

Ingersoll Skating Club Annual General Meeting Agenda

Date: **Wednesday, June 23rd, 2021**

Time: **7:00 pm**

Location: **On-Line – zoom**

- 1) Call to Order
- 2) Acceptance of the Minutes of the last Annual General Meeting – June 23, 2020
- 3) President's Message
- 4) Treasurer's Report
- 5) Committee Reports:
 - a) Vice-President
 - b) Coach's Liaison
 - c) Recreation
 - d) Skate Ontario
 - e) Publicity
 - f) Ice
 - g) Fundraising
 - h) Registration
 - i) Test Chair
 - j) Program Assistants
 - k) Carnival
 - l) Music
 - m) Social
 - n) Newsletter / Website
- 6) Nominations
- 7) Old Business
- 8) New Business
- 9) Adjournment

**Ingersoll Skating Club
Annual General Meeting
Wednesday June 23, 2021**

President's Message

This season will not only be remembered for our great memories, but how a global pandemic impacted all our lives.

We are so proud of our Ingersoll skaters' achievements for the season. Whether it was learning a new jump, passing a test, or reaching a new personal best these were all achievements to celebrate.

Not in many sports do your children grow up with the same coaches by their sides from the waltz jump to the axel. From eager young athletes though trying teenagers into adulthood. The same parents in the stands cheering on one another's children with kind words of encouragement. I must say I am blessed to be part of such a wonderful small-town club.

As we close our 2020/21 season, I would like to thank the entire board, who makes sure everything is booked, scheduled, registered, recorded, and tallied. Thank you for your hours invested in the club and the extra hours logged due to the ever-changing restrictions of COVID-19. We all worked together everyday to improve our club thus helping our skaters succeed.

Finally, I am so grateful to our dedicated coaches. The hours you invest in encouraging, inspiring, and guiding our skaters is what makes our club strong. I value your expertise and excellence both on and off the ice.

I look forward to my final year as your club president and remain hopeful our skating year will be commencing in September 2021.

Cyndi Barnim
President

Treasurer Report

Prepared by Nadia Talbot-Fletcher
Meeting June 23, 2021

Thank you to everyone for all the support you provided during the 2020-2021 skating year. It was definitely an interesting year full of challenges and yet also full of fun for skaters and their families. It was a pleasure working with the ISC Board and I wish you all the best in the 2021-2022 season. I will not return next year as Treasurer so all the best to the new treasurer or team of treasurers.

Despite the challenges we remain in a fair place financially to start the year. It will be important for next year's treasurer to carefully monitor funds as they go. There are also a few expenses that were planned this year that were not executed to ensure financial stability but still should be evaluated for the year to come (see suggestions below).

Here is a summary of the year. See attached the Profit and Loss Summary and Balance Sheet.

Profit and Loss Summary (May 1, 2020-April 30, 2021)

We did take a loss this year however due to fundraising efforts this was minimal. Thank you to all those families who contributed whether through purchasing or selling and all those on the board who helped champion this effort. It really is why we are sitting where we are.

Income

Registration Income for 2020-2021	35,483.13
Carnival (2020)	80.00
Fundraising	19,268.74
Other Income (Bond Cheques etc.)	4,229.39
Investment Income	100.00
Donation to Club (a few pending reconciliation)	331.00
Total Profit	<u>\$59,492.26</u>

Expenses

Ice Fees (Includes carryover from May 2020...actual paid this skating season = \$31,440.32)	32,732.90
Carnival Expenses (2020)	32.26
Fundraising Expenses	14,980.33
Payroll	5,502.37
Skater Expenses	2,703.16
General & Administrative Fees	6,831.78
Other	\$13.56
Total Expenses	<u>\$62,796.36</u>

Loss for 2020-2021 **\$3,304**

Outstanding Income = \$46.80

Outstanding Expenses = \$1520.19

Current Bank Account Balances (as of June 16, 2021)

ISC General Account - **\$3,258.52**

Raffle Account - **\$127.04**

Dragonflies Account - **\$0.00 ***

*Please note the Dragonflies account has been closed as the Dragonflies Synchro Teams will not be returning to Ingersoll next year.

