



## NOTICE OF ANNUAL GENERAL MEETING

The St. Thomas Skating Club's Annual General Meeting and Awards Ceremony will take place on **Saturday May 25<sup>th</sup>, 2024, at 7pm** at the **St. Thomas-Elgin Memorial Arena (auditorium)**

The agenda will be:

1. Reading of Notice
2. Establishment of Quorum
3. Approval of Agenda
4. Adoption of 2023 AGM Minutes
5. Director Reports
6. Annual Financial Report
7. 2024/2025 Board of Directors
8. Amendments to the Constitution and By-Laws
9. Presentation of Awards
10. Adjournment

All members of the club are encouraged to attend the meeting.

Notice of an intention to run for a position on the STSC Board of Directors must be received **21 days prior to the meeting date** and can be emailed to [st.thomasskatingclub@gmail.com](mailto:st.thomasskatingclub@gmail.com). No nominations are allowed from the floor of the meeting.

Candidates nominated to date: Elizabeth Gough, Wendy Coombs, Pat Mellor, Kelly Metcalf, Anne Marie Moss, Valerie Orendorff, Alison Apfelbeck, Melanie Chapman, and Jordan Innanen.

Committee Chairpersons may be appointed by the new Board at the next Board meeting, which will follow the AGM.

## Director Reports

### President

It has been a busy and successful 2023-24 season for the St. Thomas Skating Club. Our membership continues to grow. The club is realizing the results of the past four years of strategic investments. Programming has expanded, the coaching team is stronger than ever, performance opportunities have been offered, more skaters are representing the STSC and at higher performance levels, and another successful annual Ice Show took place in April. So many new families have joined our skating family this year – a heartwarming welcome to you all. As we move into the 2024-25 season, we will continue to work diligently to ensure we are providing fun, challenging, affordable and inclusive skating programs in St.Thomas-Elgin.

A confirmation of actions taken by your Board of Directors for 2023-24 season:

- Board of Directors orientation and training offered for incoming board in May of 2023. This set the tone and expectations of the Board member duties and conduct. This training was well received and a great first step in ensuring that the Board is well equipped both strategically and operationally to deliver on their governance duties.
- Opened up conversation with the City Manager and Director of Parks and Recreation around the important issue of Gender Equity in sport and how the ice allocation policy and process needs to be modernized.
- Another successful spring skating session was offered in 2023.
- Navigated the logistic and program challenges resulting from the Kraft Hockeyville NHL game at JTCC in September 2024.
- Began the Skate Canada CanSkate Excellence Accreditation process. STSC is currently considered to be 'Engaged' Excellence status but will be looking to achieve full Excellence status next season.
- Installed the STSC logo on ice at Memorial this year!
- EnergICE Synchronize Skating has expanded to three youth and three adult teams – close to 100 skaters are now involved in this discipline, representing the Club.
- Development team has increased from 17 to 22 skaters.
- Continued partnership with BallSk8 has led to tremendous success for all skaters.
- Starskate program has doubled in number of athletes.
- Supplied new Coach teamwear for both regular sessions and special events.
- Supplied new Board wear for easy identification while at the arena and club events.
- Competitive skaters represented the club at a number of Skate Ontario competitions.
- Continued the comprehensive off-ice program started last year for Starskaters.
- CanSkate Report Cards have been moved back from digital to paper this season, as there were process complications utilizing Uplifter. We continue to seek a more seamless solution for CanSkate report cards in the future.
- Storage Room cleanout and inventorying Summer 2023.
- New program material investments were made in the Fall (i.e., bingo dabbers, bubble machine, spinners, glow lighting accessories, etc.)
- Alignment of STSC operations and constitution with Ontario Not-For-Profit Act (ONCA) underway and on track to meet legislative requirements by October 2024.
- New Club budgeting process established with goal of increasing financial literacy competency of Board members.
- Hosted a number of parent meetings throughout the year. We hope these have been helpful to our membership.

- New Member Code of Conduct approved and implemented by the Board this year. Roll-out first with Development Team skaters and due to roll-out more broadly for all members Fall/Winter 2024/25.
- Bingo Policy and operational process approved by the Board and implemented.
- Incident of Injury Reporting Procedure approved and implemented due to a number of unfortunate accidents that occurred this year.
- Lobbied for the Memorial sound system to be upgraded this season. A new mixer board was purchased by the City and installed, along with a new Bluetooth system. Further discussions to take place surrounding upgrades to the speakers for next season.
- 3rd annual EnergICE Synchro Gala hosted in Aylmer in January 2024.
- City of St. Thomas Community Grant program recipient of \$3300 for Ice Show facility costs.
- The annual Ice Show returned April 6th, 2024. Necessary investments made in the previous year for hardware items (i.e., Curtain/Backdrop, Lighting, Board Coverings, two-way radios, etc.) allowed the club to budget more for costumes this year. All expenses for the Ice Show were covered by revenue generated through ticket sales, program sales, donations, grants, etc. Ice Show Committee tasks are now well understood, and documentation will form a solid basis for future shows.

