



**AWA**  
Alberta Whitewater Association

Exceptional Whitewater & Watersports Experiences

## 2023 Annual General Meeting Minutes

### Approved

February 27, 2023

6pm – 9 pm

Chair – Sara Jordan

Secretary - Darrell Wiebe

Zoom Meeting

- <https://us06web.zoom.us/j/81493231852?pwd=WGxPS242cWQ5b1hKLzdsci9GaDZKUT09>
- Meeting ID: 814 9323 1852
- Passcode: 969782

Reports & Documents:

[https://drive.google.com/drive/folders/11fBI7mHzJoBccEXcMMcQhju11fuDcdwB?usp=share\\_link](https://drive.google.com/drive/folders/11fBI7mHzJoBccEXcMMcQhju11fuDcdwB?usp=share_link)

### 6p Attendance - Introductions

1. 6:05p Call to order at (Quorum of 25% of 20 clubs = 5) (Sara)
2. Approvals
  - 2.1. **Motion** to approve the agenda  
**Mark Lund motion to approve**  
**Matt Corbett second**
  - 2.2. **Motion** to approve the [minutes of the 2022 AGM](#)  
**Matt Corbett move to approve**  
**Second Brad Hudson from Cottonwood**
3. 6:15-6:30 AWA Legacy Awards - Darrell (on behalf of Recognition Committee)
  - 3.1. 2022 Other Award recipients
    - 3.1.1. Sport Hall of Fame - Dale O'Brien, Darryl O'Brien
    - 3.1.2. Queen's Jubilee - Mark Taylor, Chris Goss
    - 3.1.3. Alberta Sport Awards - Kimberly Daniels
  - 3.2. [Past Recipients](#)

- 3.3. Process
- 3.4. 2023 AWA Legacy Award Winners

#### 4. Reports

##### 4.1. 6:30-7:00p AWA Reports

###### 4.1.1. 2022 - Key Priorities In review (Sara)

###### 4.1.1.1. Access & Whitewater Development

- 430000 raised for wave, maintenance, for the Kan
- COC is also working on a Bow River many user groups involved
- Access for the Bow at Ghost access, Copy from power point

###### 4.1.1.2. Engagement & Growth

###### 4.1.1.3. Club support & broad participation

###### 4.1.1.4. Education - Symposium & Evaluations

###### 4.1.1.5. Athlete/Paddler Development

###### 4.1.1.6. SafeSport

###### 4.1.2. 2021 - Admin review (Mike)

###### 4.1.2.1. Facilities - CM, Parks, ARSA

###### 4.1.2.2. Events - collaboration

###### 4.1.2.3. Development - 6 Commercial Members

- No questions asked
- Question from the floor, analytics of the campground members vs non members
- We still have room that we can improve

###### 4.1.3. Financial reports (Mike/Jamie)

###### 4.1.3.1.1. 2022 financial statement audited by retired accountant Steve Simonds

- Total revenue increase of \$75000 due to grants and CM camping
  - Expenses increase by \$35000, mostly due to staffing
  - \$40000 balance increase
  - some decreases ie internet and website
- No questions asked

###### 4.1.3.1.2. **Motion** to approve the 2022 financial statements

**Motion to approve Matt Corbett**

**Second by Mark Lund**

**No opposed**

##### 4.2. 7:00p-7:45 Club Reports 3min highlight Slides - Please send in report before and we will drop it in this [Folder](#)

##### 4.3. Break 10min

– Prize – Matt - 1 spins

Kyle won a hat and some stickers

4.4. 8:00-8:30p Discipline Director Slides - Please send in report before and we will drop it in this [Folder](#)

4.4.1. Alberta Slalom Canoe Kayak (ASCK) (Jeff/Liam)

145 members, covers people of all ages, they need U23 members

- Pictured plastic boats for the extreme slalom
- Lots of great races at hp and the kan
- Liam and his team did a great job coaching
- Hiring a new coach, process is underway

4.4.2. Alberta Canoe Polo Association (ACPA) (Darryl)

Rhodery stepped down Darryl is VP

- Covid made it so CoN it wasn't held for two years
- ACPA is working in step with ASG to ensure a smooth event and draw people to the sport
- Club equipment trailer was stolen. Some was recovered
- Group sent representatives to Prince George to help with their BCSG'

4.4.3. Alberta Playboaters League (APL) (Eric)

Eric goal is to gain popularity in freestyle

- Trying to hit events to provide support
- Tyler played a huge role in providing pictures
- Wave comp happening June 17/23

#### Questions by Kate of UAPS-

How can we find more instructors for swift water rescue-

AWA knows it's a problem and MT is working on it.

Laurin SKPC- highly recommends Saskia for SRCourses-

Is there some messaging the AWA could provide to outfitters of

SUP's? Looking toward the trans can grant to fund brochures making

people aware of the hazards of flat and moving water.

