

**Minutes of the  
Ottawa Pacers Annual General Meeting  
April 30<sup>th</sup> 2009.  
Ottawa Citizen Building, Baxter Road, Ottawa.**

**1) Call to Order**

7.15pm

**2) Announcement of the number of Voting members Present**

There were 25 voting members present at the call to order, and 29 Voting members present by the end of the meeting as per the sign-in sheet.

**3) Introduction of the Board of Directors**

All members of the Ottawa Pacers Board of Directors for the 2008-2009 season were present.

Leslie Derro – President

Marc Brisebois – Vice President

Paul Landry – Past President

Ashley Thriscutt – Secretary

Phil Bolger – Treasurer

Vivian McGuire – Director at large

Colyn Steeves – Director at Large

Gail Bouchette – Director at large

Andrew McCallum – Director at large

**4) Review of the agenda**

No comments. Motion proposed by Pierre Gauthier to accept the agenda, seconded by Rocky Lamontagne. Motion carried.

**5) Adoption of the minutes of June 1<sup>st</sup> 2008 AGM**

No changes or amendments to the minutes were proposed. Motion to accept the minutes - proposed by Rick Muise, seconded by Pierre Gauthier. Motion carried.

## **6) Presentation and adoption of Reports**

**i) President** – Leslie Derro reviewed the Presidents report. She reminded the members present that we started the 2008-9 season facing a significant increase in our ice costs and therefore fee increases to the membership. This didn't result in the feared loss of membership, though our numbers were down over the season in the Development Youth Group and the Masters.

We plan an advertising strategy to bring up our registration numbers in these groups.

We were unable to make sufficient use of the 4.15 ice hour and therefore there was a shortfall of revenue for that hour.

The OSSA High School Programme will hopefully help us with this in 2009-2010. OSSA proposes to facilitate the running of a programme of speed skating for high school students. This will target older athletes from other sports. OSSA will send staff to visit area schools to promote the programme. It is designed for the larger Ontario clubs and will use daytime ice hours.

Leslie reported that the BellSensplex were most cooperative this past season, and are being even more so in preparation for the coming one.

Leslie warned us of potential problems with our ice allocation from the City of Ottawa and the costs for that ice.

There have apparently been complaints to the City concerning our regular allocation of primetime week night ice hours. The nature of our sport and our racing schedule require that we have regular week night ice sessions to allow our athletes to complete their training programme. Their weekends are occupied with racing events.

We are cushioned from the possibility of changes to our schedule by the fact that we have a 3 year contract with the BellSensplex whereby we have private ice hours on each side of our City allocation. We were wary of signing this contract at the beginning of the past season, but it has turned out to be to our advantage. We are facing a 7.5% increase in ice costs from the City.

**ii) Meet-coordinator** - Kathie Gauthier was not present so her report was presented by Pierre.

Her report is clear, concise and self-explanatory.

Long Track Camp registration was down in 2009. This was largely due to Short Track conflicts in the 2008-2009 season, and hopefully this will not be the case in 2010. Dec 19<sup>th</sup> 2009 and Feb 13<sup>th</sup> 2010 are Ontario cup meets and this leaves the Long Track season largely clear, though there are 2 regional meets in January.

**iii) Long Track Oval Report** – Pierre Gauthier has followed Ted Huffman's formula for this report as he feels all Ted's points are relevant.

The Statistics presented by Pierre are impressive and important. The Oval was open on December 25<sup>th</sup>.

Pierre and his crew worked really hard on building a good thick base for the ice, and this really paid off as proved by the extended season of good ice and the fact that there was still 6" at close of season. It pays to hold off opening in order to work on a good base.

Pierre expressed his thanks, and that of the board, to MGATS and Bill Hamilton, for their support and very efficient service over the season. They gave us the tractor 2 weeks early and left it with us for an extra week at the end for no cost. Next season we will have a new tractor with a box and there will be a \$200 increase in the cost of our contract with MGATS There were 24 permits for use of the oval and 25,890 person hours of usage. We have the #1 rink in the City!! The ice was excellent throughout.

