

WHISTLER
Gymnastics
WHISTLER GYMNASTICS AGM MINUTES
Spring Creek School
Wednesday June 16, 2010 6-7:30

Welcome - Present – Lynda Harnish, Anna Sproule, Jen Raffler, Liz Brownlie, Sandi Wentzel, Sandy Belczyk, Sheila Mozes, Vicki Swan
With Regret – Dave Halliwell

Approval of Minutes of AGM – June 17, 2009 - Approval of last year's minutes – first – Jen, second Liz

1) Presidents Report / over view of year – Anna Fraser Sproule-

Looking back it was a very busy and very successful year:

1. Changes to Whistler Gymnastic Club Administrative/Business Staff:

- Sheila Mozes had been only Admin staff until Sept 2009.
- Sandi Belczyk was hired over the summer and started in September assisting Administrator and took over full position as year went on.
- Sandy Wentzel was hired in January as Oros Business Development Manager.

2. Changes to the Board:

- January – Sandi W retired as President to take on new position as Oros Business Development Manager
- Anna Fraser Sproule took on President's duties
- Lynda Harnish took on Fundraising Coordinators job which had been vacant since June 2009.
- Ann Hale stepped down as Treasurer – this job was not filled and ended up being covered by all board members till end of year.
- Concern for the board: need to recruit new members into the Board positions.

3. Club moved to new system of monthly Executive Meetings and 3 Club meetings/socials per year (1 per session)

Concept considered a success with "Socials" and events like Creek Bread dinners – nice way to draw younger members into the Club circle.

4. Club Visioning and Strategic Planning Process:

- Visioning and Strategic planning sessions identified as a priority by the club.
- Two sessions were held– the first a 3 hour session facilitated by Moira Gookstetter of Gymnastics BC was Nov 5th : the second was Dec 3rd as follow up.
- Purpose of the session 1 was:
 1. Validate and/or update the club's mission statement and vision
 2. Determine a new value curve for WGC
 3. Set the stage for developing a new strategic plan
- The second meeting reviewed and slightly re-worded the Vision, Mission and Value statements:

Vision:
The Whistler Gymnastics Club offers quality gymnastics based programs and services that foster lifelong sport participation.
Whistler Gymnastics Club is recognized as an expert resource as one of the most professional, customer service orientated sport organizations both locally and internationally.

Mission:
To promote and deliver quality gymnastics programs with enthusiasm, passion, professionalism and innovation to the community of Whistler and beyond, through a safe, fun and respectful environment.

Tagline:
Developing balanced individuals through gymnastics activity.

Values:
Whistler Gymnastics Club values are delivered with commitment, innovation, creativity, enthusiasm, flexibility, and in a passionate manner. Our values include:

 1. Leadership
 2. Professional
 3. Respectful
 4. Action Orientated
 5. Integrity
 6. Fun
 7. Teamwork

- Objectives and Actions were discussed and timelines set - the following were to be the responsibility of the board :
 1. To diversify revenue streams through creating one annual fundraising event, avenue in which philanthropy can take place in the club, Grant writing – plans were started, work to continue this summer. Management staff applied for many grants – board aided in process.
 2. Increase full time professional staff:
 3. Diversify board positions – proposal was past to move to min of 5 max of 11 Board Members with members representing all groups of the club. Mission was to recruit people with certain skill sets to support needs of club.
 4. Build WGC reputation as a primary sport delivery agent for children.... Action required by Board: Open House with shared responsibilities with Board, Administrator and Manager. Initial plans for legacy wall event discuss – follow up to happen fall 2010.
- 5. **Whistler Gymnastics Club athletes – participated in Closing Ceremonies of the Paralympics’ Winter Games.**
- 6. **Name for new facility established and affirmed by club at club meeting in March – “Oros Whistler Gymnastics Centre”**
- 7. **New logo/look for the club presented at March club meeting.** Members could vote at the event and given 1 week to vote for favorites. Look/logo approved at April 2010 Executive Meeting based on members votes.
- 8. **Approval for new programs and pricing for 1st year in facility approved at May Club meeting.** Thank you to Sheila for doing such a thorough job doing analysis on other clubs for comparison.
- 9. **Great results from our competitive team** even with the disrupted year because of the Olympics– over 25 podium finishes.
- 10. **We have wonderful staff** that has things moving forward nicely so that we are ready to move into the new facility. Thank you!
- 11. **YES – great success** – heard from a lot of people that really enjoyed it. Realized it is very important to showcase all aspects for the club.
- 12. **Thank you to all who made this year happens.**

