



ANNUAL REPORT

ALBERTA ASSOCIATION OF
RECREATION FACILITY PERSONNEL

 www.aarfp.com

 403-851-7626

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ABOUT AARFP

Established in 1978, the Alberta Association of Recreation Facility Personnel (AARFP) mission is to provide education, consultation, and advocacy in recreation facility operations. As a not-for-profit with a volunteer board of directors, dedicated staff members, and a community made up of 60+ associate members and 1 400+ passionate members.

Each year the Association provides a wide range of courses in arena operations, pool maintenance, parks and sport fields management, building maintenance, curling, client services and leadership skills. AARFP has an annual conference and trade show for recreation professionals, education symposium and a variety of digital and print resources which include logbooks, webinars and a quarterly magazine.



Mission

Providing education, consultation and advocacy in Recreation & Facility Operations.

Vision

To be leaders in recreation and facility operations.

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 a healthier Alberta.
- **Diversity & Inclusion** - Govern in a manner that embraces all.

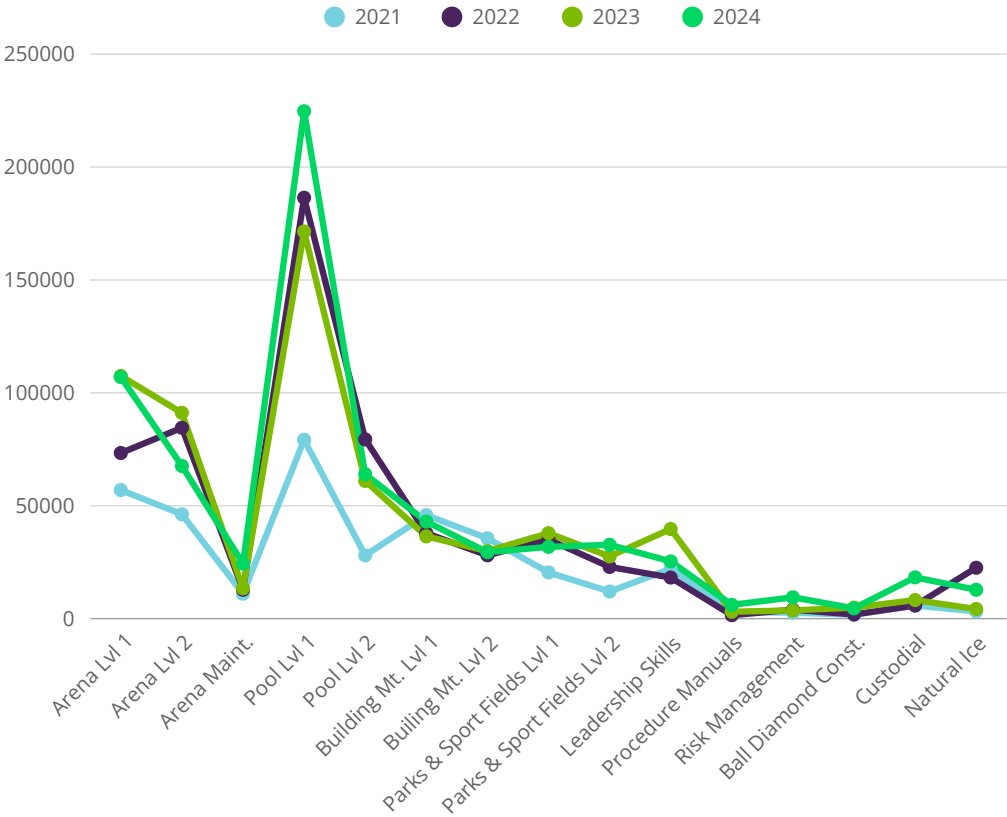
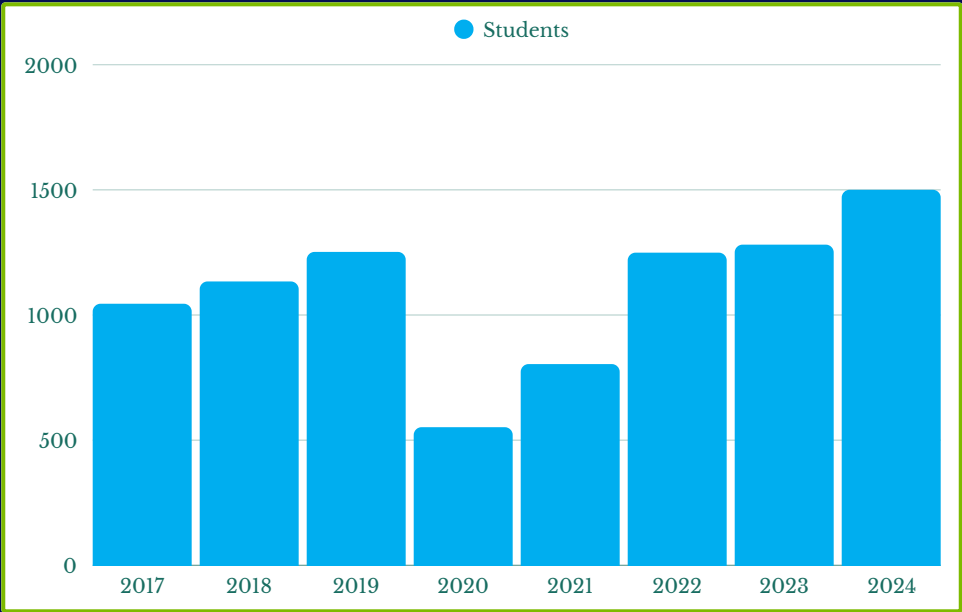
RFP EDUCATION STATISTICS

RFP is excited to report an increase of registrations in 2024.

17%

Increase in students

In 2021 RFP taught 804 students. In 2024 there was 1500 students.



