



WHITBY FIGURE SKATING CLUB

2019 ANNUAL GENERAL MEETING

APRIL 30th, 2019 at 7:00pm

Board Member Attendance:

President:	Kristy MacKinnion	1st Vice President:	Candice Kay
Membership:	Tara Wheeler	Ways & Means/Coms:	Wendy Fee
Treasurer:	Donna McFarlane	Past President:	Cheryl D'Andrade
Secretary:	Prabha Gunaratnam	Test Chair:	Marina Headrick
2nd Vice President:	Jocelyn Stewart-Steffler	Session Rep:	Shannon Hunt

Regrets:

Recreation Chair:	Kathy Jaeger	Synchro Rep:	Diane Walker
Coaches Rep:	Ryan Gibbons		

1) CALL TO ORDER

Kristy - Call the meeting to Order.

2) NOTICE OF MEETING

Wendy - I would like to report that the Notice of the Whitby Figure Skating Annual General meeting was provided to the membership by way of the club bulletin board, website, social media, and e-mail to the membership.

Tara - For the 2018-2019 Skate Canada year, I report that we have 946 eligible voters. As such, a combination of 94 voters or proxies are required to legally constitute the meeting.

3) LEGALLY CONSTITUTED

Kristy - In accordance with By-law 23, the 134 eligible votes (attendees and proxies combined) exceeds the required 10% for quorum. I now declare the meeting legally constituted.

4) AGENDA

Shannon - I am now going to read out the items on our agenda for this evening.

Motion: Shannon - I motion and will require a seconder that the agenda be approved.
May I have a seconder? Seconder: Anna B

Ask for show of hands in favour __All__.

Ask for any opposed __0__.

Carried.

5) MINUTES OF THE LAST AGM ARE POSTED ON THE WFSC WEBSITE AND WILL NOT BE RE-READ THIS EVENING.

Motion: Cheryl - I motion and will require a seconder that the minutes from the 2018 AGM be approved. May I have a seconder? **Seconder:** Lacra O

Ask for show of hands in favour All.

Ask for any opposed 0.

Carried.

6) PRESIDENT & SECRETARY REPORTS:

President Report - Kristy MacKinnon

In my position as President I am responsible for overseeing all of the club operations, this includes:

- Making sure the club is running smoothly in accordance with skate Canada guidelines.
- Signing off and making sure all financial record keeping and reports for the government are being kept up to date.
- Working with Skate Ontario on programs, offerings and all reporting that they require of us.
- Making sure that all insurance(s) are paid and up to date with Skate Canada, Club and Town.
- Ensuring all scheduling is booked and any events are prearranged with the town or applied for with the appropriate branches of Skate Ontario.
- Attend and be present for as many Test Days as possible.
- Attend all send off's handing out of awards and bursaries.
- Supporting/guiding all board members in their needs and positions.
- Lead WFSC board meetings.

This past year started with myself and two other board members attending a Skate Ontario Conference in Bradford. This conference allows us to keep updated on changes to the skating structure as well as learn about some things we could implement for the club. Early in the spring I also attended the ice scheduling meeting with the town where I am required to commit to our ice usage for the 2018/2019 Fall/Winter and spring seasons.

This was my first year as president and as such I worked with Cheryl D'Andrade to set up the programs for Fall and Winter which we did through the summer. This includes setting up the registration system, overall scheduling and costing for the next year. This is all approved by the board prior to moving forward.

The Fall/Winter Season was a very successful one for our club in which we saw 10 skaters qualify and compete at Provincials this year. One Dance team, Pairs Team and singles skater medaled and many of the others had seasons best performances at this event. All skaters of the WFSC fared well in competitions this season and the successes are always a pleasure to post on our boards.

We hosted a REC fun week again this season for the skaters registered in the recreation programs. Each child received a medal as recognition of their hard work.

