



**OKOTOKS**  
**SKATING**  
**C · L · U · B**

# **ANNUAL GENERAL MEETING**

**Member Booklet**

**Compiled by Amber Hossack**

**5/10/2019**

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## **AGENDA FOR THE OKOTOKS SKATING CLUB**

### **ANNUAL BOARD MEETING**

**May 10, 2019**

- Call to Order 6:00 pm
- Approval of the Agenda for May 2019 Annual General Meeting
- Approval of Minutes of the preceding General Meeting (May 2018)
- Acceptance of the 2018/2019 Treasurer's Report
- President's Report
- Question and Answer period
- Nominations and Election of new Directors for 2019/2020
- Appointment of Auditors
- Adjournment

## Okotoks Skating Club

### Annual General Meeting (AGM) Minutes

May 4, 2018

- I. **Call to order 18:20**
- II. **Board:** Christine Walker, Yvonne Nyrose, Christy Kidd, Dave Sargent, Elisa Waldner, Suzanne Sweinink, Cathy Poole, Kenda Goyette, Kerri Roberts
- III. **Quorum:** Yvonne Nyrose reports 60 voting members. We do have quorum.
- IV. **Approval of Agenda:** approval – Shane Casey; second – Melanie Oszust
- V. **Approval of Minutes of previous meeting:** approval – Shane Casey; second – Angela Darrah
- VI. **Approval of Financial Report:** approval – Liat Kobetitch; second – Melanie Oszust
- VII. **President Report:** Dave Sargent will be leaving the board.  
We had a great start to the year with the Kaetlyn Osmond, Tate McRae, and Ravi Walia workshop.  
Looking forward to next year: We are hosting a competition. This is set to take place in December. Our club is encouraging parents to help with this monumental task. We will be needing many volunteers.
- VIII. **Returning Board Members:** Christine Walker, Yvonne Nyrose, Suzanne Sweinink, Kenda Goyette, Kerri Roberts, Elisa Waldner
- IX. **New Board Members:** Jennifer Kuharski – Treasurer; Cathy Poole – Secretary
- X. **Minute Book:** The minute book is available to anyone if they would like to review it.
- XI. **Questions from Floor:** No questions from the floor.
- XII. **Amendments to By-Laws:** The auditor for the 2017-2018 season was Claire Belshire.

**XIII. Adjournment:** approval – Shauna McGee; second – Ron Zastre

**Okotoks Skating Club Annual General Meeting  
Treasurer's Report – May 10, 2019**

**Profit & Loss Statement:**

Overall, for the year ended April 30, 2019, OSC is in a loss position of \$13,940 vs a loss in 2018 of \$19,574. The competition in December 2018 produced an overall profit of \$25,834. The proceeds were used to purchase new equipment for all skating programs, a new laptop, new iPad and 3 new iPods and gifts for skaters at all levels. A high-level breakdown of the gross profit and total expenses is below.

Gross Profit is higher than prior year by \$117,406 primarily due to the following:

- Revenue related to the competition for a total of \$85,234
- Summer registration in 2018 (no summer registration in 2017)
- Higher registrations overall in 2018/2019
- Higher pick-up ice and test day fees
- Higher investment income on matured GIC's

Total Expenses are higher than prior year by \$111,771 primarily due to the following:

- Expenses related to the competition of \$59,400
- Higher ice fees due to summer session
- Higher clothing expenses due to gifts to CanSkate, Academy and Test Skaters and CanPower Jerseys
- Higher club expense due to new ice logos in the Piper arena and a new laptop and printer
- Higher overall coaching fees
- Higher equipment and supplies due to new equipment for CanSkate, CanPower and Dryland training, a new iPad and storage carts for the CanSkate supplies
- Partially offset by lower advertising

**Balance Sheet:**

Overall, the balance sheet is similar year over year. A couple of items to note:

- Casino funds of \$41,065 as of April 30, 2018 were set to expire in February 2019. We put in a request to retain the funds for an additional 2 years (the maximum amount of time) and were successful in retaining the funds.
- Casino funds were used to pay for April ice fees.
- A GIC for \$52,000 came due in July 2018. Due to the upcoming competition, the Board decided to keep the funds in the general account just in case. The Board will look at what to do with these funds at their next meeting.
- Another 2 GIC's for a total of \$28,000 came due in January 2019. They were reinvested.

