

# WHISTLER GYMNASTIC CLUB

## AGM 2019-20 Report



**Whistler Gymnastics BOD**  
**October 28, 2020**

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# NOTICE AND AGENDA OF ANNUAL GENERAL MEETING 2019-20

**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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## AGENDA:

**\*Reports posted on website [www.whistlerymastics.com](http://www.whistlerymastics.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
- 2) **Approval of 2020 AGM Agenda**
- 3) **Approval of \* Minutes of AGM 2019**
- 4) **\*President's BOD Report – Tami Mitchell**
- 5) **\*Annual Financial Reports –Claire Thornwaite**
- 6) **\*Operational Report- Tami Mitchell/Catou Tyler**
- 7) **Discussion of AGM Motions**
- 8) **Motions to Affirm BOD resolutions.**
  - **Motion to affirm \*Financials year end 2019-20** including notes to explain due to Covid closure.
  - **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 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 direct all fundraising efforts to the operational budget and disallow special fund-raising projects for this year.**
- **Motion to approve written update on \*Program Policies.**
- **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 \*Budget 20-21**

**9) Information updates:**

- **\*WG Return to Sport Phase III Covid Protocols** and how it affects WG programs and schedules
- New Artistic competitive stream program “Excel”. For details talk to Karen or Catou

**10) Thank you to 2019/2020 Volunteers- Hodi’s volunteer of the year award**

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

**12) 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.

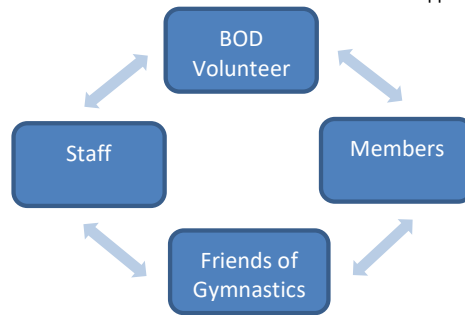
**13) Close of meeting**

**14) Executive Committee appointments** by new BOD executive at the end of this AGM mtg.



## Whistler Gymnastics Organizational Structure 2020-21

BOD approved draft - June 8, 2020 Updated Oct 13, 2020



### BOD and Volunteers

**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 President, \*Secretary, Treasurer, and Members-at-Large from: GFA, COMP and PEMBERTON  
**Volunteer Positions and \*Officers may include:-** \*Sport Advisor(s), \*Volunteer Coordinator, \*Funding Coordinator, \* Inclusion Advocate, \*Risk Management Advisor, \*Harassment Advisor, \*Health and Safety Advisor\*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 Committees: -Standing-\*** Executive Committee; **Special** – Hiring and Recruiting; Finance, Fundraising, Meet Hosting, Positive Work Environment, Facility, Health and Safety

### Management Staff

**Program and Personal Manager (PM) (Club Director (CD))**

Catou Tyler

**Business Manager (BM) (Business and HR adm)**

Teal Ready

**Financial Administrator (FA)**

Claire Thornwaite

**Oros Facility Coordinator (OC) (Facilities, Daily Ops, COVID Protocol)**

Karin Jarratt

**Pemberton Operations Assistant (Daily Ops)**

Lindsey Corey

Program Support staff (CO or HC) for Oros will all start in fall as CO. Positions will increase to HC status in January pending resumption of full responsibilities and club stability

**CO or HC OROS GFA AG/AS**

Tansy Powell

**CO or HC OROS TG GFA/COMP/INT**

Tanya Liquorish

**CO or HC OROS WAG COMP/INT**

Karin Jarratt

**CO PEM INT**

Cathy Benns

Lead Hand Freestyle-Steve Shore

### Coaching Staff

Certified Coaches

Trained Coaches

Coaches-in-Training (CIT)

Pre Coaches-in-Training (PRECIT)

Volunteer Assistants

### 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

# FINANCIAL REPORTS

## Finances 2019-20

Whistler Gymnastics Club  
Balance Sheet As at 06/30/2020

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### ASSET

<b>Current Assets</b>		
Gaming Account	39.58	
Visa/MC online to be deposited	1,614.60	
Facility Maint Reserve Acct.	14,055.24	
Capital Eqpmt Reserve Acct.	15,967.00	
Float	9.20	
NSCU	74,742.72	
<b>Total Cash</b>		106,428.34
Accounts Receivable	400.00	
<b>Total Receivable</b>		400.00
CEWS subsidy Receivable		6,105.76
<b>Total Current Assets</b>		112,934.10
<b>Capital Assets</b>		
Leasehold Improvements		15,197.31
Office Furniture & Equipment	4,308.95	
Audio Visual Equipment	13,194.95	
Gym Equipment	256,395.44	
Accum. Amort. -Furn. & Equip.	-123,255.00	
<b>Net - Furniture &amp; Equipment</b>		150,644.34
<b>Total Capital Assets</b>		165,841.65
<b>TOTAL ASSET</b>		278,775.75

### LIABILITY

<b>Current Liabilities</b>		
Accounts Payable		-13,390.99
Prepayments - Comp (AG and TG)	7,471.00	
Prepayments - GBC	350.00	
Prepayments for Summer Camps W...	7,962.00	
<b>Total Prepayments Received</b>		15,783.00
Vacation payable		237.09
EI Payable	462.96	
CPP Payable	1,197.06	
Federal Income Tax Payable	1,902.63	
<b>Total Receiver General</b>		3,562.65
CEBA Loan		40,000.00
<b>Total Current liabilities</b>		46,191.75
<b>TOTAL LIABILITY</b>		46,191.75

### EQUITY

<b>Capital Funds</b>		
Capital Eqpmt Reserve Fund		15,970.00
Facility Maint Reserve Fund		14,052.93
<b>Total Share Capital</b>		30,022.93
<b>Retained Earnings</b>		
Retained Earnings - Previous Years		243,853.14
Current Earnings		-41,292.10
<b>Total Retained Earnings</b>		202,561.04
<b>TOTAL EQUITY</b>		232,583.97
<b>LIABILITIES AND EQUITY</b>		278,775.72

#### Notes to Financials

**Gym Closure** -3.5 months Mar to June impacted financial net -\$41K

- All members received full refunds
- All casual and term staff were laid off.
- Only 2 full time managers & parttime bookkeeper continued employment
- Service and program costs cut to minimum. Pemberton lease cancelled.
- No maintenance or capitol reserves were set aside.
- Whistler Summer Classic was cancelled resulting in -\$26K loss to funding revenues
- 75% Gov't Subsidies received to supplement Wages CEWA and Oros Lease CECRA

