



**Port Credit Skating Club**  
**ANNUAL GENERAL MEETING**

**Thursday April 25<sup>th</sup>, 2019**

Port Credit Arena, Stavebank Road  
Mississauga, ON  
7:00 p.m.

**QUORUM** was established at 7:15 p.m. The Annual General Meeting for the 2018-2019 year was called to order in the Credit Room at Port Credit Arena.

**OPENING REMARKS** were made by the President of Port Credit Skating Club Anne Bergman.

**MINUTES** of the previous AGM held on Tuesday April 24, 2018, 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 (Louis Desrochers), the motion was seconded (Angela Mamas), and 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 (Louis Desrochers) to ratify all the actions made this past year by the Board of Directors on behalf of the PCSC. This motion was seconded (Amy Loconte), and with all in favour and none opposed, the motion was carried.

**CLUB AWARDS** were given out and opportunity for photos was given.  
List of award winners can be found in Board minutes April 2019.

On behalf of the PCSC, Siobhan Crawley VP Admin announced a new special award in recognition of Elizabeth Stewart-Molnar, the Elizabeth Stewart-Molnar Skate Ontario Provincial Championship Award.

**DRAW**

Each family in attendance was provided with one opportunity to win a \$200 gift certificate to be used toward the 2019-2020 skating season. Draw was made.

Winner: Tatiana Marenich

## **PRESIDENT'S REPORT**

This is my second and final year as President.

I have had the most amazing team members to work with, and I thank each of them for their hard work, long hours, tremendous support and unwavering dedication to this Club.

This past year we have had many successes, and each of the board members will speak to their areas of responsibilities, but I want to underline the work we've done to streamline the members' experiences with our online platform. Many people were involved with this, but Esmée Carson and Chantal Witiuk really led the charge.

The other area of success I would like to highlight is communications. Again, thanks to our online platform, and our Web Administrator Chantal, we started to send our monthly newsletters as well as reminders and notifications. We have also been more active on Facebook, using that platform for reminders and notifications, but also to share photos of our skaters at competitions. As of today, we have 193 likes. Maybe we can push that up to 200 after tonight?

We have had some challenges, and we appreciate the interest that some of you have shown in bringing your concerns to the board of directors. Without everyone's participation and collaboration, it is difficult to have the full picture.

Last Thursday, April 18th, we had a meeting with an Inspector from the Ministry of Labour, which was initiated by a call regarding workplace harassment. The Inspector came to do a Field Visit, to see if we are compliant with the Occupational Health and Safety Act. He advised us that because we employ coaches, we are considered to be an Employer and as such there are a number of things that we must do. These are beyond what Skate Canada requires, and although as a Skate Canada sanctioned club we comply with all of those requirements, they do not meet the needs of the Ministry of Labour. We will be contacting Skate Canada about this, as this impacts many if not all of their clubs.

The result of the visit is a series of orders that we must comply with. These fall in two categories. The first is what I call "Operations".

There are a number of policies and programs that must be created, as well as other operational changes that have to be met. We have already started to form appropriate committees to get this work done as quickly as possible.

The second set of orders have to do with the complaint. The Club is obligated to undertake a formal and comprehensive investigation into the allegations, and to create a written report. We want to let you know that in fact, we had already begun an investigation into these allegations, weeks prior to the Ministry's visit. The Inspector approved of that action and gave us the structure to follow in order to meet the specific requirements for the Ministry. We have sought legal counsel this week, to ensure that the Club is fully compliant with the law, and to ensure that our actions and processes are absolutely correct.

Beyond this and unfortunately, today April 25th, we received the resignation of one of our coaches, Melanie Ware. We are working to fill the staffing gaps this has created.

As you can appreciate all of these are matters of human resources, and as such, we must maintain full confidentiality and privacy. First to ensure the integrity of the investigation, as well as protect the rights of the individuals involved. We thank everyone for their cooperation in maintaining an environment of confidentiality, privacy and integrity within the Club.