2) Annual Financial Report – Claire Thornwaite

NOTES TO WHISTLER GYMNASTICS CLUB

FINANCIAL STATEMENTS FOR FISCAL YEAR ENDING JUNE 30 2010

Attached are the financial statements for the Whistler Gymnastics Club for the current year noted above. Although our year end does not finish until June 30th, all foreseen expenses and revenues pertaining to this season have been accounted for. Please note that the balance sheet includes visa and PayPal prepayments for early registration for 2010 summer camps and fall 2010 programs received during the months of May and June. These amounts correspond to the “Pre-payments for Next Season Received” account of approximately 41K on the balance sheet. These deposits do not affect the revenue for this current fiscal year.

The club had a challenging year this year due to the Olympic break leading to decreased opportunity for revenue earning. However, even though we were forecasting for a deficit of approximately 24K, we were able to finish up the year with a net profit of close to 7K. This is largely due to the continued success of the tramp and access programs.

Fees income for the Comp, GFA and summer camps were all down this year, falling short of the budgeted goals. Active Start, tramp and access fees all came in at over budget. The new revenue account, (Gymnastrada) was a self funding program, with corresponding expenses, resulting in a nil net revenue. When this revenue is removed from the picture, the gross revenue from fees comes in at approximately 7.7K under budget.

Fundraising revenue came very close to budget this year thanks to the efforts of the fundraising committee, who introduced several new projects. These values do not include a municipal grant that was awarded, but is to be utilized in the next fiscal period.

Through frugal activity on behalf of the admin staff, facility/office/other expenses were kept below the budgeted amounts for this year. The same goes for program expenses, where individual budgeted expense accounts came in at under budget. As with fees revenue, the Gymnastrada expense should be removed from the picture as it has a net nil value. Payroll expenses also came in below budget due to the shortened coaching season during the Olympic break. We have negotiated a decrease in our credit card discount fees, so should realize a decrease for bank fees next year.

Overall our financial situation for the year is more positive than expected and we look forward to the challenges of the upcoming season.

Claire Thornthwaite

3) Management Reports:

2009 – 2010 GYMNASTICS FOR ALL PROGRAM REPORT

This season Tami and Sheila shared the duties of maternity leave coverage for Catou our GFA program Manager, as a suitable replacement could not be hired. To assist with the in class operations we implemented the Coach-in-Charge system and depended on our senior coaches in each area to take over in class operations and supervision.

Seija acted as Coach-in-Charge for the GFA, fundamental artistic gymnastics classes.

Louise was the Coach-in-Charge for all the trampoline classes.

Mimi was coach in charge for the Active Start program.

Each had a coaching team (coaches-Jeremy, Andre, Talya, Lauren, Simon and several PRECITS) which they lead through the sessions, making rotation schedules, class lists and special events.

In addition, Tami led gymnast classes and Sheila directed Access programs.

The system of coach-in-charge worked well in the absence of a GFA Program Manager.

In the fall session the participants were working on skill progressions in their respective programs. Artistic Fundamentals use Can Gym. Trampoline use a modified Can Jump. Active start use CGC Active Start Target skills. Check sheets ensure proper progress of skills. Reports or certificates were given out at the end of the fall session in all program areas. The last week each class put on holiday displays inviting parents.

During the winter session, which was split in two halves by a three week Olympic break, the artistic classes held Ribbon Day, where each athlete was given a certificate and a ribbon for event participation. Active Start ran a similar event with medallions for the Olympic theme and also celebrated National Gymnastics Week with an I Love Gymnastics Day. Trampoline continued their "Guinness World Record" challenge which had been launched in the fall.

Our coaching staff was supplemented by Gymnastic Fundamental Coaches-in-training Linda, Rebecca, Sandy, and Shawna who were completing their in class coaching tasks and who were very helpful in reducing the coach/athlete ratio.

In the spring we hired two new coaches, Alexandra and Meagan, who both worked out well. At the end of the spring session each coach was in charge of a display for a group to perform at the yearend show themed "Gymnastic through the Seasons". On the last day of spring session, all athletes went home with another skills report card or certificate. Year-end awards for hardest worker, most improved, and more sportsman-like were given out by program groupings at the yearend show. TG Guinness record breakers were also awarded trophies.