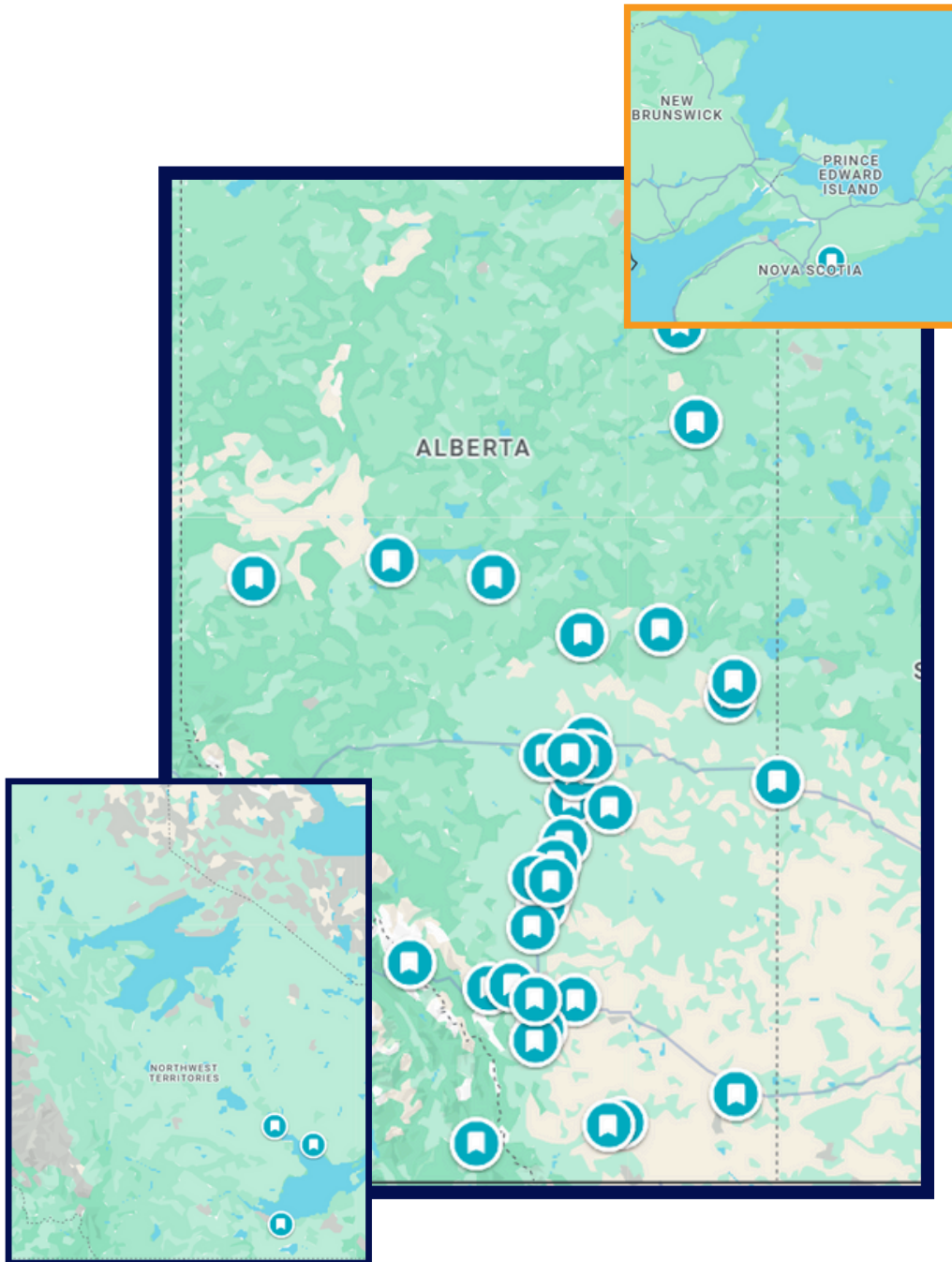
114 courses

With the advent of Policy and Procedure and the Lifecycle & Risk Management Course being held online as well as in person we saw an increase in students.

*This total does not reflect the actual revenue for 2024. Each host facility is permitted 1 free course participant. Please refer to financial statements for accurate course revenue

THE RFP REACH

AARFP has traveled all over Alberta, the Northwest Territories, Nova Scotia and into British Columbia.



- Athabasca
- Beaumont
- Blackfalds
- Bonnyville
- Brooks
- Calgary
- Camrose
- Clairmont
- Coaldale
- Cochrane
- Crowsnest Pass
- Edmonton
- Foothills County
- Fort McMurray
- Fort Saskatchewan
- High Prairie
- Innisfail
- Kehewin
- Lac La Biche
- Lacombe
- Lake Louise
- Lethbridge
- Lloydminster
- Medicine Hat
- Millet
- Mini Thni
- Okotoks
- Olds
- Penhold
- Ponoka
- Red Deer
- Slave Lake
- Spruce Grove
- Strathcona County
- Strathmore
- Sylvan Lake
- Wood Buffalo
- Fernie
- Halifax
- Behchoko
- Hay River
- Inuvik
- Yellowknife



WEBSITE VIEWS

97.7K Total Sessions
51K Users



JOB POSTINGS

238 Jobs Posted
6112 Views



SOCIAL MEDIA

35K Facebook Reach
2.3K 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 and beyond. With the change in facility membership structure to create a positive experience for our facility members, there has been a drop in individual memberships but an increase in facilities "seats".