Although these issues are uncomfortable to face and require a lot of work, I am grateful to have the structure and accountability of the Ministry's visit, and the professional recommendations of a lawyer. As I said, the Board has already begun much of the work. This situation is going to move the Club in a very positive and proactive direction for coaches, volunteers and skaters. We all want to have a Club where everyone is treated with respect and dignity.

We expect that you may have questions regarding tonight's AGM. Once the meeting is adjourned, we will have a discussion period. I would ask that you hold your questions until that time, in order to respect everyone's time, and to allow for all reports to be presented. In this way, everyone will have a full picture prior to the discussion.

We have learned a lot together this year and have made some great changes. I want to thank each of the board members again, and wish the next board all the best in continuing to improve our Club. It has been my honour to be President for these two years and I look forward to supporting the next person in this role.

*Submitted by Anne Bergman, President. I move that this report be accepted into the minutes as read.*

## **SECRETARY'S REPORT**

This year was a busy year for the PCSC. We hosted the Snowflake Competition as well as making significant strides in revising and refining the club's policies and procedures and continuing to re-build the club's financial base. With the hard work of our registrar and webmaster, registration and club communications worked smoothly this year. Also, I would like to give a huge thank you to Miriam Phelps for her time and dedication as Treasurer with many hours spent entering data into QuickBooks. The board was small this year, but with the devotion and skills of the board members much was accomplished. That said, a few positions would have sat empty if board members had not picked up extra roles and responsibilities to fill these roles, in particular Sessions rep for the StarSkate Session and Fundraising Chair. It was my pleasure to work with a dedicated group of volunteers who gave selflessly of their time and talents. A particular thank you to Anne Bergman as she steps down as President for her guidance and wisdom in leading the club over the past 2 years.

*Submitted by Bonnie Kuehl, Secretary. I move that this report be accepted into the minutes as read.*

## **TREASURER'S REPORT**

### **2017-2018 Fiscal Year**

The Club's books underwent a financial review by an accounting firm, who reported that the Club had net assets of \$21,066 for fiscal 2017 – 2018.

### **Current Fiscal Year**

The Club's projected financial statements indicate that we will finish the fiscal year with a net income of approximately \$24,000, excluding Bingo revenues. This would build upon the last year's profitable year. Final financial statements for fiscal 2018-2019 will be available after our audit is completed sometime in September 2019.

This year, the Club reviewed existing programs and recommended a new pricing model for Star Skate programs that priced based on session length. The Club also implemented Fall and Winter PreCan/CanSkate seasons, giving members more flexibility that is needed for new skaters, while improving revenues.

The Snowflake Star 1 – 4 Competition hosted by the Club in January was successful and netted the Club approximately \$17,000 in revenues, however revenues were less than expected because Skate Ontario capped skater registration for the event at lower than expected numbers.

As of this report, there are no outstanding payments for skater registration, but members have approximately \$3,500 in unapplied credits. These credits will most likely be redeemed in Fall 2019.

### **Looking Ahead**

The Club must continue to manage expenses, while looking for additional revenue streams, such as sponsorships, targeted fundraising and reviewing programming options.

I would like to thank the coaches and board members for their time, dedication, and commitment. I would like to thank you the members for offering your time and donations at various Club events. We look forward to your continued support in the coming year.

*Submitted by Miriam Phelps, Treasurer. I move that this report be accepted into the minutes as read.*



## Port Credit Figure Skating Club Projected Profit & Loss Fiscal 2018 - 2019

The following profit & loss is based on actual revenues and expenses occurred by the Club as of March 31, 2019 and through projected expenses and revenues. Final profits are subject to change. Excludes Bingo expenses and revenues.