# Okotoks Skating Club

## PROFIT AND LOSS

May 2018 - April 2019

	TOTAL		CHANGE
	MAY 2018 - APR 2019	MAY 2017 - APR 2018 (PY)	
<b>INCOME</b>			
Registration	260,993.72	232,726.51	28,267.21
Registration - Competition	78,820.00		78,820.00
<b>Total Registration</b>	<b>339,813.72</b>	<b>232,726.51</b>	<b>107,087.21</b>
<b>Services</b>			
Sponsorship - Competition	2,388.45		2,388.45
Raffle Sales - Competition	1,980.00		1,980.00
Flower Sales - Competition	1,426.00		1,426.00
Registration Desk - Competition	620.00		620.00
<b>Total Services</b>	<b>6,414.45</b>		<b>6,414.45</b>
Pickup Ice	4,943.13	2,476.50	2,466.63
Test Day Fees	4,894.00	1,992.97	2,901.03
Investment Income	2,822.24	588.00	2,234.24
AGM	2,712.82	482.15	2,230.67
Simulations	2,070.00	2,925.22	(855.22)
Uncategorized Income	215.75		215.75
Gala	149.80	2,631.87	(2,482.07)
Apparel		(28.03)	28.03
Partnering		(426.00)	426.00
StarsOnIce Tickets		(760.50)	760.50
PA Credits	(4,021.63)		(4,021.63)
<b>Total Income</b>	<b>\$360,014.28</b>	<b>\$242,608.69</b>	<b>\$117,405.59</b>
<b>GROSS PROFIT</b>	<b>\$360,014.28</b>	<b>\$242,608.69</b>	<b>\$117,405.59</b>
<b>EXPENSES</b>			
Ice Rental Fees (RF)	140,957.29	123,186.84	17,770.45
Ice Fees - Competition	16,654.73		16,654.73
<b>Total Ice Rental Fees (RF)</b>	<b>157,612.02</b>	<b>123,186.84</b>	<b>34,425.18</b>
Coaching (NA)	50,611.05	51,518.00	(906.95)
Skate Canada (RAF)	23,076.23	23,994.34	(918.11)
Skate Canada - Competition	8,525.77		8,525.77
<b>Total Skate Canada (RAF)</b>	<b>31,602.00</b>	<b>23,994.34</b>	<b>7,607.66</b>
Clothing (NA)	23,018.98		23,018.98
Judge/Officials Perdiem (OJF)	2,284.04		2,284.04
Judges Travel/Accommodation - Competition	9,032.84		9,032.84
Judges Honorarium - Competition	4,200.00		4,200.00
<b>Total Judge/Officials Perdiem (OJF)</b>	<b>15,516.88</b>		<b>15,516.88</b>
Club Expenses (AC10)	7,292.04		7,292.04
Gift Bags - Competition	5,023.18		5,023.18
Program Printing - Competition	1,707.31		1,707.31
Flowers - Competition	926.61		926.61
Raffle Costs - Competition	334.26		334.26
<b>Total Club Expenses (AC10)</b>	<b>15,283.40</b>		<b>15,283.40</b>
Planning and Admin (NA)	10,033.00	348.00	9,685.00
Bambora Fees (RAF)	7,236.19	6,493.80	742.39
Bambora Fees - Competition	1,970.50		1,970.50

