

WHITBY FIGURE SKATING CLUB

MINUTES OF ANNUAL GENERAL MEETING

APRIL 10 2017

Present: Cheryl D'Andrade, Michelle Beatty, Deborah Taylor, Catherine Hill, Karen Hind, Marina Headrick, Wendy Fee, Shannon Hunt, Ryan Gibbons, Diane Walker, Christine Abbasakoor- Proxies per scanned documents.

Regrets: Deborah Taylor

Cheryl D'Andrade called the meeting to Order at 7:05pm.

NOTICE OF MEETING

Catherine Hill reports to the meeting that Notice was provided to the membership by way of the newsletter. Also, notice was posted on the Club bulletin board, website, was e-mailed to the membership, and was advertised in Whitby This Week.

Christine reports that 848 eligible voters and or proxy votes are present and that 85 votes are required to legally constitute the meeting.

LEGALLY CONSTITUTED

Cheryl advises members that in accordance with By-law 23, the 119 eligible votes exceeds the required 10% for quorum. Cheryl declares the meeting legally constituted.

AGENDA

Shannon Hunt reviews the items on the Agenda.

Motion: Shannon motions and Lisa Somers seconds that the Agenda be approved.....Carried.

The minutes of the 2016 AGM were posted on our website for viewing

The minutes from the 2016 Whitby FSC AGM were posted on the club website prior to the meeting and remain posted on the site for members to review.

Motion: Wendy motions and Kristy MacKinnon seconds that the minutes from the 2016 AGM be approved.....Carried.

PRESIDENT - PAST PRESIDENT & SECRETARY REPORTS

BOARD REPORTS

President - Cheryl D'Andrade

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

- Making sure the club is running in accordance with Skate Canada guidelines
- Signing off and making sure all financial record keeping and reports for the government and bank are being kept up to date.
- Working with our section - Eastern Ontario on programs, offerings and all reporting that they require of us.
- In the future and most recent it involves working and learning about the NEW Skate Ontario, following updates, guidelines and new procedures being set into place as they are now our provincial governing body
- Making sure that all insurance(s) are paid and up to date with Skate Canada, Club and the Town.
- Ensuring all Scheduling is booked and any events are prearranged with the town or applied for with appropriate branches of Skate Ontario.
- Attend and be present for as many test days as possible.
- Attending all Send offs, 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 attending the EOS AGM and then in June the Skate Canada AGM where an important vote took place to start the amalgamation of all 4 Ontario Skating Sections. This vote was passed and as of April 1, 2017 the Whitby FSC is now part of Skate Ontario. Early in the spring I also attend the Town of Whitby groups meeting where I am required to commit to our ice usage for the 2016/2017 Fall, Winter and Spring Seasons.

During the summer months I typically set up all of the program in the WFSC registration system, this includes overall scheduling and costing for the next year. This is all board approved prior to moving forward.

This Fall/Winter Season was an exciting one, we sent 9 competitive skaters to Napanee for the last Eastern Ontario Sectional & Qualifying Competition. We had one skater named as the alternate for Skate Canada Challenge and another new skater to the competitive scene place 3rd. All WFSC Skaters trained hard and prepared for the EOSIC competition in Feb. 2017. The WFSC proudly sent 12 skaters to the Skate Ontario Championships where we had 1 skater take home a 3rd place medal in the Bronze Triathlon Category. All skaters of the

WFSC fared very well in all competitions this season, I saw a lot of smiles and it is always a pleasure to post of the success pictures on our board.

The immediate week following EOSIC we hosted our second annual REC Fun-week this is for our skaters registered in our recreation programs. This year we added a little podium and balloons in the mix and changed up the presentation style. We look forward to growing this event and changing it up even more next season. Thank you Sheryl and Ryan for your work on this.

In March we hosted our first ever STARSkate Showcase. This was deemed as a success by all. I am sure you may have seen the photo downstairs and hopefully the signage as well stating that we raised 485 lbs for the Feed the Need Durham - I would like to thank everyone who supported this event and our community. We look forward to making this a new tradition at the Whitby FSC.

I will be heading into my 4th year as the WFSC President and look forward to guiding our members into a successful 2017-18 season. I know the board will continue to make changes for the better and offer our skaters even more in the year to come. I would like to welcome our new board members and I say a huge THANK YOU to the team of current members who have stuck by me and this club for so many years. We truly work as a team and I know it doesn't always get said but Thank you and I appreciate all the time and effort you put in.

