

MEETING OF BOARD OF DIRECTORS
GYMNASTICS ENERGY
FEBRUARY 10, 2021

Attendance - Erin, Justine, Tara, Stacey, Allison, Dianne
Absent Dave
Meeting held Via Zoom

Approve previous minutes

*Motion to approve the January minutes made by Tara , and seconded by Dianne .
Motion carried and the minutes are approved.*

Approve AGM Minutes

Motion to approve the AGM minutes from September 2020 made over email by Erin. The motion record will be updated upon all parties review and the resulting vote will be recorded in the March Minutes.

OLD BUSINESS:

Complaint Policy

Please let the record show that this policy was approved via email February 3rd 2021. The policy will be posted to the website and attached to the competitive team policies and is attached to these minutes as Appendix A.

Notes on Event Night Options

Dianne to update by February 19, 2021

Performance Review Updates

i) Status of Reviews Completed. All completed except for Tracy. Allison to schedule — Justine and/or Erin to attend

Justine to update Holly and Alexas reviews for files

ii) Any customer service or Leadership training needs identified and next steps with this training. After discussion leadership training identified as beneficial and to further discuss at next board meeting

REPORTS FROM BUSINESS LINES AND COMMITTEES:

Grants

- CEBA loan extension money has been received.

- Ontario Small Business Grant and associated property tax and Energy rebate has been applied for and so far we have been approved for 2/3. Received \$5845 for property tax rebate and approved for \$3576 for energy rebate
- Thank you to member Ellen G. for applying for the grant to pay for our summer staff for day camps. If approved it will cover the cost of supervisors, floaters and counsellors for the summer day camp program.
- No word yet from Trillium.
- The next grant to watch out for is the Community Fund that will be administered by the Trillium Foundation, but is not the same as the grant we applied for in December. This is a program that they are administering for the Ministry of Culture, Tourism and Sport.

Social

-Thank you to member Kelly Paddon for stepping up to help with social posts and to those coaches that have become more active.

Fundraising

Food fundraiser tentatively for April and will most likely be chocolate. The delay is that it was not thought to be appropriate to sell chocolate bars during lockdown/stay at home order.

Maintenance

- i) Update of hours completed
- ii) Plan for maintenance needs in the future

Volunteer

- i) Update of volunteer shifts needed
- ii) Plan for offering volunteer hours to our members. Need to send out email to members to inform the volunteer hours normally done at meets will not be available. Look for sign up genius for cleaning shifts. Survey membership of skill set and ideas to offer— donate services or items of value to gym. Offset costs to gym in lieu of volunteer hours for 2020/2021

Allison to research gym monthly costs to inform membership of potential cost saving measures

NEW BUSINESS:

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

MAG Program

Discussion Item:

The MAG program is in jeopardy of being discontinued if we do not focus our attention on finding suitable coaches for our boys. Recruitment in this area has not been successful and the coaches we have in place now are wonderful but may not stay on for future seasons in the amount needed.

Form a MAG working group to actively recruit a head coach/ administration. Generate job description and a script to follow - start close to home and work our way out. Potentially look at

coach sharing. Agreed we will send survey to MAG members/coaches past and present. Have survey ready to go out by end of February

Rent Proposal

Discussion Item:

We made a proposal to our landlord to defer a portion of our rent as we are currently earning little revenue due to lockdown and are concerned that even if we open in Red or Orange revenue will be problematic moving forward. The landlord came back with a counter proposal that needs to be discussed, along with a plan to allow for further negotiations without needing a whole board vote so we can expedite an agreement.