	TOTAL		
	MAY 2018 - APR 2019	MAY 2017 - APR 2018 (PY)	CHANGE
<b>Total Bambara Fees (RAF)</b>	<b>9,206.69</b>	<b>6,493.80</b>	<b>2,712.89</b>
Registrar Fees (NA)	8,400.00	7,900.00	500.00
Equip & Athletic Supplies (EP)	5,219.50	(1,387.16)	6,606.66
Equipment Rentals - Competition	1,896.06		1,896.06
Change Room Supplies - Competition	423.68		423.68
<b>Total Equip &amp; Athletic Supplies (EP)</b>	<b>7,539.24</b>	<b>(1,387.16)</b>	<b>8,926.40</b>
Dryland Coaching (NA)	6,445.84	3,517.50	2,928.34
AGM Expense (AC10)	5,932.08	5,474.28	457.80
Meals & Entertainment (NA)	383.85	39.78	344.07
Food for Hospitality Rooms - Competition	5,305.02		5,305.02
<b>Total Meals &amp; Entertainment (NA)</b>	<b>5,688.87</b>	<b>39.78</b>	<b>5,649.09</b>
Awards (AW)	2,200.17	2,073.27	126.90
Awards - Competition	1,671.59		1,671.59
<b>Total Awards (AW)</b>	<b>3,871.76</b>	<b>2,073.27</b>	<b>1,798.49</b>
Advertising & Promotion (PA)	3,734.89	12,416.19	(8,681.30)
Skater Development (NA)	3,080.00	1,211.48	1,868.52
Uplifter Fees (RAF)	2,703.63	2,244.15	459.48
Office Supplies (AC10)	1,967.54	3,344.48	(1,376.94)
Office Supplies - Competition	703.67		703.67
<b>Total Office Supplies (AC10)</b>	<b>2,671.21</b>	<b>3,344.48</b>	<b>(673.27)</b>
Bonus (NA)	2,350.00	1,350.00	1,000.00
Program Development (NA)	2,258.77	5,968.00	(3,709.23)
Music Supplies (AC10)	1,852.24	1,178.75	673.49
Telus (AC10)	1,132.00	1,191.90	(59.90)
Internet (AC10)	1,021.63	1,132.79	(111.16)
Miscellaneous (NA)	(156.02)	0.00	(156.02)
Miscellaneous - Competition	1,025.25		1,025.25
<b>Total Miscellaneous (NA)</b>	<b>869.23</b>	<b>0.00</b>	<b>869.23</b>
Licensing (RAF)	652.14	1,764.28	(1,112.14)
Donation (DWAB)	500.00	300.00	200.00
Bank Fees & Charges (AC10)	144.00	268.82	(124.82)
Simulation Expenses (AC10)	80.00		80.00
Judge/Officials Mileage (OJF)	72.90	1,996.20	(1,923.30)
TestDay/Assess Expense (AC10)	50.00		50.00
Partnering Fees (NA)	25.02		25.02
Chase Fees (RAF)		619.52	(619.52)
Christmas Expenses (AC10)		270.74	(270.74)
Meetings (AC10)		30.35	(30.35)
Postage & Shipping (AC10)		338.24	(338.24)
Professional Fees (NA)		2,272.48	(2,272.48)
Ramp Fees (RAF)		1,125.60	(1,125.60)
Stars on Ice Tickets	(5.45)		(5.45)
<b>Total Expenses</b>	<b>\$373,954.02</b>	<b>\$262,182.62</b>	<b>\$111,771.40</b>
<b>PROFIT</b>	<b>\$ (13,939.74)</b>	<b>\$ (19,573.93)</b>	<b>\$5,634.19</b>



