



ANNUAL GENERAL MEETING

Member Booklet

Compiled by Melanie Heemeryck

5/4/2018

Table of Contents

- **Agenda**
- **Minutes from 2017-2018 AGM**
- **Treasurer's Report and Financials**
- **Bylaws Filed**
- **Board of Directors Reports**

AGENDA FOR THE OKOTOKS SKATING CLUB

ANNUAL BOARD MEETING

May 4, 2018

- Call to Order 6:00 pm
- Approval of the Agenda for May 2018 Annual General Meeting
- Approval of Minutes of the preceding General Meeting (May 2017)
- Acceptance of the 2017/2018 Treasurer's Report
- President's Report
- Question and Answer period
- Nominations and Election of new Directors for 2018/2019
- Appointment of Auditors
- Adjournment



Okotoks Skating Club
Annual General Meeting (AGM) Minutes

May 5, 2017

- I. Call to order 18:28**
- II. Board:** Melanie H., Christine W., Kerri R., Dave S., Tara C., Kenda G., Christy K., Yvonne N., Lindi C., Elissa W.
- III. Quorum:** Registrar Amber Hossak reports 63 members present, we do have quorum.
- IV. Approval of Agenda:** Amber Hossak; Second: Nevin Wilson
- V. Approval of minutes of previous meeting:** Shauna McGee; Second: Shayne Casey
- VI. Approval of Financial Report:** Nevin Wilson questioned what the plan was for the large GIC the club holds. Dave answered that these funds are held in the GIC as a security blanket for lean years. Carrrie Fritz pointed out error in reporting package that the Casino Revenue and Fundraising figures had been transposed. With changes to these figures Carrie Fritz moved to accept the report; Second: Nevin Wilson.
- VII. Treasurer Addition to Report:** AGLC performed a full audit of club for 2010 on. Changes to the By-Laws proposed originated from this audit including the addition of dissolution clause and errors that were made in Skate Canada By-Laws. Due to errors from previous years \$38,930.44 in funds was returned to the casino account. Any AGLC funds must be spent on losses incurred in current year or on AGLC approved expenses.
- VIII. President Report:** Melanie Heemeryck is stepping down from position after three years as president and 5 years as a board member.

3 Programs are run by the club – CanSkate, CanPower and Test Level. CanPower continues to be very successful with full registrations and waiting lists. The coaching team Kerri and Lisa are recognized for their expertise in training aspiring hockey players.

Our club is very fortunate to have Coach Kerri with over 30 years of coaching experience and her Level 4 Certification. This certification means she is recognized by Skate Canada as an International Olympic Coach.

- IX. Returning Board Members:** Christine Walker, Dave Sargent, Tara Casey, Kenda Goyette, Christy Kidd, Yvonne Nyrose and Elissa W
- X. New Board Members:** Nevin Wilson, Carrie Fritz, Alyssa Saxby, Suzanne Swienik, Tara Robinson.
- XI. Amendments to By-Laws:** Changes to By-Laws stemming from AGLC audit previously sent to members to review. Nevin Wilson moved to accept amendments, seconded by Tracy Nakamura
- XII. Minute Book:** Minutes from all Board Meetings is available in a binder at the back of the room.
- XIII. Questions from the Floor:** No questions from the floor.
- XIV. Adjournment:** Shane Casey; Second: Amber Hossak



Okotoks Skating Club – Annual General Meeting Treasurer's Report - May 4, 2018

The 2017/2018 season was an action packed year and the corresponding financial results were very positive and solid. Enrolments continued to be good throughout the season. We started the year off with a warm up week at the end of August which was received very positively, so we are doing it again for the next season. We offered a Clinic which featured Kaetlyn Osmond, Ravi Walia and Tate McCrae which the Test Level Skaters All enjoyed immensely. We offered a Power Clinic, Simulation days for competitions. We continued to be a participant in the Pilot Canslate Disability Program which saw steady numbers similar to last year.

The Skating Club's fiscal year is from May 1 to April 30 of each year. Attached with this report is the unaudited Financial Statements for the fiscal year ending April 30, 2018. As in previous years, the financial statements will be audited in the upcoming month once an auditor is identified.

It is worth commenting on the **Profit & Loss Statement 05/01/2017 to 04/30/2018**. Our goal as a non-profit organization is to basically at least 'break even' each year, and that is what we set out to do this year. But any of you who are familiar with financial reporting understand that financial statements are only a 'snapshot' in time. A more accurate accounting will be available after all cheques have cleared and yearend adjustments made. If our AGM were at end of June this would not be a problem.

We started off the year with about \$54,359 in the bank and ended the year in April 30th with \$61,404 in the bank. According to our financial statements for this fiscal year receivables total was about \$267,282 and total payables were about \$262,183 leaving a net profit of \$5,100.

We currently have a balance of \$61,404 in the bank as of Apr30, 2016. We still have about \$25,486 of outstanding cheques to be cleared in May and additional revenues for Spring and Summer are still coming in. We only have 3 outstanding Invoices from the 2017-18 Season totaling \$882.

After the AGCL Audit which occurred from August 1st, 2016 and lasted until the end of November 2016, the AGCL request that we make changes to the way we calculate and determine our overall profit before using the Casino Funds to Pay for Allowable Expenses.

So after a quick account for the year I decided to issue one cheque from the Casino Account for \$16,476 to cover March Ice Fees. If I had not paid this from the Casino Account, our P&L would have shown an \$11,376 Loss. Our Casino Account had a beginning balance of \$57,541.54 and after writing one cheque this year to cover the March 2018 Ice Fees the account total is at \$41,065.16.

During Spring of 2017 we showed a loss of \$287. We had \$14,072 in revenue. Ice costs were \$6,128. Coaching and PA costs were \$4,484. Misc administrative expenses were \$3747. So our total expense was \$14,359

We did not run a summer program last summer because interest was low and we showed losses 2 years in a row. We have decided to run our summer session again this year with an improved program and times.

I tried to incur more expenses in the allowed AGCL categories which will allow us to use their funds without breaking the rules again. So I would be able to take advantage of as many AGCL expense rules as I could, I decided to place the expenses that AGCL deem as Not Allowed in the Income account to lower the total Incomes for certain Chart of

Accounts. Because these incomes raise our total Club income, that negatively affects how much we can use of the Casino Funds to pay for allowable expenses at end of the year. Expenses that are to our advantage are booked in the correct expense category because they have no negative affect and in some cases are positive to lowering our overall profit.

