

CIGC BOARD MEETING MINUTES

Place: Canmore Recreation Centre, Ha Ling Room

Date and Time: Monday, October 16, 2017; 5:15pm

Agenda Items:

1. Call meeting to order
5:19

2. In attendance/ regrets/ introductions
Valerie Atkinson (president)
Nancy Kirk (vice-president), arrived at 5:30
Kathleen Ridgely (secretary)
Laura Newsome (Member at Large - MAL)
Sheila Bagley (MAL)
Astrid Heidenreich (MAL), left at 7:20
Rayna Tupper (MAL), arrived 5:30
Nancy Provost (admin, non-voting), 5:30
Kerry Field (finance committee, non-voting), 5:55 till 6:30
Carolyn Henry (corporate sponsorship coordinator, non-voting), left at 6:10
Antonina Natalukha (volunteer coordinator, non-voting) left at 6:00
Gieta Steingart (club member, non-voting), left at 6:45

3. Approval of agenda/ additions to agenda
Laura motions to approve the agenda
Astrid seconds
Motion approved

4. Review and adopt board minutes
Val motions to adopt the minutes from September 13, 2017
Astrid seconds
Motion approved

5. Updates and Remarks
President (Valerie)
 - Yesterday marked the end of the 30-day period for job ads to be out for the Labour Market Impact Assessment (LMIA) process for Bryan
 - **Jordana hasn't received any** other interest in the position
 - Email will be sent to the lawyer to get the next steps in motion
 - Maiysha is taking a full-time position (she used to be part-time)
 - Coach Valerie has resigned. We wish her well.
 - There was interest in work **from a candidate from Australia, but she's** only available until December.
 - We have a new Volunteer Coordinator, Antonina
 - We have a volunteer for Grants, Tammy
 - Kathleen will connect with Val about another parent who may be willing to help look over the grants

- The past month has been focused on the Annual General Meeting, and the Life Cycle Maintenance project for the Rec Centre and the impact that will have on the club

Administrator (Nancy P)

- Right now we are booking some user groups into the schedule: adaptive kids and Alpenglow
- Need to reach out to LGMS so we can make a plan for their school groups for the winter
- Registration system. **We're looking at Amelia (many clubs use it) and it's very user friendly.** This will avoid cash payment, which is especially good since there will be an office disruption during the Rec Centre Life Cycle Maintenance (LCM) Project
- Gym cleaning with the parents **has started, and it's been great**
- Need carpet cleaning
- Need foam pit cleaning – we will source it out this time
- **I'll be talking to a web designer to help with new design**
- Life Cycle Maintenance Committee met with Town, and had a great meeting. The **time-line is tight, so we'll be working quickly on it.** We need to work on a floor plan that is best suited to our gymnastics needs, while working with the space we have.
- **We'll** need another location for Summit due to the LCM. The Town will work with us to find a suitable location

Coach Liaison (Laura)

- Kelly and Jordana were at the Alberta Gymnastics Federation Gala and Banquet in Edmonton with Erika, Jacob, Matilda and Tatsuo. Congratulations, everyone!

Summit Coordinator (Astrid)

- Gavin is looking into accommodations
- When does Jordana send out packages? After Christmas – about February.

Fundraising Coordinator (Sheila)

- Mandatory grocery cards went well.
 - Valbella: Oct sales were \$1140. At 9% profit, we earned \$102.60 for the Club. Upcoming months will be about \$35 per month.
 - Save-On-Foods: Oct sales were \$11,500. At 10% profit, we earned \$1150 for the Club. Upcoming months will be less, since many people bought all cards at the beginning.
 - Safeway: Setting up this fundraiser with Safeway was a little time consuming, in light of profit only being 2%. Also, they require us to put in all the orders at once and prepay. The upside is that the order was large enough to get us a 6% return. So, we sold \$4300 and earned \$258.
- Harvest Bundles sold just over \$4000 and orders are coming in this Thursday. Profit to the club is around 35%, which earned us \$1400. This was a popular and successful fundraiser.

- I will schedule a Boston Pizza and Rocky Mountain Flatbread night for November/December.
- We will be selling In-Dey-Go cookie/muffin dough in November, which has been a very popular fundraiser in the past.
- **“Winter Warm-Up” Party** – cancelled for November 3
 - Silver Tip agreed to refund our \$500 deposit and the cheque should be coming soon.
 - We had to offer food and the food menu would make tickets to the party quite expensive to market as a fun, family night out.
 - Plus, we had very little response for volunteers to organise the event in a short time span.
 - Val and I looked into renting the gymnasium and/or atrium at Our Lady of the Snows for \$40/hour so we can host a less expensive family event after Christmas
 - **When finalising the date, we’ll have** to consider the competition schedule. Some possible dates are: Jan 20, March 3, April 21
- Gieta suggested two fundraisers.
 - Team Fund – variety of products and all vary on return rates.
 - Birdies for Kids – a charity Golf Tournament in Calgary. 120 charities from Alberta take part, pool of funds is several millions of dollars and funds are matched 50% up to \$10,000 and sliding thereafter. Maybe we can use Gym-a-thon funds for this.
- Aundrea approached me about her organising a Paint Night with Chrissi Tims
- A couple of parents talked about doing a wine survivor draw.

