



**MINUTES**  
**of the**  
**48th**  
**ANNUAL GENERAL MEETING**

**Saturday, April 30, 2016**

**Victoria Inn and Convention Centre  
1808 Wellington Avenue  
Winnipeg, Manitoba**



## MISSION STATEMENT

*Skate Canada Manitoba is the leader in promoting and providing quality skating programs that inspires Manitobans to participate throughout their lifetime for fun, fitness and achievement.*

## VISION

*“A unified skating community that inspires participants to skate for Life”*

## VALUES

*Skating is at the heart of all that we do. We are passionate about making a difference in our sport. We do so by living our values every day.*

**COLLABORATION.** As partners in the delivery of skating in Manitoba, we believe in working together to provide the best possible programs and services to our members.

**RESPECT.** We treat each other with integrity and fairness and are committed to creating a safe and welcoming environment

**EXCELLENCE.** We inspire, support and create the best possible environment to achieve individual and organizational excellence.

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**BOARD OF DIRECTORS 2016-2017**

**EXECUTIVE COMMITTEE**

<b>Chairman 2018</b>	<b>DONNA YEE 29 Gogal Bay St. Andrews, MB R1A 3A5</b>	<b>Res: (204) 334-3322 Cell: (204) 791-9995 Email: donnayee@shaw.ca</b>
<b>Past Chairman 2018</b>	<b>MIRANDA EDWARDS 131 Oak Bluff Road Brandon, MB R7C 1A3</b>	<b>Res: (204) 726-8892 Cell: (204) 720-1086 Email: miranda.ed@hotmail.com</b>
<b>Vice Chairman 2017</b>	<b>MICHELLE MAGNUSSON 14 Canada Crescent Brandon, MB R7B 2ZB</b>	<b>Res: (204) 727-1672 Cell: (204) 573-5269 Email: poolemj@mymts.net</b>
<b>Vice Chairman 2018</b>	<b>DIANE BRINE 262 Kenaston Blvd. Winnipeg, MB R3N 1V4</b>	<b>Res: (204) 488-4177 Cell: (204) 799-2513 Email: brine@mymts.net</b>
<b>Chairman Regional Directors: and Zone 1</b>	<b>KIRSTEN DUGUAY Box 651 Carberry, MB R0K 0H0</b>	<b>Res: (204) 834-2639 Cell: (204) 841-0819 Email: kbduguay@mts.net</b>
<b>Executive Director</b>	<b>SHAUNA MARLING 145 Pacific Avenue Winnipeg, MB R3B 2Z6</b>	<b>Bus: (204) 925-5708 Cell: (204) 797-8821 Email: skate.exec@sportmanitoba.ca</b>

**COMMITTEE MEMBERS**

<p><b>Coaching Representative</b>  2018</p>	<p><b>CAROL LIGHT</b> Box 1401 Souris, MB R0K 2C0</p>	<p>Cell: (204) 570-0433 Email: carol.evenson2010@gmail.com</p>
<p><b>Director of Communications</b>  2017</p>	<p><b>SUSAN ZUK</b> 7 Jenna Cove East St. Paul, MB R2E 0H8</p>	<p>Cell: (204) 223-8358  Email: zuksue@gmail.com</p>
<p><b>Director of Events Management</b>  2018</p>	<p><b>KIM BARON</b> Box 473 Carberry, MB R0K 0H0</p>	<p>Res: (204) 834-2630 Cell: (204) 476-4766 Email: redb@inetlink.ca</p>
<p><b>Director of Marketing</b>  2018</p>	<p><b>STEVEN HOWES</b> 149 Canora Street Winnipeg, MB R3G 1T1</p>	<p>Res: (204) 775-3582 Cell: (204) 330-1701 Email: sahowes@mymts.net</p>
<p><b>Director of Officials</b>  2017</p>	<p><b>STAN YEE</b> 29 Gogal Bay St. Andrews, MB R1A 3A5</p>	<p>Res.: (204) 334-3322 Cell: (204) 791-1817 Email: stanyee@shaw.ca</p>
<p><b>Director of Skating Programs</b> 2017</p>	<p><b>SHAWN CABAK</b> 19 Prout Drive Portage la Prairie, MB R1N 3N4</p>	<p>Res: (204) 239-4795 Cell: (204) 239-3353 Email: shawn.cabak@gov.mb.ca</p>
<p><b>Co-Chairman Regional Director and Zone 2</b></p>	<p><b>ALLISON WARD</b> 112 Arpin Bay Winnipeg, MB R3X 2C5</p>	<p>Res: 204-256-2417 Cell: 204-470-7114 Email: raward@mymts.net</p>

**REGIONAL DIRECTORS**

Central Zone 2	TARA GLASPEY Altona, MB R0G 0B1	Cell: (204) 791-9514 Email: <a href="mailto:kelltara@mymts.net">kelltara@mymts.net</a>
	Alternate:	Email:
Eastman Zone 2	KRISTJANA KOSHELUK Box 30, Grp., 11, RR 1 Anola, MB R0E 0A0	Res: (204) 866-4813 Cell: (204) 799-7601 Email: <a href="mailto:bkkosheluk@yahoo.ca">bkkosheluk@yahoo.ca</a>
	Alternate: CONNIE MARQUES	Email: <a href="mailto:cmsa@mymts.net">cmsa@mymts.net</a>
Interlake Zone 2	TAMMY KARATCHUK Box 1366 Arborg, MB R0C 0A0	Cell: (204) 442-0038 Email: <a href="mailto:tkaratchuk@gmail.com">tkaratchuk@gmail.com</a>
	Alternate: Sherri Orbanski	Email: <a href="mailto:orbanski5@lakenet.ca">orbanski5@lakenet.ca</a>
Norman Zone 1	BETTY ANN WILKINSON Box 358 Gillam, MB R0B 0L0	Res: (204) 652-5578 Cell: (204) 652-7113 Email: <a href="mailto:bawilkinson1@mymts.net">bawilkinson1@mymts.net</a>
	Alternate: Heather Reed	Email: <a href="mailto:penney1@mymts.net">penney1@mymts.net</a>
North Westman Zone 1	KRISTEN DUGUAY Box 651 Carberry, MB R0K 0H0	Res: (204) 834-2639 Cell: (204) 841-0819 Email: <a href="mailto:kbduguay@mts.net">kbduguay@mts.net</a>
	Alternate: Vicky Dryden	Res: (204) 748-6396 Cell: (204) 851-0120 Email: <a href="mailto:murphyslaw@live.ca">murphyslaw@live.ca</a>
Parkland Zone 1	DAN GUDMUDSEN Box 818 Ste. Rose du Lac, MB R0L 1S0	Res: (204) 447 7555 Email: <a href="mailto:cathydan@mymts.net">cathydan@mymts.net</a>
	Alternate : Tammy Edwards	Email: <a href="mailto:tedwards@mts.net">tedwards@mts.net</a>

South Westman  Zone 1	KIM EISSNER Box 655 Souris, MB R0K2C0	Res: (204) 741-0061 Fax: (204) 483-2543 Email: <a href="mailto:kimberlyeissner@gmail.com">kimberlyeissner@gmail.com</a>
	Alternate: Cara Lee	Res: (204) 673-2218 Email: <a href="mailto:dclee@mymts.net">dclee@mymts.net</a>
Winnipeg  Zone 2	ALLISON WARD 112 Arpin Bay Winnipeg, MB R3X 2C5	Res: (204) 256-2417 Work: (204) 261-9535 Ext.1523 Email: <a href="mailto:raward@mymts.net">raward@mymts.net</a>
	Alternate: Jacquie Enns	Res: (204) 254-2433 Cell: (204) 782-1055 Email: <a href="mailto:ennsjacqueline@gmail.com">ennsjacqueline@gmail.com</a>



**OTHERS**

<b>Audio Chair</b>	<b>STAN YEE</b> 29 Gogal Bay St. Andrews, MB R1A 3A5	Res.: (204) 334-3322 Cell: (204) 791-1817 Email: <a href="mailto:stanyee@shaw.ca">stanyee@shaw.ca</a>
<b>CanSkate Chair</b>	<b>MEGHAN RAFFERTY</b> 116 Morier Avenue Winnipeg, MB R2M 0C7	Res: (204) 421-1945 Email: <a href="mailto:meghan_rafferty@hotmail.com">meghan_rafferty@hotmail.com</a>
<b>Competitive Chair</b>	<b>PATTY HOLE</b> Box 1846 Virden, MB R0M 2C0	Res: (204) 748-2146 Email: <a href="mailto:hole3pr@gmail.com">hole3pr@gmail.com</a>
<b>Data Specialist Committee Chair</b>	<b>DON BROWN</b> 1600 Bray Road West East St.Paul, MB R2E 1C6	Res: (204) 661-0096 Fax: (204) 661-0096 (Ph. 1st) Email: <a href="mailto:amber@mymts.net">amber@mymts.net</a>
<b>Games Chair</b>	<b>MICHELLE MAGNUSSON</b> 14 Canada Crescent Brandon, MB R7B 2ZB	Res: (204) 727-1672 Cell: (204) 573-5269 Email: <a href="mailto:poolenj@mymts.net">poolenj@mymts.net</a>
<b>Judges Evaluators / Technical Chair</b>	<b>MARJ BEDDALL</b> Box 1, Grp. #2, RR #1 Anola, MB R0E 0A0	Res: (204) 866-3341 Email: <a href="mailto:beddall@mts.net">beddall@mts.net</a>
<b>STARSkate Chair</b>	<b>KIM SMITH</b> Box 1382 Neepawa, MB R0J 1H0	Res: (204) 476-5871 Email: <a href="mailto:kimsmith@mymts.net">kimsmith@mymts.net</a>
<b>Synchronized Skating Committee Chair</b>	<b>MEGAN MAXWELL</b> Box 47, Grp. 326, RR#3 Selkirk, MB R1A 2A8	Res: (204) 757-2014 Email: <a href="mailto:megjade@hotmail.com">megjade@hotmail.com</a>
<b>Test Day Coordinator</b>	<b>DIANE HARDER</b> Box 1058 Souris, MB R0K 2C0	Phone: (204) 483-2501 Email: <a href="mailto:bhdh@mts.net">bhdh@mts.net</a>
<b>Manitoba Grass Roots Bursary Chair</b>	<b>DON BROWN</b> 1600 Bray Road West East St.Paul, MB R2E 1C6	Res: (204) (204) 661-0096 Fax: (204) 661-0096 (Ph. 1st) Email: <a href="mailto:amber@mymts.net">amber@mymts.net</a>

