



AFSA BOARD MEETING Minutes

Friday April 2, 2010, Jasper Alberta

Cassio's Trattoria located in the Whistler's Inn

1. Chair Al Ulsifer called the meeting to order at 5:05pm with Maureen Calder, Neil Orr, Linda Hunter, Dan Bowman, Cam Jenkins (Jasper Freeride), Rhonda Oczkowski (Castle Mountain), Bob German (Southern), Ron Horrigan (Northern Extreme), and Donna Hateley (Head Judge) in attendance. Maureen offered to take minutes.

2. Neil moved to approve the agenda with the addition of the Human Resources Committee under New Business; seconded by Ron; motion carried.

3. Maureen moved to adopt the Board meeting minutes of January 19, 2010 as circulated; seconded by Cam; motion carried.

4. Treasurer Neil's report followed.

On the revenue side, we are over our forecast because we will receive the Canada Winter Games grant of \$19000 before this fiscal year end. The DIP grant (\$5000) was not applied for because we had applied for a CIP grant instead. Word whether we will receive the CIP grant and what amount is still delayed. The CIP is not ongoing; this is the second year of the two year grant that we are hoping to receive. The SIP grant (\$5000) in the budget was also not obtained. Under Programs an athlete payment plan has been set up for the one outstanding team fee. Neil expects we will still be short \$2000 at year end. Under Other Revenue, we have a casino booked for Dec. 23 and 24, 2010. To obtain CFSA Canada Post funds of \$3300 for provincials this year, we need financials from each event. Neil asked host clubs to submit these as soon as possible. Portions of the \$3300 will not be given to hosts since that covers AFSA support of these provincial events. World Cup revenue from the CFSA amounted to \$12,200 and Senior Nationals netted \$8000. Our amazing volunteer force and hosting half pipe and slopestyle events at seniors helped procure these funds.

Regarding expenses, the high performance teams expenses appear to be on track. Our payroll expenses are over budget as WC revenue went toward our staff hours, overtime and bonus. The change in our credit card usage helped to reduce those fees. Officials training costs are on budget, with thanks to Donna Hateley for her efforts training new judges.

Neil's bottom line estimate would net about \$41,500 showing the \$19000 CWG fund and \$8000 from Senior Nationals arriving by April 30.

Dan moved to receive the treasurer's report; Cam seconded; motion carried.

5. There was no report tabled from the Executive Director. Gord Campbell requested time off from March 16 until March 29 in lieu for overtime worked, and then took vacation time from March 30 to April 15.

6. The Chair's report began with thanks for the efforts of our volunteers who helped stage successful Senior Nationals, provincials, AWG, and World Cup events this season. We have built better relations with the CFSA and AI expects national strategies will follow from the half pipe meeting discourse.

The Board discussed the final draft of the AFSA Strategic Plan that was circulated via email. AI had incorporated many of the comments he received since the original version last spring. There is a desire to have the Board review, evaluate, and revise this annually prior to the annual general meeting. Club presidents should share it with their membership and it should be posted on the website. Dan moved that the Board ratify the AFSA Strategic Plan; Neil seconded; and it was approved unanimously.

Program discussion for next year included a desire to continue the successful CanWest mogul team model and further discussions will occur around park and pipe team possibilities.

The Board reviewed the points in the Principles for the AFSA Budget 2010-2011 document that had been circulated (attached at the end of these minutes). Cam raised a serious concern about the lack of coaches training this year especially for level two air. From ADC last fall coaches thought there would be courses organized around nationals and none have been. This issue needs urgent attention. It was agreed that point 4) Support for coaches and officials training/mentoring will be *increased*. The other points were accepted and together they will be used to develop the budget. The formal budget will be proposed by the Treasurer at the next meeting for Board approval.

Discussions moved to the staffing model for next year recognizing that provincial grant reductions would directly impact this. Changes are necessary. The executive is recommending more of a traditional administrative model with improved communications, and that Gord's current contract end April 30. Gord's extensive freestyle knowledge has guided AFSA through the past three years. Gord has impressive skills in event development that we may be able to utilize on a contract basis next year if funds allow. Moved by Linda; seconded by Bob, that the AFSA proposes staffing with one Executive Director focused on administration, communication, fundraising, and grass roots development for 2010-2011. Adopted unanimously.

The competition possibilities for next year include Jasper's request for bid information from the CFSA for Junior Nationals, and our ask to host a NorAm event following the World Cup at COP which will be January 28 - 30, 2011. We still hope there will be a

WC half pipe event at COP, sponsor pending. A NorAm could generate revenue for AFSA.

It was agreed by consensus to move the Athlete Development Committee meeting (ADC) and the next Board meeting to Saturday, May 15 in Calgary. The date for the fall AGM will be set at the May 15 Board meeting.

7. Club Updates from Southern indicate that they see post Olympic interest in our sport and expect growth next season. They are fundraising for the water ramp and putting together a club handbook.

