



**BC Coast  
Region**

# **2022-2023 Annual General Meeting**

**Monday April 11, 2023**

**Trout Lake Community Centre,  
Vancouver**

## **Meeting Package**

Agenda

Minutes of Previous AGM

Financial Reports

Director and Committee Reports

# **BC Coast Region Annual General Meeting Agenda**



Tuesday April 11, 2023

Trout Lake Community Centre, Vancouver

7:00 pm

1. Welcome and Land Acknowledgement – A. Clarke
2. Awards Presentations – A. Clarke
3. Guest Speaker – J. Chapelski
4. Call to Order – A. Clarke
  - a. Report as to Quorum – K. Adams
  - b. Reading of the Notice of Meeting – K. Adams
  - c. Report on Proper Notice of Meeting – A. Clarke
5. Approval of Agenda – A. Clarke
6. Approval of Minutes of Previous Annual General Meeting – A. Clarke
7. Correspondence – A. Clarke
8. Financial Report – L. Prendergast
9. Director and Committee Reports
10. Election of Directors and Officers – K. Gordon
11. New Business
12. Adjournment

# BC Coast Region Annual General Meeting Minutes

April 12th, 2022  
ZOOM Call  
7:00 PM



## BCCR Board of Directors

Lori Oxland Past Chair/Administrator	Kevin Gordon Chairman	Siobhan Phillips 1st Vice Chairman	Lyse Prendergast Treasurer
Kari-Jane Adams Secretary	Alex Clarke Director	Jenny Lum Director	Michelle Towstyka Director
Carissa Halley Director	Victor Chengtan Director		

## BCCR Sub Committees

Alex Clarke Competitions Committee	Ethan Swinburnson Judges Training	Lyse Prendergast Data Specialists	Lori Oxland Skater Development
Siobhan Philips Test Committee	Lori Oxland Team Leader	Lori Oxland Skater Development	Siobhan Philips Synchro Committee

## BC Coast Region Clubs

Teresa Guynup Abbotsford SC	Sharon Phillips Aldergrove FSC	Lindsay Beebe Artic Edge SC	Miki Mori Champs ISC
Kam Matsuo Cloverdale SC	Victor Chengtan Connaught SC	Alex Clarke Delta SC	Christina Webster Grandview SC
Maureen Knight Kerrisdale FSC	Michelle Towstyka Langley SC	Jenny Milne LMSSC	Jessica Rico Maple Ridge SC
Nicole Ginter Mission FSC	Rob Marshall North Surrey SC	JJ Scott Riley Park FSC	Ronnie Perkins Sungod SC
Gary Lim Sunset FSC	Lesleigh Farr Sunshine Coast SC	Claire Ferrier Vancouver SC	Laura Woroniecki WRSSSC

## Officials/Observers

Hilary Quick	Morgan Melnychuk	Ethen Swinburnson	Liliya Herwig
Danielle Williams	Andrea Watson	Gwen Schmidt	Kelly Cruikshank
Hatty Tang	Michelle Uyeda		