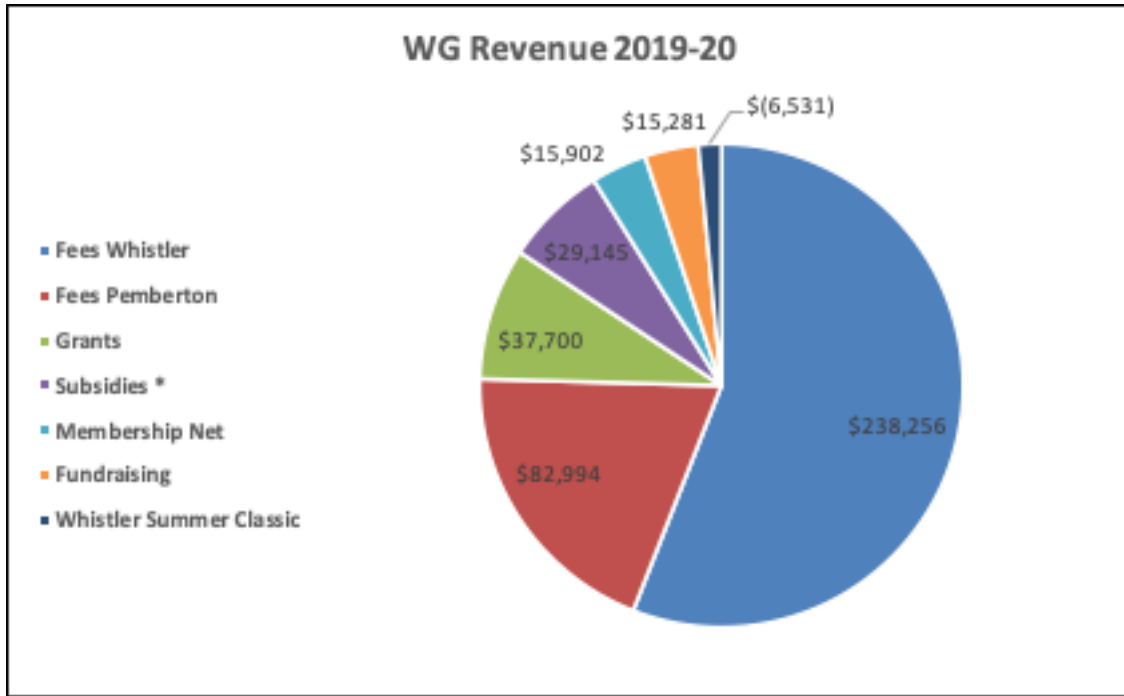
The negative impact was sustained by the previous existing retained earnings in our balance statements. We were able to maintain our existing maintenance and capital equipment reserves but did not add to them as annually planned.

We have taken on a CERBA \$40K loan which must be repaid by Dec 2021 as a cushion to sustain any further operational setbacks (10K may not have be repaid). Our intention is to not spend this loan and hold only as emergency backup.

Note: Amortization now appears on our Income and Balance statements.

**Whistler Gymnastics Club  
Comparative Income Statement**

	<b>Actual 07/01/2019 to 06/30/2020</b>	<b>Budget 07/01/2019 to 06/30/2020</b>
<b>REVENUE</b>		
<b>FEES INCOME</b>		
GBC Insurance/Admin Rev (Net)	15,902.71	20,000.00
Added Meet Rev/Exp Net (TG AG)	4,405.30	0.00
Comp & IC Meet Fees Rev (TG & AG)	8,008.71	43,000.00
Comp Tramp Class Fees	19,247.82	58,000.00
Comp Artistic Class Fees	39,675.12	51,000.00
Interclub Class Fees	32,414.79	69,000.00
GFA Tramp Class Fees	15,262.68	15,500.00
GFA/Gymstr Artistic Class Fees	46,125.28	65,000.00
Active Start Class Fees	19,502.23	21,000.00
Winter/Spring Camp Revenue	1,355.50	10,000.00
Summer Camp Revenue (W)	38,900.48	38,900.00
Access Tramp/AG/rental	13,258.10	30,000.00
Access School	0.00	2,000.00
Access Party	100.00	0.00
<b>SUBTOTAL: WHISTLER FEES</b>	<b>238,256.01</b>	<b>403,400.00</b>
Pemberton GFA Artistic Class Fees	24,721.95	30,000.00
Pemberton Active Start Class Fees	12,491.45	25,000.00
Pemberton Summer Camp Revenue	2,338.00	2,338.00
Pemberton Int Club Meet Fees Collect	6,369.50	13,000.00
Pemby Int Club/Gymstr Class fees	37,098.55	58,500.00
Pemby Gymnaestrada (Prov) (NET)	-25.00	0.00
<b>SUBTOTAL: PEMBERTON FEES</b>	<b>82,994.45</b>	<b>128,838.00</b>
<b>TOTAL FEES INCOME</b>	<b>337,153.17</b>	<b>552,238.00</b>
<b>FUNDRAISING/GRANT REVENUE</b>		
Choc Sales (Net)	236.34	0.00
Bulbs (net)	335.50	0.00
Gym Suit/ Merch Sales (net)	-779.14	2,000.00
Auction/Raffle - Fall OPS	0.00	2,000.00
Volunteer Levy - Whistler	10,544.38	10,800.00
Volunteer Levy - Pemberton	2,804.85	3,000.00
Misc Fundraising	2,139.21	1,000.00
<b>TOTAL FUNDRAISING</b>	<b>15,281.14</b>	<b>18,800.00</b>
Gaming Grant	37,700.00	37,700.00
Muni Grants	0.00	6,250.00
Grants - other	0.00	4,000.00
<b>TOTAL GRANTS</b>	<b>37,700.00</b>	<b>47,950.00</b>
Whistler Meet Revenue	0.00	30,000.00
Less Whistler Meet Expense	-6,531.55	-10,000.00
Net: Whistler Meet Revenue	-6,531.55	20,000.00
<b>TOTAL FUNDRAISING/GRANT REVENUE</b>	<b>46,449.59</b>	<b>86,750.00</b>
<b>TOTAL REVENUE</b>	<b>383,602.76</b>	<b>638,988.00</b>