We started the year, with a strong interest by our 13-15 year olds PRECIT's (9 in all) coaching. We congratulate those young coaches in training that remained and dedicated their time to complete the

entire year (Hannah, Jasmin, Cate, Rebecca, and Nicola) It was great to have consistent PRECITS in certain classes to help out the coaches throughout the year.

The gymnaestrada performance group had 23 participants all year and they attended the BC Gymnaestrada in June. 15 athletes will take that display to the National Gymnaestrada event in Winnipeg over the Canada Day long weekend. They hope for an invitation to World Gymnaestrada in Switzerland 2011.

Our Access Program involved trampoline, cross-training and school programs. Tamwood, Canadian Snowboard Business Academy, BC Half Pipe, Whistler Valley Snowboard, Whistler Mountain Ski Club, Whistler Skating, BC Alpine, Canadian Freestyle Ski Association, Canadian Snowboard Cross all benefited from our Access Services. A new partnership was launched in our support class TRAMP AIR with CFSA and also Louise is working closely with CFSA on summer camps and in the development of the new accreditation course for coaching of aerial sports. The success of these programs can mainly be contributed to Louise.

We continued our very successful, Kindergarten and grade one weekly class program all year at Spring Creek School. We provided Myrtle Phillip School with an 8 session all classes Kids Can Move in-service program. Mimi and Seija lead the school classes with assistance in the Ktgn classes by Lauren and Talya.

Participant numbers remained consistently high in Active Start, trampoline, Fundamental 1(Springers) and Challengers, Gymnaestrada and Access programs. With increased interest this year in Challengers we have more gymnasts keen on moving up to Competitive Gymnastics. Next season we hope to have a broader age group of both boys and girls interested in Interclub events.

Summer camp 2009 had reduced numbers, so we based the offerings for 2010 on the successful 2009 camps Active Start, GFA and COMP day camp with a few trampoline offerings.

We distributed a club survey on program evaluation in June. We have had little response except from Active Start and Challenger parents. Any input provided will be considered in future programming. We will maintain a drop-box next year for similar on-going input.

We continued our GFA coaching development by training 4 new Gymnastic Foundation coaches. The training will continue in late August as we host new training courses needed for our staff before the start of the season. We also will launch a more intensive in-house staff training based on new programming and procedures with the move to Oros, Whistler Gymnastics Centre. Our coaching teams need more education on developing and maintaining progressive programming, lesson planning and participant tracking.

Coaches did self-evaluation with feedback in December and were evaluated by the program management staff in June.

We are pleased that most of our staff are returning for next year.

We are in the process of hiring coaches and a GFA Program Manager to replace Catou who is not returning after her maternity leave.

We have developed an extensive new slate of programs for Oros in the fall, targeting increased participation in the areas of Active Start, trampoline, boys artistic, adult and access. Program schedules and detailed descriptions are available on-line.

GFA Program Managers

Sheila Mozes and Tami Mitchell

2009- 2010 Competitive Program Report

The Olympic year is over, and ended up being a great competition season after all. This year we started with 30 competitive gymnasts (24 Provincial and 6 KIP's). We ended the competitive season with 23 as Martina was out with a wrist injury right before competition season. We had larger groups this year due to losing Catou and Vee. Our coaching ratio 29/4 provided our competitive coaches, Tami, Karin, Jamie, Seija with a challenge to keep all active, motivated and progressing. The comp coaches are very flexible and made the most of the short coach situation. However, with added subbing one group in particular end with some inconsistency in coaching. We hope next season to reduce the ratio to a more manageable six instead of seven.

Our High School Storm Troupe program was strong in the fall with two groups of 5 athletes, but with the Olympics falling on the day of their High School Championships, this program did not run over winter and spring. We hope they will return next year. It's great to have older gymnasts in the gym at the same time as our younger athletes.

We brought on a new coach in January, Jaime Hill, to cover Kerry's maternity leave which was over a month earlier than expected. She worked out great with the group. She would like to continue coaching next year.

The Kip group attended 3 competitions while the 3 provincial groups attended 4. Whistler Gymnastics sent 4 athletes to the BC Championships. Nine athletes took part in the Paralympics closing ceremony.

Competitive Parent meetings were conducted in fall. Report Cards for the comp athletes were given out in December and June. Opportunity for one-on-one progress meetings were available upon request through the season to maintain open communication. Coaching invitations were sent out this year as a method to place and select our competitive athletes. Every athlete was given an invitation with two suggestions of what program they could register in for next year. Out of all the ways we have tried in the past, this way seems to be the best. There will always be kids disappointed, but the coaches take a lot of time and thought over recommending what program is right for each individual.