Our relationship with the Ottawa Centre Minor Hockey association is excellent. They helped out with both boxes and plan to do so next year. Doug Heinz of OCMHA sends their thanks to the Ottawa Pacers and our board for the oval Operations.

One sore point in the season was that Greg Bennett, a long time employee of the oval, was let go this season. We had two young people working with Pierre and very many volunteer hours.

The Board thanked Pierre for all his work and efforts at the oval this past season, and for saving us money for the extra trailer, and for the equipment.

Pierre stated that he will continue at the Oval for one more season and is actively seeking a new recruit to take over from him.

Also the board expressed its thanks to Kathie Gauthier, via Pierre as Kathie was not present, for all her work as our meet-coordinator.

**iv) Fundraising** – Vivian McGuire thanked all participants in the Loblaws programme and the buyout.

We achieved our projected \$2,000 increase in funds raised through this programme due to the increase in monthly commitment and the inclusion of the masters Skaters in our fundraising efforts. We needed to do this to help offset the increase in ice costs this past season.

Marc Brisebois reported that we sold just under 50% of the new speed skating t-shirts. No profit was made. No profit was made on Pridewear either, but there is a benefit to the club in that the wearing of pride wear instills a sense of belonging and club pride and there is an added benefit of advertising for the club.

Marc thanked Kelly Ball for her fantastic photograph fundraiser, which was a great success.

**v) Technical Director** – Ron Grossman is new to this position in 2008-2009. He reported a lack of coaching cover during the Long Track season, particularly in the Advanced hour. He is concerned about the need to train new coaches and suggested drawing on Advanced skaters who no longer wish to compete. He suggests an Introductory Pre-Fundamentals course, after registration but before skating starts.

He expressed concern over skaters arriving on the ice late for practice.

He proposes an athletes contract for Intermediate and Advanced skaters. This will state that the door will be shut and no-one will be allowed on the ice after the 10 minute warm-up. (Allowances will be made for snowstorms and heavy traffic.) This is a basic problem reflecting a lack of respect for our coaches by the skaters, also a lack of responsibility. Rocky will keep track of repeat offenders, and the coaches will appoint a parent to be policemen at the gate.

**vi) Equipment** – Rocky reports that every skater is now skating in a proper pair of Short Track boots, which are all in good condition. He performed a lot of basic 1<sup>st</sup>-aid this year!

Both Rocky and Gavin will be back in the equipment room next year.

The board and members expressed congratulations to Rocky on achieving his Level 4 starters certification.

**vii) Skaters Report** – Henry Thriscutt was not present so Ashley ran through the main points in his report.

Firstly, Henry thanked all the coaches and volunteers on behalf of the youth skaters. He reported that the Short Track skaters were unhappy about the loss of ice on Thursdays in January, and that they were also concerned about the lack of continuity of coaching, particularly during Long Track season.

The skaters would like to know who the coach is to be ahead of each Ontario Cup meet. This would give them a chance to plan their goals and race strategy with the coach beforehand.

The role of skaters' rep has traditionally fallen to an advanced hour skater.

Henry suggested that the role should be shared with one skater from each of the 3 youth hours, with the advanced skater being coordinator. This would facilitate better communication and the concerns of each group would be represented.

**viii) Masters Report** – Gail Bouchette prepared this report, and in her absence the Board edited it for presentation to the membership.

Gail reported that enrollment was low this past season and that the fee increase was a significant reason for this.

More recruitment drives and Learn to Skate programmes are needed to increase numbers in the Masters group.

All the Masters Long Track skaters were very happy with the ice at the Oval.

They would like to see a more formal coaching programme on the LT.

The Short Track Masters were generally happy with the loss of Thursday Ice in January. This freed them for LT.

