



## Whistler Gymnastics Club Meeting minutes Monday November 28, 6 – 8pm

### **Introductions for new club members attending board meeting.**

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

**Regrets:** Anna

1. **Approval of agenda-** First Susie, Second Nadia
2. **Approval of last meeting minutes-**October 24, 2017 First Audra, Second Tami
3. **Strategic Planning and Governance-**Presiden: Member survey designed with help from Shannon. It was suggested by the board that we include some multiple choice answers and more directed questioning. Cristiana suggested we allow the coaches some feedback on the questions. Emphasis that this is not a member satisfaction survey but rather will be used to help direct strategic planning. There will be another survey at a later date which will be directed and focussed on member satisfaction. The questions will be modified with further board and coach feedback. It was decided this would be sent out to members in January rather than the scheduled Dec 11 date. The strategic plan survey to staff will be sent in December.

**Update:** Since the board meeting Tami has asked for feedback from the management team regarding the Strategic Plan survey.

### **Annual Plans & Reviews**

- i. Strategic Planning process update with Shannon Gordon- questionnaire for members is currently a work in progress.
  - ii. Strategy to find volunteer coordinator
  - b. **Long Term Planning** –Questions we would like on Survey out to members and to staff regarding 3-5 year strategic plan.
4. **Financials Reports** – Treasurer, and/or ED or Financial Assistant
- a) **Income and Expense/ Budget report-** from financial assistant- Treasure explains
  - b) **Balance Statement - from Financial Assistant**
  - c) **Revised Budget-attached from ED**

**More errors noticed from ED on the budget, ED will send out another final budget to the board.**

### **Notable points from the treasurer-**

1. The number of changed working copies of the budget currently in circulation needs to be reduced to one.
2. Summer camp revenue from last year appears to be reduced. Is this due to a change in line entry or a true decline?
3. The Pemberton wages appear to have been under budgeted with last years numbers in mind.
4. Seeking free advice through BDO regarding a) Capital v's operational costs and our spending policy, and b) the legalities of a contingency account for non profit organisations and grant writing considerations.

**Task- Nadia and Cristiana need to have a meeting with Claire in January 2018**

5. **Fundraising- Co chair report**
  - a. **Operational Fundraising plan and Projects,- Seasonal Target**

- b. **Grant Planning Chart** -review and select
- c. **Competitive Travel Assistance Plan and Projects**–TAF Coordinator
- d. **Capital Projects** - ED and/or Pres

Anna is starting on the Summer classic sponsor letters.

Poinseta's and purdys chocolates arrive this week.

Trampoline travel fundraiser ate Feb 25<sup>th</sup> 2018- Allyson organizing.

Out of province TG events that will qualify for travel fund:

Apr 19-22 Canada Cup, Montreal

June 2-4 Westerns, Regina, SK

July 2-8 Nationals, Lethbridge, AB

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

### **Business**

- **Registration Comparison reports Summer and Fall**
- **Business Staff Task Chart**
- **Holiday Staff Appreciation**
- **Coaching – Status, Development, Training, Uniforms**
- **Performance Review**

### **Program**

- **Current session schedule or updates-** Parent viewing, progress reports, closures, Holiday training/ camps
- **Updates by Program** – AS, GFA, Tramp, Comp AG, Comp TG, Aerial
- **Winter schedule – Schedule is online. Registration opens Dec 01 2017.**
- **Events**

## 7. **Next Meetings**

- a) **BOD** –16<sup>th</sup> **January 2018**
- b) **Committees- Executive** –09<sup>th</sup> **January 2018**
- c) **Management** –day, month, year, time

**Task- ED Must have the report ready one week before the next board meeting so all members have time to read it prior to the meeting.**