



# 2023 AGM NEWSLETTER

## Moore Skating Club



### DETAILS

**When:** **Sunday April 30 at 7:30pm** at Moore Sports Complex

**Who:** Any member or designate (such as a parent of a minor member).

Quorum is required at the AGM. To achieve a quorum, 5% of our membership must participate. RSVP is not required, but if you plan to attend, let us know by email: [mooreskateclub@gmail.com](mailto:mooreskateclub@gmail.com)

**What happens?**

- Current Board of Directors present their annual reports.
- [Constitution or By Law changes](#) are put forward for vote
- Election of New Board members
- [Agenda to be communicated in advance](#)

### BOARD MEMBER NOMINATIONS

- The following individuals have been nominated for a seat on the MSC Board of Directors:
  - Marianne Lapier-Gignac
  - Alicia Barnes
  - Stephanie Ritland
  - Darrell Gignac
- Note: ON April 13, 2023 MacKenzie Kada resigned from BOD.
- There are now 3 positions with 2 year terms available. There are 2 positions with a single year term available. Term assignments will be determined at AGM
- Coach Position Nominees: Karen Collins
  
- As there are fewer nominees than positions, nominees will be acclaimed.

### Letters of Amendment

The following Letters of Amendment to the By Laws have been received for review and vote:

**By-Law 12** - Change the coach to a 1-year position that is voted on by the membership.

Rationale is that the Ontario Government requires all non-profit boards to be elected by membership and Skate Canada requires a certified coach with Skate Canada to sit on any club board.

Also noting that this is not a Coaches rep position, the coach's liaison to the coaches must not be a coach but another board member based on Skate Canada policy.

**By-Law 14** - Half price skating to be removed from the practice of the club.

Rationale: the Ontario Government Mandate for non-profit now requires all board members to sign a conflict-of-interest contract. This means that only board members that do not have skaters in the club will be able to make financial decisions for the club. Leaving the board unable to function. Attached the file provided by SO

**By-Law 18** - Any in camera discussions shall not appear in the minutes except to state the motion was made and to hold the discussion in camera, and the result of the discussion.

Rationale - this protects privacy on sensitive issues.

**By-Law 19** Committee chairs not sitting on the board shall file regular reports with the assigned director for presentation at Board Meetings.

Rationale: with governance board committee chairs are necessary but management requires someone on the elected board to be accountable for reports and actions.

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### ANNUAL REPORTS

#### President's Report

**Submitted by: Marianne Lapier- Gignac**

Presidents Report April 2023

I started the year as the website designer, and social media correspondent. Sitting as the board rep for the 50th Committee.

President Caley Evans stepped away from the position in November. I stepped in to fill the seat until she was able to return while taking care of the Website, 50th Anniversary Committee needs and fundraising events.

Mid January, Caley sent her letter of resignation and I stayed on to fill the seat for the rest of the year. Around the same time in November, Joanne requested that she take a leave of absence.

Caley & Joanne were responsible for Session 2 Skating Programs and the Session 2 power registration and general club emails; as such, these duties were now assigned to the board to complete. At this time, it was determined to complete registrations electronically. As all the emails came to the club address, this too became the responsibility of the president. This was a huge task and I brought in the help of Sharon LaPier to sit at the rink to collect the required waiver forms. This took several weeks of daily trips to the rink and several hours of commitment a week, a job I could not do all myself. Thank you, Sharon, for your assistance and continued support of the board and the club.

At this time, we introduced a new night of Canskate and the presence at the rink was great for the new families.

As we move into the new season, the Uplifter (online registration) program will give us some relief from the hours at the rink required with registration. All forms will be filled out as part of the registration process.

Part of the president's obligations are monthly meetings with Skate Ontario. These are an important part of staying up to date with Skate Ontario and Skate Canada Policy, events and upcoming changes to our club and ONCA. As this was a learning curve for me, I was grateful for the assistance from our Skate Ontario Rep, Kate. She was able to help me wade through the policies, rules, regulations, and the pile of items that I had no idea were required of a club. It will be very important for us to create an information booklet to provide new Board members the knowledge of the operations we have built. The will create clarity for the BOD to understand all of the moving parts of a club that they need to have working knowledge of.

Kim S at the Moore Sports Complex was also very helpful in bringing me up to speed on the allocation of ice, and the number of contracts, policies and obligations we have as a club to the township and the complex.

The 50th Anniversary was a large focus of the club's planning and events this year. As the committee did the heavy lifting, with support from board members who wished to participate, it was a big job and it was an even bigger success. With pitfalls along the way and changes on the fly, our committee was able to persevere and put on a fabulous event. Thanks to club volunteers, parents and alumni that stepped up to help where needed. See additional details in the 50<sup>th</sup> Anniversary report.