**July 1, 2018 - March 31, 2019**

<b>Revenues</b>	<b>DR Amount</b>	<b>CR Amount</b>
Skater Registration		\$301,766.33
Guest Skating Fees		\$1,875.00
Fundraising		\$6,240.00
Test Fees		\$3,113.00
Misc Revenue		\$15,752.87
Snowflake Revenue		\$25,348.24
Sponsorship		\$1,000.00
		<b>\$355,095.44</b>
<b>Expenses</b>		
Admin Expense	\$3,388.72	
Advertising	\$960.00	
Arena Costs	\$128,896.01	
Bank Fees	\$425.00	
Coaching	\$40,633.21	
Credit Card Fees	\$7,149.93	
Fiscal 2017 Expenses	\$29,262.90	
Skate Canada Admin Fee	\$18,838.81	
Snowflake Expenses	\$8,387.67	
Test Expenses	\$852.67	
Web Administration	\$3,098.14	
	<b>\$241,893.06</b>	
<b>Projected Revenues &amp; Expenses April – June 2019</b>		
<b>Revenues</b>		
Skater Registration		\$8,760.00
Guest Skating Fees		\$500.00
Test Fees		\$600.00
		<b>\$9,860.00</b>
<b>Expenses</b>		
Admin Expense	\$15,000.00	
Arena Costs	\$65,000.00	
Bank Fees	\$200.00	
Coaching	\$15,000.00	
Credit Card Fees	\$1,000.00	
Skate Canada Admin Fee	\$1,200.00	
Test Expenses	\$500.00	
Web Administration	\$500.00	
Total	<b>\$98,400.00</b>	
	<b>Grand Totals</b>	<b>\$340,293.06</b>
		<b>\$364,955.44</b>
	<b>Projected Net Profit/Loss</b>	<b>\$24,662.38</b>

## **MEMBERSHIP REPORT**

### **Registrars Report:**

#### **Registration numbers: 2018-2019 Season**

Total registered members in programs = 468

*(increase by 71 compared to 2017-2018, increase by 121 from 2016-2017 season)*

Breakdown:

- CanSkate registration this year: 339
- Jumpstart: 10
- StarSkate: 99
- Off-Ice: 43 (includes the JDs)
- Junior Development: 23
- Adults/ Teen: Fall 2018 = 10, Winter 2019 = 20
- Non Residents: 8

Guest skating: 63 purchases made. Mixed single and books of 10.

Tests – see Test chair report for tests.

Withdrawals : 6 for credit as per policy, 3 for refund (Board approved)

- 2 withdrawals are outstanding from 2018-2019 season. With Executive.

Prelim numbers Registration: for Spring 2019

- all programs= 51
- CS : 12
- JS : 6
- Intro/JD : 10
- Open (Development and above = 23)

Notes:

- NEW members registered in programs this year = 279
- All CanSkate / Precan programs were full and waitlisted.
- We have created a program for Spring Canskate and Spring Adult Skate for 2019.

#### **Invoices:**

- For 2018-2019 - none outstanding
- For Spring 2019: One outstanding. 7768 (payment to be collected, cash)
- All invoices reviewed for accuracy by Registrar and Website Chair.

Notes: Having a standing withdrawal policy for credit was effective and efficient. This allowed autonomy for the registrar and improved customer satisfaction.

*This report is submitted by Esmée Carson, Registration & Membership. I move that this report be accepted into the minutes as read.*

## **Sessions rep:**

### **StarSkate**

This year we worked on streamlining the movement of skaters through the higher levels of CanSkate and bridging to the StarSkate program.

Intro to Development was offered twice a week as part of regular season programming which improved skater retention as skaters transitioned from CanSkate to Development.

Onboarding skaters and parents to Junior Development or to Development was successful by allowing a trial and assessment session to ensure the skater was not only comfortable with the new session, but the correct session for the skater's ability. This was particularly helpful for skaters with prior experience coming from other clubs.

This was done in direct cooperation with the coaches who arranged timely assessments.

Feedback from coaches and parents this year, in regards to recent changes in programming, will be incorporated into designing next season's StarSkate program.

