

ALBERTA
RFP
RECREATION FACILITY PERSONNEL



**2020 ANNUAL
REPORT**

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<p>Alberta Association of Recreation Facility Personnel (AARFP) Minutes for the 2020 Annual General Meeting VIRTUAL (hosted at Cambridge Hotel, Red Deer) Tuesday, December 1, 2020 – AGM – 46 Members Present</p>	
<p>Present: [Head table] Chris McKenna, President Russ Tanner, Past President Rob Pelletier, President Elect Scott Hepfner, Secretary Sonia Dodd, Education Rep JoAnna Dautel, Aquatics Stream Rep Chris Thompson, Bldg. Mtce. Stream Rep</p> <p>Management/Staff: Laurie Darvill, Executive Director</p>	<p>Virtual: Les Turner, Treasurer Allan King, Arena Stream Rep Chris Fish, Associate Rep Umesh Chand, Parks Stream Rep</p> <p>Staff: Shawntel Dickinson, Administrative Coordinator Rhonda Phillips, Manager of Finance & Operations</p>

1.0 Call to Order:

President Chris McKenna called the meeting to order at 11:00 am.

2.0 Terms of Office:

Motion 1: **Moved by:** Byron King [Calmar]
That the Board of Directors' terms of office be extended until the election of Officers at the next AGM in 2021.
Seconded: Willie Jurcevic [Calgary]
CARRIED (33 in favour)

3.0 Adoption of Agenda:

Motion 2: **Moved by:** Michael Szewczuk [Penhold]
That the agenda for the 2020 Annual General Meeting be adopted.
Seconded: Natasha Bozek [Castor]
CARRIED (40 in favour)

4.0 Adoption of previous AGM Minutes, April 17, 2019:

Motion 3: **Moved by:** Dawn Phillips [Taber]
That the 2019 AGM Minutes be adopted.
Seconded: Allan King [Stettler]
CARRIED (45 in favour)

5.0 Business Arising from the Minutes

6.0 Director Reports as Circulated in the 2019 Annual Report:

President	Chris McKenna	Ponoka
Past President	Russ Tanner	Coaldale
President Elect	Rob Pelletier	Edmonton
Secretary	Scott Hepfner	Red Deer
Treasurer	Les Turner	Calgary
Education Rep	Sonia Dodd	Stettler
Associate Rep	Chris Fish	Devon
Aquatic Stream Rep	JoAnna Dautel	Lethbridge
Arena Stream Rep	Allan King	Stettler
Bldg. Mtce. Stream Rep	Chris Thompson	Okotoks
Parks Stream Rep	Umesh Chand	St Albert
Executive Director	Laurie Darvill	Cochrane

Motion 4: **Moved by:** Murray Bretzer [Wainwright]
To accept the Director Reports as information.
Seconded: Byron King [Calmar]
CARRIED (36 in favour)

7.0 New Business

A. Proposed Bylaw Changes

Article 3 Section 3.3 - Election of Officers and Directors is repealed:

“The Associate Representative shall be elected on an annual basis by a simple majority of the Associate members. This representative shall be ratified by the membership at the Annual General Meeting as provided for in these Bylaws and will carry one (1) vote only on the Board of Directors.”

Article 3 Section 3.3 - Election of Officers to be replaced by the following:

“The Associate Representative shall be elected by simple majority of the Associate membership and they shall hold office for a period of two (2) years or until a successor is duly elected or appointed. This representative shall be ratified by the membership at the Annual General Meeting as provided for in these Bylaws and will carry one (1) vote only on the Board of Directors.”

Motion 5: **Moved by:** Willie Jurcevic [Calgary]
To accept the change to Bylaws: Article 3 Section 3.3.
Seconder: Randy Schenker [Lloydminster]
CARRIED (38 in favour)

Article V Section 1.1 - Annual General Meeting (AGM) is repealed:

“An Annual General Meeting and Conference of the Association shall be held in each calendar year prior to May 31, at such time and place as may be determined by the general membership.

Thirty (30) days due notice shall be given to all members; via notices, newsletters, letters, announcements, etc. with written notices delivered to the members last known address. At

the meeting, there shall be nominations and elections of the Board of Directors as outlined herein. The Officers and Directors so elected or appointed shall serve until their successors are elected and installed. Any member in good standing, other than Associate Members (Article III, Section 3.3 albeit), shall be eligible to hold office in the Association”.

Article V Section 1.1 - Annual General Meeting (AGM) to be replaced by the following:

“Annual General Meeting and/or Conference of the Association shall be held in each calendar year prior to May 31, at such time and place as may be determined by the general membership. **AGM to be held in person, virtual or both to allow members to participate.** Thirty (30) days due notice shall be given to all members; via notices, newsletters, letters, announcements, etc. with written notices delivered to the members last known address. At the meeting, there shall be nominations and elections of the Board of Directors as outlined herein. The Officers and Directors so elected or appointed shall serve until their successors are elected and installed. Any member in good standing, other than Associate Members (Article III, Section 3.3 albeit), shall be eligible to hold office in the Association”.

