



WHITBY FIGURE SKATING CLUB
2023 ANNUAL GENERAL MEETING REPORT (Minutes)
NOVEMBER 20th, 2024

Board Members:

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

1) CALL TO ORDER – KRISTY MACKINNON

The 2023 WFSC Annual General Meeting called to Order at 7:00 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.

The following 2023 AGM Report will be deemed legally constituted once carried and approved by all WFSC Board Members and the Members at Large.

The following constitutes the 2023 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 2023 Annual General Meeting Minutes
5. Board Member Updates For 2023-2024
6. Board of Directors for the 2024-2025 WFSC Season
7. Appointment of Auditors
8. New Business
9. Meeting Adjourned

Motion: That the membership approve the Agenda for Whitby Figure Skating Club 2023 Annual General Meeting.

Moved: Rena De Cesare
Seconded: Jocelyn Stewart-Steffler
Carried.

4) MINUTES OF THE LAST AGM (NOVEMBER 27, 2023) 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 2023 Annual General Meeting.

Moved: David Fitzpatrick
Seconded: Monique Hachem
Carried.

5) BOARD MEMBER UPDATES FOR 2023-2024 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 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.
- 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. Also, managing refunds during the Town of Whitby 2023 Fall Staff strike.
- 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 7th year as the President of the WFSC and looks forward to guiding the members into a successful 2024-2025 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.

Kristy MacKinnon welcomed new Board Members and thanked the 2023-2024 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.

SECRETARY REPORT – RENA DE CESARE

Secretary for the WFSC, responsibilities included:

- 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 included:

- Applying payments to members accounts.
- Bank deposits for cash and cheque receipts for membership fees, and Test Day;
- 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

Admin/PA Scheduler for the WFSC, the responsibilities included:

- Scheduling the Adminiskaters and Program Assistants (PA) to support the Pre Canskate, Canskate and Canskate 9+ sessions. WFSC has 8 Adminiskaters and 67 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 2023/2024 Season:
Admins: Abby M; Bridgette M; Carrie A; Caroline W; Isabel C; Madelyn F; Nylah D; Sara P
Back-Ups: Jordyn L; Josie A; Nicola G
- The Admin clinic was held September 7, 2023 (Admins and Backups attended) and the PA Clinic was held September 10, 2023 with 60 PA's in attendance.

- At times, WFSC has special needs skaters who have registered and require assistance with a senior skater during their session. I'd like to thank Ella B for assisting.
- A special thanks to Cindy Barclay-Hubert, Recreation Coordinator, for making both clinics run smoothly.

TEST CHAIR REPORT – MONIQUE HACHEM

Test Chair for WFSC, responsibilities included:

- Five Test Days were scheduled for the 2023-2024 season (January, March, May, June and August). We were able to accommodate some out of club skaters.
- Star 1-5 Tests ran throughout the season and were processed monthly to Skate Canada. This year the WFSC completed 581 Tests.
- A Performance Day was organised in December.
- We had many of our skaters reach their Gold level this season, each skater was awarded with a gift and a Skate Canada Gold Pin.
- A number of the WFSC skaters qualified for the Star Skate Provincial Championships, the Sectional Championships. Each skater was recognised with a gift for their achievement.
- Other Duties/Activities included:
 - Answering questions and assist 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 – Cheques deposit.
 - Assisting other clubs with Test Day questions.

RECREATION CHAIR – DAVE FITZPATRICK

Recreational Chair for the WFSC, responsibilities included:

- Assisting the Recreation Coordinator, as needed to arrange and/or assist with providing information to parents when deemed appropriate.
- All sessions for 2023/2024 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 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.

FUNDRAISING CHAIR - ERIN WEIR

Fundraising Chair for the WFSC, responsibilities included:

- Organize Apparel Exchange Day for skaters to purchase and/or exchange used skating dresses and equipment.
- Organize jackets for the Admins and Program Assistants.

- Organize apparel orders and/or purchases, as required.
- Assisting other members of the board as needed to complete tasks/requirements of the board.

ADMIN/SUPPORT – KATHY JAEGER

Admin/Support for the WFSC, responsibilities included:

- Assisting other members of the board as needed to complete tasks/requirements of the board.
- Assisting with the interviewing and hiring of Administrators for the 2023-2024 for the CanSkate/PreStar, CanSkate sessions.

COACHES REPRESENTATION – RYAN GIBBONS

The Coaches Representation for the 2023-2024 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.

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

Moved: Kate Ainsworth
 Seconded: Jocelyn Stewart-Steffler
 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 November 20, 2024 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 November 15, 2023, 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: David Fitzpatrick
 Seconded: Monique Hachem
 Carried.

7) BOARD OF DIRECTORS for 2024-2025– KRISTY MACKINNON

President:	Kristy MacKinnon
Past President	Not Applicable
PA Scheduler	Jocelyn Stewart-Steffler
Treasurer	Donna McFarlane
Secretary	Rena De Cesare
Test Chair	Mary Lou Espiritu
Recreation Chair	David Fitzpatrick
Fundraising/Communications	Kate Ainsworth
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 2024-2025 skating season.

Moved: David Fitzpatrick
Seconded: Rena De Cesare
Carried.

8) APPOINTMENT OF AUDITORS – KRISTY MACKINNON

The WFSC appoints **Freeman & Lourenco** as auditor of the WFSC for the fiscal year ending April 30, 2023.

Motion: That Douglas R. Freeman, B.A., C.A., be appointed as auditor of the WFSC for the fiscal year ending April 30, 2023.

Moved: Mary Lou Espiritu
Seconded: Kate Ainsworth
Carried.

9) NEW BUSINESS – KRISTY MACKINNON

The board has hired an office administrator to take on some of the administrative rolls previously looked after by the board. The individual is a previous Whitby FSC member currently enrolled in university. They assist with day-to-day operations including data entry for enrollment and refunds. Completing office hours to answer questions for parents and other duties as they arise.

Kristy MacKinnon opened the floor for any questions.

10) MEETING ADJOURNED– KRISTY MACKINNON

Motion: that this meeting be adjourned at 9:00p.m.

Moved: Jocelyn Stewart-Steffler
Seconded: Kate Ainsworth
Carried.