



ALBERTA ASSOCIATION OF
RECREATION FACILITY PERSONNEL

2023 Annual Report

 www.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
-

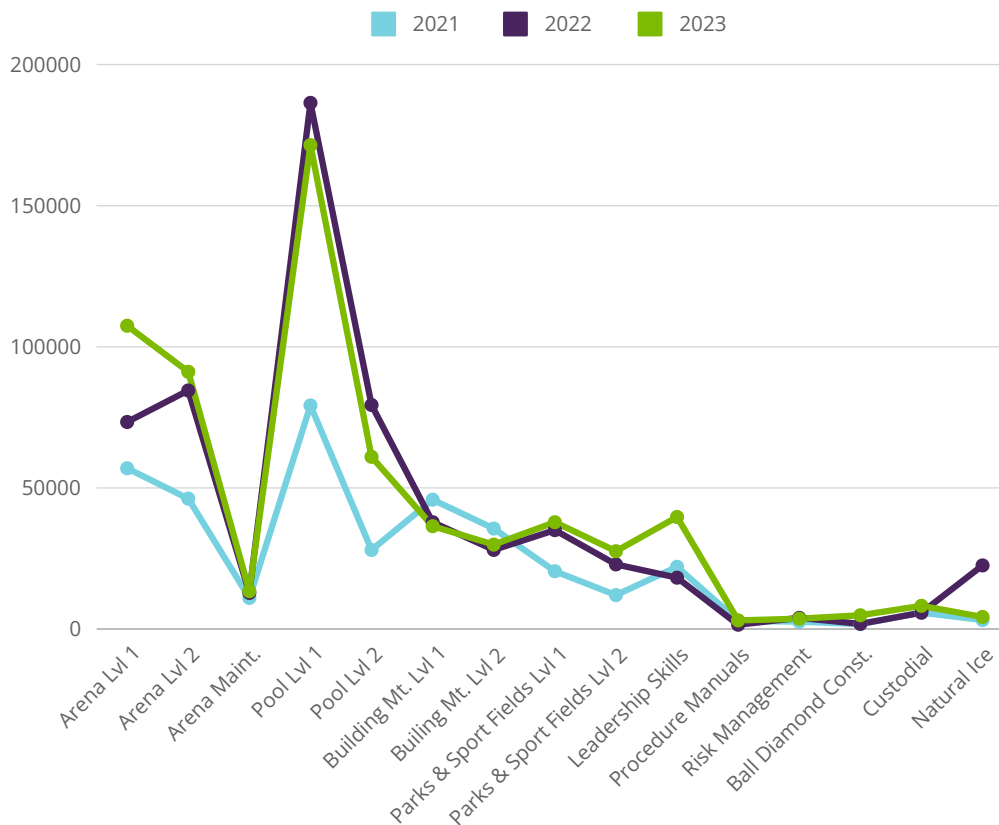
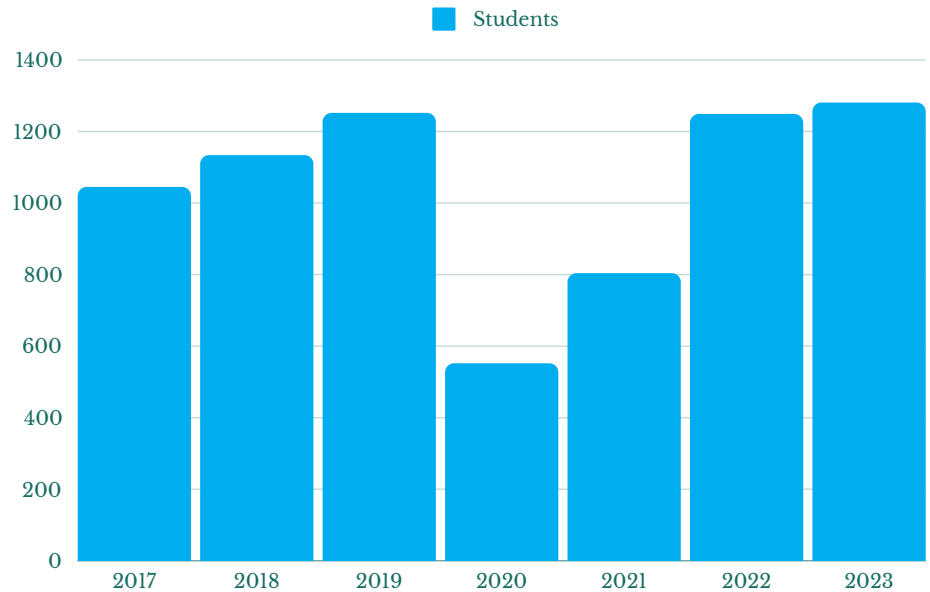
RFP EDUCATION STATISTICS

RFP is excited to report an increase of registrations in 2023.

3%

Increase in students

RFP taught 804 students in 2021 and increased to 1,249 in 2022. In 2023 there were 1,281 students.



