

MINUTES OF DIRECTORS MEETING
November 11th 2020

Attendance - Erin, Holly, Justine, Tara, Stacey, Allison, Dave, Dianne (via zoom for first 45 mins)

Approve previous minutes - Dave motion to approve, Tara seconded and all in favour.

OLD BUSINESS- ITEMS FROM PREVIOUS MEETINGS TO FINALIZE:

COVID-19 Policy Document

Finalized and posted to the website, it can be found at gymnastics.energy/covid19-updates

- Suggested to make COVID Updates one of our main pages so that it is easier to find

Bylaw amendments

Confidentiality clause revised as per previous discussion about increasing transparency. The updated bylaws would be made available on the website and will be presented to the membership at the AGM. Discussion occurred at how specific we should make them in terms of the way that we make minutes available and it was debated whether future boards should be free to decide the best way to make the minutes available based on the technology of the times. Motion made to accept the revision as attached.

Motioned by: Tara

Seconded By: Justine

Result: All in favour- motion carries.

Draft MOU is proposed to help current and future board members identify what is and isn't confidential from the members. The document is meant to allow for simplicity in the bylaws while still honouring the spirit of the proposed clause.

Copy of the MOU has been circulated.

Revision attached

Motioned by: Justine

Seconded By: Tara

Result: All in favour- motion carries

Parent Code of Conduct Update

The proposed amendment was made to address the fact that the code does not currently adhere to the bylaws and the change made was to address that in a timely manner. Discussion occurred that work needs to be done to outline the discipline process in how it relates to complaints. There were questions about whether this process needs to be in the parent code of

conduct document or a separate complaint policy. Either way the topic was too long to add to this agenda with no pre-work being done. It will be added to the December agenda. The motion was made to accept the change to the parent code of conduct to refer to the 15 days notice for all disciplinary actions as per the current bylaws.

Revision attached

Motioned by: **Justine**

Seconded By: **Tara, Di**

Result: **all in favour**

Newstalk Newsletter

The version of Team Talk that had been circulated and approved to send in the October board meeting and has not been posted. Dianne committed to getting it posted the following day.

REPORTS FROM BUSINESS LINES AND COMMITTEES:

ED Report

Yellow phase

- 10 per area
- Physical distancing up to 3m
- Coaches/parent volunteers are doing a great job in assisting the coaches.
- A few classes needed to be moved to accommodate the yellow zone but not a great impact of the organization.
- January programs still moving forward with registration early December though a scaled down version may launch and as it fills up classes are added.
- Public Health was contacted and we are on the list for a call back to help interpret the new policies.
- Discussion took place on whether the MAG boys need new uniforms with Tara and Allison taking the lead. Consideration was given to the scaled down competition season this year vs their morale boost of getting new uniforms. It was decided that Tara would survey MAG families about possible interest and we would take their lead. Holly reminded them it would need to be done very soon or there would be no time to get them ahead of competition season.

Treasurer's Report

- CEWS cheques "in mail" and should arrive any day.
- Payroll this week was completed.
- Emails have been sent to inquire about treasurer assistance, sent Nov. 3rd with no responses received as of yet. We will continue to reach out to members of our community as appropriate.

Committee Updates

- Meets Committee- the details of the virtual competitions has not been released so no new updates.
- Grant Committee Update- the Trillium grant is underway and a coaching meeting has been scheduled to maximize our success. We may need to

prepare a report on our financial recovery plan as part of this grant which Holly will work on with the committee if needed.

- Digital Mainstreet is available to fund the creation of our web store though further consideration needs to happen as to who will manage it internally, what will we sell. This will warrant further discussion.
- Fundraising Update- Wine sales so far are between \$7,000-\$8,000 purchased and there is still concern about the webstore functionality and its contribution to our results. A reminder email will be sent out to members to finalize purchases in time and remind them that Janelle can help members with orders if necessary

NEW BUSINESS:

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

Christmas “Bonus” / Recognition and Athlete/Coach Celebration

Coach Recognition

The board is contemplating a gift for coaches to show them appreciation for the extra work that is being done in this environment and how challenging it has been. All agreed a nice gesture with a handwritten note would be great- those of age perhaps a nice bottle of wine.

A budget has been set of \$800 which was set based on an average of \$20 per employee.