Thank you to Katie for stepping up to fill the position of Secretary. Her knowledge of procedures in the corporate world has been and will continue to be of great value to the new board and their tasks.

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Kenzie took care of the financial needs of the club as required. Thank you for the time put into this task this year. We hope that you will pass your vast knowledge to our new treasurer this year for a smooth transition.

Joanne we thank you for your years of service to the club and hope that we can count on you for the occasional committee and to always decorate our lobby for ice show. A beautiful job once again this year.

Celia, thank you for stepping onto the board to fill the gap, and for running our awards presentation this year. We hope that we can count on you for a committee or 2 this coming year and to continue as a valued part of our backstage team for Ice shows to come.

Jess, thank you for your commitment to the board meetings and to the skaters during the regular skating season. We wish you all the best in your pursuits.

Karen Collins and Carol McPherson, a challenging year personally for you both to say the least; but, we could count on you no matter what, stepping up to fill when needed. We look forward to another year of growth and fun for our skaters with you both there to support the skaters, and the new board.

As we move forward into a new year with several new members to join our team, I am hopeful that we can build on the knowledge that we have gathered this past challenging year and help to build the foundation for future board members. Our goal is to create a board that feels confident and where all members are treated with respect for the gifts that they bring to the table. We are all to support our skaters and the future of the club.

Thank you for the opportunity this year.  
Marianne

### Coaches Report

**Submitted by: Jess Marcinov**

Coach report March 2023

Tuesday/Thursday Session updates:

Report cards have been handed out for the Tuesday and Thursday sessions. Records of badges and ribbons passed for Canskate and Learn Star have been submitted.

Future considerations:

- Uplifter should be how we process registrations.
- Ice for following year sorted by April/May
- List of cancellation dates
- PA's sorted by august- include adults and star skaters
- Volunteer hours requirements on form
- Ice show fee - attendance included on uplifter
- New coaching staff for 2023/2024 season

### Registration Report

**Submitted by: Marianne Lapier-Gignac**

Registration report for 2022 – 23

- Power Skaters 232
- Canskate 76
- Learn StarSkate 15
- Starskate 11
- Board 7

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- Parent Volunteers 13
- Officials 2

### 2 Skating registrations and 3 Power Registration Sessions

One challenge was ensuring that skaters on the ice for session 2 and 3 of power were paid in full. Session attendance would be suggested to ensure during the transition from session to session that there is no crossover.

With the process of online registration via the website, there was a challenge getting the proper waivers returned. With the new uplifter program this will all be done digitally.

There were several skaters that required refunds for several reasons. The Refund Policy and supporting forms are to be developed to aid with requests in the future.

### Secretary Report

**Submitted by: Katie Selman**

Secretary position was transitioned to Katie Selman part way through the year.

The primary initiative was to create an Administrative Folder Structure and template an Operations Manual to assist future BOD.

Meetings were scheduled monthly, and minutes kept. Completed action items assigned a person responsible and tracked.

Minutes were posted on the club website for membership access.

Throughout the 2023/24 Season, I will endeavor to continue development of sustainable processes and record keeping practices.

Recommendations for future consideration:

- Establish a Club Mission & Values statement & BOD Guiding Principles
- Club Calendar with key events and dates
- Correspondence standards of practice
  - o Email Mailbox – providing adequate access, canned/auto replies, and timeline expectations for replies.
- Roles & Responsibilities Matrix
- Volunteer standards
- Explore technology to assist in the administration of the club ex. Heja, Spond, Uplifter etc

### Power Skating Report

**Submitted by: Joanne Torraville**

Unfortunately, I was personally not as involved in completing my duties this year. Thank you to those who picked up these tasks when I was unable to. I am not returning to the Board next season, so my report is as follows.

If you are the Power Skating Chair, it is important to remember that they (skaters) are NOT in the figure skating program. This may seem harsh, but the reality is that they are committed to their teams and organization and are only at power to help their teams. Keeping that in mind you can now run the Power Skating Program.

It starts with allotting ice time. Do your research... you need to determine what nights/ times other organizations have their team practices and figure out what night /time will work best. This is the start of having the ability to offer a great program. You should also be aware of the previous years' numbers, that way if you need to double up a grouping or offer a second ice time you have a reference.

A couple of years ago we changed the categories/level of the power program to go by the skater's skill level not their age. This enables the Power skating coach to have a better skill specific lesson and

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overall development program. (Reference Previous years registration forms to see categories). My advice is to keep this system in place. Although it requires assessment by the coach and some flip flopping at the beginning of a session to find the right session it is the best quality of program that Moore can offer.

