
ALBERTA ASSOCIATION OF
RECREATION FACILITY PERSONNEL

2022 Annual Report



 www.aarfp.com

 403-851-7626

 office@aarfp.com

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About AARFP

Providing education, consultation and advocacy in Recreation Facility Operations.

Established in 1978, the Alberta Association of Recreation Facility Personnel (RFP) is a not-for-profit association that trains over 1,000 recreation facility operators each year in Alberta, Saskatchewan, British Columbia, Nunavut, and the Northwest Territories. RFP is made up of a volunteer Board of Directors, three staff members, over 60 Associate members, and more than 1,400 dedicated members.

Each year the Association provides arena, pool, parks and sport fields, custodial, building maintenance and leadership skills courses, conferences and seminars. RFP manages services and training programs through a balanced budget.

Mission

Providing education, consultation and advocacy in Recreation Facility Operations.

Vision

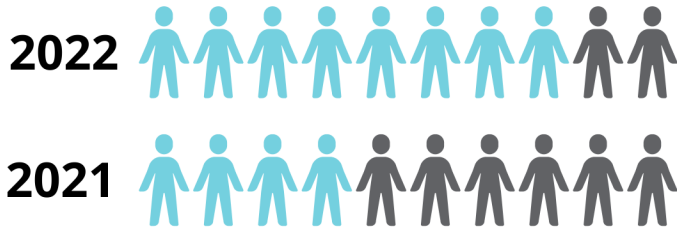
To be leaders in Recreation Facility Operations, contributing to an active Alberta.

Values

- Leadership - Furthering our level of professionalism, integrity, and respect in the field of Recreation Facility Operations.
- Fellowship - Sharing knowledge, providing support and networking opportunities to our members and their communities.
- Passion - Passion for what we do and how it contributes to 'Active Living' in a healthier Alberta.
- Diversity & Inclusion - dedicated to creating a safe and inclusive environment that embraces diversity at all levels

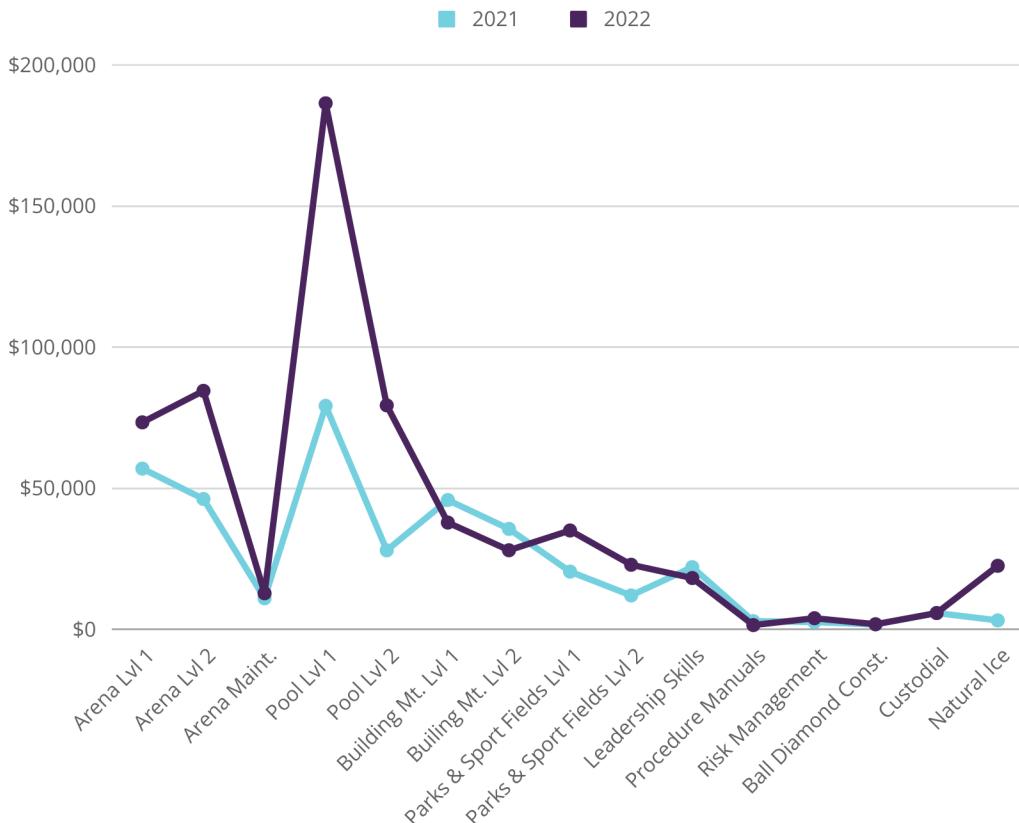
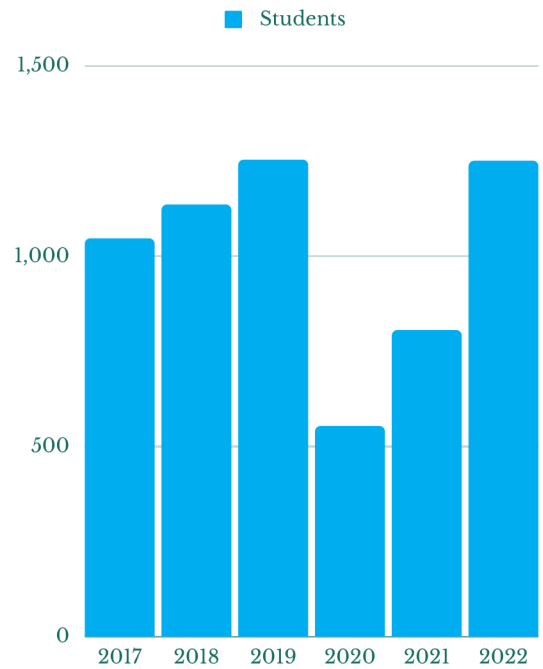
RFP Statistics

RFP is excited to report an increase in course offerings and registrations in 2022.



