

## Annual General Meeting

Date: April 5 2020

Location: Video Conference

### Minutes

<b>Invitees:</b>	Amanda Mercer	PA Vice President
	Hannah Koslowsky	PA Environment Director, Borealis Canoe Club
	Silvia Kozlik	PA Treasurer
	Lana Ohler-Madsen	PA Education Chair, HeLa Ventures
	Karla Handy	PA Program Coordinator
	Keo Ohler	PA Secretary
	Lori Davis	Rocky Canoe Club
	Angie Schroderus	Rocky Canoe Club
	Paul Kopjar	Camp Kuriakos
	Mark Lund	Ceyana Canoe Club
	Donna McKean	Ceyana Canoe Club
	Steven Weimer	Calgary Jr. Forest Wardens
	Alana Schoepp	Calgary Jr. Forest Wardens
	John Stoodley	Alberta Jr. Forest Wardens Society
	John Bohaychuck	Leduc Boat Club
	Neil Martindale	Leduc Boat Club
	Gordon Armitage	Borealis Canoe Club
	David Sterling	Borealis Canoe Club
	Janet Smith	Friends of the River Recreation Association
	Rick Zroback	Athabasca River Canoe Brigade Society
	Doug Yalte	Sundre Canoe Club
	Mary Fitl	Edmonton Paddlers Centres Association
	Elaine Tamboline	Drayton Valley Paddling Club
	Donna McKenzie	Northwest Voyageurs Canoe and Kayak Club
Erik Rust	U of C Outdoor Centre	
Regrets: Matt Steele	PA Safety and Touring	

**Call to Order:** 10:09am by Amanda Mercer

#### 1.0 Approval of Agenda and Meeting Minutes

<b>Title:</b>	Approval and Additions - Agenda
<b>Motion:</b>	Motion to approve the agenda - Mark Lund    Seconded by: Angie Schroderus    General Vote: In Favour

<b>Title:</b>	Approval of Minutes from 2019 Annual General Meeting
<b>Motion:</b>	Motioned by: Silvia Kozlik    Seconded by: Mark Lund    General Vote: In Favour

**2.0 Executive and Board of Directors Reports**

<b>Title</b>	Vice President Report – Amanda Mercer
<b>Discussion</b>	Thank you to the board for a productive year, to Natalie and Terry (who had to step down mid-year), to Karla, and to attendees Brochure redo discussed at last AGM is well underway and draft will be presented today

<b>Title</b>	Treasurers' Report – Treasurer, Silvia Kozlik <b>2.2.1</b> 2019 PA Audited Financial Statements approval of auditors and appointment of auditors for next year	
<b>Discussion</b>	Assets \$151, 629. 76 GST Refund \$1,917 Revenue: Increase in membership fees, increase in instructor members, increase in sales, decrease in organization membership fees Expenses: 0.6% increase Able to continue to support our projects for the year 2020 Goals: Continue special program funds, invest in environmental projects, no more matching funds - full subsidy	
<b>Action Items:</b>	Appointment of auditors for 2020: can meet over zoom to approve audited reports	Motion to appoint Alana Schoepp and Steven Weimer: Silvia Second: Lana General Vote: In Favour
	Motion to accept financial report Motion: Mark Lund Second: Mary Fitl General Vote: In Favour	

<b>Title</b>	Safety Director Report – Safety & Touring Director, Matt Steele	
<b>Discussion</b>	Brochure update in final stages - draft shared. Tanya White, graphic designer from BWCC, has redesigned our old brochure. Questions: Is there tie-down information on the new brochure? Yes Does the image represent all of us? Should it represent different kinds of paddling? Email high-resolution images with permission to Karla	
<b>Action Items:</b>	Draft to be sent to the board and five additional people for feedback: Mary, Erik Rust, Neil, Lori, and Angie volunteer to review	