## Minutes

No	Topic	Presenter
1	<b>Welcome</b> Kevin welcomed everyone to the BC Coast Annual Region Annual Meeting at 7:00pm –40 participants	Kevin Gordon
2	<b>Awards:</b> to be postponed – presentation at ‘Know Your Sport’	Kevin Gordon
3	<b>Presentation:</b> Kelly Cruikshank – ‘An Officials rink-side perspective at the Beijing 2022 Olympics’ started Judging while still skating, this was the first time invited to officiate at an Olympic Games – was selected to officiate the women’s event. Knew these games would be like no other – due to restriction because of COVID19. Kelly shared his experience from the difficulties of travel, the isolation once in Beijing, the comradery of the officials on his team, and witnessing from the sidelines the controversial actions of athletes and their coaching teams.	
3	<b>Call to Order</b> Kevin called the meeting at 7:34pm	Kevin Gordon
4	<b>Approval of the Agenda</b> <b>MOTION</b> to Approve the Agenda as presented <b>MOVED</b> by Jessica Rico; <b>SECONDED</b> by Siobhan Phillips; <b>CARRIED</b> <b>MOTION</b> to Amend the Agenda as necessary <b>MOVED</b> by Jessica Rico; <b>SECONDED</b> by Siobhan Phillips; <b>CARRIED</b>	Kevin Gordon
5	<b>Reading of Notice of Meeting</b> Kari-Jane read the Notice of Meeting	Kari-Jane Adams
6	<b>Report of Quorum</b> Kevin asked Kari-Jane to report as to quorum. Kari-Jane reported that quorum was met - 8 Clubs required/ 5 Board Members – <b>20</b> clubs in attendance – 39 participants	Kari-Jane Adams
7	<b>Approval of the Minutes</b> of the Annual General Meeting – April 13/21 <b>MOTION</b> to accept the minutes as presented <b>MOVED</b> by Michelle Towstyka; <b>SECONDED</b> by Rob Marshall; <b>CARRIED</b>	Kevin Gordon
8	<b>Correspondence –</b> Hilary Quick – BC/YK Section Chair <b>COVID-19</b>  The BC/YK Section Board of Directors has approved that this policy will be suspended when the Province of BC removes the Proof of Vaccination requirement.	Hilary Quick/Danielle Williams

	<p>Reminder that if your facility still has COVID restrictions and guidelines clubs are to still follow those restrictions/guidelines.</p> <p><b><u>Assessments</u></b></p> <ul style="list-style-type: none"> <li>All STAR 6 to Gold Assessments are to continue going through the Section Office. Requests must be submitted 4 weeks prior the requested assessment day. We will be reviewing this process in the summer to decide if assessment requests will continue this way.</li> </ul> <p><b><u>General Club Reminders</u></b></p> <ul style="list-style-type: none"> <li>To register all members with Skate Canada</li> <li>To register your club/skating school with Skate Canada</li> <li>To register all officials and Board Members with Skate Canada</li> <li>Reminder there is a Skate Canada Concussion App. We encourage all Clubs, Coaches, Skaters and Parents to Download it. It has very valuable education and training for identifying and treating concussions. Search Skate Canada Concussion.</li> <li>Skate Canada Safe Sport Website. <a href="http://Skate-Safe.ca">Skate-Safe.ca</a></li> <li><u>Skate Canada has lots of great resources on EDI on their website. We encourage everyone to check them out.</u></li> <li>Section AGM will be held in person April 30, 2022. Registration is open and on the Section website.</li> <li>There will be an important Skate Canada LTD presentation held at the BC/YK Section AGM. We are encouraging all officials, coaches, and clubs to attend this important LTD presentation and how the Skate Canada LTD may impact skating in BC.</li> </ul>	
9	<p><b>Financial Report</b> The financial report was presented by Lyse Prendergast with explanation and discussion of expenditures. See attached <b>MOTION</b> to accept the financial report as presented <b>MOVED</b> by Lyse Prendergast; <b>SECONDED</b> by Siobhan Phillips; <b>CARRIED</b></p>	Lyse Prendergast
10	<p><b>Committee Reports-</b> the AGM report booklet is posted on the Region website</p> <ul style="list-style-type: none"> <li>➤ <b>Competition Committee-</b> Nothing to add, Ethan – email to go out to all clubs asking for a club partner to volunteer at VDI,</li> <li>➤ <b>Judges –</b>N/A</li> <li>➤ <b>Data Specialist –</b> N/A</li> <li>➤ <b>Skaters Development-</b> N/A</li> <li>➤ <b>Synchro-</b> N/A</li> <li>➤ <b>Team Leader-</b> N/A</li> <li>➤ <b>Test Committee-</b> Thank you to Section for organizing/running assessment days to the pandemic</li> </ul> <p><b>MOTION</b> to accept the committee reports as presented <b>MOVED</b> by Lyse Prendergast <b>SECONDED</b> by Victor Chengtan; <b>CARRIED</b></p>	<p>Alex Clarke</p> <p>Ethan Swinburnson Lyse Prendergast Lori Oxland Siobhan Phillips Lori Oxland Siobhan Phillips</p>
11	<p><b>Constitution/Bylaws</b></p> <ul style="list-style-type: none"> <li>➤ N/A</li> </ul>	Kevin Gordon