55% | Increase in students

RFP taught 804 students in 2021 and increased to 1 249 in 2022.



66%
Increase in course offerings

*this total does not reflect the actual revenue for 2022. Each host facility is permitted 1 free course participant. Please refer to financial statements for accurate course revenue

THE RFP REACH

RFP travels all over Alberta, the Northwest Territories, Nunavut, and into parts of British Columbia. With the decrease and eventual end of COVID protocols, we have seen an increase in RFP reach.



OUR MEMBERSHIP

RFP is nothing without our members. We rely on your membership to allow us to continue to offer high quality education programs throughout the province.

↑ 1%

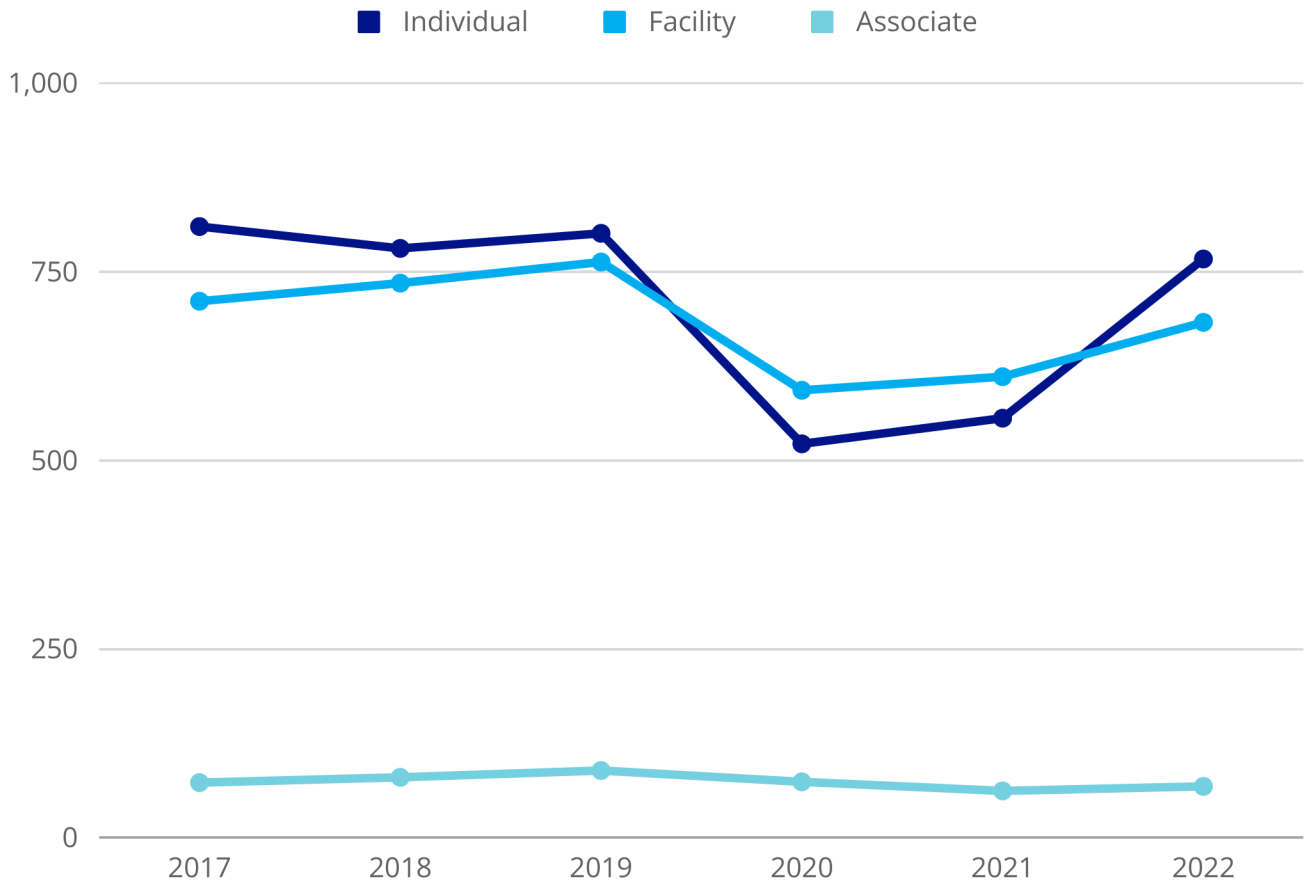
5 YEAR MEMBERSHIP AVERAGE ('17-'22)

This average reflects numbers during COVID years.

↑ 24%

MEMBERSHIP INCREASE

This is growth from 2021 to 2022.

