

**2025 ASA AGM Admin Report**  
**Submitted by Kathy Speck**  
**ASA Administrator**

It has been another busy year on all fronts! Here are some of the items that were completed and submitted:

- **AGLC** annual reconciliation
- **Canada Summer Games** Yearly Analysis
- **The Association Development Program** (ADP) survey, (Provincial Government)
- **Corporate Registry** filings
- **WCB** Annual Report
- Set up access with the Government of Canada in order to more easily apply for a **Canada Summer Jobs grant** in the future.
- Worked through a list of outstanding invoices and was able to collect approximately 35% of the **aging invoices**. Many were eliminated for various reasons such as billing in error, club now defunct, etc.
- Compiled a confidential detailed **membership list** which will be useful for confirming membership when there is crossover between clubs. Almost all club members have been added to the list so far.
- I spent more time researching various types of **insurance** and distributed several Authorization for Alberta Motor Vehicle Record forms for truck use, and forwarded them to the insurance company.
- The three **ASA coach boats** are now properly registered with Transport Canada.
- I attended several **Sail Canada** meetings, processed book and seal orders, and helped with the roll-out of CANSail 2.0. One of the new Sail Canada programs is CANSail foiling; they are working on the instructor course packs and ran a few test sessions this past summer. Sail Canada is also working on updating their database, and working with Checklick to make that program more user friendly.
- ASA is becoming more involved in the **Cruising** side of sailing – assisting with venues, instructor contracts, and advertising, along with adding instructor certifications and prerequisites to the Sail Canada database.
- On the dinghy side, the amount of **certifications and prerequisites** added in 2025 was double the amount added in 2024, so there is a lot of instructor enthusiasm.
- We have started a **Virtual Club** for instructors, coaches, parents of sailors, people who are not near a club, or occasional regatta entrants. This club membership also allows for Sail Canada membership.
- Since our **Communications** Volunteer has retired, Sophie and I are working together to produce the newsletter and we have taken some training in order to keep the website current.
- I attended two **Safe Sport** seminars hosted by Alberta Sport Leadership. The Provincial Government has put together a comprehensive package for reporting maltreatment through a third party and an independent resolution process. I have sent several questions to the ASLA representatives, and will be more information will be sent out as I receive it.