# Okotoks Skating Club

## BALANCE SHEET

As of April 30, 2019

	TOTAL		
	AS OF APR 30, 2019	AS OF APR 30, 2018 (PY)	CHANGE
<b>Assets</b>			
Current Assets			
Cash and Cash Equivalent			
Royal Bank Casino	36,972.66	41,065.16	(4,092.50)
Royal Bank General	104,800.46	52,393.73	52,406.73
Royal Bank GIC	61,636.08	109,764.00	(48,127.92)
Undeposited Funds	2,234.20	235.70	1,998.50
<b>Total Cash and Cash Equivalent</b>	<b>\$205,643.40</b>	<b>\$203,458.59</b>	<b>\$2,184.81</b>
Accounts Receivable (A/R)			
Accounts Receivable	355.00	882.00	(527.00)
<b>Total Accounts Receivable (A/R)</b>	<b>\$355.00</b>	<b>\$882.00</b>	<b>\$ (527.00)</b>
<b>Total Current Assets</b>	<b>\$205,998.40</b>	<b>\$204,340.59</b>	<b>\$1,657.81</b>
<b>Total Assets</b>	<b>\$205,998.40</b>	<b>\$204,340.59</b>	<b>\$1,657.81</b>
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Accounts Payable (A/P)			
Accounts Payable	15,572.70		15,572.70
<b>Total Accounts Payable (A/P)</b>	<b>\$15,572.70</b>	<b>\$0.00</b>	<b>\$15,572.70</b>
Credit Card			
RBC VISA Card	0.00	(977.81)	977.81
<b>Total Credit Card</b>	<b>\$0.00</b>	<b>\$ (977.81)</b>	<b>\$977.81</b>
Prepaid Registrations	23,720.54	24,673.50	(952.96)
<b>Total Current Liabilities</b>	<b>\$39,293.24</b>	<b>\$23,695.69</b>	<b>\$15,597.55</b>
<b>Total Liabilities</b>	<b>\$39,293.24</b>	<b>\$23,695.69</b>	<b>\$15,597.55</b>
Equity			
Equity	235,747.38	235,747.38	0.00
Retained Earnings	(55,102.48)	(35,528.55)	(19,573.93)
Profit for the year	(13,939.74)	(19,573.93)	5,634.19
<b>Total Equity</b>	<b>\$166,705.16</b>	<b>\$180,644.90</b>	<b>\$ (13,939.74)</b>
<b>Total Liabilities and Equity</b>	<b>\$205,998.40</b>	<b>\$204,340.59</b>	<b>\$1,657.81</b>

**OSC Dec 7 - 9, 2018 Competition Budget**  
**Updated March 31, 2019**

**Income**

	<b>Actuals</b>	<b>Budget</b>	<b>Variance</b>
Registration			
Star 1 @ \$90		8,775.00	
Star 2 and up @ \$120		54,600.00	
Second Event @\$90		8,775.00	
	<u>78,820.00</u>	<u>72,150.00</u>	6,670.00
Sponsorship	2,388.45	4,000.00	(1,611.55)
Raffle sales	1,980.00	2,500.00	(520.00)
Flower sales	1,426.00	1,497.60	(71.60)
Vendor sales	-	125.00	(125.00)
Registration Desk	620.00	-	620.00
<b>Total Income</b>	<b><u>85,234.45</u></b>	<b><u>80,272.60</u></b>	<b><u>4,961.85</u></b>

**Expenses**

Officials			
Travel/Accomodations	9,032.84	10,052.00	(1,019.16)
Honorariums	4,200.00	5,250.00	(1,050.00)
	<u>13,232.84</u>	<u>15,302.00</u>	(2,069.16)
Ice Fees	16,654.73	17,200.00	(545.27)
Bambora Fees	1,970.50	-	1,970.50
Judges/Volunteers Hospitality	5,305.02	5,000.00	305.02
Supplies for Hospitality/Judges	-	750.00	(750.00) *combine with Judges' stands
Ribbons and Medals	1,671.59	2,000.00	(328.41)
Flowers	926.61	1,049.64	(123.03)
Judges' stands rental	1,896.06	1,100.00	796.06 *combine with Supplies for Hosp
Sanction fee	200.00	200.00	-
Section levy	3,855.00	3,560.00	295.00
Section/Region equipment	687.85	1,000.00	(312.15)
Program printing	1,707.31	1,500.00	207.31
Raffle Ticket Printing	334.26	150.00	184.26
Skater Gift Bags	5,023.18	5,220.00	(196.82)
Rental of Walkie Talkies	-	200.00	(200.00)
Change Room Supplies	423.68	500.00	(76.32)
Volunteer Lanyards	41.98	150.00	(108.02)
Misc	1,399.09	500.00	899.09
<b>Total Expenses</b>	<b><u>55,329.70</u></b>	<b><u>55,381.64</u></b>	<b><u>(51.94)</u></b>
<b>Profit</b>	<b><u>29,904.75</u></b>	<b><u>24,890.96</u></b>	<b><u>5,013.79</u></b>
Profit Sharing Paid to Skate AB	(4,070.77)	-	(4,070.77)
<b>Net Profit to OSC</b>	<b><u>25,833.98</u></b>	<b><u>24,890.96</u></b>	<b><u>943.02</u></b>



