



Biathlon Alberta

Annual General Meeting

June 20th, 2009 – 9:00 AM

Nova Lodge, Hinton

Minutes

In Attendance:

Ken Davies – Canmore Nordic	Roddy Ward – Canmore Nordic
Mike Meagher – Hinton Nordic	Louis Corbeil – Hinton Nordic
Karin Kaarsoo – Foothills Nordic	Sherry Thompson – Foothills Nordic
Dave Wunderlich – Foothills Nordic	Airat Aitniakov – Alberta Biathlon Club
Jacqueline Akerman – Camrose Ski Club	Brad Heron – Alberta Parks
Andrew Lyon – Rocky Mountain Racers	Rolf Wenzel – Rocky Mountain Racers
Monika Patterson – Edmonton Nordic	Les Parsons – Edmonton Nordic
Michael Morgan – Wapiti	Rick Watson – Wapiti
Alan Ball – Biathlon Alberta	Andy Holmwood – Biathlon Alberta

- 1. Welcome and call to order**
-Meeting called to order at 9:10 am.
- 2. Roll call, voting rights**
-as per bylaws, clubs are awarded between 1 and 4 votes based on the number of Biathlon Alberta members each club possesses. Clubs must have one delegate per vote in attendance at the AGM. Quorum is defined as 50% of the eligible votes; or, 13 votes at the 2009 AGM. 15 of 25 eligible votes are present at the AGM.
- 3. Approval of Agenda**
-2009/10 event schedule added to “Other Business”.
Motion (D. Wunderlich, M. Morgan): to approved the agenda as amended.
Carried
- 4. Approval of 2008 AGM minutes**
Motion (K. Kaarsoo, R. Wenzel): to approved minutes of the 2008 Annual General Meeting as circulated.
Carried

5. **Business arising from 2008 AGM minutes**
No business arising from 2008 AGM minutes.

6. **Board Reports**

- **President – Ken Davies**
- **VP Technical – Rolf Wenzel**
–successful season for Association, report included
- **VP Administration – Karin Kaarsoo**
–report included; highlights for the year included hiring new Admin Manager, ordering new race suits, and development of new Transportation policy
- **Treasurer – Sherry Thompson**
–outlined financial statements (attached)
–deficit budget was run in past year, but Association continues to be in a strong financial position, largely due to investments.
–investments result of surpluses from many years ago, portfolio is fairly conservative

Motion (R. Wenzel, A. Lyon): to accept 2008-09 financial statements as presented.

Carried

- **Secretary – Sharon Chesham**
–no report, Sharon planning to step back from position
- **Director, Coaching Development – Roddy Ward**
- –report included; importance of Augustana program highlighted in retaining older athletes.
–Discussion about old/new NCCP integration – many coaches still seeking certification in old system. Other issues as well with NCCP, regarding course development and database.
(A. Holmwood/K. Davies to address NCCP situation with Biathlon Canada.)
- **Director, Officials' Development – Noel Charchuk**
–report included
- **Director, PR and Marketing – Connie Saari-Heckley**
–report included. Biathlon AB working closely with Alberta Biathlon Club on marketing initiatives. Recruitment efforts targeted to north/central Alberta. Possibility of facility development in Cold Lake.
- –many spin-offs from WYJCH: promotional CD's, equipment purchases, volunteer recruitment and training, credibility gained with IBU, successful TV transmission to Europe.
- **Athlete Representative – Tyson Smith**
–no report

7. **Staff Reports**

- **Administrative Manager – Andy Holmwood**
–report included; Andy highlighted bookkeeping and website as two areas in which much activity and learning occurred.

- **Northern Development Coach – Alan Ball**
 - report attached; highlights included de-centralized approach to camps relying on clubs and club coaches, athlete support via Training Voucher Program, considerable time spent coaching in Edmonton and delivering school program in Edmonton and Hinton. Recruiting focus is on Edmonton, and other northern communities.
 - Canada Winter Games Squad selection has been postponed to 2010-2011 to optimize inclusion of the high number of competitive Sr. Boys and Sr. Girls in CWG training".

