

MINUTES OF DIRECTORS MEETING
October 14th 2020

Attendance: In person -Holly, Erin, Tara, Justine, Dave, Allison, Stacey,
Via zoom- Dianne, Brenda McIntyre

Policy Review and Approval:

Private Lessons Policy

Holly shared the private lesson policy which had only coaches at a certain level being able to schedule a private lesson. A discussion highlighted the fact that we need to ensure there is Rhythmic and MAG coaches that will meet the criteria to offer private lessons.

Tara motioned to reduce the requirement to those that coach 9 hours per week, Stacey 2nd, all agree to pass the policy with this criteria.

COVID-19 GE Health and Safety Guidelines

Erin asked everyone to read through the updated procedures and to add any comments or suggestions. The following items were highlighted from the document for information:

- Public Health states that it is not necessary to provide employers with negative test results before coming to work.
- Our policy says if we have an outbreak but doesn't define it. Public Health is responsible for declaring an outbreak.
- First case occurred at our gym and there were some good things but some learning that happened as well. It was low risk for our participants and staff and our protocols are working.
- The case highlighted that we need to educate staff/members of what an "unexplained symptom" is so that they are not coming to work with an unusual symptom
- Tara and Holly will work to finalize the policy document and share/post

Proposed By-Law Amendment for Discussion

- Erin shared the proposed bylaw amendment that was drafted by member Brenda McIntyre and circulated to the membership for feedback in September.
- The board discussed the general principles expressed in the language and found it to be agreeable. General consensus was to edit the language based on feedback from the discussion and further debate whether some of the details about what constitutes "confidential" should be in the bylaws or part of some other board policy/document.
- Erin will work on the language and it will be voted on at the November Board meeting.

Committee Updates:

Fundraising Updates- Stacey

- Hope to have Wine fundraiser launched by 18th of October, to end 16th of November
- Stacey said it is difficult to track the orders for each member while trying to sell but the online system was less work than previous wine fundraisers.
- Stacey shared some other fundraising ideas that her team was working on including gift cards, Gym Gear, Bottle drop and recycling.
- Concern was noted about tag day as only 6 families signed up and with COVID it is unsure if it will be allowed. She will start working on alternatives.

Treasurer/ Financial - Allie, Erin, Holly

Review of Cash Flow Statements

- We will be fine through the end of 2020 with the current cash on hand and upcoming subsidies announced
- Federal rent subsidy, potentially up to June. 65% coverage if still open, 90% if shut down depending on revenue loss- so what it will be for the gym is unknown
- Cash statements to be added to these minutes for review

Trillium Grant Update- Stacey

- The grant is to be used to fund a project and the team is focusing on program safety.
- Discussion occurred about finding things that we want to do or have to do that fit that criteria and putting them into the grant so that we are reimbursed the expense ie. launching online classes; starting a video channel, creation of 'rooms', accessibility equipment, doorbell/camera system etc.

Meets Updates:

Review of Meet Protocols and Decision on a Bid

Holly shared the changes to meets this year in a COVID environment. Highlights include less competitors, no concessions, less volunteers, cleaning between sessions, individual packaged catering etc

It appears we will make about \$15-\$20 instead of our usual \$40K+ but all agreed that it was still worthwhile to host a meet. A factor in this decision is that it was understood to host you needed to fit the meet at your own facility and we are the only one in Niagara that can do that.

Communication Update:

Newsletter/Team Talk Content

- Dianne shared a draft of the next newsletter and asked us to comment on it asap so she can get it published.

Review of Action Items

- Diane and Erin to talk about ways to highlight and share safety protocols.
- Stacey to forward Fundscrip gift cards info for newsletter
- Tara to complete extra info about logo sharing for sponsorship signs
- Focus on fulfillment of sponsorship details

- Diane to reach out to Alexa to ask her to talk to coaches about posting videos to the GE instagram account
- Athlete x requested accommodations from the gym
 - GE to respond by October 21st

Discussion of Accommodation request received September 21st occurred, the details of which are to be included in closed minutes.