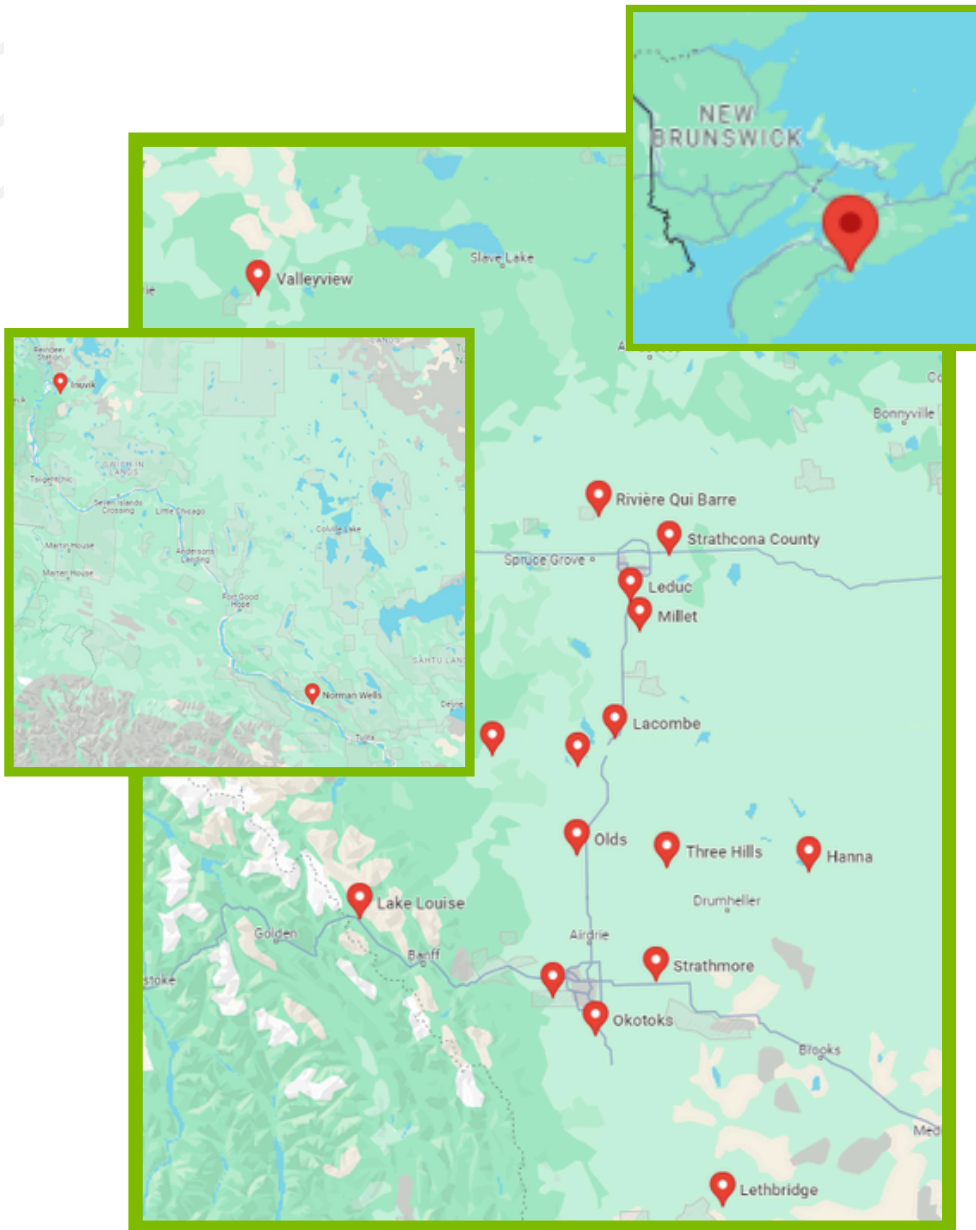
7%

With strategic planning and thoughtful course placements, this has resulted in fewer course offerings and more students.

*This total does not reflect the actual revenue for 2023. Each host facility is permitted 1 free course participant. Please refer to financial statements for accurate course revenue

THE RFP REACH

RFP traveled all over Alberta, the Northwest Territories, Nunavut, Nova Scotia and into British Columbia.



- Airdrie
- Athabasca
- Beaumont
- Brooks
- Calgary
- Camrose
- Coaldale
- Cochrane
- Cold Lake
- Edmonton
- Edson
- Fairview
- **Fernie, BC**
- Fort Saskatchewan
- Fort Simpson
- Fort Smith
- **Halifax, Nova Scotia**
- Hanna
- **Inuvik**
- Lac La Biche
- Lacombe
- Lake Louise
- Leduc
- Lethbridge
- Millet
- **Norman Wells NT**
- Okotoks
- Olds
- Rivière Qui Barre
- Rocky Mountain House
- Strathcona County
- Strathmore
- Sylvan Lake
- Three Hills
- Tsuut'ina Nation
- Valleyview