8. Approval of 2009-10 Annual Plan
–discussion of Annual Plan tabled until Planning Meeting

9. Approval of 2009-10 Budget
-budget presented, new event sanction fees detailed
-Foundation hosting grants: available for Western Championships, NorAm, National Championship, and other high-level events. Clubs may apply for such grants on their own, Andy to send details of program to clubs.
–other grants to be applied for in 2008-09 include Coach Visitation Grant and a CIP grant to purchase air rifles.
–Marketing plan, created by C. Saari-Heckley, introduced. Plan to include both recruitment and publicity components.

10. Elections

**Vice President, Technical
Acclaimed – Andrew Lyon**

**Vice President, Administration
Acclaimed – Karin Kaarsoo**

**Secretary
No nominations received, Andy Holmwood to fulfill role**

**Director at Large
Acclaimed – Rick Watson**

**Director at Large
Acclaimed – Rolf Wenzel**

(Rolf to serve as Biathlon Alberta representative to Biathlon Canada)

11. Appointment of Auditors
Motion (S. Thompson, K. Davies): Biathlon Alberta will not appoint auditors for the 2009-10 fiscal year.
Carried

12.

Other Business

- **Proposed changes to bylaws**
 - issues with current bylaws detailed: bylaws have not been filed with AB Registries since 1990's, creating potential governance problems. Opportunity to re-shape Board and bylaws.
 - Andy to work with Board on new governance model and bylaws for Association. Could hold Special General Meeting next winter to adopt new bylaws, in advance of the 2010 AGM.
 - discussion regarding Athlete Representative position – probably better suited to a provincial-level, rather than national-level athlete
- **Membership initiatives**
 - Association having difficulty capturing all potential members; needs to become more vigilant in having all volunteers, coaches, officials, and competitors complete membership application.
 - important to funding body that BA register 500+ members.
 - office to create Excel template for use by clubs in signing up members – template to include Zone4 membership components, but in a form easy for clubs to use.
- **2009/10 Event Schedule**
 - calendar discussed and adjusted. Will be a busy and challenging year with Olympics drawing many officials and volunteers.

13.

Adjournment

Motion (J. Akerman, D. Wunderlich): to adjourn the meeting at 12:30pm

Carried

VP Tech Report

1. 2008-2009 competition season was very successful. Our continued support from Calforex has enabled regional growth of the sport and is a major catalyst for young athletes to compete. An effort was made to increase consultation with coaches and clubs in planning events. Dr. Alan Ball was highly instrumental in coordinating this past season and successfully mentoring young clubs in both coaching and event hosting.
2. We introduced a Team Alberta Coach and Support Staffing system to improve transparency, accessibility and mentoring opportunities for Nationals.
3. Our strategy to integrate with and support club level high performance programs seemed to be well received by coaches.
4. Our Sport Development program run by Alan Ball in Northern Alberta exposed over 500 students to biathlon this past year. (Please see Alan ball's report). We will be modifying our approach to be more demographically targeted in the coming year and will start a process to draw potential athletes into the sport with a staged series of promotional and athletic events.
5. An assessment of the Biathlon Canada high performance program was initiated.

VP Administration Report – Karin Kaarsoo

In July 2008, Andy Holmwood was hired as a full-time Administration Manager. Among other things, Andy has met the challenges of sorting out the office, he has learned the timing system and initiated many much needed administrative changes over the last year. 2009/2010 should be much smoother now that Andy has established a calendar of what needs to be done when. Andy usually works three days a week out of the Calgary office and spends the other two at our new office space in the Bill Warren Training Centre at the Canmore Nordic Centre. This office will allow us to give up the storage unit we have been renting for equipment in Calgary.

A new and comprehensive transportation policy was adopted.

New custom race suits were ordered from Apogee as Halti was no longer making the old design.

Treasurer's Report – Sherry Thompson

The Financial Statements of April 30, 2009 were prepared by me with information acquired from Biathlon Alberta.

The statements were audited by two members of Biathlon Alberta, Jane Stevenson and Nancy Andrews of Foothills Nordic. On behalf of the Board I would like to thank them sincerely for the time they devoted to this task. We could not ask for a more knowledgeable and diligent team.

