



Minutes of the 2023 Annual General Meeting of Skate Canada Held online on May 27, 2023

ATTENDANCE

1. The list of club delegates in attendance at the 2023 Skate Canada Annual General Meeting, is attached to the minutes in full as **Appendix A**.

PRESIDENT'S OPENING REMARKS

2. On behalf of Skate Canada, President Karen Butcher welcomed all delegates to the 110th Skate Canada Annual General Meeting being held online on the world wide web. She declared the 2023 Skate Canada Annual General Meeting open. She then went on to acknowledge that the land on which the assembly gathers is the traditional unceded territory of the Anishinaabeg nation.
3. Further to relaying important information regarding the meeting, the President began her opening remarks. She stated: *"It is hard to believe we are already at the conclusion of the first year of a new quadrennial. We are pleased with accomplishments against our strategic imperatives. 2022-2023 saw a notable increase in the number of international medals our athletes brought home compared to last season. We also made great progress with our redefinition of teams, numerous community of practice seminars, Indigenous engagement and, we hosted an adaptive skating event in March that saw the participation of over 60+ individuals.*
4. *As we head into the 2023-2024 season, we are on track to meet our strategic priorities. We look forward to working with our stakeholders from coast to coast to coast as well as welcoming the world once more at the ISU World Figure Skating Championships in Montréal next March.*
5. *Thank you again for joining us and for the contributions you regularly make to our organization. I now declare the 2023 Skate Canada Annual General Meeting officially open and would like to formally open the meeting for business.*

CALL TO ORDER

6. At this time, the President called upon Chief Executive Officer Debra Armstrong to formally convene the meeting.
7. D. Armstrong confirmed that in compliance with Article 4, Bylaw 4.2, the AGM Notice of Meeting was issued to the membership via a national e-campaign on March 1, 2023. She explained that as per Bylaw 4.15, quorum is identified as 125 persons entitled to vote in person or present through the telephonic, electronic, or other communication facility provided by Skate Canada, and representing at least 2000 votes.

8. Debra Armstrong then confirmed that there are 189 persons entitled to vote and representing 3320 votes in attendance either in person or via the online meeting. With this, the Chief Executive Officer confirmed that that necessary quorum was present.

EXPLANATION OF VOTING PROCESS

9. The President welcomed Corporate Services Director Jeff Partrick to the meeting. Jeff Partrick provided a detailed overview of the voting process that is to be used during the meeting.
10. Following the delivery of the voting process overview, the President reminded delegates that this is their meeting. She encouraged their participation by inviting them to speak to subject matters on the agenda when the opportunity to do so is provided.
11. The President explained that there will be times during the meeting where comments or questions can be put forward to the assembly and she asked that the chat window be used for that purpose.
12. The President then recognized the groups identified by Skate Canada Bylaws as being entitled to speak and/or to add an item to the agenda:
 - Club and Skating School Delegates
 - Skate Canada Coaches
 - Skate Canada Board of Directors
 - Skate Canada Officers
 - Section Chairs
 - Skate Canada Auditor
 - Chief Executive Officer of Skate Canada
 - Employees of Skate Canada and employees of each of the Sections
13. The President then provided the following instructions to those wishing to address the assembly:
 - Those in attendance use the online chat at the appropriate time of the meeting,
 - If a club or school delegate, to state your name and name of club or school,
 - If a Skate Canada Coach, to identify yourself as such,
 - To then state your question or comment.

APPROVAL OF THE MEETING AGENDA

14. The President referenced the meeting agenda and asked if there were any new items of business to be added to the agenda. It was noted that none were brought forward. The President then called for a motion to approve of the agenda which is attached to the minutes in full as **Appendix B**.

MOTION: Moved by Joni McPhail, Seconded by Brenda Hart,
THAT the agenda of the May 27, 2023 Skate Canada Annual General Meeting be approved as presented, with the order of the agenda remaining flexible as per the President's discretion.

