



Port Credit Skating Club
ANNUAL GENERAL MEETING

Thursday Oct 15, 2020

ZOOM Meeting
7:30 p.m.

QUORUM was established with 44 votes/voters of 389 unique parents/families registered for the 2019-2020 skating season.

The Annual General Meeting for the 2018-2019 year was called to order via ZOOM at 7:40 pm.

OPENING REMARKS were made by the President of Port Credit Skating Club Miriam Phelps.

MINUTES of the previous AGM held on Thursday April 25, 2019, 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 (Bonnie Kuehl), the motion was seconded (Sandra Labrie). 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 (Jeanette Adams) to ratify all the actions made this past year by the Board of Directors on behalf of the PCSC. This motion was seconded (Rhonda Dalley). Voting was done virtually and anonymously. With all in favour and none opposed, the motion was carried.

CLUB AWARDS winners were highlighted during the meeting.
List of award winners can be found in the appendix of this report.

DRAW

Each family in attendance was provided with one opportunity to win one of three \$100 gift certificates to be used toward the 2020-2021 skating season. Draw was made after the meeting:

Winners picked by random number generator from "registered" attendees

- Cezary Niewiadomski
- Anna Tocco
- Calvin Chow

PRESIDENT'S REPORT

As the saying goes, 'Challenges are what make life interesting and overcoming them is what makes life meaningful'. I think we can all agree that this last year has been almost too full of interesting and meaningful moments.

We are here to report to you, our members about what happened this year at the Club. We do not want the successes of our Club to be overshadowed by the COVID-19 crisis, as the Club, our skaters and our coaches experienced some amazing accomplishments this year.

From a Club perspective, we reviewed all our Club policies and procedures, and created Health and Safety, and Workplace Violence and Harassment policies that will help us maintain a healthy and respectful workplace. We also developed a Complaints process, so all our members have a protocol to follow when they are need of help from the Board.

We concentrated on building a close knit skating community by hosting events: an annual open house to introduce new members to our Club, our annual Santa Skate, Halloween dress up week, and a Club night out at the Battle of the Blades. We held parent information sessions for CanSkate and Junior Development and published monthly newsletters to keep all our members informed.

Our skater and coaches competed across the province and we had five skaters qualify for Provincials, that unfortunately was cancelled due to COVID. We were lucky to have an amazing team of Program Assistants who helped on our CanSkate sessions, inspiring the next generation of skaters.

We were all looking forward to Carnival when our programs were shut down because of COVID. I am proud with how our Club and members responded to the COVID crises. Our Club was proactive, providing refunds and credits to our members for missed sessions.

We immediately began planning for the eventual return to skating, staying informed through Skate Ontario seminars and creating new return to skate protocols so our skaters and coaches could skate in the safest environment possible. We have worked overtime to plan and re-plan registrations as the protocols and requirements changed sometimes overnight. It has not been easy, and the Board has worked above and beyond for the last six months, adapting and overcoming unexpected challenges.

I am also proud of our Members who supported our coaches by generously donating \$4000 to our Coaches Fund. With our matching program, we gave \$8000 to our coaches through the Fund. We are truly blessed to have Members who care so much about our coaches.

Skating will be much different this year. Yes, there will be some limitations and inconveniences, but the Club will do everything they can to keep our skaters on the ice in a responsible manner.

Finally, I would like to thank my fellow Board members for their support and enthusiasm. After three years, I decided that this would be my last year. I encourage the new Board to continue being progressive, making fact based decisions and keeping a strong financial foundation so the Club will continue for years to come.

Submitted by Miriam Phelps, President. I move that this report be accepted into the minutes as presented.

SECRETARY'S REPORT

Prior to March we were moving forward with a fabulous year – an increase in our skater numbers and much of the club governance documents updated. With the hard work of our registrar and webmaster, registration and club communications worked smoothly this year, with the able support of other Board members. With the closing of ice facilities and the COVID-19 isolation, many things were slowly cancelled including Ontario Provincial Championships, PCSC Carnival, Spring Skating. Finally, with much work and preparation we were able to open for Summer skating in July. The Board worked tirelessly to develop Return to Skating protocols (about 10 versions before the arena doors even opened) which have been updated every month to reflect Skate Ontario, City of Mississauga and Ontario Government guidelines and policies. A huge thank you to Miriam Phelps for

guiding the Board and the Club through this challenging times and challenging decisions. I am now ending my time on the Board after 5 dedicated years. Thank you to my fellow Board members for your patience and support.

