

**MINUTES**  
**SKI HAWKS OTTAWA INC.**  
**ANNUAL GENERAL MEETING (AGM)**  
**Monday, June 20, 2022, 7 p.m.**  
**Via MS Teams**

**Attendees:**

- Kim Leahy (Chair)
- Dave Van Schaik (Secretary)
- Murielle Arseneau (Board of Directors)
- Eric Lacasse (Board of Director)
- Paul Johanssen (Board of Director)
- Nicole Van Oosten (Board of Director)
- Tom Abernethy (CADS-NCD)
- Jim Dicks (via phone)
- Mary Johanssen
- Christopher Lee
- Bruce Meredith
- Carolyn Mitrow
- Colin Moden
- Marius Parent
- Russ Rumley
- Bernie Simpson

**Proxy:** 1 (via email)

**Regrets:** Bob Einarsson (Board of Director)

**1. Call to order**

Call to order – 7:05 pm

President welcomed everyone and thanked them joining Ski Hawks Ottawa's 28<sup>th</sup> Annual General Meeting and its third virtual meeting on MS Teams.

**2. Credentials report**

There are 16 members in attendance, along with 1 proxy. Quorum reached.

### **3. Approval of agenda**

Motion to approve the agenda

- Moved: Colin
- Seconded: Bernie
- Carried.

### **4. Approval of last year's AGM minutes (June 5, 2019)**

Motion to approved last year's AGM minutes

- Moved: Eric
- Seconded: Russ
- Carried.

### **5. Reports (in annex)**

5.1 President – Kim delivered her report

5.2 Technical Director – Eric delivered his report

5.3 Treasurer – Nicole delivered her report

Q: From Paul – do the reports reflect the donation from Jump Start?

A: They are not but will be included in next year's budget and report.

Q: From Mary J – Did the CSIA registration funds for CADS get transferred correctly?

A: Nicole will have to investigate.

5.4 Logistics Director – Murielle delivered her report.

### **6. Appointment of accountant**

Nigel Van Dalen has signed off on the books and has agreed to review our financial statements next year.

Motion to appoint Nygel Van Dalen as our accountant next year.

- Moved: Dave
- Seconded: Bruce
- Carried.

### **7. Amendments to by-laws**

No amendments were proposed this year.

## **8. Approval of actions of Board of Directors**

Motion to approve the actions of the Board of Directors.

- Moved: Russ
- Seconded: Mary
- Carried.

## **9. Elections for Board of Directors**

Kim announced that Nicole van Oosten was stepping down as Treasurer, but the rest of the board members have expressed an interest to remain as members of the board for another two-year term.

With a vacancy to fill on the Board, a call for nomination was done last month and we received one application from Christopher Lee.

Christopher has been with our program as a guide since 2018 and has recently certified as CADS Level 1. Christopher brings experience, notably in project management and administration, to the Board and new ideas to help improve our program overall.

Motion to re-elect the existing Board members and elect Christopher Lee as the newest Board member:

- Moved: Eric
- Seconded: Jim
- Carried.

## **10. Appointment of the Board of Directors**

Since all positions on the board have been accounted for, the Board has discussed and decided on roles of each Board member prior to the AGM.

Your new board of directors for the next two-year term consists of the following:

- Kim as President
- Eric Lacasse as Technical Director
- Paul Johannsen as Training and Special Events Director
- Bob Einarsson as Equipment Director
- Murielle Arseneau as Logistics Director
- David Van Schaik as Treasurer (new role)

- Christopher Lee as Secretary/Administrator (new role)

Kim reminded members that since she is married to Dave Van Schaik, new treasurer, by principle of openness and transparency, Kim will transfer all financial signing authority to another board member given these circumstances. Eric Lacasse has accepted to oversee financial authority along with Dave.

Motion to approve the appointment of the new Board of Directors:

- Moved: Paul
- Seconded: Carolyn
- Carried.

### **11. Destruction of ballots and proxies**

There were none / completed

### **12. New business**

Jim announced the CADS AGM. However, there was no Ski Hawks new business.

### **13. Adjournment**

Motion to adjourn the meeting

- Moved: Kim
- Seconded: Eric
- Carried. Meeting adjourned at 8:00

## Annex – Reports

### President's Report for the Ski Season 2022

Dear fellow members,

After 21 long months into the pandemic and a number of deliberations and close calls, we were able to resume our program activities in January.

