

**Date: April 20th, 2026 – 1:30 pm EASTERN time  
(10:30 am PST, 11:30 am MT, 12:30 pm Central)**

Attended		Regrets
Deb Blimkie, President Natasha Martin, Secretary Allan Watson, TC Director Ed Shaw, Treasurer James Dicks, Director Tracy Schmitt, Director Amy Royea, Executive Director		Neale Gillespie, Vice President
Items for discussion		Meeting Started: 1:35pm
<b>Consent Agenda motion to approve agenda &amp; minutes.</b> February 2026 Minutes  Agenda and Additions/ Deletions: <ul style="list-style-type: none"> <li>• <b>Changes in conflict-of-interest positions and/or anticipated recusal(s) to discussions or decisions</b></li> </ul>		<b>Motion to approve the agenda and minutes from February 16, 2026</b> Moved: Ed Shaw Seconded: Tracy Schmitt Carried  <i>See Conflict of interest declaration below</i>
<b>Business Arising / Action Items from Previous Meeting</b>		
SP	Committee Updates	
	<u>Executive</u> (Deb Blimkie / Neale Gillespie) <b>Items for information</b>  <b>Items for Decision</b> <ul style="list-style-type: none"> <li>• Board Executive Roles               <ul style="list-style-type: none"> <li>○ President: Deb Blimkie</li> <li>○ Vice President: Neale Gillespie</li> <li>○ Treasurer: Edward Shaw</li> <li>○ Secretary: Natasha Martin</li> </ul> </li> <li>• May 18th 2026 - <b>Victoria Day Holiday</b> - Move the next Board meeting date</li> <li>• Set a date for the Draft PSO MOU for review – May 4th 2026</li> <li>• Sport Canada Mediation</li> </ul>	<b>Motion to approve the executive directors</b> This will be conducted by email.  <b>Motion to approve the date change of the next board meeting to May 20th, 2026</b> Moved: Natasha Martin Seconded: Ed Shaw carried
P1.3  P3.1a	<u>Operations Report</u> (Amy Royea) <b>Items for information</b> <ul style="list-style-type: none"> <li>• <b>Sport Law - ByLaw meeting</b></li> <li>• <a href="#">Executive Update</a></li> <li>• Office Hours - will be reduced during the summer (Mon-Wed)</li> <li>• <a href="#">Equipment Rental Contract</a> - for review (approval next meeting)</li> <li>• <a href="#">Strategic Plan Tracker</a></li> </ul>	

P4	<p>Finance/ Audit/ IT and Risk Mgmt. Committee (Ed Shaw)</p> <p><b>Items for information</b></p> <ul style="list-style-type: none"> <li>• Committee Update</li> <li>• <a href="#">March 2026 Financials - Draft</a></li> <li>• <a href="#">Risk Matrix</a></li> </ul>	
P2.1b	<p>Technical Committee (Allan Watson)</p> <p><b>Items for information</b></p> <ul style="list-style-type: none"> <li>• Committee Update</li> </ul>	
P1.2	<p>Festival &amp; Events (Amy Royea)</p> <p><b>Items for information</b></p> <ul style="list-style-type: none"> <li>• Festival 2026</li> <li>• Festival 2027</li> </ul>	<p><b>Motion to approve the location of the 2027 CADS Festival</b> Moved: Tracy Schmitt Seconded: James Dicks carried</p>
P4	<p>HR &amp; Policies (James Dicks)</p> <p><b>Items for information</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Policy Tracker</a></li> </ul>	
P4.4	<p>Sponsorship &amp; Partnership (Natasha Martin)</p> <p><b>Items for information</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Grant Tracker</a></li> </ul>	

**Next Meeting:** [May 20th, 2026, at 1:30 pm Eastern - proposed alternate date](#)

### In-Camera Session

Motion to move into an in-camera session by **Natasha Martin** Seconded **Tracy Schmitt** Carried

Motion to adjourn the meeting by **Natasha Martin @ 2:24pm EST** Carried

## Executive and Governance

- Discussion about executive roles (president, vice-president, treasurer, secretary):
  - Edward Shaw volunteered to remain Treasurer for another year.
  - Natasha Martin volunteered to continue as Secretary for another year.
  - Deb Blimkie indicated willingness to continue as President but noted an active legal complaint (processed via SafeSport third-party counsel) contesting whether she

- should have stepped down at election; Sport Law advised there is no bylaw conflict and that it is the board's decision. The board agreed to defer final confirmation of the slate until Vice-President Neale joins.
- Amy summarized historical bylaw confusion: 2017 bylaws filed with government differ from 2020 bylaws posted internally.
- Sport Law engagement and bylaw rewrite plan:
  - Sport Law recommended a repeal-and-replace bylaw rewrite to present to members.
  - Key open questions: membership model (who qualifies as voting members — current practice suggests individual members 18+ are voting members).
  - Sport Law suggested setting a director range (e.g., 5–7 directors) rather than a fixed number; current practice and 2020 draft differ on elected vs. nominated director composition.
- Actions/next steps:
  - Schedule a focused board session with Sport Law to review membership model and bylaw options (Amy will schedule; suggested dates: May 4 window, and the board agreed to this date for the PSO MoU review).
  - Revisit full slate confirmation when Neale is present; record in minutes that no one else volunteered for President at this time.

