



**Minutes of the
2025 Annual General Meeting of Skate Canada
Skate Canada National Service Centre, Ottawa, ON
May 24, 2025**

ATTENDANCE

1. The list of club delegates in attendance at the 2025 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 2025 Skate Canada Annual General Meeting. She acknowledged that the land in Ottawa on which we gather is the unceded territory of the Algonquin Anishinaabeg people. From coast to coast, we acknowledge the ancestral and unceded territory of the Inuit, Métis and First Nations people that call this land home. We thank the generations of people who have taken care of this land.

The President relayed important information regarding the meeting and declared the 2025 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 28, 2025. 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 185 persons entitled to vote and representing 2839 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 Joni McPhail, Seconded by Shawn Winter,
THAT the agenda of the May 24, 2025 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 2024-2025 SKATE CANADA BOARD OF DIRECTORS

11. The President introduced the 2024-2025 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:
 - Glenn Fortin
 - Brenda Hart
 - Patty Klein
 - Dr. Gregor MacLean
 - Joni McPhail
 - Andrew Poje

- Patrick Roch
- Ravi Walia
- Tracy Wilson
- Shawn Winter
- Catherine Wood

12. D. Armstrong began by acknowledging those staff members who support the AGM in various ways and went on to recognize those staff members in attendance in alphabetical order:

- Simon Austin – Senior Manager, Safe Sport and Business Operations
- Josée Bourdon, Senior Manager, Coaches
- Ken Chu – IT Operations Coordinator
- Kathie Cloutier – Governance Executive Assistant
- Alex Killby, Director, Information Technology
- Lisa Mazzoni – Creative Services Lead
- Julia Michalopoulos – Interim Director, Communications and Brand
- Jeff Partrick - Corporate Services Director
- Hannson Paul – Events Transportation and Accommodation Lead
- Norm Proft – Senior Manager – Competition Services
- Kailey Sauvé – Member Services Representative
- Lenka Seniglova - Member Services Representative
- Cameron Shaw - Events Venue and Operations Lead
- Terry Sheahan - Senior Director, Events and Production Services
- Annie Thibodeau – Member Services Representative
- Shannon Youmelle – Event Services Lead
- Dr. Shae Zukiwsky – Chief Sport Officer

D. Armstrong also went on to express her appreciation to all staff in every department who aren't in attendance at today's meeting.

13. 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 and thanked them for the work they do.

Moment of Silence

14. 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 2024-2025 season.

APPROVAL OF THE 2024 AGM MINUTES

15. The President referred to the minutes of the 2024 Annual General Meeting which were posted to the Skate Canada AGM webpage.

16. 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 2024 AGM.

MOTION: Moved by Andrew Poje, Seconded by Tracy Wilson,
THAT the minutes of the 2024 Annual General Meeting be approved as presented.

CARRIED

BYLAW AMENDMENTS

17. Jeff Partrick explained that as per Article 12 of the Skate Canada Bylaws, the following groups had until 90 days prior to the AGM (i.e. February 23, 2025) 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

18. 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 2025 Annual General Meeting page on March 28, 2025. 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.
19. 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, 2025.
20. 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.
21. J. Partrick proceeded to review the proposed Bylaw amendment which was shared on screen for the Members as well.

MOTION: Moved by Patrick Roch, Seconded by Brenda Hart,
THAT section 5.9 of the Bylaw is deleted and the remaining sections renumbered accordingly.

CARRIED

PRESIDENT AND CEO REPORT

22. The combined report presented by President Karen Butcher and Chief Executive Officer Debra Armstrong is attached to the minutes in full as **Appendix C**. The President and the CEO both highlighted some of the major achievements of the past year.
23. The President referred to the historical number of registrants, 210,212, across all programs and noted this is the highest number of registrants in Skate Canada history and its third year of consecutive growth at a time when Canadian families are facing difficult financial choices and ever-growing options for organized sports.
24. The President expressed her appreciation to everyone who played a role in Skate Canada achieving this impressive milestone.
25. The President also noted that she wanted to recognize all the incredible work that's been achieved this year. She expressed her thanks to all the people who have made it happen across Canada which includes the sections, coaches, officials, staff, athletes, volunteers, clubs, parents and schools who have shown up everyday and given their best to the organization.

