

2016/17 Annual Report

AGM APRIL 30 2017 AGENDA

1. Reading of the Notice of Meeting
2. Quorum
3. Approval of Agenda
4. Minutes of the preceding General/Special meeting
5. Confirmation of the actions taken by the Board of Directors
6. Reports
7. Election of Board of Directors – Names nominated for positions:
 - President - Miranda Spencer
 - Vice-President - Lenore Evans
 - Secretary/Treasurer – Erin Goodfellow
 - Registrar - Christal Romanovitch
 - Test Chairperson - VACANT
 - Fundraising - Bobbi Bratrud
 - Member at large/Publicity – Stephanie Pedersen
 - Special events-Shauna Benning
 - Member at large/Equipment – VACANT
8. New Business
9. Adjournment

ANNUAL GENERAL MEETING MINUTES - APRIL 26, 2016

Attendance: Kristin Buck, Lenore Evans, Miranda Spencer, Marcy Labbie, Christal Romanovitch, Dana Klapak, Rena Chicoine, Jeanette McNalty **Regrets:** Shaunna Benning, Bobbie Bratrud, Sheri Mahnke

1. **Reading of the Notice of the meeting** - Meeting was called to order at 7:06pm.
2. **Quorum** - 8 members were in attendance. The meeting was able to proceed.
3. **Approval of Agenda** - Christal motioned for the approval of the agenda. Lenore seconded.
4. **Approval of Previous Minutes** - Lenore motioned to accept minutes of May 27, 2016. Christal seconded.
5. **Confirmation of the actions taken by the Board of Directors** - Kristin motioned to accept. Lenore seconded.
6. **Reports** - Lenore motioned to accept the reports as read. Christal seconded.
7. **Election of Board of Directors**

The following people were nominated and agreed to have their name stand for the 2016-2017 season:

- President – Miranda Spencer
- Vice-President – Lenore Evans
- Secretary/Treasurer – Dana Klapak
- Registrar – Christal Romanovitch
- Test Chairperson – Sheri Mahnke
- Fundraising – Bobbi Bratrud
- Member at Large/Publicity – Kristen Buck
- Special Events – Shaunna Benning
- Member at Large/Equipment – Ashley Gerle

8. **New Business**

Rena asked if families are able to purchase co-op gift cards throughout the year and credit the club. Miranda to check into and will let Rena know.

9. Adjournment - Meeting adjourned 7:26pm

ACTIONS OF THE BOARD OF DIRECTORS 2016/17

SEP 18 2016				
#	MOTION	MOVED BY	SECONDED	CARRIED
1	Rent an upstairs dressing room in the Sports Arena for warm up and cool down.	Christal	Lenore	Via Email
2	Ice Fees for 2016/17 accepted as per email from Marcy	Christal	Lenore	Via Email
3	Purchase an Ipod Cord	Christal	Shaunna	YES
4	Purchase another harness belt	Christal	Lenore	YES
JAN 7 2017				
5	Purchase of Christmas gifts for coaches	Miranda	Lenore	YES
MAR 12 2017				
6	Donate certificate for ice fees for a 10 week CANSkate session	Shaunna	Bobbie	YES
7	Purchase frames for photos of previous skaters	Lenore	Bobbie	YES
8	Purchase gift certificates for the coaches for year end gift	Sheri	Dana	YES
9	Club will pay for Canskate coaching course for Lorynn Labbie, Carley Evans, and Alyssa Romanovitch. 50% payable upon registration and remaining 50% paid after completion of 30 hours of coaching time.	Bobbie	Sheri	YES

REPORTS

PRESIDENT REPORT

This year as president I preformed the usual duties:

- Attended the AGM in Regina in May.
- Attended the ice users meeting with the city in July.
- Attended the fall regional meeting in Wolseley in October.
- Attended the fall ice users meeting with the city.
- I booked the block ice for the club at the start of the season as well as booked extra ice and cancelled ice through the season as needed.
- I booked the off ice room and instructors as needed.
- Met with the city to try and book summer ice.
- I prepared and distributed the agendas for the WSC meetings.
- I dealt with any problems that arose and oversaw the general operation of the club/board.

