



NOTICE OF ANNUAL GENERAL MEETING

The St. Thomas Skating Club's Annual General Meeting and Awards Ceremony
will take place on **Saturday May 24th, 2025, 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 2024 AGM Minutes
5. Director Reports
6. Annual Financial Report
7. 2025/2026 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. No nominations are allowed from the floor of the meeting.

Candidates nominated to date: Elizabeth Gough, Wendy Coombs, Pat Mellor, Anne Marie Moss, Melanie Chapman, Jordan Innanen, Darin Harris, and Julie Clarke.

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 2024-25 season for the St. Thomas Skating Club. Our membership continues to grow. The club is realizing the results of the past five years of strategic investments. Programming has expanded, the coaching team is stronger than ever, 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 2025-26 season, we will continue to work diligently to provide fun, challenging, affordable and inclusive skating programs in St. Thomas-Elgin.

A confirmation of actions taken by your Board of Directors for 2024-25 season:

- Board of Directors orientation and training offered for incoming board in May of 2024. 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.
- We continue conversations with the 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. While we successfully gained one additional hour of ice this season, we recognize that more is needed to fully support our athletes' development. As an interim solution, we were able to secure "ticket ice" to help offset training demands.
- We are working on establishing a dedicated off-ice training facility for our skaters. The project is still in development, with contracts and renovation planning; however, we are excited about the opportunities to be realized next season.
- Another successful spring skating session was offered in 2024.
- St. Thomas Skating Club has achieved the **Skate Canada CanSkate Excellence Exceeded** Standard level of assessment of our programs! Congratulations to our Canskate Coordinator, Coaches and Program Assistants for achieving this accreditation.
- Skate Ontario visited STSC this year for an opportunity to observe our programs and discuss successes and concerns; and how they can better support us a club.
- Re-installed the STSC logo on ice at Memorial this year
- EnergiICE Synchronize Skating has expanded to four youth and two adult teams – close to 100 skaters are now involved in this discipline, representing the Club. Youth and one adult team had the opportunity to compete nationally in the USA.
- Continued partnership with BallSk8 for the third season of our development team has led to tremendous success for all skaters. This season, skaters actively participated in the enhanced development program.
- Starskate program has doubled in number of athletes.
- Supplied new Coach teamwear (vests!) for both regular sessions and special events.
- Competitive skaters represented the club at a number of Skate Ontario competitions.
- Continued the comprehensive off-ice program for Starskaters.
- Significant small capital and program material investments were made this year to support our program needs.
- Worked with Master of Business Administration (MBA) students at the Ivey School of Business to look at better ways of optimizing program pricing and forecasting membership growth.
- President and Program Director attended a stakeholder meeting for the 2025 City of St. Thomas Parks and Recreation Master Plan update.

- Alignment of STSC operations and constitution with Ontario Not-For-Profit Act (ONCA) – confirming that we now meet the legislative requirements (due October 2024).
- City of St. Thomas Community Grant program recipient of \$2900 for 2025 Ice Show facility costs.
- The annual Ice Show returned April 5th, 2025!

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

Dear Club Family,

What a great year it has been!

So proud of all our skaters, our EnergiCE synchro teams, our awesome coaches, our ever faithful board of directors and of course, our skating families! With everyone's support, we have had another successful year.

As your Club treasurer, I oversee the registration payments through our Uplifter software system. We thank you for your patience as we continue to navigate the odd glitches from time to time. I account for every penny of your hard-earned money and take care of all payables. I am responsible for reconciling the bank each month and providing our accountants with all the pertinent reports for our annual audit.

I am very happy to report that we managed to operate at a small profit this year. Considering all the investments required, your Board is very proud of this feat. Our business model is evolving and becoming a well-oiled machine.

I'm proud to represent the skating families of our Skating Club. Thanks to each and everyone one of you for keeping the sport of Figure Skating alive and well in St T !

Sincerely,

Koops Moss
Club Treasurer

Membership & Registration Chair

Each year, our membership must be registered through Skate Canada. This year, the fee was \$61.33, but our Club covered \$1.33 for every skater. Skaters pay this fee yearly and can participate in any Skate Canada program throughout the year. Every skater must register from Parent/Child through all our programs offered, as well as adult skaters taking our programs. Parents in our Parent/Child program need to be registered too. All Synchro Skaters and Managers are registered along with the Board of Directors for your Club. This year, our Club registered 325 individuals. Our membership continues to grow, but we need more ice from our City to develop more programs that would benefit our membership.