Thank you to all of our volunteers – for coming together to ensure that programming was offered safely and enthusiastically to our membership. Thank you, Coaches, – for your creativity, energy, and professionalism on and off the ice. Thank you, parents, – for believing in your skater(s) and our programs. Thank you, skaters, – for your dedication to the sport and for working as hard as you have this year! And thank you to my fellow Board Directors – it has been a pleasure to work alongside such dedicated individuals who consistently give back to the skating community in more ways than can be measured.

Yours in skating,  
Elizabeth Gough

### **Treasurer**

Another fantastic year in the books !!!

So proud of all our skaters achievements. With everyone's support, we continue to excel beyond our vision and success every year.

Very happy to report that we turned a nominal profit this year as we continue to invest in the Club with the necessary equipment, programming, on-going education, etc.

We will continue to do our best to keep program fees as budget friendly as possible.

Thanks again to each and every one of you for keeping the sport of Figure Skating alive and well in St T !!!

Sincerely,

Koops Moss

## **Membership & Registration Chair**

This year I registered 335 people with Skate Canada. Included in this number are the St. Thomas Skating Club programs from Parent/Child, PreCan, Canskate 1, Canskate 2-5, Intro to Open, Advanced Open and Adult Skate. The Youth Synchro Teams (3) and the Adult EnergICE Teams (2) along with Board members, PAs and volunteers that help our Club run smoothly were included in this number too. Skate Canada membership fee is paid once a year and allows the skater to participate in our different sessions (Fall, Winter and Spring) from September 1<sup>st</sup> 2023 to August 31<sup>st</sup> 2024. This year we saw our programs grow as our programs filled early during registration time. We are always trying to get more ice from the City so we can improve our programs and develop our skaters from recreational up to competitive levels.

We also had a growing number of skaters that took part in our Development Team skating under the direction of Coach Sherry Ball and assistants.

Many motivational ribbons, control, balance and agility ribbons and badges for completing a skating level along with 2 report cards were handed out by the CanSkate Coordinator Coach Alysha Hewitson during the different sessions held this year. Our Professional Coaches and our wonderful PAs are always trying to encourage the skater to develop skills that will improve our skaters' overall skating abilities and foster their love of skating.

Yours in skating,

Pat Mellor

## **Assessment Coordinator**

As the Assessment Coordinator for STSC, I am pleased to present the annual assessment report for the general meeting. This report outlines the number of assessments completed by our coaches throughout the fall, winter, and spring sessions of this year, with a particular emphasis on the success of our group lesson assessments.

During the fall and winter sessions, our dedicated coaches completed a total of 45 tests. These tests were meticulously conducted to ensure that all participants received accurate and constructive feedback to aid their development.

This year, we also focused on conducting assessments during the star group lessons. I am proud to report that we successfully completed 11 assessments during these group sessions. The group lesson assessments proved to be a huge success, providing valuable insights and promoting a collaborative learning environment among participants.

In the spring of 2023, our coaches continued their diligent work by completing an additional 12 assessments. These assessments were critical in tracking the progress of our participants and ensuring that they continue to meet their individual goals.

In summary, our coaches have demonstrated exceptional commitment and professionalism in conducting a total of 57 assessments over Spring, Fall and Winter 2023-2024. The success of our group lesson assessments is particularly noteworthy, reflecting the effectiveness of our collaborative

approach. Moving forward, we will continue to build on these successes to further enhance the assessment process and support the development of all our participants.

I would like to extend my gratitude to all the coaches for their hard work and dedication, as well as to the participants for their enthusiasm and commitment to improvement.

Looking ahead, we aim to implement new strategies to further improve the assessment process. We are also planning to increase the frequency of group assessments to maximize their positive impact.

Thank you for your attention and continued support.