12	<p><b>Election of Officers for the ensuing year</b></p> <p>Lori Oxland declared the following positions have all been filled by acclamations:</p> <ul style="list-style-type: none"> <li>➤ Chair -Alex Clarke – 2yr</li> <li>➤ Vice Chair – Ethan Swinburnson – 2yr</li> <li>➤ Director A – Jenny Lum – 2yr</li> <li>➤ Director C – Victor Chengtan – 2yr</li> <li>➤ Director D - Michelle Towstyka – 2yr</li> </ul> <p>Kevin introduced the new BCCR Board including</p> <ul style="list-style-type: none"> <li>➤ Past Chair/Board Administrator – Lori Oxland</li> <li>➤ Treasurer – Lyse Prendergast</li> <li>➤ Secretary – Kari-Jane Adams</li> <li>➤ Director B - *remains vacant</li> <li>➤ Director E – Carissa Halley</li> <li>➤</li> </ul>	Lori Oxland
13	<b>New Business – N/A</b>	
14	<p><b>Adjournment- MOVED</b> by Victor Chengtan to adjourn the meeting at 8:11pm</p> <p>Next meeting: Know Your Sport – Sept'22</p>	

BC Coast Region Skate Canada

**Balance Sheet**

As of March 31, 2023

	<u>Total</u>
<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalent</b>	
BMO - Chequing	62,103.46
BMO - Term Deposit	30,738.32
<b>Total Cash and Cash Equivalent</b>	<u>\$ 92,841.78</u>
<b>Total Accounts Receivable (A/R)</b>	
Prepaid Expenses	2,791.49
<b>Total Current Assets</b>	<u>\$ 95,633.27</u>
<b>Total Assets</b>	<u>\$ 95,633.27</u>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
Current Liabilities	0.00
<b>Equity</b>	
Retained Earnings	65,583.96
Profit for the year	30,049.31
<b>Total Equity</b>	<u>\$ 95,633.27</u>
<b>Total Liabilities and Equity</b>	<u>\$ 95,633.27</u>

**BC Coast Region Skate Canada**  
**Profit and Loss Statement**

April 1, 2022 - March 31, 2023

	<u>Total</u>
<b>INCOME</b>	
Accreditation	\$ 225.00
Interest	\$ 537.78
LOC Share of Profits	\$ 4,692.09
Medals and Ribbon Sales	\$ 477.90
Membership Paybacks	\$ 12,534.00
Merchandise Sales	\$ 45.00
Planned Program Fees	\$ 1,039.98
Registration Fees	\$ 164,563.13
<b>Total Income</b>	<b>\$ 184,114.88</b>
<b>EXPENSES</b>	
Accommodation	\$ 18,790.22
Athlete Assistance	\$ 400.00
Bank & Interest Charges	\$ 635.42
Clinic and Moderator Fees	\$ 2,915.00
Computer Subscriptions	\$ 2,656.44
Computer Supplies	\$ 482.64
Decorations	\$ 620.05
Equipment	\$ 2,949.73
Equipment Rental	\$ 8,039.58
Facility Rental	\$ 27,908.77
Food & Hospitality	\$ 7,839.98
Gifts & Honourariums	\$ 17,272.77
Legal and Accounting Fees	\$ 90.00
LOC Proceeds	\$ 24,416.38
Medals & Trophies	\$ 5,406.47
Postage & Courier	\$ 23.09
Printing & Photocopying	\$ 197.85
Registration and Entry Fees	\$ 7,197.52
Salary	\$ 8,631.09
Stationary & Office Supplies	\$ 640.85
Storage	\$ 4,557.85
Travel	\$ 12,001.26
Website	\$ 392.61
<b>Total Expenses</b>	<b>\$ 154,065.57</b>
<b>PROFIT</b>	<b>\$ 30,049.31</b>



