

OAK BAY



SKATING CLUB

Annual General Meeting

ANNUAL REPORT

2025/2026 Season



Skate Canada



PLATINUM
CLUB
STATUS



board@oakbayfsc.ca



<https://www.oakbayfsc.ca>





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**Oak Bay Figure Skating Club
Annual General Meeting
May 27, 2026
Agenda**

1. Call to Order
2. Reading of Notice of Meeting
3. Report on Quorum
4. Agenda: Motion to have the Agenda amended as necessary
5. Approval of the Minutes
 - 5.1 Motion that the preceding AGM minutes of April 24, 2025, be accepted
 - 5.2 Motion that the preceding Extraordinary General Meeting (EGM) minutes of Sept. 3, 2025, be accepted
6. Finance Report: Leah Malkinson
 - 6.1 Motion that the Finance report (as distributed) for the 2025/26 fiscal year be accepted
7. Reports
 - 7.1 Coaches Rep and Director of Skating (Kirsten Conforti)
 - 7.2 Director - Registrar and Assessments (May Low)
 - 7.3 Director - Publicity (Mary Jane Howland)
 - 7.4 Director - Secretary - (Sonya Sundberg)
 - 7.5 Motion to accept reports as circulated.
8. New Business
 - 8.1 Acclamation of Directors:
 - President (2 years) - vacant
 - Vice-President (2 years) - vacant
 - Treasurer (2 years) - Leah Malkinson
 - Director at Large - Registrar and Assessments (2 years) - May Low
 - Director at Large - Fundraising (2 years) - Lauren Gudavicius
 - Director at Large (2 years) - Ken Van Leusden
 - Director at Large (2 years) - vacant
9. Adjournment



ANNUAL GENERAL MEETING 2024/2025

APRIL 24, 2025 – MINUTES



Annual General Meeting Minutes

April 24, 2025

Oak Bay High School Neighbourhood Centre

Called to order at: 6:07PM

Territorial acknowledgement by Heather Galey

Quorum: yes, 13 voting members in attendance; Mary Jane Howland, Heather Galey, Peter Sundberg, Lauren Gudavicius, Lixu, Kirsten Conforti, May Low, Serena Andersen, Janet Kyle, Alison Ramsay, Nicola Donaldson, Maribel Sanchez, Kaori Maruyama, Julianna Kwan, Ken Van Leusden, Ruth MacIntosh

Motion to amend agenda by Nicola to change director's report to coaches chair report; motion by Nicola, seconded by Serena – carried

Motion to adopt the agenda as written by Nicola, seconded by Juliana – carried

Motion to approve minutes from last years AGM; motion by Sonya, seconded by Kirsten – carried

Presidents Report – Heather – attached

Financial Report – Nicola – Year end financials are still in progress as the bookkeeper did not have enough time to prepare a comprehensive breakdown. We will hold a special general meeting in June to review and approve the 2024/2025 financials.

Test Chair Report – May – attached

Coaches Chair Report – Kirsten – attached

Motion to approve reports – Ruth, seconded by Nicola, all in favour – carried

By acclimation the board of the Oak Bay Figure Skating Club for the 2025/2026 season will be:

- President – Heather Galey
- Vice President – Vacant
- Treasurer – Nicola Donaldson
- Secretary – Janet Kyle
- Mary Jane Howland – Director at Large
- Leah Malkinson – Director at Large
- Sonya Sundberg – Director at Large

Motion to adjourn by Ruth MacIntosh. Adjourned at 6:29pm



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**Minutes for the Oak Bay Figure Skating Club
Extraordinary General Meeting
September 3, 2025 7:00pm
Venue: online**

Attendees: Leah Malkinson, May Low, Kirsten Conforti, Jean Marcus, Sonya Sundberg, Mutsuko Takeuchi, Nicola Donaldson, Sarah Capes, Mary Jane Howland