1483

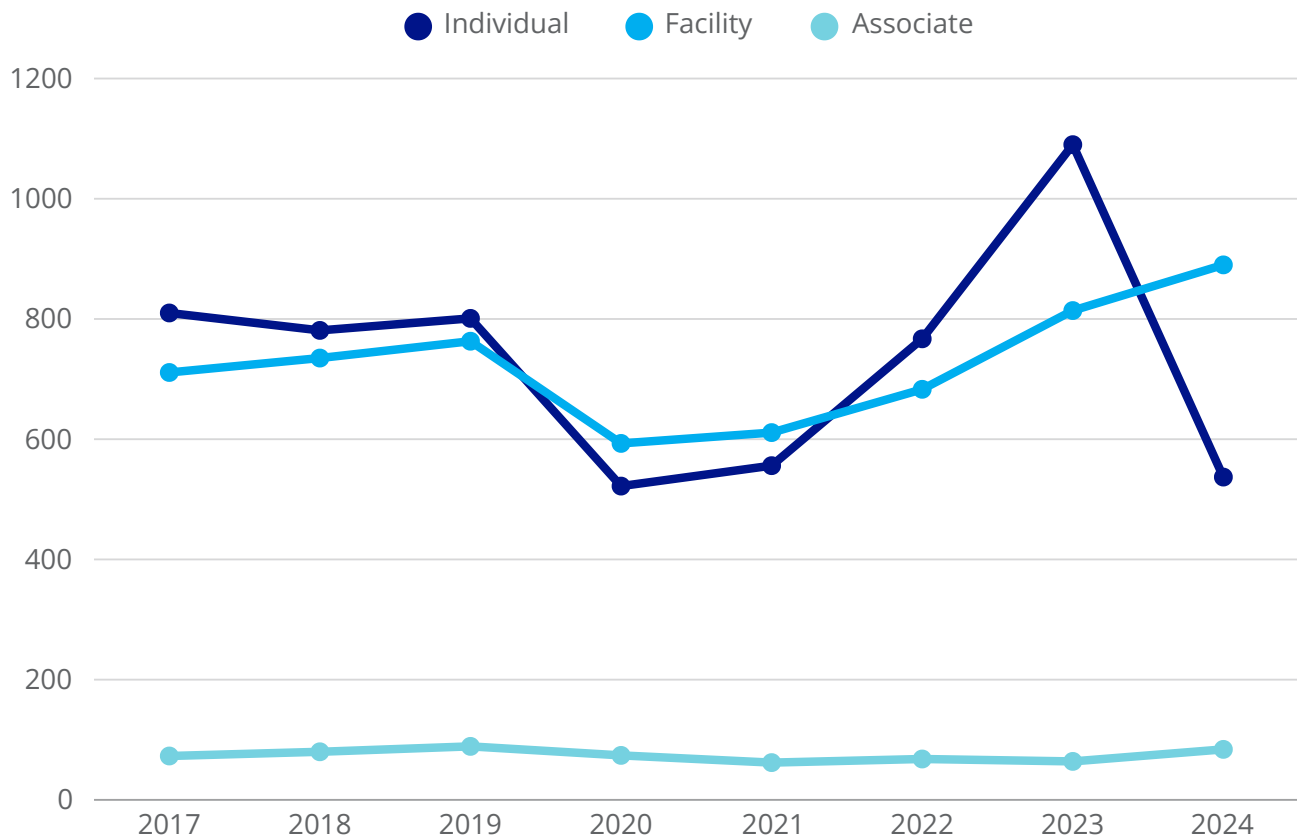
5 YEAR MEMBERSHIP AVERAGE ('20-'24)

This average reflects numbers during COVID years as well as the membership structure change.

1511

TOTAL MEMBERSHIP

Due to the change of the facility membership there has been a drop in individual memberships.



WEBINAR & CONNECT SESSIONS

1 Connect Session & 3 Webinars



SOCIAL MEDIA

1013 Facebook Followers in 2024
137 Instagram Followers in 2024
262 LinkedIn Followers in 2024

RFP HIGHLIGHTS

Conference & Trade Show

The 45th Annual AARFP Conference & Tradeshow in Lethbridge was a phenomenal success, bringing together recreation professionals from across the industry to connect, learn, and grow. "The Bridge to Recreation" was more than just a theme—it was a powerful message about uniting professionals from all walks of life to strengthen the future of recreation.

Over four days, attendees engaged in inspiring keynote sessions, hands-on educational sessions and expert-led discussions from all the streams. At Tradeshow our associates showcased the latest innovations, products and services that are shaping the industry.



2024 Symposium

The AARFP Symposium in Okotoks was a standout event, offering an incredible lineup of training opportunities for recreation professionals.

Attendees had the chance to expand their expertise in pool operations, arena maintenance, building management, parks & sport fields, ball diamond management, leadership, and more.

Symposium includes the opportunity to register for the Red Deer Polytechnic Management Skills for Supervisors. This sought-after course provided attendees with essential leadership and management skills to help them excel in their careers.



BOARD OF DIRECTORS

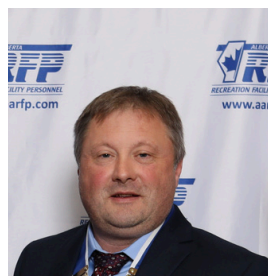
The Alberta Association of Recreation Facility Personnel (AARFP) Board of Directors governs and directs the affairs of the Association. They oversee the financial business of the Association, ensures accountability to the membership in all AARFP matters and most importantly, provides strategic leadership and education in the area of recreation facilities and provides fellowship opportunities.



Sonia Dodd
President



Craig Dilts
President Elect



Rob Pelletier
Past President



Aaron Singh
Secretary/Treasurer



Larry Golby
Education
Representative



Andrew Jones
Client Services
Representative



Adrian Thibault
Arena
Representative



Sunni Bell
Aquatic
Representative



Ian Stephens
Associate
Representative



Umesh Chand
Parks and Sport
Fields Representative



Kevin Olsen
Building Maintenance
Representative

President's Report

Hello fellow RFP members,

This is my last annual report as the President of AARFP. I would like to take this time to say, thank you to the members, the Associates, Partners, Board and of course to keep this all working like a well-oiled machine, the office staff. Thank you. Everyone has a role, some small and some large but together we make this organization.

I am excited for the 46th Conference and Trade Show in Canmore in 2025. With Pre-conference sessions and a full slate of educational sessions it will be a great conference once again. Lots of hard work from the 2 chairs, Chris McKenna and John Napier. As well as all the board members in their contribution to topics and speakers and to include a few members close to the conference location helping with some on site and other typical issues arising. Everyone's help, those mentioned and those who are in the shadows, with the event in a whole is speechless and just to say Thank you does not seem like enough. I know everyone will have a great time.

At the 2024 fall retreat we worked through the organizations Strategic Plan, added a few focus areas toward board recruitment and reviewed the governance plan within organization. We have had the opportunity to increase our education portfolio with the Curling courses and a suggestion to have a curling stream representative added to the board, which will be voted on during our AGM. We also recommended a few minor changes to bylaw wordings that will be voted on at the AGM as well.

We do have elections coming up during our AGM and those that have put their names forward for President Elect, Client Service Rep, Arena Rep and Parks and Sports field rep thank you and good luck. The person in the position is showing that they too want to be involved in a great organization and bring their knowledge and experiences to the table. It is a huge commitment which should not be taken lightly. I have been privilege to be involved over many years in different roles with in the board.

The board members, office staff as well as some cadre members are involved in working committees to enhance our education materials as well as our working documents. These tasks are not taken lightly and hours of meetings as well as research goes into these projects to help the organization stay abreast of trends, info, technology etc., a huge shout out to everyone involved.