Of course, to make this happen, we all had to adjust along the way. Last fall, we officially implemented Snowline, a new registration system, with CADS policy requiring vulnerability check for guides. We had to adapt to some changes on the hill as well, like mandatory vaccination passports, no access to very limited access to the lodge, wearing masks, having a smaller group than usual, and the biggest change of all, moving our program to Monday evenings for security reasons. It was well worth it! Even behind the masks, we heard the laughter and felt the contagious joy. It made winter 2022 much brighter and brought us a glimpse of hope and normalcy.

#### Thank you!

I have been a Ski Hawks member since 1986. Along my journey, I have met so many wonderful people – many who kept and continue to keep coming back year after year. The dedication and kindness from our members never cease to amaze me, this year particularly.

With the COVID-19 restrictions still in place and Omicron variant cases on the rise, finding enough volunteers to operate our program safely was on my mind. I was surprised – hence, amazed - by how many volunteers responded to the call without any hesitation. From the bottom of my heart, I thank each and everyone of you – new and returning guides.

To the small group of skiers who were able to come out this year, thank you for joining our program with such enthusiasm.

Last fall, **Bruce Meredith** officially retired from Ski Hawks Ottawa and CADS after 35 years of outstanding contributions and service excellence. In addition to being one of Ski Hawks' veteran guides, Bruce served as President for many, many years as well as treasurer. He also sat on the CADS-NCD and CADS National Board of Directors for a number of years in various capacities. Bruce has worn so many hats. The list would be quite long. He leaves such an important legacy in terms of sound governance, CADS training and certification and so much more. Ski Hawks Ottawa and CADS would not be the same without you, Bruce. A million thanks for your outstanding accomplishments!

Another honorable mention goes out to **Carolyn Mitrow**, another former president and program veterans. Carolyn led the ski improvement program for guides this year.

We'd also like to thank **Colin Moden, Russell (Russ) Rumley,** and **Jeff Boucher** for their outstanding contributions not only with our program, but also within CADS-NCD. I'd like to also congratulate two of our very own who have been officially recognized at the CADS National level last March. **James (Jim) Dicks** won the Bob Gilmour Inspirational Leader Award and **Russ** won the Volunteer of the Year Award. Congratulations Jim and Russ!

As you can imagine, there is a considerable amount work that happens behind the scenes all year round — thanks to a solid, dedicated, and hard-working Board of Directors: **Murielle Arseneau, Bob Einarsson, Paul Johannsen, Eric Lacasse, Nicole van Oosten,** and **David Van Schaik.** Nicole will be stepping down after many years as our treasurer. A big thanks to you, Nicole, for all your great work over the years. Eric, our Technical Director, has expertly overseen the program operations, which included standing in the cold handing out tickets while smiling behind his mask. Eric also officially retired in February after 36 years of service in the military. Bravo et felicitations Eric!

Our program would not be able to operate without the support of our community partners, like the Ottawa Community Foundation and Camp Fortune. We sincerely appreciate their support over the years.

### **Here's to a brighter future**

We hope to organize a social gathering in the fall. Watch your email and our Facebook channel for more details. We are also planning to welcome a larger group back next ski season. So, feel free to spread the word to family and friends who may be interested in joining our program.

Thanks again everyone and hope to see you in the fall. Have a wonderful and safe summer!

Kim Leahy  
President, Ski Hawks Ottawa

June 2022

## Technical Director's Report for the Ski Season 2022

Due to COVID-19, our membership numbers were significantly lower compared to previous years. This year, there were seven skiers and about 30 guides signed up. Some guides who had registered opted out once they were made aware there were sufficient guides for the number of skiers this year.

Given the higher than usual ratio between guides/skiers, the Technical Committee (TC) seized the opportunity to invest in guide training thanks to a ski clinic ran by Carolyn Mitrow, Level 3 CSIA instructor and veteran Ski Hawks member. This training investment shall pay dividend in future seasons. In addition, three guides completed their CADS Level 1 training.

To reduce COVID-19 risk of exposure, guides and skiers were paired up for the season. Initially, if the driving guide or the skier could not make it, the group was cancelled for the evening. This was followed for most of the season. As the season progressed and the threat seemed to reduce, some minor adjustments were made.

Due to the extremely high number of ski passes sold this year, Camp Fortune strongly recommended that we shift our program from our long-standing traditional Wednesday to Monday evenings for safety reasons. Members of the Board of Directors endorsed this recommendation, and the transition was smooth. Members welcomed the change along with its benefits: no lineups, less traffic on the hill, better and safer ski conditions and countless hours of fun!

The Snowline registration system was introduced this year. Our program decided to mainly use it for registration this year. However, moving forward, the system can also be used for other purposes, such as pairing skiers with guides or drivers. This is a feature that the Technical Committee will be looking into next season.

