

Port Credit Skating Club
ANNUAL GENERAL MEETING
Monday Nov 15, 2021

ZOOM Meeting
8:00 p.m.

QUORUM was established with 20% of registered members for the 2020-2021 skating season in attendance.

The Annual General Meeting for the 2019-2020 year was called to order via ZOOM at 8:01 pm.

MINUTES of the previous AGM held on Thursday October 15, 2020, were posted previous to the AGM for members to read and review. Members at the meeting were given the opportunity for comments and questions. A motion was made to accept the minutes by Herman Yang, the motion was seconded by Heather Koziol. Voting was done virtually and anonymously. With all in favour, and none opposed, the motion was carried and the minutes accepted.

CONFIRMATION OF ACTIONS TAKEN BY THE PCSC BOARD OF DIRECTORS

A motion was made by a member from the floor, Angela Mamas, to ratify all the actions made this past year by the Board of Directors on behalf of the PCSC. This motion was seconded by Herman Yang. Voting was done virtually and anonymously. With all in favour and none opposed, the motion was carried.

VP ADMINISTRATION'S REPORT

As VP Admin my role is to help with the day to day running of the club.

I manage and respond to all club emails and phone calls and when necessary, pass them on the appropriate board member.

In the absence of a President this past season I have shared the chair position with Elizabeth Stewart Molnar. I would like to thank Elizabeth Stewart Molnar and Sarah Rowsell for taking on these duties for me during my absence.

This report is submitted by Siobhan Crawley. I move that this report be accepted into the minutes as presented.

VP TECHNICAL'S REPORT

As VP Technical, my main role is to support the President in their absence. This Board decided it was best to have the 2 VP's share the duties until a member was ready to take the reins. Siobhan and I have Co-Chaired and tried to help and lead the other members of the Board. It is an extremely talented and hardworking group on the Board this past year. Port Credit members are very lucky to have had this group to navigate all the twists, turns and changes in protocols. This has meant literally thousands of emails and phone calls, and zoom meetings once, twice or several times a month. They have done a fabulous job. Our registration is bouncing back and it is a joy to see our skaters back at Port Credit.

Hopefully we are on the road to recovery. It has been a pleasure to work with all the Board. Thank you all.

This report is submitted by Elizabeth Stewart-Molnar. I move that this report be accepted into the minutes as presented.

SECRETARY'S REPORT

Our Board member who had volunteered to be secretary was unable to complete the year. I would like to thank Heather for stepping in and doing such a wonderful job on our minutes.

TREASURER'S REPORT

2020-2021 Season

As our former accounting firm, Innovo LLP has shifted to providing only tax services, the Club has engaged Tino-Gaetani & Carusi to audit our 2020-2021 books. With restrictions on the number of skaters on the ice and the shutdown of the arenas for 7 months of the fiscal year, the Club reported a net loss of \$9,589, which was a decrease of 122% from prior year. This includes a \$7,200 disbursement that the Club has made to support our coaches during the closure.

While \$21,403 of unapplied credits were redeemed in the fiscal year, there are still \$23,089 of credits outstanding as of November 2021. The majority of these credits may not be redeemed in the current fiscal year, as some members may not skate due to concerns related to COVID-19.

Thanks to the efforts of several Board members, the Club secured a \$10,000 grant from the City and a \$15,000 grant from Canadian Tire Jumpstart. These funds will be used to subsidize the cost of skating for our members, purchase materials for our programs, and run community events.

2021-2022 Season

While registrations for the current season have been looking favourable, the Club needs to continue managing expenses and identifying alternative revenue streams, including sponsorships and donations.

I would like to thank the board members, coaches, and volunteers for their time and dedication.

Port Credit Figure Skating Club
Statement of Receipts and Disbursements
Year Ended June 30

	2021	2020	2019	2018
Receipts				
Registration fees	72,067	246,505	314,010	246,287
Snowflake fees	-	-	24,135	36,393
Bingo Income	8,651	11,632	18,568	19,570
Fundraising and miscellaneous income	9,705	9,474	8,498	25,357
Guest skater fees		5,530	5,859	6,060
Test day fees	361	1,926	4,758	2,904
Donations	250	4,210	200	-
Expense recoveries			-	18,081
Carnival income		-	-	42,600
Sponsorship income			-	-
Competitions and skater development		-	(19)	-
Grants	10,000			
Total Receipts	101,034	279,277	376,009	397,252
Disbursements				
Ice rental	71,759	132,822	178,951	200,509
Coaching fees	11,589	58,491	59,398	45,664
Professional fees	9,108	(11,441)	35,031	11,978
Skate Canada fees	5,992	25,127	22,273	17,237
Interest and bank charges	4,627	9,207	10,497	9,357
Administrative expenses	2,644	6,308	5,546	4,650
Business taxes and licences	3,684	3,684	3,684	4,030
Bingo expense	-	2,824	3,351	3,443
Snowflake expenses		-	3,050	11,184
Skater Development expenses		2,484	2,234	1,374
Fundraising expense	-	881	1,451	2,157
Advertising	-	1,344	960	1,736
Insurance	1,220	870	804	1,021
Carnival expense		-	-	45,071
Bad debt recovery			(278)	(2,225)
Clubwear expenses	-	2,394	-	-
Coaches' Goodwill Fund expense	-	-	-	-
Total Disbursements	110,623	234,995	326,952	357,186
Excess of Receipts over Disbursements	\$ (9,589)	\$ 44,282	\$ 49,057	\$ 40,066