This year I am happy to say with guidance from Skate Ontario we were able to assist several special needs skaters who participate in our recreational programs with one on one PA support. We were unable to host an Ice Show this year due to low skater enrollment. This I believe was partially due to the conflicting schedule of Provincials. As I know many skaters look forward to this event, we will be looking to offer one again in the future. I will be heading into my 2nd year as the President of the WFSC and look forward to guiding our members into a successful 2019/2020 season. I know the board will continue to make changes for the better and offer out skaters even more in the year to come. I would like to welcome the new board members and say Thank you to the current team of members who have stuck by me this year and by Cheryl Previous Years. We truly work as a team and I we couldn't run a club this size without everyone working together.

Secretary Report - Candice Kay:

Candice Kay, WFSC Secretary, 2nd year in role. I fulfilled this role until the Spring when we welcomed Prabha Gunaratnam as the voted in WFSC Secretary. As I was in the role for the majority of the season, I was responsible for the following during this season:

- Oversight of written communication within and outside of the club.
- Created meeting agendas for each monthly board meeting.
- Maintained notes from all meetings for official audit purposes; this includes motions and changes to the club's policies.
- Monitored the general information e-mail inbox, answered and distributed e-mails as needed.
- Met with members to discuss questions, including new members looking for registration information.
- Assisted board members as needed with correspondence.
- Supported the club as needed for events.

Motion: Candice - I motion and will require a seconder to accept the President's & Secretary's report as information. Seconder: Steve

Ask for show of hands in favour All.

Ask for any opposed 0.

Carried.

7) Treasurer Report - Donna McFarlane

Treasurer for the club, my responsibilities entailed:

- Applying payments to members accounts
- Bank deposits for cash and cheque receipts for membership fees, and Test Day.
- Issued monthly cheques for Coaches Fees, Adminiskaters, Ice Fees, Skate Canada, Skate Ontario, Uplifter Software and other vendors as required.

Motion: Donna - I motion and will require a seconder that the Treasurer's report be accepted as presented and that the Financial Statements for the fiscal year ending April 30, 2018 be approved. Seconder: Lacro O

Ask for show of hands in favour All.

Ask for any opposed 0.

Carried.

8) READING OF OTHER REPORTS

Past-President - Cheryl D'Andrade

- The role of the Past President is to help in the transition of the new board, questions, roles, timelines etc. with the eventual transfer of all areas over by the end of the 1 year term.
- I started the year assisting with the summer programming and any questions that surrounded how it worked. I set up the Fall/Winter Registration and costing with the eventual transfer of both taking place for the Spring season set up. I also helped in the training of both the membership and treasurer again with transfer of this happening in the early fall. As time went and with anything in transfer the board took many of the task over to themselves including problem solving which can be sometimes the hardest. I was there to answer questions but overall the board was working as one unit and I was able to start to step away and let them take the reigns for the club.
- I spent 8 years on the board of the Whitby Figure Skating Club, met many parents, skaters, officials and volunteers that truly love this sport. I wish everyone the best and the club moving forward.

1st Vice-President - Candice Kay

- The main responsibilities of the 1st Vice President of WFSC are to act as the liaison between the coaches and the board, and the hiring of coaches.
- In the 2018-2019 season, the WFSC started the season by hiring 19 Skate Canada trained coaches to cover all of the recreational programs, and Star Skate and competitive programs that required group coaching. We were required to add 3 additional coaches in order to cover open sessions, 2 were used permanently on designated sessions.
- Prepared all coaches contracts for the season.
- Assisted in the scheduling and placement of coaches for all winter, spring and summer sessions.
- Processed and prepared payment for all coaches monthly invoices.
- Worked with the board to implement electronic payments only beginning with our Spring program. This will reduce the follow up required for unpaid accounts, the administration in our system by board members and the need for manual banking.
- Assisted the WFSC President when required as well as any other board member that required my help throughout the season.
- As I will not be returning to hold a position on the board next season, I want to thank the board members and the coaches for all of their hard work to run this fantastic skating club and I wish the club continued success. A position on a board is a very fulfilling experience, it is a great way to meet wonderful people, learn about a sport that your child is passionate about, and to get involved. Without our volunteer board, our club would not run - so thank you to each of you and I encourage other parents to raise their hand to get involved as it is very rewarding, I personally will miss it.