**JUDGES BUREAU REPRESENTATIVES**

<b>Central</b>	<b>PAMELA HIEBERT 10 Camaro Bay Winkler, MB R6W 0B4</b>	<b>Ph: (204) 325-0728 (204) 332-0263 Email: <a href="mailto:dogmojo@mymts.net">dogmojo@mymts.net</a></b>
<b>Eastman</b>	<b>CONNIE MARQUIS 76 Birch Bay Oakbank, MB. ROE 1J2</b>	<b>Ph: (204) 444-4913 Cell: (204) 612-5891 Email: <a href="mailto:cmsa@mymts.net">cmsa@mymts.net</a></b>
<b>Interlake</b>	<b>AYNSLEY MARTIN 100 Forest Hill Road East. St. Paul, MB R2E 0H6</b>	<b>Ph: (204)-654-1579 Email: <a href="mailto:interlakejbr@outlook.com">interlakejbr@outlook.com</a></b>
<b>Norman</b>	<b>ERIN KROKOSZ 20 Hillside Crescent Thompson, MB R8N 0W1</b>	<b>Ph: (C) (204) 679-1666 Email: <a href="mailto:flutterk@mts.net">flutterk@mts.net</a></b>
<b>North Westman</b>	<b>SHELLEY GUTENBERG 614 – 41<sup>st</sup> Street Brandon, MB R7B 4E1</b>	<b>Ph: (204) 729-0755 Fax: Email: <a href="mailto:jsgutenberg@westman.wave.ca">jsgutenberg@westman.wave.ca</a></b>
<b>Parkland</b>	<b>CHRISTINE KLIMUK Box 2275 Swan River, MB ROL 1Z0</b>	<b>Ph: (204) 734-2947 Fax: Email: <a href="mailto:roseklim@mts.net">roseklim@mts.net</a></b>
<b>South Westman</b>	<b>MARIE TILBURY Box 882 Melita, MB RoM 1L0</b>	<b>Ph: (204) 522-3155 Cell: (204) 522-6359 Email: <a href="mailto:marietilbury@mymts.net">marietilbury@mymts.net</a></b>
<b>Winnipeg</b>	<b>BARB NICKEL 501 Victoria Gr. Winnipeg, MB R2M 5R6</b>	<b>Res: (204) 253-2089 E-mail: <a href="mailto:benickel@mts.net">benickel@mts.net</a></b>



**ANNUAL GENERAL MEETING**  
**Saturday, April 30, 2016**  
**Victoria Inn**

**MINUTES**

**IN ATTENDANCE**

Refer to **Appendix A for the list of club delegates and clubs** represented by Proxy.

**1. CALL TO ORDER 9:00 A.M.**

Good Morning. It is my pleasure to call to order the 48<sup>th</sup> Annual General Meeting of Skate Canada Manitoba. I would like to welcome all delegates, observers, staff and guests.

I would like to take this time to introduce to you our Executive Director, Shauna Marling, and our Administrative Assistant, Lois Kreutzer. Our Program Coordinator, Megan Foster is off on maternity leave, looking after her daughter Nora Grace. And as of last Monday, we have a Program and Events Facilitator, Katie VanKoughnet our summer student. Katie could not be here to today, as she has a prior commitment.

I know many of you have had the opportunity to contact the office but in case you haven't, these are the ladies that keep us on track and heading in the right direction.

Thank-you ladies.

Today we have several special guests with us who are here today to help our Section grow in knowledge and excellence. I would like to introduce Ilan Yampolsky from Skate Canada. Ilan is the Safe Sport Director. He will bring to us the Skate Canada Message and a presentation for us later on.

Jacqueline Kwan and Bryce Thomas from Up-lifter. Up-lifter is Skate Canada Preferred Club Management Software Partner. They are here to share with us information about how and what their software can do to assist you and your club.

Mr. Kevin Wu from Don Jackson who will present a session this afternoon on the technical equipment that our sport uses every day!

Our guests have been chosen as partners in skating to enhance the delivery of our programs so that we may Collaborate together, never forgetting to Respect all partners while striving for Excellence.

This is your meeting. Together we will celebrate our 2015 -2016 achievements! We will share ideas together. We will make new friends within our skating family, renew old friendships that we carry close to us, and share the many ideas that make our sport successful.

## **2. READING THE NOTICE OF MEETING**

The Executive Director of Skate Canada Manitoba, Shauna Marling read the Notice of Meeting. I hereby confirm that the Notice of Meeting of the 48<sup>th</sup> Annual General Meeting of Skate Canada Manitoba being held in Winnipeg at the Victoria Inn and Convention Centre was printed and distributed on March 16, 2016.

## **3. REPORT AS TO QUORUM AND ORDER OF BUSINESS**

Delegates	38
Proxies	9
Total registered votes	<u>47</u>
Observers	41

Shauna Marling declared that a quorum is present for the 48th Skate Canada Manitoba Annual General Meeting.

**MOTION:** THAT the observers attending the 48th Annual General Meeting have a voice in the proceedings but no vote.

**Moved:** Carol Light

**Seconded:** Roberta Finnie

**CARRIED**

## **4. APPROVAL OF PREVIOUS ANNUAL GENERAL MEETING**

**MOTION:** THAT the Minutes of the 47th Annual General Meeting dated April 24, 2015 be accepted as presented

**Moved:** Marie Tilbury

**Seconded:** Susan Zuk

**CARRIED**

## **5. APPROVAL OF THE AGENDA**

**MOTION:** THAT the Chairman be authorized to change the Agenda from that which was printed, if necessary.

**Moved:** Michelle Magnusson

**Seconded:** Stan Yee

**CARRIED**

## **6. CONFIRMATION OF ACTIONS**

**MOTION:** THAT the Confirmation of Actions taken by the Board of Directors for 2015 – 2016 be accepted.

**Moved:** Monique Laskovic

**Seconded** Michelle Magnusson

**CARRIED**

**Please see Appendix B for Confirmation of actions.**

## **7. SKATE CANADA'S MESSAGE**

The President, Leanna Caron of Skate Canada sent a message via Video to members. Ilan Yampolski from Skate Canada presented the successes, shortcoming and initiatives from Skate Canada.

A question was asked of Ilan Yampolsky regarding Speed Skating Coaches being included in Skate Canada's criteria so that they are able to take the Skate Canada CanPowerSkate Course. Ilan advised that he will find out and get back to us regarding the query.

### **Post Meeting Notes received from Ilan Yampolsky regarding query.**

"Skate Canada will offer this course to speed skating coaches, however, we will be strict on their pre-requisite skill possession, their pre-requisite NCCP coach course pathway (entry), and their ability to understand the game of hockey. We are looking for great coaches to teach the CPS program – regardless of what discipline they come from. However, to be a great power skating coach moving forward, you must possess some "hockey knowledge & ability" prior to entering the CPS course.

Please note that this answer is for the NEW revitalized CPS program that will be released in August 2017. At the moment, there is no entry pathway for Speed Skating coaches."

## **8. CHAIRMAN'S ADDRESS**

Good Morning! This morning we want to look back at our past season but also look forward to the new season. It is hard to think back to one year ago. We were

preparing for our AGM and we also were preparing to host the Skate Canada ACGM in Winnipeg.

Our team of volunteers hosted a Manitoba night that consisted of attending the Canadian Museum for Human Rights and hosted a wine and cheese at the Manitoba Sport Hall of Fame and Museum.

At ACGM, we celebrated our Section winners:

<i>Skate Canada Manitoba CanSkate Athlete Award</i>	<i>Jacy Butler</i>
<i>Skate Canada Manitoba STARSkate Athlete Award</i>	<i>Morgan Miller</i>
<i>Skate Canada Manitoba CompetitiveSkate Athlete Award</i>	<i>Casey Bertholet</i>
<i>Skate Canada Manitoba Volunteer Award of Excellence</i>	<i>Stan Yee</i>
<i>Billie Mitchell Award</i>	<i>Mary Ellen McDonald</i>

At the ACGM, Mary Ellen McDonald was re-elected to the Skate Canada Board.

