

# WHISTLER GYMNASTIC CLUB

## AGM 2020-2021

### Report



**Whistler Gymnastics BOD**  
**October 26, 2021**

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# ANNUAL GENERAL MEETING AGENDA 2020-21

**TUESDAY, OCTOBER 26, 2021  
6:30PM – 8PM**

MEETING BY ELECTRONIC PARTICIPATION VIA ZOOM  
ALL CLUB MEMBERS WILL RECEIVE ZOOM LINK AND  
PROTOCOL

WHISTLER GYMNASTICS MEMBERS ARE ENCOURAGED TO ATTEND.

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## AGENDA:

**\*Reports posted on website [www.whistlergymnastics.com](http://www.whistlergymnastics.com) in AGM Annual Report**

1) **Welcome Members-Roll Call-Meeting Protocols, Declaration of Quorum 10**

Chair-Pres-Tami Mitchell, Zoom host -Catou Tyler, Secretary -Susie Douglas

1) **Approval of 2021 AGM Agenda**

2) **Approval of \* Minutes of AGM 2020**

3) **\*President's BOD Report – Tami Mitchell**

4) **\*Annual Financial Reports –Nadia Demers**

5) **\*Operational Report- Catou Tyler**

6) **Motions to Affirm BOD resolutions.**

- **Motion to affirm Financials year end 2020-21** See supporting document, with the following changes of note.
  - That \$25K will be moved into capital reserve, and \$25K will be moved into equipment reserve.
- **Motion to affirm Organizational Structure 2021-22** with the following changes of note:  
See supporting document
  - Position of Club Manager to include duties of Program and Personnel Manager, not to be filled separately this year.
  - Business administrative duties will be provided by a Club Administrator not Business Manager.
  - Program Support positions at Oros include: - Head Coaches for Gymnastics For All, Women's Artistic Gymnastics and Trampoline Gymnastics.
  - Position of 'Club Harassment Officer' no longer required by GBC but to be replaced by third party 'Complaint Management Officer(s)' trained/experiences in handling Safe Sport and Employment Grievance issues.
- **Motion to affirm minimal fee increases 2021-22 and adjusted procedural changes** (designed to minimize financial impact to members) including:
  - **Program fee base calculations and competitive meet calculations will remain similar to last year 2020-2021 with exception to:**
    - Program fees to be increased 5% due to mandatory minimum wage adjustments.
    - Program Fee increases for CPI 2% will not be charged and just be absorbed by WG this year.

- Similar to last year, all class will be charged for 15 minutes more per class to accommodate enhanced cleaning for Covid. For short classes it will be added on but for longer classes this will be a reduction to the activity time.
- Program fee payment schedule for Competitive/Interclub (10 month long) programs will allow members to continue to prepay monthly instead of seasonally. Credit Cards are required to secure the payments.
- Additional training sessions for competitive athletes on topics such as mental training, and nutrition are being added to their program. This will include 4-6 sessions and the cost will be added into their fee schedule. The added cost is estimated to be an extra \$60 for the year.
- **Gymnastics BC/Whistler Gymnastics (WG) Membership Insurance** with noted items:
  - The annual GBC membership increases are minimal and have been adjusted into your member fees.
  - However, the added one-year GBC insurance levy (5-30% depending on the program) will not be charged and will be absorbed by WG for this year again.
  - GBC membership insurance cost has increased for registered volunteers. This will continue to be covered by WG.
  - BOD and Officers Liability Insurance (including Employment Practise Liability) will be added to the General Liability Insurance that comes with GBC Club Membership. Cost estimate is \$500.
- **Refund Policies**
  - Refund policies\* have become more defined to include refunding for Covid Quarantining and Covid Closures.
- **Motion to revamp Volunteer Program** to include the points of note:
  - Name changes to 'Parent Participation Program' and promotion as such.
  - Volunteer levy was taken out of fees for the 2021-2022. This would help ensure no increase in fees after the 5% wage
  - Personnel (staff or volunteers) may be paid to ensure that many of the **essential** jobs, previously supported by volunteers, such as cleaning are covered adequately.
  - Volunteer refund credits will also be continued in-lieu of payment for volunteer positions and tasks.
  - Competitive/Interclub Parents are expected to...Volunteer at the Whistler summer Classic/or Donate Item for silent auction. Parent Participation Program.
- **Motion to direct all fundraising efforts to the operational budget and disallow special fund-raising projects for this year.**
- **Motion to approve change to Employment Policies and Procedures**
  - Minimum Wages have been adjusted as government required and the club scaled associated increases adjusted with the addition of an upper-level cap to coaches' wages.
- **Motion to approve changes to Risk Management and Coaching Policies and Procedures**
  - WG policies updated to include and coincide with new and revised GBC policies in the area of Risk Management on Safe Sport, Health and Safety, Coaching Requirements, Conduct & Behavior and Complaint Management.
  - WG policy on added Gym Supervision 'requiring' Level 2 Certified Coach as gym supervisor to be amended to 'recommending'
- **Motion to allow a system of seasonal operating budget adjustments by the BOD**
  - This is recommended to better monitor and analyze to year-end projection. The proposed annual budget must still be brought to the AGM for approval.
- **Motion to continue the pursuit of a permanent facility for our Pemberton gymnastic operations.**
- **Motion to approve \*Operating Budget 2021-22- See supporting document.**
- **Motion to recognize the following significant club items: -**
  - Safe Sport, Gym Safety, Inclusive Programming, and a Healthy Work Environment are priorities in our club. All members, participants, parents, volunteers, and staff must support club efforts to put these priorities into practise and conduct themselves accordingly.
  - Stay informed on the current Communicable Disease and Covid Protocols in place at WG. These have been changing frequently and the most current will be posted on the website.
  - Upon registration GBC/WG still require the signing of Acknowledgement of Risk and Declaration of Compliance with Communicable Disease and Covid Protocols. All guests and adult associate members will also require completion of these forms as they sign in.

- Club communication is centralized through [info@whistlerygymnastics.com](mailto:info@whistlerygymnastics.com) and information shared on our website [www.whistlerygymnastics.com](http://www.whistlerygymnastics.com)
- Reminder to parents it is their responsibility to communicate any medical concerns and limitations to the club business administrator to safeguard their children. This information will be only shared as needed with their coaches.
- All registration and the payment is to be done on-line.
- Participants will not be allowed to start until all registration is complete including payment. So please do not put your children and our staff in a difficult position by sending them to start when registration and payment are not complete.
- Weekly class schedules are available on the website and registration seasons are as follows: -  
Competitive/Interclub - Annual Sept to June  
Gymnastics For All Sessions; FALL: -Sept – Dec/ WINTER: Jan-Mar/ SPRING: Apr-June/ SUMMER: Late June - Aug./ Camps: Holiday's
- WG currently are not offering drop-in, parties.
- Bookings can be arranged for Cross-training and Associated Sport and School Groups.