I would like to thank the coaches, program assistants and board members as well as our volunteers for their positive attitude and serving our skating community.

*This report is submitted by Esmée Carson, Sessions rep, I move that this report be accepted into the minutes as read.*

## **SESSIONS REP**

### **PreCan/CanSkate**

Total registrations in Fall and Winter season for Adult/Teen, PreCanskate and Canskate: 551.

Fall and Winter 2018/2019 Numbers by Category:

- Sunday Canskate: 68
- Sunday PreCanskate: 76
- Sunday Adult/Teen: 30
- Tuesday Canskate: 81
- Tuesday PreCanskate: 35
- Thursday Canskate: 91
- Thursday PreCanskate: 37
- Friday Canskate: 77
- Friday PreCanskate: 45
- Jumpstart: 10

The PreCan and CanSkate season for 2018/2019 was divided into two seasons (Fall and Winter) for the first time. This two season approach was very successful as demonstrated by an increasing number of new skaters/members.

PreCan/CanSkate: 176 skaters registered for both fall and winter seasons; 200 skaters registered for either the fall or the winter season.

The CanSkate program was further changed this season by adding in an age criteria, all skaters 6 yrs and older were automatically registered into the full hour CanSkate program. The true beginners were often in PreCan for a few weeks, and then moved up into CanSkate as soon as they were able. This change helped decrease administrative work caused by changing registration and invoicing skaters every couple of weeks. This improved organization on ice allowing the program to reach its full

potential with the maximum allowed number of skaters on the ice. All programs were at capacity and waitlisted in the Winter season. This prompted the addition of Spring CanSkate to the schedule.

The Adult skate program was piloted in the 2017/2018 season and formally added as part of the programming for this season. It was very successful, as the program was full and waitlisted for Winter 2019. This prompted the addition of Adult CanSkate to the Spring Session.

It is in our community spirit to help those in need and support skaters who are in need of financial assistance. I would like to propose a bursary program to support one skater a year at the CanSkate Level that will alleviate the financial burden of the programming and allow them to skate the programming they need to progress.

This was very busy but wonderful season and thanks to our skaters/members. I would like to thank the coaches, program assistants and board members as well as our volunteers for helping with the skaters and showing leadership and professionalism while celebrating our successes and managing our challenges.

*This report is submitted by Ivana Leksic, CanSkate Chair, I move that this report be accepted into the minutes as read.*

## **VP ADMIN REPORT**

My role as VP Admin is to oversee the day to day running of club. I answer phone calls on the club line and I answer emails. I take grievances to the board. I oversee the Scheduling and Pricing Committee. I should be ready to step in and chair the board meetings in the absence of the President. I also take care of such administrative duties as renewing our Minor Affiliation with the City of Mississauga every year and keep our Ontario Corporation papers updated among others admin duties as they present themselves.

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

## **ICE REPORT**

Port Credit FSC ice allocation is based on number of skaters registered for each level. This past season we were allocated the same amount of ice as the previous season – 27.50 hours/week.

Because of this allocation system it is so important that we keep our numbers to at the least the same as in the previous season. Ice at Port Credit Arena is at a premium. It is a facility that that is in high demand and there is only one pad of ice. Obtaining any extra ice at Port Credit has so far been impossible.

Extension ice was a bigger challenge than usual. Because we have to leave Port Credit before our season is over our needs are much more complicated than other groups. More pads of ice were closed this year than usual and as a result there was more demand than available ice. That is why we did not get enough ice this year and we were forced to go back and forth between Iceland and Tomken Arenas.

I will be meeting with the city to reiterate our ice needs and to make sure that they understand our situation.

We used the same number of hours for off-ice – 2 hrs/week.



We were able to secure weekend ice and rooms in January to run an extremely successful Snowflake Competition. We have the same number of hours of ice for Spring and for Summer. These contracts have been firmed. Requests for Fall Winter 2019/20 have been put in including ice for Carnival.

