

MINUTES OF BOARD OF DIRECTORS MEETING  
March 10, 2021

Attendance: 899 1928 3680

Erin, Justine, Allison, Stacey, Dianne, Tara

Approve previous minutes

*Motion to approve the February minutes made by Justine , and seconded by Stacey. Motion carried and the minutes are approved.*

**OLD BUSINESS:**

**AGM Minutes**

Let the record show that the Minutes from the AGM held in September 2020 were approved by an email motion on February 11, 2021.

**Parents Attending Zoom**

Let the record show that there was another request to allow parents to participate in Zoom training through offering an optional family dance night. It would be open to 30 spots. It was decided that it was worth looking into a waiver as it was open to more families. The waiver was drafted by Erin and circulated with the following motion:

*After discussion with Alexa, Amy and Justine, and after researching what other fitness centres are doing to protect themselves while offering yoga, dance, conditioning and related virtual fitness classes I am making a motion that Gymnastics Energy allow parents to participate in voluntary virtual fitness classes in things like dance and yoga and strength training after executing a liability waiver that releases the gym from all liability and agreeing to the online GO training requirements.*

*The motion was by Erin and seconded by Allison and the motion carried with a unanimous vote For, with one abstain.*

**Notes on Event Night Options**

Dianne circulated some ideas for a virtual event night. This would be to replace our in person Event night usually held in the Spring, (ie. Bingo, Trivia etc). There are 18 families that selected this option for their Tier 2 fundraising each under contract to 'sell' event night tickets totalling \$250 per family, (\$4,500). We usually will sell additional tickets to increase the revenue from our event nights.

- Look into the group of 18 Bingo families to see if someone is interested in putting together a progressive type online raffle

*Motion to utilize our Bingo Volunteers to create a progressive lottery passed by Dave, Seconded by Dianne, all in favour.*

### **MAG Workgroup**

The survey to the MAG membership was to go out by the end of February and it was anticipated that a work group would be formed this month. This has not been completed.

A discussion ensued that outlined the needs of the program and what information would be valuable to hear from our membership, past and present. The survey and workgroup will be prioritized to go out this month.

### **Performance Review Updates**

The final review to complete is for Tracy and it should be completed next week.

- Justine and Allison to complete Tracey's review

### **Volunteer Update re 2020/21 Contract Obligations**

With the restrictions in Red we require our volunteer base to fulfill the role of the 2nd adult in the gym throughout the week. The volunteer shifts have been set up until early April and will be revisited as we move through the pandemic.

The volunteer coordinator must have the volunteer tracking spreadsheet updated by our check in zoom on March 24th so we can review where we are at with our contracts so far.

## **REPORTS FROM BUSINESS LINES AND COMMITTEES:**

### **Recreation Updates from Brooke to pass along to the Board**

Summer Camp is ready to launch and the website needs an update. Dianne to work with Erin on getting that ready to launch as soon as possible along with a social media plan.

April March Break camp is on Amilia. Share graphics about camp can start this month as it is live now.

The next Rec Session will start April 27th 2021 and will run for 8 weeks. There will be a two week break which will be used for staff training and certification, potential software switching, and any other major projects on the go to be ready for Summer and Fall.

### **Grants**

-Ontario Small Business Grant asked for a few pieces of information which Allison provided.

\*\*Should know soon.

-No word yet from Trillium.

-Next grant we are working on Canada Post grant. There are two options- \$5K project grant and \$25K signature grant. There is a chance we are not eligible for the signature grant as it

does speak to recreational facilities and sports teams. We are technically not a 'team' and we are not really a 'rec centre' like the examples provided (pool, ice rink etc.) If eligible the signature grant will focus on the MAG program expansion, including recruitment.

### **Social**

Social posting helped fill the missing spots for Tumbling/Trampoline and a few more home schools spots.

### **Fundraising**

We need to move forward with our Food Fundraiser. The season is almost over and we still need to roll out an event night so it does need to be completed asap.

Discussion ensued about the difficulty of selling and delivering chocolate bars to friends and family during the pandemic. Other items were discussed but ultimately the wine fundraiser is easiest for social distance due to electronic ordering and paying.

### **Maintenance**

Plexi glass needs to be installed at reception asap so the cost can be reimbursed through the PPE portion of the Ontario Small Business Grant. The moving of the telephones and connection of the phones to Alexa and Brooke's desk also needs to be completed.

### **NEW BUSINESS:**

(Submitted within 5 business days before the meeting date and approved by the Chair)

### **Board 'On Call' Duties**

The board is taking turns being on call for staff so that if there is something that comes up they can contact a BOD member.

- What reference documents are needed on site
- Emergency contacts need to be accessible to coaches
- Also include FAQ section

### **Bingo**

There are 13 members that have signed up for Bingo and we have been unable to participate in Bingo shifts due to COVID-19. There is an issue with these members as the contract requirements cannot be fulfilled due to no fault of their own or Gymnastics Energy.

The Board discussed what to do with these members in terms of their contract ...

- Justine and Erin to review the list of Bingo volunteers to determine moving forward

## **Recruitment and Roles Required**

MAG recruitment is an ongoing and identified need that will be handled by the MAG workgroup.

WAG competitive is looking for one more coach in order to maintain current team levels and/or expand Xcel. They are working through their planning and Alexa is getting coach availability in the next few weeks but she is asking that we attempt to recruit as soon as possible so that we can know what interest there is before we actually decide to hire.

- Ad in GO for the Xcel program
- Only need around 2 kids to cover costs

Recreational coaches are needed on a high priority. The list of coaches has gone from 30 down to 14 and will be even lower when university lets out in April. This is due to not having the same level of need post-covid which means not all the coaches were called back. Also the CITs that were almost done pre-COVID were not able to be certified and we had to delay the start of a new program. Brooke is requesting that we also recruit for a recreational coach and see what we get back.

*A motion was made by Erin to begin recruiting for the above noted positions to see what candidates come forward and the decision to hire will be reserved until we are closer to planning next season and have a better idea about restrictions. Seconded by Allison. Vote all in favour.*

Recruitment and staffing decisions are needed for the office team but this is moved to closed as it involves discussion on specific salaries and job duties of existing staff members.

## **Contracts and WAG Planning**

A zoom call will take place in two weeks for the BOD to discuss the upcoming 2021/22 season, changes to the contract and the overall structure of the WAG program. (March 24, 7:30 pm)

- Need feedback on a better, more effective use on our volunteer base
- Draft a letter to circulate about moving forward with annual contracts for parents
- Coaching contracts
- Member survey discussed
- Come up with a FAQ for members, to increase communication
- Review competitive contracts
- Most forms can be aligned in the new online registration format (Jack Rabbit/Uplifter)

## **REVIEW OF ACTION ITEMS**

- MAG work group
- Wine fundraiser

- Tracy's Performance Review
- Volunteer Tracking Spreadsheet to update for mid-meeting zoom
- Erin to draft recruitment ads for WAG/Rec; MAG to be done by Dianne/Tara

**Meeting Adjourned**