**BC Coast Region Skate Canada**  
**2022-2023 Profit and Loss by Class**

April 1, 2022 to March 31, 2023

		Budget 2022-23	Actual 2022-23
<b>Administration</b>			
	Administrator	\$ (6,000.00)	\$ (8,631.09)
	Bank & Service Fees	\$ (175.00)	\$ (97.64)
	Computer, Accounting & Legal	\$ (2,500.00)	\$ (3,449.48)
	Marketing	\$ (1,500.00)	
	Membership Paybacks	\$ 12,000.00	\$ 12,534.00
<b>Total Administration</b>		<b>\$ 1,825.00</b>	<b>\$ 355.79</b>
<b>Athlete Support Fund</b>			
		\$ (1,000.00)	\$ (400.00)
<b>Competitions</b>			
	Admin	\$ (100.00)	
	BC Winter Games	\$ (2,300.00)	\$ (2,500.00)
	BC/YK Open Synchro	\$ 2,500.00	
	Jingle Blades	\$ 10,000.00	\$ 26,809.49
	Medals & Ribbons	\$ (2,000.00)	\$ (1,603.94)
	Team Leader	\$ (500.00)	
	VDI	\$ 13,000.00	\$ 1,143.20
	WinterSkate	\$ 12,000.00	\$ 30,162.05
<b>Total Competitions</b>		<b>\$ 32,600.00</b>	<b>\$ 54,010.80</b>
<b>Equipment</b>			
	Computer	\$ (100.00)	
	DS	\$ (500.00)	\$ (264.24)
	Event	\$ (750.00)	\$ (3,629.98)
	Music	\$ (1,500.00)	\$ (814.63)
	Storage	\$ (5,000.00)	\$ (4,512.85)
<b>Total Equipment</b>		<b>\$ (7,850.00)</b>	<b>\$ (9,221.70)</b>
<b>Meetings</b>			
	BCCR AGM	\$ (750.00)	\$ (384.72)
	BCCR Executive & General Meetings	\$ (2,500.00)	\$ (689.19)
	BCCR "Know Your Sport"	\$ (2,500.00)	
	BCCR Planning Meeting	\$ (400.00)	\$ (458.99)
	BC/YT Section AGM	\$ (1,200.00)	\$ (1,573.74)
	Skate Canada Ice Summit	\$ (7,500.00)	\$ (9,423.05)
<b>Total Meetings</b>		<b>\$ (14,850.00)</b>	<b>\$ (12,529.69)</b>
<b>Club Engagement</b>			
		\$ (1,000.00)	\$ (36.40)
<b>Officials Development</b>			
	Data Specialist Training	\$ (100.00)	
	Judge Training	\$ (1,250.00)	\$ (855.70)
<b>Total Officials Development</b>		<b>\$ (1,350.00)</b>	<b>\$ (855.70)</b>
<b>Skater Development</b>			
	Active Start Seminar	\$ (1,500.00)	\$ (1,357.44)
	Singles Seminars	\$ (5,000.00)	
	Welcome Back Seminar	\$ (2,000.00)	\$ 83.65
<b>Total Skater Development</b>		<b>\$ (8,500.00)</b>	<b>\$ (1,273.79)</b>
<b>TOTAL</b>		<b>\$ (125.00)</b>	<b>\$ 30,049.31</b>

## **DIRECTORS AND COMMITTEE REPORTS**

### **BC COAST REGION CHAIR REPORT – Alex Clarke, Chair**

The BC Coast Region has completed full and successful year post pandemic. It is hard to believe that this year was a series of firsts following a 3-year hiatus from any competitions, shows and assessment days. Given the huge obstacles we had facing us, I am so proud of the way our committees, board members and volunteers came together to deliver a season of events for our skaters. We were unsure what to expect, so we approached it cautiously and with patience. A great deal of thought was put towards planning events, keeping in mind financial responsibility, while balancing the need of the skaters and the public health situation. Overall, 2022-2023 developed into a year of rebuilding and reorganizing within our structure.