Valerie Orendorff

### **Bingo Chair**

Our St. Thomas Skating Club is very fortunate to be able to Volunteer at Jackpot Time Gaming Centre situated on Edward Street in St. Thomas. Through these bingos, our Board is able to support and develop new programs in our Club, supplement the ice fee and purchase program materials relevant to our success of improving the skating abilities of all our skaters. Each month we are given 2 or 3 shifts to work. Each shift is for 2 hours and requires our Volunteers to clean off tables and greet customers to Jackpot Time. Volunteers must complete a video training session and work an on Training -Site bingo with another member. If you are interested in volunteering your time to help the Club please send an email to: [st.thomasskatingclub@gmail.com](mailto:st.thomasskatingclub@gmail.com) and each month you will receive an email to inform you of the shifts available to work.

Respectfully submitted,

Pat Mellor

### **Awards Chair & Uplifter Coordinator**

Another great season has come to a close and I am grateful for the opportunity to be on the Board of Directors for my fifth year. The excitement within our programming is contagious and is seen during our registration. Our board, as well as membership, are becoming more familiar with the Uplifter registration process. We appreciate everyone's patience and understanding throughout this learning process and we aim to have each future season progressively run more smoothly.

Through our skater's dedication to the sport, I am pleased to share that we will celebrate 29 skater accomplishments during our AGM and Awards ceremony for the 2023-2024 season. The St. Thomas Skating Club is honoured to have multiple hard working and passionate skaters representing our club. A huge congratulations to all our skaters for a remarkable season.

Kind Regards,

Kelly Metcalf

## **Director of Skating Programs and Coach Liaison Report**

The position of Director of Skating Programs and Coach Liaison position is in its fourth year of existence. This season, the role focussed on the following areas;

### STAFFING PLAN GOALS AND STRATEGIES TO ATTAIN

- To continue to create a team environment where our professional staff and board work cohesively in the best interest of high moral and skater development.
- The board retained our present coaching staff, was able to attain Stacey Ball in a paid position and is actively recruiting additional staff to our team for the 2024- 2025 skating season to coach group and private lessons at all levels.
- Continue to build our relationship and advocate with the City of St. Thomas to increase ice allocation for our programs in the 2024- 2025 skating season. Two formal meetings have been held with city administrators and will continue through out the Spring/ Summer of 2024.
- Attain a better sound system at Memorial Arena to enhance program quality. We have achieved some steps forward and have a few more to tackle to make this complete.

### PROGRAMMING INITIATIVES

- To continue to expand program areas and specializations to increase membership, skater development as well as coach recruitment. We increased coaching capacity on our CanSkate and StarSkate sessions which exceeded the expectations of Skate Canada. We believe that having the option to skate with a parent or without best serves our community.
- We reintroduced our Pre Canskate program where children were not required to have a parent on the ice. We believe that having the option to skate with a parent or without best serves our community.
- We purchased new program supplies for our Parent Child, Canskate Stage 1 and Canskate 2-5 programs.
- We hosted a Parent Meeting with each program to assist them in understanding the Skate Canada pathway. We also hosted a parent meeting to discuss the goals, intentions, limitations and opportunities in our development team.
- We saw incredible gains in our development team program once again. The development team is unique to STSC being the only program of its kind in Elgin County. The program is utilized to fast track our skaters through skill development creating a positive competitive team environment. This year we had 22 participants in the winter session. The development team remains under the leadership of our Coordinator, Sherry Ball and her assistant Stacey Ball.
- We provided opportunity for our skaters to showcase their achievements. We feel this was accomplished in many ways. Our competitive skating team grew in freeskate, skills and synchro competing across Ontario and at our first ever Bring On The Fun competition lead by Coach Breanne and Coach Lindsay. We had 12 competitive singles skaters and 68 synchronized skaters. Our development team had 2 showcases for friends and family. We also hosted the second ICE SHOW in over 10 years. It was a huge success with so much learning and celebration.

- STSC had a goal to achieve Canskate Excellence status for the upcoming season. We are presently in the Excellence Engaged status. Our coaches will attend an information workshop to learn about the same and will achieve full status in the upcoming season.

I have enjoyed assisting the club in the above areas throughout the skating season. I look forward to continuing to meet new goals throughout the 2024- 2025 season.

Yours in skating,  
Wendy Coombs

**St. Thomas Skating Club**  
**Annual General Meeting Minutes**

Held at Joe Thornton Community Centre  
Sunday, May 28<sup>th</sup>, 2023

Meeting called to order at 3:45pm.

Elizabeth Gough welcomed everyone to our St. Thomas Skating Club Annual Meeting and Award Presentation. She explained how we would be voting on a few items this meeting and that each skating member had a vote.

Our Club has been in operation since 1954 in Memorial Arena for the Winter programs and Joe Thornton Arena for our Spring Program. We run Learn to Skate programs now called Parent/Child, Canskate 1 through to 6, CanPowerskate, Starskate, Adult Skate, Talent ID, and Synchro Programs both child and Adult in our Club. Our synchro Teams have expanded just as our skating programs have this year and we are starting to see a break from the challenges over the past 2 years of the pandemic.

