



WHITBY FIGURE SKATING CLUB
2022 ANNUAL GENERAL MEETING REPORT (Minutes)
NOVEMBER 16, 2022

Board Members:

President:	Kristy MacKinnon	Secretary:	Rena De Cesare (regrets)
Treasurer:	Donna McFarlane	Fundraising Chair:	Erin Weir
PA Scheduler:	Jocelyn Stewart-Steffler (regrets)	Recreation Chair:	David Fitzpatrick
Test Chair:	Monique Hachem	Assist/Support:	Kathy Jaeger

1) CALL TO ORDER – KRISTY MACKINNON

The 2022 WFSC Annual General Meeting called to Order at 7:30 p.m.

2) NOTICE OF MEETING and LEGALLY CONSTITUTED - KRISTY MACKINNON:

Notice was provided to the membership by way of posting on website and was e-mailed to the Members at Large.

Disclaimer: Due to the Ontario Provincial Government declaration of an Emergency Disaster – A Pandemic, the Whitby Figure Skating Club (WFSC) Annual General Meeting (AGM) has been held in April of each year as per the WFSC policy requirements; however moving forward the WFSC AGM will be held in the Fall of each year. The following 2022 AGM Report will be deemed legally constituted once carried and approved by all WFSC Board Members and the Members at Large.

For voting purposes as the Annual General Meeting is virtually, all Members were asked to use the raise hand function on the zoom call when voting or approving items on the agenda.

The following constitutes the 2022 AGM Report:

3) AGENDA - KRISTY MACKINNON

1. Call to Order
2. Notice of Meeting and Legally Constituted
3. Approval of the Agenda
4. Approval of the 2021 Annual General Meeting Minutes
5. Board Member Updates For 2021-2022 Season
6. Confirmation of Acts of The Board
7. Elections of Board of Directors for the 2022-23 WFSC Season
8. Appointment of Auditors
9. New Business
10. Meeting Adjourned

Motion: That the membership approve the Agenda for Whitby Figure Skating Club 2022 Annual General Meeting.

Moved: Monique Hachem
Seconded: Donna McFarlane
Carried.

4) MINUTES OF THE LAST AGM (OCTOBER 20, 2021) ARE POSTED ON THE WFSC WEBSITE AND WILL NOT BE RE-READ at the AGM – KRISTY MACKINNON

Motion: That the membership approve the Report/Minutes for Whitby Figure Skating Club 2021 Annual General Meeting.

Moved: Monique Hachem
Seconded: David Fitzpatrick
Carried.

5) BOARD MEMBER UPDATES FOR 2021-2022 SEASON:

PRESIDENT REPORT – KRISTY MACKINNON:

In the position as President, the President is responsible for overseeing all of the WFSC operations, which includes:

- Ensuring the WFSC is running in accordance with Skate Canada and Skate Ontario guidelines.
- Signing off and ensuring all financial record keeping and reports for the government are kept up to date.
- Working with Skate Ontario on programs, offerings and all reporting that is required of the WFSC.
- Ensuring that all insurance(s) are paid and up to date with Skate Canada, WFSC and Town.
- Meeting with the town to ensure all ice is scheduled for all skating sessions and the WFSC is in compliance with the legal requirements of the emergency pandemic response. As well, booking or prearranging any additional events with the town or applied for with the appropriate branches of Skate Ontario.
- Setting up and working alongside the coaches to establish skating schedules and programs for entire year. This includes setting up the registration system, overall scheduling and costing for the each session or program. The final schedules, programs and costs for the year is all approved by the Board Members prior to implementation.
- Attending as many Test Days as possible.
- Attending all awards and bursaries achievement sessions.
- Supporting/guiding all WFSC Board Members with their roles and responsibilities.
- Leading the WFSC Board meetings.
- Attending Skate Ontario Conferences, as required, to keep updated on changes to the skating structure as well as learn about opportunities of improvements that the WFSC could implement.
- The WFSC worked on and continues to work on securing ice to offer a skating showcase.
- Assisting with the interviewing and hiring of Administrators for the 2022-2023 for the CanSkate/PreStar, CanSkate, and Kindercan sessions.
- Maintaining all registered skaters memberships with Skate Canada.

- Uploading all new programming and scheduling into our registrations system
- Approving all guest skating.
- Managing 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 as a result of the Provincial Emergency Pandemic response lockdowns.
- Posting items on Facebook, Instagram & Twitter accounts, including notices, photos taken at the WFSC and of the skaters at competitions, and links from other websites (i.e. Skate Ontario or Skate Canada).
- Maintaining the WFSC website throughout the season, adding posts to the newsfeed, uploading schedules, photos, documents and content.

