

## Minutes November 11, 2021 Board Meeting

Attendance - Justine, Dave, Stacey, Kathryn, Tracy, Brooke, Erin, Lisa, Meliisa (late), Cindy

Approve Minutes from October 28, 2021

Minutes approved - Lisa motioned to pass, Dave seconded, all approve

-Interim WAG program Manager

Amy T accepted new position as of October 4, 2021

-Operational Manager report

- One more pre comp WAG
- 2 additional rhythmic WAG athletes
- Drop ins going well
- November gym events
  - Parent visits going well though not many coming
  
- Christmas athletes event December 19 - 12-3
- Coaches party December 12
- Spirit wear due tomorrow (November 12)
- Gym gear fundraiser next week
- Cheer comp team coming in to rent
- January 11 is when next session begins
- ?? Christmas camp is unknown
- New rec coach is working out well
- WHIMIS training for coaches needs to be completed
- Health and Safety training

Planning for meets is presently quite confusing

- Public health considerations must be followed
- Still working on planning logistics

Resilient grant (\$150,000) application is in process

- May use replacing of the floor in the application
- May need to get some quotes for application reasons

CERS and CEWS are presently up to date

Recruitment - job description

- MAG program manager
  - Review full job description document
- Executive Director
  - Review full job description document
  - Full time vs part time??

- Wide net of job recruitment websites + GO
- Justine will put together a job description
- Need to be looking for the right person, but need to be well prepared.
- Lots of conversations need to be had before any of these are considered

**Stacey motioned to have Justine prepare a plan to recruit for a full time ED, Melissa seconded, all approved**

Treasurer Update - Oct. 31 balances

- Bingo - \$4688
- Raffle - \$3412
- General - \$299,326

Meets update

Posted on GO site as of Nov. 8, 2021

- We are hosting our meets
  - Feb 10 - 13 WAG qualifier
  - June 11 MAG invitational
- Public health considerations must be followed
- Still working on planning logistics
  -

KSIS training held Nov. 10

Fundraising Update

- Wine ~\$2500 profit
- Fielding event went well
  - Tracking is a nightmare, some contact info is missing from Fielding
  - Willing to continue Fielding fundraiser next year
  - Dillons distillery? Bench brewery? Gretzky's?
  - GymGear fundraiser launching soon

Mock meets for Competitive athletes WAG -Amy to look at parent viewing for these --will need parent volunteers to check for Covid vaccination status

CIT program being planned in January - Brooke

**\*\*See operations report below**

**GYMNASTICS ENERGY TRAINING CENTRE**  
**Operations Manager Board Report**  
**November 11, 2021**

**WAG Competitive Athletes**

20 hrs - 10                      15 hr -8  
16 hr - 6                        12 hr - 7  
8 hr - 4

**Pre-Comp Athletes**

4 hr - 3                        6 hr - 5 – up by 1  
9 hr - 5                        12 hr - 6

**Rhythmic Athletes**

6 hr – 7

**MAG Competitive Athletes**

13 hr – 10                      9 hr. – 8

**Total Competitive Athletes: 79**

Rhythmic may be adding 2 more athletes. 1 that said no to the 6 hr program and has changed mind and a new one that came for a tryout. Both to start by December 1<sup>st</sup>.

**Recreational Athletes**

**Total of: 510 (not including drop-ins)**

**Gym Events**

November – Recreational Parent Observations – going well. Not all parents are coming. Not even half of the parents are coming for the viewings.

Amy planned an athlete Christmas event and did the Christmas schedule. Competitive athlete party, Dec 19<sup>th</sup>-12pm-3pm.

Also, 2 mock meets and opportunity for parents to view at those mock meets.

Recreational Coaches party December 12 at the gym. Pizza party and open gym. Coaches chose what they want to do.

Spiritwear deadline tomorrow. Brooke has indicated that we've gotten a good number of orders for this. People asking if we'll be doing it annually or not. We are considering doing a late spring one again with more summery type items.

Gymgear fundraiser next week.

Cheer United has rented the gym on November 28<sup>th</sup> (Sunday evening).

Next Rec session opens to current families on December 9<sup>th</sup> and the public on December 14<sup>th</sup>.

No PA Day Camp on Nov 19<sup>th</sup>. No staff to work it. It's a maybe on the Christmas Break Camp due to staffing as well. New staff member has been hired and if they can work all the hours we hope, then we will run it. Would be 14 children maximum.

### **Staff/Training/Health & Safety**

Fire Safety Plan has been updated. Fire Safety Plan and Evacuation Plan have been posted in Coaches Room and in Gym and in the locked Fire Safety box for Firefighters as per regulations. Fire Drill to be run in the next month during Competitive Training time on an appropriate day. Tracy will run the Drill, staff will be apprised of what is going to happen and it will be documented in the Fire Safety Records.

Tracy attended the KSIS webinar, also Justine and Amy Teetzel.

WHMIS training for all staff happening online. Tracy will follow up with staff that still have not completed the online training as Brooke has already emailed them several times.

Minimum wage going up again January 1<sup>st</sup> to \$15.00. Four staff members were affected, so \$0.65 increase for them.

We will need to look at Salary Ranges etc. Proposed changed Hourly/Salary Change for included in report.

Report on cost of adjusting complete Wage/Salary ranges to come.

Health and Safety training for Tracy set up. Behind on Health and Safety Reports etc. Part 1 can begin on-line now to be completed by the end of December. Part 2 is booked for

### **Financial**

Accountant is currently working on our year end audit. They have been in touch to ask for clarification on things that have anomalies like birthday parties etc. May be completed by the end of the month.

Now ready to submit the final report for the Summer Jobs Grant. All employees have now finished their required hours. They will then pay out the remaining amount to us, likely somewhere around \$10,000.

Second payment for Trillium Grant coming on December 8<sup>th</sup> of \$40,000. They are putting Stacey in touch with the Media Advisor so they can guide us as to what we need to put together for our Media piece in the contract. Final payment of \$10,000 will come in April after the online final report is completed. Tracy is putting together a spreadsheet to track all our rent, hydro and gas as these are the numbers that will be required for the final reporting.