Still waiting to hear if we will get the rooms for off-ice again next season. I have put in this request also.

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

## **VP TECHNICAL Report**

As VP Technical my duties have included helping to handle the day to day running of the Club. I assisted the President with the VP Administration with attending meetings with the City, chairing meetings in the President's absence, etc. I have also been the Pro Liaison, Snowflake chair and on the Bingo team.

One challenge this year was to have the jump harness inspected and repaired. The inspection is done, but I am still in the process of trying to procure a new harness that the skater wears. The original supplier is out of the US and does not have insurance to work in City facilities, hence the third party inspection by a company from Ajax. I have contacted the supplier for a harness, but have not heard if he has returned from wintering in California. I will continue to work on this and report my findings to the Board.

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

I have been at Port Credit for 22 years and on the Board of Directors for 21. I can honestly say that you will not find a more dedicated group of volunteers and it has been my privilege to say I'm from Port Credit.

## **FUNDRAISING CHAIR BINGO**

Two years ago next month we began participating in the charity bingo sessions at Delta Bingo as a fundraiser for the club. There is now a core group of 7 of us who rotate the sessions, which require a minimum of three members to be present, but we have found four are required for efficient operation of the sessions. We have time slots on Sundays and most months run 2 sessions per month. I prepare the monthly reports that must be submitted to the City by the 30th of the month and the licence applications twice a year. Anne, Bonnie, Siobhan and myself represent the Board as volunteers and we have 3 club members who work the bingos with us. Thank you so very much to the bingo volunteers for giving your time, it means the world to this Club. We need a few more dedicated volunteers so that we have teams that can rotate. Drop in will not work as training is required. We do have a lot of fun and laughs as we work. What Bingo means is since last year's AGM, \$21,700.00 toward ice fees for Port Credit in one year. We can only use the funds for ice fees as we are restricted by the City and our licence. That's the type of difference it makes. Please think about joining the Bingo volunteers, it is a very important fundraising venture for the club and a "fun group"!

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

## **SNOWFLAKE**

Port Credit was granted the area competition this year which we hosted in January. This was a success from the set up on Friday, running over the Saturday and Sunday and tear down Sunday. Thank you to my co-chair and partner in crime, Siobhan. We were able to draw on our 52 years combined experience volunteering at the Club and assisting with local, divisional and national level competitions for Skate Canada to ensure we had all the bases covered. Port Credit provided a top notch competition to all involved by having the right people in the right places. A ginormous thank you goes out to all who gave their time, talents and donations to make this a reality. Port Credit's work resulted in approximately \$17,000.00 profit for the Club. Without this income, fees may have had to be increased. That is why your participation, volunteering and getting donations is so important and so very appreciated. Thank you is not enough, but thank you all.

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

## **PRO LIAISON**

Port Credit is blessed to have an amazing coaching staff. I'm very serious. This group works together as a cohesive team with professionalism and respect. This is truly unusual and we are very lucky. This became very evident the number of former skaters who look to come back "home" to coach with us.

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

## **TEST CHAIR**

The 2018-2019 season has been a good year for our STAR 1-5 skaters. In this category, we had 49 tests between May 2018 and March 31<sup>st</sup>, 2019 which is almost 4 times more tests than last season. We have a success rate of 100% in this category. As for Test sessions for our STARSKATERS, we had 6 sessions in the past 12 months, for a total of 193 tests. In this category, we have a passing rate of 81%.

I am glad to say that most test fees are paid online which makes it easier when it comes to bookkeeping.

I would like to point out that several of our skaters have achieved Gold test level. I am very fortunate to witness these moments that mark a skater's development and progression. Thank you coaches for your hard work that allows our skaters to excel.

Finally, test sessions wouldn't be possible without the help of several volunteers that play the music, run the results and bring hot meals and beverages to our evaluators. Many people helped out over the past year. Thank you all!

