Learning and Communications Leader to our team. Jacquie Clarke has been a huge benefit to our operations at RFP. She has lived up to her position and continues to exceed our expectations. This edition of Leisure Lines is brought to you by Jacquie along with all the other great work she has done since joining our team. Thank you, Jacquie your work is appreciated by us all.

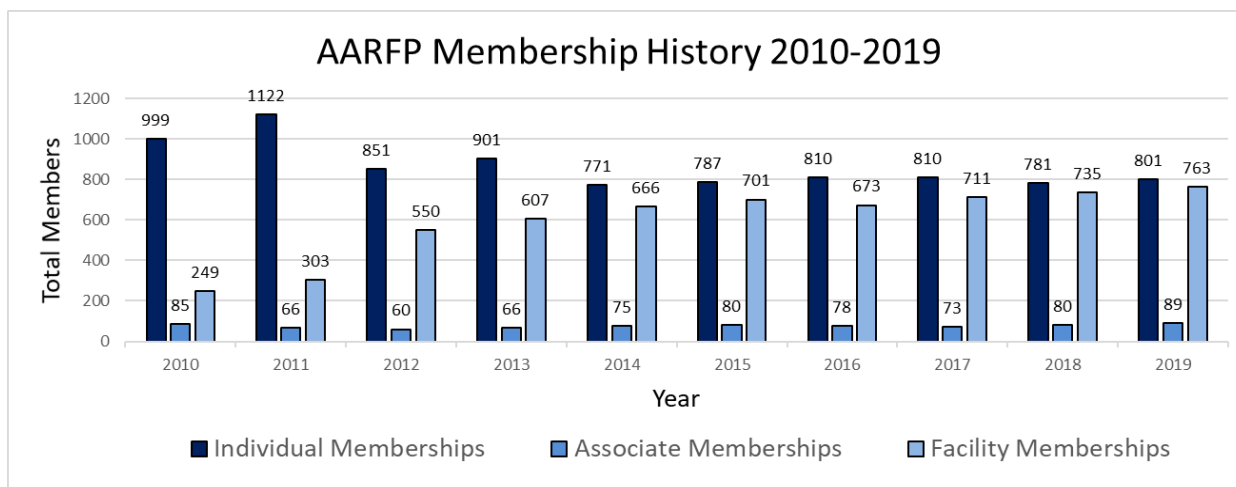
A big thank you to all of you who have renewed or are planning on renewing your membership in 2020. As a not for profit, membership driven, Association your membership dues go towards supporting all the educational programs, Conference, and the work we do to for you. If you have not renewed your membership for 2020, I would encourage you to renew now so we can continue to provide you with the best services and training right here in Alberta.

All this success can be attributed to the hard work done by the Board and our staff. We appreciate the efforts by all involved in making the Association as successful as it is.

Stuart Ray
AARFP
Executive Director

RFP Membership History 2010 - 2019

The graph below shows the membership history for RFP from 2010-2019. Please note that each Facility membership represents up to 5 members.