5. 8:30-8:45p 2023 Key Priorities from Operational / Strategic Plan (Mike)

5.1. Access & Whitewater Development

5.1.1. Kananaskis upgrades

5.1.2. Harvie Task Force

5.1.3. Access - Bow, Red Deer, NSR

5.2. Growth & Broad Participation

- 5.2.1. Safe and Welcoming Coordinator
- 5.2.2. Communications
- 5.2.3. Indigenous programming
- 5.2.4. New Canadian
- 5.2.5. Women & Girls
- 5.2.6. Adapted programming
- 5.3. Club connection & support
  - 5.3.1. Work closely with clubs
  - 5.3.2. Advertise programming
  - 5.3.3. Explore Innovative programs
- 5.4. Education
  - 5.4.1. Symposium
  - 5.4.2. Swiftwater courses
  - 5.4.3. Promote opportunities
- 5.5. Athlete/Paddler development
  - 5.5.1. Support ASG zone trials & teams
  - 5.5.2. Promote club participation at discipline events
  - 5.5.3. Support club-level competition

#### Club reports, Somba Ke (Yellowknife)Laura President

- Building capacity by training staff and members - Saskia held a SRT
- See slide

#### EWP Kristina O'Brien

- 169 members but have now bounced back over 200
- 60 great youth paddlers
- 13 teams for Cup of North from several locations
- Storage and security upgraded
- Acknowledged Chris, Dale and Darryl
- EWP will be celebrating their 50th year anniversary in 2023

#### Cottonwood, Kyle President

- Held their ASG trials
- See slide

#### UAPS Caitlynn

- Finally into their new pool, have been struggling with pool sessions due to lack of facilities
- Got a sport for life grant - going to instructor training and social media ads.

#### Ceyana Canoe Club - Mark Lund

- Membership still strong
- New Canadian program is a highlight of the club
- The Big Canoe and flying canoe hx lesson - super interesting report by Mark again 50000 people attend per night.

#### Rocky Canoe Club Lori

- Ran 6 week programs through the athlete development program CKC
- Talked about how they are using the progresses to grow their confidence in the pool
- Using the passport to paddlesports model
- Nice bounce back from from the covid slump
- Their women's weekend program is going on 15 years with great success

- Lots of kids are going to ASG this year.
- 175 this year but hoping to get back to 300+

#### Water Werks Mark T

- Looking forward to another busy summer season
- Secured a grant for instructors

#### Bow Waters Kayak club Mark T

- Improvements to the clubhouse, solar panels and LED lights

#### BVKC Elissa

- While instructing for the club she ran 60 people through zero to hero programming
- Praised starting early with the instructor symposium
- No restrictions to the pool and not expensive
- More participation with adult programs

#### Pinch 'O Crow - by Mike

#### Lethbridge recreational canoe society Jeannie

- Just got their society status and will be joining AWA
- Maycroft boater cross race, Drysuit as the prize
- Doing time trials for ASG
- Challenges other groups to a Dragon boat race

#### EPCA Kathryn Zimmerman

- Held a gear swap which was very successful
- They now have good river access and secure Sea cans beside EWP

### 6. 8:45pm Elections for the 2022 Board of Directors (Darrell/Mike)

Election of Directors (all 2 year terms unless otherwise noted)

Board Terms of Reference (see bottom of document)

President – Sara Jordan (one year remaining)

Vice President – Matthew Corbet (up for election 2yrs, willing to stand)

Called twice - no response Matt Corbett acclaimed to role

Read roles

Call for nominations? X 2

Manifesto? Tell us about yourself

Treasurer - Jamie Hennesey (up for election 2yrs, willing to stand)

Called twice - no response Jamie Hennesey acclaimed to role

Secretary - Darrell Wiebe (one year remaining)

Education Director - Mark Taylor (one year remaining)

Communications - Simon Gibson (one year remaining)

Facilities and Environment - Andrew Dowman (up for election 2yrs, willing to stand)

Called twice - no response Andrew Dowman acclaimed to role

Recreation Director - **Vacant** (up for election one year remaining)

Director at Large (including Safe Sport role) - **Vacant** (up for election 2yrs)

Polo Director - Dale O'Brien

Slalom Director - David Isaak

Freestyle Director - Eric Bissel

Note by Dale O'Brien need a couple changes to the election slide

– Prize – Matt - 1 spins

Darrell Wiebe

Closing remarks by Sara.