WEBSITE VIEWS

56.2K Total Sessions
26K Users



JOB POSTINGS

345 Jobs Posted
13,773 Views



SOCIAL MEDIA

26.7K Facebook Reach
1.4K Instagram Reach
358 LinkedIn Page Views

OUR MEMBERSHIP

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

↑ 15.2%

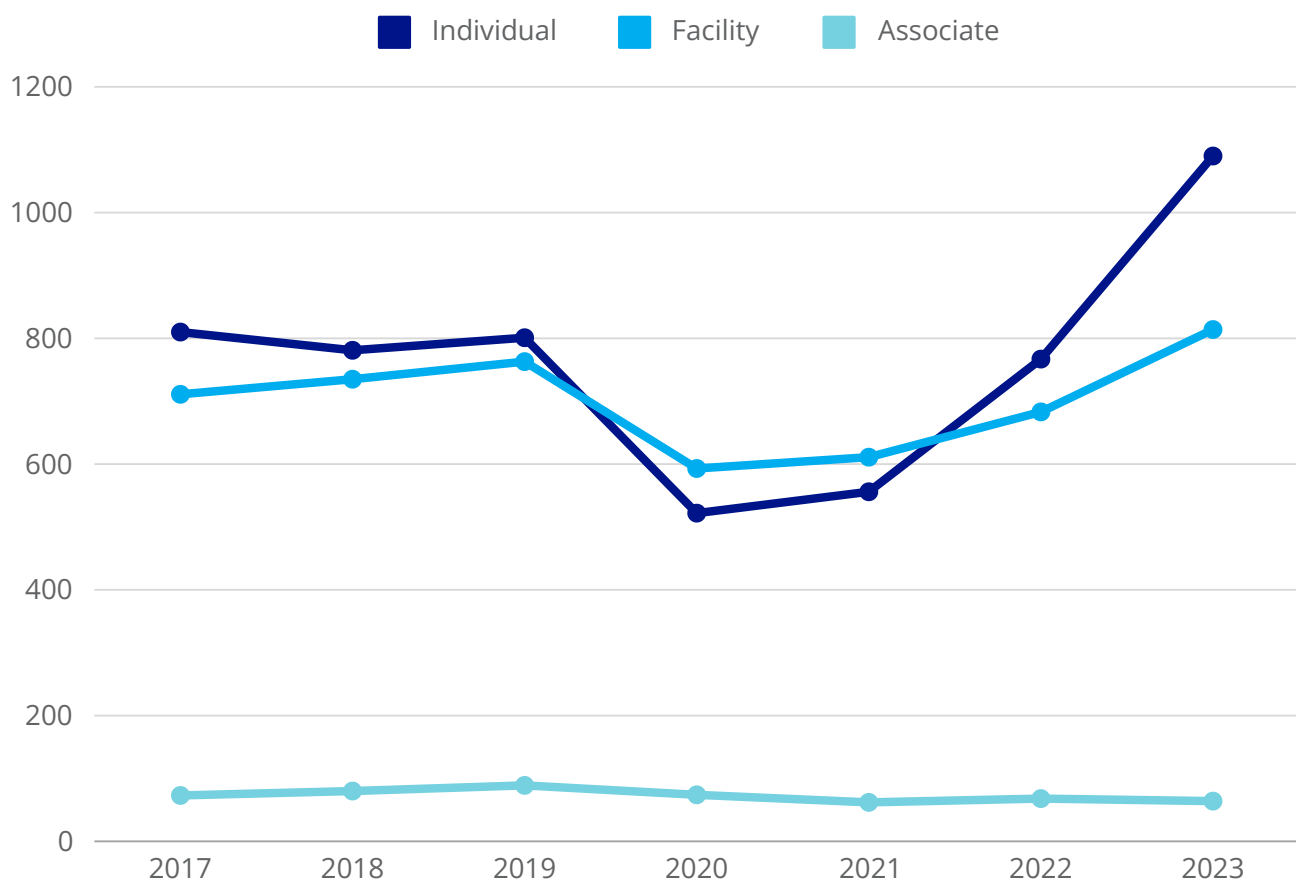
5 YEAR MEMBERSHIP AVERAGE ('19-'23)

This average reflects numbers during COVID years.

↑ 29.6%

MEMBERSHIP INCREASE

This is the growth from 2022 to 2023.



WEBINAR & CONNECT SESSIONS

2 Connect Sessions & 1 Webinar



SOCIAL MEDIA

951 Facebook Followers in 2023
126 Instagram Followers in 2023
149 LinkedIn Followers in 2023

RFP HIGHLIGHTS

2023 Conference & Trade Show



The 2023 AARFP Conference & Trade Show was focused on supporting & facilitating connection. With over 30 sessions, numerous tradeshow exhibitors, and inspiring keynote speakers, recreation professionals took away the necessary information to help them Re-connect with their communities to inspire positive connection. The conference was held in Red Deer, April 23-26, 2023, with 250-300 delegates in recreation operations from all over Alberta and a few from British Columbia, Saskatchewan, and the Northwest Territories.

2023 Symposium



The 2023 AARFP Symposium offered 11 courses in one week at Lacombe! As well as the Red Deer Polytechnic Management for Supervisors Course. Alongside those great educational opportunities, there were opportunities for AARFP members to get together and have fun after their classes.

RFP BOARD OF DIRECTORS



Sonia Dodd
President



Craig Dilts
President Elect



Adrian Thibault
Arena Representative



Rob Pelletier
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 fellow RFP members,

It has been a whirlwind year as the President. I would like to take this time to say a million thanks to the Executive Director, the amazing RFP staff and the fantastic board. Together we have been able to do many things within the organization to support the mission, vision, and values we have.

In the past year our organization was able to support both Nova Scotia and British Columbia in their educational endeavors. RFP had a record number of participants in the courses provided and many special courses were held as well. We are excited to announce that 2 more courses are moving to online delivery as well as classroom. With online delivery it helps those who are remote as well as eases the training dollars for organization with the omission of travel expenses. We are excited to begin work with an organization to develop our educational products and look forward to the outcomes of the courses we have started with. Stay tuned for this!

Many projects and contacts have been started within the organization. Representing RFP at many conferences in 2023, including continued support for RFABC and ARPA. We made a trip to Victoria to see what Western Canadian Turf association all was about and brought back some great ideas and connections to enhance our organization in the future and support theirs.

We are excited to announce that, through our partnership with Red Deer Polytechnic, we brought back the Advanced Recreation Management Certificate. As well as continuing to work with AMHSA to deliver the Safety Operator Certificates. The Aquatic Safety Awareness Campaign was a program set forth from a corrective action. Along with other municipalities and organizations we worked to build a program to help the aquatic industry have the necessary information available to maintain a safe environment for all.

At our annual RFP Fall Board Retreat we worked through the organizations Bylaws and recommended a few minor changes that will be presented at the AGM and spent some time on our Strategic plan. As we move forward, setting up more Connect sessions was discussed. These will bring additional value to the members of RFP.

In closing of the first year for me as President, I again am humble to have, and be part of a great organization that has set out to support recreation through education, networking, and advocacy.