<b>Title</b>	Education Director Report – Education Director, Lana Ohler-Madsen
<b>Discussion</b>	<ol style="list-style-type: none"> <li>1. Hired a new exec. director: Michelle McShane started in October</li> <li>2. Concern about instructor/ IT renewal: renewal has been extended until 2021 to prevent further confusion</li> <li>3. COVID-19 response: programs suspended until May 30th 2020, no courses being sanctioned</li> <li>4. PA Professional Development (maintenance) festival, not happening , up to individual ITs to set up - funding may be available</li> </ol> <p>Questions:</p> <ul style="list-style-type: none"> <li>● Simpler route to waterfront IT?               <ul style="list-style-type: none"> <li>● not yet, under review</li> </ul> </li> <li>● Paddle Canada receipt submission process not working for instructor subsidy process               <ul style="list-style-type: none"> <li>● To be addressed by Karla privately.</li> </ul> </li> </ul> <p>Questions can be emailed to Lana</p>

<b>Title</b>	Environment Director Report – Environment Director – Hannah Koslowksy	
<b>Discussion</b>	<ol style="list-style-type: none"> <li>1. Minimal impact program- green thrones. Spring update emails and map added to website           <ul style="list-style-type: none"> <li>● one headed for North Sask, one available - maybe for Dale</li> </ul> </li> <li>2. Alberta Water Quality Awareness Day - testing kits provided for anyone interested</li> <li>3. Aquatic invasive species - ensuring the availability of information and awareness of government requirements and affected waterways</li> <li>4. Provincial park closures- NOT related to COVID-19, looking for feedback from membership and to collaborate with AWA to draft a letter to the Government           <ul style="list-style-type: none"> <li>● Should we encourage groups to take care of Parks that we use?</li> <li>● Larger discussion required</li> </ul> </li> </ol>	
<b>Action Items:</b>	Schedule extra meeting to discuss COVID-19 guidelines and the possibility of resuming group paddling activities	
	Board	

<b>Title</b>	PSC Report – PSC, Karla Handy	
<b>Discussion</b>	2019 Statistic Report Completed 8/10 of our ongoing goals, finished 2/4 of our prioritized goals <ul style="list-style-type: none"> <li>● Supporting underrepresented group programming:</li> </ul>	

	<ul style="list-style-type: none"> <li>● ensure accurate reporting of club demographics</li> <li>● Participation in Land Use Issues: not a huge concern last year, prioritizing communication of new information.             <ul style="list-style-type: none"> <li>● For 2020: potential partnership with ORCA, but haven't made successful contact</li> </ul> </li> <li>● Insurance Subsidy 2019 and matching funds for Org Members:             <ul style="list-style-type: none"> <li>● moving to fill funds in 2020</li> </ul> </li> <li>● Offering educational materials:             <ul style="list-style-type: none"> <li>● Brochure redo in progress, invasive species information, leave no trace</li> </ul> </li> </ul> <p>Uncompleted Goals:</p> <ul style="list-style-type: none"> <li>● PA Committees             <ul style="list-style-type: none"> <li>● Potentially changing model to maximize productivity and communication</li> </ul> </li> <li>● Alberta Paddlefest             <ul style="list-style-type: none"> <li>● Removed from goals</li> </ul> </li> <li>● More specific goals</li> </ul> <p>376 instructors paid their PA membership, up a little bit</p> <ul style="list-style-type: none"> <li>● Benefits, access to \$300 subsidy</li> </ul> <p>Instructor and skills participants statistics:</p> <ul style="list-style-type: none"> <li>● New: Style, waterfront kayak</li> </ul> <p>Subsidy 2019: \$1604</p> <p>Club members, must be over 1000</p> <ul style="list-style-type: none"> <li>● 2197 in 2019</li> <li>● Clubs encouraged to report members</li> </ul> <p>Non-member participants reported:</p> <ul style="list-style-type: none"> <li>● 5,489 from NFP</li> <li>● 8,713 from Commercial, underreported</li> </ul> <p>Club Support:</p> <ul style="list-style-type: none"> <li>● Insurance increased because of increased property and buildings</li> </ul> <p>2020 Goals</p> <ul style="list-style-type: none"> <li>● Support/promote PC Professional Development</li> <li>● Recruit new board members</li> <li>● Support underrepresented groups in paddling</li> </ul>	
<b>Motion:</b>	Motion to accept all Executive and Board of Directors Reports	Motioned by: Elaine Tamboline Seconded by: Donna McKenzie General Vote: In favour Motion Carried