Yours in skating,

Pat Mellor

Synchro Chair

The goal of my first year of being Synchro Chair was to take some of the load off Elizabeth and Wendy, as they have been working tirelessly for years to build and maintain EnergICE synchronized skating teams. I attended Board meetings, held quarterly (or as needed) synchro committee meetings and joined the fundraising sub-committee as the board representative. I created and maintained the membership list. I ensured that all teams were operating within the Club policies and protocols set by the Board and Skate Ontario. I coordinated Team App for the administration and communication to the members. I worked with the managers and treasurers on day-to-day tasks and communicated with coaches as issues arose. I got my bingo training, took SmartServe and learned the Microsoft suite. It was an eye-opening year for me seeing behind the scenes; how much work is put into this club. It was wonderful working with the Board, the synchro committee, the fundraising sub-committee, the managers and the membership.

Thanks for a great year,

Jordan Innanen

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 spring, fall and winter sessions, with a particular emphasis on the success of our group lesson assessments.

During the season, our dedicated coaches completed a total of 71 tests. These tests were meticulously conducted to ensure that all participants received accurate and constructive feedback to aid their development.

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.

Thank you for your continued support.

Alison Apfelbeck

Bingo Chair

The St. Thomas Skating Club is very fortunate to be a part of the Charities that work BINGOS held at Jackpot Time Gaming Entertainment on Edward Street in St. Thomas. Through these bingos we earned approximately \$33,000.00 during our seasons. This money helps off-set rising costs of ice, coaching, materials and media. Our volunteers work a 2 hour shift and the Club receives 2 to 3 shifts each month. Two volunteers are required at every shift. If you are interested in helping your Club keep costs down send us an email and you can be put on our Volunteer list. A big thank you goes to our wonderful Volunteers.

Respectfully submitted,

Pat Mellor

Director of Skating Programs and Coach Liaison Report

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

STAFFING PLAN GOALS AND STRATEGIES TO ATTAIN

- To recruit, develop and sustain members to our professional coaching staff who align with the needs of the STSC, our growth, focus and long- term strategies. We were lucky enough to hire Mackenzie Ripley to our staff this season.
- To create a team environment where our professional staff and board work cohesively in the best interest of high moral and skater development. We also ordered coaches NEW coach vests for on ice with a new presence on the ice.

PROGRAMMING GOALS

- To expand program areas and specializations to increase membership as well as maintain coach recruitment.
- To expand programming for skaters in each discipline and offer unique development opportunities that set us apart from surrounding clubs;
 - We partnered with Ball Sk8 for the third season of our development team. This season, skaters actively participated in the enhanced development program.
 - We also expanded to four youth synchronized skating teams and provided them with the opportunity to compete nationally in the USA.
- For the past three years, our development program and fast-track coaching model have been focused on building a pathway toward a competitive program where skaters not only participate in events but compete at a higher, more rigorous level. Next season, four skaters who began in our development program will enter the competitive stream and compete at the sectional level. What we envisioned is now becoming a reality — the program is working.
- To provide our skaters with opportunities to showcase their achievements, we created several meaningful experiences throughout the season. Our development team hosted two showcases for friends and family, allowing skaters to demonstrate their progress in a supportive environment. We also held our third **Ice Show** in over a decade — a major success filled with learning, celebration, and community spirit. Additionally, our coaches brought skaters to the *Bring on the Fun* competition, offering them even more opportunities to perform and grow.

- To establish a dedicated off-ice training facility for our skaters, we've begun laying the groundwork for this exciting next step. While the project is still in development, we are enthusiastic about the opportunities it will bring in the upcoming season.
- To secure more ice time for our skaters to train at a competitive level, we've continued to advocate with the Director of Recreation and City Council. While we successfully gained one additional hour of ice this season, we recognize that more is needed to fully support our athletes' development. As an interim solution, we were able to secure "ticket ice" to help offset training demands. We remain committed to our vision and look forward to seeing it come to fruition.
- To support the growth and success of our synchronized skating program, we established a Synchro Committee to help manage the many tasks required to run an effective and sustainable program. While we faced some challenges along the way, we are proud of our committee's commitment to continuous improvement, willingness to try new approaches, and dedication to reevaluating processes to make the program even stronger.