President Elect Report

As I transitioned away from the Arena Representative position and move into the president elect role I wanted to thank everyone for your support in seeing me taking on this exciting opportunity for the association. It is a privilege to serve on the board alongside a group with such experience and recreation industry pride.

With growth comes the need for additional hands to continue making progress and that has been reflected in our decisions to expand the staff team. The administrative team handling the day-to-day operations of the association continues to excel, which directly relates to us being in good financial health.

We continue to plan for the future and a project worth noting was one of the associations largest financial undertakings. It was a proud moment being a part of the board and committing funds to see our courses developed into additional online capabilities. We are very excited to pursue this project which will expand the pathways for students to access our courses.

With our courses continuing to be in demand it's a good problem to have. As such we continue to maintain a healthy level of instructors and apprentice instructors to serve Alberta and various other locations. A couple highlights were the sale of our Arena courses content to Nova Scotia and our Parks and Sports Fields course to British Columbia, you might say our association is beginning to reach a national audience. Well done!

This past year I was actively involved in updating the arena maintenance course content as well as the Associations policies and bylaws. I continue to attend various recreation industry events such as ARPA's annual conference and maintain active involvement with the Calgary Arena Managers Group. By far my most enjoyable aspect of the Association continues to be travelling amongst our rinks and instructing.

May your ice be smooth, pools warm, buildings clean, and turf well groomed.
Craig Dilts



Secretary/Treasurer Report

As I near the end of this term I look back at the success and growth our Association has had over the past few years. As our province opened over the last couple years, we have seen and benefitted from the need for training to help lead toward better overall staff competency. Our staff has done a great job in ensuring we are able to meet the needs of our members and looking for opportunities for new items to offer.

This year we had another year of significant financial success. We had another year with a significant surplus of around \$200,000. A large part of this surplus came from the increases in our education revenue.

Our budget process continued to focus on providing the best service we can. In previous years we added the Technical Director position, and this year we are looking at significant investment into improving our education programs for the members. We want to ensure our courses continue to improve and be presented in a professional way.

The secretary position has been great. It is good to work closely in preparing for the meetings and seeing what suggestions may help at meetings. Being part of the board has always been rewarding.

Thanks,
Aaron Singh
AARFP Secretary Treasurer



Past President Report

What a fantastic year it has been for AARFP!

We have fantastic staff who have settled into our new office space comfortably for some time now, upgraded some manuals as well as our website and have seen stellar numbers for training. I would also like to add that there has been a considerable amount of work put in by our staff in creating relationships throughout Canada in which multiple organizations want to use our business model and purchase our programs, or partner with us sharing tradeshow spaces and networking. I think AARFP has never been set up for success better than right now. I have been tasked as the immediate Past President to accept nominations and essays for Top Marks as well as Service Awards to be presented to the Past Presidents for their consideration and vote. There were some great candidates this year, and the selections were made, which will be announced at the 45th Annual AARFP Conference held in Lethbridge.

My duties as Immediate Past President also include the elections at the conference. I would like to remind everybody the positions that are available this year at the conference which are

- Building Maintenance Rep
- Associate Rep
- Aquatics Rep
- Secretary/Treasurer

The association would love to have you run for these positions because our organization is built on having a diverse representation. We have 4 in person meetings per year (not including the conference meeting) and some online representation for your designated role. We would love to have you, and hear what you have to say when deciding which direction the organization should go in the future. Please, get involved.

As many of you may know, I am in my second last year on the Board of Directors for an extended term due to the pandemic. I have cherished my second term on the board (the first being in 2003) and have seen a lot of changes with AARFP over my 22 year involvement, and I can honestly say that we are in a great position for continued success. Long after this Board of Directors has moved on, the Association will continue to thrive due to the very competent staff we have right at this moment. Please feel free to contact them with any of your needs. Do not forget, where else are you going to find such a comprehensive FREE consulting service like you can find with AARFP for all your recreation and maintenance needs.

I appreciate you all and cannot wait to see you again. Let's see if we can max out the attendance and have one of those LEGENDARY CONFERENCES we have all heard about and a lot of us have been to!!!

Take care.

Rob Pelletier



Arena Stream Report



Since joining the AARFP board as Arena Stream Rep it feels like time has flown by and we are looking at another conference right around the corner. Craig Dilts (past Arena Stream Rep, current President Elect) has created a good template moving forward but also left big shoes to fill; he has been able to answer questions and help me as we move forward. It's been plenty of work, but exciting and will continue to be a positive challenge.

My personal mandate to serve the members while in this position; engage, educate and advocate. And along with that be a positive, contributing member of the AARFP Board of Directors. I believe that aligns with AARFP's mission.

I have been working at being a voice and engaging with our members on our Arena Stream Facebook group by posting and sharing; educational information (and sometimes stuff that might make you chuckle) and AARFP information on the conference and courses. Leisure Lines Articles for each quarterly issue have been challenging but enjoyable to write. I have written about, the Scott Seaman Sports Rink Melt Water Recycle System, Creating a plan for Drills and Practicing for Emergencies, 10 Years as an Arena Operator, and creating and Ammonia Emergency Response Plan. I am always interested in topic ideas from members. On the topic of education and awareness; I facilitated a discussion with Brodie Guest (Guest Automation), Ian Welle (Polar Engineering) and Craig Dilts (Manager Strathmore Civic Center) concerning the advancements and the future of technology in ice arenas. It was a great discussion about building automation and recovering the heat off the plant for other uses. It will be available on YouTube soon for everyone to view.

At the 2023 conference Arena Open Forum there was some discussion about groups arriving earlier than expected for ice times. We have launched a quick survey to see the raw data for supporting this anecdotal information which we will then use to see if we can work together with governing bodies to find a resolution.

I have enjoyed fielding questions from members through email or social media. Issues with boards and qualifications for Arena Operators come up and I always welcome more communicating with members.

