

AGM Meeting Agenda

Sunday Mar 3, 2024



I. Opening

Welcome to the AGM
3.11 PM Opening

II. Attendance

Members: Molly Milligan, Wendy Hall, Natalie Sveinsson, Steve Thompson, Cassondra Cudd, Sarah Kalnay-Watson, Jenna Long, Chelsea Francis, Mike Carlson, Quin Connell (by proxy), Garret Chruchill, Scott Jordison, Kate Mansfield (by proxy), Jaibelle Apaga (by proxy).

Staff: Jessica, Desiree, Alfredo

III. Agenda Approval

One part that was added since published is the Auditor section under financials
Motion to approve: Steve Thompson
Second: Garrett Churchill
Approved

IV. Previous Meeting Minutes

AGM - May 24 2023.pdf

Natalie Sveinsson name spelt wrong, missing the N
Motion to approve with amendment: Wendy
Second: Garret
Approved

V. Presidents Report

May to March went by quickly

A highlight in November was the dedication and naming presentation to recognize Elaine Keenan Bengts. The facility is now called Elaine Keenan Bengts Gymnastics Centre.

Board met 6 times since the last AGM with some issues resolved via email.

The Executive:

- Sarah, worked tirelessly on HR issues including 3 hires, policy work, and engaging with staff

- Tara had a vision of the club running the super bingo and did an amazing job at making it all happen. She left Yellowknife and her role was filled by Chelsea
- Chelsea has quickly stepped up to her position helping with a little of everything. Finances, HR, fundraising. Truly picked up the reins quickly.
- Steve, as Past President he has been engaged and supported the board as it has moved through the year.
- I have worked with everyone to help where needed keep things running smoothly.

Also like to thank the board members at large for their support at the meetings and stepping up when needed.

Jessica - has been working hard to fill the manager role. She transitioned to a new registration system and developed procedures and policies to help the club work smoother.

Desiree - Started in the fall as Head Coach. She has worked hard on mentorship and getting the staff trained up. She volunteered to step down from the head coach position to facilitate bringing Alfredo as Head Coach.

I would like to welcome Alfredo to our club and community.

Club full time and part time staff has kept the classes rolling and brought fun, fitness, and gymnastics fundamentals to the membership.

Thanks to the membership by supporting the club and keeping the interest in gymnastics alive in our community.

VI. Managers Report

Jan 1-Dec 31 2023

The Club

In 2023, the club went through significant changes, including management and staffing changes, as well as a revamped registration system. While the facility experienced some maintenance issues initially scheduled for repairs in August 2023, these repairs have been postponed to this year. Currently, we are seeking quotes from other contractors to address these repairs. However, due to an evacuation, the funds allocated for the repairs had to be reallocated to refund our summer camp program.

At present, the club is actively working on updating our policies and procedures, as well as our pay scale. This process has been ongoing for the past year, and we will soon establish a committee to help finalize these updates. Additionally, we are exploring various strategies to increase our revenue. These strategies include offering more classes, expanding our user groups, providing PD Day camps, and creating fundraising opportunities.

The YKGC winter and spring sessions were successful, but we faced a severe shortage of staff. Nonetheless, we were able to accommodate between 70-80 kids per week during the summer camp. Although the camp was highly successful, we encountered challenges related to air

quality both inside and outside the facility. Moreover, the multiplex was used as an evacuation center, prompting us to ensure that we are better prepared to handle similar challenges in the future.

To address the air quality issue, I will be looking into purchasing air purifiers.

Our fall session began with a delay, but we have since increased our staffing and are focusing on staff education and certification. We have appointed Desiree as our head coach, and Zefer has transitioned into a full-time position. From September to December, I coached four days a week, leaving me with limited opportunities to familiarize myself with the day-to-day operations of the manager position.

Since then, I have been able to step back from coaching and dedicate the majority of my time to office work and collaborating with the board to make progress on outstanding projects.

We offered Carl a full-time position, primarily focusing on daytime hours.