Motion 6: **Moved by** Todd Pawsey [Paint Earth]
 Accept the change to Bylaws: Article 5 Section 1.1.
 Seconded: Sheldon Fandrey [Red Deer]
 CARRIED (39 in favour)

Article V Section 2.1 - Special General Meeting is repealed:

“Special General Meeting may be called at the discretion of the Board of Directors or when ten (10) members submit a written request to the President at least six (6) weeks prior to the proposed meeting date; with notice to all members thirty (30) days prior to the date of such a meeting: via notices, newsletters, announcements, etc. with notices delivered to the members last known address.”

Article V Section 2.1 Special General Meeting (SGM) to be replaced by the following:

“Special General Meeting may be called at the discretion of the Board of Directors or when ten (10) members submit a written request to the President at least six (6) weeks prior to the proposed meeting date; with notice to all members thirty (30) days prior to the date of such a meeting: via notices, newsletters, announcements, etc. with notices delivered to the member’s last known address. **The SGM to be held in person, virtual and/or both to allow members to participate.”**

Motion 7: **Moved by:** Edith Martin [St Albert]
 Accept the change to Bylaws: Article 5 Section 2.1.
 Seconded: Allan King [Stettler]
 CARRIED (39 in favour)

Article VI Section 1.1 Voting is repealed:

“Any member in good standing shall have the right to vote at any General Meeting of the Association; said votes to be made in person and not by proxy or otherwise”.

Article VI Section 1.1 Voting to be replaced by the following:

“Any member in good standing shall have the right to vote at any General Meeting of the Association; **said votes to be made by the member in good standing and not by proxy or otherwise”.**

Motion 8: **Moved by:** Umesh Chand [St Albert]
 Accept the change to Article 6 Section 1.1.
 Seconded: Sandi Stewart [Lacombe]
 CARRIED (39 in favour)

8.0 2019 Audited Financials

Motion 9: **Moved by:** Russ Tanner [Coaldale]
 To accept the 2019 Audited Financial Statements as presented.
 Seconded: Calvin Bennefield [Lacombe]
 CARRIED (38 in favour)

9.0 2020 Budget & Year End Projections

Motion 10: **Moved by:** Russ Tanner [Coaldale]
 To accept the 2020 Operating Budget as presented and the 2020 Year End Projections as information.
 Seconded: Jeremy Sillito [Taber]
 CARRIED (37 in favour)

10.0 Future Conference Host

Motion 11: **Moved by:** Murray Bretzer [Wainwright]
 To accept as information the 2021 Conference report as presented by Laurie Darvill.
 Seconded: Dawn Phillips [Taber]
 CARRIED (38 in favour)

Next Annual General Meeting – April 27, 2021

11.0 Adjournment:

Motion 12: **Moved by:** JoAnna Dautel [Lethbridge]
 To adjourn the meeting at 11:50 am.
 ADJOURNED

RFP 2020 BOARD MEMBERS

President	Chris McKenna	Town of Ponoka
Past President	Russ Tanner	Town of Coaldale
President Elect	Rob Pelletier	
Treasurer	Les Turner	
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	YMCA Alberta
Building Maintenance Rep	Chris Thompson	South Fish Creek Recreation Assoc.
Parks & Sport Fields Rep	Umesh Chand	City of St. Albert
Government Representative	Dean Kozak	Government of Alberta



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

Absent RFP Staff: Laurie Darvill, Rhonda Phillips, Shawntel Dickinson

RFP BOARD REPORTS

President's Report



Hi Everyone! I hope all wintered well. And what a winter it has been. We have all become students of the Covid 19 pandemic. This has really affected not only our personal lives but the operations of the recreation facilities we all love. I am aware of the efforts all of you have put in to keep recreation going and you all should be commended for it. Hopefully, we will return to “somewhat” normal in the very near future.

As I mentioned last year, the Association has 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. We have also brought back an Association “favorite” in the person of Shawntel Dickinson as our Administrative Coordinator. You add Rhonda to the mix, and we have a fantastic team!

Speaking of this year's Conference, we have moved the date to the beginning of October. The Board felt we would have a much better chance of meeting in person, if we delayed the date. This Conference will provide 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 cannot beat the combination of good speakers and good times!

We will be electing our future President at this year's AGM along with our new Education Representative. We will also be electing 3 stream representatives; Arena, Parks & Sport Fields and our new Client Services Rep. 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. In 2019 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. Due to COVID, we will be updating and celebrating the 2019 annual award winners during the 2021 Awards Banquet. The 2020 and 2021 awards will be combined and celebrated during the 2022 Awards Banquet.

We have been advertising the soon to be open 2021/2022 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 Representative.
- Arena Representative.
- Park & Sport Field Representative; and,
- President Elect; and,
- NEW Client Services Representative (pending proposed change to Bylaws).