Guests: Sue Smith, Amie Garras

1. Call to Order: Leah called the meeting to order at 7:03pm and confirmed that the board passed a formal resolution for her to act as Chairperson prior to the meeting.
2. Confirmation of quorum: Leah confirmed that the quorum needed is 8 members and that has been achieved with 9 members in attendance.
3. Presentation and discussion of financial statements as at March 31, 2025
 - Nicola provided an overview of the narrative summary that was circulated with the financial statement.
 - No questions from members were received.
 - Nicola further noted that we have not heard back regarding the Gaming Grant.
4. Resolution to accept financial statements for the fiscal year ended March 31, 2025
 - Motion to approve the financial statements for fiscal year ending March 31st, 2025.
 - First: Nicola
 - Seconded: Kirsten
 - Motion passed with all in favor.
5. Fundraising
 - Leah presented an overview of the fundraising plan for the year. The plan will be circulated to members. Ideas from members are welcomed.
 - Roundtable introducing Board Members and guests from VI Region occurred.
6. Adjournment – Motion to adjourn meeting at 7:21pm
 - First: Jean
 - Seconded: Kirsten
 - Motion passed with all in favour.



WINTER SHOWCASE

2025/2026



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Financial Report for Fiscal Year 2025/2026

In fiscal year 2025-26 the Oak Bay Figure Skating Club continued to make important investments to expand the club and support its skaters, while balancing the need to maintain reasonable costs for families, and ensure fiscal responsibility and solvency for the Club.

Examples of priority investments include the following:

- An effective and committed senior coaching team to deliver programs for Star skate and Podium path skaters;
- Canskate certified coaches to deliver training for beginner skaters and provide opportunities for senior skaters to pursue coaching experience;
- Off-ice instructors in yoga, dance and other disciplines to build skater fitness;
- Supplies for a new Youth Synchro Team (through fundraising);
- A skater development seminar with coach Keeghan Murphy.

The Board prepared a budget for 25/26 and the Treasurer reported monthly on revenue and expenses relative to the budget, to ensure spending decisions aligned with resourcing. Registration fees were calculated to ensure revenue would cover costs. The club was successful in receiving a BC Community Gaming Grant of \$35,000, which was used to reduce the costs of ice fees– a significant operational expense for the club. And through the dedication of many volunteers, the club was successful in raising roughly \$7500 through various fundraising activities and donations.

The end result for 25/26 was that the club incurred a net loss of \$2506 based strictly on cashflow reporting of revenue and expenses during the fiscal year. This net loss was adjusted to reflect an accounts payable liability of \$2520 (expenses accounted for last year), and to draw down the deferred athlete development liability (deferred revenue) to resource skater development seminars. Ultimately the club yielded a net profit of \$5485.88, as outlined in the attached Balance Sheet. The bank balance at year end was \$38,522.25.

Overall, this is a positive outcome and financial position for the club, as a non-profit organization. Although it would be preferable to maintain a slightly higher cash balance to avoid narrow margins in some months (spring/summer in particular) between fixed expenses and revenue.

Leah Malkinson

Treasurer

OBFSC



Balance Sheet

April 1, 2025 – March 31, 2026



Balance Sheet Oak Bay Skating Club April 1, 2025 – March 31, 2026

Assets

Current Assets

Cash/General - Coast Capital	38,522.25
Coast Capital Shares	5.00
Total Current Assets	38,527.25

Capital Assets

Total Capital Assets

Total Assets

-
38,527.25

Liability

Current Liabilities

Accounts Payable	
Accrued Liability Athlete Development	
Total Liabilities	

Equity

Retained Earnings-Previous year	513.32
Current Net Income (Profit)	5,485.88

Total Equity

Total Liabilities & Equity

ASSETS = LIABILITIES + EQUITY



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Income Statement

April 1, 2025 – March 31, 2026



REVENUE

<u>Sales Revenue</u>	
Fundraising	7,552.94
Gaming Grant	35,000.00
Uplifter Registration	278,939.53
Skater Grants	3,083.95
<u>Total Revenue</u>	<u>324,576.42</u>