Submitted by Cindy Ling, Treasurer. I move that this report be accepted into the minutes as read.

REGISTRAR'S REPORT

Total Membership Registered in Programs

2021/2022 thus far =563 members

2020/2021 = 131 members

In comparison to the past:

2019 /2020 = 720 members

2018/2019 = 468 members

Breakdown Fall / Winter Season

	CanSkate	StarSkate	Adult / Teen	JD	JS
Winter 2022	247	90	13 full	16	0
Fall 2021	317	90	19 full	16	0
2020-2021	75**	86	N/A	30	2
2019-2020	580	122	18 *	21	8
2018-2019	339	99	30	23	

*COVID19 Lockdowns/Closures this year. Programs based on September 2020-December 2020

* Teen / Adult program was capped to be lower this season. It was waitlisted.

**Includes LTFS/Hockey Skills Programs- All closed due to COVID-19.

Spring and Summer

	Spring Skating	Summer Skating (Development and higher)
2018	112	32
2019	126*	23
2020	N/A	N/A
2021	N/A	25

* New CanSkate program for Spring Skating 2019

Guest products:

	Guest Skating
2018-2019	88
2019-2020	109
2020-2021	N/A

*No Guest Skating due to COVID -19 Restrictions.

Programming highlights:

- New Members – this feature is no longer in Uplifter for us to report on unfortunately – for 2021-2022 it would need to be manually tracked or on the list to discuss with Uplifter
- Total Non-Residents 2020-2021: 2
- Total withdrawals 2020-2021 – unable to track/document with all the COVID Lockdowns and start-ups with closures

Spring 2021

- Spring Skating cancelled due to COVID

Summer 2021

- Summer Skater Registration limited due to COVID protocols (#'s on ice)

- Re-opened for August only and 1 additional week in September
- Drop-In sessions provided for all; sign up as needed week to week basis
- Guest skaters were allowed where space was available.
- LTFS/Intro to Development level and higher
- Total Attendances taken for Summer 2021 =341 drop-ins filled

Summer Breakdown

- Learn to Figure Skate (LTFS)/Junior Development (JD) =14 attendances
- Summer Open =151 total attendances
- Summer Star 1-3 = 44 total attendances
- Summer Star 4 and up = 132 total attendances
- Note: These are not “programs” because they are created by drop in sessions. We have to use total attendance numbers for reporting purposes this year.

AGM delayed due to COVID.

Additional Updates

Fall 2022:

2 refunds due to Nov. 1st COVID -19 Vaccine Passport for ages 12+

2 credits due to Nov. 1st COVID-10 Vaccine Passport for ages 12+

5 credits for withdrawals, per policies

1 medical credit and 1 medical withdrawal, per policies

2 guest skates to date, per policies

Submitted by Jessica White, Registration Chair. I move that this report be accepted into the minutes as read.

UPLIFTER/WEB CHAIR'S REPORT

The Website Administrator's ongoing focus is to improve members' experience while interacting with the Club's website for online registration, product purchase and access to information. We continuously work to improve the look, feel and ease of use of the website:

- Tabs are regularly updated
- Frequent updates to the homepage for access to current information
- Links from homepage for quick access to website pages
- Updating competition results and photos when available
- COVID-19 updates on homepage as well as a COVID tab was created to centralize all information

Uplifter is the software used for registration and online payment, and other online purchases, it allows members to register for programs at their convenience. Enquiries are answered efficiently, and individual requests have been addressed. These ongoing improvements continue to increase user satisfaction, allow for efficient record-keeping and have decreased the excess workload for our volunteer board members.

This role also includes:

- Submission and updating of Club registration with Skate Canada
- Set up of all the programs in Uplifter
- Membership submissions to Skate Canada and ensuring that accurate skater details and information is provided and processed in a timely manner
- Tracking and redemption of Guest Skate tickets to ensure an efficient process for guest skaters and improved accountability for the Club

Maintaining caps on programs to follow all Covid regulations was a big challenge last season. During the summer we tried drop-in programs to provide flexibility to skaters and maintain caps. We have returned to normal programs as of Fall 2021.