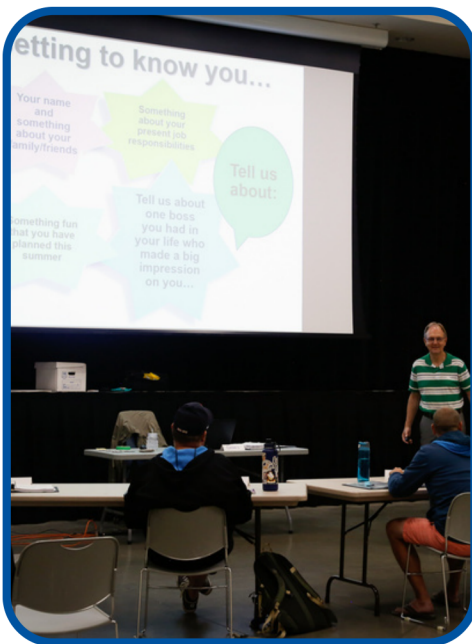


RFP HIGHLIGHTS

Conference & Trade Show 2022



Symposium 2022



RFP Board of Directors



Rob Pelletier
President



Sonia Dodd
President Elect



Craig Dilts
Arena Representative



Russ Tanner
Past President



Daniel Robinson
Aquatic Representative



Aaron Singh
Secretary/Treasurer



Ian Stephens
Associate Representative



Andrew Jones
Client Services Representative



Larry Golby
Education Representative



Chad Glasser
Building Maintenance Representative



Umesh Chand
Parks and Sport Fields Representative



President's Report

Hello to all my RFP Family.

It has been an honor being President of AARFP over the last couple of years, in which you have given me the opportunity to branch out and network with operators, managers, business owners and other associations as well as leaders from all walks of life. I have learned so much from all of you and you have made me a much more effective employee, Director and leader. I especially want to thank all the past and present board members, partners and associates who assisted with my development along the way. I'm sure that I will continue to develop my skills as I transition into my role as Past President. Thank You Everyone. I would like to acknowledge some of the things that have gone on over my last year as president as well as the people involved.

1. Office space. We have acquired a new office space in Calgary which has been working out fabulously. Chris McKenna had put in countless hours to make this happen and has hit a homerun. This office is generous in square footage and doubles as a meeting/training space for us when need be. It is also more centrally located for ease of access to the people driving in from the North. Great job Chris.
2. The acquisition of John Napier. We had held interviews for the position of Technical Director in which we had an array of good candidates. John has turned out to be a fantastic fit. John has a well rounded background in all fields of recreation and management. Seeing how the RFP office is developing new content, bouncing ideas and work loads of each other as well as having the organizations best interests in mind tells me just what a great team we have. Thank you Chris, John, Maren and Shawntel for all your hard work.
3. The departure of Shawntel. Shawntel had the opportunity to move to beautiful British Columbia. Shawntel stayed on with AARFP part time for a while to help with the transition but now is working full time in BC with our sister organization RFABC. I want to thank her personally for everything she has done over many years with us and wish her all the best in the future. I'm positive we will see more of her in the future. Thank you, Shawntel.
4. The development of a new website. The office staff have worked tirelessly in the development of the new AARFP website which was long overdue. You will now find an updated, easy to use platform which also looks great. Awesome job team.

To be continued on the next page.



President's Report

5. Conference location. We have had a long run with the annual conference being held in Red Deer but it is time for a change. We are looking for a new location to host our 2024 conference. We want to thank Red Deer for all the support they have provided in so many different ways over the years and to know that we are eternally grateful.

6. The integration of AAAP into the AARFP community. After a few meetings with AAAP, the Lifesaving Society and ARPA, we all have discovered that working together makes us ALL stronger in the field of recreation. We all have the common goal of empowering the people of Alberta with the most up to date information to provide a safe space to enjoy recreation both as a patron as well as an employee.

7. Our recreation community becoming stronger. As we become partners with new organizations and solidify our bond by supporting and being supported by others, our recreation community grows and becomes stronger each year. Some of our relationships have grown immensely while I have been on the board over the last 5 years but especially in the last 2 years. I especially want to thank ARPA for the relationship we continue to have and support each other with. Heather Cowie and Steve Allan have been great to work with and I'm sure this relationship will continue into the future. There are many other organizations that we have relationships with such as RFABC, the Lifesaving Society, ORFA and Red Deer Polytechnic just to name a few. Thank you all for your continued support.

I am excited for a couple of things that coming our way here in the near future, one of them being Sonia Dodd taking over as president. As you all know, Sonia has been with the organization FOREVER and has a wealth of knowledge to back it up. I will not speak of the other things coming up because this will be for Sonia to report on.

Again, thank you everyone for giving me the opportunity to be leader of this great organization and I will be forever grateful for this experience. I look forward to the next 2 years.

Take Care,

Rob Pelletier

President | Director of Operations, Town of Millet



President Elect Report

RFP Members, fellow Board Members, Associates, and RFP Office Staff

It is hard to believe in just a few short weeks that I will be in as President. The past year has been so productive in many ways and the excitement of where RFP possibilities are going seem a little surreal.

Conference 2022 was an amazing opportunity to see RFP members in person again and having facilities open and welcoming patrons back in.

I was honored to attend the RFABC conference in Parksville, BC. Though the organization seems so much smaller than ours they are doing fantastic things as well with in their organization and the partnership opportunities that we have had in the past are becoming stronger towards the future.

Though there were many changes with in our organization over the past year we are coming into 2023 strong. We hired the present Executive Director to a permanent full-time capacity. Moved the office to a Calgary location, which I might add is a great spot as we are even to host courses with in the office and hold board meetings there. We hired a Technical Director who came to our fall retreat. At the fall retreat we had a facilitator come in and guide us through governance which RFP now has a governance policy and plan for future direction with in the board and the organization. Though we tried to hold onto our Marketing and Communication Coordinator, BC was calling her name. As of the middle of February we lost the challenge and Shawntel stepped down from RFP and pursued a full-time position with RFABC. We now have a new Marketing and Communication person who has hit the ground running. Welcome aboard everyone.

To be continued on the next page.