7. Adjournment at 8:59

Appendix:

## **Role Descriptions for Board / Executive Members**

**AWA Board:**

### **Voting**

President \*

Vice President \*

Treasurer \*

Secretary \*

Director of Communications and  
Marketing

Director of Facilities & Environment

Director of Education and Leadership

Director of Recreation Development

Director at Large – Includes Safe

Sport Chair Role

Slalom Chair

Freestyle Chair

Canoe Polo Chair

\*Executive

## **Staff / service providers**

[KN3]

ED/Admin

Book Keeper

Slalom Head Coach

## **General Requirements for all members of the Board:**

- § Regularly attends monthly Board meetings (minimum of eight within the year)
- § Attends other important and necessary Board meetings
- § Volunteer for and accept assignments with commitment to complete within agreed upon timeframe
- § Keep informed about committee matters by checking email three days Monday-Friday
- § Prepare for and actively engage in meetings
- § Contribute towards building a team that moves business forward based on consensus.
- § Conducts themselves as a profession representative and spokesperson of the society
- § Notifies the Board Chair if unable to carry out requirements as a Board Member

## **Specific Role Responsibilities**

### ***President (Chair)***

- Supervises the affairs of the Board,
- Chairs all meetings of the Society, the Board and the Executive Committee
- Is an *ex officio* member of all Committees, except the Nominating
- Acts as the spokesperson for the Society
- Presidents the Executive Committee
- Carries out other duties assigned by the Board
- Interface with Provincial & National Governing body
- Advocacy for the Association (representative of the sport in Alberta to external stakeholders)
- Annual report to members at AWA AGM
- Guides AWA Governance – structure, policies, bylaws
- Encourages Board's role in strategic planning
- Appoints the chairpersons of committees, in consultation with other Board members.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Monitors financial planning and financial reports.
- Annual Review of the Strategic Plan (to be developed), e.g., progress assessment, priority setting and objective setting for the next year

### ***VP***

- Presides at meetings in the President's absence
- If the Vice-President is absent, the Directors elect a Chair for the meeting.
- Replaces the President at various functions when asked to do so by the President or the Board;
- Chairs the Personnel Committee;

- Is a member of the Executive Committee
- Carries out other duties assigned by the Board

### ***Treasurer***

- Makes sure all monies paid to the Society are deposited in a chartered bank, treasury branch or trust company chosen by the Board
- Makes sure a detailed account of revenues and expenditures is presented to the Board as requested
- Makes sure an audited statement of the financial position of the Society is prepared and presented to the Annual General Meeting
- Chairs the Finance Committee of the Board
- Is a member of the Executive Committee
- Carries out other duties assigned by the Board
- Administrates fiscal matters of the organisation
- Provides annual budget to the board for members' approval
- Ensures development and board review of financial policies and procedures
- Supports the development and maintenance of various fund-raising opportunities, e.g., grants, casinos, through providing needed financial information and reporting
- Coordinates annual audit of financial records;
- Accountable for preparation of fiscal year end audited report for Annual General Meeting

### ***Secretary***

- Attends all meetings of the Society, the Board and the Executive Committee
- Keeps accurate minutes of these meetings; in both hard copy and electronic format
- Has charge of the Board's correspondence;
- Makes sure a record of names and addresses of all Members of the society is kept
- Makes sure all notices of various meetings are sent
- Makes sure annual fees are collected and deposited
- Keeps the Seal of the Society
- Files the Annual Return, changes in the directors of the organization, amendments in the bylaws and other incorporating documents with the Corporate Registry including changing the Registered Office of the Society
- Carries out other duties assigned by the Board
- Issues notice and agenda for Annual General Meeting

### ***Director of Communications and Marketing***

- Ensure communication to members happens in a timely manner
- Ensures consistent messaging from the AWA to members over various digital platforms (email, social media, website)
- Ensures the organization and sport is advertised to the public

### ***Director of Facilities & Environment***



- Kananaskis race site, river course and other venues and related issues throughout Alberta
- AWA representative on LKRUA (Lower Kananaskis River Users Association)
- Provide support from the Board to the AWA Executive Director / Admin on relevant projects

#### ***Director of Education and Leadership***

- Coach & Paddler development
- Instructor Training
- Provide support from the Board to the AWA Executive Director / Admin on these projects

#### ***Director of Recreation Development***

- Liaison with recreation clubs WW Festival contact to AWA
- In conjunction with Executive Director / Admin, maintain contact with recreation paddlers as to the activities of the AWA and provide / communicate identified training opportunities for the recreation paddler
- In conjunction with Executive Director / Admin and Director of Paddler Development identify / gain support for / develop / communicate training opportunities for the recreation paddler

#### ***Director at Large***

- Support board on various committees
- Safe Sport Discipline Chair
  - o Oversee overall Safe Sport policy
  - o Point of contact if the Independent Safe Sport Officer, hired by Canoe Kayak Canada, receives a complaint from within Alberta's jurisdiction.

#### ***Slalom Chair***

- Role filled by President of ASCK (Alberta Slalom Canoe Kayak) or designate
- Maintain communication / cooperation amongst Boards – leverage resources and share priorities
- ASCK Board provides strategic direction to Slalom High Performance Coach

#### ***Canoe Polo Chair***

- Role filled by President of ACPA (Alberta Canoe Polo Association) or designate
- Canoe polo programming development, scheduling and implementation
- Identify coaching and coaching development needs

#### ***Freestyle Chair***

- Freestyle programming development, scheduling and implementation
- Identify coaching and coaching development needs
- Work closely with AWA Executive Director / Admin to fulfill this role