Gail expressed concerns about the consistency of coaching, the ice conditions at the Sensplex, which were often far from ideal, and the flood schedule, which sometimes delayed or interrupted their ice time.

Most Masters were unhappy about mandatory participation in the clubs fundraising efforts, but they did participate. Hopefully our new fundraising programme will be a better fit for the Masters.

**Rocky Lamontagne** added a few comments to those in the Masters report.

1. He had heard that some adults outside the club thought that 'Masters' meant that this programme was for elite top level skaters rather than for skaters over 19yrs. Maybe we need to change the programme title?

2. Re the flooding at the Sensplex. The Zamboni operators often come looking for our programme schedule. This should be posted in the equipment room or on our bulletin board so that they are aware of our breaks between groups.

Gavin added that the worst problems with flooding occur when there is a league game on the Scotia Bank pad. Also Gavin mentioned that the masters lose ice time each night as they have to remove the pads.

3. Re coaching. Rocky pointed out that there are advanced skaters from other clubs attending university in Ottawa who would be happy to come and help out with coaching but are unable to get to the Sensplex. Maybe we should arrange a car pool to facilitate their participation?

Rocky also mentioned that it is difficult to get members from all groups to hand in their meet registrations on time.

We need to impose a deadline with a zero tolerance policy. Form and cheque MUST be handed in on time. This problem is compounded by the fact that, despite signing an agreement (on the registration form) to remain in the arena whilst their children are on the ice, very few parents do stay and so it is hard to communicate with parents re meet registration deadlines.

Motion to accept all reports - proposed by Kelly Ball, seconded by Ron Grossman. Motion carried.

## **7) Presentation and adoption of Financial Statement**

Phil Bolger presented the Financial Statement and assured the membership that that process of verification of these statements is underway.

The 2008-2009 season began with an aggressive budget, necessary because of the huge increase in ice costs faced by the club. We did not achieve this budget, however a number of factors worked in our favour. We held 3 successful events this past season. We do not rely on income from LT meets in our budgets because of the uncertainties of the weather. We raised \$1,600 in revenue from the 4.15 ice which was not budgeted for and we raised sponsorship dollars for the Oval this season. These 3 things covered our registration shortfall.

Phil noted the extraordinary efforts of our volunteers without whom this would not have been possible.

Revenue was up by \$13,000 due to fee increases, and Loblaws profit was up \$2,700 based on the raise in minimum purchase and the participation of the Masters.

Expenses were up \$23,000 almost all due to ice costs.

Oval costs decreased by \$6,000 due to the increased number of volunteer hours and the decrease in paid hours, and the raising of sponsorship monies.

We showed a small surplus of some \$2,000. This is lower than the \$12,000 of the previous season for the reasons stated above.

This was a successful year all told, as initially we were looking at a \$12,000 deficit.

Leslie stated that our ice costs from the Sensplex are \$300/h for Masters and \$250/hr for youth.

Initially our ice bill for 2008-2009 was expected to be some \$80,000, but by signing a 3year contract with the Sensplex we managed to reduce this to \$62,000 with negotiated discounts.

We did not pay for the missed ice hours during the season. The Board agreed to give up the Thursday hours in January in order to reduce ice costs and encourage our skaters to use the Long Track.

The Sensplex has received complaints from other users about our regular ice hours, and so we took extra ice hours and made the 3year commitment to ensure we keep our regular Tuesday and Thursday slots.

The balance sheet shows that the club is in good financial condition.

We have some \$68,000 in assets composed of cash in the bank, a small term deposit, and a small amount of Loblaws coupons in hand.

Accounts receivable are the April Loblaws deposit.

There are no liabilities.

Phil listed the various funds set up according to the club's financial policy.

1. The Operating Reserve Fund – This cannot be used without the permission of the membership.

2. The Capital Fund – we made no Capital purchases during the 2008-2009 season.

3. The Skate Park Fund - This is based on funds donated by a past member in 1999. No purchases were made from this fund in 2008-2009.