President Elect Report

We are strong in our Strategic goals:

1. Education: You will see by our financials that we have exceeded the prediction. Thank you to everyone that supports the training within the organizations, the office staff that put it all together and to the instructors that make it happen. Without all of these we would not be a success. To our partnership with RDP and AMHSA, thank you.

2. Marketing Plan: With the new people in the office, we have some ground-breaking changes and rolled out a new website at the beginning of 2023. Our involvement with organizations during their conference tradeshows has gained a buzz about RFP and education. I thank the office staff again for their support and involvement and excited to see what the future holds with some of the buzz.

3. Membership Growth: Though this is ongoing, we are aware that we rely on members to allow us to do what we need to do for Education, to ensure we have facilities that are well maintained and competently staffed. RFP rolled out a new membership platform with the website and, like all things new, there will be a glitch or two and we ask that you be patient and RFP will make sure what your concerns are taken under consideration.

4. Politically Active: Though we have 4 strategic goals they are all intertwined within themselves. We have a few items happening and thanks to our stream reps and office staff we have some items that are beneficial to all. Arenas, please check out the survey and hopefully more will be added in the future.

There were so many things that were happening in 2022 and the beginning of 2023 I am sure I have touched on very few. I would like to take this time to thank everyone that has any contact with RFP, I am honored to have been involved with so much and look forward to more in the future.

I am looking forward to the conference as we do have positions open and changes within the board. We have a strong conference program thanks to everyone that helped and supported the venture. I am sure I could go on but THANK YOU everyone.

Sonia Dodd
President Elect AARFP



Secretary/Treasurer Report

My time back on the board started at the last conference. It was good to be back in person and see everyone again. This whole year has been one of growth and recovery. It has been very busy for everyone as we continued readjust to our work, or in some cases came back to the workplace for the first time in a while.

Things have changed since last time I was secretary as it was combined with the Treasurer roles into one position. It has been interesting in this role. It is very good to work with the staff on both parts of it. They are very good at organizing and getting us the information, we need. We have had some changes and they continue to excel.

Since this year started with the province still under a lockdown, the budgets created by the previous board reflected that. As things started to open up, we were able to ramp up our courses bringing in higher revenues than budgeted. This will be reflected in the audited financial statements and the presentation at the AGM.

I look forward to the upcoming year on the board. It is another exciting one as we continue to guide this association.

Aaron Singh
AARFP Secretary Treasurer



Past President Report

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, particularly the governance process and we have made positive adjustments;
- 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.

To be continued on the next page.



Past President Report

Regular Duties of Past President Include:

Each year the Immediate Past President accepts Award and Board nominations. The Past President's Committee determines the Association's annual award winners. In 2022 we had a record number of 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 Awards Banquet. This year the Presidents Ball takes place on April 25, 2023.

We are taking nominations for the open 2023/2024 Board positions for the election to take place at the Annual General Meeting (AGM). There are five (5) positions available, and they include the following:

- Education Rep;
- Arena Rep;
- Parks Rep;
- President Elect; and,
- Client Services Rep.

Please note that the Associate Rep position changed in 2022 and is now voted on by those Associates present at the Annual Trade Show every two years rather than every year. The next election for this position will take place in 2024.

As many of you know, I am completing an extended term of Immediate Past President during this year's conference. The past year has been particularly busy for me outside of the Association's duties. I could not have made it work without the support and help of our current Executive Director. Chris McKenna is a workhorse! I appreciate and would like to recognize the hard work he does for our association. Thanks' Chris!

Signing off -
Russ Tanner
Your Immediate Past President



Arena Stream Report



This past year we continued producing our video series titled 'Rink Ready Moments' including Ice Installation 101, Ice Removal, Ice Plant Operations, Circle Checks, and Ice Maintenance. These videos continue to reach a broad audience and provide additional resources to our membership especially those who may be new to our industry. Continue to let me know if there are any topics for future videos that you would like to see, or better yet, partner with in creating.

We also developed and produced a province wide survey titled 'Alberta Indoor Ice Rink Survey'. Its purpose was to collaborate, share and discover ice making techniques, maintenance practices and operational data. We intend to publish the results for the benefit of industry professionals. As we saw over 70 submissions from rinks across Alberta the depth and variety of data, we found was very valuable. We are sure our members look forward to seeing the results that we plan on presenting at the conference.

I thought it worth mentioning to our members that we have a great network across Alberta of industry professionals that can provide assistance and support. Its not uncommon for us to be able to locate a member nearby who can help you so feel free to reach out anytime. I want to say thank you for allowing me the opportunity to sit as the Arena Representative over the last couple of years, this organization rocks! Our industry is full of knowledgeable and skilled professionals that are doing great things for our communities. I have enjoyed volunteering and look forward to continuing with all the progress our staff and board have made over the last few years. In closing, I want to encourage others who may be thinking of joining the RFP board or the instructor cadre. It is a very rewarding opportunity that allows us to shape our industry for the future. So, what are you waiting for?

May your ice be smooth and coffee hot, cheers.

Craig Dilts

Arena Stream Representative



Parks and Sport Fields Stream Report



Hello, fellow RFP members!

I have the pleasure of being your Parks Stream Rep. 2022. It has been an amazing and busy year. There have been many Parks meetings via zoom and one-on-one conversations via phone and email that have allowed us to connect and help each other out on several issues.

Looking back, I've spent the year attending meetings, have written many articles in Leisure Lines Magazine (about Winter, Spring and Summer Operations), conducted lots of networking and liaising about Park concerns and information. I've been lucky enough to take part in brainstorming with other municipalities regarding Parks specific concerns and safety working on natural ice surfaces, with an overall goal of improving safe work practice procedures. parks and green spaces.

