



Minutes of the 2024 Annual General Meeting of Skate Canada Sheraton Wall Centre Hotel, Vancouver, BC

ATTENDANCE

1. The list of club delegates in attendance at the 2024 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 111th Skate Canada Annual General Meeting being held in person at the Sheraton Wall Centre in Vancouver. She acknowledged that the land on which we gather is the unceded territory of the Coast Salish Peoples, including the territories of the x^wməθkwəy'əm (Musqueam), Skwxwú7mesh (Squamish), and səlilwətaɪ/Selilwitulh (Tseil-Waututh) (Slay Wah Tooth) Nations. She went on to recognize we are all in different places and in a different traditional Indigenous territory and encouraged everyone to take a moment to reflect on that and acknowledge it.

The President relayed important information regarding the meeting and declared the 2024 Skate Canada Annual General Meeting open.

CALL TO ORDER

3. At this time, the President called upon Chief Executive Officer Debra Armstrong to formally convene the meeting.
4. 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 February 26, 2024. 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.
5. Debra Armstrong then confirmed that there are 256 persons entitled to vote and representing 4300 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

6. 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.

7. 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 and encouraged anyone who would like to speak to approach the microphone or use the chat window.
8. 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
9. The President then provided the following instructions to those wishing to address the assembly:
 - Identify yourself before asking a question or making a comment.
 - 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,
 - Virtual participants were requested to identify themselves in the same manner through the chat window.

APPROVAL OF THE MEETING AGENDA

10. 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 Shawn Winter, Seconded by Ravi Walia,
THAT the agenda of the May 25, 2024 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 2023-2024 SKATE CANADA BOARD OF DIRECTORS

11. The President introduced the 2023-2024 Board of Directors. She indicated that the Board's passion for our sport and the expertise and energy they bring to the work of the Board is greatly appreciated:
 - Kristy Balkwill
 - Laura Carr
 - Glenn Fortin
 - Brenda Hart
 - Patty Klein
 - Dr. Gregor MacLean
 - Joni McPhail

- Pier-Luc Paquet (*unable to join in person*)
 - Andrew Poje
 - Patrick Roch
 - Ravi Walia
 - Shawn Winter
12. 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:
- Terry Sheahan - Senior Director, Marketing and Events
 - Dr. Shae Zukiwsky – Senior Director, Performance Excellence
 - Simon Austin – Safe Sport Manager
 - Laura Baker – Senior Manager, Performance Excellence and Officials
 - Andre Bourgeois – Next Gen Director
 - Kathie Cloutier – Governance Executive Assistant
 - Tania Dubeau-Beattie, Member Services Advisor
 - Josée Bourdon, Senior Manager, Coaching
 - Alex Killby, Director, Information Technology
 - Mark Lauzon, Skating Development Coordinator
 - Heather McMahon, Senior Manager, Skating Programs
 - Jeff Partrick - Corporate Services Director
 - Hannson Paul, Events Senior Coordinator
 - Pat Que, Project Manager EDIA
 - Cameron Shaw, Events Senior Coordinator
 - Andrea Rankin, Officials Senior Coordinator
 - Mike Slipchuk, High Performance Director
 - Danielle Williams, Events Senior Coordinator
 - Shannon Youmelle, Partnerships, and In-Venue Producer
13. 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.

Acknowledgement of Ice Summit Host Section

14. The President also took the opportunity to recognize the efforts of our 2024 Ice Summit Host Section, Skate BC/YT and introduced two members of this year's Ice Summit Host Section and called them up to the stage to be recognized:
- Hilary Quick, Section Chair
 - Ted Barton

AGM Workshop Participants Draw

15. 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 2025 Canadian National Skating Championships being held in Laval, Québec, compliments of Skate Canada. The winner was announced as: Kelly Champagne (coach) from North Vancouver.

Moment of Silence

16. 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 2023-2024 season.

APPROVAL OF THE 2023 AGM MINUTES

17. The President referred to the minutes of the 2023 Annual General Meeting which were posted to the Skate Canada AGM webpage.
18. 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 2023 AGM.

MOTION: Moved by Gregor MacLean, Seconded by Joni McPhail,
THAT the minutes of the 2023 Annual General Meeting be approved as presented.