We had a great year for education revenue in 2024 so shout out to those organizing the courses, the facilities hosting the courses, the instructors facilitating them and you the members signing up and taking them. AARFP is the leading educator in Recreation and with everyone's support will stay there for some time.

In closing I could go on longer about all the projects, the partnerships the stakeholder info but for me as President I again am humble to have and be part of a great organization that is set out to support Recreation through education, networking and advocacy.

Thank You to all that support and are involved with AARFP.

President Elect Report

As I look forward to the transition into the President role, I've got some big shoes to fill. I wanted to thank everyone for your support and guidance 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.

A highlight from this past year was the announcement of taking on the curling ice technician courses from Curling Alberta. We have successfully welcomed in their group of instructors and are underway in the creation of a curling representative role on our board.

Our courses continue to see increased participant numbers which correlates well for our budget with further education and membership revenue. We continue to work with our industry collaborators, partners and stakeholders in supporting an active Alberta.

This past year I was actively involved in updating the Arena Operator Level 1 course. 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 facilities and seeing all the great work our industry is providing to our communities.

Craig Dilts

Secretary/Treasurer Report

This has been another busy and productive year for the Association. I have completed my 15th year on the board, although there was a break in there. These roles have always been very rewarding and fulfilling for me and I would encourage anyone who has a passion for this industry to look at becoming a board member. I always look back at this as a positive experience in my life.

We had a very successful year again financially, finishing the year with a surplus of just over \$100,000. Again, a large part of this is due the Education program. Our revenue for this program is due to the great products we put forward to meet our members needs. We have been investing through our initiatives in improving the information and presentation of all our offerings and it is starting to show. With almost \$700,000 in revenues coming from education, we are set up to continue to represent, educate and advocate for our members.

We are looking closer at our investments and our bank accounts and are creating a better balance between them. We are currently sitting with investments worth just over \$400,000. This will also ensure that we have money set aside in case a need for it ever arises.

I have also had a very active role in the Secretary Role of this position. Preparing for each meeting is quite the job as we work with other board members and staff to ensure all information is available and prepared for them to do their jobs. I have also had the opportunity to get involved in a thorough review of the Association's Policies and Procedures.

I would like to end by saying Thank You to the Staff, the Board and the Membership for making this another exciting year for AARFP!

Past President Report

What an honor it has been to serve my term as one of the presidents of this great organization. As my term ends, I reflect on all the great changes that have taken place such as a new office in Calgary, knowledgeable staff that have stepped up in so many ways, online course offerings, great partnerships across this country and beyond. I can go on and on.

In 2024, I have had the pleasure of representing AARFP at multiple tradeshow, joint meetings with our partners as well as visiting multiple recreation facilities. I am apprenticing as an instructor for Building Maintenance 1 and 2 which I am very excited about and cannot wait to see some familiar faces in my classes.

I would like to acknowledge our current Board of Directors, who have put in many volunteer hours to help guide the organization to the successful position we find ourselves in at this moment. These people have a passion for recreation and the organization probably would not exist without their expertise.

Finally, I would like to thank the membership for their vote of confidence in electing me 7 years ago to help guide the organization in the direction of prosperity which in turn assists in the success of each one of you. Thank You!

I wish you all the best in the future.

Thanks
Rob Pelletier



Arena Stream Report



Time has flown by, and I have plenty to report! Over the past two years, I have remained committed to my mandate of engaging, educating, and advocating for our members while also being an active and positive contributor to the AARFP Board of Directors.

Engaging with Members - I've been working to keep our Arena Stream Facebook group active and valuable by sharing educational content, important AARFP updates, and the occasional post to make you smile. It's been a great way to connect with members, answer questions, and keep the conversation going.

Industry Writing & Education - Writing articles for Leisure Lines has been both challenging and rewarding. Over the past year, I've covered topics such as:

- **Summer Maintenance** – A deep dive into the fundamentals
- **Preparing for the Ice-Making Process**
- **Environmentally Friendly Ice Removal**
- **Summer Maintenance Planning** – Part 2

I'm always open to suggestions—if there's a topic you'd like covered, let me know!

Beyond writing, I've also contributed to education and awareness by leading a **Connect Session** on Key Factors in Developing an Ammonia Release Emergency Response Plan and co-facilitating a **Leadership Challenges** workshop with Edith Martin.

Surveys & Industry Insights - We launched a survey to investigate whether group arrival times were a significant issue for rinks. However, with limited responses, the data didn't support the anecdotal concerns we had heard. We may revisit this topic in the future.

Additionally, we plan to relaunch the **Arena Survey** conducted two years ago to analyze trends and track industry changes.

2024 Conference & Member Support - The 2024 AARFP Conference in Lethbridge was a fantastic opportunity for learning and networking. I presented on alternative uses for ice shavings instead of simply dumping them outside and moderated the Open Forum—though participation was light, likely because the rest of the conference had already answered many of the members' questions!

Beyond events, I've enjoyed fielding member inquiries via email and social media on topics such as:

- Personal Protective Equipment (PPE) and qualifications
 - Temporary refrigeration systems
 - Supplier recommendations
 - Operational budget planning

Looking Ahead - I want to keep delivering content that's meaningful and useful to you. Whether it's article topics, social media ideas, or industry concerns, I'd love your input! Reach out anytime at arena@aarfp.com.

Hope to see you all at the next conference!



Parks and Sport Fields Stream Report



Hello, fellow RFP members! I'm having the pleasure of being your Parks Stream Rep. 2024 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 Parks 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 in parks and green spaces.

A few highlights for me was getting to work with our past Executive Director, Chris at the 2024 RMA conference which was such a positive impact on connecting with other municipalities.

Going forward, as your Parks Stream Rep this will be my last term and we will see what the future holds. I really appreciate all the support from the membership and the board. I would like to take time out and give a high-five to Chris and his team for the support and the amazing job that they do!! I am looking forward to an amazing 2025. We will soon meet at our Conference in April!

I'm wishing you all the best in 2025! 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 am pleased to present my annual report as the Client Services Representative for the Alberta Association of Recreation Facility Personnel (AARFP) for the year 2024. It has been an exciting and rewarding year working alongside our members and contributing to the growth of our association. Below, I have outlined key highlights, achievements, and initiatives from the past year.

As the Client Services Representative, my role has centered on providing exceptional service to our members, assisting with event coordination, and facilitating strong communication between AARFP and its stakeholders. Through these efforts, I have been able to address member inquiries, ensure members receive the resources they need, and support the association's goals.