It is the goal of the club which is non-profit to not show too much profit or risk audit from the societies that govern the non-profit organizations. According to the rules, we can make about \$5000 per year without having issues with Societies or the AGLC.

We were able to put on a Gala this April and it was a great success. The event saw a lot of great performances and the volunteers were all there to make sure the behind the scenes work was carried out without a hitch. We through Donations, Skater Fees, Raffle Ticket Sales, Bottle drive had revenues at \$13,648. Our Ice was \$3,021. The Coaching expense was \$4,600. Costume/Props/Misc expense was \$3,177. The Admin Fees were \$871. Total expense was \$11,669 leaving use with a \$1,979 profit. In the past we have always have shown about \$7000 - \$9000 loss, so this profit was due to greatly appreciated donations and a very successful raffle.

Two of our GIC's matured this year. The \$24,000 and the \$6,000 GIC was deposited along with \$588 interest. I then repurchased 2 more GIC's for the same amounts to mature in January 9, 2019. Our other 2 GIC's will mature in 2023 and 1 more in July 16, 2019. Our total GIC's portfolio is value is currently at \$109,764.

I am please to say that as of January 23, 2018, The Okotoks Skating Club Bylaws were accepted by Societies and Stamped approved and filed. This endeavour has taken 4 years of back forth with Skate Canada, AGLC and Societies as well as the help from Yvonne and me to achieve this task. There had been a few more minor wording adjustments back in Oct – Dec 2017 but they were taken care of and we held a special meeting and was voted on and passed. All the prior year's financials for 2014-15, 2015-16, and 2016-17 were also filed and accepted by Societies as well. I will be sending them our 2017-18 financials soon after AGM so we will be right up to date with them.

So I'm pleased to say as Treasurer with the club, I feel very positive about our financial position. We spent some money to increase the clubs assets, trained our coaches to be current in Skate Canada delivery of Programs, upgraded equipment to allow us to better deliver programs and spent some funds to promote programs we offer to the skaters.

I have decided that after 4 years as Treasurer, that it might be time for a fresh new face performing the duties. So I will be stepping down as Treasurer and wish the new Treasurer all the best. I will be around the club still trying to pass my last dances I hope, and for help in any way I can. Thank you all for your support over the years, it's been great. We have a great club and group of dedicated parents and skaters.

Thank you,
Dave Sargent
OSC Treasurer 2017-2018 Season

12:04 PM

05/04/18

Accrual Basis

Okotoks Skating Club
Balance Sheet
As of April 30, 2018

	Apr 30, 18
ASSETS	
Current Assets	
Chequing/Savings	
Royal Bank Casino	41,065.16
Royal Bank General	52,393.73
Royal Bank GIC	109,764.00
Total Chequing/Savings	203,222.89
Accounts Receivable	
11000 · Accounts Receivable	882.00
Total Accounts Receivable	882.00
Other Current Assets	
12000 · Undeposited Funds	235.70
Total Other Current Assets	235.70
Total Current Assets	204,340.59
TOTAL ASSETS	204,340.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
5 · RBC VISA Card	-977.81
Total Credit Cards	-977.81
Total Current Liabilities	-977.81
Total Liabilities	-977.81
Equity	
31500 · Equity	235,747.38
32000 · Unrestricted Net Assets	-35,528.55
Net Income	5,099.57
Total Equity	205,318.40
TOTAL LIABILITIES & EQUITY	204,340.59

11:57 AM

05/04/18

Accrual Basis

Okotoks Skating Club

Profit & Loss

May 2017 through April 2018

May '17 - Apr 18

Income	
100 · Registration	257,400.01
105 · Pickup Ice	2,476.50
110 · Test Day Fees	1,992.97
115 · AGM	482.15
130 · Investment Income	588.00
135 · Simulations	2,925.22
150 · Apparel	-28.03
155 · Partnering	-426.00
160 · Gala	2,631.87
170 · StarsOnce Tickets	-760.50
Total Income	267,282.19
Expense	
200 · AGM Expense (AC10)	5,474.28
205 · Coaching (NA)	51,518.00
207 · Bonus (NA)	1,350.00
210 · Dryland Coaching (NA)	3,517.50
215 · Meetings (AC10)	30.35
220 · Skate Canada (RAF)	23,994.34
225 · Ice Rental Fees (RF)	123,186.84
235 · Program Development (NA)	5,968.00
240 · Licensing (RAF)	1,764.28
245 · Office Supplies (AC10)	3,344.48
250 · Postage & Shipping (AC10)	338.24
255 · Internet (AC10)	1,132.79
260 · Professional Fees (NA)	2,272.48
265 · Planning and Admin (NA)	348.00
266 · Registrar Fees (NA)	7,900.00
270 · Advertising & Promotion (PA)	12,416.19
280 · Awards (AW)	2,073.27
285 · Music Supplies (AC10)	1,178.75
290 · Equip & Athletic Supplies (EP)	-1,387.16
296 · Judge/Officials Mileage (OJF)	1,996.20
305 · Meals & Entertainment (NA)	39.78
335 · Ramp Fees (RAF)	1,125.60
340 · Chase Fees (RAF)	619.52
345 · Bank Fees & Charges (AC10)	268.82
350 · Miscellaneous (NA)	0.00
355 · Uplifter Fees (RAF)	2,244.15
360 · Telus (AC10)	1,191.90
365 · Bambora Fees (RAF)	6,493.80
370 · Bambora Testing (RAF)	0.00
375 · Skater Development (NA)	1,211.48
385 · Donation (DWAB)	300.00
395 · Christmas Expenses (AC10)	270.74
Total Expense	262,182.62
Net Income	<u>5,099.57</u>