**7) Thank you to 2021 Volunteers- Hodi's volunteer of the year award**

**8) Thank you to 2021 Staff and coaches, Sheila Mozes "For The Love of Gymnastics Award"**

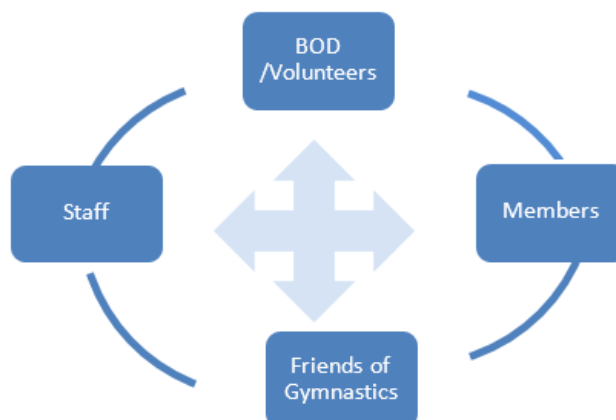
**9) Election of Board of Directors 5-9 board positions: By acclamation if not exceeding number limitations.**

- *Thank you to retiring BOD Directors: Audra, Jon, Allyson*
- *Nominations in writing to Susie [susied@susied@shaw.ca](mailto:susied@susied@shaw.ca) by 10-day advance closure Oct 16:*
- *Nominations to date:*  
*Returning: -Tami Mitchell, Susie Douglas, Nadia Demers, Dan Wallman, Wendy Miron*  
*New: - Ryan Oughtred, Kelti Holdsworth, Sally Whitehead, Natalie Percival*

**1) Close AGM meeting**

**2) BOD Meeting -at end of AGM to appoint Executive Committee and Officers**

## Whistler Gymnastics Organizational Structure 2021-2022



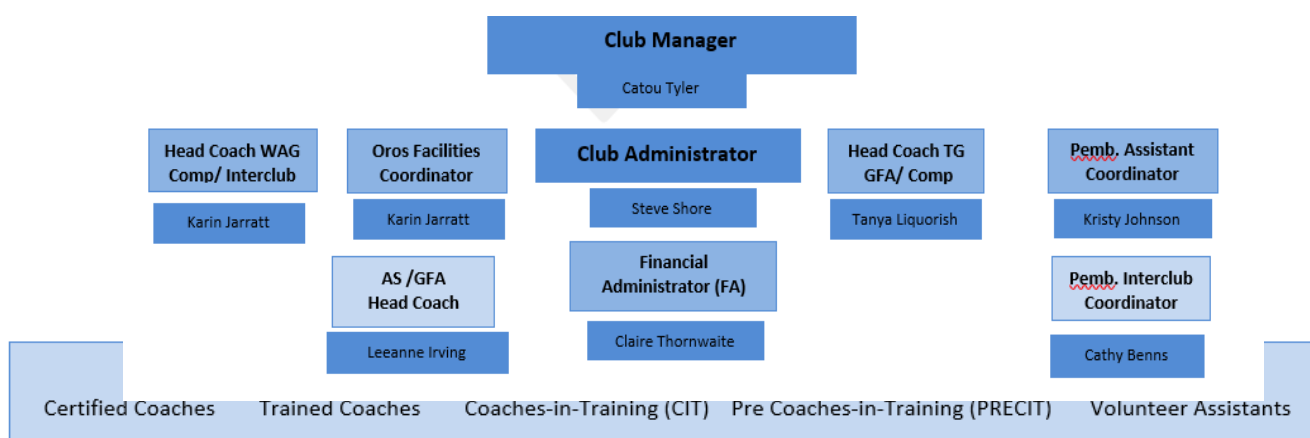
### Volunteers and BOD

**Volunteer Membership**-registered adult members or designated parent of registered youth members and registered volunteers

**Board of Directors (BOD)** 5-9 Directors elected annually from membership to form Board - positions include \*President, \*Vice/Past President, \*Secretary \*Treasurer, and Members-at-Large from: GFA/AS, COMP and PEMBERTON

**Volunteer Positions and \*Officers may include:** \*Sport Advisor, \*Volunteer Coordinator, \*Funding Coordinator, \*Inclusion Advocate, \*Risk Management (RM)/Safe Sport Officer \*Summer Classic Hosting Coordinator, \*Policy & Procedure Advisor, Planning Advisor Admin Assistants, Equipment & Facility Assistants, Graphic Assistants, Web Assistants, Newsletter Coordinator, Photography Coordinator, Media Coordinator, other Committee Chairs

**Volunteer Standing Committees:** Executive Committee; Human Resources (hiring & recruiting, Safe work environment) Budgeting, Fundraising, Meet Hosting, Pemberton Facility,



### Club and GBC Members

Club voting members:-Registered (annual) GBC participants and their designates, and registered volunteers  
GBC membership types: - Annual, Casual, Associate (Schools/Sports Org), Non-Member Guest

### Friends of Oros

Guests, Partnerships, Sponsors, Donors, Supporter, Media, Community Groups & Associates

## FINANCE NOTES

### 2021 Notes to Financials:

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- Net Income of \$91,829 vs. a Budgeted Net Loss of \$3.6K; Main reason for this variance (\$95.5K) are as follow:
  - CEWS receive totaled almost \$155K vs. a budgeted subsidy of \$60K; variance of \$94,840
  - CERS received totaled approx. \$33.5K vs. a budgeted subsidy of \$14.5K; variance of \$19K
  - Fees Income were below budget by \$74.6K due to reduced capacities in the gym vs. what we had anticipated.
  - Other revenues were also down \$17K and mainly coming from the inability to host the Whistler Summer Classic
  - Beyond the above subsidies and revenues variance, the team at Whistler Gymnastics did a great job managing expenses and variable labour was adjusted based on needs:
    - Total Labour costs before accounting for subsidies were below budget by approx. \$41K
    - Program Expenses were below budget by \$28.8K. A large part of this variance is due to competitive teams not attending meets in person and therefore not costs associated with these events.
- The Net Loss at the end of the previous fiscal year (July 1, 2019 – June 30, 2020) was \$41.2K therefore part of the Net Income from this year is offsetting the Net Loss from the previous year.
- We are proposing to take approximately \$50,000 of this year's Net Income to increase our contribution to reserve funds as follow:
  - \$25,000 to the Capital Reserve Funds with a current balance of \$15,970 as per the balance sheet on June 30<sup>th</sup>, 2021.
  - \$25,000 to our Facility Maintenance Reserve Funds with a current balance of \$14,052.93 as of June 30<sup>th</sup>, 2021.
  - Whistler Gymnastics has been balancing its budget annually with minimal opportunity to increase contribution to these funds. The facility and the equipment are ageing, and we can expect the need to access these reserve accounts in the future.