The past year has had a few challenges but it also holds many successes. One of the major challenges for most of our clubs has been registration. I'm not going to spend a lot of time on this, as this topic has been mentioned at every meeting that I have attended, either by conference call or in person. Membership Services has heard us, in fact, one of my colleagues made a comment that has stayed with me, and that is "registration for 2016-2017 better be bullet proof!"

I know there were challenges last year, but we need to focus on the good that has happened in our Section.

This year, Manitoba has gained 3 new clubs (Rivers SC, Winnipegosis SC and Kenton SC). This is great news for us!

We have increased our coaching members and we had two of our officials pass their TS1 training. Overall we have seen a slight growth in the number of officials. The Data Specialists also have some new prospects.

Now, clubs, we are asking for some help from you! We need to find some assistance for our audio technicians. The audio team of Stan, Michelle and Susan CAN NOT do it all by themselves. WE need to step up to the plate!

In 2012 Skate Canada Manitoba created a Strategic Plan and growing our team of officials is one of our strategic directions. We ask for your support in growing this important part of our organization.

I ask that everyone spend some time going through the annual reports, it will show you what our team of Directors and Committees at Skate Canada Manitoba have been working on for the past year.

This is a good time to re-introduce to you, your team of Skate Canada Manitoba Executive and Board.

I ask that you stand when I call you.

Our Executive:

Past Chairman	Miranda Edwards
Vice Chair	Michelle Magnusson
Vice Chair	Debbie Trowell
Chairman of Regional Directors and Also Regional Director of Zone 1	Marie Tilbury

Our Committee Members

Coaching Rep	Carol Light
Director of Communications	Susan Zuk
Director of Events Management	Heather Hollinda
Director of Marketing	Monique Laskovic
Director of Officials	Stan Yee
Director of Skating Programs	Shawn Cabak
Co-Chair and Regional Director and Zone 2	Lisa Jennings

With the re-structuring of our board last year, our Regional Directors are no longer members of the Board. The Regions have been divided into two; Zone 1 and Zone 2. They are represented on the Board by the Chairman of Regional Directors and the Alternate. The Regional Directors still play an important role as they are our Club representatives.

Your Regional Directors are:

Zone 2	Central	Shelley Sutherland
	Eastman	Lisa Jennings
	Interlake	Tammy Karatchuk
Zone 1	Norman	Debbie Trowell
	North Westman	Jennifer Chant
	Parkland	Jodi Steinbachs
	South Westman	Marie Tilbury
	Winnipeg	Allison Ward

Last night at our Board Meeting, we said good-bye to a few of our board members. They are Debbie Trowell, Lisa Jennings, Marie Tilbury, Monique Laskovic and Heather Hollinda.

This past year has also been a hard time for us as we said a final farewell to a loved member of our Data Team, Doreen Brown. Doreen was a valued member of this team for the past many years. She was always willing to share her knowledge with us, and share her love of baking and knitting.

During this year we have lost several past members as well. I ask that we take a moment of silence as we remember the loved ones in our lives that hold a special place.

The new skating year of 2016-2017 will hold some new and exciting initiatives that we will embrace.

For the past year, Skate Canada has been working on revising the “Qualifying Entries for Challenge”. One change Manitoba will see is that we will only be sending 3 skaters in Pre-Novice and Novice and 2 skaters in Junior and Senior to Challenge. This is down from 4 in each discipline. Our skaters will qualify at Skate Canada Manitoba Sectionals. They will also be able to qualify through the Skate Canada National Summer Series. More information on events and qualifying procedures are available on Skate Canada’s Info Centre.

Details of this process has just been released. Skaters will have to discuss with their coaches and parents to plan accordingly this summer for the upcoming competitive year.

Skate Canada will also be changing the test stream. Coaches will be able to test their own skaters. This initiative will start this Fall. Last night Carol Light the Coaches’ Representative discussed this with our coaches. I’m sure they will go home to see how they can prepare for their new year. Clubs will also have to get ready for a busy season as changes will also be happening at your level as well.

Changes are happening all around us!

As I stated earlier, in 2011 Skate Canada MB board of Directors embraced a Strategic plan and our process of change started. In 2011 we invited True Sport to assist us in creating a workable plan and to set achievable goals. This plan was set over a 2 ½ year timeframe. To date, we have completed 2 Organizational strategic plans incorporating our Committee portfolios. In addition we have worked through:

- a Board restructure,
- a Skating Program Strategic plan and
- an Officials Strategic Plan.



The next area within our organization that is going through a review is the Human Resources/Staffing area. We started this process this year and the completion will be in the fall of 2016.

The HR review has been in the organizational plans since the membership passed the changes to our Board structure at last year's AGM.

We are now coming up to 1 year of working with the new Board structure and feel that we can proceed with the staffing review.

To give you an idea of what has been happening in the office, we currently have 1 staff on maternity leave (as of March 2016). The HR Committee has been working since the fall of 2015 with reviewing plans for the covering of the maternity term. We posted for a term replacement and the HR Committee reviewed the applications and interviewed potential candidates. We were not successful in filling the role to best serve our stakeholders. The HR Committee further discussed other options to move forward. We reviewed all of the tasks within the position to determine our next course of action, we decided to put together a contract piece for certain areas of the Program Coordinator tasks. We discussed with a number of individuals within our Organization who were felt to be in the best position to deliver and support the needs of our organization. From these discussions we contracted Carol Light.

Carol will be looking after the NCCP, Coaching, technical and programming. Carol's contract will expire March 2017. This role will be held in conjunction with her Coaching Representative role.

Once this contract was in place, we proceeded with our next step, and that was to fill the remaining role in our office.

To fill this position we attended a University of Manitoba tradeshow for the Faculty of Kinesiology and Recreation Management. Our goal was to hire a student to do a summer position for the term of April through to September. This did not happen. However, part of the Faculty of Kinesiology and Recreation Management is for a student to do internship for September through to December. We do have an offer from a student, but she also put an offer to other sports where she would like to work. We will know at the end of this month if she has chosen to do her internship with our sport for the latter part of the year.

In order to fill the vacant position of a Summer student for the months of April thru to September, we posted the job, interviewed and hired. The successful candidate is Katie VanKoughnet.

We are also in the process of working with the Sport Law and Strategy Group to do a review of staff & committee roles within Skate Canada Manitoba– the planned

completion date is the fall 2016. Once the Human Resources Staffing review is complete, recommendations will be brought forward for discussion and implementation.

I know a lot of our stakeholders have been asking what is happening in the office, and I felt that this was the appropriate time to let you know.

At the end of May, a few of us will be heading to St John's, Newfoundland to attend Skate Canada's Ice Summit. Like last year, if you choose not to attend the ice Summit, you can participate in the voting of the Skate Canada's amendments via on-line from the comfort of your home.

There is one amendment from Skate Canada and it will be presented to you later today.

If you choose not to participate in the Skate Canada's voting, you may still give your voting right to one of us attending St John's.

At this time, I would like to take time to thank our sponsors who support us.

The Inner Edge Dance and Skate Shop  
Portage Veterinary Hospital  
The Victoria Inn and Convention Centre  
Sport Manitoba

So, in conclusion, this is your meeting, please enjoy your day!

Share your ideas! Thank-you to all that came out today.

It is an honour to be your Chairman.

## **9. REPORTS**

### **Finance Report – Appendix F**

#### **2015-2016 Draft Unaudited Financial Statement**

Miranda Edwards presented the 2015-2016 Unaudited Financial Statement.

Please note that we do have the Audited Financial Statement for 2014 – 2015 and our 2015 and 2016 Audited Financials will be available after June 30, 2016.

Miranda Edwards reviewed the Balance Sheet and noted that in our deferred revenue we have Canada Games Money that we received this year which has been deferred to 2016-2017. Also NCCP Course Registrations that will be held in May, 2016.

She advised that the financials are showing a surplus of \$18,000.00. This number will be reduced once the auditor has made adjustments to inventory and investment interest.

Miranda advised that as an organization we have investments in place so that if our funding is reduced, we have revenue for 6 months to 1 year so that we can keep operating.

Miranda Edward reviewed the Income Statement.

- Canada Games Funding is down as we are in Year 1 where as last year we were in Year 4 and therefore more grant money was received.
- Administration - Part of the surplus can be attributed to the interest from an Investment from the Canada Legacy Fund that will be reinvested in 2016-2017 once we review how best to make use of this investment.
- Coaching – Miranda noted that we had less coaching clinics and it will also reflect in our expenses as well.
- Events Management – We hosted Prairie Regionals this year which reflects the rise in our revenue and our Manitoba based competitions were very successful this year. Clubs that hosted these events deserve congratulations on the profits they made.
- Board Meetings and Executive Meetings Expenses are down as we use technology by using conference calls and Go-To-Meetings.
- Athlete Assistance - Lower this year as fewer skaters met the grant criteria. We would like that to increase.
- Skating Programs: Expenses down as Canada Games are not reflected this year.

