

## CIGC BOARD HANDOVER MEETING MINUTES

Place: Canmore Recreation Centre

Date and Time: Monday, November 27, 2017, 6:00pm

### Agenda Items:

1. Call meeting to order  
6:05

2. Welcome and introduction  
Welcome to past and new board members  
Cards for voting and speaking, **so that we aren't interrupting others.**  
After AGM, new board members are in. Tonight new board members vote.

3. In attendance/ regrets  
Valerie Atkinson, president  
Nancy Kirk, Member at Large (MAL), arrived at 6:30  
Kathleen Ridgely, secretary  
Laura Newsome, past MAL, non-voting  
Sheila Bagley, MAL, 6:10  
Astrid Heidenreich, past MAL, non-voting, left at 7:40  
Janet Creaser, vice-president  
Adele Folliot, MAL  
Deb Lantz, MAL, arrived at 6:10  
Antonina Natalukha, volunteer coordinator, non-voting, left at 6:50  
Nancy Provost, administrator, non-voting  
Rayna Tupper, past MAL  
Regrets: Jen Feikes, treasurer

4. Additions to agenda/ approval of agenda  
Motion: To approve the agenda for November 27, 2017.  
Second: Kathleen

5. Review and approve board minutes from October 16, 2017
  - Does anyone have any reservations about the October minutes?
  - New hire:
    - Is he meant to be working with the boys and the girls? He was hired to replace Ashley.
    - Keenan and Kelly had talked about Keenan working **with the boys, so it's** possible in the future that Bryan could help with the boys program if that was necessary or wanted.

Motion: To approve the board minutes from October 16, 2017.

Second: Adele

6. Updates and Remarks from volunteers and previous board (30 minutes):

President (Valerie Atkinson)

- Labour Market Impact Assessment (LMIA) has been submitted for Bryan. The lawyer submitted the application last week. Nancy is prepared to answer any questions that may come from the application.
- The application was sent to New Brunswick because the turn-around should be faster than if it went to the office in Calgary.
- All of the new board members: please send Val a photo and a short bio to go on our new website.
- Nancy has set up a Canmore gymnastics email address for treasurer and vice-president (in addition to the current secretary, president, fundraising, and corporate sponsorship email addresses).
- We will change the president and vice-president to chair and vice-chair. Our **bylaws haven't gone through yet, but it's fine** to operate this way because these titles are not critical to our operation.

#### Treasurer (Jen Feikes – read by Kathleen)

- Looking to re-strike the Finance Committee, with terms of reference to be presented for discussion and approval shortly.
- Regular financial reporting also to start up also as of next Board meeting, as well as conversation around other priorities for the committee looking forward.
- Please get any questions about the Financial Statement and Budget to Jen.
- Jen will be back January 3.

#### Administrator (Nancy Provost)

- Jordana and I worked on the winter programming . It will go live Dec 6. Amelia will wait till the new season because Jackie at Alberta Gymnastics Federation (AGF) will help set it up at that time, which would be very helpful
- Life Cycle Maintenance (LCM) schedule will be out next week. We will know better if we will have interruption of service at that time.
- Kelly and I went to the curling rink to see if it would work as a back up for Summit. **It's an idea to use the curling rink as the change room and award area if we can't use other areas of the Rec Centre**, as we have in the past. The Town **assured us that the inside of the gym won't be touched**. We could use alternative entries to the gym.

#### Past Coach Liaison (Laura Newsome)

- Scholarship program brought forward from the coaches. We need to figure out how funds will be distributed. Nancy got in touch with True Sport and she is good with the reporting. We have a grant to use for this too.
- A big thanks to our coaches for maintaining a demanding schedule through this rough time of being short staffed

#### Summit Coordinator (Astrid Heidenreich)

- Gavin McCaffrey has been a big help. He has organised room blocks at the Coast Hotel, Ramada and Rocky Mountain Inn. We will get a kickback from all of these hotels. **We will also get huge savings on the judges' rooms.**

- Congratulations to the new board members. The club is in good hands. **It's** been such a pleasure working with all of you.
- **I will stay involved in Summit even though I won't be continuing** with the board.