Allison motioned to approve the September 23rd minutes. Dianne seconded the motion. All in favour and minutes are approved.

Meeting adjourned



Policy and Procedure Manual

Gymnastics Energy	NO. 04.03.01
SECTION: Private Lessons	PAGE: 1 of 1
SUBJECT: Private Lesson Policy	APPROVAL/ REVISION DATE & SIGNATURE

Private Lessons are to be used to offer a service to non-members to introduce, build their skills or reach a certain goal through gymnastics.

It is an opportunity to provide a customary program tailored to individuals' specific needs while increasing our customer base.

Program Managers and the competitive coaching staff have put together a program with the needs of the athletes in mind. Our goal is to prepare each athlete for their current year of competition and challenge them with new skills for the next level(s). We believe that these programs are very comprehensive and do not need to be supplemented with regular private lessons. *Gymnastics Energy will not be offering private lessons to our competitive team unless there are exceptional circumstances identified by the athlete's coach.*

Qualifications for coaching Private Lessons:

- Coach must be Level 2 Certified or have started the Competition Intro Advanced Certification
- Coaches must be 18 yrs of age or older
- Coaches must be scheduled on the current Competitive and/or Recreational schedule for a minimum of 6 hours per week.

Rates

Private lessons must be paid for in full PRIOR to the lesson occurring

- Private Member - \$40.00/Hr
- Private Non-Member - \$75.00/Hr
- Semi-Private Member - \$60.00/Hr
- Semi-Private Non-Member - \$100.00/Hr

Coaches will be paid 85% of the rate charged which equals:

Policy and Procedure Manual

- Private Member - \$34.00/Hr
- Private Non-Member - \$63.75/Hr
- Semi-Private Member - \$51.00/Hr
- Semi-Private Non-Member - \$85.00/Hr

Dates/Times of Scheduling Private Lessons:

- There must always be 2 adults (over the age of 18) in the gym including the qualified coach
- Must be scheduled between 6:00 am – 10:00 pm
- Cannot be scheduled during busy training times when the gym is over 75% capacity
- Cannot be scheduled on Statutory Holidays
- Cannot be scheduled when the gym is closed for special events, snow days, emergency maintenance, mandatory shutdowns etc.

Coaches cannot miss their regularly scheduled shift to coach a private lesson. If a coach is sick for their regular shift, they cannot coach a private lesson.

Private Lessons for Competitive Athletes needs to be approved by their supervisor or program director prior to booking. The Competitive Athlete Private Lesson Request Form must be filled out and submitted for approval.

Coaches are to post their availability onto Amilia for registration and payment to occur online through the system. A personal description, photo and list of specific skills are to be posted on the website to help promote the coach and Gymnastics Energy services offered.

[Return To Table of Contents](#)

APPENDIX B

MEMO WITH COVID-19 CASE #1

Summary

On Friday evening Brooke received a text from staff that she had tested positive for COVID-19. Brooke contacted Erin and Holly. Erin said wait for Public Health to call and follow instructions and took it as an FYI. Holly received a text and identified another close contact to this coach on staff that would need to be tested. She contacted that person who also contacted Board Member Allison to discuss the situation.

On Saturday morning, Brooke notified Alexa of the situation and both of them tried to contact additional Board members to know what to do- ie. Should they shut down etc. They also contacted Erin in the morning seeking that same direction. One of the Board members did contact Tara who is our Board appointed COVID person.

Within the same hours, Tara connected with Erin and then Holly was contacted and advised that Tara would contact Public Health and get to the bottom of it.

Tara contacted the coach and confirmed details of the situation and while on the phone Public Health called the gym and Erin answered the phone.

