2020 Manitoba Diving Association
Annual General Meeting

NOTICE OF MEETING

2019-2020 Annual General Meeting

Online via ZOOM
(due to COVID-19 Restrictions)

Monday, November 30th, 2020
7:15 – 7:40 PM

PLEASE NOTE: BASED ON THE NEW CANADIAN AMATEUR DIVING ASSOCIATION (MANITOBA SECTION) Inc. BY-LAWS PROXY VOTES WILL NO LONGER BE ACCEPTED. PLEASE ATTEND TO ENSURE YOUR VOICE IS HEARD.

2020 Manitoba Diving Association Annual General Meeting

AGENDA

Monday, November 30th, 2020

A. Call to Order
B. Establishment of Quorum
C. Appointment of Scrutineers
D. Approval of the Agenda
E. Declaration of Any Conflicts of Interest
F. Adoption of Minutes of 2018-2019 Annual Meeting
G. Executive Reports
H. Review and Approval of Auditors' Report and Financial Statements
I. Appointment of Auditors
J. New Business
K. Election of New Directors
    1. Positions to be Elected
        - President
        - Secretary
        - Member At Large
L. 2020 Manitoba Diving Provincial Champions
M. 2020 Manitoba Diving Female and Male Athletes Of the Year
N. Adjournment

Manitoba Diving Association

2019-2020 Board of Directors

President	Peter Bernatsky
1st Vice President	Rob Gauthier
Treasurer	Wil Hedges
Secretary	Christine Delaquis
Technical Director	MP Berman
Director-at-Large	Bruce Samson
Director-at-Large	Brandon Christopher

Staff

Executive Director	Ken Stevens
Bookkeeper	Linda Ferguson

Canadian Amateur Diving Association (Manitoba Section) Inc.

2018/2019 Annual General Meeting Minutes

Thursday, November 28, 2019

1. Call to Order
   7:01pm

2. Establishment of Quorum
   a. Quorum was established.
   b. Attendance as follows:
      From the Board:
      Ken Stevens (Executive Director)
      Peter Bernatsky (President)
      Rob Gauthier (Vice-President)
      Christine Delaquis (Secretary)
      Marie-Pier Berman (Treasurer)
      Bruce Samson (Director-at-Large)

      Linda Ferguson (Bookkeeper)

      CADA Members: Attendance indicated on the attached.

3. Appointment of Scrutineers.
   Linda Ferguson was appointed as scrutineer.

4. Approval of the Agenda
   The agenda was approved

5. Declaration of Any Conflicts of Interest
   There were no declarations of Conflict of Interest

6. Adoption of Minutes of 2017/2018 Annual Meeting
   The 2017-2018 Annual General Meeting minutes were adopted as circulated.

7. Executive Reports

   a. President
      None submitted

   b. Executive Director
      Ken Stevens presented the Executive Director's report (as circulated).
      Highlights included:
      -Two of our athletes, Adam Cohen and Leia Berman, attended the 2018 HPAD West Assessment Camp. Two more athletes, Zita

Bernatsky and Corydon Wolfe, were invited to attend the 2019 HPAD West Assessment Camp. Assessment camps
-Dallas Ludwick was recruited into Own the Podium (OTP)'s "Canada Coach" program
-We saw a decline of funding after the IFF submission as has every other PSO in the country.
-We've had great media and social media coverage this last year with features of our athletes and coaches on CJOB, CTV, Global, Wpg Free Press, etc.
-The Board of Directors are commited to explore efficient, positive models to grow and improve communications between all stakeholders.
-The Board would like to thank Mike Mourant for 3 plus years as Technical Director
-Ken would like to thank the Board and this great community for their efforts to support, promote, foster, and grow the sport of diving in Manitoba.

c. Technical Director

The Technical Director stepped down over the summer so there is no Technical Director report. Dallas, the High Performance Coach, submitted a report of the previous year's athlete results; presented to attendees and Board members to review at our leisure

Peter took a moment to introduce himself as the new President of the Board of Directors

8. Review and approval of Auditors' Report and Financial Statements

Linda Ferguson, the Association's bookkeeper, presented the Auditor's Report and Financial Statements, as circulated. She noted that this year, the Auditor's Report was prepared by the same accountant (Tony Gauthier) as in prior years. We received a clean audit opinion.

