



Agenda

1. Welcome
 - a. Call to order 7:02
2. Attendance
 - a. Sarah, Kate, Wendy, Mike, Cassandra, Michelle, Natalie, Quinn, Jessica, Chelsea, Steve
3. Approval of Agenda
 - a. Addition of NWT Gymnastics charging for use of gym to agenda (Sarah)
 - b. General consensus to approve agenda with additions
4. Approval of Last Meeting's Minutes (standing spot - new board)
5. Staff Reports
 - a. General Manager [April 2 Manager Report](#)
 - i. Significant wait lists for 4-6yo age groups; other groups are not increasing as much.
 - ii. Unlikely that we can pull any children off of the wait list
 - iii. PD camp for april 5th filled up very quickly
 - iv. March break camp numbers were not included in Manager Report, but it brought in 19k; likely made 15k once you take away wages. Could have taken in more students if there was most staff (can take 8/staff person up to a max of 192)
 - v. Spring schedule was a bit late coming but has been deployed smoothly. Likely two additional staff that we can add into the rotation for next session
 - vi. Moving into a more standardized schedule that we can use year to year. Staff can self-assign for what times/classes they are available for. This should also bring consistency for parents so they know when to expect classes. This will involve looking into past registrations, schedules to make sure we can optimize our schedule.
 1. Suggestion to reach out to parents of key groups to see what might work best for them.
 2. Also look at other organizations (hockey, soccer) to make sure that we're not conflicting with those other activities.
 - vii. Using Sling to plan registration, staffing, schedule, etc.
 - viii. Summer camp registration will open may 1st; will open first to city and disabilities council . Hoping to 70-90 kids for all 9 weeks.
 - ix. We raised price for camp last year, which keeps us on par with other camps (350/wk). Could look into raising cost next year.
 - b. Head Coach
 - i. Transition and onboarding has been very smooth over the last month.

- ii. He has helped with onboarding, scheduling. Next task is to set up next year's calendar (rec, comp, etc).
- iii. Alfredo read his report [\(INSERT LINK\)](#)
 - 1. Concern over part time coaching staff calling in absent very late; doesn't appear to be a long term trend. Can work on strengthening sub list/protocols.
 - 2. This is more of a problem on weekends, when certified staff (alfredo) are working v. long hours
 - 3. Concern over weekend birthday party times conflicting with break schedules. Can also be avoided by either having a) key with Brooklyn or b) hiring administrative staff for the weekends. Hiring staff is a perennial challenge.
 - 4. Appreciation for Alfredo's observations. Questions have been raised about testing to pass to the next level (including notification about the plan). If we do this, we have to be fully transparent about expectations and testing criteria. If possible, we should post these expectations publicly (on website?)
 - 5. Principle of demonstrating skills to move up would apply to both competitive and rec (except active start)

6. Committee Reports

- a. Policy and Procedures
 - i. Sarah Madsen, Sarah Kate Mansfield, Quinn, Steve.
 - ii. Request for Jessica to identify priority policy items
 - b. Fundraising and Sponsorship
 - i. Wendy, Mike, Chelsea, Sarah, Cassandra
 - c. Strategic Planning
 - i. Alfredo, Quinn, Kate, Natalie, Sarah
 - d. Finance
 - i. Michelle, Chelsea, Cassandra, Sarah Mike
- Jessica will send this information to Chair's tomorrow and they can coordinate committee meetings.

7. Other Business

- a. Gym Schedule - standardizing it
 - i. Request to publish registration dates for all sessions and incorporate draft school calendar for next year
 - ii. Can we cross-reference between age groups in other sports so that we don't overlap with soccer and hockey?
 - 1. This is a challenge and we've tried in the past. Hopefully this will improve with standardization. Would like to also try to make sure we have rec and comp options throughout the week.
- b. [Lieu Time-Overtime Policy](#)
 - i. Discussion to clarify wording about accrual and dispensation of TOIL

2. Motion to approve the lieu-time overtime policy, with discussed changes: Moved by steve, seconded by Wendy. None opposed.

c. Chaperone Policy

- i. Need to add application and eligibility section to clarify who the policy applies to (all employees and approved parent volunteers)
- ii. **Action: Add photo agreement to future meetings**
- iii. **Action: Add additional cost for unaccompanied minors (if staff are chaperones)**

1. Motion to approve the chaperone policy with changes discussed (moved by Wendy, seconded by steve). No opposed.

- **Need an amendment at the next meeting re: expectations**

d. Staff Travel Policy

- i. **Action:policy committee will identify options for compensation (and Jessica will talk to Figure skating NWT) and bring ideas to the next board meeting**

e. Children at Work Policy

- i. Need to clarify that approval comes from immediate supervisor

3. Motion to approve the Children at Work Policy (moved by Quinn, Seconded by Mike). No opposed

f. Operational Manual New:

<https://docs.google.com/document/d/1p8WPNmNYuqBAhFoafFhSmohBYyZDKEDrOxa6CSvV8nA/edit>

- **Action: Board members will review and comment**

New Business:

- **Need letter from Jessica for RCMP (request from Mike)**

8. Next Meeting - set the dates for the year

a. Proposed second tuesday of the month @630pm

b. Sarah will send out schedulers that include google meet links for those that can't attend in person.

9. Adjournment @9:22