This year, I had the opportunity to collaborate closely with our partners and the Board of Directors to further the mission of AARFP. I worked alongside our strategic partners to ensure seamless coordination and delivery of key programs and services, strengthening our collective impact on the recreation community. Through these partnerships, we were able to enhance the value of our member offerings and improve service delivery.

I also partnered with various organizations to offer new resources and opportunities for our members including the introduction of Curling Alberta Ice making into the association. By fostering these relationships, we were able to expand our network and improve the overall experience for our members.

While the past year has been filled with accomplishments, there have also been challenges, including balancing the increasing demand for services during peak seasons while maintaining high-quality member interactions. However, this also presents an opportunity to further streamline communication channels and processes, ultimately improving member satisfaction. I see tremendous potential in enhancing our digital tools, especially for remote members, and expanding our outreach via social media to attract new members. These efforts will help strengthen our community and build on our success.

It has been a pleasure working with AARFP this year, and I am proud of the progress we've made in member engagement, event execution, and overall satisfaction. I remain committed to supporting our members and ensuring that our association continues to thrive. Thank you for the opportunity to serve our members, and I look forward to the exciting opportunities and challenges that the upcoming year will bring.



Aquatics Stream



As I conclude my first year as the Aquatic Stream Representative for the AARFP, I reflect on what an amazing industry we have in so many ways. I am humbled to be part of an Association that shows so much passion for what they do. It is apparent that the office staff and board members are all driven and dedicated to providing the best possible services and opportunities to their members, associates, partnerships, and to each other.

2024 brought connections and opportunities, beginning with the AARFP conference and trade show "Building Bridges" in Lethbridge, AB. It was wonderful to see so many familiar faces and some new ones in the same space. Networking and reconnecting are the creators of great ideas, solutions, knowledge, and education. I hope to see everyone at the 2025 AARFP Conference and Trade Show "At Its Peak" in Canmore!

2024 Aquatic Hot Topics

1. A Gap in Leadership Training - Due to the lack of seasoned staff.
2. Staff Education in Physical Safety and Diffusing Situations.
3. Best Practices in Policies and Procedures.
4. How to Navigate the Universal Changeroom.
5. The Return of Patrons – Things are picking up!

Although these are only some of the topics that I have come across over the year, it is comforting to know that these topics are being discussed and that as an industry, we are working on solutions together. I suspect that we will see some new programs and ideas coming to fruition in 2025 that will address some of these topics. I am looking forward to seeing what comes next.

The 2025 Course Calendar has been released, offering many different educational opportunities both online and in person. The offerings go well beyond Pool Operator 1 and 2. For those who want to expand their leadership skills or learn about lifecycle management, there is something for everyone. Courses can be found on the AARFP website.

I look forward to continuing as the Aquatics Stream Representative for another year and hope to connect with you soon! All the best in 2025.

Aquatic Stream Representative
Sunni Belle



Building Maintenance Stream



Wow! It's been a year already!

Time has flown by since we left Lethbridge and now meet together again in Canmore. My current stint on the AARFP Board has been a memorable one. Looking back at the progress we have made since I was last on the Board is incredible. Changing and updating courses, new and old affiliations with growth and strengthening bonds. As a Board we connected at meetings, through Zoom and hit up the annual retreat.

The times we've been through, are going through and will come upon in the future are a true testament to both this Board and this career path we have all chosen. Recreation can, and always will, spin positivity on everything. It is not just something we do. Recreation is a collection of experiences. It is not one person or one thought. It is a community of like-minded individuals coming together to create great and positive changes in everyone's lives. This holds even more true within our Board. Always welcoming open thoughts and ideas throughout the process.

If you have ever considered joining the AARFP Board, I highly recommend you step up. Each one of us makes a difference while collaborating for one vision. I encourage you to reach out to a Board member and get involved. After all it is OUR organization.

Can't wait to see you in Canmore, make sure to take a moment and catch up!

Kevin Olsen
Building Maintenance representative



Associate Representative

Greetings all AARFP members,

2025 is really moving fast, very soon we will all be heading to the mountains and stunning Canmore to meet once again for our 46th Conference, with the theme "Recreation at its Peak".

For many 2024 brought some uncertainty with the changing ways recreation facilities are funded from government and municipalities and the role recreation facilities play in the community. These changes naturally impacted the demand for goods and services from vendors and I am pleased to hear that many of the associates that help support AARFP was more than able to meet these new changes.

"As the associate representative one of my ongoing hurdles was how do I better connect the many associates we have to the recreation industry via the AARFP. How do we build a lasting partnership together."

Well I can say the board has and still is developing new ways to connect and the results can be seen by increased demand to attend our ever popular trade show and to also present education sessions at our conference, so much so we are overflowing with great education programs at this year's conference.

Many associates have also answered the call and provided expert advice and knowledge to support and allow AARFP to update its education courses, for that we all thank you.

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

2025 holds new challenges for us all again. Tariffs are big news, the ongoing uncertainty of just what is in place and what goods and materials are affected makes it very hard for associates to meet customer demands and the budgets they have available to spend. By working together, AARFP members and associates can overcome any hurdle that comes their way. Together as a team we are stronger when we all support each other.

I hope I will be able to continue to support you all in years to come, and see you all soon in Canmore,

Ian Stephens
AARFP Associate Representative
Forbo Flooring Systems



Education Representative

The past year was a very busy one in the Educational Stream with a record number of courses being held along with a record number of student registrations. This is always great to see.

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 Red Deer where we had an opportunity for all the instructors to get together to review our course materials and address any changes required to upgrade and make our courses better.

At the present time we are working on reviewing both our Level I & II Pool and Arena Manuals to keep up with changes in technology and provincial standards.

This past September the Board held its Annual Fall Planning Retreat. This gives us the opportunity to review our general operations along with our Budget Priorities, By-Laws, Education Policies, Strat Plan and lay out a detailed plan going forward to help make our Association better.

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 busy schedule and personal life to make the Association better. This truly demonstrates the love you all have for the Association.

A special thank you goes out to our Executive Director, Chris McKenna, for creating a number of new partnerships with several provincial organizations within our province along with other Provinces and Territories such as Nunavut (RPAN).