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 had recently been a one (1) year term. At last years Annual General Meeting (AGM) there was a motion brought forward and passed that the Associate Rep's term change from one (1) year to a two (2) year term. As a result, the Associate Representative position will be available for election in 2022.

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 few years 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 have adapted with changing times and become more efficient at the work we do administratively as well as in the delivery of the programs we run through technology.
- 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 two years. I would like to thank our past Staff and the current Staff for their strength and dedication they have shown and continue to show.

Signing off -

Russ Tanner

Your Immediate Past President
Town of Coaldale

President-Elect Report



Hello friends and fellow members, I hope you are all doing well.

Since becoming your President Elect, we have made great strides for the Association and our members. Some examples are...

- Fantastic office staff that is very **efficient & structured** (I can't say enough about them)
- Continuously improving training and Connect programs.
- The update of Board documents: Polices and the Association's Bylaws.
- Successful update of the third year (of 3 year) Strategic Plan
- Completed course updates in Supervisory (now Leadership Skills), Pool Operator Level 1, Building Maintenance 1&2, Parks & Sport Fields 1&2
- Ongoing course material updates
- Completion of new Instructor material

We have worked very hard looking for efficiencies and ways to become more effective to ensure the longevity of the organization.

- We have had Zoom meetings when possible in place of in person,
- More centralized in person meetings (less travel for all),
- Signed a multi year contract to host our Conference which in turn reduces our costs.
- Combined some duties and positions amongst the Board (to be finalized)
- The creation and continuous work with the Stream Reps and Connect Sessions

And really, I could go on and on. I cannot say enough about this Board and Staff, but then again, you already know how I feel about them. I would encourage you to look at previous reports if you would like to see some more of our accomplishments over the last while.

AARFP has been well represented throughout western Canada by attending meetings both in person and online with organizations such as BCRPA, ARPA and with our Government Representatives. We have all learned a lot from each other with our successes and our not so successful ventures which is much appreciated by all parties. We would like to thank our brothers and sisters from these organizations for their ongoing efforts for cooperation and inclusion, especially in these tough times. We look forward to meeting with them in the future.

As my term as President Elect ends, I am very grateful to have had Chris Mckenna and Russ Tanner showing me what it means to lead this great organization. They are both great leaders and care about RFP a lot. I am excited to do the same for our next President Elect.

I miss seeing you all, but it will happen again and until then, take care.

Rob Pelletier
President Elect

Treasurer's Report



With apologies to George Bernard Shaw, “progress is impossible without change” and the AARFP (as was everybody) was certainly challenged in 2020 to choose between progress, status quo, or regress. Obviously, status quo during a pandemic was not an option nor was shuttering our doors, so the Board of Directors were unanimous in our desire to adopt change so that we could move forward.

While my colleagues will address how they adopted change within their respective streams; allow me to focus on how the Covid pandemic impacted change in our financial world.

We entered 2020 with a robust financial statement, a progressive budget and a strategic plan centered on positive growth. Alas, we did not even get through the 1st Quarter before we were forced to relook at 2020 and do our best to change in order to progress.

As a result, we adopted a very fluid financial business plan; whereby we challenged our staff to review the budget, specific to cutting expenditures to essential services only based on the realization that our typical revenue streams would be severely impacted. Thankfully, our government grant was not impacted and the majority of our 2020 Conference expenses could be rolled over to 2021.

At every Board meeting, we reviewed our financial position and looked through our “not so crystal ball” to project what the immediate future would hold. If necessary, additional changes – some harder to make than others – were implemented.

I would not be remiss if I did not acknowledge and give thanks to Laurie, Rhonda and Shawntel for stepping up and offering to take a reduction in pay, hours, and benefits. The Board greatly appreciated this offer of leadership and, reluctantly, approved this cost savings measure.

At the time of writing this report, we are still 4-6 weeks away from seeing the first draft of the 2020 audited financial statements so it is too early to write about our year end. Regardless, I can unequivocally state that without the leadership and diligent monitoring of our financial affairs by our staff, our YE financial position could have been much worse than what we (will) see.

On a different front all together, kudos to Laurie for reviewing all our employee benefit liabilities and “re-setting the table” so to speak. This was a tough task and with some help and guidance from the Personnel Committee, this was finalized by the Board and implemented in the Fall.

Moving forward with the Treasurer’s position, it was agreed to combine the positions of Secretary and Treasurer at the 2021 AGM to make room for the new Client Services portfolio. This new stream will address an education void in our industry and by combining the Treasurer and Secretary positions, we can add this new directorship without adding costs to the Association.

In conclusion, and without wanting to sound like a broken record, we must pause and give thanks to Rhonda Phillips, our amazing Manager of Finance and Operations. I do not know anyone who embraces change, but when faced with the alternative, Rhonda must be commended for being open-minded, flexible and willing to adapt. Her expertise and knowledge of all things AARFP is certainly a benefit to our Association – especially when faced with all the change we incurred in 2020. And as I conclude my second term as AARFP, Treasurer, I must give personal thanks to Rhonda for making my time on the Board enjoyable and “easier than most of other positions”.