Suggestions:

- Updated Note on Quickbooks: Please purchase a desktop version. I confirmed with the accountant that using a cloud version does not allow ISC to own the records. We do not want this to happen.
- When the new Quickbooks is running I suggest creating a guide of what to put where. This will create consistency from one Treasurer to the other.
- The funds in the GIC will come due in Oct/Nov next year. It may be helpful to do some forecasting around that time to determine whether to put it back into a GIC or hold on to it. It may be needed to offset a loss depending on what happens in the next year with COVID and restrictions

Ingersoll Skating Club
Balance Sheet
As of 29 May 2021

	29 May 21
ASSETS	
Current Assets	
Chequing/Savings	
1055 · Bank - Raffle Draw (8979-819)	129.54
1000 · Floats	275.00
1045 · Bank - General (8040-019)	4,772.87
Total Chequing/Savings	5,177.41
Other Current Assets	
1110 · Investments - GIC 0003	5,100.00
Total Other Current Assets	5,100.00
Total Current Assets	10,277.41
TOTAL ASSETS	10,277.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 · Accounts Payable	216.13
Total Accounts Payable	216.13
Other Current Liabilities	
2101 · YE A/P	-216.13
Total Other Current Liabilities	-216.13
Total Current Liabilities	0.00
Total Liabilities	0.00
Equity	
32000 · Unrestricted Net Assets	3,752.86
3560 · Accumulated Surplus - General	6,722.89
Net Income	-198.34
Total Equity	10,277.41
TOTAL LIABILITIES & EQUITY	10,277.41

Ingersoll Skating Club
Profit & Loss
 May 2020 through April 2021

	May '20 - Apr 21
Income	
4000 · Registration	
4030 · Registration Fees	33,280.13
4040 · Skate Canada Registration Fees	308.00
4070 · Learn To Skate Fees	256.00
4080 · Guest Skating Fees	430.00
4610 · Test Day Revenue	1,109.00
4000 · Registration - Other	100.00
Total 4000 · Registration	35,483.13
4200 · Carnival	
4260 · Carnival Sponsorship	80.00
Total 4200 · Carnival	80.00
4400 · Fundraising	
Cinnabon Sales	2,821.00
Spirit Wear Sales	180.00
Mabels Labels	52.14
Little Caesars Pizza Kits	3,446.00
Simply Delicious Chocolate	1,786.60
4500 · Year of Beer	50.00
4480 · Bottle Drive	25.00
4440 · Mint Smoothie Sales	2,311.75
4430 · MacMillan's Sales	1,783.00
4460 · Sweatshirt Sales (Norcard)	20.00
4464 · Elmira Chicken	6,740.75
4400 · Fundraising - Other	52.50
Total 4400 · Fundraising	19,268.74
4600 · Other Income	
4640 · Bond Cheque Revenue	1,850.00
4665 · Bursary Revenue	2,000.00
4600 · Other Income - Other	379.39
Total 4600 · Other Income	4,229.39
4690 · Investment Income	100.00
4650 · Donation To Club	331.00
Total Income	59,492.26
Gross Profit	59,492.26
Expense	
5000 · Ice Costs	
5020 · Ice Rental	32,732.90
Total 5000 · Ice Costs	32,732.90
5100 · Carnival Expenses	
5120 · Costume Expenses	32.26
Total 5100 · Carnival Expenses	32.26
5300 · Fundraising Expenses	
Little Caesars Pizza Kits	2,380.00
Simply Delicious Chocolate Bars	1,800.00
5325 · Elmira Chicken Expenses(Fish)	5,517.00
5330 · MacMillan's Expenses	1,248.10
5340 · Mint Smoothie Expenses	1,450.01
5300 · Fundraising Expenses - Other	2,585.22
Total 5300 · Fundraising Expenses	14,980.33

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29/05/21

Accrual Basis

Ingersoll Skating Club
Profit & Loss
May 2020 through April 2021

	<u>May '20 - Apr 21</u>
5400 · Payroll Costs	
5410 · Coaching Wages	4,323.17
5430 · CPP Expenses	79.02
5415 · Wages - Music	238.88
5400 · Payroll Costs - Other	861.30
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Total 5400 · Payroll Costs	5,502.37
5800 · Skater Expenses	
5630 · Members Insurance	1,179.90
5785 · Test Day Expenses	887.60
5620 · Badges	278.38
5800 · Skater Expenses - Other	357.28
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Total 5800 · Skater Expenses	2,703.16
5600 · General & Administration	
5605 · Professional fees	305.90
5720 · Registration Fees & Dues	4,890.51
5710 · Website costs	533.08
5700 · Office Expenses	369.68
5690 · Interest & Bank Charges	303.91
5740 · Miscellaneous	428.70
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Total 5600 · General & Administration	6,831.78
5900 · Other Expenses	13.56
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Total Expense	62,796.36
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Net Income	-3,304.10
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Vice President

Thank you board members, coaches, parents, and skaters for all your hard work and dedication this past difficult season. Despite restrictions and missed ice time, it was still a good skating season.