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

TREASURER'S REPORT

2018-2019 Fiscal Year

The Club reported net receipts of \$49,057, an increase of 22% from prior year driven primarily by higher registration income.

Current Fiscal Year

From the audited financial statements, the Club reported net receipts of \$44,282 (including Bingo income), a decrease of 11% from prior year. The Club was on track to exceed revenues from last year, but the shutdown of the arenas as a result of COVID-19 led to lower than expected registration income. However, it is to be noted that Fall & Winter PreCanSkate and CanSkate were particularly successful, with an increase in registrations of 20% and 5% from prior year.

COVID-19

As of this report, there are \$25,398 in unapplied credits. However, some credits may not be redeemed in the coming fiscal year, as some members may not skate due to concerns related to COVID-19. Refunds related to COVID-19 totalled \$20,257, with \$18,715 refunded for Carnival (net of processing fee).

The Club also raised \$8,420 for the Coaches' Goodwill Fund: \$4,210 was contributed by our members and \$4,210 was matched by the Club. I would like to thank everyone for their generous contribution to support our coaches.

2020-2021 Season

With restrictions on skating and a potential second wave, the Club anticipates challenges for the season ahead, particularly with lower registration income and lower cash inflows as a result of members redeeming their credits. 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, particularly during these challenging and uncertain times.

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

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

	2020	2019	2018
Receipts			
Registration fees	246,505	314,010	246,287
Snowflake fees	-	24,135	36,393
Bingo Income	11,632	18,568	19,570
Fundraising	6,489	8,498	25,357
Guest skater fees and miscellaneous income	8,575	5,859	6,060
Test day fees	1,926	4,758	2,904
Donations	4,210	200	-
Expense recoveries	11,579	-	18,081
Carnival income ²	-	-	42,600
Sponsorship income	-	-	-
Competitions and skater development	-	(19)	-
Total Receipts	290,916	376,009	397,252
Disbursements			
Ice rental	143,660	178,951	200,509
Coaching fees	58,791	59,398	45,664
Professional fees	(11,441)	35,031	11,978
Skate Canada fees	25,127	22,273	17,237
Interest and bank charges	9,208	10,497	9,357
Administrative expenses	6,308	5,546	4,650
Business taxes and licences	3,684	3,684	4,030
Bingo expense	2,524	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	870	804	1,021
Carnival expense	-	-	45,071
Bad debt recovery	-	(278)	(2,225)
Clubwear expenses	2,394	-	-
Donations	800	-	-
Total Disbursements	246,634	326,952	357,186
Excess of Receipts over Disbursements	\$ 44,282	\$ 49,057	\$ 40,066

MEMBERSHIP REPORT

Registrar's Report:

Registration numbers: 2019-2020 Season

2019 /2020 = 720 members

Comparison to 2018/2019 = 468

Breakdown Fall / Winter Season

	CanSkate	StarSkate	Adult / Teen	Junior Development	Jump Start
2019-2020	580	122	18 *	21	8
2018-2019	339	99	30	23	

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

Spring and Summer 2019

	Spring Skating	Summer Skating (Development and higher)
2018	112	32
2019	126*	23

* New CanSkate program for Spring Skating 2019

Guest products 2019 & 2020, including Guest skating 2019 Spring/Summer

Guest singles tickets and books of 10

	Guest Skating
2018-2019	88
2019-2020	109

Programming highlights:

- **NEW** members registered this year = 298 (279 previous season)
- Total **Non-Residents**: 12
- All CanSkate / Precan programs were **full and waitlisted**.
- **New Program** :
 - 2019 Spring CanSkate =13
 - 2019 Spring Adult Skate = 7
- **Total withdrawals** 2019 -2020 Fall/Winter Season:
 - 10 routine, per policy
 - 2 medical, per policy