12:25 PM

04/05/18

Cash Basis

Okotoks Skating Club
Profit & Loss by Class
 May 2017 through April 2018

	Academy	Admin	Adult/Teen Gr...	AGM	Apparel	CanPower	CanSkate	Clinics	DryLand	Gala	Music	Partnering	Simulations	Skate Canada
Income														
100 · Registration	10,355	(36)	2,504			39,364	92,179							
105 · Pickup Ice			168			35								
110 · Test Day Fees														
115 · AGM				482										
130 · Investment Income		588											2,925	
135 · Simulations					(327)					2,632		(506)		
150 · Apparel	128													
155 · Partnering														
160 · Gala														
170 · StarsOnIce Tickets														
Total Income	10,483	552	2,672	482	(327)	39,399	92,179			2,632		(506)	2,925	
Expense														
200 · AGM Expense (AC10)		5,474												
205 · Coaching (NA)	2,732	1,856	153			8,480	20,885	3,075	2,436		210			
207 · Bonus (NA)		1,350						1,200	2,318					
210 · Dryland Coaching (NA)														
215 · Meetings (AC10)		30	36					20						
220 · Skate Canada (RAF)		1,877	3,591			6,707	15,181	662	2,203				808	20,550
225 · Ice Rental Fees (RF)														
235 · Program Development (NA)	1,498	5,968												
240 · Licensing (RAF)		1,764					1,014							
245 · Office Supplies (AC10)		2,273												
250 · Postage & Shipping (AC10)		311									28			
255 · Internet (AC10)		1,133												
260 · Professional Fees (NA)		2,272												
265 · Planning and Admin (NA)	80	50					218							
266 · Registrar Fees (NA)		7,900						3,054		58				
270 · Advertising & Promotion (PA)		8,726												
280 · Awards (AW)		1,099												
285 · Music Supplies (AC10)		279		578							900			
290 · Equip & Athletic Supplies (EP)		(1,828)											1,250	
296 · Judge/Officials Mileage (OJF)														
305 · Meals & Entertainment (NA)		1,126												
335 · Ramp Fees (RAF)		620												
340 · Chase Fees (RAF)		269												
345 · Bank Fees & Charges (AC10)														
350 · Miscellaneous (NA)		2,244												
355 · Uplifter Fees (RAF)		1,192												
360 · Telus (AC10)		6,494												
365 · Bambora Fees (RAF)														
370 · Bambora Testing (RAF)		630						581						
375 · Skater Development (NA)		300												
385 · Donation (DWAB)		271												
395 · Christmas Expenses (AC10)														
Total Expense	4,309	53,679	3,780	578	(327)	15,187	38,670	8,964	6,956	58	1,137	(506)	2,156	20,550
Net Income	6,173	(53,127)	(1,107)	(95)		24,213	53,509	(8,964)	(6,956)	2,574	(1,137)		769	(20,550)

Okotoks Skating Club
Profit & Loss by Class
 May 2017 through April 2018

12:25 PM
 04/05/18
 Cash Basis

	SmAcademy	SmCanPower	SmTestLevel	SpAcademy	SpCanPower	SpCanSkate	SpTestLevel	Stars on Ice	Summer	Test Days	Test Level	Unclassified	TOTAL
Income	556	462	1,364	1,180	7,371	7,869	7,422	(416)		32	86,045	329	256,581
100 · Registration											2,437		2,437
105 · Pickup Ice										2,031	2,234		1,993
110 · Test Day Fees											(38)		482
115 · AGM													588
130 · Investment Income													2,925
135 · Simulations													(199)
150 · Apparel											80		(426)
155 · Partnering													2,632
160 · Gala													(761)
170 · StarsOnIce Tickets								(761)					
Total Income	556	462	1,364	1,180	7,371	7,869	7,422	(1,177)		2,063	88,320	329	266,252
Expense													
200 · AGM Expense (AC10)													5,474
205 · Coaching (NA)											11,594		51,518
207 · Bonus (NA)													1,350
210 · Dryland Coaching (NA)													3,518
215 · Meetings (AC10)													30
220 · Skate Canada (RF)										1,512			23,994
225 · Ice Rental Fees (RF)										1,797	89,744		123,187
235 · Program Development (NA)									997				5,968
240 · Licensing (RAF)													1,764
245 · Office Supplies (AC10)													3,344
250 · Postage & Shipping (AC10)													338
255 · Internet (AC10)										58			1,133
260 · Professional Fees (NA)													2,272
265 · Planning and Admin (NA)													348
266 · Registrar Fees (NA)													7,900
270 · Advertising & Promotion (PA)													12,416
280 · Awards (AW)													2,073
285 · Music Supplies (AC10)													1,179
290 · Equip & Athletic Supplies (EP)													(1,387)
296 · Judge/Officials Mileage (OJF)											44		1,996
305 · Meals & Entertainment (NA)													40
335 · Ramp Fees (RAF)													1,126
340 · Chase Fees (RAF)													820
345 · Bank Fees & Charges (AC10)													269
350 · Miscellaneous (NA)													2,244
355 · Uplifter Fees (RAF)													1,192
360 · Telus (AC10)													6,494
365 · Bambora Fees (RAF)													
370 · Bambora Testing (RAF)													
375 · Skater Development (NA)													1,211
385 · Donation (DWAB)													300
385 · Christmas Expenses (AC10)													271
Total Expense									997	3,781	101,382		262,183
Net Income	556	462	1,364	1,180	7,371	7,869	7,422	(1,177)	(997)	(1,719)	(13,062)	329	4,070