I look forward to the new facility and the new programming for the comp groups which will include, the LEAP's, a pre-comp group, focusing on building strong healthy bodies and basic skills and who will not be attending meets; as well as a two day KIP group who will attend developmental competitions, and provincial Level 1 – 3 groups. The question of added training hours for dedicated provincial athletes is still under discussion. The available and suitable Sunday time does not seem to be of interest to parents/athletes. The only other suitable time would involve school hour removable on Thursdays. This will be sorted out in the summer. If you are interested in either, parents should indicate that at registration.

For next year I would like more parent/athlete workshops educating everyone on nutrition, flexibility, and injury prevention. We need to hire one additional competitive coach to our competitive staff. We hope to launch a few new initiatives next season:-to get a team prepped for BC Winter Games in 2012, to host an adult meet in our new facility, and to challenge the National Nordic team to a physical ability test during National Gymnastics awareness week.

Competitive Program Manager
Tami Mitchell

Business of Gymnastics Year End Report 2009-10

Long and Short Term Planning have advanced effectively this year through the cooperative efforts and monthly meeting of our management team, and club executive. We have effectively reduced club meetings to 4 per year and a more social function. Strategic planning sessions in November, lead by Moira from GBC, continued in winter and spring by Caroline and Sandi W into the definition of our strategic plan, including naming of Oros, Whistler Gymnastic Center and the design look and logo creation. Thanks to Jan for all the volunteer design work.

The Business of Gymnastics has been lead by 3 staff:- **General Manager of Business, Sheila; Administrative Manager, Sandy B and Oros Business Development Manager – Sandi W.** Sheila will complete her transition guidance of the group in June 2010. Recommendation is to continue the role of 2 other business managers into 2010-11 based on review and slight adjustment of job responsibilities at the end of September when their present contract is finished. The hours will be increased for each to 12-15 as we move into Oros in September. Adjustments for our Oros operations required the following motions to AGM:- to add a salary scale level for administrative pay and an additional staff salary category of Gym Attendant. Otherwise our coaching wage scales/benefits remain the same. Program managers will be allotted 8-10 hours administrative time. Program managers will be paid at their coaching salaries when leading staff training. Please refer to the Organizational Structure chart and the Coaching Wage charts after AGM approval.

Office Management systems for more effective registration are on-going with our Club Link and on-line Neatworx website registration. We are just beginning to find the use of their full potential. We now do all revenue for registration saleables through club link, posting to budget categories, and receipting. We are working to smooth out the Tax Credit receipt problems. We will be able to offer the option of monthly payments to our competitive families next season. On-line registration is being used more and more as people learn how. We still have some clitches to iron-out. It is not yet able to handle the Competitive 3 system options so only memberships and full year payments can be handled on line.

Reception, Communications and Administrative support have been handled very effectively on a daily basis through website, email, Constant contact and phone systems.

Registration numbers have remained similar to last year at around 425-450 despite our Olympic year expectation of lower. Areas of high maintenance were in trampoline, access programs, active start Gymnaestrada. Areas of decrease were in older GFA and adult. Registration policies and procedures have been updated to fit our digital and on-line system and to benefit members registering early and on-time. The competitive option of monthly payments has been added. Early bird fees will only apply to the first payment of your option choice.

Risk Management policies have been clearly adopted, documentation updated and implemented and procedures reviewed. Gym operations stress "Safety First". Emphasis still needs to improve on practicing and reviewing EAP throughout the seasons. Coaches have been much better this year in submitting documentation on CR, RIS, First Adi and NCCP. Most still need to remember the January 2011 deadline for completing their online MED.

Reception, Communications and Administrative support have been provide on a consistent basis.

Data Management is efficiently organized.

Policy and Procedure documentation should be completed by end of the summer. Expanded information will go onto the website during the summer as well as the new design look for Oros.

Facility operations, access and bookings have been easy to facilitate with the co-operation of RMOW facilities staff – Petra and Melissa and SCCS principal Gerri Galloway. As we leave Spring Creek Community School we must remember to thank these individuals for their continued support.

Equipment set/up and storage is always an on-going concern. Tami, Seija and Louise have carried most of this responsibility and I appreciate their and the parent volunteers efforts. Use of paid equipment staff was very worthwhile as well to lesson the load.

Office purchased a laser printer this season. Supplies will already be in place for next season. Office will need a new computer desk top computer this season as we have been sharing the program laptop as the older laptop just couldn't maintain efficient operations for registration and web purposes.

