



2018 NOTICE OF ANNUAL GENERAL MEETING

- WHO:** All Pemberton and Whistler Gymnastics members
- WHAT:** AGM meeting/ parent social, appetizers and drinks will be provided for adults. Open gym for children, kids 5 and under must be supervised by an adult.
- WHEN:** Friday, June 15, 2018, 6:00 – 7:30pm
- WHERE:** 2ND floor of Oros Whistler Gymnastics Centre 1090 Legacy Way

AGENDA: (*Reports posted on website by June 1)

- 1) Welcome
- 2) Approval of 2018 AGM Agenda
- 3) Approval of 2017 AGM minutes
- 4) President Report – Tami Mitchell
- 5) Annual Financial Report – Claire or Cristiana
- 6) Executive Director’s Report - Cristiana Spooner
- 7) Opportunities to get involved with Whistler Gymnastics- Tami Mitchell
- 8) Discussion of AGM Motions
 - 8.1 Motion to accept financials year-to-date
 - 8.2 Motion to accept the 2018 – 2022 Strategic Plan
 - 8.3 Motion to approve BOD proposed fee increases 2018-19 including:
2.5% for min wage increase, 2.5% for inflation = total 5%
Membership/ Insurance fees for GFA \$40 Interclub \$47 Competitive \$165
 - 8.4 Motion to approve the 2018 – 2019 Organizational Structure
 - 8.5 Motion to approve BOD proposed Draft Budget 2018-19* (*Review and final adjustments will be made after Gaming Grant decisions at first club meeting in fall.)
 - 8.6 Motion to allow the management team the decision-making rights for Whistler and Pemberton operations and programs, June 30 to Sept 1, 2018.
- 9) Calendar for summer 2018
- 10) Thank you to 2017/2018 Volunteers - Hodi’s volunteer of the year award presentation
- 11) Thank you to 2017/2018 Staff and coaches
- 12) Sheila Mozes Award presentation
- 13) Election of Board of Directors 5-9 board positions; see board structure opportunities below
- 14) Confirmation of Next Meetings: Sept 2018
- 15) Close of meeting

Board of Directors & Volunteer Positions

2017 – 2018 BOD

- 1) President- Tami Mitchell
- 2) Past/Vice/Co-President – Sandy Belczyk
- 3) Secretary –Susie Douglas
- 4) Treasurer/Financial Advisor –Nadia Demers
- 5) Gymnastics For All Member Rep- Audra Williams
- 6) Trampoline Gymnastics- Audra Williams
- 7) Competitive Member Rep –Joan Patterson
- 8) Fundraising Coordinator – Anna Fraser Sproule and Bonnie Juniper
- 9) Travel Assistant Funding Coordinator- Allyson Sutton

Others

- Sport Advisor-Sheila Mozes
- Harassment Advisor-Sheila Mozes
- Hiring Committee Chair –Tami Mitchell

1. President:

Direct operations, facilitate special events, monitor financial operations, sits on budget committee, co-ordinate executive team and provide liaison and direction for standing committees. Attend and chair all club meetings or have VP Designate. Executive communication

2. Co/Vice/Past President: Assist in president's responsibilities, chair-nominating committee, participate in Fundraising Committee, attend all meetings and club events and chair club meetings in absence of President. Commit to VP this year with intent of moving into President position in the future. Executive communication.

3. Treasurer/Financial Advisor: Criteria: CGA or CA or strong accounting experience - monitor financial operations monthly and report to Executive at monthly meetings, sits on budget committee. Attend monthly club meetings.

4. Secretary: Meeting facilitation club/executive meetings - agenda, minutes, follow-up on action items, and maintenance of club documentation, executive communication. Attend all club/executive meetings

5. Fundraising Coordinator: Strong background in fundraising programs and special events. Heads Fundraising and serves on Special Events Committee. Responsible for guiding fundraising to meet annual goals. Work with all group Representatives and Volunteer Coordinator. Attends all Executive/Club meetings and Special Events committee meetings.

6. Travel Assistance Funding Coordinator. Will be a member of the Fundraising Committee. The TAF coordinator will keep the TAF account files for each TFA gymnast. TAF coordinator will update TAF accounts when bills expenses are taken from the accounts by the business administrator. The TAF coordinator will collect and organize any receipts for athlete travel refunds and provide to the business administrator

7. Inclusion Advocate -advocate, lead and ensure effective and supportive actions to provide a welcoming and inclusive club environment. Ensure club inclusion policies are being put into practice –see Inclusion policy.

8. Volunteer Coordinator: Actively promote volunteerism within the club. Assess club volunteer resources and provide recommendations. Liaison with BOD reps and class parent volunteers. Liaison with special event committees. Establish phone tree and initiate calls to it. Assists Business Manager in maintaining volunteer points system. Attend all club/executive meetings.

9. Sport Advisor: provide strategic planning and sport technical advice to BOD and management, oversees club risk management (business and program) and provides liaison with sport governing agencies when needed. (GBC, GCG)

10. **Competitive Representative:** Link between Competitive Program Members; Program Manager, Comp Head Coaches and the board – strong fundraising/volunteer/marketing experience an asset, attending all club meetings and club special events. Assist Volunteer Coordinator and Fundraising Coordinator with needs.

11. **Gymnastics For All Representative and or GFA Adult Member Representative:** Link between Gymnastics For All Members, Program Manager, GFA Head Coach and the board - strong fundraising/volunteer/marketing experience an asset, attendance at all club meetings and club special events. Assist Volunteer Coordinator and Fundraising Coordinator with needs.

12. **Trampoline Representative:** Link between Trampoline Program Members, Program Manager, TG Head Coach and the board - strong fundraising/volunteer/marketing experience an asset, attendance at all club meetings and club special events. Assist Volunteer Coordinator and Fundraising Coordinator with needs.

13. **Active Start Representative:** Link between Active Start Program Members, Program Manager, GFA Head Coach and the board - strong fundraising/volunteer/marketing experience an asset, attendance at all club meetings and club special events. Assist Volunteer Coordinator and Fundraising Coordinator with needs.

14. **Access Group Representative:** Link between Access Group Members, management and the board - strong grant writing/volunteer/marketing experience an asset, attendance at all club meetings and club access events. Assist with strategic planning, partnerships, liaisons and access program marketing.

Volunteer Coordinators and Assistant Positions (non-Board or Executive Members but essential Volunteers)

1. **Clothing Coordinator:** Operate clothing arrangements/exchanges/purchases for competitive athletes assist in special events involving clothing or costuming. Assist Business Manager with Clothing sales and inventory.

2. **Harassment Advisors:** Communication to club members on harassment issues, update and maintain club harassment policy. Must have completed GBC Harassment Advisor training workshop. Attend Club/Executive meetings upon request.

3. **Summer Classic Hosting Director:** Coordinate and direct all aspects of the Whistler Summer Classic. Assisted by HC Artistic and volunteer/fundraising committees.

4. **Club Photographers:** Take photos at club events.

5. **Media and Marketing Assistant** – Assist club for public relations in highlighting participant and athlete performance in local media; maintain club news archives.

6. **Competitive News Letter Editor:** Assist club and competitive head coaches in the production of competitive newsletters.

7. **Web Management Assistant:** Assist with website management.

8. **Graphic Design Assistants:** On call to assist club with ad and design marketing layouts needed for professional promotional material.

9. **Grant Writing Assistants:** On call to assist BOD. Grant writing experiences a requirement. Assist BOD and management in preparing and writing grant applications. *Attend meetings when required.

10. **Strategic Planning Leaders:** Lead the BOD and membership through 3-year planning exercises