### **2016-2017 Budget - Appendix G**

Miranda Edwards reviewed the operating budget. She thanked committees for working on their budgets.

### **Executive Director – Shauna Marling**

Nothing to add. No questions.

### **COMMITTEES:**

#### **Coaches Representative – Carol Light**

Nothing to add to her report. No questions.

#### **Communications – Susan Zuk**

For next year if people are hosting an event get someone to take pictures and post their pictures on our Facebook page. No questions.

#### **Events Management – Heather Hollinda**

Heather was not present. There was no questions of her report.

### **Marketing – Monique Laskovic**

Monique added that Skate Canada Manitoba has entered into a 3 year contract with Portage Veterinary Clinic. No questions.

### **Officials – Stan Yee**

Stan Yee wanted the members to note that Skate Canada Manitoba is looking at skaters and coaches sending their music to him in advance so that he can check their music – hoping to have it ready by the Summer Open. No questions.

### **Skating Programs – Shawn Cabak**

Shawn Cabak thanked the out-going Chair of Competitions and Canada Games – Tammy Dunbar and Synchro Skating Chair – Mary Ellen McDonald for all their hard work and commitment.

He announced that he would like to welcome Megan Maxell who has agreed to Chair the Synchro Skating Committee and Patty Hole who has agreed to Chair the Competitive Committee.

### **CanSkate Committee – Meghan Rafferty**

Michelle Magnusson advised that we have CanSkate Kits available for the CanSkate Project for Clubs. She advised that for the next 3 years we will be following up with Clubs to see how program is working for them. We also have Coaches who are doing club visitations. The Clubs will have a Skate Canada visit or Skate Canada Manitoba visit. The clubs will receive a visit within the next 2 or 3 years and will receive a CanSkate Kit.

Michelle recognized the RBC Learn to Play Project Grant and the Year of Sport - Sport and Recreation Opportunities Grant which is a Provincial Government initiative; which provided financial support so we could purchase the kits for our clubs.

Michelle thanked the Regional Directors for applying for these grants through Sport Manitoba.

### **Competitive Committee: Tammy Dunbar**

Tammy was not available. There were no questions of her report.

### **Synchro Skating – Mary Ellen McDonald**

Mary Ellen was not available. There were no questions of her report.

## **REGION REPORTS**

### **Chairman of Regional Directors – Marie Tilbury**

Marie Tilbury added to her report. She was happy to announce that the incoming Regional Director for North Westman is Kirsten Duguay from Carberry, Manitoba.

**Central – Shelley Sutherland**

Nothing to add to her report. No questions.

**Eastman – Lisa Jennings**

Lisa Jennings was not available. No questions of her report.

**Interlake – Tammy Karatchuk**

Nothing to add to her report. No questions.

**Norman – Debbie Trowell**

Nothing to add to her report. No questions.

**North Westman – Jennifer Chant**

Nothing to add. No questions.

**Parkland – Jodi Steinbachs**

Nothing to add. No questions.

**South Westman – Marie Tilbury**

Nothing to add. No questions.

**Winnipeg – Allison Ward**

Nothing to add. No questions.

**MOTION:** THAT the All Committee and Regional Reports be accepted as amended.

**Moved:** Marie Tilbury

**Seconded:** Tannis Clarkson

**CARRIED**

**10. PROPOSED RULE AMENDMENTS SKATE CANADA MANITOBA**

Miranda Edwards reviewed Amendments and advised that if the delegates had any questions or problems with any of them we would deal with them one at the time or we could proceed with the amendments as a whole. It was agreed that we would proceed with the amendments and deal with them if there was a concern or question. There was a friendly amendment to Amendment MB2016/6

**AMENDMENT TO AMENDMENT MB2016/6**

**Camera Policy**

**I.102** - add written or electronic consent in the proposal.

**MOTION:** THAT the Amendment to Amendment MB2016/6 to the standing Rules be changed to read:

- Any posting of photos on websites or social media is strictly prohibited unless skater's electronic or written consent (parent or guardian if under 18) has been received.

**Motion:** Brian Russell  
**Seconded:** Marie Tilbury  
**CARRIED**

**MOTION:** THAT Amendments MB2016/1 – MB2016/7 to Skate Canada Manitoba Standing Rules be approved as presented and amended.

**Moved:** C J Butcher  
**Seconded:** Connie Marques  
**CARRIED**

**Please see Approved Amendments (Appendix C)**

#### **11. PROPOSED RULE AMENDMENT FROM SKATE CANADA**

Miranda Edwards read the Amendment to Amendment that will be presented at the Skate Canada Ice Summit. The amendment deals with the Unification of 4 Sections in Ontario. She added that members can go to Skate Canada's Info Centre to review the amendment in detail.

#### **12. INTRODUCTION AND REPORT FROM NOMINATING COMMITTEE**

Miranda Edwards introduced Nominees and asked them to stand.

##### **Chairman**

Miranda Edwards advised that the nominee for Chairman is for a two year term - Miranda Acclaimed Donna Yee as Chairman for 2016-2018.

##### **Vice-Chair**

Miranda Edwards advised that the nominee for Vice-Chair is for a two year term- Miranda acclaimed Diane Brine as Vice-Chair for 2016-2018.

##### **Directors:**

Miranda Edwards thanked the nominees for letting their names stand for Directors. She advised that there are 2 positions available for 2 Year Terms. The nominees are:

Kim Baron  
Steven Howes  
Deanna Popadynetz

**Election Results**

Miranda Edwards advised that there was 47 ballots cast with 1 spoiled.  
The Elected Directors for 2 year terms are:

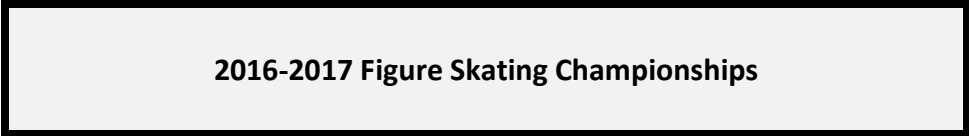
Kim Baron  
Steven Howes

**MOTION:** THAT the ballots be destroyed.  
**Moved:** Deanna Popadynetz  
**Seconded:** Tannis Clarkson  
**CARRIED**

Miranda Edwards advised that Carol Light is acclaimed for 2 year term as Coaching Representative.

**13. CHAMPIONSHIPS**

In the absence of Heather Hollinda, Michelle Magnusson presented the Championship Grid.



<b>Competition</b>	<b>Date</b>	<b>Location</b>
Simulations	Sept. 17-18, 2016	Morden, MB
2017 Skate Canada Sectional Manitoba Championship	Nov. 5-6, 2015	Morden, MB
Skate Canada MB Synchronized Skating Championship	Jan. 21, 2017	Morden, MB
Prairie Synchro Championship	Feb. 11-12, 2017	Warman, SK
Manitoba Open Free Skate	Feb. 17-19, 2017	Waskada, MB
Skate Canada Manitoba STARSkate Championship	March 4-5, 2017	Skate Virden
Crocus Invitational	March 18, 2017	Dauphin, MB

<b>2017 STARSkate Regional Figure Skating Competitions</b>
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<b>Region</b>	<b>Date</b>	<b>Host</b>	<b>Location</b>
Central	Jan. 14, 2017	Pilot Mound SC	Pilot Mound, MB
Parkland	Jan. 14-15, 2017	Ste. Rose SC	Dauphin
Teulon	Jan. 22, 2017	Teulon SC	Teulon, MB
Winnipeg & Eastman	Jan. 28-29, 2017	Wpg./Eastman	Terry Sawchuk, Wpg.
North/South Westman	Feb. 4, 2017	Deloraine SC	Deloraine, MB
Norman	<b>Feb. 3-5, 2017*</b>	Skate Thompson	Thompson, MB

**\*Date to be confirmed**

Donna Yee announced that the 2017 Skate Canada Manitoba AGM will be held at the Victoria Inn and Convention Centre in Brandon, Manitoba on April 29, 2017.

**14. APPOINTMENT OF AUDITOR**

**MOTION:** THAT Scarrow and Donald, Chartered Accountants, be appointed the official auditors for Skate Canada Manitoba for 2016-2017.

**Moved:** Monique Laskovic

**Seconded:** Shawn Cabak

**CARRIED**

**15. APPOINTMENT OF LEGAL COUNSEL**

**MOTION:** THAT Levene, Tadman, Gutman and Golub be appointed as official legal counsel for Skate Canada Manitoba for 2016-2017.

**Moved:** Michelle Magnusson

**Seconded:** Brian Russell

**CARRIED**

**16. NEW BUSINESS**

Donna Yee introduced the 2016– 2017 Board of Directors for Skate Canada Manitoba and presented them with Skate Canada Manitoba Board of Directors pins

<b>Executive:</b>	Miranda Edwards	Past-Chair
	Donna Yee	Chair
	Michelle Magnusson	Vice-Chair
	Diane Brine	Vice-Chair
	Regional Director	Elected by Region Directors



**Directors:** Carol Light, Coaching Representative  
Susan Zuk  
Kim Baron  
Steven Howes  
Stan Yee  
Shawn Cabak  
Alternate Regional Director

Donna Yee introduced the Regional Directors for each Region.

