



Whistler Gymnastics Board Meeting
Minutes
Tuesday February 13, 2018 6 – 8pm
Whistler Athletes Lodge, Sechelt Room

Welcome BOD members present: **Cristiana, Sandy, Anna, Tami, Susie, Audra, Allyson**

Regrets: **Bonnie, Joan, Nadia**

1. **Approval of agenda- First Sandy, Second Anna**
 2. **Approval of last meeting minutes**-January 16, 2018 **First Sandy, Second Audra**
 3. **Strategic Planning and Governance**-President
 - a. **Annual Plans & Reviews**
 - i. Executive Meeting report and updates – **The Executive Committee did not have a meeting this month so nothing to report.**
 - ii. Strategic Planning process with Shannon Gordon update- **Feb 26th is the member survey deadline, after that Cristiana and Tami will meet with Shannon. We will make a final push to get as many surveys completed as possible prior to the 26th Feb.**
 - iii. Whistler Summer Classic Update and task assignments- **Awards are ordered, goodie bags in progress, facility booked, no registration yet but lots of enquiries to Karin. Adult gym comp is scheduled back into the competition schedule after lots of requests. Need a meeting date to bring lead hands together- Scheduled for Wed Feb 21st 7pm.**
Task- Follow up on beer garden and BBQ profits from last year. This will help with the planning budget.
Task- The Thank you card to Creekside Market is ready to be delivered.
 - b. **Long Term Planning** –list of business items needing review for next strategic plan
Staff retention, conflicting program priorities, program cost recovery, admin workloads, comp meet fee pay, salary vs hourly for management, equipment moving policy,
4. **Financials Reports – Treasurer, and/or ED**
 - a) **Income to budget- Large discrepancy in projected payroll costs to date – Likely to be around \$38K over projected cost for the year. Likely multifactorial causes including minimum wage increase, 15 min down time between programmes in which the coaches are being paid, Administration contract payments may have been categorized into payroll instead of wage category.**
Some line items may have been entered into the wrong place- ie new trampoline bed costs.
Task- Investigate the payroll methods/salary contracts being used by other gymnastics or non profit clubs to bring new ideas for next year to the strategic planning meeting.
Adjustments need to be made to the payroll regarding two coaches who worked at a competition on a statutory holiday (family day) Our budget did not project this extra cost for this year and must be factored into the cost of the programme for next year if any competitions fall on a stat holiday.
 - b) **Balance Statement**
 - c) **Projected payroll expenses to year end**
 - d) **Grant Planning Chart- CEP draft grant-Task- Cristiana to submit application for the RMOW CEP grant. Deadline is Feb 15 2018.**

The board agreed to apply for the WB Foundation grant. This can be discussed at the next board meeting before the April 1 deadline.

5. Fundraising- Co chair report

- a. **Operational Fundraising plan and Projects-** Anna and Bonnie Letter went out to gym family's last week. Need another letter for businesses. Needs to be out by the end of the week so tramp kids can work on it over the weekend. Next Monday is deadline to cancel disco fundraiser. Low sales to date. Anna will work on letter for businesses to encourage donation items.
- b. **Competitive Travel Assistance Plan and Projects**—Allyson Reschedule the disco party for late April (possibly 28th or 29th)
- c. **Capital Projects** - ED

6. Management Report by Executive Director

Business

Program

Pemberton – Mangers report- President

7. Next Meetings

- a) **Executive Meeting date-**
- b) **BOD Meeting date– March 13th 2018**
- c) **Management Meting date-**