



Whistler Gymnastics Club
October BOD/Management Meeting
October 26 6pm-8pm

1. Meeting attendance **Regrets: Tim, Susie**
2. Approval of agenda **Audra 1st, Erin 2nd**
3. Approval of minutes **Tammi 1st, Patti 2nd**
4. Strategic Planning 2016-2017 one year planning
 - Society By Laws- review Sheila's sent documents **Sheila sent links to our new by-laws. One key aspect to review is "Society Act"...Tammi will follow up if any changes to our by-laws are required**
 - **Long term vision and Goals - BOD goals for 2016/17**
*Board input on goals from 2015-16 resulted in the following updated goals that will be finalized by Tami and Cristiana: (*Cristiana noted this is a year of reflection and evaluation before we create our 3 year plan goals next year)
 - a. Continue/maintain the culture in a year of organizational transition with our new Executive Director....grow relationships with our club members, staff and community
 - b. Review previous 3 year strategic plan and assess where success was achieved and what areas still need to be addressed.
 - Review management and BOD structure
 - communication plan to be analyzed and tasks prioritized
 - upgrading technology system (professionalizing coach email system)
 - improve and expand communication on website so members can access more information easily
 - c. Maintain community relationships (Ironman, Canada Day, pitch-in day, public access to gym)no new initiatives agreed at this point
 - d. Fundraising goal... need to find a fundraising chair/committee. ..confirm which fundraising initiatives will be continued and plan timing

(Purdy's & poinsettias...Cristiana to put a call out to parents looking for a lead as these both need to be started immediately). Summer Classic lead position to be discussed further as this is a crucial role considering the significant funds generated by this event ...Erin has expressed continued interest. Further discussion required regarding expectations/ payment/honorarium option for this lead position.

e. Volunteerism...encourage/grow/build our volunteer base (continue with user-friendly systems like sign up genius for the Summer Classic)

f. Management will help enforce, guide, and advise staff on our club policies to help ensure that mandates and policies are being met

g. **Board and Volunteer positions- positions still needed ...how to fulfil? Nadia & Deanne expressed some interest in June to be treasurer together, fundraising coordinator is still key (for Purdy's and Poinsettias....put out an email requesting someone to take lead....promote the benefits for the club). Suggested also sending out an email to recruit new BOD members or volunteers ..."looking for members with certain skill sets such as fundraising/accounting" etc..)

➤ Cristiana to speak with Sandy to see if a credit is an option for lead volunteers to help fill positions? Could be complicated...more discussion needed

5. **Financials** Motion: Tim can summarize budget financials for the BOD. Erin 1st, Joan 2nd. BOD appreciates the efforts and will help members see if we are on pace/ target with our budget year to date. Recommends a financial summary template for each meeting and Tim requests financials a minimum of one week prior. Some clarification required for variances.

➤ Sept. Financials to date and balance sheet- comparison to last year same time

➤ Revised Budget updates

➤ Competitive Meet support (Canada Cup in Calgary in May, Nationals in Oshawa, Ontario July 12th)

- Upcoming grants Grants ok until winter ...Cristiana has reviewed time-lines

6. Executive Director report including - need press release about WG history

Andrew to write the story....promoting new ED, celebrate+ 30 years of gymnastics in Whistler/corridor ? Tami to check documentation of Club's existence, invite alumni to open meeting,

- Business Manager report- fall program registration numbers and comparison Sandy to follow up with numbers upon her return
- TG Head Coach- uniforms policy fees for suits? old vs new suits...tabled for next meeting...Tammi and Karin to review and set for both TG and AG)
- AG head Coach- uniform policy..as above
- GFA head coach position update (please refer to details in Cristiana's Oct 26 email to BOD regarding coaches, rates and hours required)
- Marketing/ website/ social media (more attention needed in near future)
- Facility (clock has been put by Karin...details also in above Oct 26 email)

Also discussed foam pit suspension project...looking for final cost of installation to clarify total costs compared with WB foundation's \$20,000 ...Patti to clarify CR Construction costs and excess funds and how they can be accessed in future (donation?)...Cristiana/Tami to follow up with Claire

- -Competitive TG follow up ...Please see email as per ED report for October 2016 for details. In summary, an email will be sent out to TG parents this week to summarize meeting with Roger and Stan and confirm the Club's position on this issue moving forward. It was agreed the cut off date for competitive TG athletes to withdraw from the program will be November 15th, 2016 (a 6 week extension from our usual cut off date of Sept 30th). Their fees will be returned (pro-rated) with event fees returned but not insurance costs before this date only.

-Parkour group (Mon 7:45pm) has been extremely challenging...some kids very frustrated and disrespectful, and want more parkour as per last session's set-up instead of 45 mins of tramp. It was noted this class format was set-up by Louise in May but changes not properly communicated to continuing group. Looking at shifting class time by 1/2 hour so there is only 15 mins overlap with AG comp in gym. Parents feedback on time change will be sought, JP away for 3 weeks - Corley will sub in during his absence

-Sakura Lord withdrawal from AG due to medical reasons. Motion passed to allow withdrawal without penalty (prorated fees, comp fees returned) to Audra 1st and Patti 2nd

-Skye Lees...status undetermined at this point...Karin will follow up with mom

7. Fundraising (see above for details...Cristiana to send out note to members to recruit coordinator as time line is tight to get organized and get orders in)

Poinsettia's- Lead, class distribution, incentive gifts

8. Volunteering

Opportunities; gym clean, office, bodysuit sizing, ordering, fundraising, club social

9. Other/ Important dates

Take photo of board members for website, coach's photos and bio's

No gym Monday afternoon October 31st, am classes in session, No classes Nov. 11

10. Next Meeting: Club meeting / social Sunday November 20th

4:30-6pm ...open gym for kids...Social for PARENTS ...appies/chile (beer and wine) and only small snacks for kids- oranges, granola bars?)