A highlight for me was working with our Executive Director, Chris at the 2022 RMA Conference, which had such a positive impact on connecting with other municipalities.

Going forward, as your Parks Stream Rep I am looking forward to an amazing 2023 as I am going for re-election this year with all your support as we move ahead. We will soon meet at our Conference in April!

I'm wishing you all the best in 2023! Play safe, stay healthy and positive. See you very soon!

Umesh Chand
Parks and Sport Fields Representative
City of St. Albert



Client Services Stream



I was pleased to accept the interim role with the AARFP Board of Directors as your Client Services Stream Representative this past September (2022). It has been wonderful to step in and build on what Michelle Delorme had left behind. While the Client Services Stream is new, to AARFP I know we all agree the importance it plays across the recreation field.

A lot of my time spent on the board has been listening to our members, associates and partners on what they see the client services stream becoming. While this stream is still new the opportunity to build programs and services that will assist our members build their skills.

2022 has been an exciting year with lots of growth from the board. Our strategic plan has been an ongoing priority to ensure what we are implementing aligns with the overall goals of the association. I would also like to thank our Executive Director and his team for all of the hard work they have done this year.

Looking to the future and what client services has to offer is in 2023 we would like to reach out to our members to look at areas for expansion that we can explore. This will include areas such as educational growth and more direct engagement on trends in the industry. Stay tuned for more information to come.

Thank you to everyone for the great support that has been provided this last year. I look forward to the future this stream has to offer.

Andrew Jones
Client Services Stream Rep.





Aquatics Stream



As I proceed into year 2 of my term on the board, I look forward to progressing the increased service AARFP is working to provide for Parks and Recreation in Alberta. With the launch of the new website and database we have updated the experience for our members. A big thank you to the staff for making this happen, it was a large task over several years.

After a great conference in Red Deer, I was involved in hosting the second Symposium with the inclusion of the RDP courses being held during the week of courses. It was great to see this event continue to grow, and I am sure the upcoming 2023 Symposium in Lacombe will be even better.

For the Aquatics stream we continued to have success in the online Pool Level one courses, and it is a great affordable option for many of our membership with the reduced travel costs. I am thankful for the members of the cadre who have worked to make this delivery of the certifying pool course so well received. The year is scheduled full of in person level one and level two courses all over Alberta setting AARFP up to provide important operator training for the Aquatics industry.

I was in contact and discussed with Alberta Health Services the expanded inspection disclosure reports online for public viewing. This will be a change for many aquatic centre owners but for the public user of facilities it will provide an open review of the facility conditions. The upcoming conference in Red Deer will be another great event and gathering of AARFP members with all the work the board and staff have put in. We have all been working to put together an event full of informative sessions, engaging conversations, and of course fun.

Take care everyone,

Daniel Robinson
Aquatics Stream Rep.



Building Maintenance Stream



Greetings fellow AARFP Members

Hard to believe it's already been a year! We have welcomed two new staff over the past year. Welcome aboard John & Helena.

It's been an interesting year on the board learning all about how the board works and the organization is run.

Our building maintenance course I can attest to working well as a few of my staff had the opportunity to take the course and the knowledge they gained from these courses have been a huge asset to our department. Be sure to look at our newly updated website for course dates and register for it.

I look forward to working with some of you this year as I will be teaching a few of the Building 1 & 2 courses. If teaching is something that may interest, you please feel to contact the office and they can point you in the cadre direction.

As elections are upon us, I would like to thank those who may be leaving the board and hope to cross paths with them again soon. As for those interested in joining you are in for a lot of fun!

"When the going gets tough, switch to power tools." - Red Green.

Chad Glasser
Building Maintenance Representative AARFP



Associate Representative

Since taking over the Associates Representative position last year it's been a busy time.

As we have moved on from the restriction of Covid and opened to in person meetings I have been working with the AARFP board to find new ways to re-engage our associates within AARFP.

There are opportunities to present education sessions at the annual conference. Submit educational articles or showcase companies and new products and innovations in Leisure Lines.

The upcoming symposium in Lacombe, July 17th -22nd offers a great opportunity for vendors to support the many education programs that AARFP. There are several low-cost ways vendors can interact with delegates attending the courses from sponsorship of education materials, snacks, meals and drinks all creating valuable brand awareness to the very people that will use your products and services.

Many of the courses AARFP run are regularly updated to provide the most up to date content and advise, vendors and experts in your respective fields are always welcome to provide expert knowledge that may be used within the courses.

Parks & Sport Fields, Building Maintenance, Arena Maintenance, Life Cycle/Risk Management are just some of the many areas vendors can provide valuable input into AARFP which in turn will help build long term relations with the future facility managers and staff.

As always, the board at AARFP are always open to hear ideas from vendors on how to better engage with the recreation industry. Maybe you want to run your product/service presentation evening at your own offices and what to promote it to all AARFP members. Maybe you are bringing a new product or service to the industry and want to find AARFP members who are willing to undertake evaluation and provide feedback. Give the AARFP office a call and we will do what we can to help.

Regards

Ian Stephens
Forbo Flooring systems
Associate representative



Education Representative

The past year has been very busy in the Educational Stream along with several changes happening within the Association.

Our RFP Office was moved from Cochrane to Calgary last fall and we welcomed aboard two new staff members. John Napier was hired as our new Technical Director last fall and this past February we welcomed aboard Helena Milovic as our new Communications and Marketing Coordinator. Both have been great additions to the Association. Welcome John and Helena, we all forward working with you both.

