

CIGC BOARD MEETING AGENDA

Place: Canmore Recreation Centre

Date and Time: Tuesday, Dec 12, 2017; 6:00

Agenda Items:

1. Call meeting to order
6:09

2. In attendance/ regrets/ introductions

Valerie Atkinson (Chair)

Janet Creaser (Vice-Chair) by phone for items 7.1 and 7.2

Kathleen Ridgely (Secretary)

Adele Folliott (Member at Large [MAL] – coach liaison)

Sheila Bagely (MAL – fundraising) arrived at 7:00

Nancy Provost (admin – non-voting)

Fred Folliott (member – non-voting) left after team building exercise

Regrets:

Jen Feikes (Treasurer)

Deb Lantz (MAL – grants)

Nancy Kirk (MAL)

3. Approval of agenda/ additions to agenda

- **Does anyone have any additions for tonight's agenda?**

Motion: To approve the Dec 12, 2017 agenda.

Second: Kathleen

4. Review and adopt board minutes from November 27, 2017

- Does anyone have any concerns about the minutes?
- No comments came in to Kathleen via email.

Motion: To approve the Nov 27, 2017 minutes.

Second: Sheila

5. Updates and Remarks (30 minutes):

Administrator (Nancy P)

- Registration for winter is at 140 so far. This number usually goes up over Christmas. This is the **slowest session. Preschool classes aren't full.**
- Holiday camps are on. Full day camps are almost full. Half day – nothing for afternoons so far.
- Nancy P will update on volunteer coordinator. Board needs to get hours in on a regular basis. Nancy P will get **Antonina's** email address to everyone.
- Financial assistance – encourage more people to look at it and extend it (maybe into the new year). There are many people who could benefit from it based on the guidelines. Maybe the finance committee can help with this once Jen gets back. Maybe this could go out with competitive registration packages or with

handbooks in the spring. Put it on Facebook and the website. Also, Hoot suite account, which connects all your social media and website. Val will set that up.

Chair (Val)

- Reminder to get the code of conduct and confidentiality agreement in to Nancy P.
- Would like to welcome Nicole. She accepted the full time coach position and program coordinator **She's starting January 2**. Jordana will help determine job duties – will connect with HR committee. Before this goes to the HR committee, there could be more with admin from Nancy P added.
- Rec centre update – An email from Brian Talbot – the portion of the reno that affects the gym has been pushed to the fall. Will this affect Summit? Upstairs, etc. Will still talk to the golf and curling club for awards area. Jim Younker from the Town **is trying to wrap some things up because he won't be involved with this project anymore**. Val has emailed him to find out the status on our rent and capitol investment. Val will also talk to the Town about the payment for the walking lane.
- Labour Market Impact Assessment (LMIA) – Nancy P spoke to the government today. The lawyer will be helping to sort some things that have come up. Val talked to Bryan to keep him up to date.
- Athletes of the month – We are **starting with November, but it hasn't been** announced yet. There will be a small gift card given to these athletes, which we ordered from FundScrip and has just arrived. Coaches will submit names to Adele and then it will get to Val. A week into the next month, Adele should know **who won. Permission for photos is on Zone 4 when people register. We'll have** to confirm before any photos are used. We can use the iPad that we have for the gym to take the photos. The onus should be on the coaches, but the process will be a work-in-progress **because it's new**.
- Birdies for Kids – Val talked with Jen Feikes. She thinks there is very little chance of us becoming a charity (vs non-profit). If we have dedicated fundraising **that doesn't affect cash** flow, that could possibly go to Birdies for Kids. But, we currently need all income for operation. Can we use casino funds? We have another one in 2020. Jen can give some input on this. Birdies for Kids could maybe work for long-term goals and purchases.

HR and Governance (Janet)

Nothing to report

Treasurer (Jen – read by Kathleen)

Financial Update Nov 2017

- from Financial Reports for November month-end.
 - **Statement of Operations** – Actuals vs Budget (“**Profit & Loss**”). Please ignore the % of Budget variance right now as the report is currently a straight export from Quick Books and the oddities have to do with GL account breakdowns and % calculation

- **Statement of Financial Position (“Balance Sheet”). I will speak to Net Assets (“Equity”) at next meeting** so everyone has a better idea what that represents.
- **Revised Forecast** – based on November Actuals plus remaining seven month forecast
- Forecast indicating positive variance of just over \$14K. **More significant changes from board-approved budget include:**
 - Sponsorship revenue projection has been doubled from original \$10K to \$20K
 - Forecasted rent expense down by \$20.5K (27%) for the year
 - Forecasted salary expense up by \$17K (4%) for the year
- Format of internal reporting under review, where aim is to be as relevant, consistent, and understandable as possible. Send feedback please.
- Financial reports have been uploaded to the Board Google Drive for future reference (I think access will be given to all board members shortly).