On motion (Bruce Samson/Christine Delaquis) that the Auditor's Report and Financial Statements be approved. Motion Approved.

9. Appointment of Auditors
    a. On motion (Adam Berman/Dallas Ludwick) to approve Tony Gauthier as Auditor for next year. Motion approved.

10. 2019 Manitoba Diving Provincial Champions
    a. Attached to package

11. 2019 Manitoba Diving Female and Male Athletes of the Year

Male Diver of the year was Adam Cohen and Female Diver of the Year was Serena Buckwald.

12. New Business - None

13. Election of New Directors

Positions to be Elected

a. Position of Vice-President

Rob Gauthier has agreed to let his name stand for a second term as Vice-President. No other nominations were received, including in response to an invitation to the floor.

Rob Gauthier was declared Vice-President by acclamation.

b. Position of Technical Director

MP Berman has put her name forward for hte position of Technical Director.. No other nominations were received, including in response to an invitation to the floor.

MP Berman was declared Technical Director by acclamation.

c. Position of Treasurer

No nominations standing. Will Hedges was nominated by Morgan Wankling from the floor. No other nominations were received in response to an invitation to the floor.

Will Hedges was declared Treasurer by acclamation.

d. Member-at-Large (optional)

No nominations standing. Adam Berman nominated Brandon Christopher in response to an invitation to the floor. No other nominations from the floor

Brandon Christopher was declared Member-at-Large by acclamation.

13. Questions

There were no questions.

14. Adjournment

The meeting adjourned at 7:20pm.

CANADIAN AMATEUR DIVING ASSOCIATION (MANITOBA SECTION) INC.

Financial Statements

Year Ended August 31, 2020

TONY GAUTHIER, CPA, CA

1515 ONE LOMBARD PLACE, WPG, MB R3B 0X3
PHONE: (204) 956-9426 FAX: (204) 956-9424
EMAIL: tony@tonygauthiercpa.ca

November 23, 2020

INDEPENDENT AUDITOR'S REPORT

To the Members of Canadian Amateur Diving Association (Manitoba Section) Inc.

Opinion

I have audited the financial statements of Canadian Amateur Diving Association (Manitoba Section) Inc. (the Association), which comprise the statement of financial position as at August 31, 2020 and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at August 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Association in accordance with the ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with those requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

(*continues*)

Independent Auditor's Report to the Members of Canadian Amateur Diving Association (Manitoba Section) Inc. (*continued*)

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Chartered Professional Accountant
1515 One Lombard Place
Winnipeg MB R3B 0X3

CANADIAN AMATEUR DIVING ASSOCIATION (MANITOBA SECTION) INC.

Statement of Financial Position

August 31, 2020

	2020	2019
ASSETS		
CURRENT		
Cash	**$ 106,085**	$ 93,099
Accounts receivable	**15,293**	12,343
Prepaid expenses	**3,220**	3,132
	$ 124,598	$ 108,574
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities *(Note 4)*	**$ 12,688**	$ 5,519
Deferred revenue *(Note 7)*	**39,468**	29,950
	52,156	35,469
NET ASSETS		
Unrestricted net assets	**72,442**	73,105
	$ 124,598	$ 108,574

ON BEHALF OF THE BOARD

_____ *Director*

_____ *Director*

CANADIAN AMATEUR DIVING ASSOCIATION (MANITOBA SECTION) INC.

