

SOOKE SKATING CLUB  
ANNUAL GENERAL MEETING AGENDA  
Sooke Community Hall  
2024/25 SEASON

6:00 pm

- 1) Reading of notice of meeting
- 2) Report asto quorum [one vote per family, exec members have a vote so other parent can also vote]
- 3) Motion to run meeting per Roberts Rules of Order
- 4) Motion to approve Minutes of previous AGM- April 9 2024- attached – Only people who attended last year’s AGM can vote on minutes. (Page 2)
- 5) Reports:
  - a) President: Janet White
  - b) Registrar: Holly Kennett
  - c) Test Chair: Sarah Ellwood
  - d) Treasurer: Dorothy Welguz
  - e) Secretary: Brooke Currie
  - f) Director of Club Apparel: Sara Lazzar
  - g) CanSkate Liaison: Vacant
  - h) Director of Fundraising: Vacant
  - i) Coaches: Garry Knox and Lindsey Haldane
- 6) Proposed Budget for the 2024/25 Season: Dorothy Welguz (motion to accept budget required)
- 7) Election of Officers (motion required)
  - a) Director of Club Apparel: Sara Lazzar
  - b) Director of Social Media: Maria Anderson
- 8) Adjournment (motion required)

SOOKE SKATING CLUB  
ANNUAL GENERAL MEETING MINUTES

Sooke Community Hall

April 9, 2024

2023/24 SEASON

Call to order 6:03pm

1) Reading of notice of meeting

2) Report as to *[one vote per family; exec members have a vote so other parent can also vote]*

3) Motion to run meeting per Roberts Rules of Order

MOTION: Janet White                  SECOND: Meghan Dovell                  PASSED

4) Motion to approve Minutes of previous AGM – April 4, 2023 - attached – *Only people who attended last year's AGM can vote on minutes. (Page 2)*

MOTION: Janet White                  SECOND: Allyson Philip                  PASSED

5) Reports: As submitted

- a) President: Janet White
- b) Registrar: Holly Kennet (Read by Janet White)
- c) Test Chair: Sarah Ellwood
- d) Treasurer: Dorothy Welguz
- e) Secretary: Brooke Currie
- f) Director of Club Apparel: Vacant (summarized by Janet White)
- g) CanSkate Liaison: Vacant (Summarized by Dorothy Welguz)
- h) Director of Fundraising: Vacant (summarized by Janet White)
- i) Coaches: Garry Knox and Lindsey Haldane

6) Motion to amend budget date from agenda to reflect for the 2024/2025 season

MOTION: Janet White                  SECOND: Sara Lazzar                  PASSED

7) Proposed Budget for the 2024/25 Season: Dorothy Welguz (*motion to accept budget required*)

MOTION: Janet White                  SECOND: Scott Philip                  PASSED

8) Election of Officers (*motion required*) AS WRITTEN

- a) Test Chair: Sarah Ellwood      MOTION: Janet White      SECOND: Sara Lazzar      PASSED
- b) Secretary: Brooke Currie      MOTION: Janet White      SECOND: Meghan Dovell      PASSED

9) Adjournment (*motion required*)

MOTION: Janet White                  SECOND: Scott Philip                  PASSED

Adjourned: 6:24pm

## Executive Reports

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### President: Janet White

Hi Everyone, My name is Janet White, and I am the President of the Sooke Skating Club Executive. In my role, I handle various responsibilities, including:

- Writing club emails
- Coordinating executive meetings
- Preparing coach and ice contracts
- Completing society filings and grant applications
- Assisting other executive members as needed

As a non-profit organization, we rely on the dedication of our volunteers to keep the club running smoothly. Your support is essential, and we are incredibly grateful for those who consistently step up to help with club events.

I'd also like to take a moment to thank our amazing coaches. Their commitment to safety and skill development allows our skaters to grow and thrive. We truly appreciate their hard work in fostering a love for skating within our community.

Finally, a heartfelt thank you to all of our executive members for their tireless work throughout the year. Your leadership and dedication ensure that our club continues to thrive.

As we take a well-deserved break, I'm already looking forward to what next season has in store. We'll be back with more opportunities to learn, grow, and create lasting memories together.

Thank you for being a part of this incredible season, and I wish you all a wonderful off-season.

See you next year!