Desiree has decided to step down as head coach and will assume a full-time coaching position. We have hired Alfredo Solis Calderon as the new Head Coach, who will oversee all programs.

Moving forward, our main objectives are to complete the Policy and Procedure Manual, finalize the pay scale, prioritize staff development, increase revenue and membership, apply for grants, organize two annual fundraisers with a goal of \$50,000, and secure a minimum of three sponsors each year.

VII. Coaching Report

FOcused on staff and program development.

Stuff I didn't write on the report, Zefer and I worked on the long term vision of the club, got the trampoline, and the gym-a-thon fundraiser for that. Delay on the people side of things, but it is here now, so excited for that. Next goal is to get the foam topped up.

The evacuation made it a slow start with scheduled foundation courses having to be canceled. However, we have regained momentum and are doing great. The club went from 2 full-time staff to 5 full-time staff, all Comp 1 trained or higher. We have grown and continue to grow our staff list both with returning coaches and recruiting new ones.

My focus has been getting many coaches fully trained in Gymnastics Foundations (artistic, active start and trampoline) as well as our more experienced coaches training Comp 1 WAG and tramp (which ran over christmas break). This will continue into spring, aiming to have all summer staff fully GF trained before registration opens May 1. We are also working with those more experienced coaches to complete their GF certification by May 1. We plan to run another Comp 1 WAG and tramp at the end of June so we have more staff at a higher trained level for summer.

A comp 1 certified coach is needed to be able to supervise trained coaches. Therefore we are continuing to train more coaches at this level, and support staff to certify to relieve the burden of the select few who are already certified. This will also allow us to run more programming over the summer. Staff have been doing mentoring mostly through co-coaching, however, we look forward to using Spring and Summer to offer more opportunity to complete E-learning online modules as well as in person and virtual coaching training opportunities. Most of our staff have busy schedules themselves, that lighten come spring/summer so we are looking forward to using this time to continue to build a stronger, more confident and knowledgeable team.

T & T program we didn't offer as much T & T due to the delay of the second trampoline. However, the two beginner classes are not full. We are sending out requests for feedback from current attendees, and will look at better ways to promote the program.

Teen class only had 3 participants but we only advertised on social media and sent a flyer to one school. In the past, this type of class got better attendance. I think with more awareness it will thrive. Our teen drop in also has been poor. Just need to build that age group back up.

Kinder plus (CanGym 1-3) and super kid (CanGym 4) for 4-6 year olds so we are keeping kids challenged and building athletes with better foundational skills before inviting them to teams. We are offering both boys and girls to help build both sides of our team's program. There is one kind plus boys class, and 5 kinder plus mixed, as well as 2 super kid girls and 1 uber kid boys classes.

We have been able to build more athletes, boys and girls level 5 and up, and went from one purple plus boys and one purple plus girls class in the fall to 2 boys classes and 4 girls classes. CanGym level 4 was also offered as a separate class to focus more on good handstands, cartwheels, strength, shapes, and flexibility.

The CanGym level 4, super kid and purple plus classes will be the kids who tryout or get invited to teams, so our pull of kids eligible to tryout and interested is growing.

Teams program started with 41 athletes, 5 more to the program and 3 athletes increased their hours. Idea is we are growing in the right direction. If we can build the hire level classes, and keep building more teams, then we will have more cash flow throughout the year.

We should be able to afford our staff.

Last year we had 2 full time staff, now we are up to 5. Share the load and mentoring. 5 heads are better than 2 when talking about growing. Kevin worked here before full time, moved away, and now he is back, working with purple plus, but he is back here. So we've brought some senior coaches back. Kyla is here now again. Annie has come back after having a break with her kids. Senior coaches have come back with our new coaches, great mentorship happening. Helps with coverage when coaches are sick or out at competitions.

We grow the programs we can fundraise less.

The spring/summer focus will continue to be staff development with recruiting, training, and mentoring to be able to start Fall on a great foot.

Any questions?