We did unfortunately lose one of our long-time staff members, Shawntel Dickenson. Shawntel and her husband John decided to take the next journey in their lives and move out to British Columbia. Shawntel has since taken a job with RFABC, which is a sister organization too AARFP. I would personally like to thank Shawntel for all the work she put into RFP the past number of years. She will be truly missed and we all wish her the best in her new endeavors.

With the Education portion being such a key component of the Association, we continue to work closely with all our instructors to make sure we can provide them with the best opportunity in relaying the course content in a positive way to all our members. This past November we had our Annual Cadre Meeting in Millet. This is an opportunity for all the instructors to get together to share and review all our course material and make any necessary changes required to make our courses better.

Working with several of our Instructor Cadre, we continue to review and update our course manuals as required to be able to provide you with the most updated material. The key areas and manuals we have been working on this past year have been "Life Cycle/Risk Management," "Custodial," "Arena Maintenance," "Pool Level II" and "Developing A Policy & Procedure."

This past September we held our Annual Fall Planning Retreat where we reviewed and updated our Strategic Plan as well have having an excellent session on Board Governance.

I would like to reach out to all the other Board Members and thank them for their continued hard work and support they have provided this past year and for the great job they do. These are all volunteer positions and we all appreciate taking time out of your personal life to make the Association better. This truly demonstrates the love you all have for the Association.

Last and not least, a special thanks to our office staff, Maren, Helena, John, and Chris for doing such a great job. They are always available and willing assist when called upon. You are all a credit to the Association and we are lucky to have you on our Team.

Larry Golby
Education Representative



AARFP Office Staff

2022 saw a lot of changes in the AARFP Office.

We said goodbye to our longstanding Marketing and Communications Coordinator, Shawntel Dickinson, who left to take a position with our sister organization, the Recreation Facilities Association of British Columbia. Her contribution to the Association over the past 8 years has been invaluable and we wish her all the best in her future endeavors. We welcomed 2 new staff member, John Napier as our Technical Director and Helena Milovic as our new Marketing and Communications Coordinator. Both have fit in well and we are lucky to have them. We also hired a new bookkeeper, Pechias Larbe, how has been a definite asset to us in the office. We can't forget Maren Tryon, our Education Coordinator, who continues to do a fantastic job for the Association. I am excited to have their passion and experience on our team.

Our office team continues to work diligently to ensure our members receive the best possible service and education opportunities. Without their creative problem solving, an incredible ability to think outside the box, and their willingness to go above and beyond, the membership and Association, wouldn't be where it is today.

We taught an amazing number of courses last year, and it resulted in a nice profit for the Association. We are hoping to match those numbers in 2023.

The team has spent the last year instituting a new website and more efficient ways to complete our business. We are all working closely with the Board of Directors to bring you the best possible membership benefits . All of us at the office wish our membership the best as we progress through 2023 and look forward to building new opportunities to serve you.

All the best,

Chris McKenna
Executive Director

2022 AGM Minutes

ANNUAL GENERAL MEETING

April 26th, 2022 | 11:15am – 12:00pm

Cambridge Hotel and Conference Centre – Red Deer, AB

Attendees:

Directors:

Rob Pelletier, President
 Sonia Dodd, President-Elect
 Les Turner, Secretary Treasurer
 Russ Tanner, Interim Past President
 Craig Dilts, Arena Rep
 Chris Thompson, Building Rep
 Umesh Chand, Parks & Sports Fields
 JoAnna Jones, Aquatics Rep

Staff:

Chris McKenna, Executive Director
 Maren Tryon, Program and Admin Coordinator
 Shawntel Dickinson, Marketing & Communications
 Coordinator

Regrets:

Michelle Delorme (afternoon only)
 Larry Golby, Education Rep
 Chris Fish, Associate Rep

Members:

Amendt, Wes	Jones, Andrew	Rath, Shaylin
Ashworth, Steve	Jorvina, Cris	Robbins, Brad
Bailey, Curtis	Kamphius, Kade	Robinson, Eugene
Becker, Terry	Kastiro, Mark	Robinson, Daniel
Benn, Matthew	Kelly, Moya	Russell, LaRee
Bennefield, Calvin	King, Allan	Russell, Randy
Bennett, Reg	Labbe, Scott	Sather, Tim
Bernhart, Heidi	Laird, Gordon	Schenker, Randy
Berube, Matthew	Lapachuk, Blane	Schmidt, Jeff
Biensch, Chris	Lelond, Lara	Serediuk, Robert
Bretzer, Murray	Lubbers, Keith	Singh, Aaron
Campbell, Gillian (Red Deer)	Martin, Edith	Smith, Rex
Christman, Mareissa	Martinez, Eduardo	Smyl, Hailey
Congo, Jeremy	McEvoy, Dennis	Soucy, Stephen
Cullen, Tracy	McKinlay, Jack	Stanton, Morgan
Dockrill, Art	McKinnon, Janice	Stewart, Sandi
Doyle, Kirby	McNalty, Dave	Thibault, Adrian
Fandrey, Sheldon	Moon, Carley	Thompson, Chris
Favell, Kim	Murphy, Sean	Thornton, Kirk
Fernandez, Stephanie	Myshaniuk, Sam	Tucker, Lee
Ferris, Russell	Napier, John	Vaughan, Andrea
Fischer, Mark	Nidish, Brian	Verwey, Brianne
Frick, Trevor	Okoro, Emmanuel	Waites, Jason
Gallen, Lynn	Olsen, Kevin	Wegewitz, Shyla
Glasser, Chad	Olsen, Sam	Welsh, Terry
Greig, Bruce	Palaschuk, Noah	Wildeboer, Ryan
Hamilton, Eric	Paragas, Peter	Wolfe, Don
Hepfner, Scott	Parisian, Noelle	Worthington, Todd
Hernandez, Glenn	Pawsey, Todd	TOTAL VOTING MEMBERS: 106 ATTENDEES (Includes Board)
Howland, Haley	Peacock, Edward	
Hutton, Kim	Peek, Marcia	
Iverson, Kevin	Pifko, Jeremy	
Jensen, Jennifer	Pion, Gary	
Johnson, Nicholas	Proctor, Alan	
Johnstone, Chris	Pye, Arun	