Also, a big Thank You goes out to all the Staff, 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 to 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

We had another great year in 2024. Both regular and special courses were up in attendance, and we had a very successful Conference in Lethbridge. We are in Canmore for this year's Conference and will be in Grande Prairie for 2026.

As usual, our fantastic staff has been hard at work, striving to bring the best service possible to you, our members. We are in the process of updating all our course manuals, beginning with Arena Level 1 and Pool Level 1 will be next. The Office continues to work diligently to ensure that our members receive the best possible service and educational opportunities. We have changed from Member 365 to IMIS and the staff is confident that this will result in better service for all our members, associates and instructors.

We continue to partner with Recreation Facilities Association of British Columbia (RFABC) and Recreation and the Recreation Facilities Association of Nova Scotia (RFANS). With RFABC, we are working towards a "Communication document" on how to deal with the homeless situation that some of our facilities are encountering. We continue to participate in meeting with all the Recreation Facility Associations across Canada (Canadian Recreation Facilities Network), to discuss issues common to all Provincial Associations. We have also sold our Building Maintenance Level 1 Course to RFANS, and we traveled to both Nova Scotia and New Brunswick to present at their Conference in June.

We are continuing to develop our partnerships with The Alberta Agricultural Society, the Western Canada Turf Association, the Alberta Hall of Fame and the Rural Municipalities Association. We have also opened discussions on new partnerships with the United States Ice Rink Association, AbMunis, Lifesaving Society and Alberta Municipal Health & Safety Association. These partnerships are vital to our continued growth as an Association.

We will be running a Recreation Facilities Conference in Yellowknife in June. We offer many courses for our friends up North, and this partnership continues to grow.

We have also entered into a new partnership with Alberta Curling Association, whereby we will be taking over the curling ice making courses and offering them under our Association.

We have a fantastic Board of Directors that have worked very hard all year, especially in organizing and operating our Annual Conference. Our Association is lucky to have both this current Board working to improve all that we do.

I wish you all a great 2025!

2024 AGM Minutes

Alberta Association of Recreation Facility Personnel
2024 Annual General Meeting Agenda
Tuesday, April 23, [2024](#) | 11:15 am | Lethbridge, Alberta

Attendees

Directors:

Sonia Dodd – President
Craig Dilts – President Elect
Aaron Singh – Secretary/Treasurer
Rob Pelletier – Past President
Adrian Thibault – 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 & Development Manager
Helena Milovic – Marketing & Comms. Manager

Members:

Alexander Robertson	Cal Radkewich	Dave Horner	Hannah Tersteeg
Andrew Allan	Calvin Bennefield	Dave Kip	Helena Vadnais
Andrew Leavitt	Carley Moon	David Radant	Isobel Jones
Andy Carroll	Channing Schneider	Deepak Karki	Jack McKinley
Anna Stathakis	Chris Biensch	Don Wolfe	Janice McKinnon
Ashley Lamoureaux	Cindy Bowie	Edgard Chapeton	Jared Dick
Bobby Ray	Cris Jorvina	Emily Stow	Jason Simituk
Braedon Orr	Curtis Van Dorp	Garry Tayler	Jeff Schmidt
Brian Nidish	Daniel Lettington	Glenn Federowich	Jennifer Maclean
Brooklyn Janzen	Danielle Ellerman	Glenn Hernandez	Jeremy Congo
Jesse McCabe	Kyle Donovan	Randy Schenker	Sheri Mitchell
Jessica Duperron	Leah Leadbeater	Rebecca Morgan	Sidney Platt
Jonathan Curley	Lee Tucker	Reva Muise	Steve Ashworth
Jory Sand	Levie Visaya	Rex Smith	Steve Lee
Josi Ensign	Logan Smith	Richard Pendergast	Sunni Belle
Kaelean Muldaner	Lyndsay Duffy	Rodney Guilbault	Terry Baumgarnter
Karen Wilde	Mike Brotherton	Russ Tanner	Tim Rogers
Kari McQuaid	Mike Scott	Sam Olsen	Tim Wolfenberg
Karlee Ascione	Mike Szewczuk	Sandi Stewart	Todd Worthington
Kassidy Stevens	Mike Tajiri	Scott Boese	Tom Carney
KB Dumas	Monty Willis	Scott Boyd	Tracey Hicks
Kevin Iverson	Morgan Stanton	Scott Hepfner	Trevor Frick
Kevin Olsen	Murray Bretzer	Shannon Kleibrink	Trish Cerin
Kim Fraser	Natasha Dewald	Shawn Anderson	Wayne Quinton
Kim Masson	Nevada Rowe	Shawn O'Neill	Wendy Byer
Kory Ostrup	Paul Clyburn	Shawn Worden	Wes Amendt
Kyle Clifton	Payton Dudley	Sheldon Fandrey	Wyatt Powelson
			Wyatt Robinson

Total Voting Members: 121

Agenda:

1. Call to Order

Meeting called to order at 11:30AM on April 23, 2024

2. Introduction of Head Table

3. Explanation of AGM & Voting Procedures

4. Approval of the Agenda

MOTION: To Approve the Agenda for the 2024 RFP Annual General Meeting as presented.

Moved by: Calvin Bennefield - Lacombe

Seconded: Mike Szewczuk - Penhold

Discussion: None

CARRIED

5. Approval of the Minutes of the Annual General Meeting Tuesday, April 25, 2023

MOTION: To accept the minutes of the 2023 Annual General Meeting of the Alberta Association of Recreation Facility Personnel held in Red Deer, Alberta, as presented in the 2023 Annual Report.

Moved by: Shawn O'Neil – Town of Devon

Seconded: Lee Tucker – Town of Oyen

Discussion: None

CARRIED

6. Business Arising from the 2023 Minutes None – Moving Forward

7. Executive Reports as Circulated

President	Sonia Dodd	Stettler
Past President	Rob Pelletier	Millet
President Elect	Craig Dilts	Strathmore
Secretary/Treasurer	Aaron Singh	Spruce Grove
Education Rep.	Larry Golby	Coronation
Associate Rep.	Ian Stephens	Forbo Flooring
Aquatic Rep.	Daniel Robinson	Okotoks
Arena Rep	Adrian Thibault	Foothills
Building Maintenance Rep	Chad Glasser	Lethbridge
Parks Rep	Umesh Chand	St. Albert
Executive Director	Chris McKenna	Sylvan Lake

Motion: To accept as information, all Board of Directors reports as presented in the 2023 Annual Report.