On behalf of the membership, I would also like to acknowledge the financial support of the Alberta government through the Alberta Sports, Recreation, Parks and Wildlife Foundation [ASRPWF] and the Sports Participation Initiative [SPI].

And I would like to thank Ossie Treutler of CALFOREX for his generous, on-going support of the Alberta Cup competitions.

This was another year filled with changes, as seems to be the norm at Biathlon Alberta. A welcome change last summer was the addition of Andy Holmwood as our Administrative Manager. Andy brings a wealth of knowledge and experience in sport administration. It has been a pleasure working with Andy and I look forward to the coming year.

A look at the Statement of Financial Position or Balance Sheet shows a huge drop in Assets. Last spring we were cash heavy. ASRPWF deposited the first half of our 2008-09 operating grant in April. As well, over half of the funds received from the September 2007 Casino remained in the bank. Both of these items appear under Liabilities as deferred income.

In the current year, our cash position is more realistic, with almost all of the Gaming funds having been spent in accordance with regulations requiring that funds be used within two years. Another casino was held last week in Calgary on June 10 & 11, with proceeds from the event expected in late August.

Liabilities are the Club Cup payable, and the balance of unspent Gaming funds.

The RBC Dominion Investment account clearly shows the effects of the failing economy over the past year. Interest and dividends paid were less than half of the previous year, and the value of the portfolio dropped \$45,000. But, like the economy, it is already showing signs of recovery and the value is slowly beginning to climb again.

A drop in Unrestricted Net Assets (everything not in the Investment Account) is due to the deficit showing on the Statement of Operations or Income Statement.

Biathlon Alberta's revenues come primarily from provincial government grants, gaming revenues, team fees, memberships and corporate sponsorship.

Revenues were down from the previous year. The greatest drops were in Hosting Grants, the ASRPWF Donation Fund and Gaming Revenue. Clubs are beginning to apply for hosting grants on their own behalf. Gaming funds are allocated over the 18 months between events. The Donation Fund is mostly directed to individual athletes and is due to their efforts in soliciting donations. CWG funding is in the second year of a 4-year cycle, with increases each year.

Overall expenses, like revenues, were down. Direct Athlete support was up due to two initiatives to provide financial support to IBU level athletes. Biathlon Alberta sent the largest group ever to Nationals in Valcartier, with a relatively small increase in costs. More funding means more training camp expenses, and there were several officials courses held to prepare volunteers for WYJCH in Canmore. Rent increased as COP finally realized we were occupying an office.

We are left with a deficit for the year of \$17,331. This is the second year in a row that Biathlon Alberta has shown a deficit, and without new sources of income, a third deficit is inevitable if we wish to maintain the programs we deliver. We are almost wholly dependent on government funding. There is an endless supply of ideas for new spending, but precious few for sources of new revenue. Biathlon Alberta can continue to operate with a deficit for another two or three years, but a change in attitude is necessary before the well runs dry.

In closing, I would like to thank Andy for his efforts in keeping things under control this past year as he dealt with a new job, a new sport and a pretty opinionated board. And I would like to thank my fellow board members for their attention to the prudent use of resources and for their efforts in helping create the opportunities our athletes need to aim for excellence.

Respectfully submitted,

Sherry Thompson

Coaching chair report – Roddy Ward

2008/09

- Assisted with competition schedule- had some conflicts
- worked on voucher program- worked as we offered no provincial team program
- Worked on elite athlete assistant program- need to announce earlier so more opportunity for sr. athletes to “appear for \$” (i.e. camps). This also gives them a taste for coaching.
- Worked on nationals criteria- success largely but conflict with NORAM- must try to avoid in future with change to criteria.
- Worked to make nationals more inclusive in nature- was a success and was taken well by Biathlon Canada. We took 47 athletes, many of which were Sr boy/girl.
- Made provincial (CWG) camp schedule for 09-10.

