



CADS Alberta – Board Meeting Minutes

Date	Board Meeting Wednesday, October 7, 2026 7:00 – 9:00 pm
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1. Call to Order and Role Call
Attendees: Spencer, Chris, Janice (For Eldon), Angela, Tony C, Tony V, Kiera, Adam, Adria, Sharon, Ozzie
Regrets: Kirk
2. Review and approval of Agenda (Angela approved, 2nd Tony V)
3. Review and approval of Minutes from:
 - 3.1. Review and approval of minutes from September 2, 2026
 - 3.1.1. Correction from Janice of typo completed (Tony C approved, 2nd Angela)
4. Old Business
 - 4.1. CADS National transition
 - 4.1.1. Consideration of the nomination for individuals to the National Board for February 2027's National AGM
-Chris reported on CADS National Transition, mentioning that new board members would be added at the next AGM and that Alberta representation should be considered, with Laura suggesting John Bowman as a potential candidate.
 - 4.2. Bylaw updates completed through Alberta Societies (Sharon)
 - 4.3. Policy updates completed and posted (Ozzie)
-Ozzie confirmed policy updates would be circulated to the board the next day
 - 4.4. SPAR Reporting Completed (Ozzie)
 - 4.4.1. SPAR Annual 2025-26 reporting
-Annual reporting 2025-26 had been completed, with Ozzie adding that outstanding financial issues regarding the Every Kid Can Play grant would be addressed in a meeting with Scott Hayes on Tuesday.
5. New Business
 - 5.1. Special Meetings
 - 5.1.1. CADS Alberta – Alberta Club Meeting (virtual or in-person) – October 24, 2026 Notice (Agenda) has been circulated
-The group also discussed an upcoming CADS Alberta Meeting on October 24th in Red Deer, which aims to develop MOUs between CADS Alberta and Alberta clubs, with Chris emphasizing the need to respect each club's independence.
-The board discussed the upcoming October meeting about roles and responsibilities, where Ozzie clarified that no pre-meeting draft would be distributed to allow for open input from all clubs. Ozzie explained that the October 21st meeting would serve as the first conversation to gather everyone's input, followed by a draft that would be shared for further discussion at individual club levels before a follow-up meeting.

5.2. Governance

5.2.1. Secretary update

-Ozzie discussed the need for a secretary on the executive to fulfill governance responsibilities, with potential candidates still being considered.

5.2.2. Treasurer update

-Angela will continue as interim treasurer after Spencer stepped down due to work conflicts.

5.3. Operational Planning 2026-27

5.3.1. Completion of 2026-27 relevant documents (sanctioning/insurance COIs for club "learn to" programming)

-Majority of clubs have completed all sanctioning documents.

5.3.2. COIs for Rabbit Hill, Canyon, Nakiska for competition needs (Through Alpine Canada)

-Ozzie reported completing certificates of insurance for Rabbit Hill Canyon and Nikiska, which will be sent directly to the ski hills, and is waiting for three additional certificates from Alpine Canada.

5.3.3. Registration process 2026-27

-Sharon confirmed that registration glitches for 2026-27 have been resolved, and board members were reminded to register and affiliate with both their clubs and CADS Alberta and National.

5.3.4. AASA "CADS Alberta" Club registration and insurance for athletes in competition stream programs

-The group discussed funding for the Learn to Race program, with Ozzie explaining that an application form needs to be completed by Sabrina and Faye for board consideration at the next meeting.

5.4. Communications

5.4.1. Website upgrade (options) – Quotes provided – The Sport Bureau is the best opportunity from a cost, web upgrade, social media upgrade and communications support plan

5.4.2. Alternate quote from Synergy

5.4.2.1. Stories from Clubs – Profiles of Club participants and volunteer instructors

5.4.3. Social Media management

-Chris presented two website upgrade quotes, with Sport Bureau offering a base cost of \$7,000 and Synergy quoting \$15,000-\$25,000, noting that Sport Bureau's Gordy Bowles has relevant industry experience. Janice shared information about CADS Calgary's website development with Andrew Forbes, which cost \$1,500 for the Lethbridge website.