4. The Skate Fund - Monies for this fund come directly from skate rental and sharpening fees, and this fund is used for all skate related purchases.

Rocky and Phil are going to put together a budget for this fund for the 2009-2010 season

Grant Edgar stated that the club has faced some challenges in the past year and that the Board has handled them well. Paul expressed the thanks of the club to Phil for his work as Treasurer.

Motion to accept the financial Statements as presented - proposed by Gavin Thulien and seconded by Rachael McKinley. Motion carried.

## **8) Presentation and adoption of 2009-2010 Budget**

We are not going to present a budget at this time.

We feel that the new board should present and adopt the budget they are going to have to implement. There are too many variables for the current board to feel comfortable with presenting a budget now.

Motion to carry the budget over proposed by Mara Arno and seconded by Grant Edgar. Motion carried.

## **9) Discussion Items**

i) FundScrip – Leslie thanked Vivian for all her hard work over the years with Loblaws, and Vivian responded by thanking the membership for their support of the programme growing it as a fundraiser from \$900 profit to \$12,000 in 8 years. Vivian, Phil and Colyn have assessed the FundScrip programme and Phil has researched the legitimacy of the FundScrip organization. He has discovered that they are a stable organization in good standing with the Better Business Bureau. **\*\*See the attached Fundraising Proposal for full details of the programme.\*\***

The Board feels that this programme is more flexible for the membership, allowing them to purchase any amount of gift cards from a huge variety of businesses according to their needs, at a variety of profit levels, though an individual account set up on-line.

We require an initial payment to the club of \$160 from every family (\$80 for Masters in the one night programme).

Each family makes their own order bi-monthly. Cards are delivered to the club and there will be a bi-monthly pick-up time and location.

Each month FundScrip sends the profits to the club, and after each member has raised \$160 the residual profits for that member will be split with the club.

This could be paid out in cash or retained by the club to offset against the following seasons fees.

There is less administration for the club, and there are no post-dated cheques to handle. Members can see on-line exactly how much profit they have made on an ongoing balance sheet.

The basic level of \$160 raises the same profit for the club as the Loblaws programme has this past year. Anyone not wishing to purchase any gift cards needn't do so, and the \$160 initial payment is then the equivalent of the buyout option for Loblaws.

We could run the programme for 12 months for added profits but this may be difficult to administer during the summer months when the club doesn't meet. Rocky asked if we are going with this programme. Yes, the board has decided to start the FundScrip fundraising programme in September, though we may run a trial over the summer.

ii) Volunteers – All those present at the AGM are currently volunteers with the club. We always need more people to step up, and we will bring this up at the Banquet. Mini-meets are a great place to start to volunteer as an official as they are less formal and intimidating than an Ontario Cup for instance!!

iii) Thursday Ice in January – Giving up Thursday ice in the 2008-2009 season saved the club some \$8,000. We have asked for those hours to be reinstated for the coming season. However, depending on the increase in ice costs from the City we may have to consider giving these hours up again. We do encourage our skaters to try Long Track and there will be no Short Track scheduling conflicts in 2010.

Grant pointed out that skaters with ST skates can practice straightaways on the Oval, also the fact that we are spreading our coaching base a bit thin trying to run the 2 programmes.

Rocky mentioned that there is little benefit to the Short Track skaters at the Sensplex when there are only a few of them on the ice during the LT season, nor is there any benefit to the club paying for the ice for only 6-8 skaters to use.

## 10) Election of new Board of Directors

All positions are available

Andrew McCallum and Vivian are leaving us, though Vivian will remain in the club to help implement the FundScrip programme.

Current members wishing to stand for re-election are.....

Leslie Derro – President

Phil Bolger – Treasurer

Ashley Thriscutt – Secretary

Colyn Steeves – Director

Marc Brisebois – Director

Gail Bouchette – Director and Masters rep.

Nominations received in advance of the AGM.....