Kristy MacKinnon noted that she will be heading into her 5TH year as the President of the WFSC and looks forward to guiding the members into a successful 2022-2023 season. The WFSC will continue to review, evaluate and make changes as required to ensure Members and the WFSC skaters have the best skating experience and the WFSC meets the Municipal, Provincial and Federal legal emergency pandemic response requirements, as required.

Kristy MacKinnon welcomed new Board Members and thanked the 2021-2022 Board Members for their commitment to the WFSC. The WFSC Board Members are volunteers who are devoted and truly work hard as a team to manage a successful skating club.

1ST VICE PRESIDENT until August 2022 - MARINA HEADRICK (read by KRISTY MACKINNON):

- The main responsibilities of the 1st Vice President of WFSC are to act as the liaison between the coaches and the Board, and to assist with the hiring, scheduling, placement and meeting of coaches.
- Assisting the President with duties as needed which included facilitating the WFSC closure and reopening during the Covid-19 lockdown legislative requirements. The WFSC was closed for a great part of the 2021-2022 season; however when the WFSC was granted permission to reopen responsibilities included:
 - Assisting with reopening with restricted number of participants;
 - meeting with the Town of Whitby to establish Covid-19 protocols for the WFSC;
 - bringing in supplies to facilitate a seamless transition; and
 - creating Covid-19 signing sheets and binders to track skaters and spectators.

SECRETARY REPORT – RENA DE CESARE

The majority of the season, the responsibilities of Secretary included the following:

- Oversight of written communication within and outside of the club.
- Creating meeting agendas for each board meeting.
- Maintaining notes from all meetings for official audit purposes.
- Monitoring the general information e-mail inbox, answering and distributing e-mails, as needed.
- Meeting with members to discuss questions, including new members looking for registration information.
- Assisting Board Members as needed with correspondence.

TREASURER REPORT – DONNA MCFARLANE

Treasurer for the WFSC, responsibilities entailed:

- Applying payments to members accounts.
- Bank deposits for cash and cheque receipts for membership fees, and Test Day; and
- Issuing monthly cheques for Coaches Fees, Adminiskaters, Ice Fees, Skate Canada, Skate Ontario, Uplifter Software and other vendors as required.
- Issuing Treasurer Reports and ensuring the club finances and financial statements meet the club's policies, by laws and auditor requirements.

ADMIN/PA SCHEDULER – JOCELYN STEWART-STEFFLER.

The responsibility of the PA Schedule included:

- Scheduling the Adminiskaters and Program Assistants (PA) to support the Pre Canskate, Canskate and Canskate 9+ sessions. WFSC has 8 Adminiskaters and 55 PA's (3 of which are also backup Admins)
- Monitoring incoming emails such as: questions about the schedule, switches and any other related inquiries.
- Verifying Admins submitted monthly hours that require verification and then forwarding to the Treasurer for processing
- The following Admins were either brought on for another season or were interviewed as a new Admin for the 2022/23 Season:
 - Anna I.; Emma P.; Madelyn F.; Megan M.; Panktie P.; Rayne W.; Resham V.; Samantha C.; Abby M. – Backup; Carrie A. – Backup; and Isabel C. – Backup.
- The Admin clinic was held September 10, 2022 (8 Admins and 3 Backups attended) and the PA Clinic was held September 11, 2022 with a very enthusiastic group of 43 PA's in attendance. A special thanks to Cindy Barclay-Hubert, Recreation Coordinator, for making both clinics run smoothly.

TEST CHAIR REPORT –MONIQUE HACHEM

- Five Test Days were scheduled for the 2021-2022 season (November, March, April, June and August). Some out of club skaters were accommodated.
- Star 1-5 Tests ran throughout the season and were processed monthly to Skate Canada. This year the WFSC completed 366 Tests.
- A Performance Day was organized in December 2021.
- Many of the WFSC skaters reached Gold level this season. Each skater was awarded with a gift and a Skate Canada Gold Pin in recognition.
- A number of the WFSC skaters qualified for the Star Skate Provincial Championships. Each skater was recognized with a gift for their achievement.
- Other Duties/Activities included:
 - Answering questions and assisting parents when they called or popped by the office.
 - Updating all the Test Records with the new Star 6-10 program
 - Creating a new test Sheet Binder with all test Star 1-10 as well as relevant information for the coaches.
 - Banking – all Test Day and Star 1-5 deposits and;
 - Assisting other clubs with Test Day questions.