Change is inevitable and, while no one can predict what lies ahead, I am confident that our Board and staff are well positioned to adapt and overcome whatever the future holds.

Respectfully submitted.

Les Turner
Treasurer
AARFP

Education Representative Report



Hello peers within the Recreational Field and Associates,

Well, we made it through 2020 and now hoping that 2021 would look a little better, well I am still hoping!

Even through a pandemic, the Association made strides in 2020, as per our Mission Statement, with: providing, education, consultation, and advocacy in Recreation Facility Operations. Our Vision also lead our actions: to be leaders in Recreation Facility Operations contributing to an active Alberta. Last, but not least, the Values of: Leadership, Fellowship, Passion and Diversity were accomplished in several networking opportunities, even with the challenges of not being able to gather in-person as we are all so used to!

As everyone in the world struggled with the challenges in their organization, RFP made small strides in education by providing online learning. In July we, were approved by Alberta Health Services to host virtual instruction for Aquatics, specifically the Pool Operator Level 1 certification course. We were able to reach students throughout the province as well as all the way to Iqaluit in 2020. Though a small step, it will hopefully be a huge step moving forward in our education services within RFP. We hope to move more courses to the virtual platform in the future.

I would also like to say thank you to our new partner AMHSA, providing education on the safety side of the spectrum. We are partnering together with courses and are now able to offer a Safety Recreation Facility Operator certificate in the streams of Parks & Sport Fields, Building Maintenance, Arena and Aquatics. Our goal is to ensure staff safety within the working environment within our facilities. More information on these certificates is available on the AARFP website under the course's category.

Our partnership with Red Deer College continues, now having even more online courses available. Advanced Management Courses and certificate available again through RDC also allows our partnership to provide certificate for the Advanced Recreational Facility Management Certificate.

Moving towards daily operations, the RFP stream reps were busy with Connect sessions and assisting where needed. I was able to step in and help facilitate when times were tight for facilitators. There were lots of great conversations and ideas brought forth as we all struggled with the restrictions on our facilities.

In closing, I thank each recreation worker out there for their commitment in the move forward. We will overcome this!

To my fellow Board members, the year was like no other and hopefully a brighter future for the later part of 2021.

And a huge thank you to the RFP office staff for all the support and sacrifices that were made to make to ensure the 2020 budget year was almost break even.

Sonia Dodd

AARFP Education Rep
Town of Stettler

Arena Representative Report



Wow what a year it has been!

Having completed my 3rd year of my 2-year term has seen its ups and downs in our chosen careers. Although no one expected 2020 there has been some positives that did happen. Communication has come a long way in the past year, and I feel we have done well adapting.

I have every intention on running for the Arena stream representative position again and hope to continue to serve you. I encourage anyone else interested in running as well (or for any other position). Both diversity and change are good.

Once again, I would like to thank the RFP Board of Directors for their passion, vision, dedication, and work ethic. Then there is the RFP office staff that hold this amazing organization together and take care of us. We are truly fortunate to have these remarkable professionals!

This past year has certainly had its challenges. Over the course of the year, I have hosted many Connect sessions, dealt with queries from the office, Facebook, and answered many calls and emails. I welcome all of these and am happy to help in any way that I can.

Allan King

RFP Arena Stream Representative

Town of Stettler

Building Maintenance Representative Report



Greetings everyone, wow what an eventful year we have had! Lots of changes and challenges. Now is the time to check out our Building Maintenance course, it has a new and updated content! Big thanks to Larry Golby, the Instructor cadre, AARFP office staff and those involved for making this happen. As an Instructor, I am excited about teaching this course. I cannot stress the importance of teaching preventative maintenance, life cycle and daily maintenance to our new and old staff that work in our facilities. It is encouraging to hear from our members completing once in a lifetime opportunity projects in their facilities. I feel that with the new and improved Building Maintenance course, we can prepare our staff for long term strategic maintenance planning. As we look ahead to opening our doors, we need to make sure our amenities are ready, and our staff well equipped with the education and training they need. Come join us on our Facebook page, it's a great way to stay connected and to share some fantastic ideas and ask questions. Stay safe and keep the wrenches turning!

Chris Thompson

Building Maintenance Representative AARFP

Cardel Rec South

Parks & Sport Fields Representative Report



Hello, fellow RFP members! I have had the pleasure of being your Parks Stream Rep for the second year running and will hopefully continue in this position in the future. 2020 has been an unusual year due to COVID-19. There have been major upsets with courses and conferences being cancelled, but despite these challenges we have managed to connect as a team. Parks Connect Zoom meetings and one-on-one conversations via phone and email have allowed us to bridge the gaps. Regarding parks, we are now, slowly, reopening as dictated by individual municipalities. If you require any further information or assistance, contact me or any other stream reps in your department. We are happy to help in anyway to make navigating this period easier for all.