**EXPENSE**

**FACILITY/OFFICE EXPENSE**

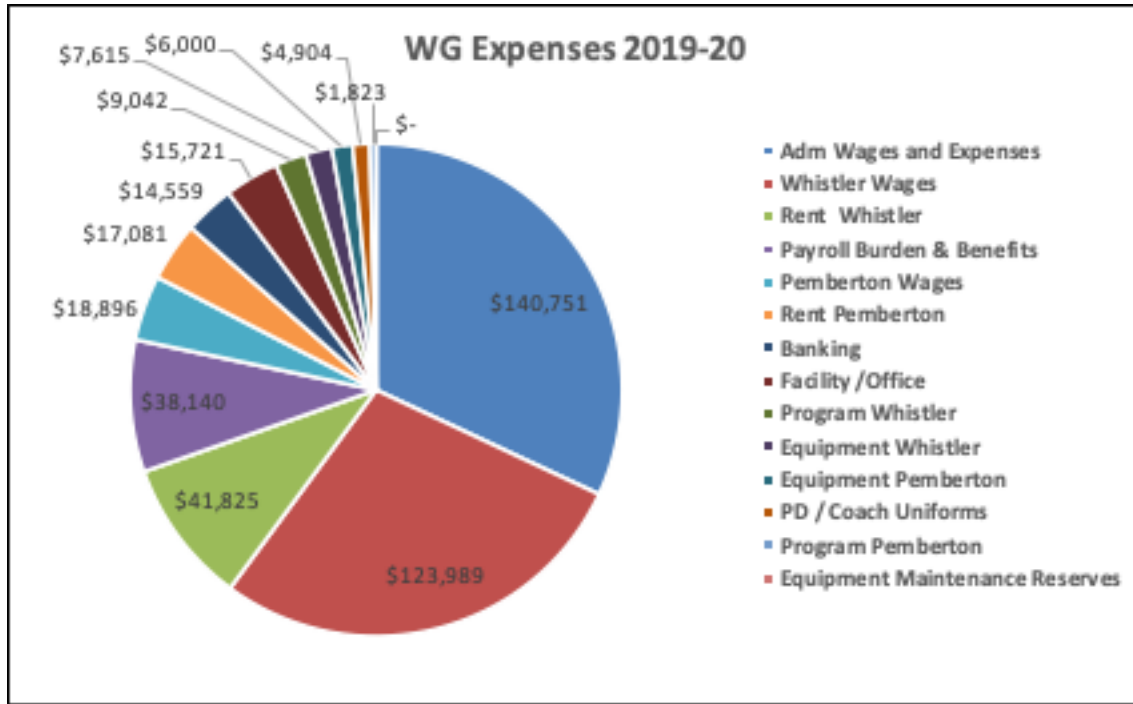
Gym Rental (net)	41,825.69	60,000.00	
CECRA Rent Subsidy	-10,828.13	0.00	
Facility Maint Reserve Contribution	0.00	5,000.00	
Cleaning Expense	706.77	1,000.00	
COVID Supplies	30.45	0.00	
Small Equipment and Gym Supplies	2,157.10	3,250.00	
Cap Equip Reserve Fund Contribution	0.00	5,000.00	
Large Equip. Purch (not from Reserve)	5,457.60	6,750.00	
Equipment Repairs/Installation	2,019.05	4,100.00	
Equipment/Liab Insurance	1,645.00	4,000.00	
Info Technology	4,702.47	5,000.00	
Office Equipment Expense	442.17	3,200.00	
Office Supplies & Misc	913.00	2,000.00	
Bank Charges (WH and Pemby)	14,558.83	25,000.00	
Postage/Freight	67.70	100.00	
Telephone/Internet	1,891.47	2,500.00	
<b>SUBTOTAL WHISTLER FACILITY EXP</b>	<b>65,589.17</b>	<b>126,900.00</b>	
Pemberton facility rental	17,081.90	25,000.00	
Pemberton Equipment purchase/repair	6,000.00	7,000.00	
Pemberton Office Supplies	0.00	50.00	
<b>SUBTOTAL PEMBERTON FACILITY EXP</b>	<b>23,081.90</b>	<b>32,050.00</b>	
<b>TOTAL FACILITY/OFFICE EXPENSE</b>	<b>88,671.07</b>	<b>158,950.00</b>	

**PROGRAM EXPENSE**

Advertising & Promotions (W)	333.90	1,200.00
Comp Travel-Out of Prov Subsidy (ATS)	0.00	2,500.00
Meet Entry Fees Expense (W)	4,999.50	24,000.00
Meet Travel Expense (W)	1,124.02	6,000.00
Uniforms (net)	-16.89	0.00
Awards/Certificates	400.98	500.00
Comp Program Supplies	176.68	400.00
GFA Program Supplies	321.03	310.00
Active Start Program Supplies	19.96	150.00
Volunteer/Coach Appreciation (W)	0.00	1,500.00