## **2021 / 2022 Notes to Budget:**

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- The team at Whistler Gymnastics is presenting a balanced budget for this fiscal year (July 1, 2021 – June 30, 2022).
- **Program Revenues \$492.3K**
  - The club assumes we will be able to go back to pre-COVID capacity therefore an increase in program revenues of \$191K vs. 2020/2021 fiscal year.
  - Pre-COVID program fees were closer to \$560K so we are not assuming to get back to pre-COVID levels, but we are bridging the gap.
- **Fundraising / Grant Revenues \$82.7K**
  - Gaming Grant received \$42.7K
  - Return of the Whistler Summer Classic contributing approx. \$25K to the bottom line as experienced in the 2018 – 2019 Fiscal Year (closer to \$30K in that fiscal year)
  - Other initiatives as in previous years such as Poinsettia's sales, Purdy's, volunteer levies, Municipal & Via Sport Grants
- **Facility Expenses \$125.6K**
  - 2020/2021 Facility expenses were \$83.3K with approx. \$33.5K of rental subsidy which is not expected this fiscal year, but the finance team will investigate the new recovery programs announced last week.
  - \$10,000 is budgeted for contribution to Facility Maintenance Reserve as well as Capital Reserve Funds.
  - Other expense items have been adjusted to reflect what we can anticipate based on the increase in business levels.
- **Program Expenses \$40.6K**
  - Program expenses budget are coming back in line with pre-COVID expenses as in-person meet should return as well as supplies required for programs will go up with an increase in the number of participants
- **Payroll Expenses \$395.5K**
  - No wage subsidy is expected although as mentioned above the finance team will investigate recovery programs announced late last week and assess eligibility
  - Pre-COVID payroll expenses were closer to \$430K – again budget is based on program participation increasing & wage increase as proposed in the motions.

## **The Variance between 2020 / 2021 Actual results (Net Income of \$91.8K) and 2021 / 2020 Budget (Net Loss of \$512)**

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- **The variance of \$92K:**
  - Program Fees with increase participation: +\$191K
  - Fundraising / Grant Revenues with the return of the Whistler Summer Classic: +\$18.5K
  - **Total Increase Revenues: \$209.5K**
  - Facility Expenses without Rental Subsidy: +\$42.3K
  - Program Expenses with the return of in-person meet and increase capacities: +\$31.2K
  - Payroll Expenses without wage subsidy: +\$228.3K



# FINANCIAL STATEMENTS

## Finances 2020- 2021

### Whistler Gymnastics Club Comparative Balance Sheet

	As at 06/30/2020	As at 06/30/2021	
<b>ASSET</b>			
<b>Current Assets</b>			
Cheques to be deposited	0.00	268.00	
Cash to be deposited	0.00	0.00	
Visa/MC desk to be Deposited	0.00	0.00	
Payroll EFT	0.00	0.00	
Over/Short	0.00	0.00	
Online over/short	0.00	0.00	
Gaming Account	39.58	170.75	
Visa/MC online to be deposited	1,614.60	0.00	
Online Dep future months	0.00	0.00	
Facility Maint Reserve Acct.	14,055.24	14,066.40	
Capital Eqpmt Reserve Acct.	15,967.00	15,931.00	
Float	9.20	0.00	
NSCU	<u>74,742.72</u>	<u>207,975.41</u>	
Total Cash		106,428.34	238,411.56
Accounts Receivable	400.00	0.00	
Payroll Advances	<u>0.00</u>	<u>3.84</u>	
Total Receivable		400.00	3.84
Athletes Travel Fund		0.00	0.00
Collabria Mastercard Payble		0.00	-1,391.72
CEWS subsidy Receivable		6,105.76	36,406.98
CERS Subsidy Receivable		<u>0.00</u>	<u>6,993.71</u>
		112,934.1	280,424.3
<b>Total Current Assets</b>		<u>0</u>	<u>7</u>
<b>Capital Assets</b>			
Leasehold Improvements		15,197.31	15,197.31
Office Furniture & Equipment	4,308.95	4,308.95	
Audio Visual Equipment	13,194.95	13,194.95	
Gym Equipment	256,395.44	256,395.44	
Accum. Amort. -Furn. & Equip.	<u>-123,255.00</u>	<u>-136,950.00</u>	
Net - Furniture & Equipment		150,644.34	136,949.3
		<u>165,841.6</u>	<u>152,146.6</u>
<b>Total Capital Assets</b>		<u>5</u>	<u>5</u>
<b>TOTAL ASSET</b>		<u>278,775.7</u>	<u>432,571.0</u>
		<u>5</u>	<u>2</u>
<b>LIABILITY</b>			

**Current Liabilities**

Accounts Payable	-13,390.99	9,283.41
Stored Credits Uplifter	0.00	216.00
Prepayments for Whistler Meet	0.00	0.00
Prepmts for Next Season Recieved	0.00	0.00
Prepayments - Comp (AG and TG)	7,471.00	0.00
Prepayments - GBC	350.00	1,950.00
Prepayments for Summer Camps Whistl	7,962.00	26,439.72
Prepayments - Pemberton	0.00	0.00
Prepayments - Access	0.00	555.50
Prepayments FR for Meet 2020	0.00	0.00
Total Prepayments Received	15,783.00	28,945.22
Vacation payable	237.09	5,332.79
EI Payable	462.96	938.56
CPP Payable	1,197.06	2,187.56
Federal Income Tax Payable	1,902.63	2,911.79
Total Receiver General	3,562.65	6,037.91
WCB Payable	0.00	0.00
CEBA Loan	40,000.00	60,000.00
<b>Total Current liabilities</b>	<u>46,191.75</u>	<u>109,815.33</u>
<b>TOTAL LIABILITY</b>	<u>46,191.75</u>	<u>109,815.33</u>

**EQUITY****Capital Funds**

Capital Equipt Reserve Fund	15,970.00	15,931.00
Facility Maint Reserve Fund	14,052.93	14,066.40
<b>Total Share Capital</b>	<u>30,022.93</u>	<u>29,997.40</u>

**Retained Earnings**

Retained Earnings - Previous Years	243,853.14	202,561.04
Current Earnings	-41,292.10	90,197.22
<b>Total Retained Earnings</b>	<u>202,561.04</u>	<u>292,758.26</u>

<b>TOTAL EQUITY</b>	<u>232,583.97</u>	<u>322,755.66</u>
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<b>LIABILITIES AND EQUITY</b>	<u>278,775.72</u>	<u>432,570.99</u>
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# Whistler Gymnastics Club Comparative Income Statement