EXPENSES

Club & Ice Costs

<u>Canskate Supplies</u>	1,350.59
Club Supplies	567.05
Clubwear	2,221.50
Coach Recognition	479.85
Ice Rental Fees	127,865.29
Ice Show Fees	2,190.53
Skate Canada Membership	20,059.31
Skater Development Seminars	5,471.95
Deferred Athlete Development Liability	-5,471.95
Synchro fees	2,392.57
<u>Total Club & Ice Costs</u>	<u>157,126.69</u>

Payroll Expenses

Wages	101,776.46
Payroll Taxes	27,862.77
<u>Payworks/payroll expense</u>	1,085.87
WCB	1,003.64
Club coaching	19,303.75
Accounts Payable Liability Club Coaching	-2,520.00
Off-Ice Coaching	7,715.00
<u>Total Payroll Expense</u>	<u>156,227.49</u>

General/Administrative Expense

Advertising	643.30
AGM	419.68
<u>Bambora fees</u>	119.40
Bank Charges	94.50
Uplifter Fees	2,932.62
Bookkeeping	378.00
Meeting Room rental	50.40
Miscellaneous	663.83
Office Expenses	174.63
Insurance	260.00
<u>Total General/Admin. Expense</u>	<u>5,736.36</u>

Total Expenses **319,090.54**

<u>Total Revenue:</u>	324,576.42
<u>Less: Total Expenses:</u>	-319,090.54
<u>Net Income/Loss:</u>	<u>5,485.88</u>

END OF SUMMER TEAM COMPETITION

2025/2026



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This has been an exceptional year filled with many achievements, milestones, opportunities and memories for our skating community. From first time competitors to our adult synchro, there were so many personal best moments and successes. Truly an amazing competitive year for our club.

Our skaters competed in all eligible Super Series and Regional competitions, BC Games, and 2 out of province competitions. Over the season we brought home an incredible 63 medals across Freeskate, Elements, Dance, Artistic and Synchro. Due to these incredible achievements, we were very fortunate to have earned the team plaque at our VI Interclub competition and team trophy at our VI Regional Championship competition.

Our skaters earned top spots in regional and provincial standings which include the following:

Star 4/5 Solo Dance Provincial Champion

Star 6/7 Solo Dance Provincial Champion

Star 7 Artistic Provincial Champion

Provincial 3rd place trophy for Star 5 Men

Juvenile U14 Regional Champion

Regional Star Skate Skater of the Year

Our adult synchro team, "It's Precision", went undefeated in their provincial competitions as well as Western Canadians.

The Club and Region offered some great development opportunities in the past year. OBFSC had 2 club seminars and our skaters also attended the Regional Seminar in Parksville last September.

Fun events included our annual Winter Showcase and Club Competition, both with increased participation, and also our highly energetic summer closing Team Competition. These events showed strong community from our skaters, families, and volunteers and were a huge success.

Our CanSkate program ended strong with a record number of ribbons and badges being earned. A huge thank you to our wonderful CanSkate coaches and program assistants. We appreciate every bit that you put into helping with this program. You have gone above and beyond volunteering to help all of our wonderful CanSkaters.





We saw a large increase in most of our sessions. Our morning open sessions, the Star 1 program and our Adult Learn to Skate, just to name a few. We are happy to welcome so many new adults to our club and are excited for your progress.

The coaching staff is unbelievably proud of all our club's accomplishments and we cannot wait to see where we go from here.

In conclusion, I would like to acknowledge our group of amazing Board members. Your dedication and countless hours have helped make this year exceptional. From the bottom of my heart, thank you!

Yours in Skating

Kirsten Conforti

Director of Skating

OBFSC



HIGHLIGHTS FROM 2025/2026



**ERNEST FISHER TEAM PLAQUE
2025 VI InterClub Competition**

Awarded to the Club with the highest podium points earned.

**VI Regional Team Trophy
2026 VI Region Championships**

Awarded to the Club with the highest podium points earned.