Proposal Received:

Atlantic Bridge will allow us to defer a portion of our rent to be calculated based on the current CERS benefit. During the period we are shut down, and retroactive to October 2020 rent owing would be calculated based on the amount received from CERS plus 50% of the remaining balance. The other 50% would then be deferred. (ie. if we get \$10,000 from CERS we would pay rent of \$17K and defer \$7K) The landlord indicated the repayment schedule for the deferred amount must be 18 months and the start date can be negotiated. The agreement would be in place until we reopen

Tara motioned to have a working group of Erin Justine and Allison to review rent proposal and action items efficiently. Seconded by Dianne. Motion approved

Concerns/Comments to include in our negotiations:

- Defer as long as possible
- Try to have agreement til at least yellow zone

Action Plan for Covering ED and 50% of Rec Program Manager Role

Discussion Item:

i) It looks like we are reopening in the following 2 weeks based on Public Health metrics. We need a plan for all areas of the ED role which can be clearly communicated to staff/members. The plan also has to allow for quick action on the items we are taking responsibility for to avoid the bureaucracy of a whole board vote on everything but to still allow shared responsibility and collaboration.

ii) Brooke has indicated that she wishes to stay at 50% for an extended period of time. Fulfilling her coaching duties will be challenging but may be possible for 1x session. (and in red it is less hours anyway) But we need administrative support for her Rec duties. Filling in with board members or parents with the ED also laid off will be challenging. The discussion here is should we bring back the administrative assistant position to fulfill the admin duties with the Rec Program Manager job while also supporting Tracy in the office? Brooke can take an advisory role and handle the high level planning and issues and Dianne can implement. Further discussion is what other options do we suggest.

Concerns/Discussion Point:

- Need a rotating schedule of board members in the gym when we reopen. Schedule of who staff can reach out to with any issues in absence of ED

COVID-19 Protocols Update (in light of any announcements for reopening)

Discussion:

Based on what is showing on Public Health Niagara's website we are looking at Red or Orange. We just met the metrics for Orange but if they don't go by the most recently posted week then it will be Red. We do not anticipate a move into Grey which means we should be able to be open next week. We need to decide on the following:

- Coordinating deep clean before we reopen
- Maintenance to rebuild the walls (consider wooden framed walls) Ask Dave to look into cost of wood and availability
- Final competitive schedule
- Logistics to start rec session and communication of same
- Reaching out to staff to confirm schedule
- Final cleaning plan- do we need DECCA?
- Have fogger now to assist in better cleaning/ disinfection
- Interpretation of the Red rules (see Order attached as Appendix B)

Discussion about Family Members Attending Zoom

The Board received a request for one training group to invite their parents to join in on their conditioning class. Coaches and Gymnastics Energy will not be insured if any participant is injured. GO fee would have to be paid through Amilia in order to attend. We can look at a waiver but that would be a lot of work and coordination for one training group. It was decided not to allow this for safety reasons and would be revisited if we get more requests of this nature.

Adjourn motioned by Erin. Seconded by Allison. Motion carried

APPENDIX A

GYMNASTICS ENERGY COMPLAINTS POLICY

Purpose:

It is the expectation of the organization that members, staff, and athletes are to adhere to the policies, bylaws, rules and regulations that are in place at Gymnastics Energy (“GE”) and Gymnastics Ontario (“GO”). Should a violation of these items occur the Board of Directors (“BOD”) may choose to discipline members under the terms laid out in the bylaws and code of conduct. However, from time to time, it is anticipated that a member, athlete or staff member may lodge a complaint against another member, athlete or staff member. Complaints of this nature will be handled according to the terms of this policy.

This policy has been adapted from the Gymnastics Ontario Discipline and Complaints Policy.

Application:

1. This policy applies to all individuals associated with GE.
2. Complaints made against members, staff or athletes will be dealt with in the open minutes unless there is a need to protect the identity of the parties due to the sensitive nature of the matter or incident, or if it involves a minor child.
3. This policy applies to matters that may arise within GE or at GE sanctioned events including competitions, training camps, GE planned community events or social gatherings (ie. fun days, parade participation etc)
4. Any complaint made will be shared with all parties involved unless the BOD determines that it would undermine the safety of that individual(s), or if they are a minor child, in which case their parent or guardian would be contacted.
5. This policy does not lay out the disciplinary options available as these are listed in the bylaws and in the code of conduct. Should a complaint be issued any decisions made from complaints addressed by this policy do not prevent additional actions being taken under the code of conduct, bylaws or other applicable laws or policies including but not limited to Workplace Harassment laws, Criminal Code, Human Rights Code or other governing laws.