A special thank you to both Cyndi and Sue. This year required a lot of extra work. The hours these two gave of their own personal time is truly amazing and appreciated!

Tracy Moulant
Vice President

Director's Report - Ingersoll Skating Club

Annual Meeting by Zoom – June 23, 2021.

Barbara Stanley-Bittorf

What a year we have had! I would like to thank everyone for their dedication to our club and skaters. We have endured many ups and down but we have always consider the best interests of our skaters and their safety first. Well done!

For the 2020-2021 season, my responsibilities included being the Skate Ontario/Skate Canada Representative, Coaches Liaison and Publicity – Voice.

Skate Canada/Skate Ontario Representative: We received many electronic newsletters, surveys, new protocols, guidelines and information emails which I read, responded to and reviewed. The information was shared with the board each month. Skate Canada hosted their AGM virtually which I attended as the Ingersoll delegate. The format for competitions has been changing and we will need to wait and see what the season will look like for next year.

Coaches Liaison: I would like to take this opportunity to thank the coaches for all their hard work and commitment to our skaters. The coaches worked together to create a safe and fun environment. It wasn't always easy but they continually had a plan, or plans as the government made changes to the rules! Our best wishes are extended to Marianne and Melissa as they focus on their careers. We look forward to seeing Penny, Carrie, Lynne and maybe Christine back on the ice in September.

Board member: As a board, we faced many challenges this year. I continued to volunteer my time as needed. Unfortunately, our special events were not able to happen due to Covid. I missed the personal contact but I am looking forward to seeing the skaters back on the ice next season for our Pop Concert and Carnival!

Publicity: Articles were written and submitted to the Voice monthly throughout the season. As well, activities and dates were submitted to various, free online services.

In Closing, I would like to take this opportunity to extend my special thanks to the ISC Board members, parent volunteers, program assistants and coaches for their dedication to the Ingersoll Skating Club. Our club continues to succeed because of your volunteer commitment.

Sincerely,

Barbara Stanley-Bittorf

Recreation

All of our young skaters worked so hard on the ice this year. Some learned to fall and stand up without their grown-up's help, while others are figuring out their cross cuts and spirals. A number of skaters even completed two whole stages in the four months they were on the ice. We are so proud of you!

With new arena regulations in mind, Coach Carrie Butterworth was invaluable in maintaining the records as to when ribbon skills were attained, and she handed out ribbons throughout the season. Thank you, Carrie. Badges were awarded, either in person or by mail, in December and March. I have recorded an updated inventory of badges and ribbons on hand in preparation for next season.

Laurie Canham Kilby
Recreation

ISC 2020-2021 Ice Report

The total ice bill for the 2020-2021 season was \$27,823.28 + HST = \$31,440.31. The hourly ice cost was \$125.66 + HST = \$142.00 (same as last season). Ice was generally used on Wednesdays from 4pm to 9pm, Saturdays from 11am to 4pm, and Sundays from 1pm to 5:30pm, except for miscellaneous holidays. In addition, ice on Wednesdays was used from 4:45pm to 9pm in September and on Sundays from 1:00pm to 3:40pm in March.

The start of the 2020-2021 season was delayed to the end of September and ice was not available in January and February 2021 because of COVID-19, resulting in a reduction in ice costs of \$12,081.54 (inclusive of HST) from the 2019-2020 season.

The following is a summary of monthly and daily ice costs (including of HST):

Month	2020-2021	2019-2020
September	\$1,916.95	\$2,768.92
October	\$7,419.29	\$7,774.30
November	\$8,519.75	\$7,028.81
December	\$6,484.53	\$5,786.35
January	\$0.00	\$6,673.80
February	\$0.00	\$8,732.74
March	\$7,099.79	\$4,756.86
Total	\$31,440.31	\$43,521.78

Day	Number of Days	Total
Wednesday	19	\$12,460.13
Saturday	17	\$12,069.64
Sunday	14	\$6,910.46
Carnival	0	\$0.00
Total	50	\$31,440.24*

*varies from figure in Table above due to rounding.

Sincerely,

Filippo D'Emilio

Ice Coordinator, Ingersoll Skating Club

**Ingersoll Skating Club
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Fundraising

For the 2020/21 year, our responsibilities included all fundraising campaigns. Although this year was challenging due to COVID 19 and restrictions place upon our province, I believe we still had a successful year.

