



Minutes- WGC Oct 24 2017
Tuesday October 24, 6 – 8pm

Approval of agenda: Allyson, Second Audra

Present: Joan, Audra, Nadia, Sandy, Anna, Tami, Allyson, Susie, Keli, Karen, Cristiana

❖ **Strategic Planning**

a. Annual Plans & Reviews

- i. **Set BOD goals-** see attached 2016 – 2017 goals

Discussion on goal setting.

Over the past few years we have been very successful in achieving diversity in our programming however excellence we continue to work on. It was suggested that by maximizing gym time with a diverse array of programs and large numbers we may have reduced the excellence in delivery.

In order to achieve a balance of both we need to determine our current members/staff needs and also the maximum capacity for numbers in the gym and balance this with individual group needs, ie trampoline/floor requirements. It was suggested we look for ways to determine objective measures of excellence in delivery and member retention, such as a tracking system, or member survey to provide tracking of members through the years to maintain programming that provides excellence for all age groups.

BOD goals for 2017-2018

- 1) Maintain a culture of Whistler Gymnastics being a holistic approach to training the child before the athlete, and make decisions based on the vision, mission, values and goals of Oros Whistler Gymnastics Centre.
- 2) Ensure program excellence is not compromised by business operations.
- 3) Grow relationships with club members, staff and community by understanding their needs.
- 4) Review, adjust previous 3 year strategic plan in order to get ready to write the 2018 – 2021 plan while continuing to implement the 2014 – 2017 strategic plan.
 - 4.1 Review management and BOD structure.
 - 4.2 Communication plan to be analyzed and tasks prioritized
 - 4.3 Upgrading technology system (professionalizing coach email system)
 - 4.4 Improve and expand communication on website so members can access more information easily
- 5) Maintain community relationships (WB Foundation, Ironman, Canada Day, pitch-in day, public access to gym) and increase the awareness of these partnerships importance.
- 6) Continue our fundraising program both for operational funds and capital development. Meet the seasons fundraising goals.
- 7) Encourage Grow Build our volunteer base through recruitment and development at all levels. BOD, coordinators, committees, and tasks. Find a Volunteer Coordinator.
- 8) To guide, advise and ensure the policies and mandates of Whistler Gymnastic are being met. Give direction to managers on club business to ensure sound club operations. Management will help enforce staff on our club policies/ procedures to help ensure that mandates are being met
- 9) Increase communication throughout the organization, understand the importance of social media and ensure to celebrate success.

- ii. **Strategic Planning Plan**- set timeline (survey questions to members, strat plan meeting with staff, strat plan meeting with BOD) with guidance from Shannon Susko or pay Shannon Gordon from Whistler's Center for Sustainability.
Motion to hire a professional from WCS. Apply for CEP grant to fund this. Motion Tami, Second Sandy. Launch in 2018. Tami will contact Shannon Gordon and set up first contact.
- iii. **Fill BOD roles**-Take a vote on multi fundraising chairs, a chair for each fundraising initiatives, and set Chair meetings. i.e. one lead on poinsettias, one lead on Purdy's, one lead for bulbs, report to BOD
Bonnie and Anna will co-chair the volunteer committee (Audra, Joan, Allyson)
- iv. **Task Outlines**- **see attached Sheila's 1'st draft**
- v. **Policies and Procedures**- Financial capital expenditures policy – Nadia will share example

1. **Financials Reports – Treasurer, and/or ED or Financial Assistant**

- a) **Budget Summary Report**- Cristi to report of 2017 – 2018 adjustments – **Send to executive committee for review when it is ready.**
- b) **Balance Statement** - **from Financial Assistant- Nadia explanation**
- c) **Income and Expenses/Budget**- **from Financial Assistant- Nadia explanation**

2. **Operational Report – Management Report by Executive Director**

a) **Business and Administration**

- **Registration Summary and Issues**
- **Registration Comparison Reports- Summer and Fall comparison chart**
- **Access & Booking**- current private process and procedures
- **Saleables**- UR Store clothing option, what's the percentage made back?
- **Facility and Equipment**- Itemized list of equipment purchase cost and date
- **Communications**- timeline of all club communication, monthly or as needed
- **Marketing plan**- What needs marketing, where will you market and when is information needed. i.e. Spring Summer Leisure guide, coaches needed ad?
- **Front Desk Service**- How is it working?
- **Issues of Concern**-

b) **Program**

- **Current session schedule or updates**- athlete progress reports, parent viewing, events
- **Updates by Program** – AS, GFA, Tramp, Comp AG, Comp TG, Aerial, Access
- **Draft schedule for next Session**- when will it be available?
- **Community Involvement Plans**
- **Draft Holiday, Camp, or Break Program Plans**
- **Coaching – Status, Development, Training, Uniforms** – Competitive uniform draft policy on used uniform sales, management makes recommendations to board and asks for where they need help.
- **HR**
- **Events**
- **Issues of Concern**

3. Fundraising – Fundraising Chair persons

- a) Operational Fundraising Plan and Projects **year–Target \$xx K –see budget**
 - i. **Project list, date and target \$**
 - **Poinsettias- Anna has organised and set prices for this year, plus incentives for sellers. Cristiana will send out on Saturday Nov 17. Deadline for Delivery is Dec 01 (Same as Purdys)**
- b) Competitive Travel Assistance Plan and Projects **year**–Allyson
- c) Capital Projects - ED and/or Pres- See Nadia’s policy example.
- d) Grants – ED and/or Pres - Target \$xxxxK - **Grant Planning Summary Year attached**
 - **List pending, underway, and upcoming**

4. Calendar Updates and Club Events

Task out-line generated by Sheila previously- BOD’s encourage the ED and Admin Coordinator to work from this moving forward as it will provide reference and reminder to many important timelines.

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5. Next Meetings

- a) BOD –**Club social/ meeting or just meeting-** BOD decided to make an open meeting for **November 21st 6-8pm.**
- b) Committees- Executive –**one week before BOD November meeting.** Set for the week of **Nov 12-17.**
- c) Management –**Share management team meeting calendar**
- d) Club –**November and May, plus club survey for strat plan information gathering**
Policies and procedures
New policy for capital equip- vs operational expense: Nadia has generated a new policy with regards to how to define and manage funds regarding operational costs and capital expenses. We need to look at the capital needs for the future and upcoming capital/operational costs for the year ahead to plan accordingly. This will include consultation with head coaches.

Vote- to purchase new trampoline bed out of capital account (\$4200) – all were in favour. Nadia, Cristi and clair will discuss the details.

Tasks

Task for Nov agenda- Find a way to recruit a volunteer coordinator

Task- Summer and fall comparison numbers needed for analysis.

Task- CS Budget summary report 2017-18 adjustments. Send to exec committee.

Task- update Sheila on the new capital cost vs operational cost policy for purchasing new equipment.