I have truly enjoyed supporting the club in these areas throughout the skating season. We have many exciting plans in store for our skaters, and we look forward to continued growth and success in the seasons to come.

Yours in skating,

Wendy Coombs

**St. Thomas Skating Club
2024 Annual General Meeting Minutes**

Held at Memorial Arena
Saturday, May 25th, 2024

Meeting called to order at 7:02pm

President, Elizabeth Gough welcomed everyone to our St. Thomas Skating Club Annual Meeting and Awards presentation.

Members would be voting on items this evening. If you held a valid Skate Canada number or were the guardian of a skater then you would be eligible to vote. (pink ballots were given to appropriate people as they entered the room).

Our Club has been in operation since 1954 in the Memorial Arena for our Fall/Winter programs and the Joe Thornton Community Centre during our Spring session. We run a variety of programs geared from the very young 3 year old up to adults. Our programs this year consisted of Parent/Child, PreCan, Canskate 1, Canskate 2-4 plus Recreational Canskate 5/6, Canskate 5/6 Figure Skating, Starskate, Open, Talent ID, Adult Canskate and Synchro Teams for both adult and youth.

1. **Notice of AGM:** Elizabeth read the notice that was emailed to the entire membership of the St. Thomas Skating Club on May 1st, 2024.
2. **Establishment of Quorum:** Pat Mellor confirmed that quorum had been met with 45 voting members and 30 observers in attendance.
3. **Approval of the 2024 AGM Agenda**
Motion: THAT the Agenda of the May 25th, 2024 St. Thomas Skating Club Annual General Meeting be approved as presented with the order of the Agenda remaining flexible as per the President's discretion.
Motion made by Val Orendorff and seconded by Lindsay Vlasic. CARRIED.
4. **Approval of the 2023 AGM Minutes**
Motion: THAT the Minutes of the 2023 St. Thomas Skating Club Annual General Meeting be approved as presented.
Motion made by Alison Apfelbeck and seconded by Valerie Orendorff. 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 were answered. Reports have been attached.

Presidents Report

- 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 2023-24 season, we will continue to work diligently to ensure we are providing fun, challenging, affordable and inclusive skating programs in St.Thomas-Elgin.

Confirmation of Actions taken by the Board of Directors for the 2023-24 season include a number of operational and strategic items:

- Board of Directors orientation and training offered for incoming board in May of 2023.
- 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.

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 13th.

Motion: THAT the 2023-24 Director Reports be accepted as submitted.

Motion made by Maggie Dunford and seconded by Cindy Lee Roberts. CARRIED.

6. **Financial Report:** as prepared by Graham Scott Enns LLP, Chartered Professional Accountants. Reviewed with membership during the meeting.
Report received from GSE: *We have reviewed the accompanying financial statements of St. Thomas Skating Club that comprise the statement of financial position as at March 31, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information. Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements. Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of St. Thomas Skating Club as at March 31, 2024, and the results of its operations and cash flows for the year*

then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Club Treasurer, Anne Marie Moss explained the statement of operations

- You will note there was a significant increase in revenues – due in part to our ability to expand program offerings and thus the club had more registrations. Most programs were full throughout the year. We also had an increase in Bingo revenues.
- As you may recall, last year was the first year in a decade that we hosted an ice show. The expenses were incurred within the 2022-23 financials as the cut off is March 31, while the income was realized in this past years report after April 1st. Like last year, we incurred Ice Show expenses (albeit much lower than the previous year) and thus the income will be recorded in next years financials as it occurred April 6th.
- Increase in corresponding expenditures. We also invested in some additional club assets to support our business operations (creative program materials and supplies).
- We did liquidate one GIC worth \$18k as we were concerned about cash flow at the beginning of the season, given our initial deficit position. However, at the end of the season, another GIC was purchased.
- Overall this past season, we did see a move away from a deficit status, realizing a positive net income of \$29,636. This is due in part to growing operations in addition to critical and strategic investments made on behalf of our membership to strengthen the operating position of our Club. We are in a healthy financial position moving into next season.