2010-2019 Course Report

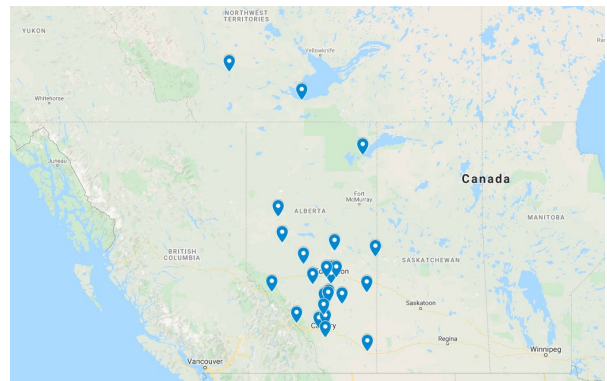
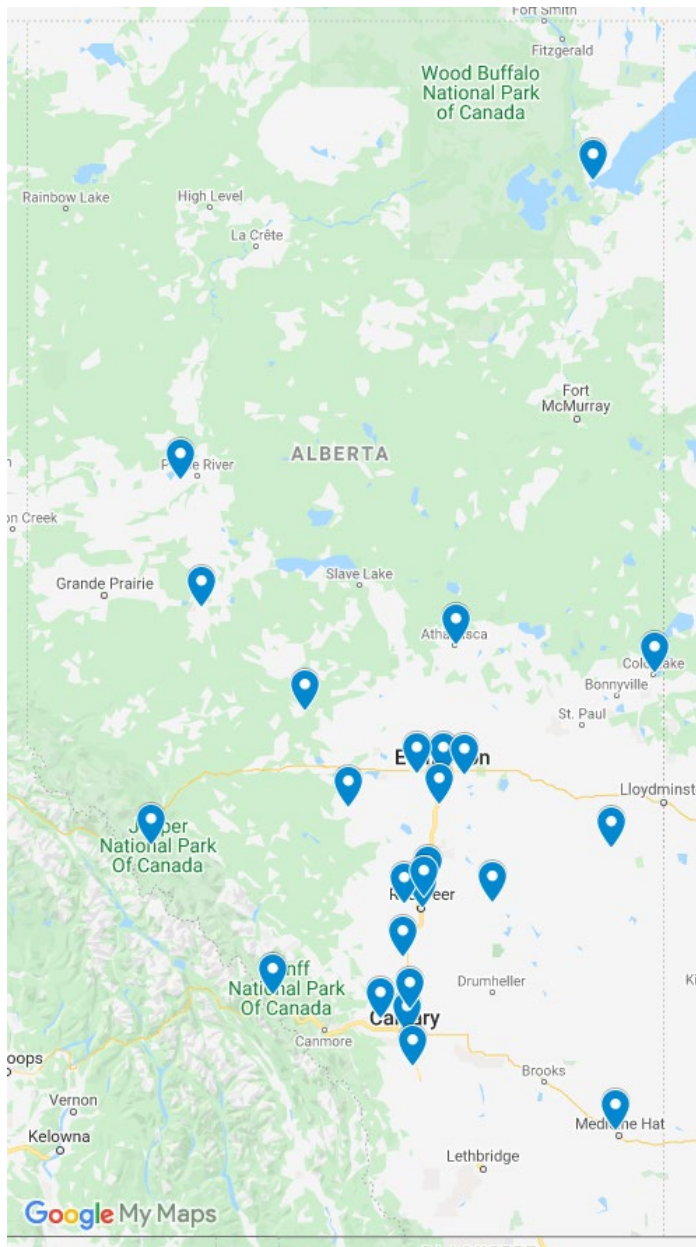
The table below demonstrates the course history for RFP from 2010-2019.

COURSE NAME	2010		2011		2012		2013		2014		2015		2016		2017		2018		2019	
	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students
Arena Operator I	12	132	21	211	21	185	16	181	10	96	10	153	13	157	12	173	15	213	15	186
Arena Operator II	7	86	7	82	9	94	7	86	6	46	8	91	7	93	6	85	6	99	8	120
Arena Maintenance	9	73	6	52	3	19	8	55	5	45	7	77	5	58	6	43	5	50	5	58
Ball Diamond Const.	1	8	0	0	0	0	2	33	1	5	0	0	0	0	0	0	1	18	1	18
Bldg. Maintenance I	6	57	8	83	9	85	5	48	6	75	6	77	6	98	5	83	4	80	8	112
Bldg. Maintenance II	5	30	3	41	5	42	6	55	6	54	4	41	5	72	5	68	3	52	5	48
Custodial	2	7	2	18	5	42	4	37	5	36	3	20	3	28	3	28	3	30	5	61
Dev.Policy/Proc.Man	2	24	2	17	2	31	1	11	1	8	4	48	0	0	0	0	1	12	2	16
Natural Ice	0	0	3	88	1	7	1	10	1	3	1	9	4	48	1	11	1	7	1	5
Park & Sport Fields 1	6	51	7	95	8	71	7	57	5	38	4	49	5	61	4	48	7	86	5	85
Park & Sport Fields 2	5	41	4	45	5	37	5	47	5	39	4	44	3	32	4	43	4	48	3	43
Pool Operator I	37	431	34	344	25	238	32	281	19	168	20	266	25	327	21	316	23	307	30	335
Pool Operator II	10	86	12	125	10	90	15	112	9	72	8	79	10	103	7	92	6	67	7	86
Risk Mgmt/Lifecycle	3	14	3	21	4	38	3	31	2	17	2	22	1	17	2	19	2	24	2	18
Supervisory	5	49	9	73	9	80	5	66	6	59	4	34	1	20	2	36	3	40	5	50
Curling Mtce.	1	6	1	5	0	0	1	2	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	1	11
TOTALS	111	1095	122	1300	117	1068	118	1112	87	761	85	1010	88	1114	78	1045	84	1133	103	1252