Looking back, I have spent the year attending meetings, have written two articles in the Leisure Lines newsletter (about Winter and Summer Operations), conducted lots of networking and liaising about parks concerns and information. I have been lucky enough to take part in brainstorming with other municipalities regarding Parks specific concerns, with an overall goal of improving parks and green spaces. A highlight was travelling to Lake Louise to take part in a Natural Ice Making course. I highly recommend this experience; it was fantastically educational!

In the future, I will be running again as your Parks Stream Rep and really looking forward to an amazing 2021 with all your support. I am also looking forward to working with our new Executive Director, Laurie Darvill. Welcome Laurie to the AARFP family!! As we move ahead, there will be challenges due to the pandemic, and my sincere hope is to navigate these barriers as calmly as possible as an organization.

I am wishing you all the best in 2021! Please be safe, healthy, and positive. See you very soon!

Umesh Chand

Parks and Sport Fields Representative
City of St. Albert

Secretary's Report



Well, it has been interesting times for not only AARFP, but for all of us as individuals.

Over the past year, we have been working together to try and reinvent ways to connect without physically interacting. This has proved to be not only a challenge but has also forced us to look at new and creative ways of providing services, training, and guidance as we all navigate Covid.

We have been doing everything from rethinking Conference options, to voting at elections as well as trying to hold virtual meetings and lobby the government, all of which have caused us to reevaluate our bylaws. I firmly believe that once our world gets back to some semblance of normal, we will come out the others side with some great additional services for our members. The online training has been fantastic, and I commend those who have worked so hard to make this happen and keep our members trained up!

Regarding the role of Secretary, there are some big changes coming that will make your Board more efficient and involves combining the Secretary and Treasurer position, to the new Secretary/Treasurer position. One of the reasons for this was because as Secretary, each of us has addressed the concern that it is impossible to take minutes and contribute to the conversation at the same time. The Board has agreed and moving forward, a staff member will take minutes, freeing up the Secretary and giving more responsibility to the new combined role, which only makes sense.

This has been a very challenging year for all of us, but rest assured that your Board and staff are working hard behind the scenes to ensure that all your concerns and needs are addressed, and we will continue to work hard to provide all our members with the best value possible, given the circumstances.

We are very much looking forward to socially distancing together and hope to connect soon and not just virtually!

Scott Hefner

Secretary
City of Red Deer

Aquatics Representative Report



This year with pools being shut down for most of the year we were able to host informative and engaging Connect sessions with operators, managers and directors looking for networking opportunities and clarification on regulations and how they applied to aquatics. We welcomed guests from AHS, Lifesaving Society and Red Cross to provide updates.

As a representative of AARFP, I was able to join Lifesaving Society on their taskforce formed to create training programs and procedures to support pools across the province in reopening after months of closure. This was especially important in adding an operator view for the technical side of reopening through start up, refilling pools and balancing pools before public could enter.

Many pools reached out to AARFP during this closure to inquire and discuss if and when they should be draining pools or preparing for outdoor pools and spray parks to open or if they should open them at all. It has been a challenging year as we have seen thousands of pool and recreational staff across the province take lay offs and had hours cut.

Pool Operator Level 1 was the first course through AARFP that went to an online format and successfully ran for the first time in 2020. This is an exciting step for AARFP, to run our courses through a new platform that allows for a new, safe, engaging, and cost-effective method. We were able to safely run some in-person course classes throughout the summer with all safety precautions being followed and were happy to see them filling up.

We hope to see more pools reopen in the new year. Keep up the great work for 2021.

JoAnna Dautel

Aquatic Representative
YMCA Alberta

Associate Representative Report

No report Submitted.

Chris Fish

Associate Representative
Industrial Machine Inc.



Executive Director's Report

I started my position on March 16, Day 1 of a pandemic lockdown! Who gets to say that – ever? This became my initiation to the amazing commitment and resilience of our RFP membership, Board and staff during this difficult and challenging time.

My first few months involved a thorough review of operations and taking the necessary steps to reduce expenditures while minimizing the impact on our membership services. As a result of Covid-19, we experienced many “firsts” in 2020. Many of our annual and traditional events were cancelled or postponed. Our 43rd Annual Conference was not to be in 2020! Our AGM was postponed twice before we were able to host it virtually on December 1st. Between mid-March to mid-July, our scheduled courses were put on hold during this time, typically our busiest time for courses. We were fortunate to being to offer courses in time for our annual Symposium. The Fall months saw an unusual demand for courses, which was so great to see.

In some ways Covid has been a positive and forced us move up our need to go “online” as well as demonstrate the significance of providing recreational opportunities. With the increased need to communicate with our recreation colleagues, early Spring saw RFP launched the “Connect” sessions for arena, aquatic and park/sport fields operators. We have found this to be an ongoing valued platform for facility operators. In addition, the Pool Operator Level 1 and Leadership Skills (formerly Supervisory Skills) courses are now also available online. We hope to continue to transition further courses into this popular and effective format.

On another positive note, as the year progressed the importance of recreation for individual and community well-being has never been so stressed and recognized by all levels of government.