RECREATION CHAIR – KATHY JAEGER (until Summer 2022)/DAVE FITZPATRICK

Role of the Recreational Chair included:

- Assisting the Recreation Coordinator, as needed to arrange and/or assist with providing information to parents when deemed appropriate.

Summary Overview for 2021-2022 CanSkate/KinderSkate Programs:

- Registration for CanSkate/KinderSkate Programs was reinstated in the fall of 2021.
- Registration for the recreational programs was limited for 2021-2022 season due to Covid-19 lockdowns and legislation restriction requirements.
- All sessions for 2021 were full with some having waitlists. Additional sessions were created to meet the high demand for the program.
- Fun activities were reinstated back into the CanSkate/KinderSkate Programs which included Halloween costumes; the return of Santa at Christmas; and rewards were handed out during Rec Fun week to celebrate each CanSkater's achievement.
- The Whitby Figure Skating Club is proud to be a member of Skate Canada. WFSC is proud to have been awarded Skate Ontario's highest level of recognition for our Canskate Programs.
- The WFSC hired additional new Canskate coaches who either were or are Starskaters. The WFSC continues to develop, encourages and support any of the WFSC senior skaters and Adminiskaters to transition to coaching.

COACHES REPRESENTATION – RYAN GIBBONS

The Coaches Representation for the 2021-2022 season included:

- Attending WFSC Board meetings, as needed.
- Ensuring all WFSC coaches have relevant information regarding any new WFSC ideas, policies, processes etc.
- Ensuring music and other equipment are all in good working order.
- Ensuring the harness maintenance.

WHITBY SYNCHRONIZED SKATING TEAM (WSST) CHAIR – KRISTY MACKINNON

- As the Whitby Synchronized Skating Team has their own Board of Directors in place now for decision making, a member from the Whitby Synchronized Skating Team will no longer be required to be represented on the WFSC Board.

Motion: That the membership approve the reports from the WFSC Board Members.

Moved: Donna McFarlane
Seconded: Monique Hachem
Carried.

6) CONFIRMATION OF ACTS OF THE BOARD– KRISTY MACKINNON

The WFSC President confirms 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 WFSC held October 20, 2021 including those set out or referred to in the Minutes of Meeting of the Board of Directors of the WFSC be and the same are hereby approved, ratified and confirmed.

Motion: 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 October 20, 2021, 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.

Moved: Erin Weir
Seconded: Donna McFarlane
Carried.

7) ELECTIONS OF BOARD OF DIRECTORS for 2022-2023– KRISTY MACKINNON

President: Kristy MacKinnon – re-elected for another term.

The slate of executive nominations for the 2022-2023 season are as follows:

Past President	Not Applicable
PA Scheduler	Jocelyn Stewart-Steffler
Treasurer	Donna McFarlane
Secretary	Rena De Cesare
Test Chair	Monique Hachem
Recreation Chair	David Fitzpatrick
Assist/Support	Kathy Jaeger
Coaches Representative	Ryan Gibbons

Motion: That the list of nominees as presented be elected to the Board of Directors of the Whitby Figure Skating Club for the 2022-2023 skating season.

Moved: Monique Hachem
Seconded: Erin Weir
Carried.

8) APPOINTMENT OF AUDITORS – KRISTY MACKINNON

The WFSC appoints **Freeman & Lourenco** as auditor of the WFSC for the fiscal year ending April 30, 2021.

Motion: That Douglas R. Freeman, B.A., C.A., be appointed as auditor of the WFSC for the fiscal year ending August 31, 2022.

Moved: Donna McFarlane
Seconded: David Fitzpatrick
Carried.

9) NEW BUSINESS – KRISTY MACKINNON

Kristy MacKinnon opened the floor for any questions.

Skating Fees - A member requested clarification on ongoing costs for skating sessions. Kristy MacKinnon advised the members that the goal for the WFSC is to maintain current fees without needing to raise costs per sessions. It was reviewed that fees are depended on ice fee costs; the number of skaters per session and coaches costs.

10) MEETING ADJOURNED– KRISTY MACKINNON

Motion: that this meeting be adjourned at 8:25 p.m.

Moved: David Fitzpatrick
Seconded: Monique Hachem
Carried.