CARRIED

INTRODUCTION OF THE 2022-2023 SKATE CANADA BOARD OF DIRECTORS

15. The President introduced the 2022-2023 Board of Directors. She indicated that the Board's commitment to the work undertaken, and to the sheer volume of time dedicated to the organization's stability and strength is greatly appreciated:
 - Kristy Balkwill
 - Leanna Caron
 - Laura Carr
 - Glenn Fortin
 - Brenda Hart
 - Patty Klein
 - Dr. Gregor MacLean
 - Joni McPhail
 - Pier-Luc Paquet
 - Andrew Poje
 - Patrick Roch
 - Ravi Walia
 - Shawn Winter
16. The President introduced the following special guests in attendance:
 - Debbie MacMurdo –Skate Canada Honorary Associate
17. D. Armstrong began by acknowledging those staff members who support the Ice Summit and AGM in various ways. She then went on to recognize those staff members in attendance:
 - Mary Ellen McDonald - Senior Director, Operations
 - Terry Sheahan - Senior Director, Marketing and Events
 - Dr. Shae Zukiwsky – Senior Director, Performance Excellence
 - Karine Bedard, Senior Manager Communications
 - Emma Bowie, Director, Communications and Strategic Initiatives
 - Tania Dubeau-Beattie, Member Services Advisor
 - Greg Hickman, Member Services Representative
 - Steve Finney, Lead Developer, Technology Projects
 - Alex Killby, Technology Projects Manager
 - Jennie Leaver, Digital and Content Editor
 - Lisa Mazzoni, Creative Service Lead
 - Jeff Partrick - Corporate Services Director
 - Brea Schmeer, Digital Content Coordinator
 - Hannah Whitley, Performance Excellence Coordinator
 - Shannon Youmelle, Partnerships, and In-Venue Producer
18. Prior to moving forward with the agenda, K. Butcher acknowledged the commitment and dedication of all Skate Canada staff members as they work conducting the day-to-day operations of the organization.

AGM Workshop Participants Draw

19. The President explained that the names of all those who participated in Ice Summit workshops were entered into a draw for two all-event tickets to the 2024 Canadian National Skating Championships

being held in Calgary, Alberta, compliments of Skate Canada. The winner was announced as: Janet Gillespie (BC/Yukon).

Moment of Silence

20. At this point in the meeting, the President asked that meeting participants observe a moment of silence to honour and remember all members of the Skate Canada family who passed away during the 2022-2023 season.

APPROVAL OF THE 2022 AGM MINUTES

21. The President referred to the minutes of the 2022 Annual General Meeting which were posted to the Skate Canada AGM webpage.
22. Following the acknowledgment of the minutes and given there were no questions or comments, the President then called for a motion to approve the minutes of the 2022 AGM.

MOTION: Moved by Elizabeth Gough, Seconded by Diane Brine,
THAT the minutes of the 2022 Annual General Meeting be approved as presented.

CARRIED

BYLAW AMENDMENTS

23. The President reported that as per Article 12 of the Skate Canada Bylaws, specific groups had until 90 days prior to the AGM (i.e. February 26, 2023) to file with the CEO notice of any proposals, amendments, and repeals to the Bylaws of Skate Canada. She then reported that no such information was received by the stated deadline.

PRESIDENT AND CEO REPORT

24. The combined report presented by President Karen Butcher and Chief Executive Officer Debra Armstrong is attached to the minutes in full as **Appendix C**.

STANDING COMMITTEE REPORTS

25. The President indicated a great amount of work is completed by the standing committees of the organization and we continue to research and learn from other organizations ensuring Skate Canada remains a safe sport for everyone.
26. The President explained that the Board of Directors operates from a strategic and risk perspective with a domestic and international lens and the standing committees play a critical role to ensure Skate Canada's position as a leader is sustained and that the organization remains stable and positioned for growth and success.

27. K. Butcher indicated that the standing committees of the Board are formed of both board members and appointed members and cover the following areas:
- Recruitment and Development
 - Membership Policy
 - CEO Operational Review
 - Governance
 - External Relations
 - Finance and Enterprise Risk Management
28. To understand the actions undertaken by each of the standing committees over the past season, the President invited members of the assembly to review the standing committee reports which are posted to the AGM webpage. All reports are also attached to the minutes in full as **Appendix D**.

