



**Whistler Gymnastics Board Meeting
Minutes
Tuesday January 16, 2018 6 – 8pm
Whistler Athletes Lodge, Sechelt Room**

Welcome BOD members present: Nadia, Sandy, Allyson, Audra, Tami, Keli, Joan, Susie, Karin, Cristiana

Regrets:

1. **Approval of agenda-** First Susie, second Sandy
2. **Approval of last meeting minutes-** November 28, 2017 First Sandy, Second Tami
3. **Strategic Planning and Governance-** President
 - a. **Annual Plans & Reviews**
 - i. Executive Meeting report and updates The Executive committee have been meeting monthly. At the last meeting the ED's monthly task and priority list was reviewed and updated.
 - ii. Strategic Planning process with Shannon Gordon update- The BOD/staff survey is 90% complete. We are still hoping for a 100% response rate. The member survey is now ready to go out also. Shannon will be meeting with us to discuss the results of our surveys and help us devise our multi year strategic plan.
Meeting with Shannon to be scheduled after the February board meeting.
 - iii. Whistler Summer Classic Update and task assignments- Tami is working on the budget. We currently do not have a coordinator and the BOD's agreed that we would organise this event using a number of lead hands this year. Cristiana will be in charge of setting up meetings to oversee the lead hands. Erin will be coordinating on the weekend of the event.
Next step is to ensure all leads in place. Two are still to be confirmed.
Task- Follow up with Claire on revenue from the beer garden and BBQ from last years event.
Task- Thank you to Creekside Market for support with last years WSC event.
 - b. **Long Term Planning** –Staff recommendations for Organizational Structure 2018 – 2019, what is working what is not. Management team input is requested and to be submitted to the BOD through the ED. Particularly in regards to the planning of the new organisational structure.
4. **Financials Reports – Treasurer, and/or ED**
 - a) **Final Budget** Clarifications report- Treasurer Meeting planned with Claire for next week. Issues to discuss include the lease credit of \$6K, trampoline revenue, uniforms, trampoline bed allocated to wrong place?, Chocolate sales recorded in wrong place?, meet penalty fee for not providing two judges.
Cristiana will calculate labour costs to year end.
 - b) **Income and Expense/ Comparison report-** ED
 - c) **Balance Statement** - from Financial Assistant
 - d) **Grant Planning Chart-** review and select- Summer Student Grant
5. **Fundraising- Co chair report**
 - a. **Operational Fundraising plan and Projects-** Anna and Bonnie- Poinsettias revenue lower than projected. Purdy's revenue up. Still need to get gift certificates for top sellers.

Next year- send out a letter to members in order to increase understanding of our fundraising needs and hopefully improve our fundraising success.

- Send an email to previous years buyers to increase sales.

Task- Next newsletter mention award winners to provide motivation for next year.

Task- Take a look at the comparison of this years fundraising to last years.

The team has planned to use only one email for correspondence regarding fundraising. Anna is working on a sponsorship/donation letter. The letter will go out to every club member providing options for donations and sponsorship for both WSC and other events. This letter needs to be out by the end of January 2018.

Allyson is working on details for a fundraiser at the Stones Edge February 25th. This will be a disco themed night with buy out at \$5K plus 18% gratuity. Capacity of 100-110. Ideas include wine donation raffle and silent auction. The funds from the silent auction will go towards the athlete travel fund, any other funds gathered will go towards club operations. The ticket price is to be set at \$65 and sold through eventbrite. Bonnie will track donations as they come in. Allyson will set up eventbrite.

- b. **Competitive Travel Assistance Plan and Projects**—Allyson
- c. **Capital Projects** - ED

6. Management Report by Executive Director

Business

Registration Comparison reports Winter Session- Comparisons 2017/2018 winter registration- Preliminary numbers are fairly comparable. We need to clarify that gymcore is in the right category, last year it was in TG, now in AG. This possibly needs re-categorizing.

Cancelled two classes in Whistler, one in Pemberton, (opened other classes).

Lost two performance plus kids through relocation

Task- Winter registration income comparison for the next meeting.

- **Business Staff Task Chart**
- **Coaching – Status, Development and Training – Inservice for coaches February 3rd. 11 new CIT's trained last Sunday.**

Program

- **Current session schedule or updates-** important session dates- No Spring show, there will be parent viewing instead. Ag, TG mock meet with sleepover February 2nd.
- **Updates by Program – AS, GFA AG and TG, Comp TG and AG, Aerials-** The current TG, AG head coaches have conflicting long term goals. There is not enough space in the gym for this. The Board will consider this during strategic planning next month.

Pemberton – Mangers report- President

7. Next Meetings

- a) **Executive Meeting date- February 6th 2018**

- b) BOD Meeting date– February 13th 2018
- c) Management Meeting date- January 31st 2018

Additions to agenda:

Corley requested an advance in her administration payment. The BOD agreed to pay this early but in return ask her sign a contract agreeing to continue her administration work through to June 2018.

Staff/BOD appreciation night January 28 2018-02-07