12:02 PM

05/04/18

Accrual Basis

Okotoks Skating Club

Trial Balance

As of April 30, 2018

	Apr 30, 18	
	Debit	Credit
Royal Bank Casino	41,065.16	
Royal Bank General	52,393.73	
Royal Bank GIC	109,764.00	
11000 · Accounts Receivable	882.00	
Registration Recievable	0.00	
12000 · Undeposited Funds	235.70	
997 · Deposits Paid	0.00	
5 · RBC VISA Card	977.81	
998 · Prepaid Registrations	0.00	
30000 · Opening Balance Equity	0.00	
31500 · Equity		235,747.38
32000 · Unrestricted Net Assets	35,528.55	
100 · Registration		257,400.01
105 · Pickup Ice		2,476.50
110 · Test Day Fees		1,992.97
115 · AGM		482.15
130 · Investment Income		588.00
135 · Simulations		2,925.22
150 · Apparel	28.03	
155 · Partnering	426.00	
160 · Gala		2,631.87
170 · StarsOnIce Tickets	760.50	
200 · AGM Expense (AC10)	5,474.28	
205 · Coaching (NA)	51,518.00	
207 · Bonus (NA)	1,350.00	
210 · Dryland Coaching (NA)	3,517.50	
215 · Meetings (AC10)	30.35	
220 · Skate Canada (RAF)	23,994.34	
225 · Ice Rental Fees (RF)	123,186.84	
235 · Program Development (NA)	5,968.00	
240 · Licensing (RAF)	1,764.28	
245 · Office Supplies (AC10)	3,344.48	
250 · Postage & Shipping (AC10)	338.24	
255 · Internet (AC10)	1,132.79	
260 · Professional Fees (NA)	2,272.48	
265 · Planning and Admin (NA)	348.00	
266 · Registrar Fees (NA)	7,900.00	
270 · Advertising & Promotion (PA)	12,416.19	
280 · Awards (AW)	2,073.27	
285 · Music Supplies (AC10)	1,178.75	
290 · Equip & Athletic Supplies (EP)		1,387.16
296 · Judge/Officials Mileage (OJF)	1,996.20	
305 · Meals & Entertainment (NA)	39.78	
335 · Ramp Fees (RAF)	1,125.60	
340 · Chase Fees (RAF)	619.52	
345 · Bank Fees & Charges (AC10)	268.82	
350 · Miscellaneous (NA)	0.00	
355 · Uplifter Fees (RAF)	2,244.15	
360 · Telus (AC10)	1,191.90	
365 · Bambora Fees (RAF)	6,493.80	
370 · Bambora Testing (RAF)	0.00	
375 · Skater Development (NA)	1,211.48	
385 · Donation (DWAB)	300.00	
395 · Christmas Expenses (AC10)	270.74	
TOTAL	505,631.26	505,631.26

12:34 PM

05/04/18

Accrual Basis

Okotoks Skating Club

Profit & Loss Prev Year Comparison

May 2017 through April 2018

	May '17 - Apr 18	May '16 - Apr 17	\$ Change	% Change
Income				
100 · Registration	257,400.01	202,069.14	55,330.87	27.4%
105 · Pickup Ice	2,476.50	1,699.84	776.66	45.7%
110 · Test Day Fees	1,992.97	7,526.81	-5,533.84	-73.5%
115 · AGM	482.15	3,550.88	-3,068.73	-86.4%
120 · Donations	0.00	350.00	-350.00	-100.0%
125 · Casino Revenue	0.00	45,176.04	-45,176.04	-100.0%
130 · Investment Income	588.00	1,176.00	-588.00	-50.0%
135 · Simulations	2,925.22	1,894.00	1,031.22	54.5%
140 · Fundraising	0.00	2,290.00	-2,290.00	-100.0%
150 · Apparel	-28.03	0.00	-28.03	-100.0%
155 · Partnering	-426.00	0.00	-426.00	-100.0%
160 · Gala	2,631.87	0.00	2,631.87	100.0%
170 · StarsOnce Tickets	-760.50	220.00	-980.50	-445.7%
Total Income	267,282.19	265,952.71	1,329.48	0.5%
Expense				
200 · AGM Expense (AC10)	5,474.28	5,926.28	-452.00	-7.6%
201 · Gala Expense (AC10)	0.00	358.67	-358.67	-100.0%
205 · Coaching (NA)	51,518.00	49,366.85	2,151.15	4.4%
207 · Bonus (NA)	1,350.00	1,750.00	-400.00	-22.9%
210 · Dryland Coaching (NA)	3,517.50	7,216.05	-3,698.55	-51.3%
215 · Meetings (AC10)	30.35	78.12	-47.77	-61.2%
220 · Skate Canada (RAF)	23,994.34	18,545.69	5,448.65	29.4%
225 · Ice Rental Fees (RF)	123,186.84	120,637.85	2,548.99	2.1%
230 · Club Expenses (AC10)	0.00	4,057.04	-4,057.04	-100.0%
235 · Program Development (NA)	5,968.00	5,857.28	110.72	1.9%
240 · Licensing (RAF)	1,764.28	0.00	1,764.28	100.0%
245 · Office Supplies (AC10)	3,344.48	3,522.09	-177.61	-5.0%
250 · Postage & Shipping (AC10)	338.24	0.00	338.24	100.0%
255 · Internet (AC10)	1,132.79	1,489.46	-356.67	-24.0%
260 · Professional Fees (NA)	2,272.48	3,237.33	-964.85	-29.8%
265 · Planning and Admin (NA)	348.00	9,501.50	-9,153.50	-96.3%
266 · Registrar Fees (NA)	7,900.00	0.00	7,900.00	100.0%
270 · Advertising & Promotion (PA)	12,416.19	8,250.02	4,166.17	50.5%
280 · Awards (AW)	2,073.27	737.85	1,335.42	181.0%
285 · Music Supplies (AC10)	1,178.75	980.96	197.79	20.2%
290 · Equip & Athletic Supplies (EP)	-1,387.16	4,723.22	-6,110.38	-129.4%
295 · Judge/Officials Perdiem (OJF)	0.00	240.61	-240.61	-100.0%
296 · Judge/Officials Mileage (OJF)	1,996.20	1,682.00	314.20	18.7%
300 · Clothing (NA)	0.00	606.34	-606.34	-100.0%
305 · Meals & Entertainment (NA)	39.78	891.99	-852.21	-95.5%
310 · Partnering Fees (NA)	0.00	1,548.00	-1,548.00	-100.0%
335 · Ramp Fees (RAF)	1,125.60	1,687.35	-561.75	-33.3%
340 · Chase Fees (RAF)	619.52	3,805.41	-3,185.89	-83.7%
345 · Bank Fees & Charges (AC10)	268.82	1,703.12	-1,434.30	-84.2%
350 · Miscellaneous (NA)	0.00	0.00	0.00	0.0%
355 · Uplifter Fees (RAF)	2,244.15	0.00	2,244.15	100.0%
360 · Telus (AC10)	1,191.90	0.00	1,191.90	100.0%
365 · Bambora Fees (RAF)	6,493.80	0.00	6,493.80	100.0%
370 · Bambora Testing (RAF)	0.00	0.00	0.00	0.0%
375 · Skater Development (NA)	1,211.48	0.00	1,211.48	100.0%
385 · Donation (DWAB)	300.00	0.00	300.00	100.0%

12:34 PM

05/04/18

Accrual Basis

Okotoks Skating Club
Profit & Loss Prev Year Comparison
May 2017 through April 2018