Tara Glaspey	Central Region
Kristjana Kosheluk	Eastman
Tammy Karatchuk	Interlake
Betty Ann Wilkinson	Norman
Kirsten Duguay	North Westman
Dan Gudmudsen	Parkland
Kim Eissner	South Westman
Alison Ward	Winnipeg

Donna Yee advised that the Sport Raffle Draw will be at 12:45 p.m.

Please see Appendix "D" for the Sport Raffle Winners.

The Chairman hoped that she would see most delegates at the Skate Canada Manitoba Awards Gala being held later on tonight at 7:00 p.m.

Please see Appendix "E" for the Award Winners honored at the Awards Gala.

## **17. ADJOURNMENT**

There being no further business the Chairman adjourned the meeting at 11:32 pm.



Donna Yee  
Chairman

Distribution:  
Skate Canada Manitoba Clubs  
Board of Directors  
Skate Canada  
Sport Manitoba  
Scarrow & Donald

## **Appendix A**

In attendance at the Annual General Meeting of Skate Canada Manitoba held at the Victoria Inn and Convention Centre, Winnipeg, Manitoba, April 30, 2016.

### **BOARD MEMBERS**

Donna Yee	Miranda Edwards
Michelle Magnusson	Shawn Cabak
Monique Laskovic	Carol Light
Stan Yee	Susan Zuk
Marie Tilbury	

### **REGRETS**

Heather Hollinda	Lisa Jennings
Debbie Trowell	

### **OFFICE STAFF**

Shauna Marling, Executive Director

### **RECORDING SECRETARY**

Lois Kreutzer, Administrative Assistant

## Appendix A

### **CLUB REPRESENTATIVES**

#### **Central Plains Region Delegates (5)**

Tara Glaspey - Altona FSC, Donna Wytinck - Carman SC, Debbie Mutch - Pilot Mound FSC, Tricia Sawchuk - Portage SC, Leala Kuhl - Winkler FSC

#### **Central Plains Region Represented by Proxy (0)**

#### **Eastman Region Delegates (5)**

Lorne Pelletier - Beausejour SC, Janna Penner - Grunthal FSC, Connie Marques - Hazelridge FSC, Mark Van Roon - Lorette FSC, Leslie Bardal - Niverville SC

#### **Eastman Region Represented by Proxy (0)**

#### **Interlake Region Delegates (9)**

Sherri Orbanski - Arborg SC, Shelley Plohman - Ashern FSC, Ruth Hermann - East St. Paul FSC, Rhonda Hopkins - Selkirk SC, Sue Steinmetz - Skate Interlake, Jennifer Simons - St. Andrews FSC, Roberta Finnie - Stonewall SC, C J Butcher - Stony Mountain SC, Audra Nesbitt-Hume - Teulon SC

#### **Interlake Regional Represented by Proxy (0)**

#### **Norman Region Delegates (2)**

Erin Krokosz - Skate Thompson, Tannis Clarkson - The Pas SC

#### **Norman Region Represented by Proxy (2)**

Flin Flon SC, Skate Gillam

#### **North Westman Region Delegates (2)**

Kim Baron - Carberry SC, Deanna Popadynetz - Skate Brandon

#### **North Westman Region Represented by Proxy (0)**

#### **Parklands Region Delegates (1)**

Jodi Steinbachs - Skate Dauphin

#### **Parklands Region Represented by Proxy (3)**

Russell FSC, Ste. Rose SC, Winnipegosis SC

## **Appendix A**

### **South Westman Region Delegates (3)**

Ashley Margetts - Boissevain FSC, Lindsay Boulanger - Hartney FSC, Kim Eissner - Souris FSC,

### **South Westman Region Represented by Proxy (4)**

Deloraine FSC, Melita FSC, Reston FSC, Waskada FSC

### **Winnipeg Region Delegates (2)**

Pam Zaman - Century SC, Brian Russell - Skate Winnipeg

### **Winnipeg Region Represented by Proxy (0)**

## Appendix A

### Observers

Shelley Sutherland	Pilot Mound
Allison Ward	Skate Winnipeg
Betty Anne Wilkinson	Skate Gillam
Tammy Karatchuk	Arborg
Taniesha Hubscher	Swan River
Lynn Cabak	Portage Skating Club
Tanya Marshall	Boissevain
Roni Swischuk	Skate Winnipeg
Sara Steinbachs	Dauphin / Winnipegosis
Krysta Taylor	Russell
Tracy Weik	Arborg
Donalda Naismith	Carberry / Neepawa
Kim Smith	Neepawa
Lorraine Dewar	East St. Paul
Barb Bakker	Ashern
Hillary Bennie	Waskada
Shelley Hopkins	Hazelridge
Heather Reed	Thompson
Diane Brine	Winnipeg
Connie Winning	Skate Winnipeg / Century
Margo Russell	Skate Winnipeg
Heather McLelland	Stonewall SC
Erin Bay	Stonewall SC
Diane Harder	Skate Brandon
Steven Howes	Skate Winnipeg
Kirsten Duguay	Carberry FSC
Melanie Hildebrand	Winkler SC
Marj Beddall	Hazelridge SC

Larissa Maslechko	Hazelridge SC
Candace Markusson	Skate Interlake
Theresa Dankochik	Skate Interlake
Debbie Geisler	Stonewall
Gail Postlethwaite	Teulon
Pam Parker	Morden
Donna Kemp-Drydale	Dauphin
Wanda McKinney	The Pas
Dana McKee	Stony Mountain

**Appendix B**  
**2015 – 2016**  
**Confirmation of Actions taken by the Board of Directors**

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**Friday, April 24, 2015**

- THAT the Minutes of March 14, 2015 be approved as distributed.
- THAT the Chairman be authorized to change the Agenda from that which was printed, if necessary and be approved as amended.
- THAT our guest, Debbie Trowell have a voice but no vote.
- To accept the 2014-2015 Unaudited Financial Statement ending March 31, 2015 as presented.
- To recommend the appointment of Scarrow and Donald Chartered Accountants as Auditors for 2015 - 2016 for Skate Canada Manitoba.
- To recommend the appointment of Levene, Tadman, Gutkin, Golub as Legal Counsel for 2015 - 2016 for Skate Canada Manitoba.
- To recommend the acceptance of the Proposed Championship dates and sites for 2015-2016 to the

**Sunday, April 26, 2015**

- THAT the Chairman be authorized to change the Agenda from that which was printed, if necessary and approve the Agenda as amended.
- To approve the signing authority for Skate Canada Manitoba to be any two of the following: Section Chairman, Donna Yee, Executive Director, Shauna Marling, Vice-Chair and Finance Chair
- THAT the Board of Directors give the authority to the Executive Committee of Skate Canada Manitoba to carry out the day to day business of Skate Canada Manitoba Inc.
- To give the Executive Director the authorization to make Investments on behalf of Skate Canada Manitoba.
- To give approval to the Executive Director to sign sanctions on behalf of the Skate Canada Manitoba Chairman.
- THAT the current Regional Directors not sitting on the Board of Directors be granted \$250.00 each for 2015 ACGM workshop registration held in Winnipeg for one year only.

- THAT the following be approved as Alternates for Regional Directors.

Central	- Carolyn Patenaude
Eastman	- Kristjana Kosheluk
Interlake	- Sherri Orbanski
Norman	- Erin Krokosz
North Westman	- TBD
Parkland	- TBD
South Westman	- Kim Eissner
Winnipeg	- Sandra Klassen

- THAT Sarah Murkin-Debeucklaere be approved as Alternate Section Coaching Representative.

### **Saturday, September 26, 2015**

- THAT Mary Ellen McDonald have a voice at the meeting but no vote.
- THAT the Minutes of April 24, 2015 be approved as circulated.
- THAT the Minutes of April 26, 2015 be approved as circulated.
- THAT the Chairman be authorized to change the Agenda from that which was printed, if necessary and THAT the Agenda be approved as printed.
- To approve the alternates for Regional Directors:
 

North Westman	-	Angela Holmstrom
Parkland	-	Erin Sigvaldson
- THAT the Regional Reports be approved as corrected and presented
- THAT the committee reports be accepted as presented.
- THAT the 2015-2016 Committee Members List be approved as presented. Appendix A.

### **Saturday, March 12, 2016**

- THAT the Minutes of September 26, 2015 be approved as circulated
- THAT the Chairman be authorized to change the Agenda from that which was printed, if necessary and THAT the Agenda be approved as printed and amended.



- THAT the final operating budget for Skate Canada Manitoba beginning April 1, 2016 be TABLED until next Board of Directors Meeting.
- THAT Committee Reports be approved as presented and amended.
- THAT the Regional Reports be approved as distributed.
- THAT Skate Canada Manitoba purchase 8 Grassroots Bursary Dinner and Ice Show tickets at \$55.00 per ticket.

## Appendix C

**AMENDMENT:** MB2016/1  
**SUBMITTED BY:** EXECUTIVE COMMITTEE  
**RULE NUMBER/NAME:** B.107  
**RULE NAME:** SPORT MANITOBA DELEGATE

---

B.107 Delete

Renumber B.107 – B.116

**Rationale:** Sport Manitoba is no longer a “Member-based” organization – there are no voting members so this makes this policy no longer relevant and should be removed.