1. Notice of AGM: Elizabeth read the notice that was emailed to the entire membership of the St. Thomas Skating Club on May 2<sup>nd</sup>, 2023.
2. Quorum: Pat Mellor declared that we had 10% of our membership in attendance today. 36 voting people were present. 33 observers.
3. Motion: to approve Agenda of the Meeting was made by Breanne Wilson and seconded by Maria Wright. CARRIED.
4. Motion made: to accept the minutes of our last AGM made by Julie Clarke and seconded by Deb Murray. CARRIED.
5. Director Reports: Reports were circulated in the package given as members entered the meeting. Elizabeth asked if anyone had any questions concerning the reports. All questions answered.

Presidents Report

- It has been a busy and productive 2022/23 season for the St. Thomas Skating Club. We saw our membership return to higher than anticipated levels. The club is beginning to realize the results of the past three years of strategic investments. Programming has expanded, the coaching team is stronger than ever, performance opportunities have been offered, more skaters are representing the STSC and at higher performance levels, and the return of the long-awaited annual Ice Show took place in April.
- So many new families have joined our skating family this year – a heartwarming welcome to you all. As we move into the 2022-23 season, we will continue to work diligently to ensure we are providing fun, challenging, affordable and inclusive skating programs in St. Thomas-Elgin.



A confirmation of actions taken by your Board of Directors for 2022-23 season. Since the last AGM there have been a number of strategic and operational actions taken by your Board of Directors; some actions that go on behind the scenes but we feel are important for you to hear about:

- Another successful spring skating session was offered in 2022.
- EnergICE Synchronize Skating has expanded to three youth and three adult teams – close to 100 skaters are now involved in this discipline, representing the Club.
- Applied for and received a grant in the amount of \$2500 from the Ontario Community Sport and Recreation Grant as administered by Skate Ontario. This grant was provided with the intention to help offset increased costs as a result of COVID-19 and support the sector's future recovery in communities across the province.
- Development team has increased from 8 to 17 skaters.
- Starskate program has doubled in number of athletes.
- The Club retained one new professional Coach.
- Supplied new Coach teamwear for both regular sessions and special events.
- Competitive skaters returned to competitions post-COVID.
- Introduced a new comprehensive off-ice program for Starskaters.
- Skate Ontario leadership has requested STSC present our innovative, strategic plans and practices to the Presidents Network in celebration of our successes.
- Skater Report Cards have been moved from paper to digital format on the Uplifter registration platform. This process is under review for the next season.
- Professional Development Day was offered to club Coaches in Summer 2022.
- Storage Room cleanout and inventorying Summer 2022.
- Coaches room refresh at Memorial Arena Summer 2022.
- Secured an additional 5.5 hours of weekly program ice in St. Thomas for the 2022-23 season.
- Beautiful bus shelter ad was launched and is still visible at the Walmart Bus Depot.
- New program material investments were made in the Fall (i.e., Parachutes, bingo dabbers, bubble machine, spinners, etc.)
- Supported Club Coaches to attend pre-season lead-up sessions through Skate Ontario and a Long-Term Athlete Development model training session through Skate Canada.
- Membership to the new Skate Ontario Presidents Network commenced.
- Alignment of STSC operations and constitution with Ontario Not-For-Profit Act (ONCA) underway and on track to meet legislative requirements by 2024.
- New Club budgeting process established with goal of increasing financial literacy competency of Board members.
- Club merchandise store opened on Club website well received by membership.
- 2nd annual EnergICE Synchro Gala hosted in Aylmer in February 2023.
- Board of Director Role Descriptions formalized.
- City of St. Thomas Community Grant program recipient of \$2500 for Ice Show facility costs.

- After a 10-year hiatus, the annual Ice Show returned April 1st, 2023. Investments in hardware items required (i.e., Curtain/Backdrop, Lighting, Board Coverings, two-way radios, etc.) were budgeted this year and will serve subsequent years. All expenses for the Ice Show were covered by revenue generated through ticket sales, concession sales, donations, grants. Ice Show Committee tasks are now well understood, and documentation will form a solid basis for future shows.

Motion made by Alysha Hewitson and seconded by Sarah Cummings that the Director Reports be accepted as presented. CARRIED.