The BC Coast Region consists of a group of volunteers who are passionate about skating and dedicated to the clubs in our region. The participation of our volunteers is an integral part of the huge success of our events. The Region delivered two very large competitions this season. Jingle Blades co-hosted with Mission Skating Club and WinterSkate co-hosted with Connaught Skating Club. Both events succeeded our expectations both in registrations and in volunteer participation. I would like to thank both clubs for their involvement and the tireless hours they spent making these events a huge success. It was the first time the Region has offered Live Streaming, allowing viewers to watch from home. With the assistance of the BC/YT Section, we were able to facilitate the successful streaming of a 3-day event on 2 ice surfaces. This has started the ball rolling for further developments at our region competitions, and I look forward to these challenges next season. In addition to our own events, the BCCR also partnered with Cloverdale Skating Club to form the LOC for the BC/YT Victoria Day Super Series Competition held in Surrey.

The Skater Development Committee hosted 2 seminars this season focusing on our Star 1-4 skaters. The Welcome Back Seminar was held at Richmond Ice Centre in September. Over 60 skaters attended to participate in on ice sessions focusing on Freeskate, Dance and Synchro. The Active Start workshop was held between Christmas and New Years at Tilbury Ice in Delta. Over 60 skaters enjoyed learning all disciplines from a series of coaches from the BCCR.

The BCCR continues to provide education, support, and guidance to our clubs through Club Engagement Meetings and in person meetings. Our board members have a diverse skillset and extensive experience which are a huge asset when dealing with our clubs.

I am looking forward to the 2023-2024 season and the ability to continue working with the enthusiastic volunteers and clubs throughout our region.

## **BC COAST REGION PAST-CHAIR REPORT – Kevin Gordon**

As Past Chair of the BC Coast Region, my role currently is to ensure that we keep track of good contacts and possible candidates for future BC Coast Region Director positions. It is not a huge job, but one needs to keep aware of who is interested, or who might be interested if they knew there was an opening. It seems that for this year our list of nominated candidates matches our current openings, so that means we are in a good state. The list of nominees and those who will take on board positions will be dealt with as part of the AGM meeting.

## **AWARDS COMMITTEE – Lyse Prendergast, Chair**

The role of this committee is to oversee the process where BCCR skaters are selected for a variety of Region and Section awards. We are responsible for making these selections according to fair and established criteria, notifying and recognizing the award recipients, and also identifying future opportunities to encourage and support BC Coast Region skaters.

This was a relatively busy year for the committee as we had to catch up on our Awards selection from the past several years. Thank you to Victor Cheng-Tan and Jenny Lum who worked with me to determine the 2021-22 award recipients, who were recognized at the September Club Engagement Meeting.

The 2022-23 committee included Carissa Halley, Jenny Lum and Michelle Towstyka; we received a large number of nominations this year and we were all so impressed with the spirit and dedication of so many skaters in our Region.

## **COMMUNICATIONS COMMITTEE REPORT – Ethan Swinburnson, Chair**

A new committee for the 2022-2023 season, we centralized outgoing communications from the BC Coast Region. This included the following:

- Centralization of outgoing communication through constant contact
- Monitoring of bounced and undeliverable emails
- A new draft and approval process for mass outgoing communications

We hope that these efforts have helped to improve communications with clubs and members, and look forward to making further improvements moving forward. If you have not been receiving communications from the region, please let us know.

## **COMPETITION COMMITTEE REPORT – Ethan Swinburnson, Chair**

The BC Coast Region hosts two competitions each season: Jingle Blades and BC Coast Regionals/WinterSkate.

### Jingle Blades

Jingle Blades was held in November, 2022 in Mission, BC. The event had 845 entries and lasted for three full days. The BC Coast Region would like to thank the Mission Skating Club for their collaboration towards a successful event – the first “regular” regional event hosted in our region post-COVID-19.