	Actual 07/01/2020 to 06/30/2021		Budget 07/01/2020 to 06/30/2021	
REVENUE				
FEES INCOME				
GBC Insurance/Admin Rev (Net)		2,251.25		11,000.00
Comp & IC Meet Fees Rev (TG & AG)	26,760.00		29,000.00	
Comp Tramp Class Fees	27,590.05		36,000.00	
Comp Artisitc Class Fees	61,195.38		74,000.00	
Interclub Class Fees	20,305.15		26,000.00	
GFA Tramp Class Fees	23,748.61		22,000.00	
GFA/Gymstr Artistic Class Fees	41,754.30		34,500.00	
Active Start Class Fees	24,769.67		38,800.00	
Winter/Spring Camp Revenue	0.00		0.00	
Summer Camp Revenue (W)	19,575.65		19,576.00	
Access Tramp/AG/rental	8,904.20		15,000.00	
Access School	0.00		0.00	
Access Party	0.00		0.00	
		254,603.01		294,876.00
SUBTOTAL: WHISTLER FEES				
Pemberton GFA Artistic Class Fees	3,592.49		10,000.00	
Pemberton Active Start Class Fees	7,613.23		18,000.00	
Pemberton Winter/spring Camp Fees	0.00		0.00	
Pemberton Summer Camp Revenue	0.00		0.00	
Pemberton IntClb Meet Fees Collect	8,280.00		8,000.00	
Pemby InClb/Gymstr Class fees	24,887.88		34,000.00	
		44,373.60		70,000.00
SUBTOTAL: PEMBERTON FEES				
		301,227.86		375,876.00
TOTAL FEES INCOME				
FUNDRAISING/GRANT REVENUE				
Choc Sales (Net)	1,465.28		1,000.00	
Poinsetta Sales(net)	502.95		1,000.00	
Bulbs (net)	0.00		0.00	
Gym Suit/ Merch Sales (net)	0.00		600.00	
Auction/Raffle - Fall OPS	1,044.96		5,000.00	
Volunteer Levy - Whistler	6,196.11		8,500.00	
Vollunteer Levy - Pemberton	2,183.93		1,500.00	
Misc Fundraising	0.00		1,000.00	
		11,393.23		18,600.00
TOTAL FUNDRAISING				
Federal Payroll Grants	0.00		0.00	
Gaming Grant	42,700.00		42,700.00	
Muni Grants	8,500.00		5,500.00	
Via Sport Grant	0.00		3,500.00	
Grants - other	1,655.00		0.00	
		52,855.00		51,700.00
TOTAL GRANTS				
Whistler Meet Revenue	0.00		15,000.00	
Less Whistler Meet Expense	0.00		-4,000.00	
FR Fund for Next Year Meet	0.00		0.00	

Net: Whistler Meet Revenue	0.00	11,000.00
Donations (Equipment)	0.00	0.00
<b>TOTAL FUNDRAISING/GRANT REVENUE</b>	<u>64,248.23</u>	<u>81,300.00</u>
<b>TOTAL REVENUE</b>	<u>365,476.09</u>	<u>457,176.00</u>

## EXPENSE

### FACILITY/OFFICE EXPENSE

Gym Rental (net)	57,952.89	60,000.00
CECRA/CERS Rent Subsidy	-33,468.77	-14,437.50
Facility Maint Expense(current)	0.00	0.00
Facility Maint Reserve Contribution	0.00	5,000.00
Cleaning Expense	977.53	2,000.00
COVID Supplies	2,430.56	0.00
Small Equipment and Gym Supplies	2,388.96	2,000.00
Cap Equip Reserve Fund Contribution	0.00	5,000.00
Lge Equip. Purch (not from Reserve)	5,504.74	0.00
Equipment Repairs/Installation	1,931.12	2,000.00
Equipment/Liab Insurance	1,951.00	1,800.00
InfoTechnology	6,028.26	5,000.00
Office Equipment Expense	1,709.75	1,000.00
Office Supplies & Misc	1,009.96	1,000.00
Bank Charges (WH and Pemby)	13,668.98	17,000.00
Postage/Freight	0.00	100.00
Telephone/Internet	1,809.20	2,500.00
<b>SUBTOTAL WHISTLER FACILITY EXP</b>	<u>63,894.18</u>	<u>89,962.50</u>
Pemberton facility rental	13,707.49	15,000.00
Pemberton Equipment purchase/repair	5,733.86	1,000.00
Pemberton Office Supplies	0.00	50.00
<b>SUBTOTAL PEMBERTON FACILITY EXP</b>	<u>19,441.35</u>	<u>16,050.00</u>
<b>TOTAL FACILITY/OFFICE EXPENSE</b>	<u>83,335.53</u>	<u>106,012.50</u>

### PROGRAM EXPENSE

Advertising & Promotions (W)	716.64	750.00
CompTravel-Out of Prov Subsidy (ATS)	0.00	0.00
Meet Entry Fees Expense (W)	2,885.00	16,500.00
Meet Travel Expense (W)	0.00	5,000.00
Uniforms (net)	2,193.76	300.00
Awards/Certificates	161.28	500.00
Comp Program Supplies	554.86	400.00
GFA Program Supplies	80.87	350.00
Active Start Program Supplies	0.00	150.00
Summer Camp program supplies	0.00	0.00
Vollunteer/Coach Appreciation (W)	816.77	3,000.00
CIT Honorariums (W)	1,005.82	1,500.00
<b>SUBTOTAL WHISTLER PROGRAM EXP</b>	<u>8,415.00</u>	<u>28,450.00</u>

Pemberton Advertising & Promo	0.00	400.00
Pemberton Interclub Meet Fees Expen	0.00	6,000.00
Pemberton Meet Travel Expense	0.00	650.00
Pemberton Interclub Uniforms (net)	-222.36	300.00
Pemberton Program Supplies	630.83	500.00
Pemberton CIT Honorariums	-26.13	1,000.00
<b>SUBTOTAL PEMBERTON PROGRAM EXP</b>	<b>382.34</b>	<b>8,850.00</b>
Special Events/Meetings Expense	231.00	500.00
Coaches Uniforms	0.00	0.00
Dues/Subscriptions	370.00	355.00
Miscellaneous	0.00	0.00
<b>TOTAL PROGRAM EXPENSE</b>	<b>9,398.34</b>	<b>38,155.00</b>

