

## Minutes September 15, 2022 Board Meeting

Attendance: Dave, Allison, Lianne, Tracy, Brooke, Melissa, Erin, Justine

Board meeting date change from Sept. 8 to Sept. 15 requested by Erin due to a conflict. All members were okay with date change

Approval of minutes from August 11, 2022

Dave motioned to approve minutes. Allison seconded motion. All in favour

To be noted in minutes...

Erin W via email on Aug 23, 2022 motioned the following.....

**I motion that we begin recruitment for a receptionist that will be available some day time as well as evenings and Saturdays for up to 32 hours per week at a rate of pay between \$18-\$22 per hour.**

Seconded by Justine—all board members voted yes via email

To be noted for the minutes...

Allison F via email on Aug 25, 2022 motioned the following...

I motion that Gymnastics Energy donates \$500 directly to Meara's gofundme account and a donation and messages box is setup by the Hughes family in the gym from Sept 11th until Thanksgiving and then those funds delivered to Meara or her family.

Seconded by Kathryn—4 yes

### OLD Business

-Review Spending approvals required by Board, staff

Purchasing policy needs to be updated. Current policy is from 2014. Allison to review and update a working model to bring to the Board

### New Business

## **GYMNASTICS ENERGY TRAINING CENTRE**

### **Operations Manager Board Report**

### **September 15, 2022**

#### **WAG Competitive Athletes**

18 hrs -8                      12 hr – 20 (Gem & GSB Xcel)

16 hr - 11                      8 hr - 7 (Xcel Brnz)

#### **Pre-Comp Athletes**

4 hr - 5                          6 hr - 2

9 hr - 6                          12 hr - 7

#### **Rhythmic Athletes**

6 hr – 6

**MAG Competitive Athletes**

12-16 hr – 7                      9-12 hr - 8

4 hr. – 5

**Total Competitive Athletes: 91 (up from last season x 9)**

**Recreational**

Summer camp went very well this year. It was full and the coaches focused on making sure all the children had fun and we also encouraged the coaches to have fun as well. Group cohesion also went well and by the end of the summer, this group was working extremely well together.

Fall Session has begun. We have 581 athletes currently registered and only a handful of spaces left, but some people on a waiting list that we are trying to accommodate.

First Recreational Parent Viewing is October 3-8<sup>th</sup>.

Second Recreational Parent Viewing is November 28<sup>th</sup> to December 3<sup>rd</sup>

**WAG**

Injury ☹️

First parent viewing is next week. September 19<sup>th</sup> to September 23<sup>rd</sup>

Suits will be ordered by September 30<sup>th</sup>.

Another FIT Collective supplemental training is being planned. Current session goes until October.

**MAG**

First parent viewing is next week. Sept 19 – Sept 23.

Branko is working solely with Feng and his group now. Breanna is doing the boys developmental class. Joy/Breanna are doing the Provincial Level 1 & 2 group (Joy is doing 2 classes/week and Breanna doing 1). Feng is helping to make sure that lesson plans are in place and consistency is being maintained with this group.

MAG Suits will also be ordered by September 30<sup>th</sup>. These are just a matter of going online and placing the orders as the design is staying intact.

## **Gym Events**

**This weekend..**we will be having a booth at the Grape and Wine festival in the family area. Still need a few more volunteers for this weekend and a couple for next weekend. Seems people are not signing up very quickly and I think we should check at the end of the month on the people that did not do a shift this month and bring it to their attention right away.

Insurance for this event has been procured and it included 2 other non-GO sanctioned events, which give us some wiggle room for fundraising events and other things and we won't have to get a separate insurance rider for each one of them.

Tracy currently working on the calendar of the whole season/year with holidays, closures, meets (if we know them), viewing weeks and any other gym events. Hoping to have complete by Tuesday next week before our Managers meeting. We will review together and then send out right away.

WAG meet is overful l and registration is closed. 637 athletes in all. It will be a very busy meet. MAG meet registration opens in October.