It was agreed to continue to engage with the firm of Graham Scott Enns to continue to have them prepare STSC annual financial statements and review.

Motion: to continue to engage with the firm of Graham Scott Enns in the financial review and preparation of annual financial statements for STSC.

Motion made by Wendy Coombs and seconded by Valerie Orendorff. CARRIED.

7. **New Board of Directors:** 9 candidates expressed interest in serving on the 2024-25 Board of Directors for the St. Thomas Skating Club. They are as follows (in no particular order): Elizabeth Gough, Wendy Coombs, Anne Marie Moss (Koops), Valerie Orendorff, Alison Apfelbeck, Kelly Metcalf, Melanie Chapman, Jordan Innanen and Pat Mellor.

Motion: THAT the proposed list of candidates for 2024-25 Board of Directors for the St. Thomas Skating Club be accepted as presented.

Motion made by Alysha Hewitson and seconded by Rhian Griffith. CARRIED.

8. **Amendments to the Constitution and By-laws**

The Board completed a fairly in-depth review and revision of our constitution and by-laws dated June 10th, 2021. The updates presented today are focused on housekeeping and adjustments to ensure that we, as an NFP, are in alignment with the new ONCA (Ontario Not-For-Profit Act). We are required to meet regulations by October 2024. This is currently the last piece of this work for our club.

Elizabeth went through each amendment, with reason for the change noted. Questions were answered as they arose.

Motion: THAT all proposed eleven (11) amendments be approved as presented.

Motion made by Wendy Coombs and seconded Jordan Innanen. CARRIED.

9. Presentation of Awards

Program Director Wendy Coombs and Coach Breanne Wilson presented the awards on behalf of the Board of Directors and Coaching Staff

It was noted that our Award for Outstanding Achievement will be renamed to the Stacey Ball Award.

Awards:

Stacey Ball Award – presented to Madison Wright by Wendy Coombs

Sherry Ball Award – presented to Aurora Melo by Brianne Wilson

Lisa Ens Award-presented to Abby Zueff by Wendy Coombs

Wayne Campbell Award – presented to Lily Harris for her contribution as a PA.

Canskate Awards:(medals handed out by Coach Lindsay Ketchabaw)

PreCan: presented to Oliver DaCosta by Coach Alysha Hewitson

Canskate 1 : presented to Malina Sevelka , Emily Orendorff, Finlay Luiting and June O'Connor

Canskate 3-4: presented to Konnor Vader and Ashley Koncz

Canskate 5/6: presented to Sofia Morsby

Junior Skater: presented to AnnaVictoria Alcocer- absent

Intermediate Skater: presented to Rhea Clarke

Senior Star Skater- presented to Madison Wright

Synchro Awards: presented to skaters by Wendy Coombs.

Beginner: Skater of the Year presented to Evelina Melo

: Most Improved Skater presented to Jozie Galloway

Star 4: Skater of the Year presented to

: Most Improved Skater presented to Rhea Clarke

Pre-Juvenile/Pre-Novice:

: Skater of the Year presented to Abi Benner

: Most Improved Skater: Dahlia Campbell-Ardis and Laney Dunford

Energice Adult Edge:

: Skater of Year goes to everyone

: Most Improved Skater presented to Jensen Newell and Becky Vachon

Energice Adult 3:

: Skater of the Year presented to Kathryn Palmer

: Most Improved- everyone stepped up this year

Synchro Team Player presented to Laura Scott.

Michelle Stuart Award presented to Abby Zueff. Along with this award goes a financial sponsorship.

- Each team member received a picture frame of their team, stickers for their years on the team and a certificate for participation.

Anne Marie Moss (Koops) acknowledged our PAs with lots of praise for helping all our young skaters enjoy the sport of skating. Certificates were given to: Rhea Clarke, Lily Harris, Rhian Griffith, Paulette Melo, Trianna Landon, Michelle Myszko-Koning, Sam Austin, Valerie Orendorff and Katie Knight.

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

10. Adjournment of Meeting

Motion: THAT the 2024 STSC AGM be adjourned.

Motion made by Maggie Dunford and seconded by Alysha Hewitson. CARRIED.

Meeting adjourned at 7:51 pm.

Meeting Recorder: Pat Mellor