Statement of Revenues and Expenditures

Year Ended August 31, 2020

	2020	2019
REVENUE		
Sport Manitoba grants		
Program support - base funding	**$ 62,158**	$ 63,700
Sport Program Funding	**35,717**	36,300
Sport development funding		
Sport Initiation	**9,500**	10,000
Performance Pathway	**5,500**	16,000
Canada Summer Games	**4,500**	5,657
2017 CSG Legacy Fund	**12,547**	6,128
	129,922	137,785
Officials development	**514**	500
Other income		
Equipment grant	**11,650**	-
Covid-19 income - CEWS	**6,438**	-
Membership/registration fees	**3,900**	4,110
Spring novice championships	**300**	250
Interest	**170**	188
Athlete contribution-provincial team travel	**-**	5,606
Sponsorship	**-**	1,000
Provincial medals	**-**	452
Clinic Fees - School	**-**	50
	152,894	149,941
EXPENSES *(Schedule 1)*	**153,557**	157,359
DEFICIENCY OF REVENUE OVER PROGRAM EXPENSES	**$ (663)**	$ (7,418)

CANADIAN AMATEUR DIVING ASSOCIATION (MANITOBA SECTION) INC.

Statement of Changes in Net Assets

Year Ended August 31, 2020

	2020	2019
BALANCE - BEGINNING OF YEAR	**$ 73,105**	$ 80,523
DEFICIENCY OF REVENUE OVER PROGRAM EXPENSES	**(663)**	(7,418)
BALANCE - END OF YEAR	**$ 72,442**	$ 73,105

CANADIAN AMATEUR DIVING ASSOCIATION (MANITOBA SECTION) INC.

Statement of Cash Flows

Year Ended August 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Deficiency of revenue over program expenses	**$ (663)**	$ (7,418)
Changes in non-cash working capital:		
Accounts receivable	**(2,950)**	(5,898)
Accounts payable and accrued liabilities	**7,169**	1,217
Deferred revenue	**9,518**	5,768
Prepaid expenses	**(88)**	1,173
	13,649	2,260
INCREASE (DECREASE) IN CASH FLOW	**12,986**	(5,158)
Cash - beginning of year	**93,099**	98,257
CASH - END OF YEAR	**$ 106,085**	$ 93,099

CANADIAN AMATEUR DIVING ASSOCIATION (MANITOBA SECTION) INC.

Notes to Financial Statements

Year Ended August 31, 2020

1. NATURE OF ASSOCIATION

The Canadian Amateur Diving Association (Manitoba Section) Inc. (the "Association") was incorporated without share capital under the Corporations Act of Manitoba. The Association is a not-for-profit organization and is dedicated to developing the sport of diving in the Province of Manitoba.

Under the provisions of the Income Tax Act of Canada, the Association is exempt from paying income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO) and reflect the following significant policies:

Revenue recognition

Sport Manitoba operating grants are recognized as revenue when the amounts are received or become receivable, if the amounts to be received can be reasonably estimated and collection is reasonably assured. Fundraising funds are recognized as revenue on completion of the event. Interest income is recognized as revenue when earned. Membership/registration fees and miscellaneous income are recognized as revenue when received.

Funds received in advance are included in deferred revenue.

Contributed services

The Association relies on volunteers to carry out its services. Because of the difficulty of determining the hours contributed and their fair value, contributed services are not recognized in the financial statements.

Financial instruments

The Association initially measures its financial assets and financial liabilities at fair value. It subsequently measures all of it financial assets and financial liabilities at amortized cost.

The financial assets subsequently measured at amortized cost include cash and accounts receivable. The financial liabilities measured at amortized cost include accounts payable and accrued liabilities and deferred revenue.

It is management's opinion the the Association is not exposed to significant credit or interest risks from it financial instruments.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

(continues)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Property, plant and equipment

Property, plant and equipment are stated at cost and are fully amortized in the year of acquisition.

3. PROPERTY, PLANT AND EQUIPMENT

	2020		2019	
	Cost	**Accumulated amortization**	Cost	Accumulated amortization
Equipment	**$ 33,382**	**$ 33,382**	$ 6,433	$ 6,433

4. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2020	2019
PADC T/A Revolution Diving	**$ 5,762**	$ -
Trade	**1,836**	-
Sport Manitoba	**697**	393
Professional fees	**3,049**	4,979
Miscellaneous	**1,344**	147
	$ 12,688	$ 5,519

5. ECONOMIC DEPENDENCE

The Association is economically dependent on the Province of Manitoba which provides funding through Sport Manitoba and the Manitoba Lotteries Commission.