Secretary/Tech Rep - Wendy Fee

- Posted items on Facebook & Twitter accounts, including notices, photos taken at our club and of our skaters at competitions, and links from other websites (ie. Skate Canada or Skate Ontario)
- 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 - organized spreadsheets for event, helped to sort and arrange clothing, hosted event with Marina and helped to close it down
- Reviewed incoming e-mail to club and forwarded as appropriate; answered inquiries regarding sessions, coaches, and general questions about the club
- Recorded minutes from monthly meetings
- Stuffed Christmas goodie bags
- STARSkate Showcase Committee volunteer; posted notices and sent e-mails regarding the show before the date of the event, created the tickets given to skaters, took photos of our skaters and posted them to Facebook throughout the afternoon

Motion: Wendy motions and Corrinne Rynard seconds to accept the President's report and Secretary's report as information.....Carried.

TREASURER REPORT

The job of Treasurer this year was divided between Cheryl D'Andrade, Michelle Beatty and Marina Headrick.

Marina's duties were to write cheques to cover invoices and expenditures from Fundraising, Music players, Test Day, Ice Show and reimbursement for office supplies and other petty cash items.

Marina also did all bank deposits, picked up any necessary bank and office supplies, attended all WFSC Board Meetings, helped with office hours and assisted Debbie on Test Days.

Motion: Michelle motions and Corrine Rynard seconds that the Treasurer's report be accepted as presented and that the Financial Statements for the fiscal year ending April 30, 2014 be approved.....Carried.

OTHER REPORTS

1st Vice President's Report - Michelle Beatty

- 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 2016/17 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.
- During busy times when a number of coaches travel to competitions, our skater, and certified coach, Duncan Green, and Lindsay Johnston have filled in.
- During the 2016/17 season a coaches meeting was held in September, this is a time when the President and Vice President meet with the coaches to answer any questions or concerns before the upcoming season.
- The coaches' representative, a position elected by the coach's body for the 2016/17 season was Ryan Gibbons. This will be elected in Sept. 2017. This is Ryan's Third term.
- I participated in the scheduling process and assisted with registration when required.
- Assisted in the scheduling and placement of coaches for all Spring and Summer Sessions.
- Worked with the president and bookkeeper to ensure proper record keeping in preparation for our annual audit.
- Volunteered when required for WFSC events - Skate exchange etc.

- As 1st Vice President I also was a member of the organizing committee for this year's Star Skater Showcase. I also was in attendance during the show and helped in all areas as required.
- Assisted the WFSC President when required as well as any other board member that required my help throughout the season.
- Assisted parents with questions.
- Attended EOS AGM
- Attended Skate Canada's AGM
- Attended information sessions regarding Skate Canada's Marketing plan, Test stream changes, Competitions changes, conflict resolutions

2nd Vice-President - Karen Hind

This year we hired 6 Adminiskaters: Julia Ackroyd, Brittney Barclay, Gracie Cook, Mackenzie Hind, Bethy McGee and Anna Oprea. Our back-up Adminiskater was Leia Rynard.

Ninety nine (99) Starskate skaters were eligible to PA this year in September. Four (4) members opted out of PAing, and one (1) member withdrew from skating during of the Fall/Winter Season.

Approximately 99% of the PA's completed their required hours during the Fall/Winter season. The remaining 1% have been asked and assigned the remainder of their required hours during the spring session.

It was challenging at times to schedule some PA's due to their availability. Thank-you to the many enthusiastic PA's who volunteered to complete extra hours this year ensuring that all sessions had the required number of Program Assistants.

Thank-you to all the energetic and responsible PA's that Amateur coached this year. Our learn-to-skate programs have once again enjoyed success in the Fall/Winter 2016-2017 Season with your assistance. A special thank you to the parents who ensured the PAs arrived for their scheduled sessions.

The following were awarded Junior and Senior Program Assistant of the Month this season:

September - Kavya Patel and Katherine Morand
 October - Emily McElheran and Mackenzie Williamson
 November - Emma Betts and Danielle Serra
 December - Gabriella Bell and Megan Alvi
 January - Lauren Spearin and Nicole Desautels
 February - Megan Mainwaring and Emily Cleghorn

OTHER TASKS COMPLETED IN THE 2016-2017 SEASON

- Interviewed and hired adminiskater staff

- Hosted and organized PA Clinic
- Helped out at skate exchange
- Helped out at the EOSIC simulation
- Participated in the Ice show meetings as well as helped out at the Ice show

Membership - Christine Abbasakoor

The WFSC had another successful Fall/Winter Season. In 2016/2017 we had 636 Recreational skaters, 178 STARSkaters, 10 Competitive Skaters and 24 Associate Members.

