



Whistler Gymnastics Board Meeting

Minutes

DATE Oct 20 2022

TIME 6.30-8pm

Whistler Athletes Centre, Sechelt Room

Members Present: Susie, Tami, Ryan, Karina, Nicolette, Tanya,

Members absent: Wendy & Sally

6:30 – 6:35 **Approval of agenda.**

Tami Approves. Karina 2nd.

6:35 – 6:40 **Approval of last meeting minutes-** September 29 2022

Ryan approves. Tami 2nd.

6:40 – 7:00 **Financial Report**

Treasure Finance Committee update

- Q1 shows a significant shortfall in forecasted revenues (>\$30,000). Natalie will go back to Claire/ reflect on the numbers once more to be sure this is accurate.

Covid loan status

- Loan in good standing.
- We have the ability to draw 20,000 from that loan into revenue at any time in the future as long as the balance is paid back by Dec 31 2023.

Income and Balance Statement – More detailed review done at Nicolette's request.

Budget Updates

Review fall registration/comparative summary (Whistler & Pemberton)- Numbers are down slightly in some programs, up in others compared to this session last year. Waitlist numbers are lower than last fall session.

Additional Discussion

- Discussed allowances for staff appreciation – snacks, other items to help staff.
 - o Susie made a motion to provide 50\$ per month for staff to drink/snack supplies. Natalie second.
 - o Vote unanimous – 7 in favour.
- A review of balance sheet was done.
- Discussed vacation pay, whether our practices reflect best practices. Someone will reach out to Claire to clarify.
- Discussed that we still have several children on waitlists, however these numbers are down from last season.
- Natalie puts forward a motion to move funds from our savings account into a higher yielding GIC account, 5 in favor, 2 abstain.

Grants/ Fundraising-

Gaming Grant update

- No confirmation of funds yet but expecting to hear any day now. Hoping to receive \$37,000 again this year.

Poinsettia 1K replacement – not addressed.

Whistler Summer Classic lead – Fundraising group will meet with Tami for an information gathering session.

Follow up on appreciation for businesses that supported the Whistler Summer Classic last year. Ryan follow up with sponsors – confirmed.

Susie followed up on letter to the pique- This is posted on WG website.

7:00-7:30

HR Committee update-

Organisational structure missing roles, Staff changes

- Susie discussed how Catou is taking on a lot of tasks, largely because she is down 2 roles. (GFA manager in Whistler and coordinator in Pemberton). Concern that we need more help/ management efforts on site in Whistler and support for junior staff. Tuesdays currently has no senior coach on site.
- HR committee will meet with Catou and Steve to discuss how best to manage the staff shortage.

Contract for help implementing strategic plan & performance reviews

- Not Discussed.

Setting of 2022/23 Board Goals- Deferred to Next Meeting - Susie suggested reviewing these and discussing at next meeting.

1. Succession planning- Development of staff in coaching, admin, managerial positions and Board of Directors.
2. Consistent application of club policies through club operations.
3. Staff appreciation/recruitment/retention.
4. Consistent application of safe sport risk management strategies through club operations.
5. Self assessment of BOD goal achievement and performance.

Staff Appreciation plans- Budget allocation and plans

Current budget allows for \$3K in staff events. Ideally this will be allocated more funds in the next operating budget (June 2022)

7:30 – 7:50

Operation Report – See supporting documents.

Catou

Look over draft winter schedule/holiday program plans – No presented

Grant plan- Not presented

- Catou's operation report was reviewed line by line.
- Susie inquired about organizational structure gaps
 - o Catou – needs a manager/ supervisor for Whistler on Tuesdays.
 - o Whistler needs an additional manager (GFA head coach), Pemberton needs a coordinator missing from Organisational structure.
 - o Using FB to recruit as this has proven to be the most effective source in the past.

- Discussion around training in house and succession planning. Can we utilise this more?

7:50 – 8:00 Other business

Tanya TG comp coord Request- “It would be great to see funds allocated in the budget to send coaches to larger competitions such as Nationals, Elite Canada, and World Age Groups. We are the only club that asks athletes to cover all the costs. The other clubs are now stretched very thin with coaches and it is not no longer relevant to ask coaches from other clubs to coach our athletes. I have not been able to attend World Age Groups twice as well and missed Nationals this past year. Athletes are also less likely to attend these competitions that they have worked hard for because it is unmanageable financially. These competitions are great learning opportunities, allow for a broad discussion about this sport with other coaches and great place to make positive changes (shorter competitions, wearing tights...). I would like to ask we review this.”

- Susie will respond to Tanya to request more information. Any changes would be directed to the development of next year’s budget.

Directors & Officers Liability Insurance- Sally and Steve have been working on this and it should be in place once Steve returns.

Next Meeting date- Tuesday Nov 22 2022 6.30-8pm

Previous Board 2021-2022 Goals

- • 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.

Action Items

- Natalie will confirm at next meeting drop in Q1 revenues was accurate
- Natalie will initiate a new GIC account for club funds that generates higher interest rates
- Natalie will clarify our current vacation pay policies with Claire.
- Ryan will initiate more follow ups with past sponsors.
- Susie will respond to Coach Tanya as mentioned above.
- Susie suggested the entire team reflect on strategic plan and goals before next meeting.

- HR committee will meet with Catou and Steve to best determine how to accommodate for staffing deficiencies.
- Fundraising committee will meet with Tami for an information gathering session.
- Catou will work on finding a supervisor for Tuesdays in Whistler.
- Susie follow up with Steve on D & O insurance.