#### Fundraising Coordinator (Sheila Bagley)

- InDeyGo and FundScrip are both running right now, ending this Friday. We asked for one volunteer for each to come into gym office this Friday to tally orders and send them online. Nancy P will be in the office to help them; I will be away Friday. InDeyGo comes Dec 8 at noon, we will have three volunteers help, Fundscrip cards come Dec 14 and we will have one volunteer hand them out. They come sorted by name already.
- Justin Miles from Boston Pizza has offered us 'Pizza for a Year' to raffle off in exchange for waiving some of their volunteer hours. We will get 12 vouchers for pizzas. We could sell raffle tickets throughout January, and do a draw at month-end. I was thinking we could have each gymnast sell a pack of 10 raffle tickets for \$5 each ticket. If we have 230 gymnasts x \$50, we can make \$11,500. Can we have the board discuss and vote on this? Maybe just have Comp kids only sell the BP's Pizza for a Year...so about 90 kids selling a booklet of 20 tickets at \$5 each, bringing in about \$9000 for the club. Maybe we can do a kick off for pizza night at BP's the 2nd week of January to help promote it. I will talk to Justin about this.
- Carolyn Henry came up with a great idea to have a Christmas Dance Party for CIGC. We have been brainstorming over the weekend. We can have an evening dance where CIGC kids age 9-13 bring friends, we have music, sell chips, candy and drinks. We will also try to get some pizzas donated and sell them by the slice to fundraise. We think the best date is Dec. 15 to have this, which is the night before the Christmas Showcase. We could not find a venue for the night of the showcase, otherwise we would have done that. Lady Mac room is \$30/hr but booked with Eagles games. I called OLS and it is \$40/hr minimum 3hr rental and no food in gym. We can have food in atrium, but no use of kitchen. I have left a message with the Town to see if Guide/Scout hall is available, but have not heard back. They have a kitchen and I think it is around \$50/hr to rent. Carolyn found The Opera House in Spring Creek and managed to get it for \$30/hr since we are non-profit group, and they waived the \$100 cleaning fee, and it is available Dec 15. We would rent it for 5:30-8:30, have one hour to set up, dance is 6:30-8:30, then quick clean up. It has no kitchen but a bar area that would work just fine. Capacity is 120, so we are thinking of selling 80 tickets for \$10/each for 2hr dance. We would have at least 8 adults to help, so ratio is 10-1. We could make \$800 in ticket sales plus more in food, and a fun night out for kids. We can ask for speaker/gear/music help from Grant, Maiysha's husband, maybe?

#### HR and Town (Nancy Kirk)

- A letter has gone to Jim Younker asking to have a rent reduction. We have also asked to put our capital contribution on hold.
- When we started rent was \$42000, and was to go up \$10000 a year for 3 years, plus capital contribution.

Grant Writer (Tammy Kashiwa, read by Kathleen)

**January 26, 2018** - Rockies Ride for Kids Foundation Fund

- **Waiting to hear back for what to apply for and cost information**

**January 31, 2018** - Canmore Rotary Local Projects Funding Program

- \$1000 to \$5000

- **Please let me know what to apply for and cost**

**April 30, 2018** - Town of Canmore Community Initiative Grant & Community Safety Grant

TBA - Pauw Foundation Youth Sport Fund, no details released yet for 2018

TBA - ATB Time to Think Grant, no details released yet for 2018

Volunteer Coordinator (Antonina Natalukha)

- Nancy and I are staying in touch about volunteers. Nancy is keeping track of sign-up on the website, sending out information to members, and getting in touch with me so I can keep track of numbers.

Sponsorship Coordinator (Carolyn Henry)

- Reviewing the possibility of partnering with Birdies for kids.
  - One of the first criteria is to be a charity. We are a not-for-profit.
  - OLS and the Francophone school have used Birdies for Kids for their playground. Gieta recommended that we look into it.
  - **It's like an investment. We need our money for our operation and matching grants, so I'm not really sure if it works for us. And, we aren't a charity.**
  - All fundraising, grants, etc. goes to them directly, and they give back 20%, but they keep the money for a year. **We aren't a charity, so we will likely be refused right away. But, we couldn't be without that money for a year.** That would be a questions for the financial committee
  - They receive thousands of requests.
  - **Maybe it's** worth looking into becoming a charity.
- we have met with a few business owners for sponsorship, and we may have another \$10000 before the end of 2017.
- Distinctive Homes has just sponsored us for \$2500.