Agenda:**1. Call to Order & Welcome**

- 11:23am called to order

2. Introduction of the Head Table

- Rob Pelletier – President
- Russ Tanner – Past President
- Les Turner – Secretary Treasurer
- Chris McKenna – Executive Director

3. Explanation of Virtual AGM and Voting Procedures

- Platform was Election Buddy – allows in-person and virtual attendees to vote
- Members were to enter URL into their electronic devices to access

4. Approval of the AGM Agenda

MOTION: To approve the April 26, 2022, AGM Meeting Agenda.

Moved by: Les Turner - Calgary

Seconded: Chris Thompson - Okotoks

CARRIED

5. Approval of the April 27, 2021, Annual General Meeting Minutes

MOTION: To approve the April 27, 2021, AGM Minutes

Moved by: Lee Tucker - Oyen

Seconded: Keith Lubbers - Brooks

CARRIED

6. Business arriving from the Minutes

- None
-

7. Executive Reports as Circulated - Annual Report (CLICK HERE).

- President Rob Pelletier - Millet
- Past President, Russ Tanner - Coaldale
- President Elect, Sonia Dodd - Stettler
- Secretary/Treasurer, Les Turner - Calgary
- Education Representative, Larry Golby - Coronation
- Associate Representative, Chris Fish - Devon
- Aquatic Representative, JoAnna Jones - Lethbridge
- Arena Representative, Craig Dilts - Strathmore
- Building Maintenance Representative, Chris Thompson - Okotoks
- Parks and Sport Fields Representative, Umesh Chand - St. Albert
- Executive Director, Chris McKenna - Sylvan Lake

MOTION: To Accept 2021 Annual Report

Moved by: Kevin Olsen - Hanna

Seconded: Umesh Chand - St. Albert

CARRIED

8. New Business

A. 2021 Financial Report & Audit (Found in Annual Report)

MOTION: That the membership of the AARFP accepts as information, the 2021 Audited Financial Statements found within the 2021 Annual Report.

Moved by: Les Turner - Calgary

Seconded by: Umesh Chand - St. Albert

CARRIED

MOTION: That the membership of the AARFP accepts the 2022 Operating Budget as presented within the 2021 Annual Report

Moved by: Les Turner - Calgary

Seconded by: Allan King - Stettler

CARRIED

B. Appointment of the Auditor – 3-year appointment recommended for 2022, 2023, 2024.

MOTION: That the membership of the AARFP accepts the Board of Director's recommendation to appoint **St. Arnaud Pinsent Steman Chartered Accountants** as the Association's auditors for the year 2022, 2023, 2024.

Moved by: Les Turner - Calgary

Seconded by: Sandi Stewart - Lacombe

CARRIED

C. Future Conference Host:

- Location to be determined
- Tentative Dates April 23-26, 2023

D. Election of Officers

Rob Pelletier turned the Chair over to Russ Tanner, Past President, who was identified as the Election Officer for the Annual General Meeting. Russ Accepted the Chair of this meeting and reviewed the election process with the attendees.

• **Secretary/Treasurer**

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

Aaron Singh

MOTION: To affirm by proclamation, Aaron Singh as the Secretary/Treasurer for the Alberta Association of Recreation Facility Personnel

ACCLAIMED

Russ Tanner declared Aaron Singh elected to the position of Secretary/Treasurer for the Alberta Association of Recreation Facility Personnel

- **Aquatics Stream Representative**

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

Daniel Robinson

MOTION: To affirm by proclamation, Daniel Robinson as the Aquatic Stream Representative for the Alberta Association of Recreation Facility Personnel

ACCLAIMED

Russ Tanner declared Daniel Robinson elected to the position of Aquatic Stream Rep for the Alberta Association of Recreation Facility Personnel

- **Building Maintenance Stream Representative**

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

Chad Glasser

Adrian Thibault

The nominees had the opportunity to make a 5-minute presentation to the membership and then the membership voted.

MOTION: To declare, Chad Glasser as the Building Maintenance Stream Representative for the Alberta Association of Recreation Facility Personnel

CARRIED

Based on receiving the most votes, Russ Tanner declared Chad Glasser elected to the position of Building Maintenance Stream Representative for the Alberta Association of Recreation Facility Personnel

- **Associate Representative – Ratified at Associate Meeting on April 25, 2022**

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

Ian Stephens – Forbo Flooring Systems

MOTION: To affirm by proclamation, Ian Stephens as the Associate Representative for the Alberta Association of Recreation Facility Personnel

ACCLAIMED

Russ Tanner declared Ian Stephens elected to the position of Associate Representative for the Alberta Association of Recreation Facility Personnel

E. Appreciation

Rob Pelletier called on outgoing AARFP Board Members to thank them for their volunteer service to AARFP and presented them with the AARFP Executive Pin for their years on the Board

- Chris Thompson
- JoAnna Jones
- Les Turner
- Chris Fish (Not Present)

11.2023 AGM Date and Location:

MOTION: That the AARFP hold the next Annual General Meeting of the Alberta Association of Recreation Facility Personnel on Tuesday, April 25th, 2023 at the Annual Conference and Trade Show Location (TBD).