CIT Honorariums (W)	1,683.32		3,000.00	
SUBTOTAL WHISTLER PROGRAM EXP		9,042.50		39,560.00
Pemberton Advertising & Promo	287.97		650.00	
Pemberton Interclub Meet Fees	0.00		7,100.00	
Pemberton Meet Travel	134.00		900.00	
Pemberton Interclub Uniforms (net)	-280.23		0.00	
Pemberton Program Supplies	22.83		500.00	
Pemberton CIT Honorariums	1,658.48		1,500.00	
SUBTOTAL PEMBERTON PROGRAM EXP		1,823.05		10,650.00
Special Events/Meetings Expense		1,783.56		1,500.00
Coaches Uniforms		616.64		1,200.00
Dues/Subscriptions		315.00		500.00
Miscellaneous		1,173.70		0.00
<b>TOTAL PROGRAM EXPENSE</b>		<b>14,754.45</b>		<b>53,410.00</b>
<b>PAYROLL EXPENSE</b>				
Coaching Wage	104,222.04		165,000.00	
Winter/Spring Camp Coaching Wage	0.00		3,000.00	
Summer Camp Coaching Wage	13,485.64		13,485.00	
Meet Coaching Wage - Comp	2,702.08		9,000.00	
Admin/Prog Wage (not incl contract) (Note 1)	127,609.85		144,000.00	
Guest/Lead/Trainer Coach Wage	0.00		500.00	
Professional Dev/Meeting Wage	303.13		700.00	
Added Meet Coaching Wage	1,230.25		0.00	
Summer Coordinator Wage	1,491.00		0.00	
Cleaning Wage	1,950.00		3,000.00	
SUBTOTAL: WHISTLER WAGES		252,993.99		338,685.00
Pemberton Coaching Expense	18,614.29		25,000.00	
Pemberton Camp Coaching	27.75		2,000.00	
Pemberton Meet coaching	282.60		2,500.00	
Pemberton Cleaning Wage	0.00		500.00	
SUBTOTAL: PEMBERTON WAGES		18,924.64		30,000.00
EI Expense.	5,860.68		9,500.00	
CPP Expense	12,855.99		15,000.00	
WCB Expense	4,756.49		10,000.00	
TOTAL PAYROLL BURDEN		23,473.16		34,500.00
Tramp/Dance/Gym Subcontractor Wages	182.00		0.00	
Admin Wage (Tami Contract)	3,150.00		4,200.00	
Coaching (contract)	217.00		0.00	
Bookkeeping (Whistler)	6,000.00		6,000.00	
SUBTOTAL: WHISTLER CONTRACTORS		9,549.00		10,200.00
Bookkeeping (Pemberton)	2,500.00		2,500.00	
SUBTOTAL: PEMBERTON CONTRACTORS		2,500.00		2,500.00
Prof Development/Travel		3,984.24		7,000.00
Housing Subsidy		3,048.76		0.00
Employee Benefits		11,617.83		10,000.00
CEWS Canadian Emergency Wage Subsidy		-18,317.28		0.00
<b>TOTAL PAYROLL EXPENSE</b>		<b>307,774.34</b>		<b>432,885.00</b>
<b>OTHER EXPENSES</b>				
Amortization Expense		13,695.00		0.00
<b>TOTAL OTHER EXPENSE</b>		<b>13,695.00</b>		<b>0.00</b>
<b>TOTAL EXPENSE</b>		<b>424,894.86</b>		<b>645,245.00</b>
<b>NET INCOME</b>		<b>-41,292.10</b>		<b>-6,257.00</b>



**Budget 2020-21**

**Budget 07/01/2020 to  
06/30/2021**

**REVENUE**

**FEES INCOME**

GBC Insurance/Admin Rev (Net)		11,000.00
Comp & IC Meet Fees Rev (TG & AG)	29,000.00	
Comp Tramp Class Fees	36,000.00	
Comp Artistic Class Fees	74,000.00	
Interclub Class Fees	26,000.00	
GFA Tramp Class Fees	22,000.00	
GFA/Gymstr Artistic Class Fees	34,500.00	
Active Start Class Fees	38,800.00	
Summer Camp Revenue (W)	19,576.00	
Access Tramp/AG/rental	15,000.00	
<b>SUBTOTAL: WHISTLER FEES</b>		<b>294,876.00</b>
Pemberton GFA Artistic Class Fees	10,000.00	
Pemberton Active Start Class Fees	18,000.00	
Pemberton Int Club Meet Fees Collect	8,000.00	
Pemby Int Club/Gymstr Class fees	34,000.00	
<b>SUBTOTAL: PEMBERTON FEES</b>		<b>70,000.00</b>
<b>TOTAL FEES INCOME</b>		<b>375,876.00</b>
<b>FUNDRAISING/GRANT REVENUE</b>		
Choc Sales (Net)	1,000.00	
Poinsettia Sales(net)	1,000.00	
Gym Suit/ Merch Sales (net)	600.00	
Auction/Raffle - Fall OPS	5,000.00	
Volunteer Levy - Whistler	8,500.00	
Volunteer Levy - Pemberton	1,500.00	
Misc Fundraising	1,000.00	
<b>TOTAL FUNDRAISING</b>		<b>18,600.00</b>
Gaming Grant	42,700.00	
Muni Grants	5,500.00	
Via Sport Grant	3,500.00	
<b>TOTAL GRANTS</b>		<b>51,700.00</b>
Whistler Meet Revenue	15,000.00	

Less Whistler Meet Expense	-4,000.00	
Net: Whistler Meet Revenue		11,000.00
<b>TOTAL FUNDRAISING/GRANT REVENUE</b>		<u>81,300.00</u>
<b>TOTAL REVENUE</b>		<u>457,176.00</u>

**EXPENSE**

**FACILITY/OFFICE EXPENSE**

Gym Rental (net)	60,000.00	
CECRA Rent Subsidy	-14,437.50	
Facility Maint Reserve Contribution	5,000.00	
Cleaning Expense	2,000.00	
COVID Supplies	0.01	
Small Equipment and Gym Supplies	2,000.00	
Cap Equip Reserve Fund Contribution	5,000.00	
Equipment Repairs/Installation	2,000.00	
Equipment/Liab Insurance	1,800.00	
Info Technology	5,000.00	
Office Equipment Expense	1,000.00	
Office Supplies & Misc	1,000.00	
Bank Charges (WH and Pemby)	17,000.00	
Postage/Freight	100.00	
Telephone/Internet	2,500.00	
<b>SUBTOTAL WHISTLER FACILITY EXP</b>		<u>89,962.51</u>
Pemberton facility rental	15,000.00	
Pemberton Equipment purchase/repair	1,000.00	
Pemberton Office Supplies	50.00	
<b>SUBTOTAL PEMBERTON FACILITY EXP</b>		<u>16,050.00</u>
<b>TOTAL FACILITY/OFFICE EXPENSE</b>		<u>106,012.51</u>

**PROGRAM EXPENSE**

Advertising & Promotions (W)	750.00	
Meet Entry Fees Expense (W)	16,500.00	
Meet Travel Expense (W)	5,000.00	
Uniforms (net)	300.00	
Awards/Certificates	500.00	
Comp Program Supplies	400.00	
GFA Program Supplies	350.00	
Active Start Program Supplies	150.00	
Volunteer/Coach Appreciation (W)	3,000.00	
CIT Honorariums (W)	1,500.00	
<b>SUBTOTAL WHISTLER PROGRAM EXP</b>		<u>28,450.00</u>
Pemberton Advertising & Promo	400.00	
Pemberton Interclub Meet Fees	6,000.00	
Pemberton Meet Travel Expense	650.00	
Pemberton Interclub Uniforms (net)	300.00	
Pemberton Program Supplies	500.00	
Pemberton CIT Honorariums	1,000.00	
<b>SUBTOTAL PEMBERTON PROGRAM EXP</b>		<u>8,850.00</u>
Special Events/Meetings Expense		500.00
Dues/Subscriptions		355.00
<b>TOTAL PROGRAM EXPENSE</b>		<u>38,155.00</u>