Motioned by: Tara

Seconded By: Dave

Result: all in favour

Full Time/Salaried Staff Recognition

To reward the salaried staff Erin floated the idea of providing them with an extra vacation day on Christmas Eve so they can have extra time to relax and enjoy their families.

Motioned by: Dave

Seconded By: Stacey

Result: all in favour

Athlete Fun

The board also contemplated a parent funded pizza night for each training group with the potential to do individual Little Caesar’s pizza. Concerns were raised over food in the gym both with the mess that would happen and with COVID-19 concerns. It was decided that the decision for athlete celebrations would be made closer to the end of December when we see what zone we are in and what the parameters are and whatever we do would be parent funded at a rate not to exceed \$10 per family.

Discussion occurred around providing our coaches with a budget to spend on their own staff as a reward system as well as potentially on athlete fun for their training groups. This will be revisited in January.

Newsletter Discussion (further to the Team Talk update from above)

Justine shared her concern with the newsletter/Team Talk not going out in a timely basis and expressed her frustration that something isn't going out monthly. She suggested a simpler format that would be done in addition to the more formal Team Talk that could be done quarterly. It was also expressed that as Team Talk doesn't go out regularly the content is too much for people to read through. Justine offered to take on the monthly newsletter and it was decided she would work with Holly on this project. All agreed she could take this on with Holly.

Vacation and Banked Time

Erin expressed that historically there has been an issue with the handling of banked time by senior staff as it was allowed to accumulate. Most staff have been working on using it with a goal of having no more banked time being carried into 2021. However, as a result of this time, and being closed from March to June, most staff have more vacation time accrued than in previous years as they did have an opportunity to use the time up. Efforts have been made to use as much as possible in the coming months. It is suggested that staff be able to carry over 2 weeks vacation for 2021 only rather than the one week normally allowed.

Discussion occurred ultimately recommending:

Try to carry over no bank time

- Allow 2 weeks of bank time to transfer over into 2021
- Allow a maximum of 1 week payout
- Have vacation plans laid out by January 31st for the use of the extra vacation time
- Review current contracts to find out if we can have them use a vacation week during week of shut down

The board also noted that it is an ongoing frustration to find appropriate covers for competitive coaches and a new Level 2 coach may be needed in the future as many of our coaches are moving on with full time careers out of the gym and are looking for less hours than in the past. This situation will be monitored as our financial circumstances improve.

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Performance Review Timelines - Rollout Plan

- Tentative timeline to have plans back by end of December.
- To be reviewed in January
- Erin will be stepping back on HR duties and handling them over to Justine. She will participate in Holly's review along with Dianne and Justine if all are in agreement. Dianne will assist Holly with Alexa's review and potentially Tracy's review.
- Holly is to ensure we receive the review forms before Christmas Holidays.

Attendance of Members at Directors Meeting- BOD decision and communication of policy to members

At our last meeting we had a member request to attend the meeting which Erin allowed without question. After further investigation it was determined that Erin did not have the authority to grant that request without the Board's consent. The board previously did have an open meeting policy and the request to allow the member to attend was granted with that in mind. However, the bylaws do not allow or disallow member attendance so it is up to the board to decide in what capacity they wish to allow members to attend. Under Ontario not for profit law there is no 'right' for members to attend director's meetings.

After much discussion about the various ways we can have members attend, it was motioned that members would be able to attend board meetings via Zoom but would be on mute and not part of the discussion but that they would be able to post questions through Zoom on the topics that are related to the matter on the agenda which would be monitored by a moderator for any members on Zoom. Members with matters that they want to add to the agenda can email in writing to request their matter be put on the agenda and will be notified if their request was granted, and if so they can attend to speak to the matter they are bringing to the Board. Once their matter is resolved they can choose to attend via Zoom the balance of the meeting as described above.

Motioned by: Erin

Seconded By: Tara

Result: Motion Carried 5 : 2

Discussion on Staff Request for Extra Sick Days due to Mandatory Public Health Days Off

A request was received at the board level for Staff Member A to be granted two extra sick days. Sick days for 2020 have been used and she had to stay home due to exposure to a case of COVID-19. She felt as she was willing to work and was told not to and she was exposed at work we should grant the days.