	May '17 - Apr 18	May '16 - Apr 17	\$ Change	% Change
390 - TestDay/Assess Expense (AC10)	0.00	0.00	0.00	0.0%
395 - Christmas Expenses (AC10)	270.74	0.00	270.74	100.0%
Total Expense	262,182.62	258,401.08	3,781.54	1.5%
Net Income	<u>5,099.57</u>	<u>7,551.63</u>	<u>-2,452.06</u>	<u>-32.5%</u>

Gala Costs Apr 2018

Donations	\$3,400.00
Skater Fees	\$4,050.00
Raffle Tickets	\$4,680.00
Ticket Sales	\$1,300.00
Bottle Drive Cash From Shauna Brunn	\$218.00
Total Revenue	<u>\$13,648.00</u>

Gala Practice Ice	\$1,947.72
Gala Sat Show Ice	\$1,072.95
Ice Costs Total	<u>\$3,020.67</u>

Coaching Costs Kerri	\$1,215.00
Coaching Costs Lisa	\$2,310.00
Coaching Costs Sarah	\$747.00
Coaching Costs Kristen	\$250.00
Coaching Costs Talia	\$78.00
Total Coaching Costs	<u>\$4,600.00</u>

Costume/Props/Misc Expenses

Lisa	\$575.16
Lisa	\$178.50
Lisa	\$40.16
Suzanne	\$593.42
Mia Saunders Apperance Fee	\$100.00
William Oddson Appearance Fee	\$100.00
Lisa	\$357.01
Carla Mevel	\$118.42
Christine Walker	\$232.18
Shanuna Brunn	\$110.07
Yvonne Nyrose	\$197.62
Jennifer Kuharski	\$283.45
Suzanne	\$71.33
Tara Casey (Tickets Printing)	\$195.14
SkateCan Sanction	\$25.00
Total Costume/Props/Misc Expenses	<u>\$3,177.46</u>

Bambora Fees	\$171.35
Admin	\$700.00
Total Fees Expense	<u>\$871.35</u>

Total Cost	<u>\$11,669.48</u>
-------------------	---------------------------

Profit/Loss	<u>\$1,978.52</u>
--------------------	--------------------------

SPECIAL RESOLUTION

I hereby certify that the following special resolution was passed at a meeting of the members of the Okotoks Skating Club Corporate Number 506002013 on January 22, 2018.

The bylaws were changed as follows:

- The existing bylaws are repealed.
- They are replaced with the attached bylaws.

Date: JANUARY 22, 2018

Authorized Official/ President

Signature: 

Printed Name: Christine Walker

Authorized Official/ Vice-President

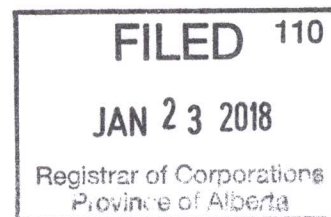
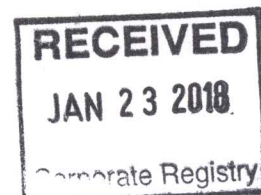
Signature: 

Printed Name: Yvonne Myrse

Authorized Official/ Treasurer

Signature: 

Printed Name: DAVE SARGENT





Club By-laws

Club Name: Okotoks Skating Club

Incorporation Date: February 17, 1994

Corporate Access Number: 506002013 of Alberta, Canada

By-laws Revision Date: November 08, 2017

PO Box 1002
Okotoks Alberta T1S 1B1

registrar.osc@gmail.com



By-Laws OF THE

Okotoks Skating Club

Name of Club

1000139

Club Number

Feb 17, 1994

Date of Incorporation

November 08, 2017

Date of Revision to By-laws

ARTICLE 1: NAME OF CLUB

The Name of the Club Shall be the Okotoks Skating Club hereinafter called the Club.

ARTICLE 2: SKATE CANADA

- a) A not-for-profit figure skating or skating club, or the figure skating or skating section of a not-for-profit club that is a member of Skate Canada and is managed by a volunteer board of directors for the general purpose of providing Skate Canada figure skating or skating programs for Skate Canada members.
- b) The Club shall pay such fees and such other charges as shall be required of clubs from time to time by Skate Canada.
- c) The Club shall abide by all Skate Canada By-laws, rules and regulations as per Skate Canada.
- d) The Club is located in the Alberta/NWT/Nunavut Section of Skate Canada.
- a) The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.
- b) The Club shall operate only Skate Canada figure skating and skating programs.
- c) Only Skate Canada Professional Coaches are permitted to teach figure skating and skating in the Club.

ARTICLE 3: BY-LAWS OF THE CLUB

- a) The By-laws, appended to this document, shall describe the organization and functions of the Club and the means by which members of the Club may elect the Club Board of Directors and control the property and activities of the Club.
- b) The By-laws, Rules and Regulations of Skate Canada and those of the Section in which the Club operates shall take precedence over any Club By-laws.
- c) Any Club By-law contrary to the By-laws, Rules and Regulations of Skate Canada and those of the Section shall be invalid. It is acknowledged that any provincial statute governing a Club has precedence over any inconsistent Skate Canada by-law relating to that Club.

BY-LAWS OF THE OKOTOKS SKATING CLUB

MEMBERSHIP

By-law 1: Club Membership

Membership in the Club shall be open to all, irrespective of sex, age, creed or colour and shall commence on May 1st or the first day fees are paid, whichever is later, and ending April 30th in the following year.

By-law 2: Skate Canada and Club By-laws, Rules and Regulations

All members shall uphold, observe and conform to the By-laws, Rules and Regulations of Skate Canada, the By-laws of the Club and such regulations as made by the Board of Directors of the Club.

By-law 3: Membership Fees

Members of the Club shall be registered with Skate Canada and pay such registration and other fees to Skate Canada as set from time to time by Skate Canada

By-law 4: Member in Good Standing

For a member of the Club to be considered in good standing with the Club, that member must pay Club fees as are stipulated by the Club Board of Directors in advance of the membership year in question. Members will not be permitted to take part in any Club activities if these fees are not paid within 21 days of the date set for payment. Members in arrears shall be considered as having terminated their club membership. Members not in good standing will not be permitted to take part in club activities nor have permission to take part in Skate Canada Sanction events such as tests, competitions.

By-law 5: Setting of Club Fees, Rules and Skating Hours

Fees, skating rules and skating hours of the Club shall be as the Board of Directors decides from time to time. Club membership shall commence on the first day of the Skate Canada membership year, 1 September, or the date that fees are paid (whichever is the latter) and terminate on the last day of the Skate Canada membership year, 31 August.