Here follows the breakdown of fundraisers for our skating year:

Name of Fundraiser	Total Monies Sold	Total Monies re: Commissions
Mabel Labels	\$260.70	\$52.14
Little Ceasars	\$3,465.00	\$1,002.00
MacMillans	\$1,783.00	\$534.90
Elmira Chicken	\$6,489.00	\$1,035.00
Mint Smoothies	\$1,250.00	
Simply Delious	\$250.00	
Cinnabon	\$3,068.00	\$708.00

As you can see, I am unable to provide a clear amount with regards to our chocolate bar monies. The goal next seasoning is to have a more precise way of calculating, with a spreadsheet containing when the chocolate bars were signed out, how many each family sold, and the date of return of the funds. As noted, restrictions were placed on the arena that did not allow chocolate bars to be brought into the facility, nor the handling of paper. We are hopeful restrictions will be lifted thus allowing us to obtain a more diligent way of accurately recording the sales.

We look forward to another successful skating year in the fall.

Cyndi Barnim, Tracey Moulard & Angie McLelland
Fundraising Commitee

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Registration

Due to the pandemic, registration did not open until late August this year. Once again, registration was completely done online.

The pandemic added many complications to our programs this year...

- COVID Mandatory Screening
- Increased rules and protocol at the arena
- The inability of coaches and PAs to physically assist the skaters
- Multiple lockdowns
- Multiple changes to government implemented rules and regulations, to name a few.

Through all these changes and added protocol, our skaters, parents, coaches and board members worked through it all wonderfully and made this year a successful one in spite of all the challenges.

A special thank you to our amazing coaches who repeatedly altered the schedules as new government mandates were released including, at times, making multiple versions to cover all possibilities. It was an exhausting year but through it all they continued to coach the skaters with the same positivity and enthusiasm they always have.

With the requirements passed down from Skate Ontario, we were not able to offer our CanSkate Pre-Beginner this year. As an alternative, we offered additional Parent & Tot sessions which allowed parents to assist their children on the ice when our coaches and PAs could not.

The following is a comparison of the number of registrations per program between this season and the previous two seasons:

Program	2018/2019	2019/2020	2020/2021
CanSkate Pre-Beginner & Level 1	23	33	5
CanSkate Levels 2-5	16	18	21
Junior & CanSkate Level 6	10	11	7
Intermediate	12	12	13
Senior	12	13	14
Learn To Skate	29	24	10
Parent & Tot	3	n/a	33
Power Skating	3	n/a	n/a
Adult/Alumni	n/a	n/a	4
Total Registrations	108	111	107

We implemented payment installments this year as well. The families liked the installment plan. We will offer this again next year but will ensure that everyone is on the same payment schedule to streamline the process.

We will get the registration on the website up and run as soon as we can finalize the schedule and fees.

Thanks!
Sue D'Ambrosio
Registration

Assessment Coordinator

This year we were able to have only 1 high test day. It was, however, a successful night for both Ingersoll and Dorchester skaters. Our coaches were also able to pass another round of Star 1-5 tests at the end of the season.

December 2, 2020

Judge: Danielle MacFarlane
32 high tests - roughly 85-87% pass rate
19 Star 1-5 tests passed
Skate Ontario \$20 for high test judge
Skate Canada 51 tests @ \$12 = \$612

April 1, 2021

14 Star 1-5 tests passed
Skate Canada 14 tests @ \$12 = \$168

Congratulations to all our hard working skaters during this past difficult season!

Tracy Mouland
Assessment Coordinator

Program Assistants

It has been a challenge to navigate the ever-changing rules and regulations stemming from the pandemic. Social distancing regulations dictated how many people could be on the ice, which meant that the casual 'drop-in' basis on which our PAs have volunteered their time in the past just wouldn't work anymore. To ensure we did not exceed maximums, I implemented a PA schedule, which had the added benefit of ensuring our coaches and skaters had ample support in each of our CanSkate, Learn to Skate, Parent & Tot, and Junior sessions. I'm proud to say that we managed better coverage with significantly fewer PAs than last year. The feedback has been overwhelmingly positive and I recommend that we continue scheduling shifts for the PAs in coming years.