Guide training time had to be shortened this year due to the inclement temperature in December. To achieve the training standard, guides completed homework before attending the on-snow part of the training. Refresher training for experienced guides (more than two years) was conducted at the beginning of January. Training for new guides was also conducted at the beginning of January.

The changes to remain in place next season are:

- pairing of skiers and guides for the season, as much as possible
- Monday evening outings, and
- individual preparation (homework) for guide training.

Things to improve for next season will be on maximizing the use of Snowline to help improve the weekly program coordination.

Eric Lacasse  
Technical Director

## **Logistics Director's Report for the Ski Season 2022**

Due to Covid, we had a very small group of skiers that participated to the program this season. There were 8 skiers and close to 30 guides. Despite Covid restrictions, everyone had a fabulous time on the hill and were very happy to be back skiing. The program was moved to Monday evenings to avoid the crowded hill since Wednesday evenings were sold out at Camp Fortune.

The first night on the hill with all the members was January 24 and the last one was March 14. We had to cancel one Monday evening due to the convoy protests downtown which blocked the bridges to cross to Quebec. There were no extra activities organized this season because of Covid.

The deadline for skier weekly notification was moved to Thursday since the ski evenings were on Monday. Skiers that needed transportation were picked up by the same guide every week to reduce contacts. The headsets were provided at the beginning of the ski season and returned on the last evening to limit contacts.

The dedication of everyone in the program is remarkable even with Covid restrictions including of having to put ski boots in the parking lot didn't stop our program. A very big thank you to everyone that participated and continue to make Ski Hawks such an amazing program.

Murielle Arseneau  
Logistics Director



**Financial statements of**

**SKI HAWKS OTTAWA INC.**

Year ended April 30, 2022  
(Unaudited – see Notice to Reader)

## **NOTICE TO READER**

I have compiled the statement of financial position of Ski Hawks Ottawa Inc. as at April 30, 2022 and the statement of operations and changes in net assets for the year then ended from information provided by the association. I have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information. Readers are cautioned that these statements may not be appropriate for their purposes.

June 20, 2022

Ottawa, Canada

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Nigel Van Dalen, CPA, CA

# SKI HAWKS OTTAWA INC.

## Statement of Financial Position

Year ended April 30, 2022, with comparative information for 2021  
(unaudited – see Notice to Reader)

	2022	2021
<b>Assets</b>		
Cash	\$ 6,396	\$ 7,144
Accounts receivable	2,279	105
<b>Total assets</b>	<b>\$ 8,675</b>	<b>\$ 7,249</b>
<b>Liabilities</b>		
Accounts payable	\$ 1,173	\$ 618
Net assets	7,502	6,631
<b>Total liabilities and net assets</b>	<b>\$ 8,675</b>	<b>\$ 7,249</b>

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_ President

\_\_\_\_\_ Treasurer

# SKI HAWKS OTTAWA INC.

## Statement of Operations and Changes in Net Assets

Year ended April 30, 2022 with comparative information for 2021  
(unaudited – see Notice to Reader)

	2022	2021
<b>Revenue</b>		
Membership revenue	\$ 2,279	\$ –
Donations	11	275
Grants	–	–
Total revenue	2,290	275
<b>Expenditures</b>		
Ski passes	1,000	–
Certifications and training	–	–
Food and beverage	–	–
Awards	79	–
Safety equipment	40	–
Ski rentals	–	–
Miscellaneous	300	29
Contributions to CADS	–	34
Total expenditures	1,419	62
Excess of revenue over expenditures	871	212
Net assets, beginning of year	6,631	6,419
Net assets, end of year	\$ 7,502	\$ 6,631

See accompanying notes to financial statements.

# SKI HAWKS OTTAWA INC.

## Notes to Financial Statements

Year ended April 30, 2022, with comparative information for 2021  
(unaudited – see Notice to Reader)

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### **1. Description:**

Ski Hawks Ottawa Inc. (the “Association”) is a registered charity promoting safe skiing for persons of all ages who are blind or visually impaired in the National Capital Region.

The Association is incorporated under the Canada Companies Act and is a registered charity (No. 1063940-56) under paragraph 149(1) of the Income Tax Act without share capital and qualifies for tax-exempt status under the Income Tax Act. The Association received its charity status effective May 31, 1995.

### **2. Basis of presentation:**

The financial statements are presented on an accrual basis. Revenues and expenses are recognized in the year in which they are incurred.

### **3. Property, plant and equipment:**

Capital acquisitions are expensed at cost. No amortization or depreciation is therefore recorded in the financial statements. There were \$Nil of capital acquisitions (2021 - \$Nil) during the year.