CARRIED

BYLAW AMENDMENTS

19. The President reported that as per Article 12 of the Skate Canada Bylaws, the following groups had until 90 days prior to the AGM (i.e. February 25, 2024) to file with the CEO notice of any proposals, amendments, and repeals to the Bylaws of Skate Canada:
 - Skate Canada Board of Directors
 - Skate Canada Sections
 - Skate Canada Clubs or Skating Schools in good standing
 - Skate Canada Coaches in good standing

Submissions and Circulation

20. J. Partrick confirmed that the Board of Directors submitted proposals for consideration and explained that the proposed amendment was circulated publicly by notice and posted to the Skate Canada website on the 2024 Annual General Meeting page on May 3, 2024. In accordance with the Canadian Not-For-Profit regulations, no amendments to the amendments are permitted and the proposed amendments will be put to the Membership for consideration as submitted.
21. J. Partrick confirmed that the proposed amendments were posted as noted above and the rationale for the proposed amendments was provided along with the formal motion to be considered. Suggested wording for additions to the Bylaw was illustrated by underlined text and words to be deleted were denoted by a strikethrough. All proposed amendments that are approved by the Membership will have effect as of July 1, 2024.
22. J. Partrick explained that if anyone from one of the represented groups wished to speak to approach the microphone and wait to be recognized. Online participants were to use the chat function that accompanies the live stream broadcast and requested to state their full name, the name of the group they belong to and their question or comment in the chat window. J. Partrick confirmed that following

the discussion he would pose the question and Members would vote on the amendment using the online voting system.

23. J. Partrick proceeded to review the proposed Bylaw amendment which was shared on screen for the Members as well. J. Partrick also referred to a question that had been received at the May 17th webinar whether terms must be served in succession and confirmed that they do not.

MOTION: Moved by Patrick Roch, Seconded by Brenda Hart,
THAT Skate Canada bylaws are amended to incorporate the provisions of the
Canadian Sport Governance Code as per the lined documents.

CARRIED

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 from a governance, policy, and strategy perspective, the Board focuses on ensuring skating remains one of the safest sports for everyone to enjoy. Our organization is all about people and the Board thanks all the members of the skating family who collaborate and partner with Skate Canada to make our governance model work as efficiently and effectively as possible.
26. The President explained that the Board of Directors operates with a domestic and international lens and we're proud that given the changing environment we remain a viable and stable organization, 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:
- CEO Operational Review Committee
 - External Relations Committee
 - Finance and Enterprise Risk Management Committee
 - Governance Committee
 - Membership Policy Committee
 - Recruitment and Development Committee
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 Debra Armstrong to speak to the Skate Canada Audited Financial Statements for the year ended March 31, 2024 which is attached to the minutes in full as **Appendix E**.
30. There was a question raised by Donna Whitting from Skate Manitoba with respect to the Skate Canada membership fee increase of \$45 to \$58 inquiring if it was possible for Skate Canada to consider re-evaluating the fee increase or holding the membership fee amount going forward. Debra Armstrong confirmed that Skate Canada collects the fee on behalf of our PSTOs and this is the amount they requested we collect, they tell us what to charge. Debra Armstrong also confirmed the portion Skate Canada receives from the fee collected is \$28. Debra Armstrong advised that the fee amount will not be re-evaluated.

There were no further questions from the assembly with respect to the Skate Canada Audited Financial Statement for the year ended March 31, 2024, nor the related report (**Appendix F**), the President called for a motion to approve the statements:

MOTION: Moved by Glenn Fortin, Seconded by Laura Carr,
THAT the Skate Canada Audited Financial Statements ended March 31, 2024, and prepared by the Auditors of KPMG 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 2024-2025 fiscal year was put forward to the voting membership:

MOTION: Moved by Patty Klein, Seconded by Andrew Poje,
THAT KPMG LLP be approved as Skate Canada's auditors for the 2024-2025 fiscal year.

CARRIED

ELECTIONS – 2024-2025 BOARD OF DIRECTORS

32. At this point in the meeting the President invited Gregor MacLean, Recruitment and Development Committee (RDC) Chair, to conduct the elections segment of the meeting.
33. Gregor MacLean confirmed that on January 16, 2024 the RDC released a Call for Applications to the Skate Canada Board of Directors Memo, along with other documents.
34. Gregor MacLean 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. Gregor MacLean then confirmed the following election categories in this year's elections:
 - Category 1 – Director West (2-year term)
 - Category 2 - Director Québec (2-year term)

- Category 3 - Director Coach (2-year term)
- Category 4 – Director at Large (2-year term), (3 available positions)