2nd Vice-President - Joceyln Stewart-Steffler

With just recently assuming this position, I am responsible for scheduling the PA's and Admins for the Canskate/Prestar, Canskate, Kindercan and Can/Kinder sessions. I also monitor incoming emails sent to the 2ndvice mailbox. Typically, the emails are regarding the PA Schedule. Admins will send their monthly hours to this mailbox, of which I validate and then forward to the Treasurer for processing.

Prior to taking over this role the 2nd Vice hosted and ran a PA Clinic in September. Worked with the President, Kristy McKinnon, to hire the following 8 Admins:

- ❖ Ella Headrick
- ❖ Kaitlyn Hunt
- ❖ Andrea Ionel
- ❖ Kaitlyn Jones
- ❖ Elesha McFarlane
- ❖ Isha Prashad
- ❖ Katherine Walker
- ❖ Olivia Walker

With 76 skaters eligible to PA, as of April 30, 75% have booked/completed or exceeded their required hours. For the skaters whose hours have not been fulfilled, emails will be sent out to be advised of required hours or payment.

PA's of the month were handed out September and October.

September

- ✓ Megan A
- ✓ Panktie P

October

- ✓ Gabriella B
- ✓ Samantha C

The PA of the Month recognition program is in the process of being changed in order to recognize all PA's for the fabulous work they do and their commitment to WFSC. Stay tuned! Also thank you goes out to Sheryl Snowden for doing an exceptional job organizing and running the Canskate/Prestar and Kindercan sessions along with all the coaches involved. Thank you!!

Membership Report - Tara Wheeler

The Membership Chair is responsible for:

- Maintaining all registered skaters memberships with Skate Canada.
- Uploading all new programming and scheduling into our registrations system, although this was performed by the President this season past.
- Approving all guest skating - this season I revised the approval and tracking process for this to ensure skaters were approved in advance of the session and paid accordingly. The process is now running smoothly and all coaches are supportive.
- Managed throughout the season all registration changes, refund requests, and registration inquiries. There was a significant number of both program changes and refund requests throughout the season which is a lot of work required in the system.
- Completed the registration for the Montessori school programs, which currently requires us to add each skater to the system and enroll them in the program. For next season I am working with Sheryl Snowden to switch this over so each parent can complete the enrollment themselves and pay electronically online. This will increase accuracy of skater information, reduce manual banking and manual entry.
- The WFSC has had the following breakdown in registration this season:
 - ✓ STARSkaters - 178
 - ✓ Recreational Skaters - 768
 - ✓ Non-eligible voters - 208 (Power Skating & Adult)

Test Chair Report - Marina Headrick

- April 2018 to May 2019 is our 2018-2019 season. During this time, we ran 5 StarSkate test days which included gold and diamond tests. 587 tests were tried with an overall pass rate of 66%.
- Star 1-5 Tests are run throughout the season and are submitted monthly to Skate Canada. This year we had 393 Star 1-5 test with a 100% pass rate.
- We had many of our skaters reach their Gold Levels this season.

Dance

- Kaitlyn Hunt
- Kaitlyn Jones
- Jasleen Majathia
- Marie-Eve Ouellet
- Isabella Stewart-Steffler
- Duncan Green
- Katherine Walker
- Paige Westerman

Skills

- Anne Johnston
- Ella Headrick
- Michelle Fee
- Isabella Stewart-Steffler
- Paige Westerman
- Mackenzie Williamson

FreeSkate

- Alexandra Oprea

Interpretive-Singles

- Mia Blanchet
- Isha Prasad
- Katherine Walker
- Megan Somers

Interpretive-Couples

- Mia Blanchet
- Marie-Eve Ouellet

- Each skater is awarded with a Gold Chain, for the first Gold Level that they pass, as well as a Framed Certificate from Skate Canada and a Skate Canada Gold Pin.

