



# ANNUAL GENERAL MEETING MINUTES 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.whistlerymnastics.com](http://www.whistlerymnastics.com) in AGM Annual Report**

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

**Members present-** Tami, Susie, Nadia, Catou, Sheila, Karin, Audra, Dan, Jon, Allyson, Carri, Ryan, Karina, Norma, Maria.

**Members absent-** Wendy Miron.

Quorum requirement is met, 13 voting members present , 2 staff members.

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

#### **2) Approval of 2021 AGM Agenda- Motion to approve: First Susie, Second Dan.**

#### **3) Approval of \* Minutes of AGM 2020- Motion to approve: First Allyson, Second Audra.**

#### **4) \*President's BOD Report – Tami Mitchell**

#### **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!

5) **\*Annual Financial Reports –Claire Thornwaite / Nadia- See supporting documents.**

## 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) 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 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. \$100K
    - 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 on 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 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**

## 6) \*Operational Report- Catou Tyler

### 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 Gymnastrada 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.

### 7) Motions to Affirm BOD resolutions.

- **Motion to affirm \*Financials year end 2020-21** See supporting document.  
**Motion passed with 11 Votes, 2 abstain.**
- **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 passed with 12 Votes, 1 abstain.**
- **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 passed with 12 Votes. 1 Abstain.**

**Notes from Zoom chat:** "I sent an email in September about fees because competitive trampolines did have an increase compared to last year and I still haven't received the answer. I don't feel I can vote in favor as I don't have the information. Steve mentioned that summer practices were built in the fees this season and this could be the reason of the increase in fees so I want to know when this was decided. Please enter in the board notes that I am abstaining from voting for this reason" (Norma)

*Explanatory note- During the 2020/21 season the BOD voted to include summer training in competitive year round programming. All base rate training fees remain the same, however the summer training fee is now included in the full year programming fee. This is an apparent increase only and applies solely to competitive Trampoline and Gymnastics programs.*

- **Motion to revamp Volunteer Program** to include the points of note:
  - Name changes to 'Parent Participation Program' and promotion as such.
  - Volunteer levy will continue to be included in the fee charges. This levy will offset the operational cost of credits or payment.
  - 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...See details in attachment Parent Participation Program.

**Motion passed with 10 votes, 3 abstain.**

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

**Motion passed with 8 votes, 3 votes against, 2 abstain.**

**Notes from Zoom chat:** "I feel we should be open to specific fundraising opportunities as certain events or needs can come up throughout the year that may need additional fundraising efforts. I do still feel that a percentage of all fundraising efforts should still go to general operational budgets" (Audra)

- **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 passed with 10 votes, 3 abstain.**

- **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 passed with 10 votes, 3 abstain.*
- **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 passed with 10 votes, 3 abstain.*
- **Motion to continue the pursuit of a permanent facility for our Pemberton gymnastic operations.**  
*Motion passed with 10 votes. 3 abstain.*  
*Notes from Zoom chat: "I am abstaining on this because I fully support the Pemberton facility I am still concerned about the financial viability with a long term lease" (Dan)*
- **Motion to approve \*Operating Budget 2021-22**- See supporting document.  
*Motion passed with 9 votes, 1 vote against, 3 abstain.*
- **Motion to approve \*Capital Budget 2021-22** - See supporting document  
*This is to be tabled to the next board meeting.*
- **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@whistlerymnastics.com](mailto:info@whistlerymnastics.com) and information shared on our website [www.whistlerymnastics.com](http://www.whistlerymnastics.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 *\*Amendment- This is for JO level 6 and up, Level 3 Trampoline up.*  
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.

**8) Thank you to 2021 Volunteers- Hodi's volunteer of the year award- For the gift of time.**

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

This year the BOD unanimously voted to recognize Tami for her enormous amount of volunteer time and dedication to the club. Thanks Tami!

9) Thank you to 2021 Staff and coaches- Congratulations to Karin Jarrat for her 30 year anniversary (May 2021) with Whistler Gymnastics Club. A huge thank you for your dedication and commitment to the club and all the athletes over the years, you have made a huge impact on many peoples lives though your coaching.

10) Sheila Mozes “For The Love of Gymnastics Award” – This year the award goes to Cathy Benns.

11) *Rikka Tindal award- Awarded to Max Oughtred.*

12) **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 to date:*

Returning: -Tami Mitchell, Susie Douglas, Nadia Demers, Dan Roth-Wallman, Wendy Miron

New: - Ryan Oughtred (present at AGM - accepted nomination), Natalie Percival, (Absent from AGM but accepted through email), Sally Whitehead (Not present at AGM- we await nomination acceptance) , Kelti Holdsworth (Not present at AGM- we await nomination acceptance)

Close AGM meeting 7.44pm

13) **Next BOD Meeting** – *Set for Nov 22 6.45-8.15 pm*

**From:** Natalie Percival <[natpercival@yahoo.ca](mailto:natpercival@yahoo.ca)>  
**Sent:** September 20, 2021 11:23 AM  
**To:** info [whistlerymnastics.com](mailto:info@whistlerymnastics.com) <[info@whistlerymnastics.com](mailto:info@whistlerymnastics.com)>  
**Subject:** Re: Message from Board of Directors

Hi Tami,

I would be interested in volunteering for the board. I have a background in accounting/finance and administration so Treasurer would be a good fit.

Please let me know if I can be of help

Kindly,

Natalie Percival  
604-351-3287

On Tuesday, September 14, 2021, 01:33:53 p.m. PDT, Whistler Gymnastics <[no-reply@whistlerymnastics.uplifterinc.com](mailto:no-reply@whistlerymnastics.uplifterinc.com)> wrote:



