



**CANADIAN CEREBRAL PALSY SPORTS ASSOCIATION  
ANNUAL GENERAL MEETING  
THURSDAY, SEPTEMBER 14, 2023  
via ZOOM**

Present:

CCPSA Board members: Suzanne Winterflood (Chair), Alana Aird, Steve Dukovich, José Malo, Alexander Ferreira-Silva, Megan Muscat, Aidan Godin

CCPSA Staff: Peter Leyser, Jennifer Larson, Mario Delisle

Boccia Canada Council: Adam Dukovich (Chair, Athletes' Council), Eileen Bartlett (Chair, Participation & Development Committee), Jane Blaine (Chair, High Performance Committee)

Other: Sally Hutt (Provincial Partner), Tracey Stephenson (Provincial Partner), Nick Vipond (Sport Canada), Chris Wellsman (Coaching Association of Canada), Karen O'Neill (Canadian Paralympic Committee), Gary Vander Vies (Referee)

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**1. Call to order/ Roll Call – 7:03 pm**

- Suzanne (Chair) welcomed everyone
- Noted the meeting will be conducted in English, but if anyone requires any clarification in French, José or Alex will translate
- Noted we have quorum
- Roll call completed

**2. Declaration of votes:**

- Voting members are the CCPSA Board of Directors: José Malo, Steve Dukovich, Alexandre Ferreira-Silva, Suzanne Winterflood, Alana Aird, Sarah Nixon-Suggitt
- Chair encouraged participation from others attending, including bringing forward any questions and comments

**3. Approval of Agenda:**

Motion to Approve Agenda with amendments brought forward: *Steve Dukovich*. Seconded: *José Malo*. All in favour. Motion carried.

**4. Declaration of Conflict of Interest:**



- None declared

## 5. Approval of Minutes from the Annual General Meeting on September 15, 2022:

Motion to Approve Minutes from the Annual General Meeting on September 15, 2022:

*Alana Aird. Seconded: Steve Dukovich. All in favour. Motion carried.*

## 6. Reports:

### President (Suzanne Winterflood)

- Board accomplishments:
  - Board self-evaluation and identify priority areas
  - Board Skills Assessment
  - Governance Essentials e-learning course
  - Release of 2022-2025 Strategic Plan
  - Refined Risk Registry
  - Sport Canada Report Card results indicating scoring higher than NSO average in 7 of 9 categories
  - Transition from Cornell Dover leaving the Board and role of Treasurer, to Alex Ferreira-Silva

- Executive Director (Peter Leyser)

- i) Safe Sport

- February 2023, became Program Signatory with *Office of Sport Integrity Commission* (OSIC)
    - Any complaints related to violation of *Universal Code of Conduct to Prevent and Address Maltreatment in Sport* (UCCMS), by a national level boccia participant that has signed the required consent form, will go through the OSIC process
    - Prior to signing with OSIC, completed education with stakeholders and updated 12 related policies
    - Independent Third Party remains in place related to complaints on Code of Conduct
    - Noted importance of consciously embedding safe sport culture and needs to be continually monitored, cannot be taken for granted, and intentionally worked on by everyone, including leaders on this call

- ii) Transportation Committee

- Established based on feedback of air travel issues faced and experienced by athletes



- Meeting in March with Canada's Chief Accessibility Officer (Stephanie Cadieux) and shared internal survey results
- iii) Kabush Para Athlete Fund
  - Second year of fund – three bursaries of \$1,000 to be announced soon
  - 64% increase in number of applications compared to 2022
  - 12 parasports represented in applications
- iv) CCPSA 2022 Hall of Fame Inductions
  - Sandy Hermiston, long-time President of CCPSA, well deserved induction into Hall of Fame last November during the 2022 Canadian Boccia Championships in London, ON
- v) Marketing & Communications
  - Continue to increase media coverage of athletes and boccia, including growth in social media content and followers
- vi) Funding & Partnerships
  - Generally, gross revenues in 2022/23 were 50% from telemarketing, and 50% from government/partners
  - Acknowledged support of funding partners Sport Canada, Own the Podium, Canadian Paralympic Committee, and Coaching Association of Canada
  - Continue to diversify revenue with focus on grants. Six grants received in fiscal 2022-2023, compared with four the previous fiscal.
  - New three-year agreement signed with fundraising agency, Engage, through to March 31, 2026