2009/10

To date:

- worked on initial competition schedule, looked at where BA could spend CWG \$
- assisted with looking into new nationals criteria
- looked into AB “Team” criteria (CWG team)

In need:

- High level coach to come coach the coaches (desire, not need). Alan Ball and I started work on that.
- Level 2 course for summer (working on) so coaches can be eligible to join level 3 technical in fall

- Level 3 technical in fall in Canmore
- Need to find way to retain former athletes into coaching. Problem in our sport is many do not do the sport until they are old enough. Also, not many paid coaching at the moment. We need to retain athletes to later senior years for this to happen. The way to increase senior numbers is to help them to train, progress AND get an education (this way they are less likely to quit to go to school). This will help 2 problems, more coaches and more later aged senior athletes (i.e. better world cup results as well). Since biathlon is a late maturing sport, and coaches start in late 20's (and that's early) we need to have athletes this age in the sport. At the moment we have very few. Augustana is likely the key to this scenario, but with age range might be Biathlon Canada territory.
- In 1-2 years when current senior boy/girl and Youth men crop are out of high school (especially in RMR, CNSC and FNSC) there will be a need for higher level training (higher than club level). This may include a provincial level team. I am brainstorming and working on scenarios at the moment. I don't believe clubs will be able to handle these numbers (of dedicated, time consuming athletes) and if they try they will take away from development of younger athletes (which should be the focus of a club).

Officials Chair Report – Noel Charchuk

Hosting the IBU Biathlon Youth Junior Championships was a great benefit to the development of officials in Alberta, with the interest and enthusiasm a major international event generates.

After a few years of new officials getting their introduction to biathlon through the online learning system, Biathlon Canada adapted the material to offer a one day seminar training session, with practical exercises.

Two of these seminars were conducted in Canmore, and a total of 31 new volunteers, as well as some long time active volunteers were trained and certified. As a number of people were unable to attend the two dates, we will try conduct another session early in the upcoming season to try accommodate them.

Two Advanced officials clinics were also held this past season, and 15 experienced officials were certified at those sessions. There was a conflict with the date coinciding with the National Championships, a number of qualified candidates were unable to attend as they were with their team and athletes in Quebec. There is another Advanced clinic planned for mid November in which we hope to get these senior volunteers certified.

The International Biathlon Union was very pleased and impressed with the level of knowledge and the ability to run competitions shown by all the officials involved in the 2009 YJWCH.

We hope to capitalize on the interest the Championships brought to the sport to keep recruiting and training officials to enhance our ability to bid for and host major biathlon competitions in Alberta in the future.

Noel Charchuk
Officials Chair

Marketing and Public Relations Board report

As a new Board member, this portfolio has been primarily a learning activity for me this year and has been characterized by the generation of ideas for the upcoming season rather than by action or implementation.

There have, however, been a few items/activities of note:

- In the 2008-2009 season, Biathlon Alberta created media releases that preceded races in most areas. These were designed to generate interest in the race activities as well as begin to develop a general understanding of the sport.
- Discussions began in November, 2008, with the Alberta Biathlon Club to create a joint marketing/PR plan to fully leverage our resources. These discussions have developed into action items that will be put into place over the coming year, with the intention of growing the sport generally as well as developing a viable intake into our athlete talent pipeline.
- Hosting the World Youth Junior Championships provided great exposure for the sport; more tangibly, it has provided print media resources which will be fully utilized for the upcoming season.
- A Biathlon Alberta marketing plan is under development, with the intention of ensuring targeted, high impact activities for the 2009-2010 season and beyond.

The activities initiated in the 2008-2009 season contribute to the foundation of a robust Marketing and PR portfolio. I look forward to working with BA to implement a sustainable strategic plan.

Connie Saari-Heckley

Administrative Manager report – Andy Holmwood

I've now been on the job 11 months, over which time much learning has occurred. My primary focuses for this first year with Biathlon Alberta have been to: learn the position; build relationships with Board and Association members and other involved persons (ASRPWF, Biathlon Canada, Winsport); and finally, gain knowledge of the Association and the sport.

Areas of significant activity and learning from the past year include:

Events – attended majority of events in Alberta, learned Zone4 registration and race software system, became familiar with Ambit and Summit timing systems; worked other events in officiating capacity and learned much about biathlon.

Membership – set-up and administered membership registration and reporting system through Zone4.