Upon reflection of 2020, I am so inspired by the dedication and passion demonstrated by our Associate and individual members, partner organizations, course instructors, Board of Directors, and staff. Looking ahead into 2021, we all know we can anticipate further uncertainties. We will continue to adjust as best we can, while still delivering on member services. I encourage you to reach out to AARFP at any time and let us know how best we can support you.

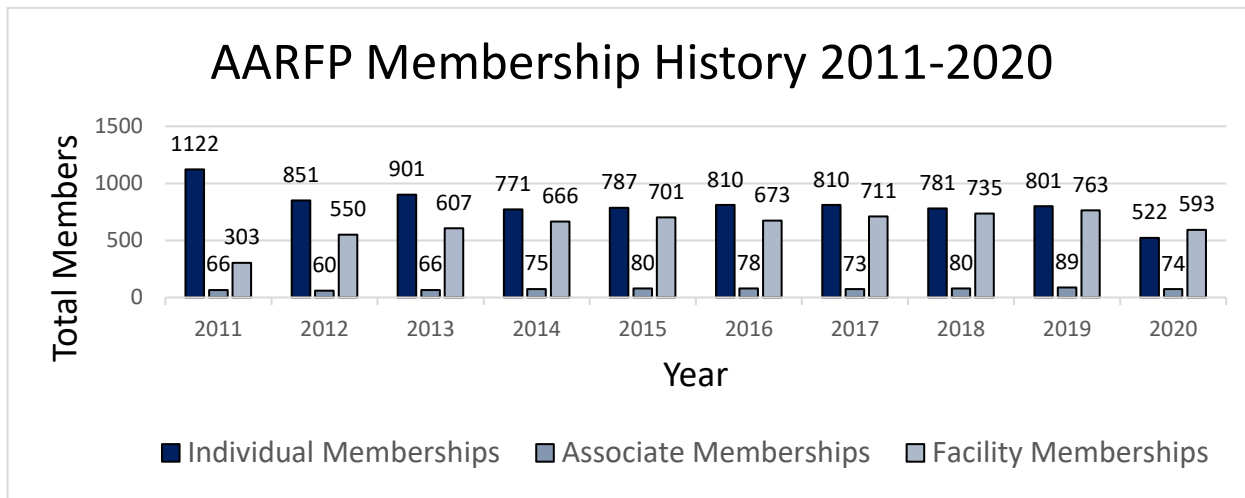
Take good care and stay safe everyone!

Best regards,

Laurie Darvill
Executive Director

RFP Membership History 2011 - 2020

The graph below shows the membership history for RFP from 2010-2019.



