



## **Yellowknife Gymnastics Club – Board Meeting Minutes**

**Date:** October 14, 2025

### **1. Welcome**

### **2. Attendance**

**Board Members Present:** Katelyn, Cassondra, Kate, Dana, Chelsea, Mike, Natalie, Amanda, Sarah, Alexa

**Staff Present:** Jessica, Alfredo, Quin

**Regrets:** Nicole

### **3. Approval of Agenda**

**Approved by:** All

### **4. Approval of Previous Meeting Minutes**

**Approved by:** All

### **5. Staff Reports**

#### **General Manager**

No questions from the Board.

#### **Head Coach (Competitive)**

**Discussion:** Parental involvement in athlete training outside regular practice hours.

- Alfredo expressed appreciation for parents' support but raised concerns that additional training may lead to athlete fatigue, injuries, and reduced performance during official practices.
- Suggested improved coordination with parents regarding appropriate training frequency and timing (e.g., swimming after practice rather than before).
- Clarification was made between "parents training their kids" versus "parents encouraging them."

- The Board recommended that Alfredo send an **educational email** to parents outlining:
  - Importance of rest between workouts/activities
  - Healthy sleep habits
  - Communication expectations regarding injuries or off days
- Alfredo emphasized his responsibility for athlete safety during training and the need to minimize injury risks and potential liabilities.

### Recreational Coordinator

No questions from the Board.

## **6. Committee Reports**

### **1. Policy and Procedures**

#### **a. Executive Limitations Policy**

Board to review and reference current by-laws for alignment.

#### **b. Vacation Advance Policy**

**Motion:** To approve the Vacation Advance Policy as presented.

**Moved by:** Alexa

**Seconded by:** Chelsea

**All in Favour:** Passed

#### **c. Fundraising Policy**

Discussion around whether fundraising deductions should be a flat rate.

Questions raised regarding:

- Overhead costs for fundraising events
- Administrative time and cost recovery
- Whether 10% is too high of an administrative fee

**Decision:** Tabled for further discussion at a future meeting.

**d. Private Lesson & Facility Use Policy**

Deferred to November meeting for review.

**e. Full-Time Pay Scale**

Deferred to November meeting for discussion and approval.

**f. Fundraising and Sponsorship**

**Canadian Women & Sport 2025–26 Spotlight Grant:** Chelsea will prepare the proposal submission.

**2. Strategic Planning**

No report.

**3. Finance**

Mike and Jessica will meet to discuss ongoing financial matters.

**7. Action Item Updates**

- Reviewed ongoing and completed action items (see full list below).

**8. Other Business**

**Survey Results Summary**

Key takeaways from recent staff/parent/athlete survey:

- Improved overall communication.
- Coaches setting clearer boundaries.
- Concerns about injury reporting and follow-up.
- Perception of unequal opportunities among athletes.

- Communication between coaches and athletes continues to need improvement.
- Request for more team-building activities.

## **9 . Next Meeting**

**Tuesday Nov 18, 2025**

## **11. Adjournment**

The meeting was adjourned at 9:02 PM

### **Tasks**

- ☐ Mike- Meet with RBC advisor
- ☐ Jessica & Sarah - Create a FAQ and summary based on survey feedback
- ☐ All Committees- Develop terms of reference
- ☐ All- Review executive limitation policy and compare with By-Laws
- ☐ Jessica - Explore skills clinic
- ☐ Jessica- Review POS systems Clover Vs Square
- ☐ Revisit fundraising policy
- ☐ Mike & Jessica- Draft budget meeting
- ☐ All - review full time pay scale for November
- ☐ Alfredo- Send educational email to parents re: overactivity, rest, sleep habits etc.