#### PAYROLL EXPENSE

Coaching Wage	117,073.23	130,000.00
Winter/Spring Camp Coaching Wage	0.00	1,500.00
Summer Camp Coaching Wage	11,708.26	11,708.00
Meet Coaching Wage - Comp	1,043.70	7,500.00
Admin/Prog Wage (not incl contract)	129,605.35	140,740.00
Guest/Lead/Trainer Coach Wage	0.00	350.00
CovidTrain/PD/Meeting Wage	281.23	0.00
Added Meet Coaching Wage	0.00	0.00
Summer Grant Wage	0.00	0.00
Summer Coordinator Wage	0.00	0.00
Cleaning Wage	5,487.44	3,000.00
<b>SUBTOTAL: WHISTLER WAGES</b>	<b>265,199.21</b>	<b>294,798.00</b>
Pemberton Coaching Expense	18,520.23	18,000.00
Pemberton Camp Coaching	0.00	0.00
Pemberton Meet coaching	0.00	1,350.00
Pemberton Cleaning Wage	0.00	500.00
<b>SUBTOTAL: PEMBERTON WAGES</b>	<b>18,520.23</b>	<b>19,850.00</b>
EI Expense.	6,285.83	7,900.00
CPP Expense	12,591.73	12,600.00
WCB Expense	4,410.43	8,300.00
<b>TOTAL PAYROLL BURDEN</b>	<b>23,287.99</b>	<b>28,800.00</b>
Coaching (contract)	0.00	0.00
bookkeeping (Whistler)	6,000.00	6,000.00
<b>SUBTOTAL: WHISTLER CONTRACTORS</b>	<b>6,000.00</b>	<b>6,000.00</b>
Pemberton Bookkeeping	2,499.96	2,500.00
Pemberton Contract Coaching	0.00	0.00
<b>SUBTOTAL: PEMBERTON CONTRACTORS</b>	<b>2,499.96</b>	<b>2,500.00</b>
Proff Development/Travel	1,034.61	4,000.00
Employee Benefits	5,515.76	7,000.00
	-	
	154,839.46	
CEWS Canadian Emerg Wage Subsidy		-60,000.00
<b>TOTAL PAYROLL EXPENSE</b>	<b>167,218.30</b>	<b>302,948.00</b>

**OTHER EXPENSES**

Amortization Expense

13,695.00

13,695.00

**TOTAL OTHER EXPENSE**

13,695.00

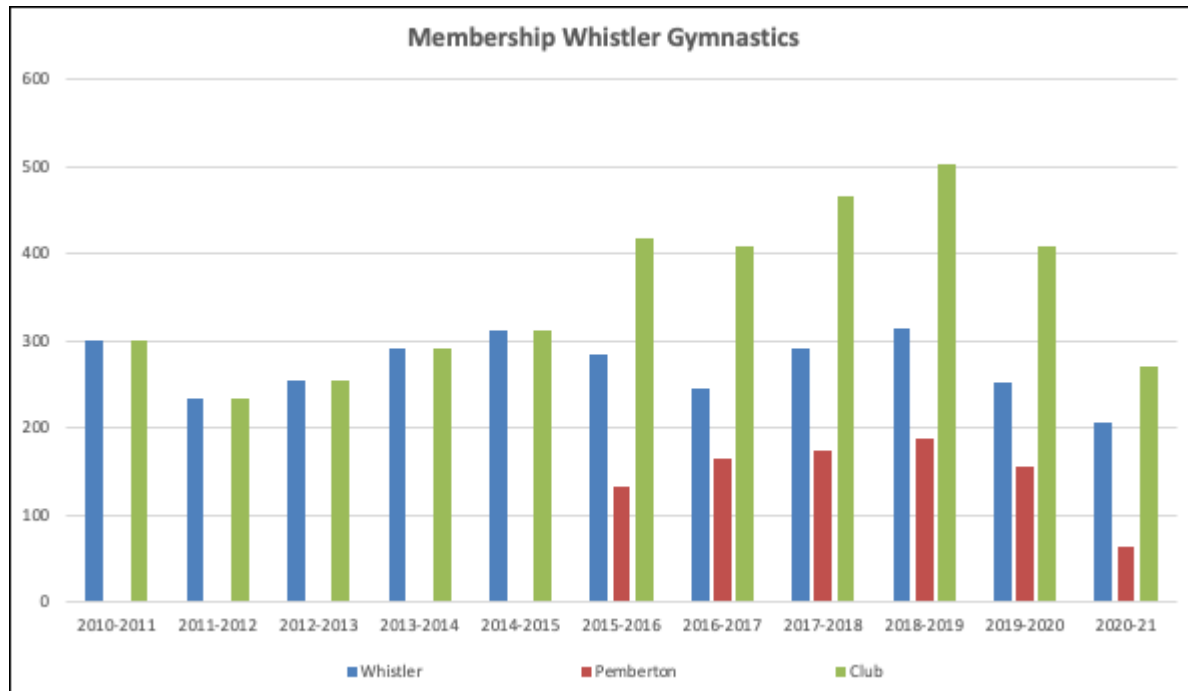
13,695.00

**TOTAL EXPENSE**273,647.1  
7460,810.5  
0**NET INCOME**

91,828.92

-3,634.50

## MEMBERSHIP REPORTS

**FALL 2020 WHISTLER 201 PEMBERTON 77**

**Covid Effect 2020-2021** – **Whistler 79%** (Whistler Rec 73% Whistler Comp 100%)  
 - **Pemberton 50%** (Pemberton Rec 41% Pemberton Comp 88%)

**2021-2022:**

Fall 2021 numbers for Oros; Total 325 -(88 AS, 150 GFA, 41 GFA TG, 32 Comp WAG, 14 Comp TG)

Oros Waitlist; Active start 81, Gymnastics for all 105 artistic 57 trampoline

Fall 2021 Numbers for Pemberton; Total 140-(52 AS, 36 GFA, GFA TG 21, Comp Wag 31)

Pemberton Waitlist; Active Start 13, Gymnastics for all 51

## PRESIDENT'S REPORT BY TAMI MITCHELL

By postponing our AGM till October for the second year in a row, I'm confident in saying on behalf of the board we are happy to share this report and feel good about the where the state of the club is at.

Big THANK- YOU to Catou and her team, Steve, Karin, Tanya, Cathy for keeping spirits high and providing quality gymnastics programming to the families in the sea to sky throughout the pandemic. It was so important to the staff and board to do everything in our power to keep the doors open so families felt safe attending gymnastics classes for both the physical and mental health of these athletes.

The current board is lucky to have had such great policies and procedures put in place by previous boards which was motivation to ensure our team set the club up for the future board members. Operating through COVID challenged us all to be more innovative and put better communication systems in place.

### **BOD Highlights:**

- Finalized a better financial reporting system to better track budget throughout the season.
- Policies and Procedures updated to keep up with min. wage increase, COVID HR policies and safe sport best practices and policy
- Recruiting and Hiring working committee was busy and successful to ensure all available management positions were filled.
- Build a strong relationship with the Gymnastics BC safety officer with Board insurance and club risk management policies
- Successful grant writing, gaming grant, Local Sport Relief Fund, Jumpstart, Community Foundation, RMOW's CEP, Canada's Summer student
- Kept up with the Federal and Provincial grants and subsidies.