Finance Team Update

- Thanks for Nancy Provost and Kerry Field for all their hard work and for being **patient with me as we “get settled in”**
- Nancy, as Office Manager, continues to handle all the day-to-day bookkeeping. Kerry is also still involved and is generously providing her services as a volunteer accounting manager of sorts. She has done a huge amount of work this year to get **the club’s books** moved to QuickBooks on-line, to revise and update the chart of accounts, and to prepare year-end. She has now populated the recently approved budget in QuickBooks and has worked closely with Nancy on the most recent forecast.
- **As Treasurer, I’m taking** on a review, reporting, and analysis role for now. **Together we’ve started to review our tasks and processes in the lead up to formalizing of the club’s financial policies and procedures. Internal controls have** not yet been assessed. Specific ongoing duties for each of us (and the committee) are yet to be established.
- QuickBooks on-line allows us to collaborate easily which is great.

Finance Committee “to be” Update

- Drafted **Terms of Reference** for the committee to be discussed and revised as needed before seeking Board approval.
- The Terms of Reference follows similar format to that to be proposed by HR Committee and take note of proposed 2018 objectives in last section. Final doc clean up will happen in parallel with HR committee ToR
- We already have two members of the society ready to be appointed: Samantha Bond and Stephanie Kucharski but more on that once the Terms of Reference are approved and Chair appointed.

Board Resources:

See attached for a great reference. (A Guide to Financial Statements of Not-For-Profit Organizations, Questions for Directors to Ask – Chartered Professional Accountants Canada). It actually reads surprisingly easily. I encourage you all to have a look when you have a moment.

Coach Liaison, and Health & Safety (Adele)

- **The coaches don't have a scheduled meeting right now. In the new year will be a good time to meet.** Jordana and Adele will talk. Laura (previous coach liaison) **strongly urged that the role doesn't take on an HR role. Who determines coach roles and who is responsible for what?** The Board. For wages, we look at industry standards. As for roles, and without an Executive Director, we lean heavily on the coaches to lead the board on what is best for the gym. Generally speaking, as the board, we are trying to move away from being operational and going to more governance.
- Action for finance committee: We need to come up with a payscale for reference.
- Health and Safety: Adele will get the binders, connect with AI and Helen, get information from the Town of Canmore and the RCMP. We need an equipment manager to look at the equipment and see if issues need to be addressed. It will **not be that person's responsibility to repair, just inspect and connect with the appropriate people when necessary.**

Grants (Deb)

- Deb has connected with Tammy and they will be meeting soon about grants.

Summit Coordinator (Astrid)

- Nothing to report

Fundraising Coordinator (Sheila – read by Kathleen)

- Cookie Dough: we sold \$5868, and made \$1671 profit.
- We have some left over cookie and muffin dough to sell. Nancy can post to membership to sell it. OR - I was thinking we could set some aside for the club to bake cookies and muffins then sell them to gymnasts over Valentines week (Feb 12-16) for \$2 each. We will wrap them up in saran and tie a ribbon and paper note to them. They can write a nice Valentines message on it and give it to their friends/coaches at gym that week, or take home to give to their parents. I can ask for a parent volunteer to do baking and wrapping, and a couple parent volunteers to sell them while athletes take snack breaks each day. We could also look at doing a movie night Jan 19 or 20 (there are competitions the weekend before and after) and have baking treats to sell there too - give parents a night out and drop off kids for couple hours.
- FundScrip we sold \$17,195 and club made \$811.25. (The return % is not high on most of the gift cards) Fundscrip is open to buy all year through online orders, but we can do another drive later in the year when they have another promo (with higher percentages on some cards).