Spring and Summer 2020

- Spring 2020 Skating cancelled due to COVID
- Summer 2020 Skater Registration limited due to COVID protocols (# skaters on ice)

- 8 weeks (in 2 week allotments) pre-planned by coaches and skaters
- Members only. No guest skating.
- Development level and higher
- Total registered Members = 48
- 1 medical withdrawal

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

Sessions rep:

SESSIONS REP

CANSKATE SEASON 2019/2020

Total registrations in Fall and Winter season for Adult, PreCanskate and Canskate is 587.

Class list attendance numbers:

Fall and Winter 2019/2020: Total	Fall 2019	Winter 2020
Sunday Canskate 88	Sunday Canskate 39	Sunday Canskate 49
Sunday PreCanskate 97	Sunday PreCanskate 38	Sunday PreCanskate 59
Sunday Adults 18	Sunday Adults	Sunday Adults 11
Tuesday Canskate 89	Tuesday Canskate 41	Tuesday Canskate 48
Tuesday PreCanskate 39	Tuesday PreCanskate 18	Tuesday PreCanskate 21
Thursday Canskate 92	Thursday Canskate. 43	Thursday Canskate 49
Thursday PreCanskate 44	Thursday PreCanskate 23	Thursday PreCanskate 21
Friday Canskate 85	Friday Canskate 36	Friday Canskate 49
Friday PreCanskate 35	Friday PreCanskate 6	Friday PreCanskate 29

Continuing from last season with a successful 2 season model, the CanSkate program was divided in two seasons: Fall and Winter. Comparing CanSkate season 2018/2019 to 2019/2020 we had 40 more CanSkate and PreCanskate registrants.

Fall season led us to being fully booked and waitlisted for the Winter season.

On March 11, 2020, the World Health Organization declared the global outbreak of the COVID-19 pandemic. CanSkate Winter season was cancelled on March 15th, 2020 due to the Arena closure ordered by the City of Mississauga.

Spring CanSkate season was also cancelled because of the pandemic.

This was very busy and challenging season but still wonderful thanks to our skaters/member.

I would like to thank coaches, program assistants and all our board members as well as our volunteers for incredible 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 presented.

VP ADMIN REPORT

As VP Admin my role is to take care of the day to day running of the club. I answer all phone messages left on the club line and I answer emails. I assist with programs and volunteer where needed.

I would like to thank my Port Credit Figure Skating Club friends for all of the help and support I received during what was a most difficult year for me.

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

ICE REPORT

Port Credit Figure Skating Club is a minor sports affiliate of the City of Mississauga and as such we are given certain privileges and support including the minor affiliate hourly rate for ice and room bookings.

We are also given priority ice and facility booking as our members are residents of the City of Mississauga.

Ice is allocated to us based on number of members in each level of skating.

The 2019/2020 ice allocation was at Port Credit Arena for Fall and Winter and Iceland for Spring and summer. Ice allocated and booked was the same as in the previous year.

The Credit Room booking for off-ice was also the same.

We had booked ice and rooms for our Carnival (Ice Show)

Due to the COVID-19 closure of all City of Mississauga facilities, all of our contracts including ice and rooms as of Mar 15, 2020 were cancelled. We therefore did not incur any ice and room costs from that date forward.

We were fortunate to be able to get back on the ice in a very limited way at the beginning of July at Iceland until the end of August 2020.

The 2020/2021 skating season will look very different for us due to number restrictions on the ice and in the facility. We will only be allowed 20 skaters on the ice including the coaches and CanSkate numbers will be 50% of what we would usually be able to accommodate.

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

VP TECHNICAL Report

My task as VP Technical covered a wide range of responsibilities, from discussing our Club vision and strategies with the Executive to being at the rink to help out at CanSkate sessions.

At the beginning of the season, I organized and facilitated the training on the Health and Safety and Workplace Violence and Harassment policies for our Board members and coaches. All Board members and coaches had to attend to training to be allowed to work/volunteer at our Club. Great discussions and ideas came out from that session.