A review of the circumstances showed that she was given the choice to work from home and decided not to do that and setting a precedent of granting extra sick days every time there is a need to stay home due to COVID-19 is not a precedence the organization can afford to do as a policy. Staff Member A also had lieu time available that could be used for these two days off.

Motion made by Allison to deny Staff Member A's request to change vacation time to sick days and suggested an option be presented to use bank time in lieu of vacation time and an option to work a bit of extra time to make up the hours over an above available banked time be provided so Staff Member A get her vacation days back.

Seconded by: Erin

All in Favour- Motion carried.

Agenda Items Scheduled but not Covered in this Meeting (to be bumped to December Agenda):

Policy Review:

Gym Rental Policy - Attached - **to be reviewed at a later date**

BOD Goal Setting

Meeting Adjourned.

Gymnastics Energy COVID-19 Safety Plan

Facility Measures:

Operations: Gymnastics Energy is not open to the general public. All doors are locked from the outside and are only opened by appointment or scheduled class.

Change rooms: Change rooms and lockers are closed

Payments: Physical contact has been minimized by encouraging online payments and registrations and wireless debit machine is being used

Water breaks: The water fountain will be used as a filling station only. The drinking spout is out of order. Athletes/coaches/staff are to bring their own labeled, water bottle from home already filled. No sharing of water bottles. Coaches will be required to sanitize hands before and after filling water bottles.

Foam Pits: The foam pits will be off limits for recreational use. All foam pits will be covered with vinyl landing mats for competitive athletes. Competitive athletes can still land on the vinyl mats which can be cleaned after each user.

Rope Climb: No rope climbs for Recreational athletes until further notice.

Chalk Usage: No communal chalk dishes will be provided. Recreational athletes are able to complete all skills safely without the use of chalk. Competitive athletes will have individual chalk blocks in their personal storage bins.

Screening Measures:

All attendance and screening will be kept on file for the duration of the session (minimum of 7 weeks).

Recreational Programming:

- Screening questionnaire is confirmed at the door for all participants prior to entering the facility (see Appendix A attached)
- Attendance is being recorded for all participants

Competitive Programming:

- Parents are required to complete the screening through Google Forms prior to dropping off their athlete (see Appendix A attached)
- Attendance is being recorded for all participants



Visitors and Staff:

- A copy of the screening (see Appendix A attached) has been sent electronically to all staff and are required to self screen before arriving to work. Prior to punching in to their shift, staff are required to complete the screening checklist located above the punch clock.
- Visitors are required to complete the screening located at the reception desk in the lobby and sign in on the visitors log book when entering the facility

Maximum Number of Participants:

- There is a limit of 50 persons allowed per room permitting physical distancing of at least 2 meters is possible.
- The gym is separated into 5 separate training "rooms" (See Appendix B)
 - Kindergym
 - Studio 1
 - Studio 2
 - MAG
 - Competitive
- A carefully planned rotation schedule has been made to ensure the limit per room is never surpassed.

YELLOW:

- There is a limit of 50 persons allowed per room (competitive) and **10 participants per room (recreational)** permitting physical distancing of at least **3 meters** is possible.
- The gym is separated into 6 separate training "rooms" (see Appendix C)
 - Kindergym
 - Recreational
 - Studio 2
 - MAG
 - Vault
 - Competitive
- A carefully planned rotation schedule for competitive athletes has been made to ensure physical distancing of 3 meters can be maintained.
- Recreational Classes have been assigned a designed room per class to avoid whenever possible not to rotate between rooms.

Cleaning and Disinfecting Protocols:

Increased Sanitization: Additional cleaning/disinfecting of high traffic and high-touch surfaces such as light switches, door handles, hooks, cubbies and bathrooms have been put in place.

Additional staff has been added as floaters and volunteers to aid in cleaning and disinfecting. (See Appendix D)

A third party cleaning company has been hired in addition to the custodian to disinfect and clean every weekday evening. (see. Appendix E)



Hand washing/sanitizing: Handwashing and sanitizing procedures have been heightened for all coaches and athletes and will occur regularly. Staff must ensure all participants are washing their hands or using hand sanitizer upon entering the gym and between using apparatus/equipment/workout gear/etc. Coaches must use hand sanitizer after spotting an athlete.

Washrooms facilities or portable sinks and hand sanitizers are available at all 4 entrances to the building.