Moved By: Jeremy Congo – Benchmark Projects

Seconded: Daniel Robinson – Town of Okotoks

Discussion: None

CARRIED

8. New Business

A. 2023 Financial Report

MOTION: That the members of the AARFP accepts as information, the 2023 audited financial statements found within the 2023 Annual Report.

Moved by: Chris Biensch – City of Edmonton

Seconded: Jessica Duperron – Drayton Valley

Discussion: None

CARRIED

Motion: That the members of the AARFP Accepts the 2024 operating budget as presented for information, at the 2024 AGM, and as found in the 2023 Annual Report.

Moved By: Kevin Olsen - Town of Hanna

Seconded: Jack McKinlay – Town of Provost

Discussion: Typo on slide from Proposed Operation Budget Revenues, Administration, \$112,932 – Scott Hepfner (City of Red Deer), Correct number identified in Annual Report on page 31 as \$9784.00.

CARRIED

Motion: That the membership of the AARFP accept the 2024 Capital Budget as presented for information, within the 2024 Budget at the 2024 AGM.

Moved By: Scott Hepfner – City of Red Deer

Seconded: Jeff Schmidt – Springbank Park for All Season

Discussion: Ask for explanation of \$250,000 investment into Education course updated and development – Terry Baumgartner – NAIT,

Question from Russ Tanner – Was the investment for all courses or just to be spent in 2024?

CARRIED

B. 2023 Budget Approval

Bylaws Notes:

Motion: To accept the language changes as listed in the Notes Section of the proposed bylaw change document, found in the 2023 Annual Report.

Moved By: Braeden Orr – Fort Saskatchewan

Seconded: Syndey Platt – Rainbow Lake

Discussion: None

CARRIED

Article I– Sections 2, 3 & 4

Motion: To accept the proposed changes to Article 1, sections 2,3 & 4 of the Bylaws, as listed in the proposed bylaw change document, found in the 2023 Annual Report.

Moved By: Nevada Rowe – Diamond Valley

Seconded: Dennis McEvoy – Town of Provost

Discussion: None

CARRIED

Article II – Section 5

Motion: To accept the proposed changes to Article 2, section 5 of the Bylaws, as listed in the proposed bylaw change document, found in the 2023 Annual Report.

Moved By: Chad Glasser – Lethbridge, Alberta

Seconded: Jeff Schmidt – Springbank Park for All Seasons

Discussion: None

CARRIED

Article III – Sections 3

Motion: To accept the proposed changes to Article 3, section 3 of the Bylaws, as listed in the proposed bylaw change document, found in the 2023 Annual Report.

Moved By: Jonathan Curley - Chandos

Seconded: Murray Bretzer – Town of Wainwright

Discussion: Russ Tanner - Coaldale Does this change affect elections today? Should we wait on the Bylaw change vote until after the election?
Sandi Stewart – Lacombe – Changes do not take effect until after the current AGM as new bylaws need to be submitted to under the Societies Act through Alberta Registries.

Terry Baumgartner -NAIT – What was the main reason for the change? Was it based just on the consultant or was there a problem previously?

Response from Sonia Dodd - Want to make sure that people coming to the Board understand the full role and responsibilities of becoming a board member and people aren't getting coerced into joining if they aren't prepared.

Daniel Robinson – improve the level of governance through pre-vetting.

Terry Baumgartner – does not agree as it may stop people from participating and thinks it may limit the opportunity. People can educate themselves ahead of time.

Sonia Dodd - Stettler – The association is hopeful that this will encourage people to do their research and make a decision ahead of time rather than in the moment at the AGM.

Jason Simituk – Quantum Recreation: Asked for a microphone to hear the questions.

Sheldon Fandrey – Red Deer Can we have more information provided in Spring Leisure Lines and E-news?

Confirmed that information is available through Leisure Lines, e-news, etc.

Russ Tanner – Town of Coaldale – Suggest that Sunday and Monday at Conference there is more communication to potential participants.

Jory Sand – Cochrane – What is the vetting process and how are decisions being made about who will be successful.

Sonia Dodd – Ensuring that the person understands the actual commitment and has the support of their employer prior to participating.

1 Opposed

CARRIED

Article III – Section 6

Motion: To accept the proposed changes to Article 3, section 6 of the Bylaws, as listed in the proposed bylaw change document, found in the 2023 Annual Report.

Moved By: Sheri Mitchell - Lacombe

Seconded: Kaelean Muldaner – Town of Magrath

Discussion: Russ Tanner – Appoint any Board Member to a concern that comes up, which may have been in that area of expertise. The previous structure allowed you to appoint 2 board members. Is this still something that will be done?

Sonia Dodd – Executive Committee is able to bring in an additional body to assist with and details will be found in the terms of reference. The purpose was to remove anything to do with operational Personnel.

Russ Tanner - Coaldale – Concerned that no staff concern that comes to the Executive Director that reaches the Board.

Chris McKenna – Sylvan Lake – Clarify the consultant gave us direction to remove Personnel committee to ensure that the board only had oversight on the Executive Director and the Executive Director had total oversight over office staff.

Braeden Orr – Fort Saskatchewan – Clarify which part of the Bylaw is being changed.

CARRIED

C. A. Future Conference Host: 2025 Coast Canmore Hotel & Conference Centre, April 13-16, 2025.

D. Election of Officers

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

i) Secretary/Treasurer

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

Aaron Singh

Nomination: Sunni Belle - Lethbridge

Seconded: Sonia Dodd - Stettler

Aaron Singh lets his name stand.

Call for nominations from the floor - None

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

Rob Pelletier declared Aaron Singh elected to the position of Secretary/Treasurer for the Alberta Association of Recreation Facility Personnel.

ii) Aquatics Stream Representative

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

Sunni Belle

Nomination: Karlee Ascione

Seconded: Sonia Dodd

Sunni Belle lets her name stand.

Call for nominations from the floor - None

Motion: To affirm by proclamation, Sunni Belle, as the Aquatics Representative for the Alberta Association of Recreation Facility Personnel

Accepted

Rob Pelletier declared Sunni Belle elected to the position of Aquatics Stream Representative for the Alberta Association of Recreation Facility Personnel.

iii) Building Maintenance Stream Representative

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

Kevin Olsen

Nomination: Andrew Jones - Ponoka

Seconded: Larry Golby - Coronation

Kevin Olsen lets his name stand.