I'm looking forward to presenting on the topic of cleaning your ice shavings and reusing them and also the facilitating the Arena Open Forum at the Annual Conference this year. I welcome ideas for articles, social media posts, topics and all-around advancement as I am trying my best but I need to know what the people want to try and deliver that. You can reach me via email; adrian.thibault@outlook.com

Hope to see you at conference!
Adrian Thibault
Arena Stream Representative
Foothills County – S.S.S.R



Parks and Sport Fields Stream Report



Hello, fellow RFP members! I am having the pleasure of being your Parks Stream Rep for 2023 and this year has been an amazing and busy year.

There have been many connections within the Parks stream, 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, across Alberta.

Looking back, I have 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 Parks concerns and information. I have 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 few highlights for me was getting to work with our Executive Director, Chris at the 2023 RMA conference which was such a positive impact on connecting with other municipalities. We had an awesome connect session on building outdoor natural ice and boy did it ever come back with a lot of positive responses especially with the crazy warm winter we had.

Going forward, as your Parks Stream Rep I am looking forward to an amazing 2024. We will soon meet at our Conference & Trade Show in April!!!

I wish you all the best in 2024! Play safe, stay healthy and positive. See you very soon!

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



Client Services Stream



I have had the pleasure of serving as your client services stream representative for a whole year now. After another great conference in Red Deer we look back on another great year for the Association.

As with many of our stream representatives much of our time is spent engaging with you the membership of the Association. Building a network for all recreation professionals to engage with along with quality training are key areas for our association and stream. In 2024 and beyond a key goal for client services is to continue to look at the training offerings for the area to meet the ever growing need for continued training offerings.

Your board and the fantastic team in the office will continue to work hard to ensure that the services and training our members want is available. As well as the advocacy with other agencies to create

I look forward to what 2024 has in store and we will see everyone very soon in Lethbridge for the 2024 conference.

Andrew Jones
Client Services Representative



Aquatics Stream



Hello AARFP friends and it is hard to believe we have wrapped another successful year. As an association the accomplishments over the last year are something I am proud to have been involved in. To my peers on the board thank you for the comradery and your dedication to our purpose. To the staff you truly are making the difference and should be highlighted in the accomplishments over the year, thank you for your leadership, friendship and love of AARFP.

As I end my term as Aquatics Stream Representative for AARFP it comes with knowledge that the association is poised to meet the needs of the membership through the innovative passion shown over the last couple years. To see how dedicated everyone is to share what AARFP has built in terms of industry leadership, educational opportunity but most important collaboration will be something anyone working in Recreation with benefit from. Through growth of different events and spreading of the AARFP brand across Canada it is clear we truly are sharing the passion of recreation to one and all.

In Aquatics specifically the communication across all provincial stakeholders is something I am proud of and would like to share a thank you to each of the partners for what they have been willing to provide the Aquatics industry. Working with the Alberta Association of Aquatic Professionals (AAAP) to add a new stream to the annual conference is something that allows someone in Aquatics the opportunity to be supported by two strong provincial bodies. This is something I look forward to watching bloom into the future. Alberta Health Services continues to be open and supportive of the work AARFP is accomplishing, this is an important relationship that ensures Alberta aquatic facilities are setup to provide a safe environment for patrons and staff. The Lifesaving Society has also been a strong partner showing their commitment to the Aquatics industry through their attendance and knowledge sharing.

One last item that should be shared with everyone is how as an association and membership it is important to value the Associate Members. The Associate Membership is so much more than suppliers to AARFP, these members provide so much behind the scenes to ensure recreation in Alberta is at the front of industry trends. As an association we have received endless volunteer support to review course content, support membership inquiries or answer questions, write articles, provide updates in connect sessions and more. A truly remarkable part of the support is financial through sponsorships of courses and events that AARFP hosts. These partnerships with our Associate Membership is something everyone is benefiting from so Thank you again to all AARFP Associate Members.

While I will be stepping off the board my support for AARFP will continue. I look forward to teaching courses, working collaboratively on content review or course updates, and especially keeping up my friendship with so many of you at Symposiums, Conferences and other events.



Building Maintenance Stream



Hello friends and colleagues,

I want to welcome you all to the sunny south for the 2024 Conference & Trade Show: The Bridge To Recreation. I'm excited to see you all in Lethbridge.

Over the past couple of years, I am proud to have contributed to the growth and development of the Building Maintenance stream.

I would like to express my gratitude to all the students who have participated in the courses, both level one and two. Your dedication and hard work are commendable, and I congratulate each one of you for obtaining your certificate. It's a great accomplishment.

I also want to emphasize the importance of networking at events like these. Building connections and making contacts within the industry can result in countless opportunities for professional growth and development. Take advantage of Conference & Trade Show to meet new people and learn from their experiences.

Looking ahead, I am excited to share that there are some exciting new developments for all our courses in the next couple of years. View our website for updates and announcements. Lastly, I want to express my appreciation for the opportunity to become an instructor for the building maintenance courses and to learn from all of you.

As my two-year term on the board comes to an end, I want to thank everyone for their support and collaboration. It has been an educational journey, and I have gained a deeper understanding of the organization. I am proud to have been a part of it.

Thank you all once again, and I wish you all the best in your future endeavours. Let's continue to grow and excel in the field of Building Maintenance.

Cheers folks,

Chad Glasser



Associate Representative

Greetings all AARFP members,

Its almost time to gather and meet for our 45th Conference, with the theme "The Bridge To Recreation".

Bridges are a wonderful way to connect and find a way over hurdles, and the recreation industry faces many hurdles each year. As the Associate Representee, one of my hurdles was figuring out how to better connect the many associates we have to the recreation industry via the AARFP? How do we build a lasting partnership, together?