Personal Protective Equipment Requirements:

Mandatory Mask By-Law: Wearing a non-medical mask or face covering is mandatory in certain enclosed indoor public places in Niagara region. For more information on the Region's by-law visit <https://www.stcatharines.ca/en/governin/covid-19-mandatory-masks-by-law.asp> Some individuals are exempt. Please indicate on your registration if your child is exempt.

Competitive / Recreational Athletes

Masks Must be Worn when:

- Entering and Exiting the building
- Going to and from the bathroom and change rooms
- Walking to and from a break
- In the public areas such as Lobby, Hallways, Washrooms

Masks are to be placed in a Zip Lock Bag labelled with their name and placed with their water bottles at water bottle stations.

*Masks are NOT required while participating in physical activities

YELLOW:

- Athletes are to wear masks when moving into another "room" in the gym

Competitive Coaches

Surgical masks and eye protection (glasses or shield) must be worn:

- When spotting athletes (recommended to wear glasses rather than face shield as eye protection)
- Checking in and dismissing athletes from the facility
- When physical distancing is not possible
- When administering First Aid

Face coverings of any kind must be worn:

- When traveling through the public areas on the facility, lobby, hallways, washroom, changerooms



- When cleaning

While coaching from a physical distance of minimum 6 ft, coaches may wear a face shield without a mask to better instruct athletes and allow athletes to better see and hear the instructions.

Coaches are encouraged to wear a face shield and/or mask and glasses whenever possible while coaching.

Recreational Coaches

Face Coverings and eye protection or shield must be worn:

- When Checking in and dismissing athletes from the facility
- When physical distancing of 6ft is not possible
- When spotting is permitted

Surgical masks, eye protection and gloves must be worn:

- When administering first aid

Face coverings of any kind must be worn:

- When traveling through the public areas on the facility: lobby, hallways, washroom, changerooms
- When cleaning

If an athlete requires assistance of any kind, the coach is to call over the floater to step in and support.

Floaters should always be wearing a surgical mask, so they are ready to step in and help coaches.

Gloves: Must be worn for cleaning equipment between rotations, cleaning at the end of the day or during deep cleans. Hands must be washed between each new set of gloves. Gloves must be worn when administering First Aid where the coach is required to touch the athlete. Gloves are not required while coaching.