## PSO MoU and Sport Canada

- The board received a draft PSO MoU; members agreed to a 2-hour review session to discuss the MoU in detail.
- Sport Canada offered to support facilitation around MoU and inter-organizational conflicts; FAR committee discussion raised concerns about using Sport Canada directly.
- FAR committee recommended seeking an independent facilitator . Natasha volunteered to develop options and pathways for facilitator selection.
- Communication concerns: clubs/divisions report receiving messaging that the national response to inquiries is “talk to our lawyers”; allegations that Sport Canada could dissolve CADS board were raised and disputed (Sport Canada lacks authority to do so, and No such response has been communicated to Divisions).

## Finance, Audit, Risk (FARC)

- Financials (to March 26): year-to-date profit ~ \$76,000, approximately \$25,000 ahead of typical results; organization is in a stable position for the summer without needing to draw on reserves, barring unexpected events.
- Major contributors: reduced technical committee pre-course costs (only one pre-course held) and receipt of Sport Canada training funds (~\$40,000 noted).
- Risk matrix highlights:
  - Financial controls are satisfactory; operations and staffing load are a concern.
  - FAR recommended addressing operational capacity by hiring part-time/contract staff to support Amy with communications, sponsorship fulfilment (KPI delivery), social media, newsletters, and administrative tasks to avoid burnout.
- Staffing and funding options discussed:
  - Revisit Canada Summer Jobs student funding (not ideal due to winter workload).

- Motion: Edward moved (and board agreed) to explore hiring part-time staff/support; board to review options at the next meeting.

## Operations

- Equipment rental contract (for clubs to rent adaptive equipment to members/clients):
  - Amy circulated a draft contract; reviewed by Wilson & Clark and insurance — approved to proceed to board review.
  - Key issues to resolve: asset maintenance and record-keeping responsibilities for clubs, release of liability language, and policies for privately-built equipment brought by individuals (separate release document needed).
  - Board action: review the draft equipment rental contract ahead of the next meeting for approval.

## Technical Committee

- Re-envisioning pre-course delivery to reduce cost and logistics for divisions — propose regional one- or two-day technical updates delivered by level-4s, rather than central large events.
  - Plan to consult level-4 instructors and propose concrete models after end-of-month meetings.
- Strategic plan and tracker:
  - Updated; some items regressed as season ended but overall progress satisfactory.
  - Proposed to revisit/refresh strategic plan after bylaws are settled, potentially over the summer.

## Festivals & Events — Festival 2026 and 2027

- Festival 2026 closed with a small budget overrun (~\$330 over budget) and positive feedback on governance sessions; five clubs are revising bylaws following festival sessions.
- Festival 2027 location and date approved by motion: Sun Peaks, March 14–19, 2027 (motion moved by Tracy Schmitt; Seconded by: James Dicks agreed by board).

## Sponsorship & Partnerships

- Current activity: final reporting for EDI Grant and Heritage Canada translation grant (translation grant likely to be repaid due to incomplete deliverables — ~\$2,500).
- New national sponsorship prospects in progress; sponsorship committee small (Natasha and Amy) and will meet to align next steps.

## HR & Policies

- HR/policy work is minimal for now; focus will be on bylaw rewrite and legal work with Sport Law over the summer.
- James (HR & Policies lead) will coordinate with Amy and bring updates as legal review progresses.

## Action Items


1. Amy to schedule: a) PSO MoU review meeting on May 4th (2-hour session), and b) Sport Law/bylaws workshop.
2. Board to confirm Vice-President Neale’s role and full executive slate next meeting.
3. All directors to review equipment rental contract ahead of next meeting for approval.
4. Natasha to draft facilitator options for the board.
5. Technical committee to present revised pre-course/regional delivery model after level-4 consultations.
6. Amy to finalize Festival 2027 contract with Sun Peaks for March 14–19, 2027.
7. Sponsorship committee (Natasha & Amy) to finalize grant reporting (EDI and translation grant reporting).

## Decisions & Motions

- Motion passed to hold Festival 2027 at Sun Peaks, March 14–19, 2027.
- Motion to move into an in-camera session at the end of the meeting (approved);
- Agreed to meet on May 20th(moved due to Victoria Day on May 18);

In the event that there is a possible “conflict of interest” situation, which means a Board member making a decision that could favourably affect another organization with which they are involved.

## Conflict of Interest Declaration

Name	COI Declaration	Conflict of interest signed	Date Signed
James Dicks	I am both a member of the CADS National Board and the President/Division Rep for CADS – NCD	Signed electronically at 6PM Friday August 27 2021  James Dicks	August 27, 2021
Ed Shaw	CADS Board or Director and CADS Alberta Board of Director		September 21, 2021