### 3.0 Club Reports/Season Highlights and News

<b>Title:</b>	<b>Club Reports / Season highlights &amp; news</b>
<b>Discussion</b>	<b>Northwest Voyageur Canoe and Kayak club, Donna McKenzie</b> <ul style="list-style-type: none"> <li>● 147 members last year.</li> </ul>

	<ul style="list-style-type: none"> <li>● Many weekend trips, two longer ones to San Juan River in Utah and Stikine River in BC.</li> <li>● President Mike Eaton moved to Ontario, replaced by Donna McKenzie.</li> </ul> <p><b>Junior Forest Wardens</b>, John Stoodley</p> <ul style="list-style-type: none"> <li>● Had to cancel their 2020 camp this summer due to COVID-19. This camp had a large paddling program and lots of disappointment.</li> </ul> <p><b>Kuriakos</b>, Paul Kopjar</p> <ul style="list-style-type: none"> <li>● NFP on Sylvan Lake</li> <li>● Trained 10 staff as Waterfront Instructor and Intro Tandem Lake Skills.</li> <li>● Then we ran programs through the summer, including canoe camping focus weeks.</li> </ul> <p><b>Bow Waters CC</b>, Silvia Kozlik</p> <ul style="list-style-type: none"> <li>● 100 members</li> <li>● Events Harvie Passage, Last Splash Bash and Kan camp out, club doing ok</li> </ul> <p><b>HeLa Ventures</b>, Lana Ohler-Madsen</p> <ul style="list-style-type: none"> <li>● Ran paddling programs for schools, adults and community groups.</li> <li>● Are closed now due to COVID - we hope to regain operations in June/July</li> </ul> <p><b>Borealis Canoe Club</b>, Hannah Koslowsky</p> <ul style="list-style-type: none"> <li>● Staying consistent with previous years ~50 members.</li> <li>● Mostly evening paddles and some day trips, as well as participation in community events (Amazing Race).</li> <li>● Took steps to merge with Wood Buffalo Paddling Society (AWA club), that will become official this year.</li> </ul> <p><b>FORRA</b>, Janet Smith</p> <ul style="list-style-type: none"> <li>● Had a "mellow summer" mainly did sections on the North Saskatchewan, Narrows, Milk River, Red Deer, South Saskatchewan R.</li> <li>● Someone spotted a river otter</li> </ul> <p><b>RCC</b>, Angie Schroderus</p> <ul style="list-style-type: none"> <li>● We had a grand total of 311 members in 2019. We landed some pretty amazing partnerships we've been working on for a few years. The Rocky Native Friendship Centre, FCSS, Town of RMH and the Sunchild Health Care Centre.</li> <li>● The RCC had a super busy 2019. Alberta Master Games, Polo Tournaments and our normal Wednesday night paddling programming and Kayak Youth Development Programming along with a lot of other groups asking us to facilitate programs with us.</li> </ul> <p><b>Drayton Valley Paddling Club</b>, Elaine Tamboline</p> <ul style="list-style-type: none"> <li>● 2019 was a good year. 35 members. 7 sanctioned events. Total 100 participants.</li> <li>● A highlight is our annual Parks Day event July 20/19 which invites handicapped people to join us for a paddle, followed by a BBQ at Wiley West Campground, about 300 attendees.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Also happy that the Casino was in Edmonton this year and 1 club member was able to attend.</li> <li>● Our April AGM is postponed until further notice, and we don't know what our 2020 program will look like, at this time.</li> </ul> <p><b>Athabasca River Voyageur Canoe Brigade Society</b>, Karla Handy</p> <ul style="list-style-type: none"> <li>● Our main event was Discover Your River in June. We had over 100 participants despite threatening weather paddled from the newly built Solomon Creek put in near Brûlé to the Athabasca Riverfront Park in Hinton following the ribbon cutting ceremony at the new put in. A variety of craft ranging from kayaks to voyageur canoes and River rafts with paddlers from Hinton, Edson, Jasper and Edmonton paddled safely with the rainfall holding off. Unfortunately the rainfall ended the celebration early but we were able to show some new paddlers the excellent recreational possibilities on our local Athabasca River.</li> </ul> <p><b>Sundre</b>, Doug Yalte</p> <ul style="list-style-type: none"> <li>● Kudos to Jim Mccallister and Al Colwell for their work in putting on kayak clinics for 3 months on weekends in Olds for anyone interested in joining, there were times when attendance was good and times when more people would have been great,</li> <li>● Don't have a webpage so am interested in hearing if these other clubs in Alberta use them and have good success with them</li> <li>● Ran a spring program for kayaking last year in Sundre that was full with coordinated effort from Sundre community program</li> <li>● Updated clubhouse for boats with PA help</li> </ul> <p><b>University of Calgary Outdoor Centre Update</b>, Erik Rust</p> <ul style="list-style-type: none"> <li>● In 2019 we had a huge increase in school groups by using Bowness Park Lagoon and the Bow River. upwards of a thousand youth on the water in the spring and fall.</li> <li>● Orchestrating a trip of 75 high schoolers in the fall was a highlight.</li> <li>● New SUP programming was a success over the summer with about 100 participants.</li> <li>● Overall participation was good for programs over the summer with participants in many different paddling activities.</li> <li>● We continue to support instructor training as we have many members as part of our org.</li> </ul>	
<b>Motion</b>	Motion to accept all Club and Org Member Reports	Motion: Keo Ohler Second: General Vote:

**4.0 Proposed Bylaw Amendments**

<b>Title</b>	Bylaw Amendment # 1
<b>Discussion</b>	Bylaw Amendments attached: The group discussed many aspects of the changes, amendments were made to 6.1.3 (new positions to the board):

	<ul style="list-style-type: none"> <li>Specify that members at large positions should not be filled until all other positions are. Based on the Societies Act, four key positions must be filled first. Not all of the new roles must be filled, members at large do not have voting power, quorum has not changed.</li> <li>Special meetings can be called anytime to discuss further</li> <li>Proposed amendment to 6.1.3: the Members at Large shall only be filled once all other positions are filled.</li> </ul>
<b>Motion</b>	<p>Motion to accept the amendment of 6.1.3 to include “the Members at Large shall only be filled once all other positions are filled”: Mark Lund                  Seconded: Doug                  General vote: in favour                  Motion carried</p> <p>Motion to accept the bylaw amendment #1                  Motion made by: John Stoodley                  Seconded by: Mary Fitl                  General Vote: in favour                  accepted and carried</p>

<b>Discussion:</b>	Bylaw Amendment # 2	
	Bylaw Amendments attached The group discussed the proposed changes and amendments were made to bylaw 7.3: <ul style="list-style-type: none"> <li>Should 7.3 be kept? Seal may be required for dealing with the government</li> </ul>	
<b>Motion:</b>	Motion to approve amendments with existing bylaw 7.3	Motion: Mark Lund Second: Hannah Koslowsky General vote: in favour motion carried

### 5.0 Election of Board Members

#### Board Role Overview:

##### The President:

- supervises the affairs of the Board,
- when present, chairs all meetings of the Society, and the Board;
- is an *ex officio* member of all Committees, except the Nominating Committee;
- acts as the spokesperson for the Society; *and*
- carries out other duties as assigned by the Board

##### The Vice-President:

- presides at meetings in the President's absence. If the Vice-President is absent, the Board Members elect a Chairperson for the meeting.
- replaces the President at various functions when asked to do so by the President or the Board;
- chairs the Personnel Committee; and
- carries out other duties as assigned by the Board.

The Secretary:

- attends all meetings of the Society and the Board
- keeps accurate minutes of these meetings
- makes sure a record of names and addresses of all Members of the Society is kept
- carries out other duties as assigned by the Board.
- Keeps and carries the seal of the society

The 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 annual fees are collected and deposited;
- 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
- ensures the filling of: the annual return, changes in the Board Members of the organization, amendments in the bylaws and other incorporating documents with the Corporate Registry and other government returns as required
- carries out other duties as assigned by the Board.