Janet

### Registrar: Holly Kennett

I am the registrar for the Sooke Skating Club's 2024/25 season. The job of the registrar is to register all skaters and executives with Skate Canada. The registrar is responsible for compiling a list of skaters contact information and providing this to executive members and coaches. The registrar answers inquiries regarding the club's programs and costs throughout the year. The registrar also attends monthly executive meetings.

### Test Chair: Sarah Ellwood

Hello, I am Sarah Ellwood and I continue to be the test chair for the 2024/2025 skating season. I liaise with the coaches and the treasurer to track testing, confirm payments, and submit test results into the Skate Canada database. The test chair makes payments on the club's behalf for ice time, judges, and Skate Canada fees. I also attend monthly executive meetings.

### Treasurer: Dorothy Welguz

As the Treasurer I am the custodian of funds for the club. All funds are deposited into the club's account in a chartered bank. All withdrawals and club expenses (coaching fees, ice fees, etc.) are by cheque, signed by 2 of the elected Club executives.

My duties include but aren't limited to:

- Preparing monthly financial reports and presenting them to the executive at our monthly meetings, as well as the AGM.
- Keeping consistent contact with the Club's bookkeeper.
- Working with the Registrar, Test Chair, and bookkeeper tracking registration and other payments throughout the skating season.
- Ensuring outgoing cheques are signed and received by/sent to payees in a timely manner.
- Working with the Executive and coaches to ensure the Club adheres to the approved budget.

#### Secretary: Brooke Currie

I am the club secretary for the 2024/25 season, I am responsible for recording the minutes and times at all the executive club meetings. After meetings I submit an electronic version of the minutes to the executive committee and coaches. I am also responsible for compiling the AGM package.

#### Coordinator of Club Apparel: Sara Lazzar

The coordinator of club apparel is responsible for sourcing team gear for the club. This position requires working with different businesses to choose styles and brands as well as deciding on placement of logos with screen printing. Collecting and ensuring payment on behalf of skaters for any items ordered is also the coordinator of apparel's responsibility. They work with the Treasurer to ensure payments are tracked and received in a timely manner.

#### CanSkate Liaison: Vacant

The point of contact for skating families, who is responsible for the relaying information from the executives and coaches to the parents of pre-Canskate and Canskate children. This was often done by handing out flyers provided by the club. This person ensures the dressing rooms are available and open for each session. The CanSkate Liaison also attends monthly meetings and helps out wherever possible.

#### Director Of Financial Contributions: Vacant

For the 2024/25 season the responsibilities of this position were shared between the executive members. These responsibilities included arranging the Club's fundraisers. This season the bottle drive was booked by Janet White, which included phoning the Ministry of Highways to book the spot "under the SEAPARC sign," and to book dates with the Bottle Depo based on availability. The Krispy Kreme Fundraiser was largely led by Holly Kennett, who handled ordering and pickup of the doughnuts. The Executive members created online sign-up sheets that families used to book shifts and cross check the sign-up and check-in sheets with the registrar to ensure the attending families' fundraising deposits would not be deposited by the club at the end of the season.

## **Coach Reports**

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#### Garry Knox – Coach Report 2024/2025 Season

We are proud of another very productive year. The new skaters' code of conduct was a contributor to the successful season. Our skaters were on time for sessions, dressed appropriately allowing them to practice and train effectively, they worked hard during sessions with good focus on improving their skating skills, dances and free skate elements. The skaters showed good support for their fellow teammates, with lots of positive encouragement on and off the ice. Thank you to all the parents who support our program.

We had a very good showing at the Vancouver Island Championships held in Duncan at the end of January. We had 5 skaters enter the Star 1 event, 2 skaters in the Star 2 event and 2 skaters in the Star 3 event. We were pleased with how the skaters handled themselves under the pressures of the competitive environment, how they performed and how they represented the Sooke Skating Club.

Thank you to all the parents for their support and giving their skater the opportunity to participate in the various our of club test days as well as competitions.

The hard work done throughout the season is reflected in the progress of our skaters and the number of skating tests passed. In total there were 76 tests passed this skating season.

We now have 3 skaters who have progressed beyond the Star 5 level and are attending testing sessions moderated by an official Skate Canada Judge with the Saanich Skating Club of Victoria. We anticipate this number will grow next season.