NOTE: Course #'s include Regular + Special Courses

Location of RFP Courses Taught in 2019

Airdrie	Fort Chipewyan	Okotoks	Valleyview
Athabasca	Fort Simpson, NT	Olds	Wainwright
Blackfalds	Grimshaw	Red Deer	Whitecourt
Calgary	Hay River	Redcliff	
Cochrane	Jasper	Spruce Grove	
Cold Lake	Lacombe	Stettler	
Drayton Valley	Lake Louise	Strathcona	
Edmonton	Leduc	Sylvan Lake	



Number of RFP Courses Taught in 2019

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

In **2019**, we held **70 regular** courses and **32 special** courses with a total of **1,252 students**.

In **2018** the revenue from education came in at **\$466,211** and in **2019** the revenue was **\$565,318** an increase of **\$99,107** year over year.

2019 RFP Course Numbers			
Course	Regular	Special	Students
Arena Operator 1	10	5	186
Arena Operator 2	5	3	120
Arena Maintenance	3	2	58
Ball Diamond Const.	1	0	18
Building Maintenance 1	6	2	112
Building Maintenance 2	5	0	48
Custodial Maintenance	4	1	61
Lifecycle/Risk Management	2	0	18
Natural Ice Making	1	0	5
Park & Sport Fields 1	3	3	85
Park & Sport Fields 2	3	3	43
Policy Procedure Man.	2	0	16
Pool Operator 1	16	14	335
Pool Operator 2	4	3	86
Supervisory Skills	5	0	50
Total	70	32	1252

Financial Reports 2019

**Alberta Association of Recreation Facility Personnel
Cochrane, Alberta
Statement of Financial Position as at December 31, 2019 and 2018**

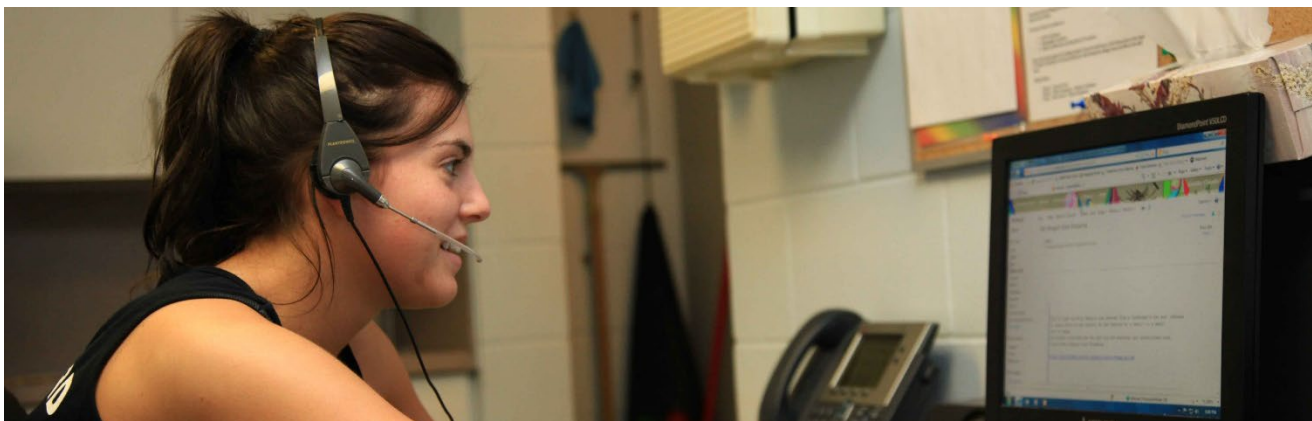
	2019	2018
ASSETS		
Current Assets		
Cash	\$ 246,805	\$ 251,172
Short-term investments	365,622	146,873
Accounts receivables	114,320	21,193
Inventories	2,241	1,169
Prepaid Expenses	53,689	54,110
	\$ 782,677	\$ 474,517
Long-Term investments	\$ --	210,498
Capital Assets (Equipment)	3,508	11,139
	\$ 786,185	\$ 696,154
LIABILITIES		
Current Liabilities		
Accounts Payable & Accrued Liabilities	\$ 69,173	\$ 97,855
Deferred Revenue	96,112	71,497
	165,285	169,352
Net Assets		
Invested in capital assets	3,508	11,139
Internally-restricted net assets:		
Business initiative reserve	140,286	140,286
Contingency reserve	150,000	150,000
Unrestricted net assets	327,106	225,377
	\$ 620,900	\$ 526,802
	\$ 786,185	\$ 696,154

