



AWA
Alberta Whitewater Association

Exceptional Whitewater & Watersports Experiences

2024 Annual General Meeting Minutes for approval

February 26, 2024

6pm – 9 pm

Chair – Sara Jordan

Secretary - Darrell Wiebe

Zoom Meeting

- <https://us06web.zoom.us/j/87631011539?pwd=6iEawpCapo3GHMRPXU15C0azn5ybvH.1>
- Meeting ID: 876 3101 1539
- Passcode: 837317
- Find your local number: <https://us06web.zoom.us/u/kefmifU613>

Reports & Documents:

AGM 2024

6p Attendance - Introductions

Record Club & Members' Attendance:

Lori D - Eric B- Mike H- Sara - Simon G- David -Elissa - Sheldon - Ali - Patch - Jamie - Jeff G
- Tina - Brandon - Jamie- Darryl- Mark T- Swag- Kristina -

1. 6:05p Call to order at (Quorum of 25% of 21 clubs = 6) (Sara)
Called to order at 18:06 - We have Quorum
2. Approvals
 - 2.1. **Motion** to approve the agenda
Move made by Elissa - Second by Lauren
 - 2.2. **Motion** to approve the [minutes of the 2023 AGM](#)
Move made by Lauren second by Jamie
3. 6:15-6:30 AWA Legacy Awards - Darrell (on behalf of Recognition Committee)
4. **Bob, Dave, John, Jeff, Patch, Adam, Mark, Chuck, Matt, Neil this 40th year of Kananaskis river improvements**
 - 4.1. [Past Recipients](#)
 - 4.2. Process
 - 4.3. 2024 AWA Legacy Award Winners - Kananaskis 40yrs

5. Reports

5.1. 6:30-7:00p AWA Reports (**Bullet points on slideshow**)

5.1.1. 2023 - Key Priorities In review (Sara)

- 5.1.1.1. Access & Whitewater Development - Facilities
- 5.1.1.2. Engagement & Growth - Growth
- 5.1.1.3. Club support & broad participation - Welcoming
- 5.1.1.4. Education - Symposium & Evaluations - Safety
- 5.1.1.5. Athlete/Paddler Development - Youth
- 5.1.1.6. SafeSport

5.1.2. 2023 Key Priority accomplishments

- 5.1.2.1. Facilities (Mike)
- 5.1.2.2. Growth (Mike)
- 5.1.2.3. Welcoming (Lori) **see below**
- 5.1.2.4. Education Safety (Elissa)
 - Hired through the Transport Canada Grant**
 - Working on gender parity within the province**
 - Symposium again this April**
 - See Slides**
 - Partnering with Onlea to build an interactive course for people new to the river.**
- 5.1.2.5. Youth (Mike)
 - Talked about the struggles of ASG - not including paddlesports in this years event**
- 5.1.2.6. SafeSport (Lori)
 - Top 6 of activities that people would like to try**
 - Added 1 new club Cochrane**
 - Added 2 staff members**
 - Indigenous activities started last year, working with Spirit North, working in Cold Lake and Stoney Nakoda**
 - Helping to promote female leadership**
 - Chris Goss is doing wonderful work in Edmonton for adaptive paddling. Also working with BVKC, looking for more opportunities province wide.**

Question from Lauren - Indigenous capacity building - Rowing National assembly - if you looking for a way to engage a Friendship assembly
Safesport - 3 branches - ongoing trying to get everyone to embrace the training.

Sara asked for a brief description of SS.
Safesport is a national initiative that mandates that anyone working with youth needs to have this training. Teaches us how we should treat each other in sport.

5.1.3. 2023 - Admin review (Mike)

5.1.3.1. Facilities - CM, Parks

5.1.3.2. Staff - +2.5, 8 CSJ

5.1.3.3. Events - ASG 2023 collaborations

5.1.3.4. Sponsors - AQ Outdoors, DeLauretis Wealth Management

5.1.3.5. Donations over \$1000 - Sanjel, Able Demolitions

Display of the Logos really shows the collaborative efforts AWA has done in 2023

5.1.4. Financial reports (Mike/Jamie) Slides on the screen

2023 financial statement: prepared by Bookkeeper Dan Wesley, audited by retired accountant Steve Simonds

Motion to approve the Audited 2023 financial statements

Motion to approve by Elissa - Second by Jamie

5.2. 7:00p-7:45 Club Reports 3min highlight Slides - Please send in report before and we will drop it in this Folder

EWP Kristina Club has been together for 50 years, Club numbers are around 200 members about ½ are youth. 13 kids went to ASG. Great success with the Parasport program, training instructors. 50 participants at polo tourney. Looking to keep building youth and hoping to have a Nationals tournament in Edmonton.

Yellowknife - Somba Ke - Lauren - Hard season last year due to fires. They have been told this year looks like more of the same. They hosted a mosquito creek race, which turned out to be a community paddle. Hosted a midnight paddle on June 20th, looking to do that again next year. Looking for some insights and support for teaching kayaking. Needs help getting C and K training off the ground. That's why she asked the question of the mentorship.

Lori Davis will reach out to Lauren and so has Brandon Willms from APL.

David Isaak will also set up a call with Jordie for Slalom.

Cottonwood - Kyle - last year had a great season with polo, sent 5 youth to ASG in '23. Got 3 new boats. Polo Tourney this weekend - Look for the FB page for sign up and entry.

Bow Waters - Tina - Starting to flow as a club, 180 members year over year, in their 51st year. 25 Club leaders with many trips last season. Gave out 10 club awards. Saw 6000 kids through the school program. Banff will have watercraft inspections. As a note. Addressed the contentious TP comment from Patch. Tina has a contact for us. Yoho Closures are possible. Self certifications are in effect.