By-law 6: Suspension, Expulsion, Resignation from the Club

The Board of Directors may suspend or terminate membership of a member of the Club for acting contrary to the By-laws, Rules and Regulations of Skate Canada or of the Club. The executive will provide notice in writing. The notice will also provide an explanation for the termination. The individual desires, they shall have the right of appeal to the Board of Directors and to a General Meeting of members.

By-law 7: Classes of Club Membership

The classes of membership, eligibility and privileges shall be as follows:

- **Individual membership:** Non-skating members who have paid the fees as set by the club and are Associate Members of Skate Canada. Individual members of legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club.

- **Active Membership:** All eligible skaters who participate in a Club Skating Program and who have paid the fees as set by the Club and are Associate Members of Skate Canada. All Active Members of the legal age of 18 shall be entitled to one vote at each Annual General Meeting and Special Meeting of the Club. (Underage Active Members have no vote but may be represented by Special Members)
- **Special Membership:** Parent or guardian of legally underage Active Members who have paid the fees as set by the Club and are Associate Members of Skate Canada.
- **Partial Membership:** All eligible skaters who are Associate Member or Restricted Member of Skate Canada through another **Home** Club and have paid a reduced fee as set by the Club. NOTE: The conditions granted under these partial memberships may be added here (ie. ice time for practice only, no lessons, no vote, may not hold office).
- **Honorary Membership:** The Annual Meeting of members may elect any person an Honorary Member of the Club. An Honorary Member shall be exempt from Club dues (but not Skate Canada dues) and shall not vote at meetings of the Club unless otherwise qualified. They may have a voice at the meetings of the Club.
- **Restricted Membership:** A restricted member is an individual who is a paid employee (of the Club, Section or Association), a non-active coach, a performing professional skater or a professional dance partner. A restricted member is not permitted to hold elected office, may not vote at meetings, is not permitted to compete in competitions and is not permitted to officiate at tests or competitions.
- **Active Member (Non voting rights) or (Restricted Voting Rights)** – An active member (Non-voting rights) is a member who meets the following criteria. This includes a class of membership with restricted voting rights.

LIABILITY

By-law 8: Liability

The Club shall not be responsible for any damages, injury or loss of property to any member, guest or visitor to the Club regardless of the reason or nature of such damage, loss or injury. Every member, guest or visitor shall use the Club facilities at his or her own risk. The Club shall participate in the Skate Canada Club Liability and Member Accident Insurance programs.

CLUB MANAGEMENT

By-law 9: Members of Board of Directors, Committees and Club Delegate to Skate Canada The members of the Board of Directors, members and Chairs of committees, and the Club Delegate to Skate Canada must be members in good standing of the Club, be registered as Associate Members of Skate Canada, be of legal age and be eligible persons (with the exception of the Past President (1) Director. Skate Canada Professional Coach(es) may act as a representative(s) on the board in an advisory role but shall not have a vote as defined by the non-profit guidelines and bylaws.

By-law 10: General Management of the Club

The general management of the club shall be vested in an Executive consisting of: Immediate Past President, President, Vice-president, Treasurer, Ice Scheduler, and 4 Directors at large and a Coaching Representative. All of the above, with the exception of the Past President and the Coaching Representative shall be elected for a minimum of 2 year terms at the Annual General Meeting. The Coaching Representative shall be elected annually by and from within the coaches of the Club. The Past President shall be ex-officio and shall hold office until a new President has been duly elected. These persons shall receive no remuneration for any services in any capacity rendered to the club. The coaches representative with sit in an advisory role and shall not have a vote.

By-law 11: Holding of Board of Directors Office

The Board of Directors shall hold office until the close of the meeting at which their successors have been duly elected. Any member of the Board of Directors may be removed by the members by a 2/3 majority vote at a Special General Meeting duly called for that purpose.

By-law 12: Voting at Board of Directors Meetings

A quorum of the Board of Directors shall consist of 50% plus 1 members of the Board of Directors, including the Chair. NOTE: Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes. The meeting chair may vote only when the vote would change the result. Therefore the chair may vote to break a tie and thus pass the motion or to create a tie and thus defeat a motion. A majority of the Board of Directors shall form a quorum. By-law 13: Board of Directors Vacancies

Casual vacancy occurring between any Annual General Meeting of the Club may be filled until the next annual General Meeting by a majority vote of the executive or unanimous vote of the remaining members of the Board of Directors.

By-law 14: Board of Directors Member Absenteeism

If a Board of Directors Member is absent for more than 3 consecutive scheduled Board of Directors meetings, without good cause and/or without prior notification to the President or Secretary, then that office may be declared vacant by a majority vote of the Board of Directors.

By-law 15: Role of President

The President shall act as Chair of all Board of Directors and general meetings. In his/her absence, the Vice-president will fill this duty.

By-law 16: Role of Treasurer

The Treasurer shall be responsible for the safe control of all Club funds, for preparing and submitting to the Board of Directors on a regular basis an annual budget and keeping such records as are required for financial review. The club does not use a society's seal. The Treasurer is responsible for arranging for an audited annual financial statement for each fiscal year. The signatories shall be the Treasurer and the President or Vice-president for all cheques and legal documents.

By-law 17: Role of Secretary

The Secretary shall deal with all correspondence, subject to the approval of the President or his/her delegate, shall issue all notices for Board of Directors and general meetings, shall take minutes at all meetings, and shall be responsible for submitting to Skate Canada and the Section such reports as are required by Skate Canada rules and other regulations.

By-law 18: Committees – President as ex-officio member

The President shall be an ex-officio member of all committees.

By-law 19: Committees - Appointment

The President shall appoint standing Committee Chairs who shall look after duties assigned to them. All Committee Chairs must submit the names of their Committee members to the President for approval.

By-law 20: Committees: Eligibility to Serve

All Club Board of Directors and members of Committees shall be eligible persons and shall be of legal age (18 years). They must be members in good standing of the Club and be Associate Members of the Association.

By-law 21: Rules of Order

Rules of order for all meetings, General and Board of Directors, shall be as outlined in Robert's Rules of Order in all cases in which they are applicable and consistent with the By-laws or special rules of the Association.