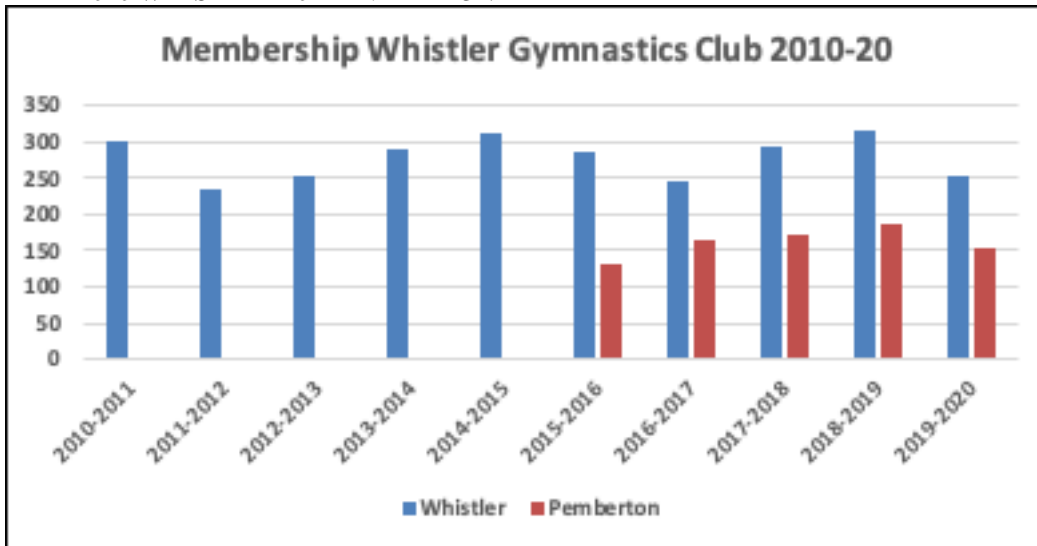
**PAYROLL EXPENSE**

Coaching Wage	130,000.00	
Winter/Spring Camp Coaching Wage	1,500.00	
Summer Camp Coaching Wage	11,708.00	
Meet Coaching Wage - Comp	7,500.00	
Admin/Prog Wage (not incl contract) (Note 1)	140,740.00	
Guest/Lead/Trainer Coach Wage	350.00	
Professional Dev/Meeting Wage	0.00	
Cleaning Wage	3,000.00	
<b>SUBTOTAL: WHISTLER WAGES</b>		<u>294,798.00</u>

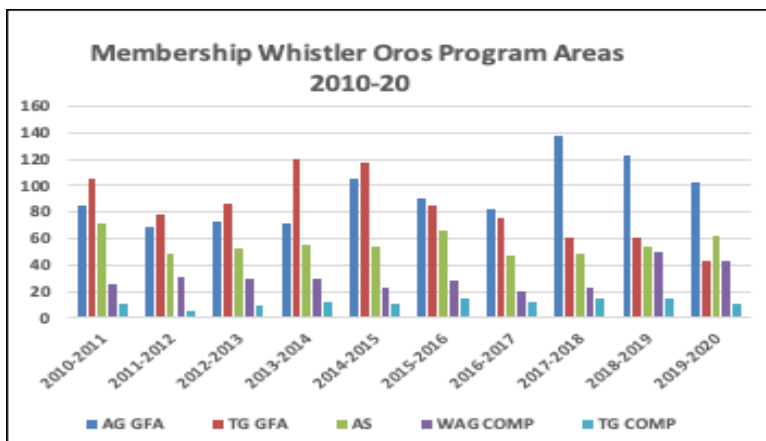
Pemberton Coaching Expense	18,000.00	
Pemberton Meet coaching	1,350.00	
Pemberton Cleaning Wage	500.00	
SUBTOTAL: PEMBERTON WAGES		19,850.00
EI Expense.	7,900.00	
CPP Expense	12,600.00	
WCB Expense	8,300.00	
TOTAL PAYROLL BURDEN		28,800.00
Bookkeeping Whistler	6,000.00	
SUBTOTAL: WHISTLER CONTRACTORS		6,000.00
Bookkeeping Pemberton	2,500.00	
SUBTOTAL: PEMBERTON CONTRACTORS		2,500.00
Prof Development/Travel		4,000.00
Employee Benefits		7,000.00
CEWS Canadian Emergency Wage Subsidy (Note 2)		-60,000.00
<b>TOTAL PAYROLL EXPENSE</b>		<b>302,948.00</b>
<b>OTHER EXPENSES</b>		
Amortization Expense		13,695.00
<b>TOTAL OTHER EXPENSE</b>		<b>13,695.00</b>
<b>TOTAL EXPENSE</b>		<b>460,810.51</b>
<b>NET INCOME</b>		<b>-3,634.51</b>
<i>Note 1: Admin/Prog Wage (not incl contract)</i>		
<i>Includes increase Oros Coor to HC Jan if full duties resume</i>		
<i>Note 2: CEWS Canadian Emergency Wage Subsidy</i>		
<i>Budget subject to further CRA info</i>		

# MEMBERSHIP REPORTS

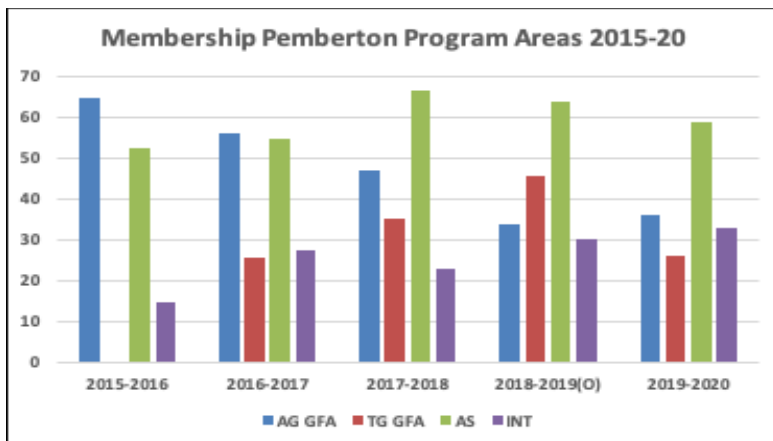
## FALL 2020 WHISTLER 201 PEMBERTON 77



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



FALL 2020 - GFA 66 / TG 42 / AS 41 / WAG COMP 38 / TG COMP 14 / TOTAL 201



FALL 2020 - GFA 21 / TG 0 / AS 27 / INT 29 / TOTAL 77

# PRESIDENT'S REPORT

PRESIDENT'S MESSAGE FOR AGM OCT. 28, 2020

By Tami Mitchell, President WG Board of Directors

I feel with COVID making the 2019 – 2020 season short, then the president's AGM message should be short as well. We postponed our annual AGM from June to October due to the closure and uncertainty of Covid. This has helped us to assess the impact and be in a much better position to report to you annually.

