



# Whistler Gymnastics Club Board Meeting

## AGENDA

September 26 6:00-8pm, Sechelt Room Whistler Athletes Loge

1. Welcome members present- Kelli, Karin, Anna, Bonnie, Susie, Sandy, Tami  
Cristiana, Joan, Allyson, Audra, Regrets Nadia.
2. Approval of agenda Motion to approve Susie, Second Sandy.
3. Approval of last meeting minutes(June 2017)- and review AGM June 2017 minutes
4. Motion to approve Sandy, Second Audra
5. 2017 – 2018 BOD elections:

### Positions to fill;

- Vice president- Sandy- All in favour
- Treasure- Nadia Will take over from Tim who is no longer able to be on our board.
- Fundraising Coordinator- This person will organise all the main events except the whistler summer classic, which will have a separate coordinator. Joan, Allyson and Anna offered to be on the Fundraising committee but we still need a coordinator. Members will look to other gym members for support in this position.
- Volunteer Coordinator
- Pemberton Representative
- Harassment officer
- Inclusion Advocate- Audra
- Travel Assistance Funding Coordinator- Allyson offered to investigate options for fundraising this through the cornucopia event in November.
- Clothing coordinator- Sandy will do the trampoline team, Karin will lead artistic gymnastics with help from Susie. Karin noted it would be helpful to keep a written record of previous policies with regards to second hand uniform sales.
- Summer Classic Event Coordinator
- Strategic Planning Leaders- Look to the community for possible people to approach for this.

### 6. Financials –Cristi –

- a) Gaming Grant Approved \$35,600, 2016 – 1017 Gaming Report Submitted, paid lease ahead
- b) Year-end 2016-17 compared to Budget 2016-17
- c) Income and Balance/Budget Sept 15<sup>th</sup>
- d) Finalize and approve Budget 2017-18

### 7. Strategic Planning- Cristi

- a. Final Organizational Structure 2017 – 2018 addition of some coordinators. **Will likely need to look into this during strategic planning for suitable funds if we want to keep this format in the future.**
- b. Management Goals: ED, Admin, HC's- See attached documentation. Staff have been asked to rewrite focussing on goals rather than tasks. A few main points only. Review and discussion tabled until summarized better.
- c. Annual Plans

- i. **Office hours-** in CS report see denoted office hours for office hour coverage during busy times. No current coverage on Fridays now.
  - ii. **Vacation requests-** HC submit to ED. ED submits to BOD. They are now using a Scheduling calendar to avoid overlap.
  - iii. **Annual Task Outline- Goal to Keep this** updated in order to keep upcoming events in sight for the organisation and avoid any chance of missing deadlines.
- d. **BOD & Management Goal setting 2017-18**

**8. ED Report – See attached report**

- **Work overages- look at admin/vs coaching**
- **Wage increase gets back dated to July 1.- look at during strategic planning.**
- **When we make the May budget for next season - Increase payroll line item by 2%**
- **Update for online registration for security issue- Ivernet update or new system? BOD recommends Update with Ivernet if the is no associated no cost, otherwise look at a new system.**
- **Flexibility with competitive trampoline programme- This will be discussed at the managers meeting Oct 25<sup>th</sup> 2017.**
- **As a general policy there is to be NO pro-rating of the programmes for days that don't work for an athlete. Special circumstances will be considered by the board of directors.**
- **The board agreed to pro-rate a day for two artistic gymnastics athletes that will be moved from a 2 to a 3 day programme (on our request) as it will help the club balance numbers in our programmes better. These gymnasts will still attend 2/3 days only. Members Voted 7 yes to 1 against on this issue.**
- **Some of the clubs junior competitive trampoline athletes have been attending an extra hour of training per week due to attending a senior's session. The board agreed we do need to charge for this extra hour in order to keep the programme financially viable.**
- **The club has been paying an extra junior coach one day per week (4 groups 5 coaches) for coach development and mentorship. The board agreed to continue this.**
- **CEP grant- It was suggested that we use this grant to set up a system to streamline fundraising. We would have a 'Club fundraising coordinator' (\$1000) who would Pay Individuals to create templates for each of the fundraising activities such as Purdys chocolates, poinsettias and bulbs. This lead person will create the template for how to set up each fundraising initiative.**
- **GBC will not cover insurance for our bungy trampoline rig. We will need to investigate an additional policy to cover this.**
- **Flexible pricing questions for drop in programmes- table for investigation into financial impact.**
- **The Executive will now plan to meet bi-weekly prior to general BOD meetings in an attempt to keep them concise and pertinent to BOD issues.**

**a) Administration- Keli**

- **Summer registration comparison report**
- **Fall registration comparison report**

**b) Programs-Cristi**

- **Summer Camp Review**
- **Fall Classes**
- **Fall Access –drop-in programs/ aerials**
  - **Fall Coaching Staff** –professional development itemized list
  - **Equipment purchase itemized list**

**9. Fundraising**

**a) Operational Plan –Target**

- **Whistler Summer Classic Summary**
- **Project breakdown from Fundraising committee**

**b) Grants **Table for next meeting****

**Review Grant plan, if time divide up grant responsibilities**  
– received

- **\$35,600 Gaming- adjust budget if needed**
- **Iron Man \$1000?** xGym Subsidy –thanks Summer Student Melissa Voglur
- **\$2500 RMOW CEP** How much left?

**10. Calendar Updates**

- **No Classes Thanksgiving –Are there classes on Saturday and Sunday?**
- **Oct 31 – Halloween-No afterschool and evening classes**
- **Comp Parents’ mtgs – AG and TG together –ensuring they understand payment commitment and explain Travel Assistance Funding, looking for coordinators.**

**11. Next Meetings**

- a) **Tuesday October 25 6 – 8pm- show of hands who can make it**
- b) **Fill Committee lead positions**
- c) **BOD goals**
- d) **Club-usual open invitation to November BOD mtg or social ?**

## **TASK LIST**

1. **Talk to members to try to fill positions**
2. **Allyson... will explore cornucopia, details and dates for commitment**
3. **Sandy will ask Shannon Susko and Deb Peterson regarding strategic planning. Cristiana will add other suggestions.**
4. **Cristiana- have the updated adjusted financial report ready for viewing by Oct 17.**
5. **Have registration comparison for next meeting.**
6. **Keli- Summer registration comparison report in next ED report Oct 17th**
7. **Keli- Fall registration comparison report in next ED report Oct 17<sup>th</sup>**
8. **Write policy on used uniform sales**

9. Look for bungy rig insurance policy. Executive may vote by email is necessary to speed up this process.