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. No matter what the goals every athlete in our club should be very proud of their 2018-2019 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 women who sit on the board helping to run the club as efficiently as possible. We had some new additions to the board last year and all of them have been a wonderful asset to our team.

In December we welcomed hundreds of skaters and their families to our town for a competition. I want to thank the men and women who gave up so much time in the

planning and running of this event. It was a overwhelming success for everyone involved.

As always, I believe our club is only as good as our coaches. Thank you to our entire coaching team for the hours you put into our children. Although we lost Danny, I am excited to see what our new coaches bring to our OSC family.

Looking forward to next year, it will be equally exciting as we will be hosting a competition in September for the highest ranked skaters in Alberta. It will be a great opportunity for our skaters to see where their hard work can take them. Also, in 2020 we will be planning another fun filled Gala. As always, we will be looking for dedicated volunteers to plan and run these events.

Thank you all for making this a wonderful family to be a part of.

Christine Walker



What another wonderful year at OSC! It was a pleasure to serve as Vice President and work with a wonderful organization. I would like to thank my fellow board members for all they have done this season, they are a very dedicated and supportive group. To all our coaches I am grateful for the guidance you provide our skaters both on and off the ice. Thank you to our Registrar Amber for being the backbone of our organization and being the one in behind the scenes running our club every day of the year.

It was an exiting year watching all of our skaters grow and mature on the ice. We had so many opportunities to see them showcase their skills at competitions – starting at home in Okotoks at the STARSkate Invitational in December and ending with the STARSkate Championships held in Airdrie this March. Well done all of you, you should be very proud of your accomplishments.

I look forward to another exciting year in 2019 / 2020 for OSC. It will be another busy season hosting the Fall Invitational this September and with our Casino in late 2019. Put these dates in your calendar, we will be needing many hands involved to make these events a success.

Yvonne Nyrose  
Vice President



## AGM COACH REPORT 2018-2019

A big thank you, to all OSC members, both skaters, parents and coaches for your continued support within our family. Your dedication to OSC allows us to grow in membership, spirit and and thanks to our team, 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”***

Within our 2018-2019 Season, we attended 10 competitions, one of which we hosted. Our athletes put out personal bests at every turn, and our OSC membership eluded the best in sportsmanship. Our successful hosted competition, held in December of 2018, not only pulled us tightly together as a club team, but it also put us “on target” with the Alberta Section, proving we are beyond capable. With that, we are honoured to host an early competition for the Competitive Skaters in September!

This was our first *full* season implementing the STAR 1-5 testing procedures and we are proud to announce, we had a 100% pass rate! Congratulations to all athletes! Soon to come will be STAR 6-10 and your coaches will be your evaluators for these tests as well. Next season we will see the pilot to this, and 2021 this will likely be in action for Skate Canada Clubs.

Our pathways set here at OSC with PRE- CANSkate, CANSkate, PRE-Power, CanPower, Academy, Junior , Intermediate, Senior , Dry-land, Adult and Competitive Skate continue to prove successful to provide the best training environment for levels, and moving forward into 2019-2020 our Calendar remains the same.

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. These fine ladies dedicate numerous hours to the club, that in turn benefit your Childs progress and development. Thank you to Christine Walker ( President), Yvonne Nyrose ( Vice President), Kenda Goyette ( Competition & Events Chair), Jenifer Kuharski ( Treasurer), Christy Kidd ( Ice Scheduling & Test Chair), Cathy Poole ( Secretary), Suzanne Swienink ( Director) and Amber Nelson ( Registrar) Additionally we recognize those, that while they choose not to sit on the Board, still find a helping hand whenever they can, filling the gaps to provide the best club we can be!