**Effective:** Immediately

**AMENDMENT:** MB2016/2  
**SUBMITTED BY:** EVENTS MANAGEMENT COMMITTEE  
**RULE NUMBER/NAME:** C.101  
**RULE NAME:** CHAMPIONSHIPS REGULATIONS

---

### **C.101 Championship Regulations**

General Regulations will apply to the following Competitions listed below:

C.101.2 Skate Canada Manitoba Sectional Championships

C.101.3 STARSkate Regional Championships

C.101.4 STARSkate Provincial Championships

C.101.5 Manitoba Open FreeSkate Competition

C.101.6 Manitoba Synchronized Skating Championships.

C101.7 Crocus Invitational

## **C.101.1 General Regulations**

### **C.101.1.01**

All sanctioned figure skating competitions held in Manitoba shall be governed by the rules of Skate Canada and the rules and regulations of Skate Canada Manitoba as outlined in the Skate Canada Manitoba Local Organizing Committee (LOC) Guidelines, Technical Package and Competition Announcement.

### **C.101.1.02**

Any changes to the rules of Skate Canada which affect events held in Manitoba, will become effective automatically.

### **C.101.1.03**

Technical specifications and the qualifications for entry for the various championships shall be as outlined in the Skate Canada Manitoba Local Organizing Committee (LOC) Guidelines, Technical Package and Competition Announcement.

### **C.101.1.04**

Changes to the Skate Canada Manitoba Local Organizing Committee (LOC) Guidelines may be made by the Events Management Committee and/or the Executive Committee.

Member clubs or individual members may submit their concerns or recommendations to the Events Management Committee for consideration. Such recommendations must be received no later than March 31<sup>st</sup>. Final approval shall be granted by the Executive Committee.

### **C.101.1.05**

For all Skate Canada Manitoba **Competitions**, in events where there is a single entry, the following shall apply:

- i) If the skater wishes to skate for Judges' comments/**Report Card** the Host Committee shall retain the entry fee **and a medal will not be awarded.**
- ii) If the skater is invited to skate an exhibition performance, the full entry fee shall be refunded.

### **C.101.1.06**

The Local Organizing Committee for any Skate Canada Manitoba Championship shall provide a complimentary ticket for entry to:

- i) all competitors and their properly accredited coaches
  - ii) all assigned officials
- any other individuals at their own discretion

**Rationale:** C.101.05 Clarifying the process that we follow at all Skate Canada Manitoba Managed Events (including Regional Competitions).

**Effective:** Immediately

## **C.101 General Regulations (Cont'd)**

### **C.101.1.07**

Immediately after the closing date of entries for any Skate Canada Manitoba Championship, the Technical Representative shall:

- i) Draw up a schedule of events
- ii) Draw up an ice time schedule
- iii) Compile a working schedule for all Technical Officials, Referees and Judges

Copies of i) and ii) are to be forwarded to the Skate Canada Manitoba Office for circulation to coaches, competitors and officials, as outlined in the Local Organizing Committee (LOC) Guidelines.

### **C.101.1.08**

There will be no childcare expenses paid by a Local Organizing Committee for any Skate Canada Manitoba **Competition/Event** unless expenses have been approved prior to the competition.

### **C.101.1.09**

Officials attending Skate Canada Manitoba events and requiring accommodations will be housed in **double rooms, with a room-mate**, subject to exceptions as approved by the Executive Director. Officials wishing not to share a room will be required to pay half the room charge. Technical Representatives for Skate Canada Manitoba Sectional Championships, Manitoba Open and Manitoba STARSkate Championships are entitled to a single room, but are encouraged to share accommodation. Officials are also expected to carpool wherever possible travelling to and from all competitions.

### **C.101.1.10**

When competitions and test days are scheduled on adjacent dates, using the same Officials, the Officials expenses shall be split 50/50 between the competition and the test day.

### **C. 101.1.11**

Should any Manitoba Championship require a change of date due to circumstances beyond the control of Skate Canada Manitoba, consideration will be given to refunds under the following conditions:

- i) Refund requests must be submitted in writing to the Local Organizing Committee within seven (7) days of notification of the change of date.
- ii) Attached to the refund request must be a reasonable explanation for not attending.

## **RENUMBER**

**C.101.1.12** The Local Organizing Committee will prepare a budget for the competition and submit it to the Events Management Committee for approval prior to

the release of the official competition announcement, **as outlined in the Local Organizing Committee Guidelines.**

**RENUMBER**

**C.101.1.13** The Local Organizing Committee will enter into an agreement with the Section detailing the requirements of Skate Canada Manitoba sponsorship rights and conditions, and any pertinent requirements of the competition.

**RENUMBER**

**C.101.1.14** The Local Organizing Committee will not be eligible for any reimbursement from Skate Canada Manitoba for any loss.

**RENUMBER**

**C. 101.1.15**

The closing date of entries shall be at least thirty-five (35) days prior to the first day of competition. Late entries will be accepted up to thirty (30) days prior to the first day of competition and a late entry fee will assessed.

**Rationale:** To assist in the operational flow of organizing and running competitions effectively.

**Effective:** Immediately

**C.101.3.06 SUSPEND**

**RENUMBER**

**C. 101.1.16**

All entry fees are subject to the approval of the Events Management Committee.

**RENUMBER**

**C.101.1.17**

The Announcement for **Championships** shall be posted and/or available electronically not less than **eight (8)** weeks prior to the competition date.

**Rationale:** 101.1.17 - To provide skaters and Coaches enough time to determine their attendance/registration at the competitions.

**Rationale:** To suspend 101.3.06 until STARSkate Competition Restructure Trial is Completed and re-evaluated.

**Effective:** Immediately

**C.101.2 DELETE FROM THIS SECTION**

**C.101.2.01 DELETE**

**RENUMBER**

**C.101.2 STARSkate Regional Championships**

**C.101.2.01**

Test Qualifications for STARSkate Regional Championships shall be as of November 15 preceding the competition.

**RENUMBER**

**C.101.3 STARSkate Provincial Championships**

**C.101.3.01** Only competitors who compete at STARSkate Regional Championships are eligible to enter the STARSkate Provincial Championships.

**C.101.4.02 – C.101.4.05 DELETE – MOVED UNDER GENERAL RULES**

**RENUMBER**

**C.101.4 Manitoba Open Free Skate Competition**

**C.101.4.01** Two Artistic Awards from the Manitoba Open Free Skate Competition will be presented at the Annual General Meeting Awards Gala.

i. Junior Artistic Award

The Junior Artistic Award will be presented to a skater at the Juvenile/Senior Bronze level or lower who best demonstrates both crowd appeal and special artistic skating values (based on Free Skating events).

ii) Senior Artistic Award

The Senior Artistic Award will be presented to a skater at the Pre-Novice/Junior Silver level or higher who best demonstrates both crowd appeal and special artistic skating values (based on Free Skating events).

**RENUMBER**

**C.101.4.02** A Bursary of up to \$1000.00 is established for an event at a Manitoba competition, to be announced in the Manitoba Open Free Skate Competition Announcement. To qualify for the Bursary, the recipient must be a skater in good standing of a Skate Canada Manitoba Club or Skating School. The funds (maximum of \$500.00 per event) will be allocated from the club raffle funds, under guidelines established by the Events Management Committee.

**C.101.5 - DELETE FROM THIS SECTION**

**C.101.5.01 - C.101.5.06 - DELETE – MOVED UNDER GENERAL RULES**

**C.101.6 DELETE FROM THIS SECTION**

**C.101.6.01- C.101.6.05 - DELETE – MOVED UNDER GENERAL RULES**

**C.101.7.01- C.101.7.04 - DELETE – MOVED UNDER GENERAL RULES**

**Rationale:** Within all of the Championships sub-sections for the specific competitions are a number of repeated points that could/should be moved to under the “General Rules”. By removing all of the same same/repeated information under each competition – it would then leave only the items that make the competition different.

**Effective:** Immediately

**AMENDMENT:** MB2016/3  
**SUBMITTED BY:** EXECUTIVE COMMITTEE  
**RULE NUMBER/NAME:** C.102  
**RULE NAME:** TEAM MANAGER

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**C. 102 DELETE**

**Rationale:** This is an annual committee based operational task. Move to Terms of Reference.

**Effective:** Immediately

**AMENDMENT:** MB2016/4  
**SUBMITTED BY:** EXECUTIVE COMMITTEE  
**RULE NUMBER/NAME:** C.103  
**RULE NAME:** C.103.7 SCMB ELITE ATHLETE ASSISTANCE PROGRAM

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C.103.7 Skate Canada Manitoba Elite Athlete Assistance Program

DELETE

**Rationale:** This program was set up and 100% financially supported by an individual sponsor. This sponsorship has ceased.

**Effective:** Immediately



**AMENDMENT:** MB2016/5  
**SUBMITTED BY:** EXECUTIVE COMMITTEE  
**RULE NUMBER/NAME:** D.104  
**RULE NAME:** COACHING HIGH PERFORMANCE GRANT

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#### **D.104 Coaching High Performance Grant**

Skate Canada – Manitoba will provide a grant(s) up to \$500 each to a registered Skate Canada coach(s) to further their knowledge. The Coach(s) must meet the following criteria:

- Must be registered and in good standing with Skate Canada Manitoba
- Must have had an athlete compete at **Canadian Championships** in the past year or an athlete compete internationally within the past year.
- Must apply for the Grant prior to attending seminar/workshop

A coach can only receive this grant once in the Skating year.