Test Chair - Debbie Taylor

During the 2016-2017 season, we ran 5 STARSkate test days. 522 tests were tried, with an overall pass rate of 69.5%, compared to 69% in 2015-2016 when 529 tests were tried. We also held 2 Diamond Dance test days in the 2016-2017 season. 23 tests were tried, with a pass rate of 56.5%. In 2015-2016 season, 39 tests were tried, with a pass rate of 41%.

During the 2016-2017 season, 441 STAR 1 to 5 tests were completed, with a Pass Rate of 100%. In the 2015-2016 season, there was a total of 299 STAR 1 to 5 tests completed with an overall pass rate of 99%.

We had 33 skaters complete gold tests. We also have 1 Diamond award.

For Skills:	Emily Cleghorn
	Briaunna D'Andrade
	Alexandra Hamilton
	Kaitlyn Hunt
	Reece Sawyer
	Andrea Ionel
	Kayla Jones
	Alyssa Sanders
	Isha Prasad
	Gracie Cook
	Daraugh Golding
	Alexandra Oprea
	Megan Somers
	Olivia Walker
	Alana Hart
	Delaney Sawyer
	Danielle Serra

For Dance:	Nicole Desautels
	Kayla Jones
	Briaunna D'Andrade

Reece Sawyer
Emily Cleghorn
Alexandra Oprea

For Free Skate: Megan Alvi
Briaunna D'Andrade
Julia Ackroyd
Bethy McGee

For Interpretive: Grace Baric
Emma Sharpless
Julia Ackroyd
Shelby Heringer

For Interpretive Couples: Jessica Cleghorn
Emily Wilson

Diamonds: Emma Sharpless

Public Relations Chair - Catherine Hill

My primary duties that I did for the club included: attending board meetings, volunteering with special events and managing the advertising campaign.

Volunteering

I volunteered at the EOSIC sendoff and the Skate Exchange. At the EOSIC send-off, I coordinated the ordering and delivery of the cake and took photos of the skaters. The photos of the skaters were then posted on the Club's bulletin boards and Facebook. At the skate exchange, I assisted with the selling of items in the booth.

With the respect to Club's advertising, I managed a traditional print campaign. I took out ads in the Oshawa/Whitby This Week newspaper during program starts and events. I also took out an ad with the Whitby Curling Club, utilizing their outdoor scrolling sign located on Brock Street to advertise the Fall/Winter program. The ad ran for four weeks last year from mid-August to mid-September. In addition, I advertised the STARSkate Showcase by posting details of the event online on the Snapd website.

Overall, the Club had a successful publicity campaign utilizing main stream advertising, regular bulletin board updates, Facebook postings and media coverage. This resulted in a heightened awareness of the Club's events, accomplishments and program offerings.

This is my fourth year as publicity chair and I wish to thank you for the opportunity.

Session Chair - Shannon Hunt

This year I supported the club by keeping office hours, creating the music players schedule and tracking the music players hours.

I typically completed office hours on Monday and Wednesday evenings and Sunday afternoons. Requests from parents were related to skating schedules and available programs.

A big thank-you to Ryan Gibbons who helped with the music player recruitment process. We had 19 music players this year. The music players were mostly skaters, but there were also a few parents.

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 - \$900
- October/November - \$1020
- December/January - \$920
- February/March - \$820

Music players for the spring session have been coordinated with Ryan's assistance. An additional set of cheques will be issued for the Spring Session. During Bonus weeks and Summer skating sessions, music will be played on a volunteer basis.

This year I also monitored the first aid supplies in the music room. All three first aid kits were restocked in March.

I also volunteered at the year end ice show. I was involved with set-up and take down and manned the ticket table at the front entrance.

Ways & Means - Marina Headrick

During the 2016-2017 season the WFSC ran three fundraisers.

The first was the **Elmira Poultry Fundraiser** which took place in early October. The chicken was delivered frozen to the rink, where with the help of Wendy, we unpacked and sorted the products ready for pickup. We sold 64 boxes of Chicken and made a total profit of \$256.