Thank you  
Garry Knox

Lindsey Haldane CanSkate Coordinator Report 2024- 2025 Season

This past season was extremely busy and we had 45 skaters in our PreCanSkate and CanSkate Program. It was wonderful to see all of our returning skaters and to welcome new members to our club.

Our CanSkaters worked very hard this year and I am pleased to announce that over the course of the season we had all skaters complete at minimum of one level of CanSkate. Congratulations!!!

During the season, I worked with our Pre-Junior, Junior and Intermediates skaters. All the skaters this season had an outstanding year of progress. Record number of Skate Canada tests passed and 98% all have a skating program. Congratulations Girls!!

Garry and I would like to thank our wonderful Program Assistants, all 16 of them this year.

Amelia Welguz	Julia White
Hannah Currie	Mia Dowhy,
Cassidy Tremblay	Alexis Kennett
Mariah Brooks	Eva MacMillan
Charlotte Klemmensen	Abby Crosman
Brynn Philip	Elianna Balogh
Emily Anderson	Harmoni Jones
Lucy Tang	Charlotte Welguz

Without Program Assistants, we would be unable to deliver our PreCanskate and Canskate programs. Thank you to each one of you.

Coach Garry Knox. Thank you for another successful season. Your experience and technical coaching ensures our Sooke Skating Club skaters progress, complete their Skate Canada tests and represent our club at competitions extremely well given our limited ice time.

Thank you to our wonderful skating executive. Janet, Dorothy, Holly, Brooke, Sarah and Sarah Your support and dedication to our club is so very much appreciated.

I look forward to seeing you all next season.

Respectfully submitted

*Lindsey Haldane*

**2024-2025 Budget / 2025-2026 Proposed Budget**

	<b>2024 - 2025 Budget</b>	<b>Actuals</b>	<b>Proposed 2025-2026 Budget</b>
<b>Revenue</b>			
Fundraising	\$4,000.00	\$3,324.36	\$4,000.00
Gaming Grant	\$11,000.00	\$8,250.00	\$11,000.00
Registration	\$28,000.00	\$28,614.67	\$29,550.00
<b>Total</b>	<b>\$43,000.00</b>	<b>\$40,189.03</b>	<b>\$44,550.00</b>
<b>Expenses</b>			
Ice	\$15,000.00	\$15,661.80	\$17,000.00
Coaching	\$16,000.00	\$14,012.21	\$14,000.00
Admin	\$500.00	\$784.46	\$500.00
Accounting	\$1,400.00	\$1,465.29	\$1,500.00
Insurance / Skate Ca. Fees	\$1,000.00	\$465.91	\$800.00
Advertising/Community Events	\$600.00	\$78.90	\$200.00
Website	\$450.00	\$287.44	\$350.00
Awards trophy and certificates	\$600.00	\$485.99	\$500.00
Program Expenses (on ice)	\$500.00	\$977.53	\$700.00
Ice Show	\$0.00	\$0.00	\$2,500.00
Club Apparel	\$0.00	\$58.72	\$100.00
AGM	\$500.00	\$372.76	\$300.00
Volunteer Appreciation	\$700.00	\$610.00	\$700.00
PA Credits	\$2,000.00	\$1,384.00	\$1,700.00
Executive Discount	\$1,400.00	\$1,269.00	\$1,350.00
Music Rights	\$150.00	\$49.05	\$150.00
Miscellaneous	\$200.00	\$316.50	\$200.00
Off Ice Room Rental	\$2,000.00	\$1,767.15	\$2,000.00
<b>Total</b>	<b>\$43,000.00</b>	<b>\$40,046.71</b>	<b>\$44,550.00</b>

**Sooke Skating Club**  
**Balance Sheet As at 31 Mar, 2025**

**ASSET**

**Current Assets**

Cash to be deposited	0.10	
Main Bank Account	30,848.33	
Gaming Account	5.00	
Total Cash		30,853.43
Accounts Receivable	156.00	
Total Receivable		156.00
Purchase Prepayments		564.00
<b>Total Current Assets</b>		<b>31,573.43</b>

**TOTAL ASSET**

**31,573.43**

**LIABILITY**

**Current Liabilities**

EI Payable	61.49	
CPP Payable	116.46	
Total Receiver General		177.95
WCB Payable		-3.69
<b>Total Current Liabilities</b>		<b>174.26</b>