I also participated in the following activities:

- I was available to answer question and help parents when they called or popped by the office.
- Attended the Syncho Show.
- Helped with the Spirit Wear sales and Skate Exchange.
- Banking--did all test day and Star 1-5 deposits.
- Helped with office hours as well as sat in on a few coaches meetings.
- Helped organize The Provincial Send off and helped with various office duties.
- Organized the awards, flowers and certificates for the AGM.
- Helped other clubs with Test Day questions and went to another club to help run their test day.

Session Chair - Shannon Hunt

- This year I supported the club by keeping creating the music players schedule and tracking the music players hours.
- A big thank-you to Ryan Gibbons who helped with the music player recruitment process. We had 11 music players this year. The music players were all skaters this year.
- The Music players were reimbursed for their time at an amount of \$10 per session.
- The fees paid for music playing services this year are as follows:
September 2018 to February 2019 - \$1860
- During Bonus weeks and Summer skating sessions, music will be played on a volunteer basis.
- This will be my last report, as I will not be returning to the board next year. I would like to say thank-you to all of the board members that that I have had the opportunity to work with over the years. It has been a pleasure getting to know you and our Club would not be what it is without all of you. I look forward to supporting you next year as a volunteer whenever you need me.

Recreation Chair - Kathy Jaeger (read by Kristy)

Role of the Recreational Chair includes: Responsible for assisting the Recreation Coordinator throughout the season, as needed to arrange and/or assist with:

- Special holiday recognition such as Christmas goodie bags.
- Recreation Fun Week - ordering metals etc.
- Preparing report cards for recreational skaters.
- Providing information handouts for parents when deemed appropriate.
- Supports the club as needed for events.

Summary Overview for 2018-19:

- Registration for the recreational programs started off slowly in the Fall.
- The numbers registering increased over the season.
- By the end of January 2019, the majority of the recreational programs filled up which resulted in wait lists.
- Registration was really good for our Spring programs.
- We had a lot of excellent PA help during our sessions and on behalf of the Board we thank each of them for their hard work.
- The Adminiskaters are following a new way of doing their attendance so Adminiskater #1 is free to help with the first 2 rotations instead of being tied up for the whole session. They have been excellent as always!
- We are considering some different toys for the Fun Zone to replace some that were damaged during the season so skaters have variety. Adminiskaters have been asked for their input.
- Santa made his annual visit to all the recreational learn to skate programs. This is always a big hit with the skaters. All the Santa helper's time is very much appreciated.
- Funds were spent on Participation ribbons for those skaters that were not able to earn a Skate Canada ribbon during their session.
- Funds were also spent on Skate Canada Ribbons and Badges, bingo dabbers, printer paper, printer ink and other administrative items necessary for the recreational programs.
- Our Annual Recreational Fun Week was very well received by skaters, parents and coaches. Skaters demonstrated their skills with their coaches and then received a medal while they stood on the Recreational podium. There was lots of photo opportunities for the families.
- We have had Brooklin and Whitby Montessori Schools back for another Learn to Skate session. This has become an annual part of their school schedule.

- Other special days that were hosted included - Halloween costume day, pajama day

Ways & Means / Communications - Wendy Fee

- Posted items on Facebook, Instagram & Twitter accounts, including notices, photos taken at our club and of our skaters at competitions, and links from other websites (ie. Skate Ontario or Skate Canada)
- Maintained website throughout the season, adding posts to the newsfeed, uploading schedules, photos, documents and content
- Sent out club e-mails using MailChimp
- Skate Exchange— added the payments to the spreadsheet during and after the event

Coaches Rep - Ryan Gibbons (read by Candice)

- Helped Session chair with music scheduling etc.
- Attended board meetings.
- Along with our president and coaches liaison making sure coaches have relevant information regarding any new club ideas policies etc.
- Ensured music and other equipment is all in good working order.
- Purchased pylons, looked after harness maintenance which included a complete refurbishment.