1. Kathie Gauthier nominated by Leslie Derro as director at large.
2. Rachael McKinley nominated by Rich Young as director at large.
3. Susan Townley nominated by Kathie Gauthier as director at large.

Nominations from the floor.....

**Leslie Derro** nominated as **President** by Ashley Thriscutt, seconded by Paul Landry. All in favour.

**Rachael McKinley** nominated as **Vice President** by Vivian, seconded by Leslie Derro. All in Favour.

**Phil Bolger** nominated as **Treasurer** by Paul Landry, seconded by Grant Edgar. All in favour.

**Ashley Thriscutt** nominated as **Secretary** by Leslie Derro, seconded by Kelly Ball. All in favour.

**Marc Brisebois** nominated as **Director at large** by Leslie Derro, seconded by Phil Bolger. All in favour.

**Colyn Steeves** nominated as **Director at large** by Leslie Derro, seconded by Paul Landry All in favour.

**Gail Bouchette** nominated as **Director at large** by Ashley Thriscutt, seconded by Andrew McCallum. All in favour.

**Kathie Gauthier** nominated as **Director at large** by Leslie Derro, seconded by Ashley Thriscutt. All in favour.

The **Ottawa Pacers Board of Directors** for the 2009-2010 season .....

Leslie Derro – President

Paul Landry – Past President

Rachael McKinley – Vice President

Phil Bolger – Treasurer

Ashley Thriscutt – Secretary

Marc Brisebois – Director

Colyn Steeves – Director

Gail Bouchette – Director and Masters rep.

Kathie Gauthier – Director

### **11) New Business**

Pierre stated that we spent \$3,000 on the purchase of a snow making machine in 2008. This has never been used. Pierre suggests we make some revenue from renting out this machine. He has a user group willing to pay a daily rate of \$500. Approved.

Kelly asked if anyone has access to a screen to view the photographs of our skaters. The Sensplex may have one we can use apparently, or Rocky could find one.

Leslie announced that Rhonda Elliott is retiring as our registrar. Ross Campbell stepped up to volunteer to take on this job.

Ross also volunteered to put together a monthly newsletter for the club.

**12) Motion to adjourn** the 2008-2009 Annual General Meeting of the Ottawa Pacers Speed Skating Club - proposed by Rocky Lamontagne, seconded by Susan Townley. All in Favour.

Meeting adjourned at 9.40pm.

## **\*\*PROPOSAL FOR NEW FUNDRAISING PROGRAM\*\***

### **FUNDSCRIP**

The FundScrip program is a fundraising program recently introduced to our club from one of our club members. Three members of our executive, namely, Phil Bolger, Colyn Steeves and Vivian McGuire, met to examine the prospects of introducing this program to our club – Pacers Speed Skating Club of Ottawa, a program which would replace the Loblaws/Buy-Out fundraising program. Before, the meeting, Phil, our treasurer, investigated the legitimacy of the company FundScrip and it appears to be a viable fundraising group used by many non-profit groups such as our club and is in good standing with the Better Business Bureau.

The program gives our club and its members the opportunity to purchase everyday and retail goods and services, such as groceries, gas, home repair items, restaurant meals, with a subsequent percentage rebate back to our club and members. An earning potential sheet will be distributed to the Executive at our next meeting.

At the beginning of the program, each family would be required to give the club a fundraising cheque equal to the buy-out cheque of \$160 (or \$80 – Masters one night membership). Using their own personalized account set-up with the FundScrip group, each family would then be able to order gift cards by debiting from their own bank account. There is no limit to the amount each member can purchase. The cards will be delivered every two weeks and volunteers will be required for distribution of the cards on two specific nights each month. Each month, FundScrip pays our club the percentage funds earned by the members. The club receives a spreadsheet tracking the receipts by each member. The first \$160/\$80 earned by the member is returned back to the member. Earnings beyond that are split 50:50 between the club and the member. Either once or twice during the season, an annual accounting for each member will be calculated. The member can then select to:

1. Cash out with a cheque from the club
2. Save for next year's commitment for fees.
3. Combination of the above.

It appears to be a win-win situation for both our club and members.