*Submitted by Sandra Labrie. I move that this report be accepted into the minutes as read.*

## **COMPETITION REPORT**

For the 2018-2019 competitive season:

29 Skaters

Competed in 8 Competitions across Ontario

- Including everyone's personal bests
- 26 metals during the season

6 Skaters qualifying and competing in the Ontario Championships in March 2019

Lincoln Clarke, Jazmine Desrochers, Natasha Labini, Constantina Mama, MacKenzie More, Elina Oh

- 1 x 3rd place for Elina Oh
- 2 x 4th place for Lincoln Clarke and Mackenzie More

For the US Competitions

18 skaters in Amhurst

- 27 medals
- 37 competitions
- Club Champions

12 skaters in Rochester

- Highlight 1 Adult skater- 2 medals

Forecasting 30-32 skaters in Cheektowaga this coming May long weekend.

Good luck to all of these skaters and Congratulations to all of the skaters who skated during this competitive season

Looking forward to a great competition year for 2019-2020

*Unofficial report – by Sharm Simon*

## **WEBMASTER REPORT**

The **Website Administrator's** focus is on improving the member's experience when interacting with the club's website.

The goal is to make information readily accessible and to improve the online registration experience.

We continue to work to improve the look, feel and ease of use of the website.

- Tabs added and regularly updated to facilitate access to information.
- Information details added to all programs under the registration tab in order to improve user experience when registering for programs.
- Regular updates to the homepage for quick reference for up-to-date information.

The 2018-2019 season saw the introduction of a separate registration for Fall and Winter CanSkate programs. This allowed members the flexibility to register for either or both sessions based on their needs.

Online payment for program registration, and other online purchases, allows members to register for programs at their convenience. Enquiries regarding online registration have been 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 membership submissions to Skate Canada and ensuring that accurate skater details and information is provided and processed in a timely manner.

## **COMMUNICATIONS REPORT**

The **Communications Chair** focus is on improving overall communication between the Club and its members.

Monthly "Updates", now called "Newsletter", sent to give an overview of the upcoming month's activities. Additional emails sent throughout the month to inform members of imminent schedule changes or activities. Every attempt is made to control the number of emails sent to our membership.

*This report is submitted by Chantal Witiuk, Website Administrator and Communications Chair. I move that this report be accepted into the minutes as read.*

## **Vote On Addendum To Constitution**

*"Upon dissolution of the Corporation, all the organization's assets and property held or acquired from the proceeds of licensed lottery events (i.e., lottery business accounts or property purchased with lottery proceeds) shall be distributed to charitable organizations that are eligible to receive lottery proceeds in Ontario and approved by the City of Mississauga's Charity Gaming Office."*

A motion was made to accept the addendum to the constitution (Anne Bergman), the motion was seconded (Sharm Simon), and with all in favour, and none opposed, the motion was carried and the addendum accepted.

## **ELECTION OF BOARD OF DIRECTORS FOR 2019/2020 SEASON**

The following people have been nominated or asked to have their name stand for the Board of Directors for the 2018-2019 season:

Bonnie Kuehl  
Miriam Phelps  
Elizabeth Stewart-Molnar  
Siobhan Crawley  
Esmée Carson  
Chantal Witiuk  
Sandra Labrie  
Ivana Kalajzic  
Cindy Ling  
Marina Babaian  
Cezary Niewiandomski  
Angela Mamas  
Sarah Rowsell  
Julieta Loeffler Kyriotakis  
Rebecca Sheppard

(Coaches Rep will be voted on by coaches at the beginning of the next season.)

A motion (Jeannette Adams) was made to accept the slate of nominees. The motion was seconded (Romina Loeffler) with all in favour, non opposed. Motion carried.

## **OTHER BUSINESS**

No other business brought forward.

## **ADJOURNMENT**

A motion (Sharm Simon) was made to adjourn the AGM at 8:30 P.M. The motion was seconded (Angela Mamas) with all in favour. Motion carried.

## **DISCUSSION**

Question from the floor: Does the club pay the coaches directly?