Synchronized Chair - Diane Walker

- Whitby Synchro and the Ice Fyre family were excited to have 6 teams during the 2018/2019 season, which included a CanSynchro group in the second half of the season. Our final enrolment was 84 skaters, down 13 skaters from last season, due primarily to only having one adult team this season.

Team Summary:

- ✓ Beginner I - (skaters up to 11 years old) competed in 2 competitions and continued to develop throughout the season. They finished the season with a silver ribbon at Kanata.
- ✓ Elementary - (skaters up to 14 years old) competed in 3 competitions this year and are moving up to pre-juvenile for this upcoming season. We are so proud of them!
- ✓ Pre-Novice - (skaters 12 to 17 years old) competed in 5 competitions this season and had a successful season, including a 3rd place finish at Synchro Capers
- ✓ Intermediate- (skaters 13 to 18 years old) competed in 6 competitions this season, including Nationals in Waterloo and finished the season with 1st place at Kanata.
- ✓ Adult III - had another incredible season, finishing 3rd at Bill Phillips and 2nd at Regionals.
- Our Ice Show in November was a great success. We would like to thank all of the Whitby singles skaters who participated and attended the event! We are looking to doing it again this coming season and continue the tradition.
- Overall, we had an incredible season as skaters and coaches continued to develop and grow their passion for synchronized figure skating. We look forward to continuing the growth of our Club, with 7 teams in total, 5 youth and 2 adult teams, in 2019 / 20.

Motion: Marina - I motion and will require a seconder to accept all other reports as information. May I have a seconder? Seconder: Anna

Ask for show of hands in favour All.

Ask for any opposed 0.

Carried.

9) CONFIRMATION OF ACTS OF THE BOARD

Kristy - I will now formally confirm all acts of the Directors of the Club.

**Motion: Wendy - I motion and will require a seconder that all contracts, proceedings, by-laws, appointments, elections, payments enacted, made, done or taken by the WFSC since the date of the last Annual General Meeting of Members of the Club held April 29, 2018 including those set out or referred to in the Minutes of Meeting of the Board of Directors of the Club be and the same are hereby approved, ratified and confirmed.
Seconded by: Amanda W**

Ask for show of hands in favour _All_.

Ask for any opposed __0__.

Carried.

10) ELECTIONS OF BOARD OF DIRECTORS for 2019-2020

President Kristy MacKinnon - 2nd year of a 2 year commitment

The slate of executive nominations for the 2019-2020 season are as follows:

Past President	N/A
1 st Vice President	Marina Headrick
2 nd Vice President	Joceyln Stewart-Steffler
Treasurer	Donna McFarlane
Secretary	Praba Gunaratnam
Membership Chair	Tara Wheeler
Test Chair	Vacant
Communications/Ways & Means	Wendy Fee
Session	Vacant
Publicity	Vacant
Rec Chair	Kathy Jaeger

Coaches Rep is currently Ryan Gibbons. The Coaches Rep will be voted on by the 2019/2020 WFSC coaches at the first coaches meeting of the 2019/2020 season.

The Synchro Chair is voted on by the WSST Members at their AGM.

**Motion: Candice - I motion and will require a seconder that the list of nominees as presented be elected to the Board of Directors of the Whitby Figure Skating Club.
Secunder: Lacro O**

Ask for show of hands in favour _All_.

Ask for any opposed __0__.

Carried.

11) APPOINTMENT OF AUDITORS

Motion: Marina - I now motion and will require a seconder that Freeman & Lourenco be appointed as auditor of the WFSC for the fiscal year ending April 30, 2019. **Seconder:** Anna

Ask for show of hands in favour _All_.

Ask for any opposed _0_.

Carried.

12) NEW BUSINESS

Kristy - I now open the floor for comments or any new business.

No new business identified.

13) MEETING ADJOURNED:

Motion: Kristy - I motion and will require a seconder that this meeting be adjourned.

Seconder: Amanda W

Ask for show of hands in favour _All_.

Ask for any opposed _0_.

Carried.