



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

**Welcome BOD members present:** Tami, Nadia, Anna, Cristiana, Bonnie, Audra, Susie, Joan

**Regrets:** Sandy

1. **Approval of agenda- First Joan, Second Anna**
2. **Approval of last meeting minutes-**February 13, 2018 First Anna, Second Joan
3. **Strategic Planning and Governance-**President There was no Executive meeting this month to report back from. The member Survey is now closed. There were 135 responses with a rather low response rate from families of competitive athletes. Shannon has looked over the responses and it is now time to schedule a meeting with her before the next board meeting in April, to facilitate the start of the strategic planning process. Three large topics to be covered will be: The Coach meet policy, wage and increment policy, and the organizational structure.
  - a. **Annual Plans & Reviews**
    - i. Internal and external survey results summary
    - ii. Strategic Planning Process timeline
  - b. **Long Term Planning** –Policies and procedures Task Force to tackle;  
*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- There is some confusion within the budget as to the amount of deficit we are predicting to year end. It is in the range of 10-40K. We will need some discussion with Claire and further analysis after entry of the spring registration in order to provide some clarity. This is of high importance in regards to planning the fundraising to year end, and the distribution of these funds to club operations or athlete travel assistance. Some of this deficit is believed to be a carry over of ED contract from last year that was not included in this years budget.**

**Task- Add Spring registration entries to the budget and perform an analysis to predict payroll deficit.**
5. **Income to budget**
  - a) **Balance Statement**
  - b) **Projected payroll expenses to year end**
  - c) **Grant Planning Chart-** CEP grant, WB foundation, Canada Post- Tami has written this.
6. **Fundraising- Co chair report**
  - a. **Operational Fundraising plan and Projects-** Anna and Bonnie 9 athletes are currently registered for WSC. Clubs generally register 3 months prior so we should see an increase in registration fairly soon.  
**2018 WSC budget created by Tami with a Goal of \$20K profit.**  
**The fundraising committee will run another movie night, a spring bulbs fundraiser will hopefully go out to members before spring break, and a possible Creekbread night at some point.**
  - b. **Competitive Travel Assistance Plan and Projects**—Allyson After discussion regarding the operational budget deficit particularly regarding the uncertainty around payroll numbers Allyson agreed that all current fundraising be directed towards operational costs for the time being and allocate any surplus funds to the travel assistance at year end. All present members were in agreement.

**c. Task: Confirm with Sandy that funds collected from the online auction will contribute to operations costs.**

d. **Capital Projects – ED/ Nadia**

e. **National sport trust fund project**

Discussed possibility of using National sport trust fund, for launch at AGM in June. This needs further investigation.

Cristiana is writing the Canada Post Community Foundation grant. Deadline Friday April 06 2018.

## **7. Management Report by Executive Director**

**Business-** Task time line update

**Program-** End of winter process, registration

**Pemberton –** Mangers report- President

Cody has been unwell, she is currently working on a back to work programme.

Ally has had to modify her schedule due to morning sickness... need to look at long term planning.

Spring break camp- good numbers. Exploration gym and birthday party's very busy every Saturday morning. Ally no longer wants to do Sat mornings.. need another coach to keep this going.

## **8. Next Meetings**

a) **Executive Meeting date-**

b) **BOD Meeting date–** May 14<sup>th</sup> 2018 6-8pm

c) **Management Meeting date-**

d) **Strategic planning meeting-** April 19<sup>th</sup> and 24<sup>th</sup> 2018

e) **AGM -** June 15<sup>th</sup>

f) **WSC -** April 4<sup>th</sup> 6.45-8pm