Moved by: Les Turner - Calgary

Seconded by: Umesh Chand – St. Albert

CARRIED

12. Adjournment

MOTION: That the Annual General Meeting is adjourned at 2:35pm.

Moved by: Umesh Chand – St. Albert

Seconded by: Allan King - Stettler

CARRIED

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2022

	2022 \$	2021 \$
ASSETS		
CURRENT		
Cash	373,699	231,315
Short term investments (Note 4)	226,913	221,770
Accounts receivable	45,634	31,203
Inventory	1,372	632
Prepaid expenses	22,152	75,555
	669,770	560,475
EQUIPMENT (Note 5)	2,855	3,801
LONG TERM INVESTMENTS (Note 6)	156,519	155,477
	829,144	719,753
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities (Note 8)	34,043	23,247
Deferred income (Note 7)	-	51,462
	34,043	74,709
LONG TERM DEBT (Note 9)	40,000	40,000
	74,043	114,709
NET ASSETS		
Unrestricted net assets	461,960	310,957
Invested in capital assets	2,855	3,801
Contingency reserve	150,000	150,000
Business initiatives reserve	140,286	140,286
	755,101	605,044
	829,144	719,753



ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2022

	2021 Balance \$	Excess (deficit) of revenue over expenses \$	Amortization \$	Capital asset purchases \$	2022 Balance \$
Unrestricted net assets	310,957	150,057	946	-	461,960
Invested in capital assets	3,801	-	(946)	-	2,855
Contingency reserve	150,000	-	-	-	150,000
Business initiatives reserve	140,286	-	-	-	140,286
	<u>605,044</u>	<u>150,057</u>	<u>-</u>	<u>-</u>	<u>755,101</u>
	2020 Balance \$	Excess (deficit) of revenue over expenses \$	Amortization \$	Capital asset purchases \$	2021 Balance \$
Unrestricted net assets	331,215	(21,540)	1,282	-	310,957
Invested in capital assets	5,083	-	(1,282)	-	3,801
Contingency reserve	150,000	-	-	-	150,000
Business initiatives reserve	140,286	-	-	-	140,286
	<u>626,584</u>	<u>(21,540)</u>	<u>-</u>	<u>-</u>	<u>605,044</u>

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF REVENUES AND EXPENDITURES
YEAR ENDED DECEMBER 31, 2022

	2022 \$	2021 \$
REVENUES		
Alberta Recreation and Physical Activity grant	64,364	64,364
Conference	99,032	-
Education	578,784	353,697
Investment Income	8,139	2,924
Memberships	144,798	107,030
Sponsorship Advertising	100,437	38,627
	<u>995,554</u>	<u>566,642</u>
EXPENSES		
Amortization	946	1,283
Board	29,342	33,568
Calendar	14,182	6,997
Conference	187,567	39,200
Donations	-	300
Education	214,921	143,415
Interest and bank charges	843	2,560
Newsletter	6,525	6,400
Office and administrative expenses	147,692	78,962
Professional fees	8,520	8,500
Rental	35,919	31,800
Salaries and wages	205,546	321,474
Scholarship awards	5,494	863
	<u>857,497</u>	<u>675,322</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>138,057</u>	<u>(108,680)</u>
OTHER INCOME		
COVID Emergency Support Fund Grant	-	17,500
Canada Emergency Business Account	-	10,000
Canada Emergency Rent Subsidy	-	9,115
Canada Emergency Wage Subsidy	-	50,525
Gov of AB - Jobs Now Grant	12,000	-
	<u>12,000</u>	<u>87,140</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>150,057</u>	<u>(21,540)</u>

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2022

	2022 \$	2021 \$
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	150,057	(21,540)
Item not affecting cash:		
Amortization of equipment	946	1,283
	<u>151,003</u>	<u>(20,257)</u>
Changes in non-cash working capital:		
Accounts receivable	(14,431)	12,142
Inventory	(740)	304
Accounts payable and accrued liabilities	10,795	(55,291)
Deferred income	(51,462)	31,815
Prepaid expenses	53,403	(2,843)
	<u>(2,435)</u>	<u>(13,873)</u>
Cash flow from (used by) operating activities	<u>148,568</u>	<u>(34,130)</u>
INVESTING ACTIVITY		
Purchase of short term investments	<u>(6,185)</u>	<u>(3,795)</u>
FINANCING ACTIVITY		
Proceeds from long term debt	<u>-</u>	<u>10,000</u>
INCREASE (DECREASE) IN CASH FLOW	<u>142,383</u>	<u>(27,925)</u>
Cash - beginning of year	<u>231,315</u>	<u>259,240</u>
CASH - END OF YEAR	<u>373,698</u>	<u>231,315</u>
CASH CONSISTS OF:		
Cash	<u>373,699</u>	<u>231,315</u>

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL 2023**PROPOSED BUDGET**

	2023 Budget	2022 Actual	2022 Budget
Revenue			
Administration	\$ 10,600	\$ 108,576	\$ 10,350
Grants	64,364	64,364	64,364
Membership	184,500	144,798	164,360
Education	480,100	578,784	388,891
Conference	224,597	99,032	137,430
	\$ 964,161	\$ 995,554	\$ 765,395
Expenses			
Administration	\$ 512,600	\$ 399,466	\$ 368,675
Membership	54,000	50,049	60,600
Education	195,811	220,415	199,550
Conference	201,750	187,567	150,351
	\$ 964,161.00	\$ 857,497.00	\$ 779,176.00
Covid Gov't Grants	\$0	\$0	\$0
Excess of Revenues over Expenses	\$ -	\$ 138,057.00	-\$ 13,781.00