-Janice discussed website maintenance costs with Ozzie, mentioning that their current developer charges \$90-100 monthly for backups and updates. Ozzie plans to contact their developer for a quote on both website support and social media management services, including Instagram, LinkedIn, and Facebook management. Janice recommended keeping website development separate from social media management and suggested hiring a dedicated employee or using university students, though Ozzie expressed concerns about previous negative experiences with student interns. Chris emphasized the need to move forward soon on upgrading the website to include club stories and profiles, along with comprehensive social media management

5.5. Education

5.5.1. Follow-up volunteer instructional training for clubs (November-December 2026)

5.5.1.1. Course Conductor bookings for Club training dates

5.5.1.2. Certification interest (Evaluation timeline)

-The team discussed instructor training for clubs scheduled for November and December, with course conductor bookings filling up quickly. Ozzie reported arrangements made for Tawatina Valley and Red Deer, while Calgary manages its training in-house.

5.5.1.3 Education Workshop Planning

-Tony C detailed plans for Calgary's workshop, including Level 1 and Level 2 ski and snowboard certifications, with a focus on T-bar system training and piloting techniques. The group confirmed they have sufficient qualified instructors for the sessions, and Ozzie announced that registration costs will be covered by the organization with a small reimbursement fee to ensure participant accountability.

-The group discussed logistics for an upcoming workshop, with CADS Alberta confirming they will cover transportation and accommodation costs including mileage expenses.

5.5.2. Equipment

5.5.2.1. Equipment List to be updated in Snowline

5.5.2.2. Lease setup for the 2026-27 season available through website

- Ozzie reported he is updating the equipment list in Snowline system and outlined immediate equipment orders including ski seat sizes and additional harnesses, with a larger equipment order planned for summer 2027 using Every Kid Can Play grant funding.

5.5.3. Competition

5.5.3.1. Update on Adiran and Hayden (AASA Club alignment)

-The discussion covered para-athletes Adrian and Hayden, with Alpine Canada providing funding grants to support their club training and equipment needs, with specific focus on CADS Edmonton program costs rather than Hayden's club-related expenses.

-Ozzie discussed the collaboration with Alberta Alpine for the Canada Winter Games, where para athletes will have access to competition camps, nutrition, and sports psychology sessions.

5.5.3.2. Para versus Special Olympic pathway planning

-Ozzie also mentioned working with Jill, the Executive Director of Special Olympics Alberta, to develop a pathway for young neurodiverse athletes in the Edmonton area.

5.5.4.3 FIS North American TD Update

-Ozzie requested support to attend the FIST TD Update in Kimberley, and Angela agreed to help, noting the importance of training technical delegates in the para context.

-Angela put forward the motion to approve the request for Ozzie's attendance at a TD update event, with total approved expenses of approximately \$1,200 including hotel, registration, and mileage costs. Spencer seconded the motion, and it was approved unanimously.

6. Other Business

6.1. Reports

6.1.1. President (Chris)

6.1.2. Executive Coordinator (Sharon)

6.1.3. Finance (Spencer/Angela)

- In the financial update, Angela reported on investment strategies, noting that Kirk recommended reinvesting \$353 from the unrestricted fund into the BMO Low Volatility ETF and \$400 from the restricted fund into the ATB Compass Balance Fund, citing favorable market conditions and upcoming seasonal factors.

-The meeting focused on financial matters and organizational roles. Chris moved to ask Kirk to quickly reinvest funds as suggested by Angela, which was seconded by Kiera and approved by the board.

-Angela clarified that she is temporarily stepping back as treasurer while Spencer takes on the director role.

6.1.4. Program Director (As per agenda)

7. Approval of Reports (Approved by Chris, 2nd Tony C)

8. Round Table discussion (Chris)
-Nothing added
9. Next Board meeting: November 4, 2026 (zoom call)
10. Adjournment (Adjourned by Angela)
11. In-camera discussion