AARFP runs many educational training courses throughout the year, and over the last 2 years we have been reviewing and updating the training courses. With the assistance of vendors and industry knowledge experts who have provided up to date information on products and services this has allowed AARFP to create courses that reflect the way recreational facilities are operated and used today and into the future. I thank you all for your contributions and support when asked.

AARFP publishes Leisure Lines throughout the year. It is a great way for associates to get their message out to the industry though articles, technical updates, product, and service reviews. The wide-ranging articles submitted by associates is what help makes leisure lines a must read for anyone involved in the recreation industry.

Post covid we have seen the ongoing struggles many associates have with supply chains and skilled labour, as well as rising costs and shrinking revenues. It is not easy out there. Over the last few years, I have attended many industry conferences and tradeshow, I have collected all the best bits from each event, made note of the negatives, and reviewed the costs of tradeshow and the return on investment to associates. Together with the amazing office staff at AARFP, (it's impossible to single out any one staff member as they all bring so much passion and energy) we have collated all this information and applied it to all of our AARFP events, and we have worked to bring you the best and most cost-effective conference possible in 2024. There are so many more opportunities to connect, network and build your own "bridge to recreation".

Over the last two years I have visited many recreation facilities, and I am happy to see so many of these facilities using equipment and services supplied by AARFP associates and I am proud of the fact AARFP have been able to play a part in building that connection. I hope I will be able to continue to support you all in years to come, and see you all soon in Lethbridge, April 21-24th, The Bridge To Recreation, our 45th Conference and Trade Show.

Ian Stephens
AARFP Associate Representative
Forbo Flooring Systems



Education Representative

This past year has been a very busy one in the Educational Stream with a record number of students attending our courses in 2023.

With the Education portion being such a key component of the Association, we continue to work closely with all our instructors to make sure that 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 Lacombe where we had an opportunity for all the instructors to get together to review all our course material and Power Points and make any necessary changes and updates required to make our courses better.

Our Arena Maintenance and Pool Operator Level 2 have now been completed. We are presently working on the Life Cycle/Risk Management, Custodial, Developing a Policy & Procedure Manual, and the Arena Operator Level 2 and hope to have them completed this year,

A special thank you goes out to our Executive Director, Chris McKenna, for creating partnerships with several organizations within our province as well as creating a working relationship with the recreation associations in British Columbia (RFABC) and Nova Scotia (RFANS). This is great news for our Association.

This past September we held our Annual Fall Planning Retreat where we reviewed and updated our Strategic Plan, reviewed our By-Laws and had 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 for the Association. These are all volunteer positions and we all appreciate you taking time out of your personal life to make the Association better. This truly demonstrates the love you all have for the Association.

Also, a big Thank You goes out to all the Staff, Board Members, Stream Reps and Conference Committee for putting on an excellent program for this year's conference. For those of you who have worked on doing Special Events, you all know the amount of time and effort that is put in to make these successful.

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



AARFP Office Staff

Wow, we had a great year in 2023. Both regular and special courses increased in attendance, and we had a successful Conference & Trade Show in Red Deer. This year our Conference & Trade Show is in Lethbridge, and I am excited to announce that in 2025, our Conference & Trade Show will be in Canmore.

As usual, our fantastic staff has been hard at work, striving to bring the best service possible to you, our members. We have upgraded the format of our manuals and the feedback has been awesome. The office continues to ensure that our members receive the best possible service and educational opportunities.

We continue our partnership with Recreation Facilities Association of British Columbia and Recreation, as well as the Recreation Facilities Association of Nova Scotia. We have also participated in a zoom call with all the Associations across Canada, with more information on this to follow as the year progresses.

We have developed partnerships with The Alberta Agricultural Society, the Western Canada Turf Association, the Alberta Hall of Fame, and the Rural Municipalities Association. We are excited to develop these relationships further.

We are planning on implementing a new membership management program this year. We are doing our due diligence to ensure that we find the perfect fit. Also, we are looking at upgrading our courses, which will be a big project that will produce great results.

We have a fantastic Board of Directors, that have worked very hard all year, especially in organizing and operating our Annual Conference & Trade Show. Our association is lucky to have both this current Board and Staff, working to improve all that we do.
I wish you all a great 2024!

2023 AGM Minutes

ANNUAL GENERAL MEETING

April 25, 2023 | 11:15 – 12:00PM

Red Deer Resort & Casino, Red Deer, AB

Attendees:

Directors:

Rob Pelletier – President
 Sonia Dodd – President Elect
 Aaron Singh – Secretary/Treasurer
 Russ Tanner – Past President
 Craig Dilts – Arena Representative
 Chad Glasser – Building Maintenance Rep.
 Umesh Chand – Parks & Sport Fields Rep.
 Daniel Robinson – Aquatics Rep.
 Larry Golby – Education Rep.
 Ian Stephens – Associate Rep.
 Andrew Jones – Client Services Rep.