Rocky canoe club - Jolene - teen polo camps over the winter. Many of their athletes did well including a Gold medal in polo. Offering drop in paddling at local rivers. More development opportunities in the pool this season.

Caitlynn - UAPS - did L1 and L2 instruction this year. Ran a beginner devo program and will improve on numbers this year. April 16, Video night, in the chat. Matt Lang is creating an App for planning shuttles. All looking forward to the UAPS APP.

Bow Valley - Elissa member - fantastic year, lots of 6 week programs. Bought 2 rafts for adaptive use. All members can access the pool, 50\$ per year. Looking for more female leads in the future

Sundre - Sheldon - Mondays pool sessions, get in touch if you want to come out. Mostly advanced paddling last year on the wild mile. Went to HP last year. Paddled higher up at S bend. Looking to do more of the same. Robby is probably planning the festival.

Ft Mac - Raphael - Hoping to find some coaches that can offer more consistency. They will hope to include another person to help with the burden of hosting the Slavefest. Looking to find someone that can offer 2-3 weeks of instruction.

Boreals - Ali - spoke about the tragic event last season. The club made the decision to dial back to flat water. They are looking to get back to whitewater after gaining more experience and expertise. May need some foundational training support from AWA.

5.3. Break 10min

– Prize – Matt - 1 spin

5.4. 8:00-8:30p Discipline Director Slides - Please send in report before and we will drop it in this [Folder](#)

5.4.1. Alberta Slalom Canoe Kayak (ASCK) (David/Jordi)

David, Talked about the struggles of bringing in a coach from overseas. Hoping to keep him on for another 2 years. Wednesday is fun night

Using training facilities from sprint. Sent a big group to Ontario to Nationals. Big growth year.

5.4.2. Alberta Canoe Polo Association (ACPA) (Brad)

Darryl - shared some history about the sport, Started last season with the whitewater challenge in January. Cup of the North runs in February. Ran a clinic in Pincher Creek. Held a casino, offered clinics in Cold Lake and supported ASG

March is set for AGM

They can support athletes and teams travelling to tournaments

5.4.3. Alberta Playboaters League (APL) (Eric)

Brandon - Gave a brief overview of discipline. Wave pool event, women's meetup group. Want to help develop some club coaching. Currently talking to Lori in Rocky.

6. 8:30-8:45p 2024 Key Priorities from Operational / Strategic Plan (Mike)

6.1. Access & Facility Development

6.1.1. Kananaskis upgrades -

6.1.2. Harvie Passage Facility Enhancement Plan

6.1.3. Access - Bow, Red Deer, NSR, South-West

6.2. Growth & Broad Participation

6.2.1. Safe and Welcoming Coordinator

6.2.2. Communications

6.2.3. Indigenous programming

6.2.4. New Canadian

6.2.5. Women & Girls

6.2.6. Adapted programming

6.3. Club connection & support

Lauren provided some tips about engaging indigenous and honorarium.

Lori added how much shes learned working and partnering with Spirit North.

6.3.1. Work closely with clubs

6.3.2. Advertise programming

6.3.3. Explore Innovative programs

6.4. Education

6.4.1. Symposium

6.4.2. Swiftwater courses

6.4.3. Promote opportunities

6.4.4. River Safety Project

6.5. Athlete/Paddler development

6.5.1. Youth Booster Grant - Programming, events

6.5.2. Promote club participation at discipline events

6.5.3. Support club-level competition

6.5.4. Whitewater Nationals 2024

7. 8:45pm Elections for the 2024 Board of Directors (VP)

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

Board Roles / Terms of Reference (see appendix)

President – Sara Jordan (up for election 2yrs, willing to stand)

Jamie Hennessy asked the floor if anyone would volunteer. No candidates. Willing to stand

Vice President – Matthew Corbet (one year remaining)

Treasurer - Jamie Hennesey (one year remaining)

Secretary - Darrell Wiebe (up for election 2yrs, willing to stand)

Jamie Hennessy, has no candidates so Darrell is willing to stand.

Education Director - Vacant (up for election 2yrs) Thank you Mark Taylor

Jamie Hennessy asked for interest in the role. Please reach out to Mike or Sara if you know of anyone interested

Communications - Simon Gibson (up for election 2yrs, willing to stand)

Jamie Hennessy asked but didn't find anyone to challenge for Simon's role. Simon will stand

Facilities and Environment - Andrew Dowman (one year remaining)

Recreation Director - Vacant (up for election)

Jamie Hennessy is looking for a candidate with no one present willing to take part

Director at Large (including Safe Sport role) - Jocelyn Peters (one year remaining)

Polo Director - Brad Stone

Slalom Director - David Isaak

Freestyle Director - Eric Bissel is stepping back from AWA and Brandon Willms will step in.

Mike reminds everyone to consider joining the executive board.

– Prize – Matt - 1 spins

Tina campground

Kyle hat

David 50 gift cert APL (received 02/29/24)

Brad stickers

7. Adjournment at 21:09

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

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 (which meets more frequently)
- Is an *ex officio* member of all Committees, except the Nominating
- Acts as the spokesperson for the Society
- Presides 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
- Administers 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

- Be a voice for recreational clubs & WW Festival within AWA
- In conjunction with Executive Director / Admin, maintain contact with and be aware of recreation paddlers & events and provide / communicate identified training opportunities for the recreation paddler through the staff
- In conjunction with Executive Director / Admin and Director of Education & Leadership 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