



**Whistler Gymnastics Club
Board Meeting Minutes
December 15, 2020, 6:30 – 8:00pm
Zoom meeting**

- Members present:** Tami, Catou, Susie, Jon, Dan, Audra, Wendy
Regrets: Nadia
6:30 – 6:35 **Approval of agenda-** First Tami, Second Jon
Tami
6:35 – 6:40 **Approval of last meeting minutes-** November 24, 2020
First Tami, Second Jon
Tami
6:40 – 7:00 **Strategic Planning**
Tami/Susie **BOD Terms of reference document** feedback, questions- It was suggested that year to year changes in personal to be noted in minutes rather than updating this document constantly. Standing committee review for board members involved- see below:

Executive committee

President – Tami Mitchell
Past/Vice/Co-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

HR Committee

Tami Mitchell
Susie Douglas
Catou Tyler

Budget & Finance Committee

Nadia Demers
Tami Mitchell
Catou Tyler
Claire Thornwaite

Policy & Procedure Committee

Tami Mitchell
Sheila Mozes
Catou Tyler
Susie Douglas

Health & Safety Committee

Tami Mitchell
Catou Tyler
Audra Williams
Susie Douglas
Dan Wallman

Communication/Promotions Committee

Catou Tyler
Susie Douglas

Strategic Planning Committee

All Board of Directors

Volunteer Recruitment Committee

All Board of Directors

Fundraising Committee

All Board of Directors

Fundraising Liaison – Allyson Sutton, Audra Williams

2020 – 21 BOD Goals, Prioritize tasks set deadline. BOD reviewed the goals and picked some tasks to work on prior to fiscal year end. See below:

Goal #1 Maintain financial sustainability and program affordability including while giving direction towards grant applications and fundraising efforts. [SEP]

Finance committee to review past 10 years statistics and assist in projecting the next 3 years financial burden.

Review and Update the Grant Planning Document.

Goal #2 Develop a new creative and innovative way to encourage the growth of our volunteer base. Communicate that volunteers are the heart of the club. [SEP]

Revitalize volunteering as ‘parent participation program’ and with designated tasks to recruit and motivate. Define the needs regarding time or task commitment better. Include parent participation requirements in competitive program parent handbook.

Goal #3 Ensure the current policies and mandates are appropriate and applicable to today’s processes and communicate them to staff in a meaningful way

HR Committee to review Performance review policy.

Review of documents being used in draft form.

Goal #4 Continue to improve communication internally and externally as well as communicating the clubs successes. [SEP]

Increase use of social media and video content instead of newsletters and emails.

Grant Timelines- Local Sport Relief Fund- processing, Coaches BC Legacy Fund- to be confirmed

7:00 – 7:20

Susie and Tami

HR Committee Update

Organizational Structure update for remainder of the 2020 – 21 season

Steve Shore becomes Business administrator (BA), replaces Teal Ready (BM). Steve continues as trampoline coach also.

Catou Tyler become Club Manager (CM), slight shift in duties to include some extra business manager duties. Reduced coaching hours.

7:20 – 7:30

Nadia/Wendy

Financial Update- See supporting documents

Income statement for Nov. 2020 compared to Nov. 2019

Poinsettia's Arrived and Deliver Dec. 2

Purdy's Arrived Early, ready for pick up or delivery

7:30 – 7:45

Catou

Operational Report Summary- See Operations report Dec 15 2020

Fall Class refund- process and amount

Winter Registration update- [Winter gym schedule was approved by BOD.](#)

[Priority access to the winter schedule for athletes currently enrolled in fall schedule \(for 48 hours if this is possible in uplifter system\) approved by BOD.](#)

COVID-19 programming update- Priority

Holiday Training- make up class for Oros / Pemberton-

Holiday Coaches, Staff and BOD appreciation

8.13pm

Next Board Meeting January 26, 2021

HAPPY HOLIDAY'S AND NEW YEAR!

Meeting Adjourned!