

Minutes August 11, 2022 Gymnastics Energy Board Meeting  
Attendance: Erin, Justine, Lianne, Melissa, Tracy, Allison, Dave, Kathryn

Approval of Minutes

June 9, 2022

Dave motioned to approved June 9 minutes, seconded by Melissa-approved by Erin, Justine, Dave, Melissa

Approval of Minutes Board transition meeting

July 11, 2022

Allison motioned to approve July 11 minutes, seconded by Justine—all approved

OLD BUSINESS

Follow up items from transition meeting

Alarm codes, Human rights training certificate sent to Tracy

Trillium Resilient Grant—Equipment ordered and due to be delivered/installed week of August 29, 2022—Grant (~\$150, 000) was for equipment only—all taxes and shipping/installation costs are responsibility of gym to cover

Justine Motioned to retroactively approve the cost not covered by the grant – approximately \$20,000, seconded by Dave—motion approved

New Equipment installation week of August 29,2022

Status—discussed in operations report-see below

NEW BUSINESS

Operations Manager Report/Financial Report

Budget from last year needs to be updated asap so a new budget can be proposed.  
Report attached below.

Strategic Planning in respect to vacant ED role/duties

—planning meeting scheduled for August 14, 2022 from 9-1 at the gym  
Pre-work to be done-SWOT analysis

Energy Exchange Program Details to Finalize

Bingo Coordinator

Have had 8 members reply to email sent out volunteering or wanting to continue on with Bingo as volunteer commitment. 1 member volunteered to take on lead role as well  
Motion by Erin to graciously accept Meaghan French as Bingo Team Lead, seconded by Justine-all in favour .

Motioned by Allison to graciously accept the 7 members who want to be part of the Bingo team, seconded by Dave—all in favour

#### Volunteer Coordinator

Carolyn Agnew-Hall has agreed to fill this position and training on sign up genius and requirements happening Tuesday the 16th.

-first sign up genius to go out will be for Grape and Wine

Need a Board Fundraising Lead—Lianne has volunteered—will put Lianne in touch with Stacey Tallman—Erin to e introduce

#### Trillium Grant Recognition Requirements

As per grant, we do need to recognize the Trillium grant somehow –social media? Press release? Community partners? We can decide but a plan needs to be put in place  
Erin suggested a virtual social tour of before during and post installation of new equipment.  
Justine attended a meeting with our grant advisor and we can promote the grant and this will meet the conditions.

#### Disconnect from Work Policy

-need to look at preparing this for 2023 as we were closed in January 2022 and policy effective for businesses with 25 employees as of Jan. 1, 2022

<https://www.ontario.ca/document/your-guide-employment-standards-act-0/written-policy-disconnecting-from-work>

Lighting proposal-deferred to next month

Justine to send out proposals to board members to review

#### Official Meeting Adjourned

Erin motioned to adjourn meeting, seconded by Dave-all in favour

# **GYMNASTICS ENERGY TRAINING CENTRE**

## **Operations Manager Board Report**

**August 11, 2022**

### **WAG Competitive Athletes**

18 hrs - 9                      12 hr – 20 (Gem & GSB Xcel)

16 hr - 10                      8 hr - 6 (Xcel Brnz)

### **Pre-Comp Athletes**

4 hr - 4                              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: 90 (up from last season x 9)**

### **Recreational**

**Fall Session Opening on Monday, Aug. 15 at 12pm**

**There will be 565 spots available.**

## **Gym Events**

Summer Camp has two weeks left.

Fall Schedules to competitive sent today.

Rotations schedules for the gym being finalized. Many groups to work around and some groups are large, so need 2 events at a time.

Calendar of the whole season/year with holidays, closures, meets (if we know them), viewing weeks and any other gym events will be posted on website and sent out to Comp families early September. Updates can be made as more information becomes available and families will be directed to the website to view.

There will be viewing weeks every month in both WAG & MAG. Schedule will be the first full week of each month from Mon-Fri. only. Recreational viewings will be twice per session for Fall & Winter.

Tracy on vacation from August 18<sup>th</sup> to August 26<sup>th</sup>, returning on the 29<sup>th</sup>.

Brooke away this week Aug 8<sup>th</sup>-12<sup>th</sup> and also away Aug 18<sup>th</sup>-Aug.23<sup>rd</sup>.

Amy away Aug 22-27<sup>th</sup>. Tina and Paige also away same week. All classes have been covered with coaches that are familiar with those classes.

We will be having a booth at the Grape and Wine festival in the family area. Will be 3 prizes (gift certificates) handed out in a random draw for people who visit and fill in ballot. We will have small obstacle course set up for kids. Volunteers are being procured by the Board/Volunteer Coordinator. Insurance for Community Event being drawn up by insurance provider.

## **Jackrabbit**

Brooke and I made a good start on the set up of the basics in Jackrabbit. Now have all set up parameters in with G/L codes from the accounting system to be able to have reports that reflect correct accounts for entries of revenues into Jackrabbit. Next step to set up pay provider (PaySafe) so we can accept payments, then we will be able to begin to set up the Birthday Parties and start with booking those in October when birthday party bookings are available. Still hoping to have the next session (winter) begin signing up in Jackrabbit.

## **WAG**

WAG Parent Information session happening September 2<sup>nd</sup> – 6-8pm. Amy and Tracy will run meeting.

WAG Staff Meeting Monday, August 15h @ 8pm

Jagwear meeting set up to discuss new competitive suits. Cancelled by Jagwear but will be rescheduled.

Review meetings next week with CIT coaches who have been given the opportunity to try some coaching in the WAG Program. Two out of three have done very well and will be asked to continue their path towards certifications and further training in WAG.

Education sessions with Adriana and the WAG coaches began very well. Coaches really liked it and a lot of good information was given. Hoping to do more throughout the year.

## **MAG**

Job Postings up on GO, Brock and Niagara College. Not much yet, but hopefully more will come once students return to campus.

Feng starting training with Joylynn, Breanna, Lauren, Branko. Feng will be joining the 9-12 hr group on Wednesday, Aug 17<sup>th</sup> to start with observation of Feng training this group, then will work on Training Plans, Structure of the class, How to Improve Athlete skills, what their targets should be and what requirements are for Provincial 1 & 2 competition skills. Will join class once a month ongoing and will be requiring lesson plans from coaches to evaluate and revise etc.

Breanna will be taking over for Kevin with the Development Group in the Fall, starting the week of September 12<sup>th</sup>.

Branko will work mostly with Feng and his group after the summer.

Feng will be attending the coaches congress on August 27 & 28<sup>th</sup> for all the MAG related sessions. Offered to younger coaches, but they weren't available to attend to he will receive information and download to those MAG staff afterwards.

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

Brooke will be running another CIT course in the Fall. Will have one on one coaching time with Brooke and a mentor coach after in class portion completed, which will be happening during shutdown week.

Recreational Gym Pros coming in on September 8<sup>th</sup> from 430pm-730pm for coaches clinic. All rec coaches will attend and Pre-comp coaches in WAG have also been invited.

Tracy completed Part 1 Health and Safety Training. Just need to write the test online.

Started NCCP Locker sign up and will be starting with the eLearning tools for Safe Sport Training and Mental Health in Sport.

## Financial

June month end completed. Accountant did some end of year entries and made some adjustments/journal entries. Took a look at our end of year income statement and said it looks like we will be in the profit area of approximately \$90,000. Tracy finishing credit card reconciliation for June, then income statements can be sent to Allison to fill in the Approved Budget online.

Nicole started the budget set up in Sage, but couldn't stay to complete, so Tracy will have to add in the rest of the accounts. Once we look at this year's income statement and try to compare with previous years, we can come up with what amounts we need to put into the accounting system for each area. Should be able to run budget reports from the accounting system by the end of this year (hopefully sooner).

Summer Jobs Grant funding received of \$21, 261.00. May not receive all estimated \$32,000 as one of the employees in the grant has not worked all the projected hours due to having to take some time off.

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. Could use some help looking into that further.

## **Maintenance/Building**

New equipment meant to be arriving week of August 29<sup>th</sup>. Have left 3 messages for Speith with no return phone call to answer my questions and confirm plans. Will be emailing tomorrow as many people as I think might return my request for a discussion.

Reached out to several people regarding the volunteering for that week with equipment and only one person got back to me saying he was away. Dave Chuchman and Tracy are coordinating. Some staff will be here as there is no camp or comp happening, so if we can't get the volunteers we want, we will have staff that are familiar with the gym and equipment that can help.

Front window panel meant to finished soon. Called SpeedPro again and they said they would have someone out right away and still no one has come.

We had another fire alarm this week due to low pressure in the system again. This time it was due to Holiday Inn doing some maintenance work on their side. Not an issue that we had any control over or could do anything about.

We will be starting on a maintenance list for the shut down week. May be putting in flooring in the party room. Brooke and I are looking in to laminate flooring.