Although this season was a little more challenging with numbers down and a dwindling board, I did for the most part enjoy my time as president and will let my name stand for next season.

I would like to wish Marcy, Sheri, and Dana well, thank you for your time on the board it is very much appreciated and we will miss you.

I would like to submit my report as read.

Miranda Spencer, President

VICE -PRESIDENT REPORT

As Vice President, I attended all of the board meetings throughout the 2016-17 season as well as the coach's meetings in Sept and April. I took the meeting minutes when the secretary was not available at 3 of the board meetings. In the fall, I took orders for Weyburn Skating Club jackets, collected payment and distributed the jackets. I nominated Miranda Spencer for the Sask Energy Volunteer award for which she won. Finally, I attended the spring regional meeting in Indian Head on April 2/17.

I move my report be adopted as read.

Lenore Evans, Vice President

FINANCIAL AND ADMINISTRATOR REPORT

This season the club has accumulated a Net Loss of \$8,756. This is in large part due to the drop in the number of STARSkaters from 32 down to 25, and the increased cost of ice. A Financial Statement is attached at the end of the Annual Report.

The club was able to obtain a few days of spring ice in April. The cost of this ice was subsidized for skaters and cost the club \$1,275. Fall School Fees were also subsidized by the club and a loss of \$1,300 was incurred. Other projects the club subsidized were an October Pool Party and our year end windup and Paint Night which totalled \$620.

We were in need of a CANSkate coach so the club provided funding for Melissa Carson to take the CANSkate coaching course in the spring. The majority of this cost was covered by the Skate Canada Saskatchewan MAP Grant.

Test Days were another area where the club incurred a loss of \$710 due to having to book extra ice for high test days and pay for judges to travel to Weyburn.

In order to defray some of these losses, Co-op Cash Cards and Skate Canada Saskatchewan Lotto Books were sold to provide fundraising in the amount of \$3,095.

Our second year of using our Website to collect registrations was once again received very positively by the membership.

As Administrator for the club, I took on the following tasks during the season:

- All accounting for the revenues and expenses of the club
- Prepared the year-end financial statements
- Prepared the year-end report for the AGM
- Sent out all club communications regarding the day to day working of the club and communication requests from the coaches and other board members
- Answered email requests made to the Club email address
- In conjunction with the President, Vice President and coaches, helped to solve day to day issues within the club
- Set up block ice schedules
- Established the budget and proposed fees for the year
- Filed all necessary reports with Corporations Branch

- Revised web pages, payment and refund policies, and the registration system on the website for the season
- Tested the online Registration system
- Ensured online Canskate registration ran smoothly on registration night
- Kept web pages up to date during the season
- Set up fall school schedules and fees
- Prepared skater profiles for the coaches
- Recapped all registration information for coaches
- Registered the club and all skaters with Skate Canada
- Prepared and submitted Grant forms to Skate Canada Saskatchewan and the City of Weyburn
- Prepared Tax Receipts
- Prepared the Carnival Program
- Purchased supplies as required by the coaches
- Updated the Test Summary sheet after test days and entered results on the Skate Canada website
- Ordered crests and badges and readied them for distribution by the coaches
- Met with the coaches, president and vice president to plan block ice and program for next season

The club has grown and advanced immensely over the 9 years I was involved on the Board and as the Administrator. As I step down from the Administrator position, I would like to thank all the Board Members and Coaches who have been involved along the way and wish all the best to those who will continue to carry the club forward into the future. I will continue to volunteer with the club by supporting the new CANSkate coaches with their administrative needs, and will continue to represent our club as a Data Specialist with Skate Canada Saskatchewan.

I move that my report be adopted as read.

Marcy Labbie, Administrator

REGISTRAR REPORT

- Attended Executive meetings regularly and presented reports when applicable.
- Collected names for Program Assistants (PAs).
 - 4 Senior 10 Intermediate 4 Junior 2 Substitute
- Worked with coach to set up date for PA training, and purchased supper/drinks.
- Developed and maintained schedule for PAs.
- Served on Nominating Committee and Disciplinary Committee.
- Ensured paycheques that had not been picked up on time, were distributed.