**Lucy Howland
Juvenile U14
Vancouver Island
Region Champion**

BC GAMES
TRAIL-ROSSLAND
2026 WINTER

Vancouver Island Program

**Shu Takeuchi
Star 5 Men's
Provincial Bronze
Trophy Winner**

OAK BAY SKATING CLUB Skate Canada

**Vancouver Island Region
Star Skater of the Year**

OAK BAY SKATING CLUB Skate Canada

**It's Precision
Adult Synchronized
Skating Team**

Three Time GOLD Medalists
2026 West Coast Challenge
2026 Mountain Regional Championships
BC/YT Synchro & Adult Competition

OAK BAY SKATING CLUB Skate Canada

**Star 4/5 Solo Dance
Provincial Champion
Emily Low**

OAK BAY SKATING CLUB Skate Canada

**Star 6/7 Solo Dance &
Star 7 Artistic
Provincial Champion
Chloe Ronald**

OAK BAY SKATING CLUB Skate Canada



REGISTRAR & ASSESSMENTS REPORT

ANNUAL REPORT 2025/2026



Registration:

OBFSC membership as at year end (March 2026): 261

Uplifter invoicing: throughout the year, skaters (Star 1 & Up or Adult) may receive uplifter invoices posted to their account for a variety of reasons such as drop in ice session fees; assessment fees (Star 1 & up); synchro fees or other fees (eg. dance instructor). When a fee is invoiced on uplifter, an email goes to the skater's email account. If/when you receive an uplifter invoice, please log into your uplifter account to pay for the balance. As per our OBFSC [Club Policies](#) when fees are not paid within 30 days, the skater's account falls into arrears, falls out of good standing, and may result in loss of membership privileges.

Reminder/pro-tip: OBFSC communications and distribution to our members are normally conducted through the uplifter platform. Certain email providers such as gmail may filter OBFSC emails to promotions and/or spam folders. It is recommended to add OBFSC (oakbayfsc.uplifterinc.com) to your safe list to prevent missing important emails such as changes to sessions (unforeseen circumstances) or registration deadlines (showcase, club competition, apparel ordering, etc).

Assessments:

Skate Canada skating assessments are official evaluations used to measure a figure skater's progress and skill development as they move through the STARSkate program and skating disciplines (Freeskate, Skills, Dance, Artistic). At OBFSC, skating assessments throughout the season are usually conducted by Kirsten Conforti, our Director of Skating; and by a Skate Canada Evaluator on designated Assessment Day(s) throughout the season.

Our OBFSC skaters completed a total of 108 assessments this fiscal (Apr 2025-Mar 2026) including:

- 40 Freeskate (elements & programs)
- 37 Skills
- 31 Dance

Congratulations to all skaters for successfully completing their assessments!

Additionally, a special congratulations goes out to Lucy Howland and Zadie Sundberg for successfully completing their Gold Freeskate assessment (June 2025) - an incredible achievement and a testament to their dedication and hard work.

Reminder: Please note that Skate Canada requires that assessment fees be paid prior to assessments taking place. To ensure your skater is assessed as planned and to prevent your account from going into arrears, please log in to uplifter when you receive invoices via your email communications.



Skate Canada

REGISTRAR & ASSESSMENTS REPORT

ANNUAL REPORT 2025/2026



What's next: I have recently issued assessment invoices to all skaters (Star 1 & Up) that will be tested in the near future (Spring & Summer 2026). The assessment details are outlined in the "Notes" portion of the invoice so you can see what assessments are planned for your skater. If you have an outstanding balance, please pay these as soon as possible so Kirsten can proceed with her assessments.

I look forward to another exciting year of assessments, progress, and achievements by our OBFSC skaters!

May Low

Registrar & Assessment Chair
OBFSC

2026 Club Competition



Blue Team - GOLD



Grey Team - Silver





Overview

This season I focused on promoting our club programs, celebrating skater achievements, increasing community engagement, and maintaining a strong online presence through social media, website updates, and club communications.

Social Media

Regular posts were shared on Instagram/Facebook throughout the season.