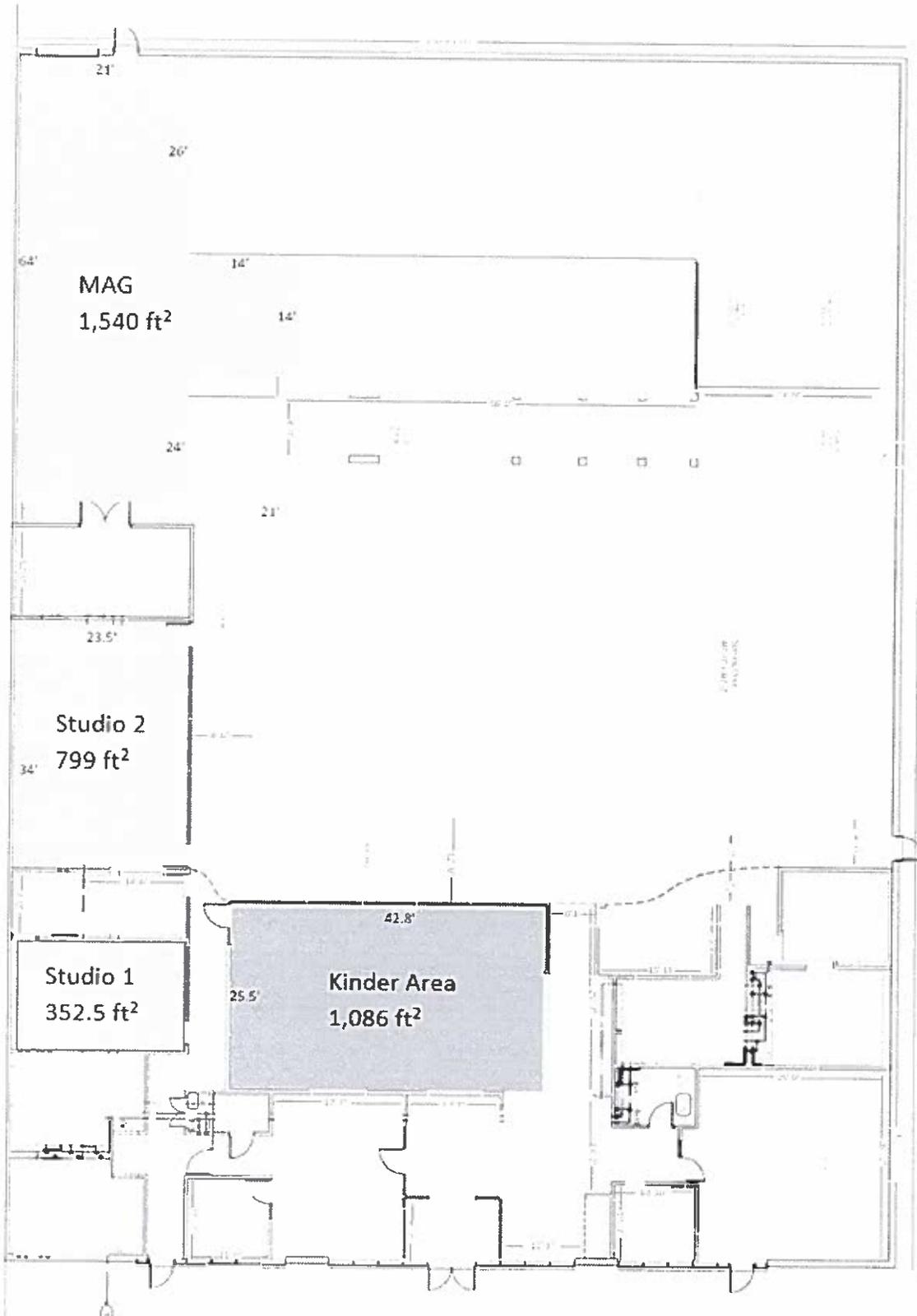
APPENDIX A - Screening

By completing this screening tool, you acknowledge that failing to provide truthful responses may result in disciplinary action and that Niagara Region may request evidence reasonable in the circumstances to verify the period of self-isolation or self quarantine that was directed by Public Health or a physician.