The season was not short for the executive and board of directors who worked with our senior managers Catou, Teal and Claire during the Covid closure, mid-Mar to June and during the summer restricted reopening to ensure that the members would have a safe and sustainable club to come back to, as soon as possible, and also to lessen, as much as possible, any financially impact on the members during these unpredictable times.

Due to strong leadership and financial responsibility in previous years, Whistler Gymnastics had strong structures, systems and a financial cushion to rely on and was not impacted by the pandemic as much as some other gymnastics clubs. I'm happy to report that the 'Biggest Little Gym Club in BC' is open and thriving even with the restrictions put in place for the safety of our members, staff and our community.

## BOD Highlights:

- Recruited a new board member with expert insight on board processes and finances. Thank you Jon
- Continued with monthly executive meetings held a week before board meetings to ensure meetings stayed on track and purposeful
- Appreciated staff and board members with an ugly sweater murder mystery holiday party
- Reviewed and completed policies that were on the back burner for a few years
- Continue to work on budget functionality for better assessments.
- Almost secured a permanent facility in Pemberton, unfortunately which is on pause at this time.
- Built up leadership within our organization to host in house certification courses

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

- **Ensure a safe and healthy gym and work environment.** Together a COVID-19 safety plan was written and approved, by Gymnastics BC, then put in place in time to offer a reduced summer program and an update phase 3 for fall programming. A solid and safe program schedule, allowed the coaches and athletes to fulfil the needs for activity, practice and training in a healthy and safe working environment.
- **Maintain the culture and quality of Whistler gymnastics.** We re-visited the program policy and were able to clarify it so that it was aligned with the club's strategic plan. Kept the necessary member services functioning during the closure by keeping employed our business manager, program manager and financial administrator.
- **Improve communication throughout the organization and community.** Built better awareness of the club through supervised social media. We gave a new look to our website and will continue to extend its use.
- **Ensure the policies and mandates of Whistler Gymnastics are being followed during governance and Operations.** Saw an improvement in implementation of policy into operation. We will continue to work towards populating all policies and procedures and getting them formatted into a user-friendly member document.
- **Ensure Program and Business excellence.** Customer care is a high priority and happy that we were able to provide refunds to all when the season ended early.
- **Maintain financial sustainability and program affordability.** Implemented the subsidy emergency help from the federal government with the wage, rent and cash flow subsidy to keep permanent staff working and to keep our 2020-21 fees affordable. Extended and introduced new systems to better monitor and analyze our finances and plan for a sustainable financial future.
- **Guide and direct grant applications and fundraising efforts.** Board was progressive with grants and fundraising opportunities. Unfortunately, our Whistler Summer Classic, our main fundraising event had to be cancelled and that severely impacted our revenues.
- **Maintain strong community relationships.** The club is well respected by the community sport partners. We will continue to rebuild our community programming, i.e. school field trips, as we build up the coaching staff.
- **Encourage the growth and involvement of our volunteer base.** Our volunteers are the heart of the club. Our few current volunteers go above and beyond their duties. We realize people are busy with volunteering for other organizations and we will continue to find creative ways to get our members active in the club.
- **Implement strategies and tasks to deliver our strategic plan.** We started the season off very strong by dividing up tasks for the board and management and were on track until the closure. This is not something we can focus on at this time, but will come back to it when we are comfortable with the new norm.

## THANK-YOU'S

It's with a heavy heart that I say goodbye to two board members.

I think I speak for everyone when I say, Sheila Mozes is officially the Gymnastics COVID Queen, spending endless hours of researching, roundtable discussion, webinars, policy writing, and directing government benefit programs. Sheila will always be there for the club with her strong leadership and excellent sound advice she will be missed at the monthly meetings.

Bonnie Juniper, 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. Bonnie 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 the 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



## AGM OPERATIONS REPORT JUNE 2019/2020

Catou Tyler, Program and Personnel Manager

Overall, an interesting year with a successful start and a crazy end. Fall and winter sessions ran well. The spring was closed due to Covid and all members refunded.

- New website was launched. Teal worked hard in order to provide a user-friendly site.
- The club switched their registration system to Uplifter, in the hopes of improved efficiency and reporting.
- World Gymnaestrada in Austria was attended 19 athletes, ages 11-19yrs, in July 2019. This was an amazing lifetime experience, led by Tami Mitchell and her team of chaperones.
- Summer camp 2019 ran well but had limited coaches as many were participating at the 2019 World Gymnaestrada Event in Europe.
- Whistler registration numbers averaged 261 for fall and 278 for Winter.
- There was a big change in insurance regulations for Trampoline programs that came into effect September 1, 2019. Due to the change we were unable to run our popular Active Start Exploration program (parent and tot drop in) Therefore, it took time into the winter until our Active Start class registration numbers started to increase as people saw the benefits to a structure class. This also caused us to cancel any other drop-in programs, birthday parties and reduced our booking capacity.
- We hired a new Summer Camp Coordinator and Gymnastics for All (GFA) Head Coach for the 2019-2020 season. Erin Joyce.
- Our head coach for Trampoline, Tanya Liquorish, had a baby. After many unsuccessful attempts to find/train a new head coach, we were able to share the tasks between myself, Steve Shore and Blake Mould who came to Whistler Gymnastics from Nanaimo.
- WAG competitive Head Coach, Karrin Jarratt, lead a successful program and was also hired back as Facility maintenance coordinator.
- Whistler Gymnastics participated in GBC 50<sup>th</sup> Anniversary by being part of the BC Lions half time show with other clubs from all over BC, Sept. 2019. Thank-you again to Tami.
- Pre coach-it-training course, Pre CIT, was delivered and there are now 8 up and coming females started on their coaching pathway.
- Successful grant applications – included the Gaming Grant and the CEP grant.
- Thanks to the Executive and Operations committee, Whistler Gymnastics was successful and survived during the COVID shutdown. Special Thanks to our Financial Administrator, Claire Thornwaite, for all her extra work this year with COVID refunds and being our leader with the Federal wage and rent subsidies.
- Gymnastics BC (GBC) and other organizations offered many great webinars over the shutdown for staff, executive and coaches who took advantage of the free professional development.
- I took advantage of the shutdown to work on club projects that were on the task list but unable to do during the busy season. Thanks to Sheila for help and guidance.
- WG was well-represented on GBC Committees, GBC Gymnastics for All committee-Catou. Trampoline Technical committee-Tanya, GBC Safety -Sheila Catou, GBC Reunion committee-Sheila & Tami
- Catou was a member of the Gymnastics Canada Can Gym revision group.
- Gabby Flynn, a former member of the Whistler Gymnastics, from the age of 3 in the Active Start program who trained right up to Grade 12 in the Competitive artistic and trampoline program and now training at Shasta, was chosen as part of the Canadian Trampoline team the World Junior Championships in Tokyo, which was postponed due to Covid.