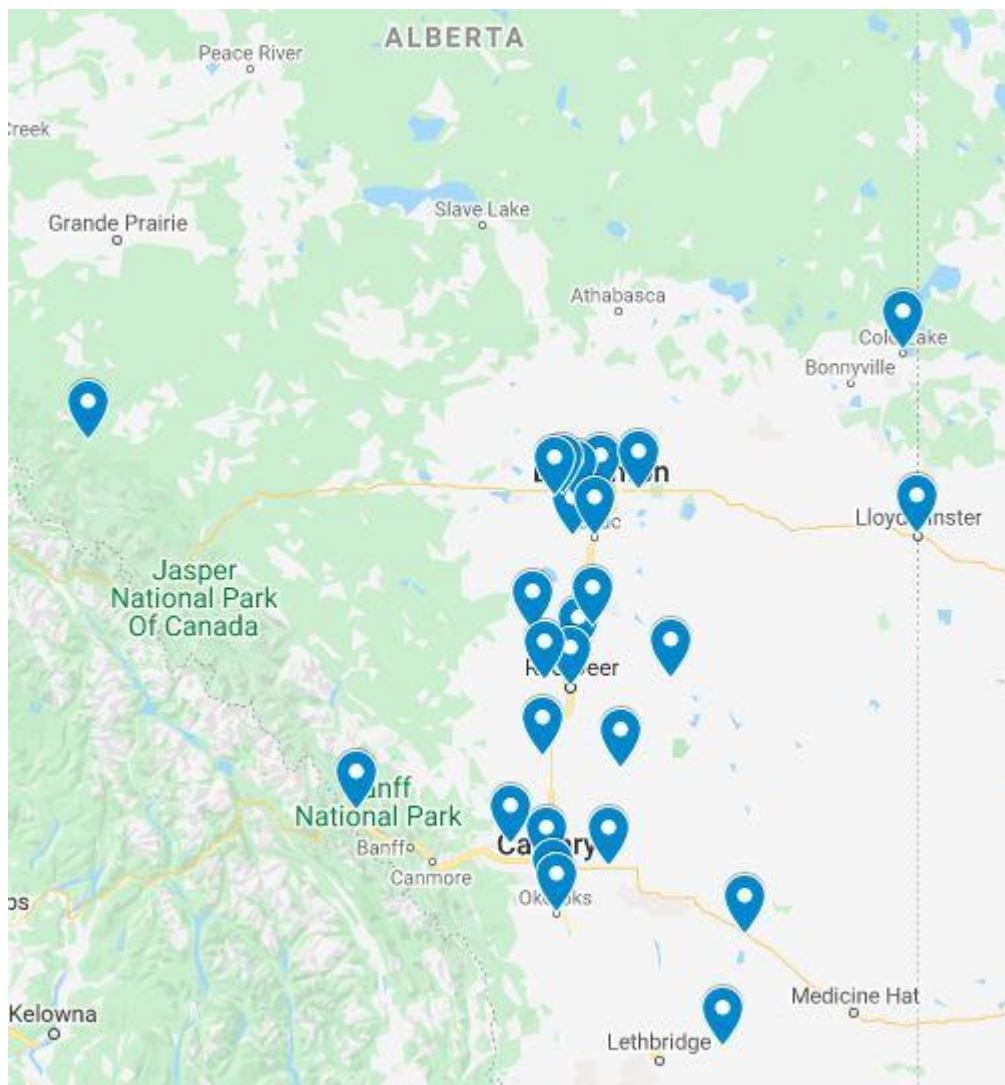
2011 - 2020 Course Report

2011-2020 Course Report																				
COURSE NAME	2011		2012		2013		2014		2015		2016		2017		2018		2019		2020	
	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students	Course #	Students
Arena Operator I	21	211	21	185	16	181	10	96	10	153	13	157	12	173	15	213	15	186	9	97
Arena Operator II	7	82	9	94	7	86	6	46	8	91	7	93	6	85	6	99	8	120	5	58
Arena Maintenance	6	52	3	19	8	55	5	45	7	77	5	58	6	43	5	50	5	58	3	34
Ball Diamond Const.	0	0	0	0	2	33	1	5	0	0	0	0	0	0	1	18	1	18	0	0
Bldg. Maintenance I	8	83	9	85	5	48	6	75	6	77	6	98	5	83	4	80	8	112	3	44
Bldg. Maintenance II	3	41	5	42	6	55	6	54	4	41	5	72	5	68	3	52	5	48	3	30
Custodial	2	18	5	42	4	37	5	36	3	20	3	28	3	28	3	30	5	61	1	9
Dev. Policy/Proc. Man	2	17	2	31	1	11	1	8	4	48	0	0	0	0	1	12	2	16	0	0
Natural Ice	3	88	1	7	1	10	1	3	1	9	4	48	1	11	1	7	1	5	1	8
Park & Sport Fields 1	7	95	8	71	7	57	5	38	4	49	5	61	4	48	7	86	5	85	2	21
Park & Sport Fields 2	4	45	5	37	5	47	5	39	4	44	3	32	4	43	4	48	3	43	2	9
Pool Operator I	34	344	25	238	32	281	19	168	20	266	25	327	21	316	23	307	30	335	12	150
Pool Operator II	12	125	10	90	15	112	9	72	8	79	10	103	7	92	6	67	7	86	5	49
Risk Mgmt/Lifecycle	3	21	4	38	3	31	2	17	2	22	1	17	2	19	2	24	2	18	1	5
Supervisory	9	73	9	80	5	66	6	59	4	34	1	20	2	36	3	40	5	50	4	38
Curling Mtce.	1	5	0	0	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Train the Trainer	0	0	1	9	0	0	0	0	0	0	0	0	0	0	0	0	1	11	0	0
TOTALS	122	1300	117	1068	118	1112	87	761	85	1010	88	1114	78	1045	84	1133	103	1252	51	552

NOTE: Course #'s include Regular + Special Courses

Location of RFP Courses Taught in 2020

Brooks	Iqaluit, NU	Rimbey
Calgary	Lacombe	Spruce Grove
Calmar	Lake Louise	Stettler
Cochrane	Leduc	Stony Plain
Cold Lake	Lloydminster	Strathcona County
DeWinton	Okotoks	Strathmore
Edmonton	Olds	Sylvan Lake
Enoch	Ponoka	Taber
Grande Cache	Red Deer	Three Hills



Number of RFP Courses Taught In 2020

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

In **2020**, we held **41 regular** courses and **10 special** courses with a total of **552 students**.

In **2019** the revenue from education came in at **\$565,318** and in **2020** the revenue was **\$252,165** a decrease of **\$313,153** year over year, or a **44.6% drop**.