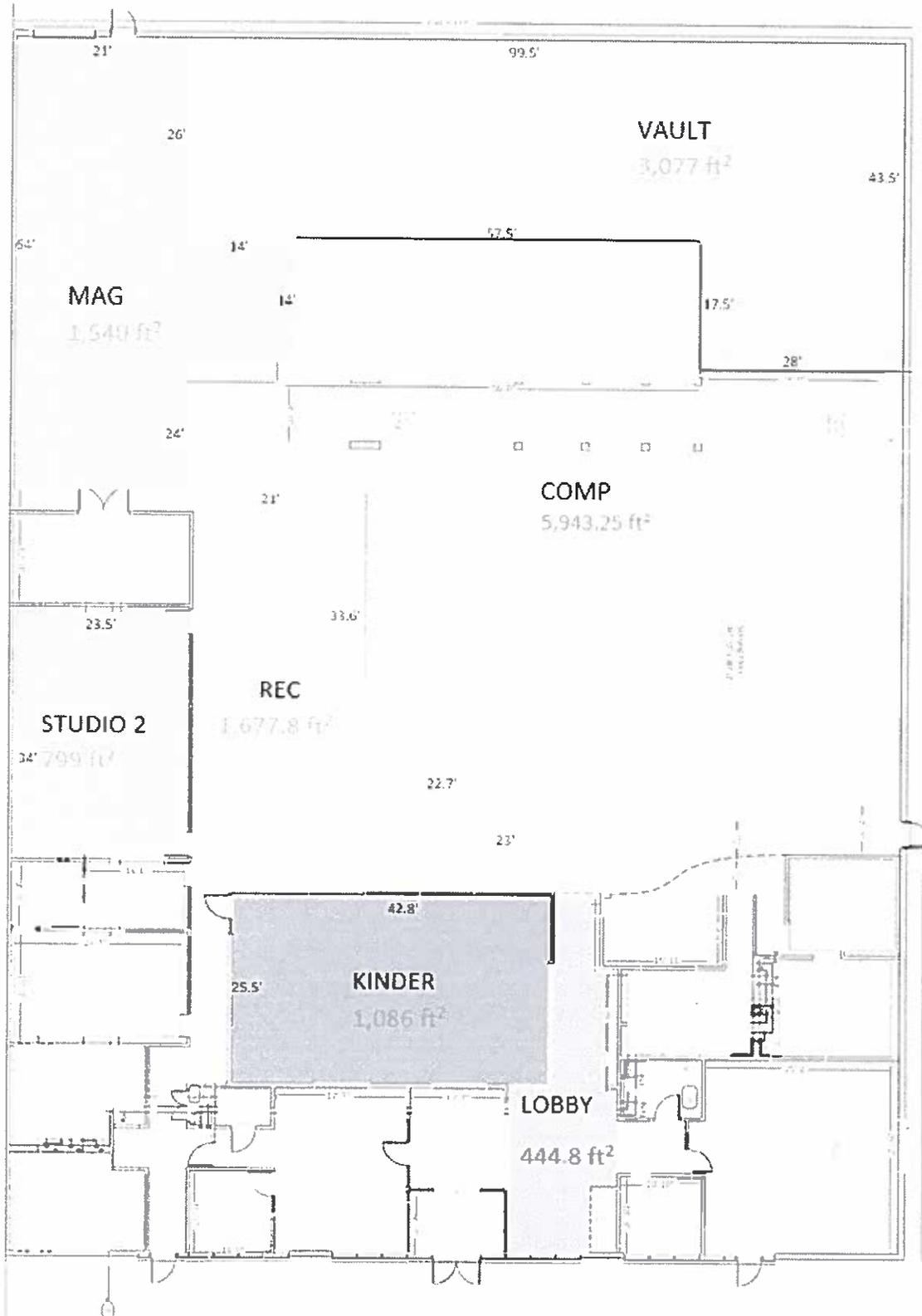
1. Have you or anyone in your household traveled outside of Ontario in the last 14 days and/or been in direct contact with someone who has traveled in the last 14 days?
2. Have you been advised to self-isolate due to travel?
3. Have you tested positive for COVID-19 or had close contact with a confirmed case of COVID-19 without wearing appropriate PPE?
4. Do you have a new onset of any of the following:
 - Fever/ Chills
 - Cough
 - Difficulty Breathing
 - Decrease or loss of taste or smell
 - Shortness of Breath
 - Sore Throat
 - Runny or Congested Nose (Not allergies)
 - Unusual levels of Fatigue
 - Unusual Headache
 - Nausea/ Vomiting, diarrhea, or loss of appetite
 - Feeling unwell for an unknown reason
 - Loss of Smell
5. Have you been advised to self-isolate due to COVID-19 symptoms?
6. Have you been advised to self-quarantine due to referral for testing or referral of a household member for testing, and were awaiting results?

If you answered yes to any of the questions you are to leave the facility immediately and call Public Health at 905-688-8248.

Appendix B - Gym Layout - GREEN



Appendix C - Gym Layout YELLOW



Appendix D

Cleaning and Disinfecting Checklist:

Coaches Sanitation Bins: Each station/apparatus in the gym will be equipped with a Sanitation Bin.

The Sanitation Bin will include:

- hand sanitizer for the coach and athletes
- a supply of gloves
- face masks
- disinfectant spray for the equipment
- cleaner for cleaning the equipment
- clothes

The floaters/volunteers must check that a complete supply of the listed items is in each Sanitation Bin.

Floor Supervisor/ Volunteer Cleaning Checklist

- Disinfect the Tables and chairs after crafts, snack and lunch time
- High touch surfaces including: All door knobs/ handles, light switches/keypads/ hooks for bags (Between training groups and at the end of the day)
- Disinfect all equipment used between groups (toys, equipment, craft supplies)
- If someone used the washroom facilities disinfect stall handle, toilet handle and tap
- Clean all the equipment that was used in your apparatus before moving to the next apparatus with the appropriate cleaner.
- Disinfect the sinks and paper towel holders in the changing rooms
- Disinfect the portable sink and refill the top if necessary
- If needed refill spray bottles, paper towel and soap at sinks
- Collect all the dirty cloths at the end of the day and put them in washing machine

Appendix E

Custodial and Contract Cleaning Checklist

Custodial Daily Checklist

- Mop the mats with disinfectant including: Under Bars/ Under MAG/ Under Beam and Over Pitt
- Shampoo Floor and Vault and Little's Area and Tumble Track (Former Bleachers Area)
- Spray the Fast Track and Tumble Track (or Steam/ Fog when available)
- Empty the grey water from the portable sinks
- Empty the garbages in the Gym
- Move Cloths from Washer to Dryer and turn on Dryer