Additional reports will include year-end financials 2009-2010 to date, proposed budget 2010-11; proposed organizational structure for 2010-11, Oros Business development report from Sandi W.

I feel as I leave the position of General Manager Business of Gymnastics for Whistler Gymnastics, the continuation of reliable, professional administrative and business practices are in solid management hands of the team of Sandy and Sandi. Our thanks and dependence also goes to Claire who will continue as Financial Assistant, next year providing accounting and payroll support services as our financial administrator. I will continue next to support the management team and the executive as a volunteer in the areas of web development, registration assistance, risk-management and documentation of policy and procedures. We will continue with a solid business team as we move into Oros, Whistler Gymnastics Centre

Sheila Mozes
General Manager of Business of Gymnastics

Business Development Manager – Sandi Wentzel

RE: equipment opted out of buying national equip due to storage and shipping, Equip. comes in Aug.
13, 2010

Rona corporate sponsor grant – contract deal with RMOW for 2 years 25 g's, total
. Investing the structure of the ceiling for the bungee system, access the building Aug. 3. Rec classes start the 16th and the comp starts the 8th.
Operating cost is 3 times higher to operate the building. Wasp and WGC lease are only paying operating costs. 8 per sq. foot, very reasonable prices.
2005- 6000 sq foot attached to the athlete HPC. Actual sq foot is 5660. We will have to pay shared space which was unforeseen.
Yes operating costs have gone up, but what we can offer has gone up too.

4) Motions for Approval of Club Policies and Procedures:

- I. Motion for salary scale additions:
 - to add new category and salary rate for Gym attendant \$12.50.
 - to define rate for calculating administrative work depending on level of responsibility and relevance – management @ \$25/hr; Coach in Charge @\$18.50/hr ; other @ \$15/hr
 - to pay for in-house coach training by managers from the Coaching Development Budget
- II. Motion for approval of Management Structure 2010-11(as per chart):
 - including Administrative Manager and Business Development Manager positions to remain casual but increase to 15-20 hour starting mid August and restructuring of responsibilities by end of September after transitioning into Oros
 - including resignation and rehiring of GFA Program Manager for Sept 1 (*probationary contract 2010-11 for new hire)
 - including transitional coverage of GFA Program Manager position for July, Aug, to Sept 30 as new hire is made and trained.
 - including termination of transitional positions of General Manager and Oros liaison
 - including assignment of volunteer management duties-risk management; policy & procedure; documentation and web/registration management
- III. Motion for approval of Management staff for 2010-11 year
- IV. Motion to allow Management Team the decision making rights for operations June to Sept relating to the move and transition into the Oros Whistler Gymnastics Center
- V. Motion for approval of the draft Budget 2010-11 with review and final approval at first club meeting in fall. (See financial year-to-date 2009-10 and budget 2010-11 on website)
- VI. Motion for approval of the Access fee chart rates (see chart on website)
- VII. Motion for ratification for 2010-11 Program fees and schedules and accompanying Registration Policies and Procedures (see documents website) as approved in draft at the May club meeting.
- VIII. Motion for approval of changes to the Executive Structure of Whistler Gymnastics (see proposed document)
 - to include increase of directors to max 11 including members at large representing the varying program divisions
- IX. Motion for approval requiring Director Attendance at Club/Executive Meetings.

Motion to accept 1-9 – first Lynda, second Caroline

Motion 1 – addition

Motion to ratify new facility name and club image/logos:

- Name of facility established as “Oros – Whistler Gymnastics Centre” – approved at March 25, 2010 Club Meeting
- Image/logo/look presented to club at March 25th Club meeting – voted on by club members at club meeting and for a week afterward. Image/logos finalized at April Executive Meeting, based on club members vote.

8) Calendar for summer

9) **Election of Board of Directors** - see job descriptions

President –

Vice president-

Secretary – Jill

Volunteer coordinate – Jen

Fundraising coordinator – Anna

Treasurer – Lynda

Member at Large -Comp representative – Vicki

Clothing coordinator – Nancy – separate from a board member- volunteer position not a board position.

Harassment advisor - Sheila

Caroline wants projects, will help with visionary, bus

Sandi will help with a project at a volunteer basis.

Anna- min of 5, recruit over the next weeks

10) Confirmation of Next Executive Meeting and Next Club Meeting

Establish next meeting Sept 15th 6-7:30

11) Thank you's to 2009/2010 Volunteers

12) Close of meeting