Procedure:

1. Complaints against other members, athletes or employees of GE should be lodged in writing to the Board of Directors by email or in hard copy. The complaint must clearly outline a summary of what occurred, the alleged policy or rule that was broken as a result of the incident, and the outcome sought.
2. The Chair, or an alternate board member as appointed by the BOD, will review the complaint to determine if the complaint is a minor or major infraction or if it is a frivolous

complaint that does not fall under the jurisdiction of GE or is not in any way an infraction of any policies, rules, regulations or bylaws.

3. If the complaint is found to be frivolous in nature, it will be dismissed by the appointed BOD member and the individual who lodged the complaint will be notified.
4. If the complaint is a minor infraction the appointed Board Member will share the complaint with the person being accused of the infraction. The respondent will be able to address the complaint in writing. The Board Member may also choose to contact other parties if there are questions about the incident in question. A summary of the incident, along with the written complaint and response, will be presented to the BOD with a recommended course of action. The BOD will vote on the appropriate disciplinary measure, if needed, and this decision will be shared with all parties involved.
5. Should the appointed Board member determine the complaint is more serious in nature they will convene an ad hoc meeting of the BOD as soon as possible to review the complaint and determine whether more strict measures should be taken while the matter is being investigated. This may include for example cases of harassment, abuse, violence, repeated bullying, alcohol or drug use, theft or vandalism. In cases of complaints of this nature the BOD may choose to temporarily suspend the members/ employee/ athlete until the incident can be fully investigated. The BOD may also choose to involve the local police or other enforcement agencies as necessary.
6. For serious complaints, the appointed Board Member will, barring any restrictions from other parties such as police or child services, contact the individuals involved and allow any submissions or responses in writing, as well as contacting any witnesses to the incident. As above, the matter will be brought before the BOD to render a disciplinary decision.

Request for Reconsideration

1. Any decision made to dismiss a claim as frivolous or as not subject to the regulations, codes, bylaws or policies of GE cannot be appealed.
2. Decisions made for disciplinary action will be issued in writing. As per the bylaws and code of conduct there is a 15 day period where the individual can request the BOD to reconsider their decision.

APPENDIX B

From: <https://www.ontario.ca/laws/regulation/200263>

Sports and fitness

Facilities for indoor sports and recreational fitness activities

13. (1) Subject to subsections (2) to (5), facilities for indoor sports and recreational fitness activities, including gymnasiums, health clubs, community centres, multi-purpose facilities, arenas, exercise studios, yoga and dance studios and other fitness facilities, may open if they comply with the following conditions:

- 1. Any instruction given to members of the public who are engaged in a class, an organized program or an organized activity that is not a sport,
 - i. must be delivered through a microphone if, without a microphone, the instructor would need to raise their voice beyond the level of normal conversation, and**
 - ii. must not encourage loud talking, singing or shouting.****
- 1.1-2. Revoked: O. Reg. 641/20, s. 17 (2).**
- 3.-3.3 Revoked: O. Reg. 5/21, s. 3 (1).**
- 4. No spectators are permitted to be in the facility. However, a person under the age of 18 years who is engaged in activities in the facility may be accompanied by one parent or guardian.**
- 5. Any person who enters or uses the facility must maintain a physical distance of at least two metres from any other person who is using the facility.**

- 6. Team sports must not be practised or played within the facility, with the exception of training sessions for members of a sports team that do not include games or scrimmage games.**
- 7. Activities that are likely to result in individuals coming within two metres of each other must not be practised or played within the facility.**
- 8. Subject to subsection 19 (2), any locker rooms, change rooms, showers and clubhouses in the facility must be closed, except to the extent they provide access to equipment storage, a washroom or a portion of the facility that is used to provide first aid.**
- 9. Any equipment that is rented to, provided to or provided for the use of users of the facility must be cleaned and disinfected between each use.**
- 10. Activities that require the use of equipment or fixed structures that cannot be cleaned and disinfected between each use must not be practised or played within the facility.**
- 11. The person responsible for the facility must ensure that a safety plan is prepared and made available in accordance with section 5 of this Order.**
- 12. The person responsible for the facility must,**
 - i. record the name and contact information of every member of the public who enters an indoor area of the facility,**
 - ii. maintain the records for a period of at least one month, and**
 - iii. only disclose the records to a medical officer of health or an inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.**

13. No member of the public may enter the facility unless they have made a reservation to do so. In the case of members of the public participating in a team sport, only one reservation per team is required.