Also, I took care of the insurance and the inspection of our harness which has to be done yearly.

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

PRO LIAISON

As for my Co-Pro Liaison duties, I made sure that the Club had enough coaches for its very popular CanSkate sessions by having a constant communication with our CanSkate coordinators. The club had to hire a few new CanSkate coaches.

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

TEST CHAIR

The 2019-2020 season has been a good year for our STAR 1-5 skaters. In this category, we had 150 tests between June 2019 and Oct. 1st, 2020. We have a success rate of 100% in this category.

As for Test sessions for our STARSKATERS, due to Covid-19 we had fewer test days than as a usual year. We had 5 sessions from June 2019 to September 2020, for a total of 124 tests. In this category, we have a passing rate of 84%. Many of the skaters achieved Gold level tests

I am glad to say that most test fees are paid online which makes it easier when it comes to bookkeeping. I would also like to add that in the future all tests should be paid online.

This year, as a club, we decided that the out-of-club test fee would be \$50.00/test and the Port Credit skaters fee would continue to be \$20.00/test.

Finally, I would like to thank all our volunteers, judges and coaches because without them our test days would not have been a success. It has been a great experience watching the Port Credit skaters strive to be successful on all test days. Our skaters are always positive, respectful and make Port Credit that great club that it is. Thank you all!

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

COMPETITION REPORT

Port Credit Skating Club had many skaters compete this season at all levels. Skaters represented Port Credit at 9 Super Series Competitions, 5 STAR 1-4 Series Competitions and one United States Figure Skating Association Competition. Together, these skaters earned 28 medals and countless ribbons. 5 skaters qualified to represent the club at the Skate Ontario provincial championships in 6 events. For 4 of these skaters it was their first time qualifying. Unfortunately, the provincial championships were cancelled due to COVID-19. The club bought Provincials jackets for all skaters who qualified and a send-off party was planned but later cancelled due to COVID-19.

The winners of the Bette Distelmeyer Competitive Award this year were Lincoln Clark (competitive category) and Julia Wallace (STARSkate Category).

The Walley Distelmeyer Competitive Award of Merit this year went to Elleni Kypriotakis (Juvenile), Lincoln Clark (Pre-Juvenile) and Constantina Mamas (Pre-Juvenile).

The Elizabeth Stewart Molnar Skate Ontario Provincial Championship Award this year went to Lincoln Clark, Julia Wallace, Zoe Blair, Michelle Blanchette and Fredd Zhang.

WEBMASTER 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

Online payment for program registration, and other online purchases, 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
- 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

Rowan's Law was a very big undertaking this season. Information was posted on our website with all related documents from the province of Ontario. Follow up for collection of forms was an onerous but necessary task. We will be seeking guidance from Skate Ontario for a more efficient process for the 2020-2021 skating season.

Carnival 2020: Online registration for Carnival was introduced for the first time. All attempts were made to streamline the process for our members while, at the same time, gathering important skater sizing information for our costume volunteers. Plans were also in place to promote online ticket sales. These, however, were cancelled due to the COVID-19 pandemic. Online registration and proposed ticket sales allow us to efficiently track registrations, revenues and improve financial reporting for the event.

COMMUNICATIONS REPORT

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

Monthly Newsletters are sent to give an overview of current information and upcoming events. Additional emails are 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.

COVID-19 saw an increase in communications with our membership in order to ensure that accurate information was disseminated in a timely manner. All efforts are made to ensure open lines of communication with our members.

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

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 2020-2021 season:

Cindy Ling
Cezary Niewiadomski
Herman Yang
Angela Mamas
Jill Thompson Flemming
Jen Bremner
Peter Ogden
Heather Kozial
Ivana Leksic
Sarah Rowsell
Meghan Harrington
Elizabeth Stewart Molnar
Siobhan Crawley
Rebecca Sheppard
Jessica Shelley

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

A motion (Esmée Carson) was made to accept the slate of nominees. The motion was seconded (Chantal Witiuk). Voting was done virtually and anonymously. Voting showed the majority in favour, one opposed, one abstention. Motion carried.