Rationale: Housekeeping. Remove Junior Nationals.

**AMENDMENT:** MB2016/6  
**SUBMITTED BY:** EXECUTIVE COMMITTEE  
**RULE NUMBER/NAME:** I.102  
**RULE NAME:** CAMERA POLICY

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#### **I.102 Camera Policy**

Flash photography is not permitted. Skate Canada Manitoba restricts the use of cameras and video equipment during Skate Canada sanctioned events out of respect for the safety and to protect the privacy of competing athletes.

**Spectators** are permitted to use cameras at the event for personal use only and are subject to the following conditions. Anyone who does not abide by these rules risks having their camera confiscated by authorized personnel.

- No flash photography is allowed

- Camera lens must not be larger than 200mm in order to avoid obstructing the view of other spectators
- **Any resale of photography is strictly prohibited.**
- **Any posting of photos on websites or social media is strictly prohibited unless skater's electronic or written consent (parent or guardian if under 18) has been received.**
- Video camera's can only be used by the parent(s) **and coaches** of their own skater during their performance

**Rationale:** Wording change to include skater's electronic or written consent.  
 Added coaches to be included in using video cameras of their own Skater during their performance.

**Effective:** Immediately

**AMENDMENT:** MB2016/7  
**SUBMITTED BY:** EXECUTIVE COMMITTEE  
**RULE NUMBER/NAME:** I.103  
**RULE NAME:** INCLEMENT WEATHER POLICY

### **I.103 INCLEMENT WEATHER POLICY FOR COMPETITIONS**

Preamble: In order to make decisions as to whether to cancel or postpone a competition due to inclement weather, Skate Canada Manitoba, the LOC (local organizing committee) chair and the competition Technical Representative need to consider the safety of all concerned including skaters, parents, coaches and officials.

1. The decision to postpone or cancel a competition will be a joint decision between the LOC chair and the Technical Representative assigned to the competition in consultation with Skate Canada Manitoba
  - a. Factors to consider:
    1. Road conditions,
    2. Weather,
    3. Visibility,
    4. Wind Chill,
    5. Road closures;

- b. The decision to postpone or cancel the competition will depend on whether the LOC can reschedule within a reasonable time frame suitable to all concerned and subject to Skate Canada Manitoba Section approval.
2. Decision to postpone or cancel the competition must be made as early as feasible to ensure that everyone is notified in a timely manner.
3. Once the decision has been made, the LOC will be responsible for notifying parents, coaches and skaters. The Technical Representative will be responsible for notifying all Officials.
4. If the competition has to be cancelled, all entry fees will be refunded less 20% which the LOC will use to help recuperate some of the costs in preparing for the competition.
5. If the competition is postponed and a skater is unable to compete on the revised date due to other considerations, they will be refunded their entry fee less 20% .
6. Should an Official be unable to return home as scheduled from a competition because of closed highways, the LOC will be responsible for the official's accommodation costs.

Rationale: To clarify who is involved and responsible for making the decision to postpone or cancel a competition.

Effective: Immediately

**Appendix D**  
**2015 – 2016 Skate Canada Manitoba Sport Raffle**

Prize	Name and address of Winner
7. Fit Bit – Flex Wireless Activity and Sleep Wrist Band – Value \$125.00	Nicole Hiebert      Ticket # 19480 Winkler, MB
6. Wheeled travel Bag – donated by Oasis Originals – Value \$200.00	Marvin McGregor      Ticket #14054 Flin Flon, Manitoba
5. 2 Nights Accommodation Victoria Inn Hotel and Convention Centre – Value \$250.00	Trista Hand      Ticket # 19424 Winkler, Manitoba
4. 2 Nights Accommodation Victoria Inn Hotel and Convention Centre – Value \$250.00	Russell Cabak      Ticket # 17251 Silverridge, MB
3. Artwork: Sand Dunes in Morocco and Waterfowl at Lake of the Woods - Value \$320.00	Sawyer Mitchell      Ticket # 11030 Douglas, Manitoba
2. \$400.00 Gift Certificate – Inner Edge Dance and Skate Shop	Colin Melnyk      Ticket # 12097 Forrest, Manitoba
1. Grand Prize    \$6,000.00	Jenny Kroetsch      Ticket # 1801 Morden, Manitoba

## Appendix E

### Skate Canada Awards Recipients

#### Sport Manitoba

#### Award of Merit Certificates

##### **University of Manitoba Ice Intrepid Synchronized Skating Team** *St. Andrews Skating Club*

*Alyson Brunton*

*Ashley Slagerman*

*Chantal Jacques*

*Katie Vankoughnet*

*Nikki Magnowski*

*Shalyn Falloon*

*Tamara Potapinski*

*Ashley Martens*

*Avery Albrecht*

*Jazlyn Shewfelt*

*Melissa Butler*

*Sarah Remple*

*Teal Adriaansen*

##### **Skate Canada Manitoba Team TOBA High Performance** **Award of Merit Certificates**

***Marijka Popadynetz***

*Pre-Novice Women*

***Julia Patenaude***

*Pre-Novice Women*

***Andrea Laskovic***

*Pre-Novice Women Champion*

***Lindsey Hopkins***

*Novice Women*

***Dominique Bergeron***

*Novice Women*

***Kirsten Gutenber***

*Junior Women*

***Madison McCallum***

*Junior Women's Champion*

***Chanel Cabak***

*Pre-Novice Women*

***Emma King***

*Pre-Novice Women*

***Nicole Nordal***

*Novice Women*

***Danae Russell***

*Novice Women*

***Casey Bertholet***

*Novice Women Champion*

***Tori Thiessen***

*Junior Women*

***Deidre Russell***

*Senior Women*

**Skate Canada Manitoba Coaches  
Attending Qualifying National Events**

***2016 Skate Canada Challenge***

*Laurie Bertholet  
Patty Hole  
Margo Russell  
Roni Swischuk*

*Michelle Hume  
Tammy McKay  
Gisele Sutherland*

***2016 Skate Canada Synchro Championships***

*Megan Maxwell*

**Skate Canada Achievement Awards**

**Skate Canada Manitoba Volunteer of Excellence Award**

***Heather Hollinda***  
*Roblin Skating Club*

**Skate Canada Competitive Coach  
Award of Excellence Nominee**

***Margo Russell***  
*Skate Winnipeg*

**Skate Canada Club and Recreation Coach  
Award of Excellence Nominees**

***Kelly Bernard***  
*Killarney Figure Skating Club*

***Jessica Cyr***

*Selkirk Skating Club and St. Andrews Skating Club*

***Donna Kemp-Drysdale***  
*Skate Dauphin*

***Deidre Russell***  
*Skate Winnipeg*

***Tiffany Smith***  
*Skate Brandon*

**Skate Canada Manitoba Volunteer Coach Award**

***Roni Swischuk***  
*Skate Winnipeg*

**Skate Canada Manitoba Volunteer Award**

***Trudy Nernberg***  
*Stony Mountain Skating Club*

**Skate Canada CompetitiveSkate Athlete Award**  
**Andrea Laskovic**  
*Skate Winnipeg*

**Skate Canada Program Assistant Award**  
**Jill Sawchuk**  
*Skate Gillam*

**Skate Canada STARSkate Athlete Award**  
**Hillary Bennie**  
*Waskada Skating Club*

**Skate Canada Manitoba CanSkate Athlete Award**  
**Kiera Schutz**  
*Stony Mountain Skating Club*

**2015 – 2016 Quad Gold Achievements**

*Jensyn Baron* *Sarah Jensen*  
*Nicole Rogowky*

**2015 – 2016 Gold Test Achievements**

<i>Sarah Arnott</i>	<i>Dahlia Bagley</i>
<i>Jensyn Baron</i>	<i>Erin Bay</i>
<i>Hillary Bennie</i>	<i>Abby Bestland</i>
<i>Melissa Butler</i>	<i>Chanel Cabak</i>
<i>Jorden Clinton</i>	<i>Alexis Denischuk</i>
<i>Alyssa Dousselaere</i>	<i>Annika Duguay</i>
<i>Emily Elder</i>	<i>Kelsey Ellis</i>
<i>Natasha English</i>	<i>Jenna Farmer</i>
<i>Gabby Fouillard</i>	<i>Kailee Fraser</i>
<i>Emily Gilbert</i>	<i>Taryne Gwynne</i>
<i>Megan Hall</i>	<i>Laura Hollinda</i>
<i>Lindsey Hopkins</i>	<i>Cecilia Howes</i>
<i>Eva Jensen</i>	<i>Sarah Jensen</i>
<i>Emma Kasian</i>	<i>Paige Kasian</i>
<i>Emma King</i>	<i>Sarah Kinley</i>
<i>Haley Klassen</i>	<i>Kaitlyn Kochanowski</i>
<i>Ryley Kowalski</i>	<i>Joelle Little</i>