This report is submitted by Cezary Niewiadomski, I move that this report be accepted into the minutes as presented.

FUNDRAISING AND SPONSORSHIP CO-CHAIR'S REPORT

Successes:

Corporate –Hydro One March 2020- \$250 and September 2021 - \$250

Canadian Tire Jumpstart Grant - \$15,000

- We were able to give 2 Scholarships to assist those to skate who otherwise would not be able to
- We were able to minimize our losses, providing skating for as close to normal prices as possible, especially considering the fact that we were either closed or under severe capacity restrictions (10 skaters including coaches, followed by 10 skaters not including coaches) during much of 2020-21
- Received in the April

City of Mississauga Stabilization Grant - \$10,000

Opportunities for Improvement:

- Missed the Ontario Trillium Grant (Resilient Communities Grant) in 2021, hope to apply by December 8, 2021 for the next round. The theme for this grant will be improving the end-to-end safety for Port Credit Figure Skating Club processes. The idea is to improve the sign-in processes (club-providing equipment for sign-in to have less touch, more safety), off-ice programs (through having more available equipment so there is no / less sharing), devices to enable both playing of music and video recording review of skating elements to enable focused 1:1 demonstration and corrections
- Missed the Skate Ontario grant (waiting for another round to open up)
- Difficult to have fundraising activities when we need to be socially distanced - we would like to put on more events that build culture, camaraderie and teamwork within the club skaters. We hope to improve these initiatives this year as safety protocols permit
- We welcome corporate sponsorships that enable the board to further subsidize ice time / improve services for the skaters. We are a not-for profit may qualify for corporate employee charitable giving / dollars for dollars, and dollars for doers initiatives

Submitted by Herman Yang and Peter Ogden, Fundraising and Sponsorship Co-Chairs. We move that this report be accepted into the minutes as read.

COMMUNICATION CHAIR'S REPORT

The Communications Chair is focused on ensuring that all members of the Port Credit Skating Club are kept well informed regarding club activities.

Emails are deployed on an as needed basis to ensure that members are aware of critical information, upcoming events, and any scheduling changes. Every attempt is made to ensure that we do not send too many emails, and that content is clear and concise.

The club also maintains a presence on social media, and all club members are invited to follow along on Facebook and Instagram.

This report is submitted by Jennifer Bremner. I move that this report be accepted into the minutes as presented.

CANSKATE CHAIR'S REPORT

The Fall/Winter CanSkate Season was set to begin with changes due to Covid-19 Protocols. Session capacity limits were now reduced to twenty participants and all skaters registering were now required to be independent, meaning they could get up and stand on their own as the Coaches and Program Assistants would not be permitted to have physical contact with the Skater.

On October 12, 2020, the City of Mississauga advised effective immediately gathering sizes within all sports facilities were to be reduced to ten participants, which included the Coaching Team and as a result our CanSkate program was cancelled and regrettably did not resume during the 2020/2021 Season.

I want to thank the Board, and Coaching Team for their unwavering commitment to the Club and its Members during this unprecedented year and look forward to the year ahead.

This report is submitted by Heather Koziol, CanSkate chair, I move that this report be accepted into the minutes as presented.

BINGO CHAIR'S REPORT

As would be expected this year, with Covid-19, Bingo sessions were closed beginning in March 2020 for many months. Delta Bingo started running online bingo sessions and the charities, including Port Credit were able to receive some income. The City refunded license fees to help the charities during this time. Then, after the 3rd lockdown, the City allowed for a few in person sessions per week, with very limited attendance. Hopefully things will continue to open up and our income from this fundraising effort will grow. Bingo income for the year 2020-2021 was \$8,651.00.

This report is submitted by Elizabeth Stewart-Molnar. I move that this report be accepted into the minutes as presented.

SKATER DEVELOPMENT CHAIR'S REPORT

Fall of 2020, due to Covid restrictions, we were forced to get creative with some of our programming. With the inability to provide our CanSkate program, we tried to provide keen skaters with an opportunity to be on the ice and successfully introduced Learn to Figure Skate and Hockey Skills, until the November lockdown. Learn to Figure Skate has been kept and now runs 2 days per week and is full with waiting lists. As restrictions continue to lift, we are hopeful to be able to offer club seminars and other exciting events for our skaters.

This report is submitted by Meghan Harrington, Skater Development Chair. I move that this report be accepted into the minutes as presented.

TEST CHAIR'S REPORT

The July 2020- June 2021 season has been a slow year when it comes to skating tests because of the little time we spent on the ice. In the Star 1-5 category, we had 37 tests completed and the success rate was 100% in this category.