Acclaimed Board Positions

36. Gregor MacLean confirmed the names of individuals who are acclaimed in the following election categories:
- Category 1 – Director West (2-year term): Brenda Hart
 - Category 2 - Director Québec (2-year term): Shawn Winter
 - Category 3 – Director Coach (2-year term): Tracy Wilson
 - Category 4 – Director at Large (2-year term):
 - Glen Fortin
 - Andrew Poje
 - Catherine Wood
37. With the conclusion of the elections segment of the AGM, Gregor MacLean congratulated all newly acclaimed members of the Skate Canada Board of Directors.
38. Gregor MacLean extended his thanks to the members of the Recruitment and Development Committee for all their service:
- Karen Howard
 - Patty Klein
 - Paul MacIntosh
 - Patrick Roch
 - Erica Topolski
39. Gregor MacLean thanked the Skate Canada employees who assisted with election preparations and also thanked the staff who provided support to the committee:
- Kathie Cloutier, Governance Executive Assistant
 - Jeff Partrick, Corporate Services Director

ACKNOWLEDGEMENT OF UPCOMING EVENTS

40. At this time, the President announced the location and dates of the following events:
- **2024 International Adult Figure Skating Competition**
September 18-21, 2024 – Seven Chiefs Sportsplex, Calgary, AB
 - **2024 Skate Canada International**
October 25-27, 2024 – Scotiabank Centre, Halifax, NS
 - **2024-2025 Skate Canada Challenge**
November 28 – December 1, 2024 – Seven Oaks Arena, Garden City Community Centre, Winnipeg, MB
 - **2025 Canadian National Skating Championships**
January 14-19, 2025 – Place Bell, Laval, QC

- **2024-2025 Skate Canada Trophy**

February 6-9, 2025 – Terwillegar Community Recreation Centre, Edmonton, AB

- **2025 Skate Canada Cup**

February 28-March 2, 2025 – Waterloo Memorial Recreation Complex, Waterloo, ON

Ice Summit and AGM

41. The President confirmed that in 2025 there will be no in-person or virtual Ice Summit and that the next in-person Ice Summit will be held in 2026. There will be an AGM in 2025 and the details will be forwarded at a later date.

NEW BUSINESS

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

ACKNOWLEDGMENT OF RETIRING BOARD MEMBERS

43. 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:
- Kristy Balkwill – Retiring from the Board
 - Laura Carr – Retiring from the Board

INTRODUCTION OF THE 2024-2025 BOARD OF DIRECTORS

44. At this time Debra Armstrong was called upon to introduce the members of the 2024-2025 Skate Canada Board of Directors:
- Karen Butcher, President
 - Glenn Fortin, Director at Large
 - Brenda Hart, Director West
 - Patty Klein, Director at Large
 - Dr. Gregor MacLean, Director Atlantic
 - Joni McPhail, Director Ontario
 - Andrew Poje, Director at Large
 - Patrick Roch, Director at Large
 - Ravi Walia, Director at Large
 - Tracy Wilson, Director Coach
 - Shawn Winter, Director Québec
 - Catherine Wood, Director at Large

ACKNOWLEDGMENT OF RETIRING SECTION CHAIRS

45. The President took the opportunity to thank retiring Section Chairs who have and given so much of their time and energy to their sections.
- Hilary Quick – Skate BC/YT Chair
 - Diane Brine – Skate Manitoba Chair

INTRODUCTION OF THE 2024-2025 SECTION CHAIRS

46. The President introduced the 2024-2025 Section Chairs. She explained that Section Chairs are valued members of the team and their endless commitment to the organization is sincerely appreciated:
- Braden Davie – British Columbia/Yukon Section
 - Mary Moran – Alberta-NWT/Nunavut Section
 - Allyson Senecal – Saskatchewan Section
 - Amber Lotz – Manitoba Section
 - Andrea Derby – Skate Ontario
 - Jacqueline Gauthier – Patinage Québec
 - Carole Thiffault – New Brunswick Section
 - Amy MacMillan – Prince Edward Island Section
 - Sheila Beard – Nova Scotia Section
 - Bev Power – Newfoundland & Labrador Section

CLOSING REMARKS

47. In closing, Karen Butcher *expressed gratitude to everyone for taking the time to participate. She also thanked Skate Canada staff and volunteers for bringing everyone A special thank you was relayed to keynote speakers, presenters, moderators, and to our partners at SW Event Technology for helping provide the best program possible.*
48. *The President closed encouraging members to continue working together.*

ADJOURNMENT OF THE MEETING

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

MOTION: Moved by Kristy Balkwill,
THAT the meeting be adjourned.

Karen Butcher
President

Minutes recorded by Jeff Partrick, Corporate Services Director and written by Kathie Cloutier, Governance Executive Assistant.