Provincial Team – coordinated logistics of Alberta team attending the National Championships in Valcartier, QC; attended the event in role of Logistics Coordinator.

Financial Management – worked, with Sherry Thompson, on day-to-day accounting and bookkeeping of Association, and learned much about Simply Accounting program and bookkeeping procedures. I am still on a steep learning curve in this domain.

Communications – updated website and distributed electronic newsletters on an ongoing basis.

Board of Directors – coordinated and attended meetings of the Board of Directors; attended meetings of sub-committees.

Alberta Winter Games – active as Sport Coordinator for 2010 Alberta Winter Games. Traveled to Cold Lake (with Alan) to meet local organizers and preview site. Solicited Zone Coordinators and coordinated submissions of zone grants.

Alberta Sport, Recreation, Parks and Wildlife Foundation – activities included reporting (including Annual Association Review), grant submissions (Annual Operating Grant, hosting grant, Alberta Winter Games), coordination of donations, and other ongoing activities.

Many thanks are due to numerous persons for providing a supportive and enjoyable work environment over the past year: Alan Ball, Ken Davies, Sherry Thompson, Carol Henley, Karin Kaarsoo, Rolf Wenzel, Greg MacCulloch, Connie Saari-Heckley, Dave Bradley, and Roddy Ward have all been instrumental in my learning the ropes.

I look forward to continued learning and growth in my position with Biathlon Alberta.

Development Coach – Alan Ball

This year we started to transition away from a centralised implementation of our athlete development model, towards a more decentralized mode, which more closely reflects the reality of our athlete and club distribution. This has increased consultation between the paid club coaches and Biathlon Alberta as well as a redirection of funds away from centrally controlled and delivered programs into locally delivered cooperative programs. These initiatives were largely concentrated on the well developed clubs in the Bow Valley corridor. Canada Winter Games programs illustrate this trend. The CWG program proposed to ASRPWF – CWG Secretariat for 2009-2010 (Year 3) was developed via email and face to face consultations involving ABC, Augustana, CSC, CNCS, FNCS, RMR and BA in the fall of 2008. The implementation of the program so far (to Oct. 2009) includes ABC, CNS and RMR as camp hosts, with coordination and aligning of CWG funded experts (Nutrition, Mental Training) provided by BA and ASRPWF.

The Training Voucher program was also an initiative in this direction. This allocated funds to individual athletes in the Youth and Junior categories, payable to the club of their choice, provided the club was delivering a suitable high performance training program. The support was to the athlete; clubs must offer a high level program sufficient to attract athletes to access these funds. This development pattern for high performance programs should persist through 2009-2010.

Outside the Bow Valley corridor, clubs and facilities are less well developed. Numbers of participants and numbers of skilled volunteers are lower. A considerable amount of time was put into supporting growth in the north – central part of the province. This effort has been concentrated on Edmonton, Hinton and Grande Prairie, with a small effort, due to increase next year, to support the Arctic WG 2010 in Grande Prairie and the Alberta WG 2010 in Cold Lake. Volunteer development has taken place through the Calforex Cup series. Through the Development Coach, BA has provided pre-event consultation and advice to organizing committees, development and delivery of sticker board range scoring technology and TD services. Further volunteer development has come from delivering Community Coaching courses and following up with coach mentoring at local club training camps. BA also assisted Hinton and Grande Prairie with club planning activities related to facility development and athlete recruiting, e.g. SPDP Grant programs.

In Edmonton there have been two main initiatives – direct coaching of ENSC athletes and school visits with Edmonton Public School Board, supplemented with a small SIP grant aimed at recruiting girls. Direct coaching, in cooperation with Les Parsons, ENSC Head Coach, is integrating the cross country and biathlon programs. Pearce Hanna, Kostura Award, 2009, is one of the athletes coached. Two attempts to stage girls-only events were unsuccessful. The second attempt, in June, advertised through Lululemon as well as by direct email to female students who had done Biathlon at EPS. The EPS program used a portable four-lane air rifle range in school gyms to expose over 500 students at 11 schools to Biathlon. One school did ski-biathlon at the ENSC range. EPS was impressed with the program and is keen to support this program again. There is a more detailed report, with pictures, on the web site.