Staff:

Chris McKenna – Executive Director
 John Napier – Technical Director
 Maren Tryon – Education Coordinator
 Helena Milovic – Marketing & Comms. Coordinator

Members:

Calvin Bennfield	Colinda Blondin	Murray Bretzer
Jennifer Bruch	Darcy Carter	Innes Cumming
Trevor Frick	Jesse Gimbel	Lesley Heisler
Jonathan Hynes	Michael Keohane	Allan King
Trevor King	Jeff Kovacs	Mandy Long
Jesse McCabe	Trevor Millward	Peter Paragas
Chris Pfeuti	Shelly Randall	Tim Rogers
Tammy Schmermund	Sandi Stewart	Alex Sura
Lisa Tchir	Les Turner	Seth Wozniczka
Steven Ashworth	Karen Bacon	Jeremy Congo
Lindsay Duffy	Glenn Federowich	Krista Fields
Allison Froese	Jennifer Jensen	JoAnna Jones
Grit Lindena	Keith Lubbers	Kurtis McBain
Rachael Morgan	Sam Myshaniuk	Susanna Nelson
Kevin Olsen	Jeff Schmidt	Darcy Smith
Randy Smith	Rex Smith	Brady Steele
Mike Szewczuk	Mark Turgeon	Grace Wagstaff
Jason Waites	Brett Albert	MacKenzie Albert
Rhonda Alix	Karlee Ascione	Curtis Bailey
Sunni Belle	Gillian Campbell	Trish Cerin
Ted Dierickse	KB Dumas	John Fallows
Sheldon Fandrey	Russell Ferris	Kim Fraser
Bruce Greig	Ed Guinto	Jackie Hunt
Kevin Iverson	Jody Jager	Fiona Janz
Felix Lebante	Patsy Lindsay	Sunnie Mack-Russell
Dennis McEvoy	Gerry R Murphy	Sam Olsen
Kaylee Ostenberg	Alan Proctor	Wayne Quinton
Cal Radkewich	Jason Rafter	Randy Russell
Michelle Shumard	Trent Smith	Adrian Thibault
Lee Tucker	Don Wolfe	Marion Cousineau
Courtney Fedrau	Scott Hepfner	Ben Kirsekorn
Dave Horner	Beomjun Jeon	Jillian Johnston
Dominique MacDonald	Sean Murphy	Brian Nidish
Cheryl Paris	Total Attendance of Voting Members: 114 (includes Board)	
Randy Schenker		
Carlito Sabado		
Mike Scott		

Agenda:**1. Call to Order**

Meeting called to order at 11:24AM.

2. Approval of the Agenda

MOTION: To approve the Agenda as presented.

Moved by: Les Turner

Seconded: Allan King

Discussion: None

CARRIED

3. Approval of the Minutes of the Annual General Meeting, April 26, 2022

MOTION: to accept the minutes of the 2022 Annual General Meeting of the Alberta Association of Recreation Facility Personnel held in Red Deer on April 26, 2022, as presented in the 2022 Annual Report.

Moved by: Heather Cowie

Seconded: Jeremy Congo

Discussion: None

CARRIED

4. Business Arising from the Minutes - None**5. Officer and Director Reports as Circulated in 2022 Annual Report**

MOTION: To accept as information, all Board of Directors reports as presented in the 2022 Annual Report.

Moved by: Calvin Bennefield

Seconded: Lee Tucker

Discussion: None

CARRIED

6. New Business**A. 2022 Financial Report**

MOTION: That the membership of the AARFP accepts the 2022 Audited Financial Statements within the 2022 Annual Reports

Moved by: Aaron Singh

Seconded: Les Turner

Discussion: None

CARRIED

B. 2023 Budget Approval

MOTION: That the membership of the AARFP accepts the 2023 Operation Budget as presented at the 2022 AGM and found within the 2022 Annual Reports.

Moved by: Aaron Singh

Seconded: Allan King

Discussion: Question regarding actuals between \$108,000 in 2021, and \$10,000 in current. Response that this was due to advertising revenue – JoAnna Jones

Request to update to slide to reflect appropriate year – Scott Hepfner

CARRIED

C. Appointment of Auditor – St. Arnaud Pinsent Steman

MOTION: That the membership of the AARFP accepts the Board of Directors recommendation to appoint **St Arnaud Pinsent Steman Chartered Accountants** as the Associations auditors for the years 2023, 2024, and 2025.

Moved by: Aaron Singh

Seconded: Sandi Stewart

Discussion: None

CARRIED

D. Future Conference Host Cambridge Hotel, Lethbridge, Alberta, 2024**E. 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.

- **President Elect:**

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

Craig Dilts

Nomination: Sonia Dodd

Seconded: Larry Golby

Craig lets his name stand.

Motion: To affirm by proclamation, Craig Dilts, as the President Elect for the Alberta Association of Recreation Facility Personnel

Accepted

Russ Tanner declared Craig Dilts elected to the position of President Elect for the Alberta Association of Recreation Facility Personnel.

- **Arena Representative:**

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

Allan King

Moved By: Marty Rowles

Seconded By: Desirae Perry

Adrian Thibault

Moved By: Barry Williams

Seconded By: Aaron Singh

Ballot Counters: Sandi Stewart

Aaron Singh

Chris McKenna

Motion: To affirm by proclamation, Adrian Thibault, as the Arena Representative for the Alberta Association of Recreation Facility Personnel

Accepted

Russ Tanner declared Adrian Thibault elected to the position of Arena Representative for the Alberta Association of Recreation Facility Personnel.

Motion: To destroy the ballots collected for the Arena Representative Election

Moved By: Murray Bretzer

ACCEPTED

• **Education Representative:**

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

Larry Golby

Moved By: Sonia Dodd

Seconded By: Craig Dilts

Motion: To affirm by proclamation, Larry Golby, as the Education Representative for the Alberta Association of Recreation Facility Personnel

Accepted

Russ Tanner declared Larry Golby elected to the position of Education Representative for the Alberta Association of Recreation Facility Personnel.

• **Parks & Sport Fields Representative:**

The Nominating Committee has received the following nominations for the position of Parks & Sport Fields Representative:

Umesh Chand

Moved By: Chad Glasser

Seconded By: Chris McKenna

Motion: To affirm by proclamation, Umesh Chand, as the President Elect for the Alberta Association of Recreation Facility Personnel

Accepted

Russ Tanner declared Umesh Chand elected to the position of President Elect for the Alberta Association of Recreation Facility Personnel.