HR (Nancy K)

- We had a meeting trying out some new staff evaluations
- The evaluation was discussion driven and very valuable
- Hopefully we will adopt this in the future

Club Vibe (Rayna)

- Planning to contact Erin Milne to ask her about if she has any interest in the Club Vibe position

Grant Writer (Jane read by Kathleen)

- I completed two grant proposals in September 2017. They have been submitted and are being reviewed now.
 - Sept 15 - CIP Grant - asked for **\$20 000 for Summit 2018**
 - Sept 29 - Town of Canmore Community Events Grant - asked for **\$9535 for Summit 2018.**
- I will pass on all my work to Tammy Kashiwa and am happy to help if there are questions about grant forms.
- The non-matching grants that I am aware of that should be submitted this winter are (no set deadlines yet on their websites):
 - Rockies Ride for Kids Grant

- Rotary Funds Grant
- Pauw Foundation Grant
- Matching grants that we are eligible to apply for are
 - CFEP - This is a Community Facilities Enhancement grant.
 - CIP - We can apply again in September 2018 or December 2018
- I recommend that CIGC creates a shared document – **A Grant/ Sponsorship Wish List** for items such as:
 - coaches courses (SHIFT)
 - mats
 - new flooring
 - equipment
 - Mentorship
 - sound system
 - This working document (with quotes when possible) could be shared with all board members, the treasurer, the grant writer and sponsorship organizer to help when they search for grants and allocate funds.

Volunteer Coordinator (Antonina)

- Connected with Nancy Provost
- started inputting volunteer hours for this season

Corporate Sponsorship Coordinator (Carolyn)

- Still waiting to collect more names of volunteers – would like to talk to people at AGM
- **I've contacted some businesses, but no commitments yet**
- Goal for this year is \$30,000, last year that committee brought in \$5500
- Printed some thermometer posters for goal setting
 - Maybe put them on a pin board to move during construction, or put it on-line?

6. Business

.1 approve the budget; Kerry to present

- Nancy P, Jen Feikes and Kerry Field have moved to QuickBooks on-line, which helps with sharing information and reporting
- Overhaul of reporting structure
 - restructured the chart of accounts to better show the relevant revenue streams and expenses to support decision making. Specifically, breaking out collections for direct costs from the training account and matching it to the relevant expenses. Eg AGF fees, comp fees, choreo, comp travel, attire, etc
 - corrections have also been made to unrestricted net assets to properly account for prior year casino and other grant funding used to purchase equipment which had skewed reporting. Essentially matching income with

expenses. Moving forward, this should give us a much more accurate picture, which is more useful for planning and decision making

- Budget
 - Generally speaking, **we're in the middle of** another year of flux, however the budget overall is in the positive
 - Detailed review of major budget lines including methodology used for budgeting. **Depending on the line item, we've built bottom-up** budgets, used actuals; and for smaller items, used top-down budgets. Also, this year the coaches were involved in setting the budgets for expense lines that were pertinent to them (for example: competition travel).
 - Rent was included in the budget per our contract, however we have a letter prepared to go to the Town to discuss lowering the rent. Specifically, we are at year 3 of the rent increase (the top).
 - Our utility bills should be better in the future because of the LCM work.
 - In general, we have built a conservative budget
 - Cleaning has gone down with the **view that it's now a parent job**
 - Val is confident presenting this to the membership.
Val makes a motion to approve the CIGC budget for the 2017/2018 season
Nancy seconds
Motion approved
- Ideas for the Finance Committee moving forward
 - The business plan
 - Recreation vs Comp revenue, making sure that the pyramid is balanced
 - Review coaching profitability benchmarking. Whistler Gymnastics pay structure was brought up.
 - Earlier budgeting to coincide with comp registration
 - GST registration: **we've been advised that some of our programs may be** deemed taxable supplies. In the past, it has been deemed low-risk, but this should be reviewed given the changes in the club in recent years. Stephanie Kucharski has provided a contact who deals with not for profits who has just gotten back to Val.

.2 (tabled from a previous meeting) coach cost share – qualifying meets versus invitational meets

- Currently there is no policy on coach cost share
- What does the club pay for? What do the parents pay for?
- From Jordana: when she was working on her part of the budget, athletes pay an amount equal to 15% of their meet fees. **Maybe it's too low.** This is an estimate, and at the end of the year, if money is still owed, we settle at that time.
- When we under estimate, or an athlete ends up going to more comps than initially thought, the club has to give them a large bill at the season **and it's hard** to give them that bill
- Qualification meets are not the same as invitational meets
- One suggestion is that the Club should pay the coach cost share of qualification meets (ex. Provincials, westerns, nationals, Alberta Winter Games).