Governance (Janet)

- All board members should take time to read the bylaws to understand your specific obligations as a board member.
- Code of conduct and fiduciary duty: the idea is to use your best efforts to be a good board member. Be here and be engaged. When we are discussing big

items that are very impactful to the club with serious and long-term ramifications, we need to make a call on the best interest and the long-term viability of the club.

- We are not here to look out for groups or individuals within the Club. We serve the Club as a whole. We are operating a business.
- Conflict of interest – if there are instances where we have a perceived personal benefit from being on the board, we have to do our best to step away and remove ourselves from a vote. An example is removing ourselves when we are voting on issues that affect our own children.
- **We will disagree and that's okay, but everyone needs to be respectful and everyone needs to be heard. It's okay to pause on non-urgent decisions.** Open, honest and respectful communication.
- We each have one vote, but majority rules. **Even when we don't** agree, as a board, we have one voice. We follow a process and majority rules. We are doomed to fail if there are factions on the board.

#### 7. New business

.1 email approval of the gymnastics Life Cycle Maintenance Committee recommendations to the Town of Canmore on October 20; Kathleen to present, 5 minutes

Motion: To approach the Town with changes to the dressing rooms and office (and addition of mud room), which will be provided to the Town by Brain Talbot on October 20, 2017.

Second: Nancy Kirk

- Drawings are in the hall in front of the gym now.

.2 email vote on volunteer hours for AGM on October 24; Kathleen to present, 5 minutes

- We had an email discussion about giving one or two hours of volunteer time to the competitive members.

Motion: To give one hour of volunteer time at AGM.

Second: Sheila

- In the end, we had to give more hours because the meeting was 2.5 hours long.

.3 email approval of the 2016/2017 Financial Statements on November 16, 2017; Kathleen to present, 5 minutes

Motion: To approve the 2016/2017 financial statements and the 2017/2018 budget.

Second: Kathleen

- These documents were at the AGM.

.4 Discussion about the duties of the Members at Large; Valerie, 30 minutes

- For the MAL positions this past year, we tried to dedicate each member to a certain area.
- Also, we need a board member for every committee, and if not, it falls on the president. It was a step in the right direction.

a. coach liaison

- b. corporate sponsorship and grant writing liaison
- c. social media and other social communications (eg. Facebook posts, bulletin board, swag)
- d. populating committees

- corporate sponsorship could fall under fundraising.
- grant writing needs to work closely with coach liaison because it deals largely with equipment needs. Grant writing could use more than one person. We have Tammy volunteering right now.
- the coaches **can't all be at** the board meetings, the idea was that the coach liaison attends the coach meetings, or meet with each coach on a monthly basis. Coaches need to know what goes on at the board meetings. The coach liaison goes back to the coaches. The coaches wanted someone with a gymnastics background. Laura had a sense of what they were up to as a past coach and an athlete herself. Once or twice a month they would contact her. Update the equipment list and help Nancy to stay on top of it. Could also help with coach bios and bulletin board and help with the scholarship framework. A couple items that Laura would recommend not being in the scope of this role: it **didn't work** well to be part of HR or offers of employment.
- Maybe Tom Wolfe would help with updating and adding to the new website. Structure and framework is done for the new site, but changes will need to happen to make it more user friendly. Helpful for the coaches to have someone to send videos and photos, etc to get it on social media. Rayna is an administrator on the Facebook. Instagram would be good too. Also a suggestion to friend/follow other gym clubs to see what they are up to.

**It's important to have social media as our platform.**

Connect with Erin Milne at the Sweatshop for her volunteer hours to help with the swag. They are really easy to work with.

Ashley was big on posting on Facebook. Being mindful that some athletes have **not signed the waiver to have photos up. When we post videos, it's good** exposure for the advertising on the wall. Should coaches take the lead on that? Jordana **isn't an administrator**. Mai and Nancy P are.

The Club Vibe role could extend to public speaking.