STANDING COMMITTEE REPORTS

26. 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.
27. 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.
28. K. Butcher explained 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 Committee
 - Recruitment and Development Committee
29. 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

30. The President called upon Debra Armstrong to speak to the Skate Canada Audited Financial Statements for the year ended March 31, 2025 which is attached to the minutes in full as **Appendix E**.
31. There were no questions from the assembly with respect to the Skate Canada Audited Financial Statement for the year ended March 31, 2025, nor the related report (**Appendix F**), the President called for a motion to approve the statements:

MOTION: Moved by Glenn Fortin, Seconded by Patty Klein,
THAT the Skate Canada Audited Financial Statements ended March 31, 2025, and prepared by the Auditors of KPMG LLP, be approved as presented.

CARRIED

Appointment of Auditors

32. At the President's request, the following motion related to the appointment of the Skate Canada auditors for the 2025-2026 fiscal year was put forward to the voting membership:

MOTION: Moved by Glenn Fortin, Seconded by Gregor MacLean,
THAT KPMG LLP be approved as Skate Canada's auditors for the 2025-2026 fiscal year.

CARRIED

ELECTIONS – 2025-2026 BOARD OF DIRECTORS

33. 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.
34. Brenda Hart confirmed that on January 23, 2025 the RDC released a Call for Applications to the Skate Canada Board of Directors Memo, along with other documents.
35. 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.
36. 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) (4 positions available)

Acclaimed Board Positions

37. Brenda Hart confirmed the names of the 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

- Category 3 – Director at Large (2-year term):
 - Karen Butcher
 - Matt MacMurdo
 - Marc Puddy
 - Ravi Walia
- 38. With the conclusion of the elections segment of the AGM, Brenda Hart congratulated all newly acclaimed members of the Skate Canada Board of Directors.
- 39. Brenda Hart extended her thanks to the members of the Recruitment and Development Committee for all their service:
 - Karen Howard
 - Paul MacIntosh
 - Andrew Poje
 - Erica Topolski
 - Tracy Wilson
 - Shawn Winter
- 40. Brenda Hart 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

41. At this time, the President announced the location and dates of the following events:
 - **2025 Skate Canada International**
October 31-November 2, 2025 – SaskTel Centre, Saskatoon, SK
 - **2025-2026 Skate Canada Challenge**
November 27-30, 2025 – Seven Chiefs Sportsplex, Calgary, AB
 - **2026 Canadian National Skating Championships**
January 5-11, 2026 – Slush Puppie Centre, Gatineau, QC
 - **2026 Skate Canada Trophy**
February 5-8, 2026 – RBC Centre, Dartmouth, NS
 - **2026 Skate Canada Cup**
February 27-March 1, 2026 – Waterloo Memorial Recreation Complex, Waterloo, ON

Ice Summit and AGM

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

NEW BUSINESS

43. Karen Butcher confirmed that no new items of business were brought forward to the meeting.

ACKNOWLEDGMENT OF RETIRING BOARD MEMBERS

44. 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:

- Patty Klein – Retiring from the Board
- Patrick Roch – Retiring from the Board

INTRODUCTION OF THE 2025-2026 BOARD OF DIRECTORS

45. At this time the President introduced the members of the 2025-2026 Skate Canada Board of Directors:

- Karen Butcher, President
- Glenn Fortin, Director at Large
- Brenda Hart, Director West
- Dr. Gregor MacLean, Director Atlantic
- Matt MacMurdo, Director at Large
- Joni McPhail, Director Ontario
- Andrew Poje, Director at Large
- Marc Puddy, Director at Large
- Ravi Walia, Director at Large
- Tracy Wilson, Director Coach
- Shawn Winter, Director Québec
- Catherine Wood, Director at Large

[Post Meeting Note: The directors unanimously elected Karen Butcher to serve as Skate Canada President in 2025-2026 at the meeting of the Board immediately following the Annual General Meeting.]

INTRODUCTION OF THE 2025-2026 SECTION CHAIRS

46. The President introduced the 2025-2026 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 together online.
48. The President closed by encouraging members to continue working together.

ADJOURNMENT OF THE MEETING

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

MOTION: Moved by Gregor MacLean,
THAT the meeting be adjourned.

Karen Butcher
President

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