There were two **Vandermeer Nursery** events. Our Christmas Fundraiser where plants were sold in the form of vouchers for which you can redeem at Vandermeer for the of plant your choice. We sold 63 units for a profit of \$285.32. We also did a spring **Vandermeer Gift Card** event. We sold 37 units for a profit of \$185.

We work with “**Your Moving Depot**” for our club Spirit Wear. The object of Spirit Wear is to have all Skaters wear the clothing with pride and represent their club on the ice, in public and at competitions.

We have spirit wear on the premises twice yearly for sizing and samples and orders. September sales were \$866.99 with a profit of \$52.32. Our Sales in December were \$1862.00 with a profit of \$191.41.

Our yearly Skate Exchange, at the beginning of September, gives parents the chance to sell outgrown skates and clothing as well as the chance to purchase gentle used items. The club had 360 items up for sale with a profit of over \$315.00

My other duties as Ways & Means/Fundraiser included booking the photographer, helping with the skate exchange as well as being a part of the very successful WFSC Showcase “Come to the Movies” this past March.

Coaches Rep - Ryan Gibbons

- Helped Session chair with music scheduling etc.
- Ordered 15 Pylons for canskate
- Ordered and had installed Ballet/ Stretch bars.
- Had white board from storage room installed for coaches use.
- Attended most board meetings.
- Working alongside the Testchair to help with scheduling or right now to transition to a new test chair
- 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.

Synchro Chair - Diane Walker

Whitby Synchro and the Ice Fyre family were excited to have 5 teams during the 2016/2017 season. Our final enrolment was 72 skaters - 40 youth and 32 adults.

Team Summary:

Beginner – (skaters up to 11 years old) competed in 2 competitions and continued to develop throughout the season! We are so proud of them!

Elementary – (skaters up to 14 years old) competed in 3 competitions this year. They finished 2nd in their flight at Synchro Capers and made it to the Gold Final!

Pre-Novice - (skaters up to 18 years old) competed in 5 competitions this season: They placed 3rd at Bill Phillips in Stratford and 2nd at March Mania in Newmarket; They also did an exhibition skate at a Toronto Marlies game!

Adult 1 – competed in 4 competitions this season. They came in 3rd overall at Winterfest and Synchro Capers and finished the season on top of the podium with 1st place at March Mania.

Adult 3 - had an incredible season! They competed in 4 competitions, finishing 1st at Synchro Capers & March Mania and 3rd at Winterfest and Ontario 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, our season was a success as skaters continued to develop and grow their passion for synchronized figure skating. We look forward to continuing the growth of our Club with the addition of a Can Synchro program for the 2017/18 season. In addition, we are excited Synchro Nationals will be held in Oshawa next year and would encourage all skaters to take the opportunity to see some of the best this incredible sport has to offer.

Motion: Karen motions and Kristy MacKinnon seconds that the Chair reports be accepted as information.....Carried.

CONFIRMATION OF ACTS OF THE BOARD

Cheryl advises the meeting that the members are required to formally confirm all acts of the Directors of the Club.

Motion: Wendy motions and Corrinne Rynard seconds 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 11, 2014, 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.....Carried.

ELECTIONS OF BOARD OF DIRECTORS

Michelle read out the acclaimed position:

President

Cheryl D’Andrade

The slate of executive nominations for the 2017-2018 season are as follows:

1 st Vice President	Karen Hind
2 nd Vice President	JP Petines
Treasurer	Debbie Taylor
Secretary	Candice Kay
Membership	Christine Abbasakoor
Communications	Wendy Fee
Test	Marina Headrick
Publicity	Catherine Hill
Session	Shannon Hunt
Synchro	Diane Henry
Ways & Means	Kristie McKinnon
Recreation	Kathy Jaeger

Coaches Rep is currently Ryan Gibbons. Coaches Rep will be voted on by the 2017/2018 WFSC coaches at the first coaches meeting of the 2017/2018 Fall & Winter season.

Motion: Michelle motions and Corrinne Rynard seconds that the list of nominees as presented be elected to the Board of Directors of the WFSC.....Carried.

APPOINTMENT OF AUDITORS

Motion: Marina Headrick motions and Corrine Rynard seconds that Douglas R. Freeman, B.A., C.A., be appointed as auditor of the WFSC for the fiscal year ending April 30, 2017.....Carried.

NEW BUSINESS

Floor was open for new business - None brought forward

MEETING ADJOURNED

Motion: Catherine motions and Lisa Somers seconds that the meeting be adjourned.....Carried