As for Star 6 + Tests, due to Covid-19, we had only one test day during this reporting period. Much less than a regular season. There were a total of 21 tests on September 30th. The test day was a success with an 86% pass rate. None of the Skaters achieved a Gold Test level on this specific test day.

We continue to charge Star 1-5 tests at \$13.00/test and Star 6+ tests at \$ 20.00/ test and out of club skaters \$50.00/test.

Finally, I would like to thank all our volunteers, judges, and coaches because without them our test day would not have been a success. We have already had more test day for the following season, and I hope we continue to have a more normal season. Our skaters are always positive, respectful and make Port Credit that great club that it is. Thank you all!

Submitted by Angela Mamas, Test Chair. I move that this report be accepted into the minutes as presented.

COMPETITION CHAIR'S REPORT

The 2020-2021 competition season was severely impacted by the global pandemic. No in person competitions were held at all during this time phrase but several skaters were able to participate in online competitions. Skate Ontario hosted 5 online competitions which allowed skaters to video record their programs at their own home rinks and submit them to be marked. Skaters were not officially ranked but they were given a report card with detailed feedback on their performance. For the upcoming season, skaters will hopefully be transitioning back to an in person model. A few skaters have already had the opportunity to compete in person over the last two months and many more have registered for events in late 2021 and early 2022.

This report is submitted by Rebecca Sheppard, Competition Chair. I move that this report be accepted into the minutes as presented.

PRO LIAISON' REPORT

Port Credit is in the very enviable position of having a very dedicated and committed professional staff. I would like to take this opportunity to thank them all for their extraordinary assistance navigating through all the ups and downs we have dealt with and continue to deal with connected to Covid-19. They have been so quick to pivot to keep our programs running and among the best available.

We have also welcomed four new CanSkate Certified Coaches to our staff this season.

Thank you all very much.

This report is submitted by Elizabeth Stewart-Molnar. I move that this report be accepted into the minutes as presented.

COACHES REP'S REPORT

The 2020-2021 skating season was challenging due to Covid. When opportunities arose for possibilities of returning to skating, the coaches worked collaboratively with the board to create schedules that allowed for maximum participation. Coaches were very appreciative of the financial support the board provided.

This report is submitted by Sarah Rowsell. I move that this report be accepted into the minutes as presented.

ICE REPORT

Port Credit FSC is a minor affiliate of the City of Mississauga. As such we are given Ice at the minor affiliate rate and we are given rooms in the arena for the minor affiliate rate. Ice is allocated to us based on numbers in each level. Our ice allocation has not changed in many years.

Ice rental and usage for the 2020/2021 season was far from usual.

We had July and August ice at Iceland and Tomken arena.

We then moved back into Port Credit in September to start our regular season with many restrictions. As a result of these restrictions we were not able to run Canskate and our sessions had limited numbers on the ice to allow for social distancing.

However by November 23 our ice contracts and room contracts were cancelled and the arena was closed and all sessions ceased.

We were not offered ice contracts again until this past summer which is part of 2021/2022.

This report is submitted by Siobhan Crawley. I move that this report be accepted into the minutes as presented.

A motion was made by Elizabeth Stewart-Molnar to accept all the reports as submitted. This motion was seconded Siobhan Crawley. Voting was done virtually and anonymously. With all in favour and none opposed, the motion was carried.

ADOPTION OF REVISED CONSTITUTION/BYLAWS 2021

A revised Port Credit Skating Club Bylaws was introduced. This included very minor changes to the previous Constitution and Bylaws.

1. Modernizing of the wording as per Skate Ontario suggestions. The title of Constitution and Bylaws is replaced by Bylaws.
2. A clause was added to incorporate the stipulation of a minimum Board size of seven.
3. To maintain our Youth Affiliate Status with the City of Mississauga a Conflict of Interest clause was added to outline declarations and procedures of Board Members.

A motion by Elizabeth Stewart-Molnar was made to accept the new Bylaws 2021. The motion was seconded by Angela Mamas. Voting was done virtually and anonymously. Voting showed the majority in favour, one opposed, one abstention. Motion carried.

ELECTION OF BOARD OF DIRECTORS FOR 2021/2022 SEASON

The following people have been nominated or asked to have their name stand for the Board of Directors for the 2021-2022 season:

Cindy Ling
Herman Yang
Angela Mamas
Jen Bremner
Heather Koziol
Sarah Rowsell
Meghan Harrington
Elizabeth Stewart Molnar
Siobhan Crawley
Rebecca Sheppard
Calvin Chow
Jennifer Willemse

A motion by Angela Mamas was made to accept the slate of nominees. The motion was seconded by Heather Koziol. Voting was done virtually, all in favour. Motion carried.

OTHER BUSINESS

No other business brought forward.

ADJOURNMENT

AGM was adjourned at 8:35 P.M.