OTHER BUSINESS

No other business brought forward.

ADJOURNMENT

AGM was adjourned at 8:30 P.M.

DISCUSSION

No questions from the floor.

PORT CREDIT SKATING CLUB AWARD WINNERS 2019-2020

Competitive Awards

Wally Distelmeyer Competitive Award of Merit:

Elleni Kypriotakis (Juvenile)
Lincoln Clarke (Pre-Juvenile)
Constantina Mamas (Pre-Juvenile)

Betty Distelmeyer Competitive Award

Julia Wallace (StarSkate)
Lincoln Clarke (Competitive)

Elizabeth Stewart Molnar Skate Ontario Provincial Championship Award:

- **Lincoln Clarke**
- **Michelle Blanchette**
- **Zoe Blair**
- **Fredd Zhang**
- **Julia Wallace**

PreCan/CanSkate Awards

Laurie Davison Tiny Tots Award (Most Improved Pre-CanSkate)

Tuesday: **Penelope Sowa and Henry Skinner**
Thursday: **Lily Yerxa**
Friday: **Malik Somers and Meeso Goo**

Les Hollington CanSkate Award (Most Improved CanSkate)

Tuesday: **Vivian Famme and Nolan Harvey**
Thursday: **Everett Raymond**
Friday: **Isabella Burnett and Clarke Ing**
Sunday: **Adelaide Freeman-Mohr and Danielle Mah**

Les Hollington CanFigure Skate Award

Most Improved Junior Development

Brandon Yang

Most Improved Intro to Development

Emerson Romano - learned waltz, toe and salchow- got helmet off

Most Improved Development

Olivia Babaian – learned many new jumps and spins
Carrie-Anne Cromwell - learned many new jumps and spins, including an axel, passed tests in all 3 disciplines

Mary Elliot Citizenship Award:

Samantha Adams - PA's several days a week, comes in when coaches away, mentors younger PA's, assists with CanSkate Carnival packages, generally helps out the club whenever asked
Outside of skating she has a love of animals and volunteered at a Vet clinic which has now turned into a part time job. She also participated in charity events at their high school

Siobhan Crawley Program Assistant Award:

Elleni Kypriotakis - she has a positive rapport with the skaters. Helps with set up and take down of equipment. Runs warm up and cool downs. Covers groups when coaches are absent. Informs coordinators when she will be absent. Comes on extra days when we are short people to help.

Skills Awards

Most Improved Pre-Competitive

Carla Tudor - learned many new jumps, stroking speed and flow increased

Most Improved Competitive Award of Merit

Michelle Blanchette - qualified for provincials, overall improvement in her skating (jumps, spins, stroking)

Lincoln Clarke – landed many new jumps and improved artistic and stroking. One of the top pre-juvenile boys in the province and improved his personal best by at least 5 points

Elizabeth Morvan – Learned an axel and 3 different double jumps. Continues to put in effort in all 4 disciplines (including passing her gold interpretive in the fall). Has improved her personal best by several points.

Isobel J. Fedosoff Most Improved Artistic Award:

Isla Koziol - her presentation skills in both singles and dance have improved; interpretation of her solo music through her body movements

Gold Awards

- **Emma Witiuk** – Couples Interpretive
- **Jazmine Desrochers** – FreeSkate
- **Mackenzie More** – FreeSkate
- **Elina Oh** – Couples Interpretive, Dance
- **Elleni Kypriotakis** - FreeSkate, Dance, Skills
- **Constantina Mamas** - FreeSkate, Interpretive
- **Lincoln Clarke** - FreeSkate
- **Alexa Van Rassel** - Interpretive
- **Michelle Blanchette** - Interpretive
- **Mia Cappuccitti** - Interpretive
- **Lauren Chia** - Interpretive
- **Elizabeth Morvan** - Interpretive
- **Gabriella Loeffler-Goodman** - Interpretive
- **Julia Wallace** - Interpretive
- **Joanna Misquitta** - Skills, Dance