- Should athletes have to miss a competition s-he **qualifies** for because of high coach cost share? These events can be a huge expense for families as sometimes there is only one athlete in attendance (and therefore no one else to share the expense of taking a coach). This would be an effort to support these athletes.
- Either way, the highest level athletes should be warned that they could have a bill btw \$500 and \$1000 at the end of the year.
- We need to be informing people of what they could be getting into if their athlete reaches the higher levels
- The best approach to figuring out coach coast share could be a committee: a coach, board member, and about 5 members to bring it back to the board. For the committee to discuss: percentage paid up front, and qualification meets versus invitational meets (in terms of what the Club should cover)
- TABLED

.3 implementing new AGM procedure; Val

- Janet, our governance volunteer, put together a draft Rules of Procedure. A draft copy was sent out with the board meeting notice on October 3, 2017
- November 7 is the cut off day for nominations
- Then all nominees will be contacted to confirm interest in being a candidate
- Among other things, this meeting will include:
 - Admin report
 - Coach reports
 - President report
 - Financial report
- This meeting is open to the public
- After receiving the draft Rules of Procedure, Gieta submitted questions for the nominees. It was discussed that there is already a Q & A section in the meeting, as described in the proposed Rules of Procedure.
- Val motions to accept the draft Rules of Procedure for CIGC AGMs
Laura seconds

Motion approved

.4 formation of the CIGC Canmore Recreation Centre Life Cycle Maintenance Committee by email; Kathleen

- On October 12 the board asked a number of CIGC members to join the CIGC Canmore Recreation Centre Life Cycle Maintenance Committee. There has been talk of major upgrades for the Canmore Recreation Centre for some time, but recently the board and staff found ourselves in a position where CIGC would be better served to have a committee of our members to work on some ideas and suggestions.
- We asked members whom we knew of with a variety of skills and experiences which would help in the process
- Brian Talbot graciously offered his assistance in leading this group. He is also **the Club's Town Liaison, so it's a great fit.**

- The committee is tasked with passing on information and ideas required for the board to take an informed position when working with the Town on the project.
- Nancy Kirk is the board member on the committee
- By email on October 12, Kathleen motioned to form the CIGC Canmore Recreation Centre Life Cycle Maintenance Committee to assist the board in proposing upgrades to the Town of Canmore that best serve CIGC and the community through our gymnastics facility.

Val seconds

Motion approved

.5 equipment needs; Jordana

- Beat board (new type) and hand mat ASAP
- crash mats – we need more, and anti-skid; not as high a priority
- **let's look for grants for these items**

.6 coach shortage, plan for January when we hope to have our new coach;

Jordana

- **we don't know how Bryan will be utilised exactly because we don't know exactly** when he will come, and we want to see how he will fit in best when we are already into the season
- Currently, we are thinking that the schedule **should remain as is and we'll see** how to fit Bryan in when he gets here
- Rec winter session schedule needs to be done around mid-November
- There is potentially a need for a Rec Coordinator – we could easily have a full-time position between groups and admin. Can we afford this?
- There is also potential for a part-time person to replace **some of coach Valerie's** groups. Our second option is to have just a Wednesday replacement, and keeping Anna for Monday and Friday.

.7 Gieta Steingart's fundraising ideas; Gieta to present

a. Team Fund

b. Birdies for Kids

- 6.7 a & b are TABLED. **We had no information to discuss in Gieta's absence.** Gieta left at 6:45.

.8 Gieta's questions and concerns; Gieta to present

a. Outlook Article

b. Spirit Committee Question – from June minutes

c. Gym cleaning clarification

d. Coach/athlete ratio – relates to budget/salary concerns

- 6.8 a, b, c, & d are TABLED. **We had no information to discuss in Gieta's absence.**

- .9 implementing an adaptive program; Val
- This may be best discussed with the new board
TABLED

.10 Summit and the Canmore Recreation Centre Life Cycle Maintenance; Val, 10 minutes

- **What's the plan?**
- We can use the Alex Koleta if necessary. Is it available?
- Could we have 2 apparatuses for each event in that case? Maybe. It would cost more, but we could possibly have more competitors
- Other clubs have already expressed to Jordana their commitment to coming to Summit
- Kelly wants to go with Speith **because we'll need to rent equipment. Kelly will** look into it.

7. Handover meeting date: November 27, 6:00pm. Location TBD

8. Closing comments from the president

- Thank you to the board for a wonderful year. The support everyone gave each other through the year has been excellent. I hope the next board can operate as efficiently and respectfully to each other as we have this year. We have had a lot of growing that lead to great work.
The board would like to thank the membership for the opportunity to lead the Club.

9. Adjournment
8:10