## **Jackrabbit**

Brooke and Tracy had a 1 hour training session with our Jackrabbit coach this week. We have some homework to do on setup pieces and we have another meeting on September 27<sup>th</sup> to move forward.

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

Recreational Gym Pros came in on September 8<sup>th</sup> from 430pm-730pm for coaches clinic. All the coaches that attended really loved the course. The trainer Alicia said we have a very special group of coaches and loved the cohesion and enthusiasm that they all showed.

Tracy and Allison attended a Grant writing seminar on Wednesday with the Ontario Sport Network. Trudy from Ontario Trillium Foundation was there and spoke for half the session and then a professional sports Grant writer also spoke, Tom, who has written many Grants and also been on the approval side for grants as well. Very informative session.

Tracy attending Meet Director course and KSIS training (again-hopefully it will be more clear this time).

## **Financial**

Allison and Tracy looked at the Income Statements and numbers for the past few years and ironed out budget numbers for the 2022-2023 season. Allison can give more details. Hoping to complete this process in June of 2023 for the 2023-2024 season so that the outgoing Board Members can approve for the upcoming season.

Another Grant with Ministry of Labour & Training Skills Development.

<http://tcu.gov.on.ca/eng/eopg/cojg/>

We may qualify for some of our GO courses to be covered. Kathryn looking into the requirements for this. It is a consistently open grant, so no deadline on this.

Last of the CEWS and CERS payments will be coming in shortly. Have been accounted for in the budget.

Year end documents will be given to accountant by October so our audit can begin. Now that we have some budget numbers, once it has been approved Tracy and Nicole can get those numbers into Sage and we can begin running budget reports quarterly throughout the year.

### **Maintenance/Building**

New equipment in! Gym looks amazing! We've had some many compliments and other coaches have come to see. We received a credit from Speith for several thousand dollar for returned cubes (too many ordered) and we repurposed the wood we had in order to do the trench pit, so Rick did not have to order brand new wood. There were several pieces of recreational equipment that had been cut from the list, so managers have all agreed we will use the credit to get those pieces in, as they had already been agreed upon initially.

SpeedPro – now are telling me that they are trying to source out the same vinyl that we had before and are having trouble fining it. They had told Tracy previously that they already had our panel there and just need to install it. Tracy will proceed with getting quotes from 2 other companies as the service with SpeedPro has been terrible. It has been since the winter that we have been trying to get this done.

We have some new flooring in now to be installed in the party room. We will have to set up volunteers for the installation. Likely to be done by email as we would like some people who have experience installing laminate flooring.

We have several maintenance jobs that will need doing. Suggestions welcome on how to arrange these types of jobs as they are flexible in timing, but some need doing soon. (i.e. broken toilet handle again, white board hanging, moving of some wiring etc.)

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-Employee discount policy in our Employee Handbook

Currently there is a 25% discount for Full time (over 30 hrs/wk) and for Part-time employees (scheduled for 18hrs/wk or more).--Tracy

Justine motioned that the hourly requirements are removed from the policy and all staff are offered the 25% discount for themselves for recreational classes and employees can attend drop in classes at no charge. Erin seconds.All in favour

It is noted that this amended discount is not extended to family.

Grants

-Status of existing grants-Erin to follow up with our local communications advisor to confirm what needs to be done to close out the equipment grant

-Confirm grant point person and decide on number of volunteers needed to assist--Kathryn will be taking this on--will defer until next meeting when Kathryn attending

Fundraising Status

Wine Fundraiser--searching for new supplier

Gym Gear

Ticketed event or 2nd wine fundraiser

Treasurer Report

General Cash Account Balance-\$333,538.54

Quarter TD--in red \$136,000 as of Sept 15, 2022

ERin motioned to approve the 2022/2023 budget as presented by the Treasurer. Seconded by Dave. All in favour

Sponsorship--deferred to next meeting

Lighting Proposal-deferred from Aug. 11/22 meeting--deferred to next meeting

Open meeting adjourned