Reflection on the board of director's goals for the past season.

- **Improved communication throughout the organization and community**
- **Ensure Program and Business excellence**
- **Maintain financial sustainability and program affordability.**
- **Guide and direct grant applications and fundraising efforts.**
- **Maintain strong community relationships.**
- **Encourage the growth and involvement of our volunteer base.**

### **THANK-YOU'S**

It's time we say goodbye to 3 board members.

**Jon Decaigny** joined our board two years ago and was a rock to the group when dealing with difficult conversations, brought great best practices to our working board and kept the group on track if and when the conversation went off track. Thank you for your time, insight and commitment to the board.

**Allyson Sutton** brought community connection to our group, always in the know of events like WB Foundations classic, for Whistler Gymnastics to be part of and give back to the community. Thank you for your commitment and time on the board.

It's an end of an era that we are saying goodbye to **Audra Williams** who has been part of the club for 15 plus years and on the board or committees or volunteers for the same amount of time. Audra brought a calming and reasonable explanations to the board and killer Creekbread and BBQ/ beer garden fundraisers. Thank you Audra! Audra, whose daughter in her final year of high school and who is still on the competitive team is leaving the board of directors after countless years. Audra was always there to backup Bonnie, who took on Fundraising and was the reason behind the club reaching its fundraising goals year after year. If you were around during the Whistler Summer Classic you witnessed the magic that happened in the volunteer / coach hospitality room. Thank you from the bottom of your hearts for all your time you put into the club.

## **OPERATIONAL REPORT BY CATOU TYLER, CLUB MANAGER**

### **In summary:**

This past year has been very eventful with many covid regulations and changes throughout the season. From the November/February closures and from 2m to 3m socially distance, changing gym schedules, shorten training times and canceled classes became 'normal' last year. Coaches worked hard on keeping a positive gym environment for all athletes and participants in the gym.

### **Highlights include:**

#### **Human Resources**

- The hire of Steve Shore, office coordinator. Steve has done very well at improving our online file management system, and will continue to upgrade the clubs operational systems to be easier to use and more time efficient.
- Lucy Stevens, new to the club, but not new to Gymnastics was the 2021 summer camp coordinator.
- Whistler Gymnastics received a Canada Youth Employment Grant which paid for some of summer staff salaries.
- This past season Oros had two program GFA coordinators, Tansy Powell who started the season needed to leave to go back to school at which time Adria Pitawanakwat stepped up. Adria will stay on as a coach for the next season at which time we started recruiting for a new GFA Head Coach.
- The hire of Leeann Irving as the Gymnastics For All (GFA) Head Coach for the 2021-2022 season is a win for the club as she has years of experience leading a team of physical education teachers and a gymnastics background

#### **Programming**

- The Pemberton Winter and Spring sessions with the covid regulations operated in a much smaller gym space, only permitted us to have 10 athletes in the gym at a time which was given to the more advanced recreational, interclub, athletes. There were very little GFA and Active Start Classes.
- Oros programs were running at only 2 groups in the gym with 16 participants.
- Oros held 9 weeks of summer camps with 141 participants!
- The Competitive programs continued regular training throughout the summer weeks for the first time.
- Oros registration doubled the Active Start Program, 41 last fall to 88 this Fall at Oros.
- Gymnastics Canada released a new Trampoline program called CanJump that Whistler Gymnastics is now using to program and evaluate the GFA Trampoline participants.
- Tanya Liquorish, head coach for Trampoline Gymnastics (GFA TG and CompTG) lead the competitive team through 3 virtual competitions. Ella Soane is the Gold Medalist of the Elite Canada Nationals for trampoline Level 5.
- Karin Jarratt, head coach for Artistic Gymnastics (WAG competitive) used the season for mostly skill development and had the team participate in a virtual competition.
- The management team is talking about sending a group to World Gymneastrada in Amsterdam 2023

#### **Training**

- A Pre Coach-it-training course (Pre CIT) was not able to run during this season due to COVID but is now scheduled for November 7<sup>th</sup>, 2021 as we received a grant to fund this program to have participants start on their coaching pathway.
- The Club hosted a Foundations TG course in June 2021. Foundations AG, Foundations Intro in October 2021.
- I, Catou, stayed on as a member of the GBC Gymnastics for All committee for another year.



### **Thank-you' s**

- Special Thanks to our Bookkeeper Claire Thornewaite for all her extra work this year with COVID refunds and being our leader with the Federal wage and rent subsidy benefits.
- Thank you to the management team, Steve, Karin and Tanaya who took extra time out of their regular job duties to meet and discuss COVID protocol changes and way's to keep the coaching staff moral up during this difficult time.
- Another Special thanks to Tami and the executive board members, Susie, Nadia and Sheila for all the hard volunteer work to support the operations of the Club.



	<b>Whistler Gymnastics</b>	
<b>Budget -</b>	<b>Budget Current year,</b>	
<b>Account</b>	<b>July 1, 2021- June 30,</b>	
<b>Number</b>	<b>Account Name</b>	<b>Total</b>
	<b>REVENUES:</b>	
4050	GBC Insurance/Admin Rev (Net)	15,000.00
4074	Comp & IC Meet Fees Rev (TG & AG)	40,000.00
4075	Comp Tramp Class Fees	49,450.00
4100	Comp Artistic Class Fees	66,960.00
4102	Interclub Class Fees	51,500.00
4105	GFA Tramp Class Fees	25,755.00
4106	GFA/Gymstr Artistic Class Fees	60,265.00
4115	Active Start Class Fees	36,055.00
4119	Winter/Spring Camp Revenue	2,000.00
4120	Summer Camp Revenue (W)	25,000.00
4133	Access Tramp/AG/rental	20,000.00
4140	Access School	1,000.00
4242	Pemberton GFA Artistic Class Fees	25,500
4244	Pemberton Active Start Class Fees	18,350
4245	Pemberton Winter/spring Camp Fees	8,000
4246	Pemberton Summer Camp Revenue	2,800
4247	Pemberton IntClb Meet Fees Collect	10,000
4248	Pemby InClb/Gymstr Class fees	34,665
4420	Choc Sales (Net)	1,500
4440	Poinsetta Sales(net)	1,000
4450	Gym Suit/ Merch Sales (net)	500
4455	Auction/Raffle - Fall OPS	2,000
4466	Volunteer Levy - Whistler	0.00
4467	Volunteer Levy - Pemberton	0.00
4472	Misc Fundraising	1,000
4481	Federal Payroll Grants	0.00
4483	Gaming Grant	42,700
4484	Muni Grants	5,500
4485	Via Sport Grant	3,500
4486	Grants - other	0.00
4490	Whistler Meet Revenue	30,000
4491	Less Whistler Meet Expense	-5,000
		575,000.00
	<b>EXPENSES:</b>	
5010	Gym Rental (net)	60,000.00
5011	CECRA/CERS Rent Subsidy	0.00
5015	Facility Maint Reserve Contribution	5,000.00
5020	Cleaning Expense	2,000.00