Contract Daily Checklist

Bathrooms- All Four

- Disinfectant sinks and countertops
- Mop floors
- Disinfect stall doors/handles and toilet paper holders
- Disinfect toilets
- Empty Garbages/ Diaper Pail

Office Area

- Vacuum
- Disinfect/ Wipe Down Desks, counters and high touch surfaces (door handles; light switches; key pads etc)
- Empty Garbages

Lobby Area

- Mop the hard floor in the lobby and hallways
- Disinfect all door knobs, thermostat boxes, handles, auto door buttons, light switches, Alarm box (high touch surfaces)
- Wash down windows in entrance and in between the Little Gym and the Main Gym

Staff Room/ Kitchenette/ Small Office

- Mop the floor
- Wipe Down lockers
- Clean and Sanitize the Table Tops and the Kitchenette (sink/ counter/ etc)

Appendix 2

Wording of proposed bylaw section:

(Section V.08): In an effort to ensure transparency to members and to allow members to have access to information about the management of the organization the board will make readily available the open minutes of all director meetings, including all reports and referenced documents. Audited financial statements will be made readily available upon approval by the board of directors. Open minutes shall be made available to the membership within 30 days of the meeting date in which they are approved and will remain available for a minimum of twelve (12) months after the date of approval.

Appendix 3

MEMORANDUM OF UNDERSTANDING ("MOU")

The board agrees that determining what is confidential and what isn't confidential is a challenge for a not for profit board of directors. The purpose of this MOU is to outline the agreement between the 2020/2021 Board of Directors as to what items should be contained in the closed and open minutes of the Directors meetings. It also outlines the best practices relating to these issues.

Financial Updates

The finances of the organization are not considered confidential with the exception of specific salary information or legal settlements. As a result the board should include in the open minutes items such as cash flow statements, income statements, treasurer's reports, fund reports, and statutory filings. This financial information shall be included whether favourable or not and if the business is at risk of not being able to meet financial obligations (defined as current assets – deferred revenue < current liabilities due in the next 60 days) this shall not be removed from open minutes.

Employment/Human Resources Information

While individual salaries are confidential decisions to increase salaries and decisions about wage ranges are not confidential. Employees have the right to confidentiality of their employment file and any disciplinary action is confidential.

Legal Matters

Claims against the organization should be disclosed to the membership along with the potential financial impact though specific details of the claim may be kept confidential. If the claim is from a member, care should be taken to ensure that information disclosed does not allow members to determine the claimant as this is a small community.

General Items

- If a board director declares a conflict of interest and abstains from a discussion or vote that should form part of the open minutes.
- Any time a board member received remuneration the nature of such remuneration is not confidential.
- Member complaints are not confidential in terms of the circumstances and outcome but care should be taken to protect the identity of members and/or those involved as much as possible.

Appendix 4

It was brought to our attention that the discipline section of our code of conduct does not match our bylaws- the code of conduct leaves out the 15 days notice. I am suggesting two changes to the code of conduct:

- 1) adding reference to the bylaws in the parent code (ie. Following the procedures set out in the bylaws failure to adhere....)
- 2) I think we need to distinguish between a discussion that happens in response to a complaint the board receives and an actual disciplinary action.

VIII.03 Discipline of Members

(a) Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the Corporation's letters patent, any by-laws of the Corporation, or any rule, policy or regulation made widely known by the Board from time to time.

(b) The notice shall set out the reasons for the disciplinary action or termination of membership, the Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of Membership.

In the parent code it just says the following and I am suggesting we add the part in bold/italics below so that they match each other:

Failure to adhere to this code of conduct will result in progressive disciplinary action which includes:

- verbal warning – discussion with program manager and/or board members
- documented written warning
- temporary suspension from facilities
- permanent suspension from facilities

More serious violations can result in some disciplinary stages being skipped and is up to the discretion of the Board of Directors and Executive Director (i.e. discipline could start at #2 or #3). ***Note that members are to receive 15 days written notice outlining the reason for the disciplinary action and will have the chance to provide a written response as per section VIII.03 of the bylaws.***