The above report is respectfully submitted for approval as read

Christal Romanovitch, Registrar

TEST CHAIR REPORT

The 2016/2017 testing season was another successful year for the Weyburn Figure Skating Club. The club hosted two high test days that were arranged by myself and several low test days that were arranged amongst the coaches. Four of our skaters received their gold skills.

The facilities and crews, as always, were amazing to work with. They were very accommodating as far as floods and helping to assist with dressing rooms and anything else that we required.

The summary of our test days is as follows:

Total Fees Collected	\$2,834.05
Total Expenses to date	(3,544.77)

Loss	\$ (710.72)

I move to have this report accepted as read.

Sheri Mahnke, WSC Test Chairpesron

FUNDRAISING REPORT

The past season has been successful in regards to fundraising for the club. Fundraising activities consisted of two activities.

1. Selling of Skate Saskatchewan Lotto Books. This season the club decided to only have this mandatory fundraising activity performed by the Star Skaters of the club. The club sold 76 books, of which 100% were returned. This project netted out \$2,172 to our club.

2. Selling of Prairie Sky Co-op Gift Cards. This season the club offered a voluntary fundraising activity to the members in the way of purchasing Co-op gift cards. The club makes 10% of the amount purchased. The total ordered was \$9500. This project netted our club \$950.

The total for fundraising activities was \$3,122.

This report is respectfully submitted,

Bobbie Bratrud, Fundraising Chairperson

MEMBER AT LARGE - PUBLICITY REPORT

This year I attended meetings regularly held by the skating board. I kept up on emails throughout the year and voted.

I move this report be accepted as read.

Kristin Buck, Member at Large

Weyburn Skating Club Inc.

Financial Statement

For the Year Ended March 31, 2017



Income

Carnival Admission		1,155.25
Club Administration Fees		4,300.00
Fundraising		
Co-op Cash Cards	950.00	
Lotto Book Sales	<u>2,172.00</u>	
Total Fundraising		3,122.00
Grants		2,016.84
Ice Fees		
Buyon Ice	315.00	
CANSkate & STARSkate Ice Fees	53,484.07	
Fall School Ice Fees	<u>1,875.00</u>	
Total Ice Fees		55,674.07
Interest Income		233.27
Locker Fees		300.00
Skate Canada Reg Fees		4,990.35
Test Fees		<u>2,834.05</u>

Total Income **\$ 74,625.83**

Expenses

Administrative Expense		5,680.00
Awards Incentives Gifts		948.04
Bank Service Charges		91.27
Carnival Expenses		60.00
Coaching Expenses		
Canskate/Starskate Coach Fees	9,266.00	
Coach Training Allowance	750.00	
Competition Expenses	2,562.48	
Fall School Coach Fees	159.00	
Mileage	<u>1,130.00</u>	
Total Coaching Expenses		13,867.48
Credit Card Expenses		1,732.34
Equipment and Rentals		642.14
Canskate/Starskate Ice Rental	40,951.25	
Fall School Ice Rental	<u>3,016.25</u>	
Total Ice Rental Expense		43,967.50
Off-Ice Expenses		988.75
Office Expenses		464.03
Program Assistant Expenses		3,599.15
Skate Canada Reg Fees		5,944.49
Skating Supplies		652.26
Social Expenses		619.43
Test Day Expenses		3,544.77
Website Expenses		<u>553.38</u>

Total Expense **\$ 83,355.03**

Net Loss from Operations **\$ (8,729.20)**

Statements Prepared by:

Marcy Labbie - CPA, CMA
Administrator

***No Audit or Review
Engagement Performed*

Statements Approved by:

Miranda Spencer, President

Weyburn Skating Club Inc.

Balance Sheet

March 31 2017

Current Assets:

Credit Union Chequing	5,480.46	
Credit Union Savings	43,629.46	
TOTAL CASH		49,109.92

Accounts Receivable		1,854.08
Co-op Cash Card Inventory		-

Total Assets	\$	50,964.00
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Liabilities:

Accounts Payable		11,137.34
Officials Challenge Payable		100.00

Total Liabilities	\$	11,237.34
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Member Equity	\$	39,726.66
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Total Liabilities and Equity	\$	50,964.00
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