5021	COVID Supplies	0.00
5030	Small Equipment and Gym Supplies	2,000.00
5031	Cap Equip Reserve Fund Contribution	5,000.00
5032	Lge Equip. Purch (not from Reserve)	0.00
5035	Equipment Repairs/Installation	2,000.00
5036	Equipment/Liab Insurance	1,800.00
5038	InfoTechnology	5,500.00
5039	Office Equipment Expense	1,000.00
5040	Office Supplies & Misc	1,000.00
5041	Bank Charges (WH and Pemby)	20,000.00
5042	Postage/Freight	100.00
5044	Telephone/Internet	2,160.00
5070	Pemberton facility rental	18,000.00
5071	Pemberton Equipment purchase/repair	0.00
5075	Pemberton Office Supplies	100.00
5081	Free account	0.00
5115	Advertising & Promotions (W)	1,500.00
5118	CompTravel-Out of Prov Subsidy (ATS)	1,000.00
5119	Meet Entry Fees Expense (W)	16,500.00
5120	Meet Travel Expense (W)	5,000.00
5125	Uniforms (net)	0.00
5140	Awards/Certificates	500.00
5150	Comp Program Supplies	500.00
5151	GFA Program Supplies	350.00
5152	Active Start Program Supplies	150.00
5153	Summer Camp program supplies	500.00
5197	Volunteer/Coach Appreciation (W)	3,000.00
5198	CIT Honorariums (W)	2,000.00
5200	Pemberton Advertising & Promo	400.00
5201	Pemberton Interclub Meet Fees Expen	6,000.00
5202	Pemberton Meet Travel Expense	650.00
5203	Pemberton Interclub Uniforms (net)	0.00
5211	Pemberton Program Supplies	500.00
5223	Pemberton CIT Honorariums	1,000.00
5230	Special Events/Meetings Expense	500.00
5250	Coaches Uniforms	200.00
5260	Dues/Subscriptions	370.00
5265	Miscellaneous	0.00
5410	Coaching Wage	152,000.00
5411	Winter/Spring Camp Coaching Wage	2,000.00
5412	Summer Camp Coaching Wage	15,000.00
5413	Meet Coaching Wage - Comp	9,000.00
5415	Admin/Prog Wage (not incl contract)	143,000.00

5416	Guest/Lead/Trainer Coach Wage	500.00	
5419	CovidTrain/PD/Meeting Wage	500.00	
5420	Added Meet Coaching Wage	0.00	
5424	Summer Coordinator Wage	1,500.00	
5425	Cleaning Wage	3,000.00	
5431	Pemberton Coaching Expense	18,000.00	
5432	Pemberton Camp Coaching	0.00	
5433	Pemberton Meet coaching	1,350.00	
5436	Pemberton Cleaning Wage	500.00	
5440	EI Expense.	7,308.00	
5441	CPP Expense	15,066.00	
5442	WCB Expense	5,888.00	
5458	bookkeeping (Whistler)	6,300.00	
5461	Pemberton Bookkeeping	2,625.00	
5483	Proff Development/Travel	4,000.00	
5484	Housing Subsidy	0.00	
5485	Employee Benefits	8,000.00	
5486	CEWS Canadian Emerg Wage Subsidy	0.00	
5560		Amortization Expense	13,695.00
			575,512.00
	<b>Net</b>	<b>-512.00</b>	

**MINUTES OF  
ANNUAL GENERAL MEETING  
WEDNESDAY, OCTOBER 28, 2020  
6:30PM – 8PM**

MEETING BY ELECTRONIC PARTICIPATION VIA ZOOM  
ALL CLUB MEMBERS WILL RECEIVE ZOOM LINK AND PROTOCOL

WHISTLER GYMNASTICS MEMBERS ARE ENCOURAGED TO ATTEND

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**\*Reports posted on website [www.whistlergymnastics.com](http://www.whistlergymnastics.com) in AGM Annual Report**

**Welcome Members-Roll Call-Meeting Protocols, Declaration of Quorum 10**

**Chair-Pres-Tami Mitchell, Zoom host -Catou Tyler, Secretary -Susie Douglas**

**See document of virtual attendance for 2019/20 AGM**

**Approval of 2020 AGM Agenda- Motion to approve First Nadia, Second Jon**

**Approval of \* Minutes of AGM 2019 – Motion to approve first Jon, Second Catou**

**\*President's BOD Report – Tami Mitchell. See supporting document for presidents report 2010/20**

**\*Annual Financial Reports –Claire Thornwaite/Nadia – See supporting document for 2019/20 Notes to Financials.**

**\*Operational Report- Tami Mitchell/Catou Tyler – See supporting document 'AGM Operations report June 2019/20'**

**Discussion of AGM Motions**

**Motions to Affirm BOD resolutions.**

**Motion to affirm \*Financials year end 2019-20 including notes to explain due to Covid closure.**

**Motion to approve- first Sheila, Second Allyson, all in Favour.**

**Motion to affirm \*Organizational Structure 2020-21 to include the following management changes:**

Program Co-Ordinator/Head Coaches will not be employed for the summer term due to reduced programming.

Program Support Personal will act as coordinators until it is justified to employ as Head Coaches based on return of membership numbers and full duties.

Return of recreational trampoline duties to TG Coordinator/Head Coach.

Oros Facility Coordinator responsibilities and duties will be extended to include extra leadership needed for Covid Protocols and enhanced cleaning and daily operations coordination.

The position of Pemberton Coordinator will be reduced to an Operations Assistant.

The position of lead-hand Freestyle will be created to add program expertise to freestyle trampoline programs and person will be employed on a casual/hourly addition as needed basis.

**Motion to approve- First Susie, Second Jon, all in favour.**

**Motion to affirm minimal fee increases 2020-21 and adjusted procedural changes (designed to minimize financial impact to members) including: -**

**Program Fee base calculations and Competitive Meet calculations will remain similar to last year 2019-20 with the following exceptions: -**

Program Fees to be increased 5% due to mandatory minimum wage adjustments.  
Program Fee increases for CPI 2% will not be charged and just be absorbed by WG this year.  
All class will be charged for 15 minutes more per class to accommodate enhanced cleaning for Covid. For short classes this will be added on but for longer classes this will be a reduction to the activity time.  
Actual charges instead of estimated charges will be charged for online data registration as we now can calculate accurately within our new data registration system Uplifter.

**GBC/WG Membership Insurance** The annual GBC membership increases are minimal and have been adjusted into your member fees. However, the added one-year GBC insurance levy (5-30% depending on the program) will be not be charged and will be absorbed by WG for this year.