The exposure to the families was deemed very low risk by Public Health. They explained also that we cannot request a negative test to return to work and they are discouraging people from getting tests that have no symptoms. Further, the period that a person needs to stay home from work is 10 days from symptom onset. The coach was safe to come to work next week.

Action Taken:

- A message to the parents of the group was drafted and sent to the Board for review and Holly is to send out on Saturday evening.
- Even though she is cleared to come to work because Public Health just contacted parents Saturday morning it was decided we would keep the coach out from work one more week but would pay her the hours as legally she is cleared to work.
- Brooke will find a cover for her classes and will communicate what she can do from home to help the gym with administration work
- Holly will also seek out work for her to do at home as well.
- Holly and Tara will follow up with the other employee that needs testing due to exposure to this case and will advise accordingly

Outcomes:

- Reinforcement with staff about screening and its importance and confirm who is checking it
- We need to update the screening tool as there can be random symptoms and in this case the coach only had an earache. The Board needs to decide how we wish to proceed with screening of staff for these unusual symptoms.
- The chain of communications needs to be better established: Holly and Tara are the recommended contacts for all COVID incidents
- Updates to the overall policy based on Public Health recommendations need to be made as their current recommendations are different from earlier recommendations that our policies are built upon.

APPENDIX C

Proposed By-law addition by member that was emailed to the membership after the AGM.

(Section V.08): To ensure transparency to members the following the open minutes of all director meetings shall be made available online to the membership within 30 days of the meeting date and will remain posted for at least 24 months. Financial statements from the past 2 years will also be available. Confidential minutes will be used for items requiring confidentiality (e.g. athlete requests, HR items about individual employees) and will only be available to board members. The open minutes will specifically contain the following items which may be construed as confidential, but the membership should be made aware of:

- Financial updates (income, expenses, balance sheet and the total amount of 60 day+ arrears) at least once per quarter
- Wage decisions and wage ranges by position (specific employee wages to remain confidential)
- Disclosure of when a board director declares a conflict of interest and abstains from discussion or vote
- Disclosure of when a board director received remuneration (as allowed in exceptional cases by section IV.09b)
- Disclosure if at any time there is concern 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)
- Disclosure of any pending or settled claims, including OHRC, ESA, lawsuits and other claims which may have financial impact (specific details of the claim, such as claimant and/or defendants may be kept confidential)

In addition, new board members will have the right to request confidential minutes pertaining to the last 12 months when they join the board, subject to signing their confidentiality agreement.

Predicted Bank	\$	23,957.83
DECEMBER	\$	3,068.46
EXPENSES	\$	78,652.00
Rent	\$	24,125.50
Emterra	\$	120.27
Utilities - Gas	\$	800.00
Utilities - Alectra	\$	3,800.00
Utilities - Water		
Telephone and Internet	\$	565.00
Wages & Salaries	\$	42,000.00
El Expense		
CPP Expense		
Employee Group Insurar	\$	-
Cleaning Supplies - Coor	\$	450.00
DECCA	\$	2,457.00
Accounting	\$	400.00
Legal	\$	909.03
Christmas Staff gifts	\$	800.00
Sage	\$	2,000.00
Online Registration Fees (Amilia)		
BarterPay	\$	25.20
Office Supplies - Paper	\$	50.00
Copier Usage	\$	150.00
Equipment		
REVENUE	\$	81,720.46
CERS	\$	8,000.00
Sublease	\$	2,302.20
Rent - Rhythmic Waves	\$	100.00
Competitive Fees	\$	22,130.26
Recreational Fees	\$	15,000.00
Employee Group Insurar	\$	450.00
CEWS	\$	33,738.00

Gymnastics Energy Board Meeting

Date: October 14, 2020

Submitted by: GE Parent

Submitted for: Inclusion in open minutes as an appendix/parent report

Background: AthleteX has a documented medical disability with accommodation plan in place. The family filed an OHRC claim (HRTO File 2019-37656-1) in July 2019 against Gymnastics Energy, Coach Amy Cranch and Executive Director Holly Hopkins after 6 months of unresolved concerns about discrimination, lack of accommodation and reprisal.

