



**Whistler Gymnastics
of Directors Meeting
January 17, 6:00 – 8:00pm
Whistler Centre Lodge**

- 1. Meeting attendance: Pattie, Sandy, Tami, Tim, Susie, Audra**
- 2. Approval of agenda : Motion to approve**
- 3. Approval of minutes motion to approve**
- 4. Strategic Planning 2016-2017 one year planning**

- Society By Laws- update and timeline: Board voted to work with the same lawyer as GBC to have them take a look at ours and consider any recommendations.
- Update on policies and procedures for club- Consider adding in anti bullying procedures and strategies based on viasport and BC government campaign.
- Board and Volunteer positions- recruitment strategy
- Review Strategic plan tasks from 2014 – 2017- review what needs to be completed this season.

5. Financials –

Missing January fees - needs updating.

Tim suggested doing an overview and update with Claire on the way we display and categorize the financials to improve clarity.

One such area will be separating Administration revenue in from GBC fees paid out. This will reflect the GBC fees out as a bill.

- Financials to date and balance sheet- comparison to last years financials at this time.
- Budget questions, concerns / outstanding registration payments / refunds?
- Upcoming grants: Canada summer jobs- January application. , RMOW CEP due by Feb 15. We missed last years deadline and will need to discuss what would be appropriate to ask for. Cristiana will look into what would be appropriate to ask for. LSPD viasport grant funding new programmes only.

6. Executive Director report including

- Business Manager report- fall and winter program registration numbers and comparison: See attached report on google drive. Fall report.
- New program updates / AG and TG events and competitions
- Coaching update including GFA head coach position – Cristiana developed an HR document. Our 3 year lease is so up negotiations will start for another 3-5 year lease. Looking at quotes to enclose the office - will need to negotiate with sport legacy. Spring programming and summer camps need working on with goal to be finalised by feb 7. This is earlier than our usual time frame.

Ads will be posted before February 1st for spring and summer coaches, GFA head coach in particular.

Looking into Pemberton rental for next year, possible warehouse in industrial park.

- Competitive uniforms policy and procedure moving forward
- Marketing/ website/ social media update
- Facility / Equipment update Shannon Susko has offered to donate equipment to hopefully allow tramp athletes to double mini into the foam pit. May be complicated in terms of the surrounding equipment. We need to look at possible solutions and their corresponding equipment needs. No other user groups are to be compromised by this.
- Special Events: National Gymnastics Awareness Week plans.
Any media attention should currently focus community awareness on the athletes. We will wait until September 2017 when our new strategic plan is in place to focus on the club in general.
Karin has examined the foam pit which is all perfectly intact and operating safely.
National gymnastics week is February 11-17 2017, which spans family day (13th feb).

7. Fundraising

- Lead hand for upcoming fundraising- Sandy and Cristiana will handle this together at the moment and wait until after setting the new plan to recruit some more help.
- What about a comedy night?

8. Volunteering

Cristiana will work on drafting up a recruitment strategy for a volunteer coordinator.

Sheila is working on documentation for a club excellence policy manual - This is expected to be a 2 year project.

- Opportunities; gym clean, office filing, bodysuit sizing, fundraising, trophy case

9. Other

- Take photo of board members for website, coach's photos and bio's – It was decided photos were only necessary for coaches not all staff.
- Tanya Liquorish, Trampoline coach of senior competitive team would like to talk about future plans of competitive trampoline in the club.

10. Next Meeting: Club meeting

Feb 16th 2017 6-8pm