- **Client Services Representative:**

The Nominating Committee has received the following nominations for the position of Client Services Representative

Andrew Jones

Moved By: Daniel Robinson

Seconded By: Umesh Chand

Motion: To affirm by proclamation, Andrew Jones, as the Client Services Representative for the Alberta Association of Recreation Facility Personnel

Accepted

Russ Tanner declared Andrew Jones, elected to the position of Client Services Representative for the Alberta Association of Recreation Facility Personnel.

F. Executive Pins

7. Adjournment

MOTION: To hold the next Annual General Meeting of the Alberta Association of Recreation Facility Personnel on April 23, 2024, in Lethbridge, Alberta.

Moved by: Rob Pelletier

Seconded: Les Turner

Discussion: None

CARRIED

MOTION: To adjourn the 2022 AARFP Annual General Meeting

Moved by: Russell Ferris

CARRIED

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2023

	2023 \$	2022 \$
ASSETS		
CURRENT		
Cash	548,227	373,699
Short term investments (Note 5)	395,226	226,913
Accounts receivable	47,489	45,634
Inventory	606	1,372
Prepaid expenses	3,837	22,152
	995,385	669,770
EQUIPMENT (Note 6)	2,154	2,855
LONG TERM INVESTMENTS (Note 7)	-	156,519
	997,539	829,144
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities (Note 9)	34,489	34,043
Deferred income (Note 8)	61,226	-
	95,715	34,043
LONG TERM DEBT (Note 10)	-	40,000
	95,715	74,043
NET ASSETS		
Unrestricted net assets	609,384	461,960
Invested in capital assets	2,154	2,855
Contingency reserve	150,000	150,000
Business initiatives reserve	140,286	140,286
	901,824	755,101
	997,539	829,144

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023

	2022 Balance \$	Excess of revenue over expenses \$	Amortization \$	Capital asset purchases \$	2023 Balance \$
Unrestricted net assets	461,960	146,723	701	-	609,384
Invested in capital assets	2,855	-	(701)	-	2,154
Contingency reserve	150,000	-	-	-	150,000
Business initiatives reserve	140,286	-	-	-	140,286
	<u>755,101</u>	<u>146,723</u>	<u>-</u>	<u>-</u>	<u>901,824</u>
	2021 Balance \$	Excess 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>



**ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 2023**

	2023 \$	2022 \$
REVENUES		
Alberta Recreation and Physical Activity grant	64,400	64,364
Conference	135,615	99,032
Education	664,804	578,784
Investment Income	11,668	8,139
Memberships	157,165	144,798
Sponsorship Advertising	101,264	100,437
	<u>1,134,916</u>	<u>995,554</u>
EXPENSES		
Amortization	701	946
Board	42,529	29,342
Calendar	7,928	14,182
Conference	176,641	187,567
Education	231,679	214,921
Interest and bank charges	238	842
Newsletter	5,200	6,525
Office and administrative expenses	115,599	147,692
Professional fees	9,250	8,520
Rental	40,240	35,919
Salaries and wages	353,489	205,546
Scholarship awards	4,699	5,494
	<u>988,193</u>	<u>857,496</u>
EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS	146,723	138,058
OTHER INCOME		
Gov of AB - Jobs Now grant	-	12,000
EXCESS OF REVENUES OVER EXPENSES	<u>146,723</u>	<u>150,058</u>

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023

	2023 \$	2022 \$
OPERATING ACTIVITIES		
Excess of revenues over expenses	146,723	150,058
Item not affecting cash:		
Amortization of equipment	701	946
	<u>147,424</u>	<u>151,004</u>
Changes in non-cash working capital:		
Accounts receivable	(1,855)	(14,431)
Inventory	766	(740)
Accounts payable and accrued liabilities	446	10,795
Deferred income	61,226	(51,462)
Prepaid expenses	18,315	53,403
	<u>78,898</u>	<u>(2,435)</u>
Cash flow from operating activities	<u>226,322</u>	<u>148,569</u>
INVESTING ACTIVITY		
Purchase of short term investments	<u>(11,794)</u>	<u>(6,185)</u>
CASH FLOWS FROM FINANCING ACTIVITY		
Repayment of Canada Emergency Business Account loan	<u>(40,000)</u>	<u>-</u>
INCREASE IN CASH FLOW	174,528	142,384
Cash - beginning of year	<u>373,699</u>	<u>231,315</u>
CASH - END OF YEAR	<u>548,227</u>	<u>373,699</u>
CASH CONSISTS OF:		
Cash	<u>548,227</u>	<u>373,699</u>

Alberta Association of Recreation Facility Personnel 2024 Proposed Budget

	2024 Budget	2023 Actual	2023 Budget
Revenue			
Administration	\$ 11,400.00	\$ 9,784.00	\$ 10,600.00
Grants	\$ 64,364.00	\$ 64,364.00	\$ 64,364.00
Membership	\$ 210,500.00	\$ 238,691.00	\$ 184,500.00
Education	\$ 599,100.00	\$ 646,158.00	\$ 480,100.00
Conference	\$ 212,000.00	\$ 194,268.00	\$ 224,597.00
	\$ 1,097,364.00	\$ 1,153,265.00	\$ 964,161.00
Expenses			
Administration	\$ 596,014.00	\$ 495,253.00	\$ 518,600.00
Membership	\$ 81,000.00	\$ 64,555.00	\$ 54,000.00
Education	\$ 237,750.00	\$ 226,144.00	\$ 195,811.00
Conference	\$ 182,600.00	\$ 166,009.00	\$ 195,750.00
	\$ 1,097,364.00	\$ 951,961.00	\$ 964,161.00
Excess of Revenues over Expenses	\$ -	\$ 138,057.00	\$ -