*Claudia McCartney*  
*Cassidy Miller*  
*Claire Moore*  
*Nicole Nordal*  
*Julia Patenaude*  
*Sarah Remple*  
*Samantha Salmon*  
*Kylie Talbot*  
*Hayley Turnbull*  
*Torie Wotton*

*Shae-Lynn McKinstry*  
*Morgan Miller*  
*Vanessa Navarro*  
*Jordan Parker*  
*Marijka Popadynetz*  
*Nicole Rogowsky*  
*Janessa Sandstrom*  
*Logan Tilbury*  
*Kayla Weik*

**2016 Skate Canada Manitoba Sectional Merit Award**

***Andrea Laskovic***  
*Skate Winnipeg*

**2016 Manitoba Open Juvenile Bursary**

***Olivia Orbanski***  
*Arborg Skating Club*

***Abby Bestland***  
*Skate Winnipeg*

***Robyn Ward***  
*Century Skating Club*

**2016 Dodie Wardle Memorial Award**

***Kylie Holmstrom***  
*Skate Virden*

**2016 Ian Carmichael Memorial Award**

***Erin Bay***  
*Skate Winnipeg*

**2016 Manitoba Open Junior Artistic Award**

***Robyn Ward***  
*Century Skating Club*

**2016 Manitoba Open Senior Artistic Award**

***Tori Thiessen***  
*Skate Brandon*

**Skate Canada 50 Year Volunteer Pin**

***Bev Watson***  
*Skate Dauphin*



Appendix F



**Unaudited Financials ending March 31, 2016  
BALANCE SHEET**

	2014-15 (UNAUDITED)	2015-16 (UNAUDITED)
<b>CURRENT ASSETS</b>		
General Chequing	\$107,537.91	\$168,951.01
Raffle Account	\$ 15,772.15	\$ 14,706.27
Petty Cash	\$ 100.00	\$ 100.00
<b>Cash: Net</b>	<b>\$123,410.06</b>	<b>\$183,757.28</b>
<b>Term Deposits</b>	<b>\$212,251.58</b>	<b>\$171,799.16</b>
Accounts receivable	\$ 12,241.40	\$ 24,708.17
Sport Raffle receivable	\$ 5,860.00	\$ 3,360.00
GST – receivable	\$ 3,063.77	\$ 2,911.27
<b>Receivables: Net</b>	<b>\$ 21,165.17</b>	<b>\$ 6,271.27</b>
<b>Inventory – Medals</b>	<b>\$ 8,706.48</b>	<b>\$ 6,782.96</b>
<b>Inventory – Merchandise</b>	<b>\$ 5,647.19</b>	<b>\$ 6,697.55</b>
Prepays	\$ 0.00	\$ 587.95
<b>TOTAL CURRENT ASSETS</b>	<b>\$371,180.48</b>	<b>\$400,604.34</b>
<b>CURRENT LIABILITIES</b>		
Accounts Payables	\$ 7,454.83	\$ 8,780.87
Sport Raffle payables	\$ 15,022.43	\$ 13,909.30
<b>Payables: Net</b>	<b>\$ 22,477.26</b>	<b>\$ 22,690.17</b>
<b>Deferred Revenue</b>	<b>\$ 3,142.08</b>	<b>\$ 12,174.67</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 25,619.34</b>	<b>\$ 34,864.84</b>
<b>EQUITY</b>		
<b>Retained Earnings</b>		
Surplus	\$313,177.66	\$302,268.81
Surplus Capital asset fund	\$ 5,773.28	\$ 5,773.28
Surplus – Ian Carm. Bursary	\$ 10,864.00	\$ 10,864.00
Surplus – Can. Leg. Grant	\$ 28,293.73	\$ 28,293.73
<b>Surplus: Net</b>	<b>\$358,048.67</b>	<b>\$347,199.82</b>
<b>RETAINED EARNINGS</b>	<b>\$358,048.67</b>	<b>\$347,199.82</b>
<b>Current Earnings</b>	<b>-\$ 12,487.53</b>	<b>\$ 18,539.68</b>
<b>TOTAL EQUITY</b>	<b>\$345,561.14</b>	<b>\$365,739.50</b>
<b>LIABILITIES AND EQUITY</b>	<b>\$371,180.48</b>	<b>\$400,604.34</b>



**Unaudited Financials ending March 31, 2016  
INCOME STATEMENT**

	<b>2014-2015 (UNAUDITED)</b>	<b>2015-2016 (UNAUDITED)</b>
<b>REVENUE</b>		
Skate Canada Grant	\$ 94,090.00	\$ 95,010.00
Sport MB/Coaching MB Grants	\$146,500.00	\$123,125.88
Administration Net	\$ 3,996.00	\$ 9,832.54
Coaching Revenue Net	\$ 30,449.00	\$ 18,247.50
Events/Championships Net	\$ 71,606.00	\$108,707.35
Public Affairs Net	\$ 80,940.00	\$ 83,885.38
Membership Council Net	\$ 4,801.00	\$ 1,050.00
Officials Net	\$ 3,430.00	\$ 4,555.00
Skating Programs Net	\$ 33,505.00	\$ 39,772.49
<b>TOTAL REVENUE</b>	<b>\$469,317.00</b>	<b>\$484,186.14</b>
<b>EXPENSES</b>		
Administration Net	\$ 36,042.28	\$ 34,265.28
Human Resources Net	\$142,599.00	\$144,240.22
Board Expenses Net	\$ 28,322.09	\$ 21,226.14
Coaching Net	\$ 32,139.30	\$ 22,948.72
Events/Championships Net	\$ 68,037.15	\$ 92,105.42
Public Affairs Net	\$ 56,771.73	\$ 55,422.38
Athlete Assistance Net	\$ 5,968.00	\$ 2,453.28
Membership Council Net	\$ 18,665.01	\$ 17,175.26
Officials Net	\$ 6,866.22	\$ 6,358.56
Skating Programs Net	\$ 85,144.23	\$ 69,182.19
Regions Net	\$ 1,249.75	\$ 269.00
<b>TOTAL EXPENSES</b>	<b>\$481,804.76</b>	<b>\$465,646.46</b>
<b>SURPLUS /DEFICIT</b>	<b>-\$ 12,487.53</b>	<b>\$ 18,539.68</b>

## 2015-2016 SKATE CANADA MANITOBA CHAMPIONSHIPS

	Revenue	Expense	Profit/Loss	40% Section	60% Club
Skate Canada Manitoba Sectional Championships, Morris, MB	\$ 14,390.85	\$10,137.08	4,253.77	\$ 1,701.50	\$ 2,552.27
Skate Canada Manitoba Synchro Skating Championships Carberry, MB	11,244.00	6,432.91	4,811.09	1,924.44	2,886.66
2016 Prairie Regional Synchro Skating ** Killarney, MB	29,600.80	18,060.73	\$11,540.07	4,000.00	7,540.07
Manitoba Open Free Skate Arborg, MB	16,686.35	10,441.74	\$6,244.61	2,497.84	3,746.77
Manitoba STARSkate Provincials Souris, MB	15,731.00	7,417.53	\$8,313.47	3,325.38	4,988.09
Crocus Invitational Portage la Prairie, MB	\$14,275.25	\$6,797.39	\$7,477.86	\$2,991.14	\$4,486.72
<b>Totals</b>	<b>\$101,928.25</b>	<b>\$59,287.38</b>	<b>\$42,640.87</b>	<b>\$16,440.30</b>	<b>\$26,200.58</b>

\*\* Any profits earned over and above \$10,000.00 remains with the host organization in its entirety.

Appendix G  
**2016 – 2017 Budget**

## **REVENUE**

	<b>2015-16</b>	<b>2016-17</b>
Sport Manitoba/Coaching MB	\$124,075	\$141,075
Skate Canada	\$ 96,000	\$ 94,000
MB Liquor & Lotteries (BINGO)	\$ 45,600	\$ 45,600
Marketing/Promotion	\$ 56,000	\$ 44,975
Team Fee's	\$ 16,325	\$ 19,675
Section Managed Events	\$ 81,237	\$ 72,675
Clinics	\$ 30,835	\$ 43,130
Other Grants	\$ 25,500	\$ 750
Miscellaneous	\$ 6,450	\$ 3,935
Equipment Rental	\$ 3,645	\$ 4,465
<b>TOTAL</b>	<b>\$485,667</b>	<b>\$470,280</b>

## EXPENSES

	2015-16	2016-17
Administration	\$179,100	\$176,100
Meetings	\$ 30,095	\$ 20,295
Marketing/Promotion	\$ 65,800	\$ 65,600
Membership	\$ 19,200	\$ 19,200
Communication	\$ 3,050	\$ 2,600
Events Management	\$ 74,502	\$ 56,313
Coaching/NCCP	\$ 27,372	\$ 35,512
Officials	\$ 8,975	\$ 8,475
Skating Programs	\$ 93,019	\$ 89,580
TOTAL	\$501,113	\$473,675
TOTAL EXPENSES	\$501,113	\$473,675
TOTAL REVENUE	\$485,667	\$470,280
<hr/>		
<b>DEFICIT</b>	<b>-\$15,446</b>	<b>-\$ 3,395</b>
<hr/> <hr/>		