Power skaters are late registering especially if they are waiting to see what night their team will be practicing or what team they will be playing for. (Also, no offence Dad's, however, Dads are usually ones getting their kids into this program, so they are usually less organized). Which moves me into my next point, Registration, and payment. I personally did not have access to club emails which informed me if a payment has been received through e-transfer even though it was requested at meetings and denied due to an individual feeling that there were too many people having access to the emails. Therefore, it is important that this change. If the club continues in the e-transfer era then the power rep must have confirmation when a payment has been received. If not, then a skater will have skated without confirmation of payment. (Keep in mind that e-transfers were/are newer to the club and there is a learning curve).

The first couple of weeks is a busy time for power. The Power rep should be at the arena for all sessions during these weeks. You do get a lot of late registrations. In previous years we did not lower the cost of the program until after the first 3 skates. You may want to revisit this belief (I personally believe that they should pay per session once their start date begins). At registration, it is important to tell participants and parents that skaters may be shifted into a different time slot based on their skating ability. (Sometimes times do not work out and that we can try to work with them to get a time that works). You must work closely with the coach to see what skaters have shifted into different time slots. Especially if you are close to max capacity for a program. You must also make sure you do a checklist/Attendance. There have been previous years where skaters have just stepped on the ice and participated without ever completed any paperwork or paid any fees.

An important key to any program is the Program Assistants. We need to keep them happy and keep them coming. A keynote: It has been approved by the board that they will pay the insurance cost of our volunteers (I believe it is One per session offered).

Maximum Numbers:

If you ask Carol, she will say the more the merrier lol. However, parents grumble especially for the younger age categories. When I had done my previous calculations, it was determined that 10 skaters will break even on a session (in terms of finances). Some time slots will not have that amount, others will double it. It is important to keep them even if there aren't the full 10. (Think of the figure skating program, there is a ladder of skills to go through you don't skip a rung.) If you are experiencing this, ask the coach. Maybe there can be some shifting to help even out the numbers. I am of the personal belief that there should be no more than 25 skaters on the ice. If the numbers are that high than the coach will need a Program Assistant on the ice. The youngest age should have the max of 20.

Responsibilities:

- Be available to answer questions. (A lot of questions, you should have access to Facebook messenger and emails since over 50% of the inquiries are for Power. Due to the step ladder effect, there have been times when messages have taken an unacceptable amount of time to be answered. It is good to have knowledge of the program and hockey to help with putting parents and skaters in the right direction.

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- Help determine a schedule and sessions (I found that offering 2 sessions one fall one winter with the Winter Break being the stop/start the easiest to run/promote. You also help determine cost.
- In 2022, the cost per session was raised from 23 dollars for session to 25 dollars per session. (This was due to cost increase for numerous items. Also, many hockey specialty programs are costing over \$30.00 per session.)
- Keep track of the numbers in each program.
- Promote the power program.
- Registration and paperwork of program participants. You also register the participants with Skate Canada. This is easy to do and is done through the Skate Canada members website. (You have 2 weeks from program start date to register skaters with skate Canada.)
- Attend monthly board meeting and provide a report.
- Communicate with coach and program participants about the happenings of the program and club.
- Other duties as required.

### Bingo Report

**Submitted by: Sharon Lapier**

Report of the Bingo Co coordinator

I took over this portion of the bingo portfolio mid season.

Under the leadership of chair Katie Selman, it was my responsibility to recruit and contact bingo volunteers to ensure each bingo had two qualified volunteers.

To achieve this, I created a master volunteer list in bcc to keep personal information confidential.

Katie provided a spreadsheet where I kept the credits earned and used on a running total.

When the assignments came in, I immediately sent an email to all volunteers requesting a commitment. As replies were received, I filled in the assignments. If I had too many, I looked at who had worked last or most and made the opportunity fair by filling with the person with the least credits from this year. Of note this only happened when I was a volunteer and removed myself in favour of another volunteer. I then filled in when someone had to cancel, and I could not fill the spot.

I requested but did not receive the AFT from April 2022 to March 2023 and cannot therefore give a full report of monies received, assignments worked and fundraising raised by a small number of volunteers.

The budget report was filed by the treasurer in the Fall as required.

I notified the board that our application had to be filed and as of two days before the deadline it was not so the president and I completed the required document and I personally delivered it to the bingo hall.

In March we must notify of any removals from our lists. I completed this form and delivered it.

We now have 7 active volunteers: one who is not trained; three who have not worked a bingo but remain on the list: and two shift workers who are challenged by the dates but work when they can.

I actively engaged people at the arena resulting in two of our new volunteers.

### Suggestions

The coordinator needs to receive a copy of the AFT so that he or she can accurately report on the total earned, number of volunteers used, and amount earned per volunteer. The coordinator either needs to fill out the required forms throughout the year or be informed.

when they are completed and sent in. As this is the person the bingo hall contacts with any issues they need to be fully apprised of any activities.

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It has been my pleasure to volunteer for the club in this assignment. I would be happy to continue if it is the wish of the new board.