In addition to shift scheduling, I was asked to implement a way for PAs to log their own hours on an app. Clockify was chosen for its straightforward interface and the limited personal information it required for each user's account setup. Usage was relatively good, with nearly 75% of PAs logging their hours regularly. As an administrator, the free version of the app was sufficient for our needs. In the future, however, I propose that the app is redundant if there is still going to be a schedule set. If coaches get a master schedule, it would take only seconds to cross off anyone who missed their shift. The PA Coordinator could then keep a running total.

Our team of Program Assistants comprises 11 skaters, aged 10 to 16. Each one of you deserves recognition for showing up for the Club this year. On behalf of the Board Members, Coaches, Parents, and skaters, thank you Emily, Olivia, Breanna, Austin, Cierra, Wynn, Sukhmeet, Ayla, Abby, Matayah, and Jadelynn. While you couldn't actually hold their little hands this time around, your encouragement and positivity helped hold them up nonetheless.

Laurie Canham Kilby
Program Assistants Coordinator

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Carnival – “Passport to the World”

Due to the COVID 19 Pandemic, we were unable to schedule our-year end carnival this year. We look forward to next year and are excited at the possibility of once again having this forum for our skaters to perform in front of their peers, friends and family.

Music

Weekly Music Coverage Required:	5 sessions totaling 7 hours per week
Number of People Covering Music:	4
Total Regular Hours Logged:	112 hours & 45 minutes
Music Person with the most hours this season:	Olivia D’Ambrosio with 42 hours & 10 minutes
Payment:	\$128 .00 – Amount Paid \$267.00 – Banked towards next year’s registration

On behalf of the board, the coaches and the entire Ingersoll Skating Club I would like to thank our music assistants (Brandon, Breanna, Stacy & Olivia) for their time and dedication. A special thank you to dads Martin & Jeff for covering synchro music as well as filling in when needed in other sessions. You all played a vital role in the success of the season this year.

Social

Due to the COVID 19 Pandemic, we were unable to schedule any social activities this season.

Ingersoll Skating Club

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Website

2017/18 – The website www.ingersollskatingclub.com was created and implemented. The website has been used to communicate the skating schedule, special events, news articles, fundraisers and photos.

2018/19 – We implemented 100% online & paperless registration. We now offer payments via PayPal, e-transfer, cash and cheque.

2019/20 – We added the online option for PA Registration as well as the Carnival volunteer signup.

2020/21 – This year brought a global pandemic and as a result the need to implement COVID screening software. This software was setup and maintained on the website and accessed through a separate website and/or mobile app.

Basic Website Statistics – 2020/2021

	March	February	January	December	November	October	September
# of Visitors:	654	204	189	522	781	913	817
# of Actions:	2,836	804	605	2,182	5,019	5,577	4,329
Avg Time / Visit:	4m 5s	3m 44s	3m 23s	3m 47s	6m 11s	6m 57s	6m 1s

Basic Website Statistics – 2019/2020

	March	February	January	December	November	October	September
# of Visitors:	437	538	586	616	496	536	951
# of Actions:	1,667	2,065	2,261	1,820	1,884	1,745	4,244
Avg Time / Visit:	2m 11s	3m 22s	3m 16s	2m 45s	4m 2s	3m 12s	4m 32s

Basic Website Statistics – 2018/2019

	March	February	January	December	November	October	September
# of Visitors:	534	517	513	480	356	429	735
# of Actions:	2,137	2,053	2,326	1,731	1,272	1,827	2,198
Avg Time / Visit:	4m 13s	3m 59s	3m 56s	3m 17s	3m 19s	4m 38s	5m 36s

Next Year:

- Continue to add more features such as online volunteer sign-up, Rowan's Law, etc.
- Add more information onto the Skating 101
- Create an online reference similar to the old handbook

Sue D'Ambrosio
ISC Website

Ingersoll Skating Club

Annual General Meeting Agenda

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Nominations:

In accordance with the constitution, the Board of Directors consists of a Past President, President, Vice President, Secretary, Treasurer, Directors at Large and Coaching Representative.

Members with 1 year remaining are:

Cyndi Barnim
Laurie Canham-Kilby
Stacy Hanlon
Angie McLelland
Tracy Mouland
Barbara Stanley-Bittorf

Returning Board Members who are signing for another 2-year term are:

Filippo D'Emilio
Sue D'Ambrosio

New Board Members:

TBD

Coaching Representative is elected by the coaches.

The following members have decided not to return for the second year of their term: Stacie Hinz, Jennifer O'Connor and Nadia Talbot-Fletcher. We thank them for dedication and commitment to the club this past season.

Submitted by Cyndi Barnim, Tracy Mouland & Barbara Stanley-Bittorf