#### Boccia Canada Council:

- i) Athletes Council (Adam Dukovich):
  - Need to continue to find and train new referees
  - Concern with rising costs impacting participation and accessibility of boccia
  - Engaged in strategies to improve training facilities, recruit new athletes, and strengthen support for our national team members
- ii) Participation & Development (Eileen Bartlett):
  - New Provincial Partners established with Parasport and Recreation PEI and Parasport New Brunswick
  - Published online new Classification database
  - More Provincial Referees and coaches training in 2022-2023
  - Established and executed *Female Boccia Coach Mentorship Program*
- iii) High Performance (Jane Blaine):
  - Recognized the passing of former Chair, Donna Zorn



- National Team consisted of 11 athletes, plus 3 Espoir athletes
- Transition complete of Mario Delisle into High Performance Director role and César Nicolai into Head Coach role
- Solid relationships with INS Québec (National Training Centre) and Own the Podium (OTP)
- COVID measures in place through much of the year
- Completion of Annual High Performance Debrief
- Advancement on Gold Medal Profile
- Ten boccia athletes included in Athlete Assistant Program (Carding)

#### Treasurer (Alex Ferreira-Silva):

- No concerns from the Board related to Annual Audit
- No changes regarding accounting rules or legislations affecting not-for-profits
- Noted in the Audited Financial Statements, on page one, *Basis for Qualified Opinion*. As is standard with many charities, based on the fact the Auditor cannot reasonably verify the completion of donations made to CCPSA, the Auditor are providing a qualified opinion.
- Surplus of just under \$71,000
- Revenue increased due to additional Sport Canada funding, grants, and athlete fees, while telemarketing revenue slightly lower
- Expenses year-over-year: increase in administration costs due to inflation/cost-of-living, coach education, and competition costs by 27% or \$133,000. While reduction in communications and safe sport expenses
- Overall, the increase in revenue correlated with increase in services
- Generally, six months to one-year's operating expenses in the bank
- Two internally restricted funds continue (Paralympic Reserve Fund and CP Sports Participation)
- Plan to use some excess cash in Fiscal 2023/2024

#### **7. Elections:**

- Sent out Board Nominations Material July 24, with a four-week window to apply
- Subsequent interviews

Director at Large (3 positions)

Motion to Elect Kevin Shaw in a Director at Large role for a two-year term through the 2025 AGM  
*Steve Dukovich*. Seconded: Alana Aird. All in favour. Motion carried.

Motion to Elect Megan Muscat in a Director at Large role for a two-year term through the 2025 AGM  
*Steve Dukovich*. Seconded: Alana Aird. All in favour. Motion carried.

Motion to Elect Aidan Godin in a Director at Large role for a two-year term through the 2025 AGM  
*Steve Dukovich*. Seconded: *José Malo*. All in favour. Motion carried.



#### 8. Appointment of Auditors:

- Noted we have been with the same Audit firm of Parker, Prins, Lebano for several years and CCPSA's commitment to complete a Request for Proposal process in early 2024, for the 2024-2025 fiscal year.

Motion to Approve the Audit Firm of Parker, Prins, Lebano for 2023-2024 fiscal year: *Alex Ferreira-Silva*. Seconded: *Suzanne Winterflood*. All in favour. Motion carried.

#### 9. New Business:

- Skills video and media clip shown profiling boccia athletes

#### 10. Adjournment:

- Motion to adjourn AGM: *José Malo*. Seconded: *Suzanne Winterflood*. All in favour. Motion carried.

Meeting adjourned – 7:56 pm EST.