### BC Coast Regionals/Winterskate

This event serves as a regional championship, with regional STARSkate champions being crowned. This event was held at Minoru arenas in Richmond, BC in collaboration with the Connaught Skating Club. The BC Coast Region would like thank the Connaught SC for their work in delivering a great event for our skaters. There were 901 entries, which made for a huge event.

### Upcoming Season

Host facilities and partner clubs are currently being finalized for the upcoming 2023-2024 season. These will be communication as soon as available. We are still working towards establishing regular hosting facilities for our events in future seasons.

A reminder to all stakeholders that starting with the 2023-2024 season, the new competition structure will come into effect, with podium pathway categories no longer being offered at region level events. A wider variety of Skate Canada supplemental events will be offered to allow those athletes more opportunity to compete.

## **GOVERNANCE COMMITTEE – Lyse Prendergast, Chair**

This committee was tasked with setting up Terms of Reference for the five standing committees of the board (Awards, Communications, Competitions, Governance, Skater Development), and two special committees (HR, Nominations). This process was completed and approved at the July board meeting. The committee also provided support and advice in relation to several issues, including formalizing a standard regional competition Memorandum of Understanding with host clubs and recommending new policies and procedures related to BCCR Board roles.

Many thanks to committee members Carissa Halley, Ethan Swinburnson and Michelle Towstyka, for always being available to consult when issues related to governance arose.

## **SKATER DEVELOPMENT COMMITTEE REPORT – Carissa Halley, Chair**

The Skater Development Committee was able to successfully run two seminars this past year as we returned to gathering in person after time off during covid. The response from Clubs and Skaters reminds us of the desire for these types of events in the BCCR and encourages us to bring new and exciting initiatives to our region this coming year.

Our Welcome Back Seminar was held on September 11th at the Richmond Ice Centre, where 6 Coaches hosted 34 skaters in STAR 1-4 and 31 Star 5-Gold skaters for a day of on and off-ice training including off-ice jumps, on-ice skills and freeskate and synchro.

Our Active Start Seminar was held on December 29th at the Tilbury Arena in Delta. 5 Coaches guided 70 Star 1-4 skaters through a full day of on and off ice training which included skills, freeskate, pairs and synchro.

A sincere thank you to all our Coaches, Skaters, and the Planning Committee for making this year a success.

## **Data Specialist Representative Report – Lyse Prendergast**

It was a very busy year for BCCR data specialists (DS). With the return to a full competition schedule, we were pleased to welcome back several DS who had stepped back during the years of virtual and remote competitions. As well as volunteering at our two regional competitions, many also participated at BC/YT Section events, competitions in other BC regions, provinces and at the national level.

There are currently nine active DS in the BC Coast Region. A clinic was held last summer, and two new DS followed up and achieved their Intro level status – Rebecca Stainer and Gabriella Johnson. Unfortunately, one long-time DS is retiring from the role; Wayne Sutherland won't be returning next season. Wayne has volunteered for many years in the BC skating community in a variety of roles, and we will certainly miss his charm, humour, and experience at the rink.

## **NOMINATING COMMITTEE REPORT – Kevin Gordon, Chair**

At Close of Nominations on April 4, 2023, the following properly filled out nomination forms had been received:

Nominated: **Shannon Downing**, for DIRECTOR, nominated by Lyse Prendergast

Nominated: **Kari Jane Adams**, for SECRETARY, nominated by Alex Clarke

Nominated: **Lyse Prendergast**, for TREASURER, nominated by Ethan Swinburnson

Nominated: **Carissa Halley**, for DIRECTOR, nominated by Alex Clarke

As such, the position of TREASURER, having only 1 nomination, is acclaimed; Lyse Prendergast will be TREASURER

As such, the position of SECRETARY, having only 1 nomination, is acclaimed; Kari Jane Adams will be SECRETARY

As such, the positions of DIRECTOR, having only 2 nominations are acclaimed; Shannon Downing will be DIRECTOR B, Carissa Halley will be DIRECTOR E