Call for nominations from the floor- None

Motion: To affirm by proclamation, Kevin Olsen, as the Building Maintenance Representative for the Alberta Association of Recreation Facility Personnel

Accepted

Rob Pelletier declared Kevin Olsen elected to the position of Building Maintenance Stream Representative for the Alberta Association of Recreation Facility Personnel.

iv) Associate Representative – Voted at Associates meeting April, 22, 2023.

Ian Stephens let his name stand.

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

Accepted

Rob Pelletier declared Ian Stephens elected to the position of Associate Representative for the Alberta Association of Recreation Facility Personnel.

Rob Pelletier returns Chair over to Sonia Dodd, President to conduct the remainder of the Annual General Meeting. Sonia accepts the Chair.

E. Announcement of the Board for 2024-2025

Sonia Dodd – President

Craig Dilts – President Elect

Aaron Singh – Secretary/Treasurer

Rob Pelletier – Past President

Adrian Thibault – Arena Representative

Kevin Olsen – Building Maintenance Representative

Umesh Chand – Parks & Sport Fields Representative

Sunni Belle – Aquatics Representative

Larry Golby – Education Representative

Ian Stephens – Associate Representative

Andrew Jones – Client Services Representative

F. Executive Pins

Presented to Daniel Robinson, stepping down from the Aquatics Stream Representative and Chad Glasser, Building Maintenance Representative.

G. Motion: Next AGM April 15, 2025 in Canmore, AB

Moved By: Sandi Stewart - Lacombe

Seconded: Sheldon Fandry – Red Deer

Discussion: None

CARRIED

H. Adjournment

Motion: To adjourn the 2023 Annual General Meeting at 12:20PM.

Moved By: Calvin Bennefield - Lacombe

CARRIED

ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024

	2024 \$	2023 \$
ASSETS		
CURRENT		
Cash	565,926	548,227
Short term investments <i>(Note 5)</i>	411,142	395,226
Accounts receivable	53,520	47,489
Inventory	4,696	606
Goods and services tax recoverable	3,287	-
Prepaid expenses	50,237	3,837
	1,088,808	995,385
EQUIPMENT <i>(Note 6)</i>	1,632	2,152
	1,090,440	997,537
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities <i>(Note 7)</i>	46,609	30,528
Goods and services tax payable	-	3,959
Deferred income <i>(Note 9)</i>	59,436	61,226
	106,045	95,713
NET ASSETS		
Unrestricted net assets	982,763	609,384
Invested in capital assets	1,632	2,154
Contingency reserve	-	150,000
Business initiatives reserve	-	140,286
	984,395	901,824
	1,090,440	997,537



**ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	2023 Balance \$	Excess of revenue over expenses \$	Amortization \$	Transfers \$	2024 Balance \$
Unrestricted net assets	609,384	82,571	522	290,286	982,763
Invested in capital assets	2,154	-	(522)	-	1,632
Contingency reserve	150,000	-	-	(150,000)	-
Business initiatives reserve	140,286	-	-	(140,286)	-
	901,824	82,571	-	-	984,395

	2022 Balance \$	Excess of revenue over expenses \$	Amortization \$	Capital asset purchases \$	2023 Balance \$
Unrestricted net assets	461,961	146,723	700	-	609,384
Invested in capital assets	2,854	-	(700)	-	2,154
Contingency reserve	150,000	-	-	-	150,000
Business initiatives reserve	140,286	-	-	-	140,286
	755,101	146,723	-	-	901,824



**ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 2024**

	2024 \$	2023 \$
REVENUES		
Alberta Recreation and Physical Activity grant	64,400	64,400
Conference	202,178	196,642
Education	700,322	664,804
Investment Income	14,444	11,668
Memberships	184,063	157,165
Sponsorship Advertising	36,207	40,237
	1,201,614	1,134,916
EXPENSES		
Ammortization	522	701
Board	43,306	42,529
Calendar	10,263	7,928
Conference	186,884	176,641
Education	265,071	231,679
Interest and bank charges	147	238
Newsletter	8,632	5,200
Office and administrative expenses	140,944	115,599
Professional fees	11,500	9,250
Rental Salaries and wages	42,889	40,240
Scholarship awards	407,021	353,489
	1,864	4,699
	1,119,043	988,193
EXCESS OF REVENUES OVER EXPENSES	82,571	146,723



ALBERTA ASSOCIATION OF RECREATION FACILITY PERSONNEL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024

	2024 \$	2023 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of revenues over expenses	82,571	146,723
Item not affecting cash:		
Amortization of equipment	522	701
	83,093	147,424
Changes in non-cash working capital:		
Accounts receivable	(6,031)	(1,855)
Inventory	(4,090)	766
Accounts payable and accrued liabilities	16,079	(4,060)
Deferred income	(1,790)	61,226
Prepaid expenses	(46,400)	18,315
Goods and services tax payable	(7,246)	4,506
	(49,478)	78,898
CASH FLOWS FROM OPERATING ACTIVITIES	33,615	226,322
CASH FLOWS FROM INVESTING ACTIVITY		
Purchase of short term investments	(15,916)	(11,794)
CASH FLOWS FROM FINANCING ACTIVITY		
Repayment of Canada Emergency Business Account loan	-	(40,000)
INCREASE IN CASH FLOW	17,699	174,528
CASH - BEGINNING OF YEAR	548,227	373,699
CASH - END OF YEAR	565,926	548,227



Alberta Association of Recreation Facility Personnel 2025 Proposed Budget

	2025 Proposed	2024 Actual	2024 Budget
Revenue			
Administration	\$6,375	\$14,444	\$11,400
Grants	\$64,400	\$64,400	\$64,400
Membership	\$225,000	\$220,270	\$210,500
Education	\$678,100	\$700,322	\$599,100
Conference	\$229,000	\$202,178	\$212,000
	<u>\$1,202,875</u>	<u>\$1,201,614</u>	<u>\$1,097,400</u>
Expenses			
Administration	\$681,420	\$603,023	\$596,014
Membership	\$80,250	\$62,201	\$81,000
Education	\$241,555	\$266,935	\$237,750
Conference	\$199,650	\$186,884	\$182,600
	<u>\$1,202,875</u>	<u>\$1,119,043</u>	<u>\$1,097,364</u>
 Excess of Revenues over Expenses	 \$0	 \$82,571	 \$0