FINANCE REPORT

29. The President called upon Senior Director, Operations, Mary Ellen McDonald to speak to the Skate Canada Audited Financial Statements for the year ended March 31, 2023 which is attached to the minutes in full as **Appendix E**.
30. As there were no questions from the assembly with respect to the Skate Canada Audited Financial Statement for the year ended March 31, 2023, nor the related report (**Appendix F**), the President called for a motion to approve the statements:

MOTION: Moved by Pier-Luc Pacquet, Seconded by Joni McPhail,
THAT the Skate Canada Audited Financial Statements ended March 31, 2023, and prepared by the Auditors of PricewaterhouseCoopers LLP, be approved as presented.

CARRIED

Appointment of Auditors

31. At the President's request, the following motion related to the appointment of the Skate Canada auditors for the 2023-2024 fiscal year was put forward to the voting membership:

MOTION: Moved by Barbara Stanley-Bittorf, Seconded by Noeline Borg,
THAT KPMG LLP be approved as Skate Canada's auditors for the 2023-2024 fiscal year.

CARRIED

ELECTIONS – 2023-2024 BOARD OF DIRECTORS

32. At this point in the meeting the President invited Brenda Hart, Recruitment and Development Committee (RDC) Chair, to conduct the elections segment of the meeting.
33. Brenda Hart confirmed that on January 20, 2023 the RDC released a Call for Applications to the Skate Canada Board of Directors Memo, along with a public facing expression of interest memo.

34. Brenda Hart conveyed that six (6) candidates, having expressed their interest in serving on Skate Canada's Board, were assessed by the RDC as having have met the requirements to do so.
35. Brenda Hart then confirmed the following election categories in this year's elections:
 - Category 1 – Director Atlantic (2-year term)
 - Category 2 - Director Ontario (2-year term)
 - Category 3 - Director at Large (2-year term), (3 available positions).

Acclaimed Board Positions

36. Brenda Hart confirmed the names of individuals who are acclaimed in the following election categories:
 - Category 1 – Director Atlantic (2-year term): Gregor MacLean
 - Category 2 - Director Ontario (2-year term): Joni McPhail

Election Category 4 - Director at Large - Candidates

37. Brenda Hart reported that there are 3 available positions for Director at Large, each for a 2-year term. She explained that with four candidates standing for election in Category 3 – Director at Large, an election is to take place. The names of the candidates standing for election were outlined as follows (i.e. in alphabetical order):
 - Patty Klein
 - Patrick Roch
 - Ravi Walia
 - Cherisse Woonsam
38. At this time, Brenda Hart spoke to relevant information outlined in the Skate Canada Election Process Procedure and to the requirement of Skate Canada Bylaw 5.16.

Election Category 3 - Director at Large – Results

39. Further to the conclusion of the election in Election Category 3, Brenda Hart confirmed the names of the candidates, having achieved majority, who are elected to the position of Director at Large (i.e. in alphabetical order):
 - Patty Klein
 - Patrick Roch
 - Ravi Walia
40. With the conclusion of the elections segment of the AGM, Brenda Hart asked that meeting delegates join her in congratulating all newly acclaimed and elected members of the Skate Canada Board of Directors.
41. Brenda Hart extended her thanks to the members of the Recruitment and Development Committee for all their service:
 - Kristy Balkwill
 - Laura Carr
 - Debbie Islam
 - Paul MacIntosh

- Erica Topolski
- Shawn Winter

ACKNOWLEDGEMENT OF UPCOMING EVENTS

42. At this time, the President announced the location and dates of the following events:

- **2023 Autumn Classic International**
September 14-16, 2023 – Sportsplexe Pierrefonds, Pierrefonds, QC
- **2023 Skate Canada International**
October 27-29, 2023 – Doug Mitchell Thunderbird Sports Centre, Vancouver, BC
- **2024 Skate Canada Challenge - Junior/Senior**
November 29 – December 3, 2023 – Seven Oaks Arena, Garden City Community Centre, Winnipeg, Manitoba
- **2024 National Skating Championships**
January 8-14, 2024 – Winsport Arena at Canada Olympic Park, Calgary, AB
- **2024 Skate Canada Challenge - Pre-Novice/Novice**
February 1-4, 2024 – Oakville, ON
- **2024 Novice Canadian Championships / 2024 Skate Canada Cup**
February 20-25, 2024 – Waterloo Memorial Complex, Waterloo, ON
- **ISU World Junior Figure Skating Championships 2024**
March 18-24, 2024 – Centre Bell, Montreal, QC

2024 Ice Summit

43. The President confirmed that the 2024 Ice Summit will be held in person with the exact date being communicated at a point following the meeting.