**TOTAL LIABILITY**

**174.26**

**EQUITY**

**Owners Equity**

Retained Earnings - Previous Y...	30,343.95	
Current Earnings	1,055.22	
<b>Total Owners Equity</b>		<b>31,399.17</b>

**TOTAL EQUITY**

**31,399.17**

**LIABILITIES AND EQUITY**

**31,573.43**

**Sooke Skating Club**  
**Income Statement 01 Apr, 2024 to 31 Mar, 2025**

**REVENUE**

**Sales Revenue**

Fund Raising Revenue	5,879.18
Operating Funds from Volunteer	300.00
Gaming Funds Revenue	8,250.00
Test Fees	1,188.00
Registration Fees Revenue	28,614.67
Skate Canada dues	4,060.00
Costume Fee	115.00
Executive Discounts	-1,269.00
PA Credit	-1,384.00

**Net Sales** 45,753.85

**TOTAL REVENUE** 45,753.85

**EXPENSE**

**Program Costs**

Ice Expense	15,661.80
Awards	485.99

**Total Programs Cost** 16,147.79

**Payroll Expenses**

Wages & Salaries - COACH	13,120.05
EI Expense - COACH	299.31
CPP Expense- COACH	492.00
WCB Expense - COACH	100.85

**Total Payroll Expense** 14,012.21

**General & Administrative Exp...**

Accounting	1,465.29
Advertising & Promotions	78.90
Business Fees & Licenses	40.00
Courier & Postage	196.35
Skate Can - Ins & Coach Dues	3,041.91
Skate Canada - Skaters Dues	1,484.00
Skate Canada - Test Fees	725.00
Interest & Bank Charges	-34.90
PROGRAM COSTS	977.53
Office Supples - ADMIN	548.11
Website	287.44
Annual General Meeting	372.76
Volunteer Appreciation	610.00
Music Rights	49.05
Coaches Expenses	316.50
Off Ice Room Rental	1,767.15
Club Jackets	58.72
Fundraising Expense	2,554.82

**Total General & Admin. Expe...** 14,538.63

**TOTAL EXPENSE** 44,698.63

**NET INCOME** 1,055.22

Printed On: 01 Apr, 2025



**Sooke Skating Club**  
**Trial Balance As at 31 Mar, 2025**

Ac...	Account Description	Debits	Credits
1020	Cash to be deposited	0.10	-
1055	Main Bank Account	30,848.33	-
1060	Gaming Account	5.00	-
1200	Accounts Receivable	156.00	-
1300	Purchase Prepayments	564.00	-
2180	EI Payable	-	61.49
2185	CPP Payable	-	116.46
2230	WCB Payable	3.69	-
3560	Retained Earnings - Previous Y...	-	30,343.95
4130	Fund Raising Revenue	-	5,879.18
4135	Operating Funds from Volunteer	-	300.00
4140	Gaming Funds Revenue	-	8,250.00
4145	Test Fees	-	1,188.00
4150	Registration Fees Revenue	-	28,614.67
4155	Skate Canada dues	-	4,060.00
4160	Costume Fee	-	115.00
4240	Executive Discounts	1,269.00	-
4245	PA Credit	1,384.00	-
5020	Ice Expense	15,661.80	-
5040	Awards	485.99	-
5410	Wages & Salaries - COACH	13,120.05	-
5420	EI Expense - COACH	299.31	-
5430	CPP Expense- COACH	492.00	-
5440	WCB Expense - COACH	100.85	-
5610	Accounting	1,465.29	-
5615	Advertising & Promotions	78.90	-
5625	Business Fees & Licenses	40.00	-
5640	Courier & Postage	196.35	-
5685	Skate Can - Ins & Coach Dues	3,041.91	-
5686	Skate Canada - Skaters Dues	1,484.00	-
5687	Skate Canada - Test Fees	725.00	-
5690	Interest & Bank Charges	-	34.90
5700	PROGRAM COSTS	977.53	-
5701	Office Supples - ADMIN	548.11	-
5702	Website	287.44	-
5704	Annual General Meeting	372.76	-
5705	Volunteer Appreciation	610.00	-
5706	Music Rights	49.05	-
5707	Coaches Expenses	316.50	-
5708	Off Ice Room Rental	1,767.15	-
5710	Club Jackets	58.72	-
5712	Fundraising Expense	2,554.82	-
		<u>78,963.65</u>	<u>78,963.65</u>