This season marked the retirement of one of our finest coaches Danny Moir. To fill his shoes ( skates) will be our very own Thomas Williams starting in July 2019. New to our staff this season, was Barb Westhaver, who without a doubt, fit right in and made OSC a better place to train.

A very special thank you to the team of Coaches, all of whom 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! To the Team of Coaches- Barb, Isabella, Kristen, Lisa, Sarah and Talia - Hats off to another spectacular season, full of OSC Awesomeness!

Yours in Skating,

Coach K:)  
Kerri Roberts



## Okotoks Skating Club Annual General Meeting

### Test Chair Report – May 10, 2019

I would like to thank the OSC coaching staff for all their hard work in preparing and testing out skaters. We had another successful year, where we had some skaters testing for the very first time, while some of our senior skaters successfully pass Gold Level Interpretive and Dance. I would also like to thank all the volunteers who helped out on test days. Your help makes all the difference! Here is a summary of test completed this year.

Star 1 - 5 Tests (Coach Assessed)		Junior	Intermediate	Senior
<b>Free Skating Tests</b>				
Star 1 Free Skate		15		
Star 2 Free Skate - Elements		4	11	
Star 2 Free Skate - Program		9	17	4
Star 3 Free Skate - Elements			16	7
Star 3 Free Skate - Program		2	22	
Star 4 Free Skate - Elements			9	7
Star 4 Free Skate - Program			16	5
Star 5 Free Skate - Elements			3	3
Star 5 Free Skate - Program			3	2
<b>Ice Dance Tests</b>				
Star 1 Ice Dance		8		
Star 2a Ice Dance - Dutch Walz		15	1	
Star 2b Ice Dance - Canasta Tango		12	1	
Star 3a Ice Dance - Baby Blues		3	4	
Star 3b Ice Dance		4	10	
Star 4a Ice Dance - Swing Dance		4	10	
Star 4b Ice Dance - Fiesta Tango			9	1
Star 5a Ice Dance - Willow			9	2
Star 5b Ice Dance			8	5



<b>Skating Skills Tests</b>					
Star 1 Skating Skills		13	1		
Star 2 Skating Skills		2	11		
Star 3 Skating Skills			17	5	
Star 4 Skating Skills			9	10	
Star 5 Skating Skills			4	5	
<b>Total</b>		<b>91</b>	<b>191</b>	<b>56</b>	
<b>High Tests</b>		<b>Intermediate</b>	<b>Senior</b>		
<b>Free Style Tests</b>					
Senior Bronze Elements			1		
Senior Bronze Program			2		
Junior Silver Elements			2		
Junior Silver Program					
Senior Silver Elements			1		
Senior Silver Program					
Gold Elements					
Gold Program					
<b>Skating Skills Tests</b>					
Senior Bronze Skating Skills		1	1		
Junior Silver Skating Skills			2		
Senior Silver Skating Skills			3		
Gold Skating Skills					
<b>Interpretive Tests</b>					
Introductory Interpretive		10	6		
Bronze Interpretive		8	6		
Silver Interpretive			2		
Gold Interpretive			4		

High Tests		Intermediate	Senior
<b>Ice Dance Tests</b>			
<b>Senior Bronze Dance Tests</b>			
Ten-Fox		7	4
Fourteenstep		2	2
European		3	4
Bronze Creative Dance			
<b>Junior Silver Dance Tests</b>			
Keats' Foxtrot		3	4
Harris Tango			1
American Walz		1	2
Rocker Foxtrot			1
<b>Senior Silver Dance Tests</b>			
Paso Doble			1
Starlight Waltz			1
Blues			2
Kilian			4
Cha-Cha Congelado			
Silver Creative Dance			
<b>Gold Dance Tests</b>			
Viennese Waltz			2
Westminster Waltz			
Quickstep			
Argentine Tango			2
Silver Samba			1
Gold Creative Dance			
<b>Total</b>		<b>35</b>	<b>61</b>

Christy Kidd