Northern Extreme has emerged with a positive focus from the events they hosted this year. The Arctic Winter Games built positive feedback throughout the city and the ski hill. Snowboarders and freestyle skiers competed together and became friends. Castle Mountain Freestyle (formerly Wild West) is also seeing some post Olympic interest. Hosting Provincials 2 went well and it has been a busy year for athletes attending competitions.

8. New Business involved the creation of a standing Human Resources Committee with proposed terms of reference circulated at the meeting (and attached to these minutes). This committee will need to recommend the hiring of the Executive Director to the Board, and assist with other staff hiring, transitions, and contract clarity. Moved by Linda; seconded by Dan, that we adopt the Human Resources Committee Terms of Reference. Motion carried. Moved by Linda that the membership of the HR Committee, to be appointed annually by Board motion, be Chair Larry Bilton, Maureen Calder, Ron Horrigan, and Bob German. Seconded by Neil; motion carried. In other new business, Neil moved that the AFSA van be offered to Gord for \$1.00; seconded by Dan; motion carried.

9. Roundtable comments followed. Linda stressed the need for clear communication throughout this transition period. Donna conducted 4 judges clinics this year and a shadow panel here in Jasper to build capacity in the outlying areas. Al commented that TD officials training is being developed online. Rhonda stressed we need to get the AFSA website updated with respect to club contacts and current information for water ramps, etc. Thank you to sponsor FYI and Al Ulsifer for covering our dinners tonight.

10. Linda moved to adjourn at 8:15pm; seconded by Maureen; carried.

Note: Appended are the Budget Principles document and the HR Committee Terms of Reference

Principles for the AFSA Budget 2010-2011

The following points will be addressed at the AFSA Board meeting on April 2, 2010 to form the basis for developing the budget. A formal budget will then be proposed by the Treasurer at the next board meeting for Board approval.

Each point should be considered.

1. The Provincial and Canada West mogul team program will be maintained if a minimum of 11 qualified athletes accept positions.
2. The Provincial Park and Pipe team will exist for a minimum of 8 athletes and with a fee structure similar to the provincial mogul team.
3. The AFSA will provide similar support for provincial competitions as this year.
4. Support for coaches and officials training/mentoring will be maintained (change to increased.)
5. Can West lift passes will be available to AB team athletes and coaches and then to club coaches who travel with athletes to competitions.
6. Future events hosted by the CFSA (e.g. World Cup) will bring in funds for AFSA volunteer support of these events.
7. Casino revenue will be committed over two budget years to preserve sustainability.
8. Total administration staffing costs will reduce to reflect the cut in provincial grant funding for 2010-2011.
9. More emphasis on AFSA funding is required to maintain accessibility and grow our sport.
10. Any other principles to guide budget preparation?

April 2010

TERMS OF REFERENCE HUMAN RESOURCES COMMITTEE

Purpose: The purpose of the Human Resources Committee (the "Committee") includes drafting and/or revising personnel policies for AFSA Board approval, reviewing job descriptions, establishing a salary structure, and annually reviewing staff salaries, and reviewing the benefits package.

Composition: The Committee will be composed of not less than three and not more than five Directors. Where possible the committee should be made up of non-team parents.

Duties and Responsibilities: Subject to the powers and duties of the Board, the Committee will:

Executive Director

- a) Review and recommend the Executive Director's (ED) employment and severance arrangements;
- b) Review and recommend compensation for the ED including salary, incentive awards, perquisites, benefits and other remuneration.
- c) Recommend, and when approved by the Board, implement the Performance Evaluation Process for the ED, Administrative Staff and Coaches;
- d) Review the Executive Director's goals and objectives annually, or as required, to ensure they are aligned with those of the Board;
- e) Monitor the ED's performance relative to stated goals and objectives and report to the Board;

Compensation

- f) Prepare and present for approval from the Board the total compensation philosophy and annually review the compensation structure;
- g) Prepare and present for approval from the Board the next year's salary guidelines;
- h) Approve employment and severance arrangements for Administrative and Coaching staff;
- i) Review and, as appropriate, approve the ED's recommendations regarding total compensation for other AFSA staff including salary, incentive awards, perquisites, benefits and other remuneration;

Other

- j) Annually review and verify for completeness succession and development plans prior to the ED's discussion of those plans with the Board;
- k) Monitor standing reports on safety performance and review major safety incidents;
- l) Receive and monitor timely reports from ED on pertinent human resources issues, providing advice as appropriate;
- m) Review and recommend action to be taken by the Board on any formal written grievances against the Executive Director or when an employee formally appeals a decision by the Executive Director to the Board; and
- n) Act on issues delegated to the Committee by the Board of Directors or the Chair.

Accountability

The Committee will report its discussions to the Board by distributing the minutes of its meetings and, where appropriate, by oral report at the next meeting of the Board of every major matter considered since the Board's last meeting.