Number of RFP Courses 2020			
Course	Regulars	Specials	# Students
Arena Operator 1	7	2	97
Arena Operator 2	4	1	58
Arena Maintenance	2	1	34
Ball Diamond Construction	0	0	0
Building Maintenance 1	3	0	44
Building Maintenance 2	3	0	30
Custodial Maintenance	1	0	9
Lifecycle/Risk Management	1	0	5
Natural Ice Making	1	0	8
Parks and Sport Fields 1	2	0	21
Parks and Sport Fields 2	2	0	9
Policy and Procedure Manual	0	0	0
Pool Operator 1	9	3	150
Pool Operator 2	2	3	49
Supervisory Skills	4	0	38
Train the Trainer	0	0	0
TOTALS	41	10	552

FINANCIAL REPORTS

Alberta Association of Recreation Facility Personnel Cochrane, Alberta Statement of Financial Position as at December 31, 2020 and 2019

	2020	2019
ASSETS		
Current Assets		
Cash	\$ 259,240	\$ 246,805
Short-term investments	373,453	365,622
Accounts receivables	43,345	114,320
Inventories	936	2,241
Prepaid Expenses	72,714	53,689
	\$ 749,688	\$ 782,677
Capital Assets (Equipment)	5,083	3,508
	\$ 754,771	\$ 786,185
LIABILITIES		
Current Liabilities		
Accounts Payable & Accrued Liabilities	\$ 78,540	\$ 69,173
Deferred Revenue	19,647	96,112
	\$ 98,187	\$ 165,285
Long-Term Debt	30,000	---
	\$ 128,187	\$ 165,285
Net Assets		
Invested in capital assets	5,083	3,508
Internally restricted net assets:		
Business initiative reserve	140,286	140,286
Contingency reserve	150,000	150,000
Unrestricted net assets	331,215	327,106
	\$ 626,584	\$ 620,900
	\$ 754,771	\$ 786,185

Prepared by St Arnaud Pinsent Steman CPA

Alberta Association of Recreation Facility Personnel
Statement of Operations
For Year Ended December 31, 2020 and 2019

	2020	2019
Revenue		
Education	\$ 252,165	\$ 565,318
Conference	---	266,246
Memberships	109,773	158,627
Alberta Recreation & Physical Activity Division grant	64,364	71,515
Sponsorship advertising	39,915	45,616
Investment income	7,320	12,314
	<u>\$ 473,537</u>	<u>\$ 1,119,636</u>
Expenses		
Wages and benefits	\$ 301,876	\$ 366,458
Education	109,700	222,028
Conference	9,082	216,358
Office and general administration*	59,833	70,067
Newsletter	8,626	27,017
Board	29,666	56,198
Rent – building	29,150	30,800
Professional fees**	8,500	9,021
Scholarship awards	2,746	9,787
Calendars	6,862	3,950
Amortization	3,046	13,854
	<u>\$ 569,087</u>	<u>\$ 1,025,538</u>
Excess of Revenue over Expenses before other items	\$ (95,550)	\$ 94,098
Canada Emergency Business Account	\$ 10,000	\$ ---
Canada Emergency Wage Subsidy	<u>91,234</u>	<u>\$ ---</u>
	101,234	\$ ---
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 5,684</u>	<u>\$ 94,098</u>

Prepared by St Arnaud Pinsent Steman CPA

Alberta Association of Recreation Facility Personnel
Statement of Cash Flows
For Year Ended December 31, 2020 and 2019

	2020	2019
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Operations:		
Excess (deficiency) of revenue over expenses	\$ 5,684	\$ 94,098
Items not involving cash:		
Amortization	<u>3,046</u>	<u>13,854</u>
	8,730	107,952
Change in non-cash operating working capital balances:		
Accounts receivables	70,975	(93,127)
Inventories	1,305	(1,072)
Prepaid Expenses	(19,025)	421
Accounts payable and accrued liabilities	9,367	(28,682)
Deferred revenue	(76,465)	24,615
	<u>\$ (5,113)</u>	<u>\$ 10,107</u>
Investing:		
Purchase of short-term investments	(7,831)	(218,749)
Purchase of long-term investments	---	210,498
Purchase of equipment	(4,621)	(6,223)
	<u>\$ (12,452)</u>	<u>\$ (14,474)</u>
CASH PROVIDED BY FINANCING ACTIVITIES		
Proceeds of long-term debt	<u>30,000</u>	<u>---</u>
Net Increase (decrease) in cash during the year	12,435	(4,367)
Cash position, beginning of year	246,805	251,172
Cash position, End of Year	<u>\$ 259,240</u>	<u>\$ 246,805</u>

Prepared by St Arnaud Pinsent Steman CPA



Alberta Association of Recreation Facility Personnel
PROPOSED 2021 OPERATING BUDGET

	2020 Budget	2020 Actual	2021 Proposed	2022 Shadow
Revenue				
Administration	\$ 21,000	\$ 47,235	\$ 36,100	\$ 36,100
*Grant	71,514	64,364	64,364	64,364
Membership	196,310	109,773	146,360	146,360
Education	525,450	252,165	263,700	263,700
Conference	257,600	---	232,270	232,270
	\$ 1,071,874	\$ 473,537	\$ 742,794	\$ 742,794
Expenses				
Administration	\$ 526,747	\$ 402,405	\$ 340,564	\$ 340,564
Membership	77,050	47,900	49,900	49,900
Education	232,160	109,700	108,650	108,650
Conference	232,270	9,082	232,270	232,270
	\$ 1,068,227	\$ 569,087	\$ 731,384	\$ 731,384

* AB Recreation & Physical Activity Division

Prepared by R Phillips