Respectfully Sharon LaPier

#### **Club 50<sup>th</sup> Anniversary**

**Submitted by: Sharon LaPier**

##### 50th Anniversary

The committee met early in August to prepare a proposal for the 50th.

Comprised of Beth Machan Olivia Machan Heather Cruickshank; Amanda Sterling; Tracy Foster, Karolyn LaPier; Marianne Gignac and Sharon LaPier.

The focus was an ice show depicting our successful ice show format of the past.

To start the season, we obtained a sponsor for a banner at the arena celebrating 50 years.

While not on our agenda we arranged for participation in the Christmas parade with help from some of the new parents and the sponsorship of Pickard Farms for set up and take down of the float and loan of a wagon. A small number of volunteers both new and from the past prepared the float and we invited all skaters and parents to take part. The float was full of canskaters and starskaters and their parents.

The entire project and budget was presented to the Board with fundraising commitment in early September. Some changes were asked for and the board's responsibility for expenses clarified. As the ice is a part of registration, the committee would only be charged for extra ice required. The same applied to coaching, as it was in the registration. The dinner was changed from a spaghetti dinner to a potluck and the board authorized an expense \$1000.00 for food and supplies for this; lunch for the skaters practicing Saturday morning and the after party at the golf club to which all members and alumni were invited. We obtained a license and successfully ran a cash calendar for the month of February. The profit was 5300.00.

We ran two opportunities to purchase spirit wear depicting the 50th. Advertising for the program was very successful enabling us to reach our fundraising requirement before show.

Day of show income allowed us to turn a profit to the Club for our responsibilities as 50th committee. Other activities included the sponsorship of coozies for sale and for gifts. Every budget came in under the amount approved.

Alumni supported the show strongly, allowing our small numbers to swell and for the little ones to take part in both halves. Several of our starskaters availed themselves of the opportunity to be a part of the opening number Carwash, resurrected by popular demand, and the mega mix.

The set up and tear down crew mostly of new parents and alumni went very smoothly.

The front lobby and special decor was great once again tanks to Joanne Torrville and family and her Mom Mrs. Welshman.

The one weakness was the inability to find enough security resulting in some people coming in the side and back doors and not paying. This cost the Club revenue and was very unfair to those who both worked and paid for a show.

The committee also sponsored a tupperware party which was very poorly supported and had to withdraw the lego contest in February due to lack of volunteer support.

Thanks to the members who did help and support.

Special thanks to the alumni, board members who did help and their families, and the parents of the current skaters for their enthusiasm and hard work.

A small committee made it happen by reaching out and asking. We would be remiss however if

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we did not mention the amazing work done by Marianne Gignac who prepared the program, sold most of the advertising, collected the bills, found us music and sound when we lost our original vendor and worked on every aspect of the 50th on top of her many acquired jobs on the board. We also have to shout out to Karolyn LaPier who spent months contacting alumni, arranging costumes, fitting children and making stars for every skater to have at their own ice show spot. She then used her alumni to assist with choreography of some of the mega mix, and choreographed the carwash which she introduced 17years ago. All of this by a former skater who has never had a child in the Club. This was a fun experience and a once in a lifetime opportunity. Thanks to all who made it happen.

Sharon LaPier on behalf of the 50th committee.

#### **Test Chair Report**

**Submitted by: MacKenzie Kada**

Test Chair Report

16 Total Tests/Assessments submitted to Skate Canada for 2022/2023 season

Star Skate - 16 assessments were completed 2022/2023 season

High Test Day – None

Gold Testing - None

#### **Treasurer Report**

**Submitted by: MacKenzie Kada**

➤ Attached



# Profit and Loss

## Moore Figure Skating Club

For the year ended 31 March 2023

2023

### Trading Income

Bingo Revenue	18,792.50
Class Registration	129,892.15
Fundraising Income	5,600.00
Other Income	85.00
Revenue - Sales and Services	1,284.00
Sponsors	2,100.00
<b>Total Trading Income</b>	<b>157,753.65</b>

### Gross Profit

157,753.65

### Operating Expenses

Advertising and Promotion	169.50
Costumes	700.26
Donations	(250.00)
Expense reimbursements	269.26
Fundraising Expense	566.13
Gifts -members and coaches	903.29
Ice rentals	63,573.90
Insurance	630.68
Interest & Bank Charges	633.05
Licence, Fees, Dues	1,177.30
Materials purchased	135.60
Meals & Entertainment	944.91
Professional Fees	4,486.10
Rent Expense	739.02
Show supplies/gifts	211.89
Skate registration	18,788.11
Small tools and supplies	89.34
Uniforms	1,114.97
Wages & Benefits	25,884.75
<b>Total Operating Expenses</b>	<b>120,768.06</b>

### Net Profit

36,985.59