

MINUTES OF MEETING OF THE BOARD OF DIRECTORS  
GYMNASTICS ENERGY  
JANUARY 13TH 2021

Location: VIA ZOOM: [89919283680](https://us02zoom.us/j/89919283680)

**Attendance:** Erin, Allison, Holly (until 8:30pm), Justine, Dave, Dianne, Tara, Stacey

**OLD BUSINESS:**

**December Minutes**

The minutes for December were circulated via email subsequent to this meeting.

*Erin made the motion via email to approve the December open and closed minutes. Dianne seconded the motion. The minutes were approved by electronic vote.*

**Member Complaint Policy**

This item was moved to February as Erin was not able to complete the task of adapting Gymnastics Ontario's policy with our feedback from the discussion in December.

**List of Revenue Ideas**

Holly to look into new Fund (targets cash flow in Non Profits in Ontario) - RRRF

Look into Ontario small business grant launching asap

Target seniors who could use the gym during daytime

Referral program discount to gain more registrations

Try to target fitness component for companies that do company retreats or meetings in the area

Series of workout videos for access online

Series of intensive focus apparatus sessions

Add advertising banners to our website

**NEW BUSINESS**

**Extended Lockdown Considerations:**

**Recreational Sessions credit vs refund (1 request already received)**

Recreational Revenue for the winter session was \$15,000 due to having to offer limited classes due to being in the 'red' zone. The gym cannot afford to offer blanket credits or refunds. The board agreed to treat these requests on a case by case basis.

### **Staffing considerations**

Cost of staffing at this time was reviewed as well as anticipated subsidies still to come as well as anticipated costs moving forward. At this time no changes to our staffing plan will be done but this situation will be looked at more carefully and a follow up meeting scheduled one week from today.

### **Red Zone Plan of Action and Approval by Board (Holly/Erin)**

The board reviewed the plan for operations while in the Red zone. While the general consensus was favourable, as there may be additional restrictions and/or parameters we will need to follow voting was deferred until we actually open so we can make a final decision with the most up to date information.

### **Performance Review Rollout (Justine)**

Justine confirmed that she will attend Alexa's review with Holly and will be taking point on Holly's review. Erin will attend Holly's review and all other board members are welcome to attend, even just to observe. Holly will also complete Brooke and Tracy's review. Holly and Alexa will complete Amy's review. This will now bring everyone up to the same time line, with the next checkpoint being June of 2021.

All reviews will be done via zoom.

### **Review of MAG group training**

There was earlier this month an issue with the provincial boys group not getting their zoom schedule on time, and perhaps not getting the hours needed to hit 40%. Holly provided the details of where it now stands in her ED report. It appears that the group now is only one session of 1.5 hours short from their targeted hours for January. This will be rectified by joining Olivia's group on January 22nd.

Tara will update the group that there is no need for a refund or credit provided the 22nd class is offered and that we will continue to monitor the situation to be sure the programming is being offered as promised.

### **Ontario Human Rights Tribunal Matter (Erin- brief report)**

Erin provided clarity on the OHRT matter that GE was involved with in the previous board term. A member lodged a complaint against GE under this tribunal citing that we did not accommodate a disability of one of our athletes. This matter went to mediation. A mediation settlement agreement is in place. As a board member you are entitled to read the complaint leading up to the mediation.

The mediation settlement contains a clause in which there is a disagreement between the parties on its interpretation of one of the clauses. The process was outlined should we decide not to agree with the member's interpretation and the difference in the interpretation was outlined.

*Justine motioned to issue the settlement amount as requested by the member. Erin seconded the motion. All in favour.*

Erin will communicate with the member to advise of the outcome.

It was also noted that the training that the staff and board completed through this OHRT process was very beneficial and should be part of the CIT program in the future.

The board would also like it noted in the minutes that they are appreciative of the book on Customer Service that was gifted to the gym by this member.

### **Event Night Replacement**

It is clear that we cannot hold our event night in person again this season but that we have families that will need to participate in something for their financial commitment under their contract. Ideas to replace event night were discussed.

Dianne is going to look into a few of the options suggested and outline the time investment vs. profitability.

### **Volunteer Requirements**

Erin asked the committee heads to do a review of what volunteer commitments are completed and outstanding for our next board meeting. We need to review what we can do as our main source of volunteer hours is not available this year with virtual meets. Maintenance, Bingo and general volunteer hours will be difficult to complete.

### **Financial Update (Treasurer) - Balance of funds \$39,856**

The CEBA loan funds of \$20,000 have been received, of which \$10,000 will be required to pay back if we can pay the other \$10,000 by the deadline.

*Allison Motion to adjust the payments going into a savings fund to save to repay this extra loan portion. Erin seconded the motion. All in favour; motion carries.*

*Allison motioned to freeze wages for 12 months. There was no seconder on this motion as Erin expressed that she would like to discuss the matter in closed as there was information to share about one particular employee before we vote on the matter.*

### **Committee Updates:**

#### **Fundraising (Food Fundraiser)**

The food fundraiser can't really happen until we are out of lockdown.

The February newsletter should explain that this will be delayed so parents know that it will still happen at some point.

## **Other matters**

We committed to Delta Bingo to do a social post or include in the newsletter monthly. Dianne will ensure that their logo is added to the bottom of our monthly newsletters.

Holly recommended that we include some information on our sponsors online or in our newsletter since there is no value to the wall banners with no presence in the gym. She suggested we feature them regularly on our social channels on rotation. Dianne expressed that this would not be good for our social presence at that rate of posting but that we could do a few posts that contain multiple logos in one post so that the frequency is not so overwhelming.

*Erin motioned to adjourn the open meeting and move to closed. Stacey seconded. All in favour and the meeting was adjourned at 10:17 pm.*