SKATE CANADA CLUB DELEGATE AND REGION COUNCILORS

By-law 22:

The Club Delegate to Skate Canada and/or the Section shall be appointed annually by the Board of Directors. The Delegate need not be a member of the Board of Directors. The Section and/or Skate Canada National Office shall be advised of the appointed delegate's name. The Club shall appoint a Councillor and an alternate Councillor to serve on the Region Council as required by the By-laws of the Region Council. The delegates and councillors shall report on activities at these meetings and shall be entitled to receive compensation for pre-approved expenses related to attendance at required meetings.

ANNUAL GENERAL MEETING

By-law 23: Timing, Quorum, Special Meeting Request

An Annual General Meeting shall be held within 30 days of the close of the club skating season/ fiscal year (April 30). Other general meetings may be held from time to time upon the request of the Board of Directors or upon written request 5 of Club Members. A quorum for an Annual General Meeting or Special Meeting shall be 10 percent of the eligible-voting members.

By-law 24: Written Notice

Written notice of all Annual General Meeting and Special Meetings shall be provided 10 days in advance to each eligible voting member. The notice shall include the time and place of the meeting, the agenda, full details of any proposed amendments to these By-laws and a complete list of the candidates nominated for elections.

By-law 25: Voting on Club Elections

Voting on Club elections shall be by secret ballot and a simple majority shall elect a candidate. Voting on other matters may be by a show of hands.

By-law 26: Eligibility to Vote

Voting for Club elections or on any matters pertaining to skating shall be restricted to eligible Club

members who are registered as Associate Members of Skate Canada and are 18 years of age and to Special Members of the club voting on behalf of their underage children (who are members of the Club and registered as an Associate Member of Skate Canada). Special Members shall have one vote per under age member of a family. Any member that receives remuneration in any capacity for any work rendered by the club shall not have a vote as regulated non-profit statutes and bylaws.

By-law 27: Order of Business

The order of business at an Annual General Meeting of the Club shall be as follows:

- Reading of the Notice of Meeting
- Quorum
- Approval of Agenda
- Minutes of the preceding General/Special meeting
- Confirmation of the actions taken by the Board of Directors
- Secretary's Report
- Treasurer's Report (Annual Financial Statement)
- Other Reports
- Election of Board of Directors
- Amendments to the By-laws
- Appointment of Auditors (as applicable)
- New Business

AMENDMENTS

By-law 28: Right to Submit, Process for Submitting

Any member of the Club, in good standing, may propose an amendment to the by-laws of the club. This proposal must be submitted in writing to the Club Board of Directors. All amendments shall be submitted to Skate Canada for approval. The proposed amendment will be presented to the Annual General Meeting or Special Meetings. All amendments must be submitted at least 21 days before the respective meeting. No amendment to the By-laws of the Club shall be accepted from the floor at any meeting.

By-law 29: Interim Amendments

Interim amendments to the By-laws may be requested by submitting the amendment in writing to the Board of Directors.

By-law 30: Voting of Amendments

The By-laws may only be rescinded, altered, or added to by way of a "Special Resolution" passed by a minimum of 75% of the voting members of the club in attendance at the Annual General Meeting or a special meeting of the membership.

By-law 31: Effective Force of Amendments to By-laws

The By-laws of the club shall only come into force until the Registrar of the Corporations as approved and registered them.

FUNDS

By-law 32:

The Treasurer or appointed registrar shall deposit all funds of the Club in such banks or other institutions as may be designated by the Board of Directors.

By-law 33:

All disbursements of club funds shall be by cheque or other auditable document.

By-law 34:

The Treasurer shall prepare a compilation statement of the financial transactions of the Club each year and the financial statements shall be made available to the membership of the Club. The audited books and records of the club may be inspected anytime upon giving reasonable written notice and arranging a time satisfactory for both parties to meet. The books containing the club's financial information will be audited each year. All the previous year's books will be kept in the Murray Arena Storage area that the club has been assigned.

By-law 35: Dissolution

The Board of Directors shall not recommend that the club be dissolved without first consulting Skate Canada. In the event that the club ceases to exist, after all liabilities have been paid and assets sold, the remaining funds shall not be distributed among the members but shall be distributed to one or more charitable organizations, associations or societies. This shall be designated by those charged with the responsibility of dissolving the club.

COMMITTEES

By-law 36: Finance Committee/Chair

This Committee shall be responsible for preparing the Club's annual budget and supervising the finances of the Club including the presentation of an independently reviewed annual statement of revenues and expenditures to its members. The books and financial statements are available for review by any member upon written request.

By-law 37: Nominating Committee

This Committee is responsible for selecting at least a full slate of candidates for election to the Club's Board of Directors and shall present such a slate to the Board of Directors no later than 21 days before an Annual Meeting in the year which an election is to be held. The Nominating Committee shall consist of a minimum of two members, one from the Board of Directors and one from the membership. Other nominations may be made by any member in good standing by a written submission to the nominating committee at least 3 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.

By-law 38: Membership Committee/Chair

This committee is responsible for promoting and developing membership in the Club and for ensuring submission of Club and member registrations to Skate Canada.

By-law 39: Skating Programs Committee/Chair

In consultation with the Club coaching staff, the Committee shall coordinate and oversee implementation and delivery of all Skate Canada skating programs including, but not limited to, CanSkate, CanPowerSkate, Synchronized Skating, STARSkate, Competitive Skate, and Talent Identification and Development. Reporting to the Skating Programs Committee is the Recreational

Skating Programs Sub-committee.

Note: Special Program Sub-committees, as deemed necessary by the club, may be formed. These Sub-committees may include, but are not limited to:

- Carnival/IceShow Committee/Chair
- Test Committee/Chair
- Music Committee/Chair
- Club Competition Committee/Chair
- Canskate/CanPower Committee/Chair
- Recreation Program Committee/Chair

By-law 40: Borrowing of Funds

For the purpose of carrying out the club's objectives, the club may borrow or raise or secure payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the club with at least a 75% vote of the Board of Directors.



To the OSC family,

As our season comes to a close, I look back at this year with great pride for all our Athletes. Some landed their first Waltz Jump others their Axel. Many tests passed and personal bests achieved at competition. We sent athletes to Nationals and Alberta Winter Games. No matter what the goals every athlete in our club should be very proud of their 2017-2018 skating season!

It takes a great army of volunteers to run the Okotoks Skating Club and I am very grateful for every one of them. To the men and women who sit on the board helping to run the club as efficiently as possible. We have a few board members leaving this year. Tara thank you for your diligence, you will be greatly missed next year. Dave, you have been with this club longer than I can remember. You have dedicated more time than anyone I have known. Your passion for this sport is evident in everything you do. Thank you for all the years you gave OSC.

Thank you to the crew who planned our wonderful workshop with Kaetlyn Osmond, Ravi Walia and Tate Mcrae.

The wonderful group who planned and ran Gala and all the parents who dedicate their talents and time to our club thank you be it the taxi drivers, picture takers and fans in the stands. Without you all we our club would not be the wonderful place for our athletes to learn and grow.

I feel a club is only as strong as their coaching staff.

Lisa, your enthusiastic attitude is infectious to everyone around you and it is a joy to watch you teach and encourage our skaters on the ice. Although to most of the club it looked like the gala was pulled together in a matter of weeks. It was not! Lisa's dedication off the ice is the reason we were able to pull it off. Thank you.

Sarah, when we started at the club you were still an athlete. Now not only are you a fabulous coach and choreographer you have taken on a lot of the administration roles off ice, can-skate, and PA scheduling duties all while juggling school. Thank you

Kristen, has guided our adult athletes to new skating goals. Congratulations on baby Makenna adding to the next generation of our OSC family

Kerri, you are the heart of the Okotoks Skating Club. Not only do you guide our skaters to great heights, mentor coaches, manage the board, and sooth parents you do it with grace and a smile. It's with your leadership that we are able to thrive as a club.

Looking forward to next year, it will be equally exciting as we will be hosting a competition in December. I feel like this is a great opportunity for our athletes to experience what it takes to run these wonderful events that they attend all year. I want to thank the parents who have already eagerly stepped forward to volunteer to run this event. We are going to need help from all the members of the club to make it a success. So please come talk to any member on the board about how you would like to help as we welcome hundreds of skaters to our town and show them what a wonderful club we have.

Christine Walker
President
Okotoks Skating Club



Vice President's Report

What another awesome year at OSC! It was an honour to watch as all of our skaters learned and grew so much over this season.

This year we underwent major changes to our website and registration system. A big "thank you" to Dave, Amber and Christy for all your help and time invested to ensure we were ready for go-live. As with all new systems we have experienced learning moments but we sincerely hope all members are enjoying our new platform and its benefits. Our communications now primarily originate from Uplifter and we now have the ability to easily target communications to different groups within our club. Members now will receive messages applicable to only your family or skater.

The people are what really make our club, and we are fortunate to have a dedicated group of coaches and volunteers who help make OSC successful. Your time and effort that you give to the club is greatly appreciated. We all look forward to working with you again next season!

Yvonne Nyrose
Vice President

A big Thank you, to all OSC Members, both Skaters and Parents, for your continued support within our community club! OSC is growing in membership, spirit and dedication, and thanks to our Team Spirit, we can count on having an encouraging atmosphere, an outstanding thirst and Passion for skating with successful Competitive and Recreational skaters alike.

Mission Statement “To provide Team coaching in a positive energetic and fun working environment for all. Through a variety of coaching methods provide a concrete base which develops and inspires all OSC Members to achieve his/her personal highest level of performance within the sport of skating”

From the very beginning of our Season, starting with our Clinic with Kateland Osmond right through to GALA 2018, and all the achievements in between we can honestly say this season is a true highlight and one to remember.

The coaching team are proud of all the athletes. You have reached and earned your personal skating goals this season, both in tests and competitions! On many occasions this season, both at test days and competitions, we had judges and evaluators comment on the high respect level, and how incredibly happy and passionate our skaters seem to be. Probably the best compliment any coach could ever receive!

In all avenues and disciplines, ... testing, simulating, competing and training, great success was made throughout the season. Our pathways set here at OSC with PRE-CANSkate, CANSkate, PRE-Power, Power, Academy, Junior , Intermediate, Senior , Adult and Competitive Skate continue to prove successful to provide the best training environment for levels.

OSC Coaches would like to extend an enormous Thank-you to the Board and Directors! These people are the heartbeat of our Club, and in many cases rarely get recognized for their outstanding efforts!

A very special Thank you to the Team of Coaches, who make the difference, each and every day in your child's life! Whether it be a skating skill, or an approach to decision making, strategizing to reaching their goals, or learning to stand on their own. Your OSC Coaches are here not only to make your children GREAT Skaters, but encouraging the development of GREAT People as well! Thanks team!!!

Yours in Skating,

Coach K:)

Kerri Roberts



Test Chair & Ice Scheduler Report

There were some exciting changes to testing this year. Upon completing Skate Canada's Coach Assessor Training, Coach Kerri and Coach Sarah were able to assess Star 1 – 5 level tests during regular lesson times. During the year, Coach Kerri and Coach Sarah assessed a total of 183 tests! We can proudly say that we have a 100% pass rate on those tests. Way to go skaters! And way to go Kerri and Sarah!

OSC hosted a test day in June 2017. We had 17 tests, with a 100% pass rate.

We also hosted a test day in December 2017. We had skaters from Foothills Skating Club and High River Skating Club. OSC had 23 high tests, with an 87% pass rate.

In February we had several skaters test at the High River Skating club, resulting in a 100% pass rate.

Our final test day of the season was in Black Diamond at the Foothills Skating Club. We had 26 high tests, with a 77% pass rate.

OSC will continue to work with both the High River and Foothills Skating Clubs to provide our skaters to several opportunities to test throughout the next year.

We would also like to thank Danny Moir for continuing to partner our skater for their dance tests.

Good job everyone! We look forward to another successful year.

Christy Kidd

Test Chair & Ice Scheduler Chair



We had a fun and exciting year! Our skaters participated in many competitions which seen them traveling to places like Spruce Grove, Sylvan Lake, Edmonton, Lethbridge and Calgary among others. As Competition Chair, I look after such things as: monitoring the competition website, notifying skaters of competition details, making sure deadlines are met, booking hotels, completing spreadsheets and cross referencing schedules, advising of changes and resolving scheduling conflicts.

As Events Chair, I get to plan fun events such as tonight! We are looking forward to participating in the Okotoks Parade on June 16! I hope you are loving our new OSC hoodies. Look for another chance to place an order as well preview new items that will be available at the beginning of our fall season. There are lots of exciting things happening for our club and I look forward to being a part of it again for 2018/19.

Kenda Goyette

Competition & Events Chair