- Neon Dance Party is this Friday. Carolyn asked Save On to donate items and they gave us cookies, chocolate bars and pop. I asked Boston Pizza to donate pizza; they will give 7 large pizzas. Laura Newsome's company, Alpine Tree Precision, will donate all the Neon wands and bracelets. We will have a concession selling pizza for \$2/slice, Pop \$2, Cookies \$1, Chocolate Bars \$2, and Neon gadgets \$2. We have sold just over half the tickets online already, will close online sales Thursday and sell rest at the door, up to maximum of 80 kids. We can slightly extend the age range of 8-12 if someone is asking about it. We should repost on community pages again this week. Nancy can bring a float of toonies/loonies and \$5 bills for float. Carolyn is bringing music and lights. We potentially can make \$800 on ticket sales, and hopefully sell around \$500 in food/drinks/neon gadgets. The cost of hall rental is only \$60, so we could make around \$1200 for a fun night out for kids. We can consider doing again in the Spring and call it a Spring Fling Dance? question for Sheila – with more time planning it, could we have the venue longer and have two different age groups at two different times?
- January fundraiser will be BP pizza for a year raffle. Sell tickets from Jan 8-19, do the draw Jan 22, Monday...and announce winner at BP's during a not for profit night at BP's the week of Jan 22-26? The board discussed just having Comp kids sell raffle tickets. We can do up booklets of 10 tickets and give one booklet to each of the 90 competitive athletes to sell. They only have to sell 10 tickets each. We sell 900 tickets for \$5 each = \$4500 profit to the club. Big Thank you to BP's for this donation!
- I will talk to Aundrea about timing in the new year (Jan or Feb) for setting up a paint night to raise money for the scholarship fund she wants to work on to help fund an athlete who cannot afford fees.
- February fundraiser - should we do Rocky Mountain Soap Co., good valentines gifts? Sell dates Jan 29-Feb 9...pick up Monday Feb 12, before Valentines.
- Discussion at the meeting– we worry about affecting Gymathon if we have too many fundraising initiatives going on. Gymathon is such an important fundraiser with all money going towards the club. Set a date for Gymathon? March sometime. Maybe just one or two **selling fundraisers per rec session so we don't** overwhelm the membership with fundraising.

Sponsorship Coordinator (Carolyn)

- **See Birdies for Kids in Chair's report**

6. Team Building Exercise with Fred Folliott – Thanks for coming in, Fred!

7. New business

.1 Human Resources; Val, 15 minutes

- What can we start to tackle from an HR perspective? Janet, Jordana and Nancy P could start on a few things. Maybe an employment handbook, and updating some of our files

- hiring and firing policies
- How do we deal with reprimanding staff? We have the ability to performance manage, and we can put something down on paper to set expectations. We **don't need to be too systematic**. Janet will look into more Occupational Health and Safety, respectful and safe workplace – things from a more legislative perspective. We could get more into specifics as time permits.
- **Cover employment standards. It doesn't mean that these things aren't** happening without **policy, but we'll put** them in place.
- Job duties: we need information from Head coaches. The HR committee will help refine these.
- Jen will be part of the committee to help with budgetary items. It will be a natural for her as treasurer to be involved.
- Committees do the heavy lifting, and the board makes the decisions.

.2 Terms of Reference; Val, 5 minutes

- nothing is urgent with this, so we will wait until the new year.
- Most information **doesn't change year over year, but goals for the year may need** to be added.

TABLED

.3 Business Plan; Val, 10 minutes

TABLED

.4 Curling Rink proposal for Summit; Nancy P, 5 minutes

- Kelly and Nancy checked the curling rink to see how we can use it for Summit.
- also looked at the high school, but school will be in. Coast hotel too.
- At the curling rink we could:
 - set up curtains for change rooms
 - have hospitality room for judges and coaches
 - have awards area
 - have vendors
- Last year we spent \$4000 in food for judges and coaches, and \$1800 for all the **rooms we rented. If we use the curling club, we wouldn't have to pay** a room rental fee if they cater. Nancy P will email the food offering to the board. **We've** been quoted \$5500, including tax and gratuity, based on feeding 30 people. Nancy P will connect with Angeline to figure out how many people we fed last year. They would also do the snack table for the judges.
- Nancy P suggests we go forward with that idea. Keeps the people out of the rec centre while the reno is going on.
- Maybe give it to Astrid to figure out all the details and ask her to present and make a motion.
- There has to be healthy food. Angeline did such a good job in 2017, **and we'd** like that kind of thing again.

8. Tabled business

.1 Fundraising discussion; Gieta Steingart, 5 minutes

- a. Team Fund
- b. Birdies for Kids

TABLED – Gieta **wasn't at the meeting**

.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

Will decide via email

Val will send out to see if there is a set meeting day that could work for everyone

10. Adjournment

8:26

11. In Camera Session