14. No member of the public may be in the facility for longer than 90 minutes at a time unless the member of the public is engaged in a sport.

15. Music must not be played in the facility at a decibel level that exceeds the level at which normal conversation is possible.

(2) The conditions set out in subsection (1) do not apply to indoor training facilities that are operated by a sports team in one of the following leagues if they operate in accordance with a return to play plan approved by the Office of the Chief Medical Officer of Health:

1. Canadian Elite Basketball League.

2. Canadian Football League.

3. Major League Baseball.

4. Major League Soccer.

5. National Basketball Association.

6. National Hockey League.

7. National Lacrosse League.

(3) Paragraphs 5 to 7, 9 and 10 of subsection (1) do not apply with respect to a facility, or a particular room at a facility, during periods when the facility or the particular room is exclusively being used by persons who are athletes, coaches and officials training or competing to be a part of Team Canada at the next summer or winter Olympic Games or Paralympic Games if the persons are,

(a) identified by a national sport organization that is either funded by Sport Canada or recognized by the Canadian Olympic Committee or the Canadian Paralympic Committee; and

(b) permitted to train, compete, coach or officiate under the safety protocols put in place by a national sport organization mentioned in clause (a).

(3.1) Paragraph 5 of subsection (1) does not apply to parasport athletes and their attendants or guides.

(4) The conditions set out in subsection (1) do not apply to facilities for indoor sports and recreational fitness activities that open to provide space for a day camp for children that is in compliance with section 15.

(4.1) The conditions set out in subsection (1) do not apply to facilities for indoor sports and recreational fitness activities that open to provide space for the provision of an authorized recreational and skill building program within the meaning of the *Child Care and Early Years Act, 2014*.

(5) This section does not apply to pools, splash pads, spray pads and wading pools.

Facilities for outdoor sports and recreational fitness activities

14. (1) Facilities described in subsection 13 (1) that have areas that are used for outdoor sports and recreational fitness activities may open those areas if they comply with the conditions set out in paragraphs 1 to 13 and 15 of subsection 13 (1).

(1.1) Revoked: O. Reg. 5/21, s. 4.

(2) Outdoor playgrounds, play structures and facilities containing outdoor fitness equipment may open.

(3) This section does not apply to pools, splash pads, spray pads and wading pools.

Capacity limits for indoor and outdoor sports and recreational fitness facilities

14.1 (1) A facility described in subsection 13 (1) or 14 (1) that is not a community centre or multi-purpose facility may provide classes, organized programs or organized activities if it complies with the following conditions:

- 1. Every person participating in a fitness or exercise class must maintain a physical distance of at least three metres from every other person.**
- 2. Every person participating in any other kind of class, organized program or organized activity must maintain a physical distance of at least two metres from every other person.**
- 3. The total number of members of the public permitted to be in all indoor classes, organized programs and organized activities at the facility at any one time cannot exceed 10 persons.**
- 4. The total number of members of the public permitted to be in all outdoor classes, organized programs and organized activities at the facility at any one time cannot exceed 25 persons.**

(2) A facility described in subsection 13 (1) or 14 (1) that is not a community centre or multi-purpose facility may provide access to areas containing weights or exercise machines subject to the following conditions:

- 1. Every person using any such area must maintain a physical distance of at least three metres from every other person.**
- 2. The total number of members of the public permitted to use all such areas in the facility at any one time cannot exceed 10 persons.**

(3) If a facility described in subsection 13 (1) or 14 (1) that is not a community centre or multi-purpose facility provides indoor classes, organized programs or

organized activities and also has one or more areas containing weights or exercise machines, the total number of members of the public permitted to be indoors in the entire facility must not exceed 20 persons at any one time.

(4) For a facility that is a community centre or multi-purpose facility, the capacity limits in subsections (1) and (2) apply in respect of each room that is physically separated from other rooms in the facility.