Prepared by St Arnaud Pinsent Steman CPA

**Alberta Association of Recreation Facility Personnel
Statement of Operations
For Year Ended December 31, 2019 and 2018**

	2019	2018
Revenue		
Education	\$ 565,318	\$ 466,211
Conference	266,246	247,831
Memberships	158,627	144,390
Alberta Recreation & Physical Activity Division grant	71,515	70,387
Sponsorship advertising	45,616	49,240
Investment income	12,314	5,854
	\$ 1,119,636	\$ 983,913
Expenses		
Wages and benefits	\$ 366,458	\$ 288,882
Education	222,028	176,763
Conference	216,358	246,041
Office and general administration*	70,067	68,739
Newsletter	27,017	27,998
Board	56,198	21,764
Rent – building	30,800	25,800
Professional fees**	9,021	10,451
Scholarship awards	9,787	8,609
Calendars	3,950	8,551
Amortization	13,854	8,977
	\$ 1,025,538	\$ 892,575
Excess of Revenue over Expenses	\$ 94,098	\$ 91,338

Prepared by St Arnaud Pinsent Steman CPA



**Alberta Association of Recreation Facility Personnel
Statement of Cash Flows
For Year Ended December 31, 2019 and 2018**

	2019	2018
Cash Flows from (used in):		
Operations:		
Excess (deficiency) of revenue over expenses	\$ 94,098	\$ 91,338
Items not involving cash:		
Amortization	13,854	8,977
	107,952	100,315
Change in non-cash operating working capital:		
Accounts receivables	(93,127)	30,652
Inventories	(1,072)	(504)
Prepaid Expenses	421	(17,845)
Accounts payable and accrued liabilities	(28,682)	23,425
Deferred revenue	24,615	(24,496)
	10,107	111,547
Investing:		
Purchase of short-term investments	(218,749)	(146,873)
Purchase of long-term investments	210,498	(210,498)
Purchase of capital assets	(6,223)	(16,000)
	(14,474)	(373,371)
Net Decrease in Cash during the year	(4,367)	(261,824)
Cash, Beginning of Year	251,172	512,996
Cash, End of Year	\$ 246,805	\$ 251,172

Prepared by St Arnaud Pinsent Steman CPA





Alberta Association of Recreation Facility Personnel
PROPOSED 2020 OPERATING BUDGET

	2019 Budget	2019 Actual	2020 Proposed	2021 Shadow
Revenue				
Administration	\$ 6,600	\$ 57,930	\$ 20,700	\$ 20,700
*Grant	67,854	71,515	71,514	71,514
Membership	189,565	158,627	196,310	196,310
Education	438,100	565,318	525,450	525,450
Conference	223,000	266,246	257,600	257,600
	\$ 925,119	\$ 1,119,636	\$ 1,071,574	\$ 1,071,574
Expenses				
Administration	\$ 388,950	\$ 490,200	\$ 526,747	\$ 526,747
Membership	76,000	96,952	77,050	77,050
Education	180,500	222,028	232,160	232,160
Conference	219,155	216,358	232,270	232,270
	\$ 864,605	\$ 1,025,538	\$ 1,068,227	\$ 1,068,227

* AB Recreation & Physical Activity Division

Prepared by R Phillips