# WHISTLER GYMNASTICS ANNUAL GENERAL MEETING

Tuesday, JUNE 11, 2019, 6PM –8PM

The Hub, Oros Whistler Gymnastics Centre

- 1) **Welcome:** BOD Members present Susie, Dan, Sheila, Sandy, Bonnie, Tami, Audra, Allyson. Membership present 31 see sign in form - Quorum 10 met

*Note \* indicate attached reports*

- 2) **Approval of 2019 AGM Agenda:** with Amendment- competitive and interclub registration will have 3 payment installment dates- September 01, December 01, March 01. Motion to approve the agenda: First Roger, Second Bonnie
- 3) **Approval of \* Minutes of AGM 2018** Motion to approve the 2018 AGM minutes: First Audra, Second Lorinda.
- 4) **\*President's BOD Report** – Sheila Mozes - See president's report - attachments
- 5) **\*Annual Financial Reports** –Claire Thornwaite -attachments
- 6) **\*Club Director's Operational Report-** Tami Mitchell.

This year the passionate involved BOD has worked hard to stay on top of the strategic plan. The organizational structure change of two years ago with club manager was divided back to Business Manager and Program Manager for this year which worked well.

The Head Coaches 's had some conflict over the year, but the BOD worked hard to facilitate changes and improvements for next year.

Funds were allocated into mentorship for competitive Head Coaches as part of succession planning. Thanks to Teal for starting in a busy time, she picked up everything fast and made a smooth transition. A new website is planned for over the summer.

There were lots of extra bookings of access groups which kept Teal and the gym very busy.

The return of the annual year end show was a very successful and great event. It is expected that this will continue again as part of our programming.

Everyone stepped up to help with staff shortages this year and we were still able to provide a variety of programs in a similar manner to all the big city clubs.

Athlete success see report.

The High school gym program returned back with a big group, which we haven't seen in the past few years. They trained all year and it has been great to see high school age kids back in the gym. We are a small club performing like a big club.

We are Still in search of a permanent facility for Pemberton programs.

There will be a banner wall shuffle this summer so we can add more.

- 7) **Discussion of AGM Motions**

- 8) **Motions to ratify BOD recommendations**

- **Motion to approve \*financials year-to-date May 24, 2019.** With letter explaining projections to June 30. 1-5K positive range at year end, which is good considering some big expenses that came up this year. Motion to approve: First Bonnie Second Sandy. None opposed.
- **Motion to approve \*Organizational Structure 2019-20** to include the following management changes:
  - Transition of Club Director duties to Program and Business Managers by October
  - Addition of Pemberton Coordinator-part-time term position



- Addition of Competitive Trampoline Head Coach position
- Shift of recreational trampoline duties to GFA Head Coach
- **Motion to approve: First Lorinda, Second Joan. No opposed.**
- **Motion to approve fee increases 2019-20 and procedural changes including:**
  - **GBC Membership Insurance** rate increase by approximately \$15 TBD-this increase will be passed on to our membership – just awaiting exact pricing from GBC.
  - **WG Competitive/Interclub Membership Deadline** for returning members extended from June 31 to July 31. The Late fee for this will be increased from \$25 -\$100 to encourage adherence to this deadline. Late fee to be enforced strictly. Does not apply to new members or members we are moving up in the fall season.
  - **Program Fees to be increased 10%** due to CPI and minimum wage adjustments
  - **Competitive Meet Fees** (Included in Program Fees) are not affected by this 10% increase and will continue to be based on the past year actuals. For 2019-20 they will be
    - Oros TG COMP \$280 x 3 meets=\$840
    - Oros TG Interclub/Develop =none included, TBD based on program development. If there are to be meets, they will be an added billing
    - Oros AG COMP JO \$180 x 4 meets= \$720
    - Oros AG Interclub \$115 x 4 meets (one of which is Prov Gymn) =\$460
    - Pemberton Interclub \$115 x 3 meets (one of which is Prov Gymn) =\$345
    - Pemberton Interclub (2 hr. program) \$115 x 2 meets (one of which is Prov Gymn) =\$230
  - **Program Fee Payment Schedule for Competitive/Interclub** will be one full or 3 payments option per year. Sept 1(or by first class), Dec 15, Mar 15. Credit Cards are required to secure 3 payment options. \*Amendment\_ This will in fact be changed to the 1<sup>st</sup> of Sep, Dec, Mar.

**Motion to approve: First John, Second Vicki. None opposed.**

- **Motion to approve \*Fund Raising Policy changes to include both operational and approved special project fundraising with following amendments:**
  - to limit operational fundraising to 2 major annual projects/events to meet targeted budgets. Currently #1 Project TBD and 2ndly Whistler Summer Classic the end of June.
  - to give 10% of special project fundraising to operational fundraising
  - to remove special project Athlete Travel Fundraising fund management and distribution procedures and replace with simple direction to refund by dividing the funding raised to the benefit of the entire team and not related to the individual's participation in raising the funds

**Motion to approve: First Bonnie, Second Roger. None opposed.**

- **Motion to approve implementation of a \*WG Hosting Policy. Information- not a motion as we will develop this and bring it to our members in the fall. Max will be 2 per year.**
- **Motion to approve changes to Financial Policies and Procedures**
  - Strict Enforcement of payment policies will be enforced to reduce collection on outstanding accounts. Communications must be clear on all registration and billing information.
  - Athletes will not be allowed to participate until required payments are made.
  - Use of Stored Credit Cards. Competitive/Interclub registration will require storage of a current credit card within our data base system for payment of registration fees and installments and payment of added billing. Added billing will be given a 2 week notice of billing by email and then charged. Registration fees will be charged as per date of registration or installment payment date as per registration payment form. No additional notice is required.
  - A direct deposit banking system will be used to pay all staff salaries, PRECIT Honorariums, and where policy expensed transactions.
  - Charging Fee for Added Services to the specified Users
    - Added billings will be charged a flat WG administrative fee of \$10 per event requiring added billing (meets, events) Credit Cards are required to assure Billings for Added Meets/Events.
    - Competitive Coach Uniforms-a flat fee will be included in the price of each athlete track suit to offset the cost of the competitive coaches' track suits. For 2019-20 the flat fee will be \$30.