The post included:

- Promotion of:
 - Seasonal registration campaigns
 - CanSkate and STARSkate programs
 - Celebration posts for results and achievements
 - Club, region and section competitions, & BC Games
 - Winter Showcase and Keegan Murphy seminar,
 - Parksville and Kelowna Development Camps
 - Adult skating and solo dance promotion
 - Volunteer appreciation
- Increased engagement through photos, videos/reels, and event highlights
- Shared reminders and updates for club families

Most viewed posts on social media

- [Skaters Reel Driving](#) 7143 views
- [Princess](#) 5147 views
- [Leo Fishing for skaters](#) 4942 views
- Seminar Reels with Keegan
 - [Day 1](#) – 3309 views
 - [Day 2](#) – 2835 views
- [CHEK News Synchro Coverage](#) 2227 views

Club Branding & Recognition

- Continued use of consistent club branding and graphics
- Helped maintain a positive and welcoming image of the club within the skating community

Website & Information Sharing

- Redesign of website, and ongoing updates
- Updated information and included more details for families
- Updated club information and announcements
- Shared registration information and important dates
- Supported communication between the board, coaches, and families





Sponsorship & Community Outreach

- Sponsorship promotion and community awareness
- Shared sponsor recognition when applicable
- Helped promote club events within the local community
- Helped solicit donations for the Winter Showcase Gift Basket Fundraiser
- Created a New 2026 Sponsorship Package to attempt to obtain year-round sponsorship
- Sent Press Releases to the local newspaper after each achievement/competition

Challenges

- Gathering photos/videos from events and sharing with the club/social in a timely manner media is always a challenge.
- Ensuring media consent/photo release compliance
- Balancing coverage so all programs and skaters feel represented

Thank you to the board members, coaches, volunteers, parents, and skaters who contributed photos, content, and support throughout the season. Your involvement helped showcase the positive spirit and accomplishments of our club.

Respectfully submitted,

Mary Jane Howland

Director of Publicity

OBFSC





This past year brought significant transition for our Club, with an almost complete turnover in Board members following last year's AGM. As a small but dedicated team, we worked collaboratively throughout the year to ensure Club operations were updated to required standards, monthly Board meetings were held consistently so decisions could be made in a timely manner, and overall Club operations continued smoothly with the support of our talented coaching team.

During the year, Board members also stepped into new responsibilities due to resignations. Leah Malkinson and Sonya Sundberg transitioned from Directors-at-Large for Fundraising into the roles of Treasurer and Secretary, respectively, and May Low took on the additional role of Registrar. Special thanks also goes to Mary Jane Howland and Lauren Gudavicius for continuing fundraising efforts. Finally, we would like to thank Nicola Donaldson for her many years of serving as a board member. As her term concludes, we appreciate the support she has provided this past year to transition the role of Treasurer to Leah and her continued willingness to share her historical knowledge to support club matters.

We are incredibly proud to share that the Club was awarded Platinum Status by Skate Canada – the highest level achievable – demonstrating the Board's commitment to excellence in programming and operations.

We would like to sincerely thank all of our volunteers. We could not have delivered so many successful and enjoyable Club events without your support, including the Winter Showcase, Seminar, and Club Competition. Your time, enthusiasm, and dedication make a tremendous difference to our skaters and Club community.

We would also like to thank the Vancouver Island Region and Skate Canada BC/YK Section for their ongoing support throughout the year as we navigated learning new roles and responsibilities.

A special thank you goes to our incredible coaching team under the leadership of Kirsten Conforti, Director of Skating, along with Leo Maekawa and Mikayla Kramer. Our CanSkate program could not operate without the dedication of our CanSkate Coaches and Program Assistants, which are valuable opportunities to develop leadership and coaching skills alongside their regular skating training.

Looking ahead, we are excited to continue striving for excellence in programming while fostering a fun, engaged, and inclusive environment for all members. We remain committed to supporting every skater in achieving their goals, whether through our learn-to-skate programs or competitive pathways.

Warm regards,

Sonya Sundberg

Secretary

OBFSC



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