VIII. Financials

- Income Statement 2023.xlsx
 - ◆ Any questions? none
- Balance Sheet 2023.xlsx
 - ◆ Any questions or concerns on the financial statements?
 - ◆ Motion to approve: Chelsea, seconded by Steve
 - ◆ Accepted
- Review quote for Auditor or reviewer of financials
 - ◆ Working hard to find an auditor so that we can start getting better reviews on our financials
 - ◆ This is just a third-party that reviews things to make sure that we are in order
 - ◆ We've got a quote from Crowe, \$20k for an audit, 10k for the review
 - Prices is on trend for something in this realm
 - 20k for a full audit is a typical cost for a non-profit
 - It is still an expense that hasn't been figured out where the funding is coming from.
 - We just got that quote a week ago, haven't been able to get others.
 - May be a catch 22 - as we may have to get audited to get the type of tax form that we need to get the grants
 - Suggestion that we make a motion that the board can decide the auditor.
 - We should get that going as we haven't had that for years.
 - CRA recommends it for non-profits over 250k
 - You don't have to do it year-to-year, and then the next 5 years it can be done as a review
 - The fact that we have not had an audit over many years, these audits can help find efficiencies , allows us to work with CRA
 - Right now we can accept the quote with the accounting firm
 - Make a motion where the BoD can chose an auditor on behalf of the membership
 - When was the last time?
 - I think 2013
 - Scott, as far as I know there have only been reviews
 - Jess, did approach some companies in town, Crowe was the only one who got back to me

- Chelsea, there are some southern groups that are registered to work with nonprofits in the NWT. 20k is a good price.
- To get some grants we need to file with CRA, and we are unable to do that without getting it done
- No one is disagreeing that we need to get audited. We just need to figure out if we approve the auditor or pick the board to do it.
- Moving away from the busy time for them.

Motion: does the membership agree that it would be a benefit to the club to be audited?

Moved by Chelsea Francis

Seconded by Steve THompson

Approved

Motion: To approve the board to select an auditor to audit the financials.

Moved by Chelsea Francis

Seconded by Wendy Hall

Discussion:

- Lack of having these files means we can't apply for some funds, are we comfortable with staying status quo, developing a plan and then moving forward for 2024.
- Reviewing the audit would happen prior to the AGM.
- Maybe make a motion to approve for a review of our financials, which part of the quote
- Which quote provided the service to get us in compliance with CRA? both
- My concern is getting us in line with CRA and Societies Act
- Not backing down on audit eventually
- What potential Grants are we missing? United Way, approx. 100k, and some others 10-100k
- The T1044 document is what we need
- Push this forward to the next board to figure this out. We can't answer all these questions. I know there are good reasons to do it. As President I wanted to start that process. We just got to where we are now, and we need to move forward, and we are moving forward well. If no one is opposed to moving forward.
- If the Board needs to move forward they could call a special meeting for the auditor.
- Just to be clear, the board will review what we need to be in compliance with CRA. Clarity, we are not absolutely doing this, but the fact that you are supportive of the board researching and making the decision from there is what we really needed.
- Sorry we did not do all the research in advance for this, that would have been ideal to be able to bring the recommendation, we didn't get there, so this is what we had brought forward at this time.

IX. Voting Positions

- President
 - Nominations: Sarah Kalnay-Watson
 - Nominated by: Steve Thompson

- Second by: Chelsea Francis
- Vice President
 - Nominations: Steve Thompson
 - Nominated: Sarah Kalnay-Watson
 - Seconded: Chelsea Francis
- Secretary Treasurer
 - Nominations: Chelsea Francis
 - Nominated: Sarah Kalnay-Watson
 - Seconded: Wendy Hall
- Director of Sponsorship & Fundraising
 - Nominations: Wendy Hall
 - Nominated: Chelsea Francis
 - Seconded: Steve Thompson
- Members at Large
 - 1. Mike Carlson
 - 2. Molly Milligan
 - 3. Natalie Sveinsson
 - 4. Cassandra Cudd
 - 5. Quinn Connell
 - 6. Garret Churchill
 - 7. Kate Mansfield
 - 8. Michelle Steele

X. Adjournment @4.24 pm