NEW BUSINESS

44. Karen Butcher reconfirmed that no new items of business were brought forward to the meeting.

ACKNOWLEDGMENT OF RETIRING BOARD MEMBERS

45. The President took the opportunity to thank and honour the invaluable dedication and contributions made to the organization by the following individuals who would not be returning to the Board in the coming season:

- Leanna Caron – Retiring from the Board
- Andrew Poje – Retiring from the Board after having served as an appointed Director for the past year

INTRODUCTION OF THE 2023-2024 BOARD OF DIRECTORS

46. At this time Debra Armstrong was called upon to introduce the members of the 2023-2024 Skate Canada Board of Directors:
- Karen Butcher, President
 - Kristy Balkwill, Director at Large
 - Laura Carr, Director at Large
 - Glenn Fortin, Director at Large
 - Brenda Hart, Director West
 - Patty Klein, Director at Large
 - Dr. Gregor MacLean, Director Atlantic
 - Joni McPhail, Director Ontario
 - Pier-Luc Paquet, Director Quebec
 - Patrick Roch, Director at Large
 - Ravi Walia, Director at Large
 - Shawn Winter, Director Coach
47. **Post-meeting Note:** *As per relevant Skate Canada Bylaws, the following individual was appointed to the Board as an additional Director, for a one-year term:*
- Andrew Poje

ACKNOWLEDGMENT OF RETIRING SECTION CHAIRS

48. The President took the opportunity to thank those individuals who have served their sections and given so much of their time and energy to their sections.
- Bobbi-Jo Martin – Retiring from the Alberta/NT/NU Section Board after having served as Chair since 2019

INTRODUCTION OF THE 2023-2024 SECTION CHAIRS

49. The President introduced the 2023-2024 Section Chairs. She explained that Section Chairs are valued members of the national team and their endless commitment to the organization is sincerely appreciated:
- Hilary Quick – British Columbia/Yukon
 - TBD – Alberta-NWT/Nunavut
 - Allyson Senecal – Saskatchewan
 - Diane Brine – Manitoba
 - Andrea Derby – Ontario
 - Jacqueline Gauthier – Quebec
 - Carole Thiffault – New Brunswick
 - Amy MacMillan – Prince Edward Island
 - Sheila Beard – Nova Scotia

- Bev Power – Newfoundland & Labrador

CLOSING REMARKS

50. In closing, Karen Butcher relayed the following, *“As we wrap up this season’s AGM, I would like to express my sincere gratitude to everyone, delegates, coaches, officials, observers, and honored guests, for taking the time to join us today. Your contributions directly impact the future of skating in Canada, and I look forward to your continued support.*
51. *Thank you to Skate Canada staff and volunteers for your efforts in bringing us together online. As always, you have put together a great event.*
52. *A special thank you to our keynote speakers, presenters, moderators, and to our partners at SW Event Technology for helping us once again provide the best program possible.*
53. *I hope everyone is learning a lot from this year’s Ice Summit and I encourage you to continuing sharing information and best practices within Canada, your section, your club and your family. Together we make a strong partnership which is key to continued growth and success in skating across Canada.*
54. *Remember to tune in for more great workshops this afternoon starting at 2:30 pm Eastern Time and tomorrow starting at 12:00 noon Eastern Time. Also, please join us tonight as we recognize the amazing skaters, volunteers, coaches, and officials during the Skate Canada Awards Celebration at 7:30 pm Eastern!”*

ADJOURNMENT OF THE MEETING

55. There being no further business, the meeting was adjourned.

MOTION: Moved by Rémi Gibara,
THAT the meeting be adjourned.

Karen Butcher

Karen Butcher
President

Minutes recorded and written by Jeff Partrick, Corporate Services Director

Appendices:

<https://skatecanada.ca/wp-content/uploads/2023/08/All-AGM-Appendices-EN-20230821.pdf>