**Discussion regarding clarification and other options.**

**Amendment by Roger:** Put forward a motion to add \$10 to every competitive athlete per year for coaches' new uniform fund. Motion to approve: First Audra and Second Teal. None opposed.

**Motion to approve Changes to financial policies and procedures:** First Roger, Second Joan. None opposed.

- **Motion to approve changes to Employment Policies and Procedures**
  - Min Wage and scaled associated increases – On June 1 2019 BC Min Wage increases \$12.65 to \$13.85. WG 2019-20 wages scale increments will be adjust to reflect the effect of the minimum wage increases over the last 3 years. This will be an overall average scale increase of 7.7%.
  - Benefits and Allowance Sheet
    - Non-Scale Pays to be increased to align with increased Minimum Wages and scales over last 3 years. Gym Attendant, Guest Coach/Instructor –scale to \$27.50; Special event/meeting. Coaching Travel Time Supplement-scale to \$18.50; Added Adm 18.50; Coach-in-Charge added \$2.25
    - Meet Coaching Wage– a system will be implemented to combine prior and current trial systems to better satisfy all.....Base for first session \$70(to include some travel time) plus regular salary rate for all podium time to max daily of \$300)
    - Travel Benefit-additional 1 hr allowance for coaches required to coach in 2nd facility to their base
    - Extended Med only available 50% payment option only available to Active Employees(not those on leave)-motion for AGM as approved by BOD Oct 2018

Motion to approve: John and Teal. None opposed.

- **Motion to approve \*Program Changes due to changing GBC Insurance policies relating to trampoline insurance issues.** These are mandated changes in order to be insured. Motion to approve: First Roger, Second Bonnie. None opposed.
- **Motion to approve \*Draft fall program schedule** with a final version out on July 1. Information only. Questions- 1) What is 'Tumbling MT'? 2) Have we added a Precompetitive TG Program. Does interclub trampoline/ bounce program cover this need?
- **Motion to approve BOD proposed \*Draft Budget 2019-20** with review and final adjustments after Gaming Grant decisions at fall club meeting in October. Motion to approve: First Sandy, Second Bonnie. None opposed.
- **Motion to give BOD Executive and Club Director** with assistance from the management team, the decision making rights for Whistler Gymnastics Operations during summer BOD break in July and August Motion to approve : First Teal, second Vicki. none opposed.

9) **\*Calendar for summer 2019**

10) Rikka Tindle- Ella Sloan

11) Thank you to 2018/2019 Volunteers- Hodi's volunteer of the year award- Sheila Moses

12) Thank you to 2018/2019 Staff and coaches, Sheila Mozes Award – Gabby Flynn

13) Thank you to Tami for 20 years with Whistler Gymnastics!

15) **Election of Board of Directors** 5-9 board positions; 5-6 names to stand for return to BOD; new nominations; election; and Executive Committee appointments by new BOD at the end of this AGM mtg. Sandy will be stepping down. Motion to elect new member John Decaigny and to re-elect Susie, Audra, Allyson, Bonnie, Sheila, Dan- Motion to approve nominations\* First Roger, Second Joan. None opposed.

16) **Confirmation of Next Meetings: WG BOD Sept 24, 2019, WG BOD Club Mtg Oct 22, 2019**

14) **Close of meeting 8pm**

# RECOGNITION 2019-20

## THANK YOU

### BOD/VOLUNTEERS

President –Tami Mitchell (Oct – June)  
Past President – Sheila Mozes  
Secretary –Susie Douglas  
Treasurer–Nadia Demers  
Fundraising Liaison – Bonnie Juniper  
Inclusion Advocate – Audra Williams  
Other Members-at-Large- Allyson Sutton, Daniel Wallman, Jonathan Decaigny

*Non-voting management liaison-Program Manager-Catou Tyler, Business Manager-Teal Ready*

#### Executive Committee & other Executive Officers

Club Managers –Catou Tyler, Teal Ready  
Risk Management Advisor-Sheila Mozes  
Sport Advisor-Tami Mitchell, Sheila Mozes  
Harassment Advisor(s)-Sheila Mozes, Catou Tyler  
Policy and Procedure Advisor – Sheila Mozes  
Fundraising Liaison – Bonnie Juniper  
Inclusion Advocate – Audra Williams  
Summer Classic Hosting Director –Tami Mitchell  
Volunteer Coordinator-

### MANAGEMENT TEAM

Catou Tyler	Program and Personnel Manager
Teal Ready	Business Manager
Karin Jarratt	Head Coach Oros Women's Artistic
Tanya Liquorish (mat leave Jan-June)	Head Coach Oros Competitive Trampoline
Erin Joyce	Head Coach Oros Gymnastics for All
Cathy Benns	Interclub Coordinator Pemberton/C
Lindsey Corey	Pemberton Program Coordinator
Claire Thornwaite	Financial Administrator

### COACHING STAFF

Kristy Johnson, Corley McElwain, Charlie Jarratt, Tami Mitchell, Steve Shore, Katie Farge, Jett Williams, Sydnee Sutton, Tilly Mealiff, Julie Gotell, Blake Mould, Cathy Benns, Lindsey Corey, Leeloo Forest, Avya Speirings, Kalissa Lolos, Tanya DiValentino Tessa Juniper, Catou Tyler  
Coaches in Training – Bailey Boehm, Sofia Wright, Amelia Daviault, Charlie Craig, Kayleigh Sarkany, Kayne 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

2019-20 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.

2019-20 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 MacConnachie, Sandy Wentzel, Dave and Fiona Halliwell Jill Almond, Sonia Mahoney, Bonnie Juniper, Pattie Lindsay, Nadia Demers, Susie Douglas, and Sheila Mozes.

2019-20 Hodie Award will be announced at the AGM

## **GBC COACHING AWARD 2019**

Catou Tyler -GBC Recreational Coach of the Year

## **ADDED REFERENCES**

WG COVID RETURN TO SPORT PLAN -PHASE 3

PROGRAM POLICY

REFUND POLICY – See Registration Information