- Health and Safety – Helen Rolfe and Al Fehrety are already helping with some of this. Someone from the school (a gymnastics member) might be able to help us with some of these procedures.
- Adele is interested in the coach liaison and health and safety
- Deb is interested in helping with grant writing. We have one person, but we need more **because it's a big job between looking for new grants and writing ones we** already know about.
- Nancy Kirk will be the floater.
- Val is happy to help with social media if she is freed up from some other things
- Board member needs to be on committees.
- Growing committees to ease the pressure on the board

.5 full-time recreational coach hiring; Valerie, 10 minutes

- Vote on hiring a full-time recreational coach. Our programs need growth.
- There are details we have to work out with Jen. She has expressed different ideas on the job offer we will give.
- This person also replaces a bit of Keenan.
- As we all know, we really need to grow our recreational base.

Motion: To hire a full time recreational coach.

Second: Nancy K

.6 Member sharing perspective with new board; Fred Folliot, 10 minutes  
TABLED

.7 General review of AGM and discussion points; Valerie, 10 minutes

- Moving 3:30 start times to 3:45
  - we will speak with the coaches and look at this for 2018/2019 season.
  - It seemed to be satisfactory at the AGM to discuss for next season.
  - All athletes would be affected. Finish times would change. For some **athletes, that's quite late.**
- Attire
  - From a membership standpoint, are these costs a surprise? No. These costs are put forward in April.
  - Efforts are also made to sell competition suits. Coaches are connecting parents with each other.
  - Girls comp attire – suits, warm up jackets, bags, training suits. If athletes have an emergency at a competition with their suit, their training suit would be used. They are also able to use them at the gym for regular training.
  - **attire wasn't always pay-up-front** and spread out with our fees over 12 months. This was changed in an effort to help families that need/want payment spread out.
  - **Jordana is given a budget and it's in her role to put this together** for the **Women's Artistic Gymnastics (WAG) athletes.** She works within her budget.
  - **It's in Jordana's job description to keep our Club and athletes** at industry standard with uniforms and suits.
- Year-round training
  - Gymnastics is a year-round sport, so we need to move away from the term camp, so we remove the mindset of optional. How and when you train is different in the summer, **but it's a 12-month sport.**
  - The board had asked Kelly to hold an information session like the WAG program did in the spring.
  - We need to offer more weeks in the summer than what is required.
  - The coaches are looking to add a child care portion during the summer.
  - We saw great take-up on year-round training this past summer.
  - The bone of contention seems to be that it is required. People are very active, does that transfer to skills in the gym? No.
  - **People don't like change.**

- At what point do we, as a board, stop talking about it? This conversation is stopping the board from getting other work done, **and it's wearing out** our volunteers. Members are always welcome to voice concerns, but how long do we keep adding this to board meeting agendas?
- **There is no new information to consider, so we don't have to bring it to the** board meetings for discussion.
- In April, when packages go out, we can deal with people on an individual basis.
- Competition fees – Comp fees are put with the training fees so families have the option of paying over 12 months. Also, **the club isn't on the hook if someone** pulls out of competitions at the last minute with no just cause. No new information has been brought to the table.

.8 Boston Pizza Raffle

- will call AGLC to confirm which type of license, and to determine ticket prices and max revenue. We can have an email vote once we have more details.
- TABLED

.9 Christmas Dance

- this would be a drop-off party
- Email went to AGF to make sure we have insurance. We are bringing in outside kids without coaches and without parents.
- **Dec 15 is the date we're looking at.**

Motion: To host a Christmas party dance drop off for ages 9 to 13.

Second :Val

- We will host a party if everything checks out with insurance.
- Generally, suggestion to do some big-picture fundraising work so that no one is surprised by commitments. Maybe this is a committee task.

8. Tabled business

.1 Fundraising discussion; Gieta Steingart, 5 minutes

- a. Team Fund
- b. Birdies for Kids

TABLED

.2 **Gieta's questions**, comments and concerns; Gieta, 5 minutes

- a. Outlook Article
- b. Spirit Committee question
- c. gym cleaning clarification
- d. coach/athlete ratio – relates to budget/salary concerns

TABLED

9. Next meeting date

December 12, 6:00

10. Adjournment



Move to adjourn the meeting at 8:30  
Deb seconds

11. In Camera Session