All legal issues of concern were resolved through the OHRC process in late July 2020 and all parties (Energy, Holly Hopkins and the athlete family) are subject to a non-disclosure on the terms of settlement. Per Erin's verbal disclosure to the parents at the AGM, this outstanding claim (one of two she indicated the gym has now) are expected to be fully settled by Energy as of the end of 2020.

Settlement of historical claims apply up to the settlement date (July 2020) and do not absolve Energy from their legal requirement to appropriately accommodate this disabled athlete future state. Not to mention that the gym's new vision would suggest they are striving to be an inclusive environment and supporting disabled athletes by bringing them equity during training is simply the right thing to do.

Request: The family is seeking response to their request for accommodation equipment and their request for an extra coach (50% or more of the time) by October 21st. The family is also requesting permission to observe the class 1 day a week (1 parent, with a mask, distanced) to ensure accommodations are occurring appropriately; as this is a new request, we understand it may take a couple weeks longer.

Support for Request: By way of context on the request for the extra coach, per the head coach Alexa's comments at the parent meeting in February 2020, a ratio of 8:1 applies this season. It seems like a position in the class was not initially held for this athlete based on the late contract and above ratio size of the class (which is concerning, if accurate), so the class is now unfortunately over-ratio with the late addition of the disabled athlete (AthleteX). In addition, the signed accommodation plan in place currently states:

12. The Centre recognizes that redacted (lists name & disability) during training improves with a smaller athlete to coach ratio. The Center will endeavour to achieve a reduced athlete to coach ratio in classes that AthleteX attends.

Back in early 2020, AthleteX was seriously injured (multiple times) after the family's accommodation and improved communication requests, as well as requests to adhere to the reduced ratio promised, were not implemented by Energy. ***In order to ensure appropriate accommodation, improve athlete safety and to prevent potential future injury, we respectfully request AthleteX be provided with the extra coach as requested.*** This person will be both a coach and support person and should be acceptable in that role (specifically, we want them to be brave enough to advocate for AthleteX, if required).

Additional concern: The family would also like to note their continuing concern with the Executive Director in terms of poor communication with the athlete family including, but not limited to:

- sending AthleteX's contract approximately a month after all other athletes received theirs
- lack of response to the family's September 21 accommodation request (even a partial response with a time commitment on when they could expect a full reply would suffice)
- delayed reply to a request for a key date that was approaching soon (which should have been a simple one sentence reply and even that simple question required 3 emails over 2 weeks before the answer was sent)
- lack of response to a request made on the athlete contract (in that case the ED replied to acknowledge it and advised the family they would get a reply by the end of the week....and that was about 3 weeks ago with no reply yet)

It was our hope communication would be improved following the OHRC discussions, but unfortunately in terms of the administrative team, things are still fairly rocky.

Other feedback: We would like to say though that AthleteX's new coach has been communicating very well by email and keeping us updated about class matters, which has been an improvement from last year (and we relayed that positive feedback to Holly with the accommodation request on Sept 21 and to the coach directly). AthleteX has also reported a more positive environment in class towards her than experienced last season and has been much happier at training in general. Although she has also noted the accommodations requested and agreed to in the most recent plan are not occurring at all after one month of training (we realize this is due to COVID rules and the oversized class, the latter which can be rectified through implementation of our request). But in general, aside from accommodation issues which we hope will be rectified soon, things are going pretty well. So, thank you to the coaches, particularly the one leading the charge on communication, for that improvement.

Thank you for reviewing this request. I know you are all volunteers and I appreciate that these types of matters are not pleasant to deal with. However, better communication from your administrative staff and a more inclusive environment will benefit many athletes and improve the overall brand and culture of the gym. Some fairly simple changes can make a world of difference.