Education Director

- Chairs the Education Committee
- Supports the education of new instructors
- Organizes opportunities for instructor professional development.

Safety & Touring Director

- Chairs the Safety Committee
- monitors and advises the Board on all matters of paddling safety brought before the Board.
- Monitors and advises the Board on all matters related to the provision of paddling touring information for Alberta through the Society's communication program.

Environment Director

- Chairs the Environmental Committee
- Advises the Board on all matters of environmental concern brought before the Board.
- Promotes environmental stewardship within the paddling community.

Instructor Representative

- Communicates concerns, questions, and comments between instructors and the Paddle Alberta Board.
- Represents all Canoe, SUP, Recreational and Sea Kayak instructors in the province.

Paddle Canada Regional Representative

- Liaises between Paddle Alberta and Paddle Canada on all educational and regional member association matters.

Member at Large

- Carries out duties and responsibilities as assigned by the board.

Member at Large

- Carries out duties and responsibilities as assigned by the board.



**Board Nomination Overview and Election:**

Position	Slate of Officers	Status	Results
<b>President</b>	Vacant		Amanda
<b>Vice President</b>	Amanda		Silvia Kozlik
<b>Treasurer</b>	Silvia	Stepping down	Erik Rust
<b>Secretary</b>	Keo		Keo Ohler
<b>Education Director</b>	Lana	Stepping Down	Silvia Kozlik
<b>Safety &amp; Touring Director</b>	Matt	Stepping Down	Donna McKean
<b>Environment Director</b>	Hannah		Hannah Koslowsky
<b>Instructor Representative</b>	Vacant		Lori Davis
<b>Paddle Canada Regional Representative</b>	Vacant		Lana Ohler-Madsen
<b>Member at Large</b>	Vacant		John Stoodley
<b>Member at Large</b>	Vacant		Angie Schroderus
<b>Motion:</b>	Motion to call the nominations closed and declare nominees elected		Motioned by: Mark Lund Second: Lana Objections: none Carried

**Committee Membership**

	Committee	Members
5.2	Education Committee Membership	
5.3	Environment Committee Membership	
5.4	Safety and Touring Committee membership	1. Mary Fitl 2. Doug Yalte
5.5	Finance committee members	1. Steven Weimer

**5.6 Motion to Approve Executive Authorities for Casino Account**

Motion to approve Amanda Mercer and Silvia Kozlik, Erik Rust, and Karla Handy executive authorities for casino account: John Stoodley

Second: Mark Lund      General Vote: In Favour

Motion carried

**5.7 Motion to Approve Executive Authorities for General Account**

Motion to approve Amanda Mercer and Silvia Kozlik, Erik Rust, and Karla Handy executive authorities for the general account: Hannah      Second: John      General vote: In Favour

Motion carried

**8. New Business**

<b>Title:</b>	2020-2023 Goals and Business Plan	
<b>Discussion:</b>	Business plan must be approved by members (AB Sport Connect) Should more money be allocated to youth development programs? Potential meeting in the fall to discuss goals and business plan in more detail once we see how COVID 10 affects paddling programs and clubs.	
<b>Motion:</b>	Motion to approve as presented	Lana Ohler-Madsen Second: Mary Fitl General Vote: In favour Motion carried

<b>Title:</b>	2019 Actual Budget	
<b>Discussion:</b>	Budget was made pre-COVID 19, may change based on ability to run programs and collect money Casino profits may be less than expected because the cycle ended early.	
<b>Motion:</b>	Motion to approve the 2020 three year budget with the provision that the executive control expenses until 2020 revenues are confirmed	Motion: Mark Lund Second: Neil Martindale General vote: In favour Motion carried

**Schedule Next AGM Meeting -**

Date: March 21 2021

Location: Red Deer or Zoom meeting

**Adjournment:** 1:48 PM

Motion: Donna McKean Seconded by: Donna McKenzie General Vote: In Favour

Motion carried