6. Financial Report: Anne Marie Moss (Koops) presented our Financial Report. Graham Scott Ens LLP did a review and revenue fell short by \$21,856. This shortfall was a result of increased expenses (increased ice costs, wages and program materials). We recognize this deficit position to be time limited. To continue offering the best programs to our growing membership, we are committed to sourcing alternative revenue sources for 2023/24, including public and private granting. Additionally, this will mean we need to implement club fundraising to ensure we can sustain high-quality programs for our members. It was noted that we have been very fortunate to have Jackpot City and our Bingo Shares coming in. For every Bingo we send 2 volunteers and earn a share of profits for that month along with the other 89 charities that volunteer at the hall. A great big thank you to all our wonderful Bingo Volunteers.

As per the Ontario Not-For-Profit Act, the STSC Board of Directors has reviewed and approved the unaudited financial statements and report on May 24th.

7. Motion made by: Anne Marie Moss (Koops) to accept the 2022-23 report as presented and seconded by Alysha Hewitson. CARRIED.  
Motion: to keep the same firm Scott, Graham Ens as our Accounting firm made by Maria Wright and seconded by Alysha Hewitson. CARRIED.
8. Departing Board Member: The St. Thomas Skating Club wishes to thank Sarah Cummings for her dedication to the club.
9. The New Board for 2023-24 were introduced: Elizabeth Gough, Wendy Coombs, Anne Marie Moss (Koops), Valerie Orendorff, Kelly Metcalf, Pat Mellor, and Alison Apfelbeck. Motion made: to accept the new Board of Directors for 2023-2024 as presented. Made by Trianna Landon and seconded by Kat Ross. CARRIED.  
The New Board will meet following the presentation of awards and positions will be determined for the upcoming year.
10. Amendments to the Constitution: Elizabeth explained at this time there were no new amendments to be considered.
11. Presentation of Awards: Kelly Metcalf provided an explanation of the awards and their histories. This year we have added a new award to honour a member of our St. Thomas Skating Club. This award is named after a former skater of our Club who worked very hard over the years to achieve her many goals in skating. Sherry Ball skated with the St. Thomas Skating Club for many years before she had to move on in order to get more ice time and competitive coaching. She remained a member of our Club even when she competed at the Olympics. Sherry loves skating and the competitive sport and made St. Thomas proud in all her trails and successes. Sherry has returned to this area and has helped our Club develop a Talent ID and Development Team to encourage young skaters

who might want to aspire to go all the way. This award is for a skater that shows the love of skating and her devotion to always seeking to improve. Emilee Aspden will be the first skater to receive this award in our Club. Emilee has worked hard to move up to Star 4 in Competitions. She not only skates singles but is a member of our Juvenile Synchro Team. Emilee competed in our first Battle of the Blades held during our Ice Show.

The following awards were handed out by Coaches of the Club:

- Lisa Ens Award- presented to Rhea Clarke by Coach Breanne
- Wayne Campbell Award presented to Katie Knight by Wendy Coombs
- Michelle Stuart Award presented to Leah Heard by Wendy Coombs
- CanPowerskating Awards: presented to Mason Ramon and Cohen Jones by Coach Grayson Lochhead and Coach Lindsay Ketchabaw
- Canskate 3-4 Award presented to Grace McEachen and Charlotte Ross by Coach Esther
- Preliminary Award presented to Brooke Babcock by Coach Esther
- Junior Award (Star 1-2) presented to Vada Landon by Coach Breanne
- Star 3-4 Award presented to Madison Wright by Coach Beanne
- Synchro Awards presented by Coach Wendy and Coach Breanne
  - Beginner Synchro:
    - Skater of the Year presented to Madison Sheeller
    - Most Improved Skater presented to Evelina Melo
  - Star 4:
    - Skater of the Year presented to Riley Lockstein
    - Most Improved Skater presented to Claire Nikolov
  - Pre-Juvenile:
    - Skater of the Year presented to Jada Hamm
    - Most Improved Skater presented to Isla Lammens
  - Adult 2:
    - Skater of the Year presented to Tara Hazen
    - Most Improved Skater presented to Tracey Knack
  - Adult 3:
    - Skater of the Year presented to Deb Murray
    - Most Improved Skater presented to Kayla Jantzi
  - Adult 3 Edge:
    - Skater of the Year presented to Maggie Dunford
    - Most Improved Skater presented to Taylor Smith

Elizabeth thanked everyone that received awards for their hard work and dedication to their skating.

12. Elizabeth thanked everyone for coming to our AGM and the Awards Presentation. Motion by Breanne Wilson to conclude the 2023 AGM and Awards Presentation. Seconded by Anne Marie Moss. CARRIED.

Meeting adjourned at 4:45 pm.

Meeting Recorder: Pat Mellor