**WG Competitive/Interclub Membership Deadline** for returning members extended to Sept1 from Aug 1.

**Program Fee Payment Schedule for Competitive/Interclub** will be allowed to prepay monthly instead of seasonally starting Sept 1. Credit Cards are required to secure the payments.

**Refund policies**\*more defined to include refunding for Covid Quarantining and Covid Closures

**Motion to approve- First Allyson, Second Sheila, all in favour.**

**Motion to direct all fundraising efforts to the operational budget and disallow special fund-raising projects for this year.**

**Motion to approve- First Audra, Second Allyson, all in favour.**

**Motion to approve written update on \*Program Policies.**

**Motion to approve- First Wendy, Second Susie, all in favour.**

**Motion to approve changes to Employment Policies and Procedures**

Min Wage and scaled associated increases – On June 1 2020BC Min Wage increases This will be an overall average scale increase of 5 %.

Benefits and Allowance Non-Scale Pays to be increased to align with increased Minimum Wages Co-in-Charge \$2.50 Special Event/Meetings/Cleaning flat/Added travel supplement rate \$19.50

Employment Agreement Changes to adjust to Covid – shortened employment terms; defined health regulations; sick benefits to assist until during Covid quarantine and until gov't sick day pay coverage comes in.

**Motion to approve- First Sheila, Second Audra, all in favour.**

**Motion to approve \*Budget 20-21-** See supporting document.

**Motion to approve- First Allyson, Second Jon.**

**Information updates: Catou – See supporting documents.**

**\*WG Return to Sport Phase III Covid Protocols** and how it affects WG programs and schedules.

Points of interest: Cohorts allowed, No longer required to store screening records, responsible for own contact tracing.

New Artistic competitive stream program "Excel". For details talk to Karen or Catou

**Thank you to 2019/2020 Volunteers- Hodi's volunteer of the year award.**

**This year's award goes to Audra Williams.**

**Thank you to 2019/2020 Staff and coaches, Sheila Mozes Award, Coaching Service Awards**

**This year's Sheila Mozes Junior award goes to Kristy Johnson.**

**This year's Sheila Mozes senior award goes to Catou Tyler.**

**Election of Board of Directors** 5-9 board positions; Bonnie and Sheila retiring; Tami, Susie, Nadia, Dan, Jon, Alyson, Audra returning; nominations ahead to Susie [susied@susied@shaw.ca](mailto:susied@susied@shaw.ca) ;nominations from floor require motion/2<sup>nd</sup>. Vote required if more nominations than positions. Otherwise by acclamation.

**Wendy Miron volunteered to join the BOD, seconded by Susie Douglas.**

**Close of meeting at 7.25pm. Next BOD meeting scheduled for Zoom meeting November 17<sup>th</sup> at 6.30pm**

## **RECOGNITION 2020-2021**

### **BOD/VOLUNTEERS/EXECUTIVE COMMITTEE'S**

President – Tami Mitchel

Vice-President – Susie Douglas

Secretary – Susie Douglas

Treasurer– Nadia Demers, co treasurer -Wendy Miron

Inclusion Advocate – Audra Williams

Members-at-Large- Dan Wallman, Jon Decaigny, Wendy Miron

<b><u>HR</u></b>	<b><u>Budget &amp; Finance</u></b>	<b><u>Policy &amp; Procedure</u></b>	<b><u>Health &amp; Safety Committee</u></b>
Tami Mitchell	Nadia Demers	Sheila Mozes	Susie Douglas
Susie Douglas	Tami Mitchell	Tami Mitchell	Dan Wallman
Catou Tyler	Catou Tyler	Catou Tyler	Audra Williams
	Claire Thornwaite	Susie Douglas	Catou Tyler

<b><u>Comms/Promotions</u></b>	<b><u>Strategic Planning</u></b>	<b><u>Fundraising</u></b>	<b><u>Volunteer Recruitment</u></b>
Catou Tyler	All Board of Directors	All BOD members	All BOD members
Susie Douglas		Liaisons: Allyson Sutton Audra Williams	

### **MANAGEMENT TEAM**

Catou Tyler	Club Manager
Steve Shore	Administration Coordinator
Karin Jarratt	Head Coach Oros Competitive Artistic Gymnastics
Tanya Liquorish	Head Coach Oros Trampoline Gymnastics
Adria Pitawanakwat	Head Coach Oros Gymnastics for All
Cathy Bennis	Interclub Coordinator Pemberton
Lindsey Corey	Pemberton Program Coordinator
Claire Thornwaite	Financial Administrator

### **COACHING STAFF**

Catou Tyler, Steve Shore, Karin Jarratt, Tanya Liquorish, Adria Pitawanakwat, Cathy Bennis, Lindsey Corey, Kristy Johnson, Charlie Jarratt, Tilly Mealiff, Tanya DiValentino, Scott Mozes, Clare O'dea, Meaghan Smith

**Coaches in Training:** Bailey Boehm, Georgia Armstrong, Ella Soane

**Pre Coaches in Training:** Sofia Wright, Kayleigh Sarkany, Kayna Frame, Kirra Douglas, Molly Barton

### **EMPLOYEE SERVICE AWARDS - 5,10,15,20,25,30,35,40 YRS**

Previous recipients include:

25 years – 2017 Karen Jarratt

20 years -2018 Catou Tyler, Tami Mitchell

10 years -2017 Seija Halonen

### **GBC COACHING AWARD 2019**

Catou Tyler -GBC Recreational Coach of the Year

2020-21 Service Awards will be announced at the AGM

#### **MOZES AWARD - FOR THE LOVE OF GYMNASTICS**

This award goes to the person who displays an outstanding passion for gymnastics and is actively involved in many aspects of Whistler Gymnastics.

Previous recipients include Sarah O'Byrne, Caitlin MacConnachie, Anna Sproule, Emily Sargent, Charlie Jarratt, Katie Farge, and Gabby Flynn, Kristy Johnson, Catou Tyler

2020-21 Sheila Mozes Award will be announced at the AGM

#### **HODIE AWARD - FOR THE GIFT OF TIME**

This award goes to a person who goes above and beyond, generously volunteering their time to Whistler Gymnastics.

Previous recipients include Heather Rondeau (Hodie), Ann Robson, Dalcy Denduyf, Cindy Depatie, Susan Shrimpton, Stella Manuel, Jim Budge, Cole Shuker, Janalee Budge, Andy Flynn, Nancy McConnachie, Sandy Wentzel, Dave and Fiona Halliwell Jill Almond, Sonia Mahoney, Bonnie Juniper, Pattie Lindsay, Nadia Demers, Susie Douglas, and Sheila Mozes, Audra Williams.

2019-20 Hodie Award will be announced at the AGM