

Minutes - October 14, 2021 Board meeting

Attendance - Justine, Tracy, Cindy, Stacey, Erin, Brooke (left early), Dave (late)

Minutes from September 23, 2021 zoom check in meeting--approved

Motion to extend offer to rehire Tina Ives as hourly coach sent via email October 7, 2021 by Justine..Seconded by Lisa---approved via email responses (Cindy, Stacey, Melissa, Kathryn
October 14, 2021-Tina Ives has accepted an hourly position and is happy to act as a secondary coach to the group.

Looking ahead--WAG head coach vacancy

Emails going out to parents/athletes tonight with coaching changes

Coaching staff with Erin and Justine meeting being held Tuesday to discuss admin duties that Alexa was responsible for

Discuss options of what role to rehire--where are the gaps now--coaching?

Administration?membership communication?

Who will take on admin role of WAG program manager--suit sizing and ordering/comp registrations---

Operational -Management Team update

--Tracy

See report below

Complaint Review/discussion

Justine --decision to not present for review--

Energy Exchangers

Fundraising update Stacey--**Wine launched Closes Nov. 4**

Confusion with contract commitment--reviewed with team the expectations

Potential 2nd wine in April 2022

Potential Bench Brewery in April

GymGear fundraiser/spirit wear

January 8, 2022 bottle drop, also in May

January or February movie night in the gym

Possible spring market in the spring

Fundscrip - ongoing year round

We should start to post ideas about fundscrip, like how we use it.

Dave looking into 31 bags fundraiser

Meets and Events update --Bids sent in for MAG in June and WAG Feb 24-27 (1st choice)

Cindy - update - asked to host a MAG qualifier early March

- GO is looking at making some \$\$ changes with fees and registrations, though this doesn't affect us much.
- Timing is difficult due to gym schedule with rec and WAG
- Profit is not significant, and meets are lots of work
- GO could complete registrations, take care of judges
- March is very close to WAG, which complicates everything
- GE would need help to be able to run this
- Cindy has posted for a MAG coach through GO, and already has a resume!

Bingo update Melissa - volunteers are now allowed, though only one at a time

- have been trained and double vaccinated
- We need to find out more information due to our volunteer hours
- Bingo training may begin once again in January
- Need to track hours

GYMNASTICS ENERGY TRAINING CENTRE

Operations Manager Board Report

October 14, 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 -4
9 hr -5	12 hr -6

Rhythmic Athletes

6 hr – 7

MAG Competitive Athletes

13 hr – 10	9 hr. – 8
------------	-----------

Total Competitive Athletes: 78

Recreational Athletes

Total of: 510 (not including drop-ins)

Gym Events

Just finished for the LOVE of GYMNASTICS week.

November – Recreational Parent Observations

Staff/Training/Health & Safety

Recreational Staff meeting October 29, 2021. Mary running the meeting. Tracy will attend briefly.

WHMIS training for all staff happening online. Thanks to Brooke for setting this up. Many staff have already completed.

Minimum wage went up Oct. 1, 2021. Four staff members affected, so \$0.10 increase for them. Report on cost of adjusting complete Wage/Salary ranges to come.

Looking at sending some staff to their Competitive 1 training in November (end of the month). MAG comp training possible for one staff member and may provide some relief for MAG coaches come January (when her university schedule changes) , also depending on Recreational needs.

Health and Safety training for Tracy to be set up as soon as possible. Behind on Health and Safety Reports etc.

Facility

Niagara Glass was in to measure the broken window. Awaiting quote and possible booking for window replacement.

Speedpro (did the overlay on the window) will be in soon to also look at the window and give us a cost.

Financial

Accountant was in today to help finish up July, Aug & Sept month end reconciliations. Credit Card reconciliations for July, Aug & Sept to be completed by Tracy in the next few days.

Accountant took files for the 2020-2021 fiscal year and will begin prepping for you Year End Audit to begin soon. Due date with Canada Revenue is the end of December, so we're in good shape for that to be done.

Will be setting up the Approved Budget in Sage in the near future with the accountant, so reports can be run directly from Sage throughout the year showing where we are at with staying within Budget. Some accounts in the Google Approved Budget need to be tweaked in order to fit into the accounts that are set up in Sage. Should be okay.

Nearly ready to submit the final report for the Summer Jobs Grant. There were 2 employees left to finish their covered hours and we cannot submit until that is done. Checked with our contact, Cristina on this and it is fine for us to submit when all are done, even if that is October or November. They will then pay out remaining amount to us, likely somewhere around \$10,000.

Given the gap from no bookkeeper, volunteers came in to help run credit cards and prepare dailies sheets for in order to enter payments into Sage. Will train a couple of them further with this piece so as the year goes on, they will fulfill their hours and can carry this task throughout the year. All signed the Volunteer Confidentiality Agreements before beginning their work in the office.

Kathryn is now approving Payroll in ADP Teampay. We just need to complete getting Melissa set up in ADP Teampay as the backup person for approvals.