Here is a list of Advantages:

No post dated cheques – easier for the treasurer.  
No limit of earning for the club and members.  
Greater variety of goods and services (not only Loblaws).  
More suitable to our members.  
Could be a year round earnings potential.  
Administration is simpler.

Disadvantages:

Prepayment of \$160 for all.  
Smaller discount % Loblaws.  
Delivery of cards.  
Volunteers needed esp. summer.  
Accounting for the funds.  
No collecting of AirMiles etc.  
on credit cards.

If approved, we will be introducing the new fundraising program to our membership via general e-mail and at the AGM and Banquet. We are considering a trial run during the summer, if we have enough volunteers. The program will formally start at the beginning of the speed skating season in September of 2009.

**POINTS TO CONSIDER FROM PHIL'S NOTES:**

1. Should we replace Loblaw/Buy-out program with FundScrip?
2. Is the profit sharing ratio (50/50) appropriate?
3. Volunteers required to run the program
4. Should we run the program in the summer? (2009 trial program, 2010 full program)
5. Annual accounting year end – March 31??

**PARTICIPATING RETAILERS:**

**GROCERY STORES ( all 3%):**

A&P Atlantic Superstore  
 BoniChoix  
 Club Entrepot Provigo  
 Commisso's  
 Dominion  
 Extra Foods  
 Foodland  
 Fortinos  
 Loblaws  
 Longo's  
 M&M Meat Shops  
 Maxi  
 Metro  
 Needs  
 No Frills  
 Price Chopper  
 Provigo  
 Real Canadian Superstore  
 Real Canadian Wholesale  
 Safeway  
 Sobey's  
 Super C  
 The Barn Markets  
 Ultra Food Drug  
 Value Mart  
 You Independent Grocer  
 Zehr's

**RESTAURANTS:**

Alice Fazooli's -5%  
 Canyon Creek Chop House -5%  
 Casey's -5%  
 East Side Mario's -7%  
 Far Niente -5%  
 Four - 5%  
 Harvey's - 2%  
 Jack Astor's Bar/Grill -5%  
 Keg Restaurant - 5%  
 Loose Moose Tap/Grill -5%  
 Milestone's - 2%  
 Montana's -2%  
 Olive Garden- 5%  
 Pizza Pizza - 10%  
 Red Lobster -5%  
 Reds -5%  
 SAQ -3%  
 Second Cup -2%  
 Starbuck's -5%  
 Swiss Chalet -2%

**ENTERTAINMENT:**

Best Western-5%  
 Blockbuster -5%  
 Chapters -3%  
 Cineplex/FamousPlayers-4%  
 Coles Bookstore- 3%  
 HMV - 2%  
 Magic Lantern Theatre- 5%  
 Rainbow Cinemas-5%  
 Rogers Video- 5%  
 Way Spa -7+5

**GAS:**

Esso - 2%  
 Petro-Can - 2%  
 Ultramar -2%

**CLOTHING:**

Banana Republic -5%  
 Coast Mountain Sports - 6%  
 La Senza/Express/Girl-7%  
 Old Navy -5%  
 Mark's Work Warehouse-7%  
 Payless - 5%  
 Roots - 10%  
 SportChek - 5%  
 The Body Shop -5%  
 The Gap -5%  
 Sunglass Hut- 5%

**DEPT STORES:**

Zellers - 3%  
 Best But - 2%  
 Canadian Tire -4%  
 Future Shop -2%  
 Home Depot -2%  
 Home Outfitters- 3%  
 Home Sense -5%  
 Shoppers Drug Mart - 2%  
 Pier One Imports - 5%  
 Reno Depot -2%  
 Rona - 2%  
 Sears- 2%  
 Staples Business Depot-3%  
 The Bay -3%  
 ToysRUs -2%