6. FINANCIAL INSTRUMENTS

The Association is exposed to interest rate risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of August 31, 2020. There have been no significant changes in risk factors from the prior year.

(a) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

(b) Credit risk

The Association is exposed to credit risk with respect to its accounts receivable. The Association assesses, on a continuous basis, accounts receivable on the basis of amounts it is virtually certain to receive.

7. DEFERRED REVENUE

Deferred revenue represents amounts received from Sport Manitoba in accordance with the 2019/2020 Integrated Funding Schedule in advance of when the services are delivered. These advance payments primarily relate to the Canadian Amateur Diving Association (Manitoba Section) Inc. to developing the sport of diving in the Province of Manitoba.

CANADIAN AMATEUR DIVING ASSOCIATION (MANITOBA SECTION) INC.

Expenses ***(Schedule 1)***

Year Ended August 31, 2020

	2020	2019
PROGRAM EXPENSES		
Bingo support (clubs)	**$ 27,225**	$ 27,225
Equipment	**26,949**	6,433
Revolution LTD Program	**9,500**	10,000
Performance Pathway	**5,500**	16,000
Club development grants	**-**	4,900
2017 Canada Games	**4,500**	8,068
Provincial team training camp	**-**	5,606
Technical leadership		
Coaches development	**780**	158
Officials development	**131**	40
Hosting costs		
Spring novice championships	**491**	294
Provincial medals	**-**	903
Awards-top divers	**648**	1,149
Promotion/marketing	**640**	785
Equipment repairs and maintenance	**118**	189
	76,482	81,750
ADMINISTRATION EXPENSES		
Salaries and benefits	**62,199**	61,955
Office		
Parking and mileage	**1,472**	1,777
Office supplies	**1,210**	1,245
Telephone	**1,144**	1,183
Professional fees	**4,035**	3,552
Insurance	**2,651**	1,607
Professional development	**2,156**	-
Meetings	**1,413**	851
National registration	**1,054**	689
Covid-19 expenses	**513**	-
Office equipment/furniture	**300**	256
Bank charges and interest	**70**	38
Memberships/licences/permits	**40**	40
Non-refundable GST	**(1,182)**	2,416
	$ 153,557	$ 157,359

2020 Manitoba Diving Association Annual General Meeting

NOMINATIONS FOR THE 2020-2021 BOARD OF DIRECTORS

Monday, November 30th, 2020

Positions to be elected:

1. President – 2 year term
2. Secretary – 2 year term
3. Director At Large – 2 year term
4. Director At Large – remaining 1 year of 2 year term

Nominees willing to stand for open positions:

Peter Bernatsky – President
Brandon Christopher - Secretary

Additional nominations may be made from the floor at the Annual General Meeting or by forwarding Nomination Forms to the Secretary Christine Delaquis at christine.delaquis@gmail.com or Executive Director Ken Stevens of Manitoba Diving at diving@sportmanitoba.ca

2020 Manitoba Diving Association Annual General Meeting

CADA (MS) BOARD OF DIRECTORS NOMINATION FORM

Monday, November 30th, 2020

Name of person nominated: _____

Signature of person nominated: _____

Nominator #1: _____

Signature: _____

Nominator #2: _____

Signature: _____

COMMENTS (add separate sheet if more space is required):

_____

_____

_____

_____

_____

_____

_____

_____

_____

Nominations need to be forwarded to the Secretary (Christine Delaquis – christine.delaquis@gmail.com) or the Executive Director Ken Stevens (diving@sportmanitoba.ca) at least 7 days prior to the election or made from the floor at the Annual General Meeting.

Date received by VP Administration: ____/____/____