



# Phoenix Gymnastics Board of Directors

## Regular Board Meeting

November 26, 2018

### Members Present:

- Dagmar Phillis, Chair
- Rose Lee-Charette, Vice-Chair
- Frederic Bastien, Treasurer
- Jhenifer Pabillano, Secretary
- Kenneth Kwan, Member-at-Large
- Isobel Keeley, Member-at-Large
- Adam Wood, Member-at-Large
- Michael Hood, Program Director
- Tricia Chan, Business Director

## Call to Order

Quorum was reached and Dagmar called meeting to order at 6:09pm.

## Approval of Agenda

Board members added items to the Agenda.

- Holiday Party (Rose)
- Photo Day (Rose)
- Moira - her continued role on the board (Isobel)
- Scheduled meetings going forward - concerns that workload is heavy, and frequency is too often (Isobel)

Moved by Rose

Seconded by Frederic

### Motion to approve the August 9, 2018 Minutes

Moved by Rose

Seconded by Isobel

### Motion to approve the October 4, 2018 Minutes

Moved by Adam

Seconded by Rose

## Business Arising

Motion to accept resignation of Bruce Bradley

Moved by Rose

Seconded by Adam

Motion to accept appointment of representatives to MSFS



The board noted that this had been already done via e-mail.

All voted in favour of accepting the four previous motions.

## **Board Reports**

### **Executive Committee - report from Dagmar**

- Presented with new organizational structure. Exec committee realized it was detailed and complemented [the revised org structure from August](#).
- Also discussed rollout of strategic plan to staff. Mike says almost all coaches have seen it, especially leads and main players. They have had a chance to review and provide feedback. Said that rollout will take time and will require changes to structure.
  - Sidebar conversation ensued about coach shortage. Mike says biggest challenge is trying to manage everyone's schedules, because they are short coaches - all coaches are utilized to the maximum. Leadership roles are compromised by having to fill in for other coaches. GFA lead Lee is a good example, doing a bit of everything, and what she's doing is unsustainable. There are a shortage of coaches across Canada and many clubs cannot do what they want to do.
- Executive committee also needs to set performance goals for Mike and Tricia.

### **Finance Committee - update from Frederic**

- Finances are generally good. Everything tracking in line with budget. Congratulations to Tricia for doing well on this.
- Fair amount moved to contingency - \$200,000.
- Some items off budget on summer programs, but some fundraising money allowed the program to break even.
- Subscriptions are strong and the trajectory is good.
- Asked to budget on a quarterly basis - lots of seasonality in fundraising etc
- HSBC has not been friendly to us in the last few years - credit cards, bank fees are not great - so we will look at alternatives. Frederic and Dagmar to investigate. Local banks may be more amenable - Vancity etc. We are with HSBC because our mortgage is with them. MSFS uses Vancity so might be OK to tap into that.



- Tricia clarified that the mortgage is down to about \$200,000. We had a loan for the rest of the building which we are paying off. We have 12 more years to pay it off. Every year \$20,000 is paid off. This was decided upon to use credit for more generation of families rather than higher interest. They want to spread it out as long as they can. The city owns the building - so Phoenix doesn't have any equity in it. That's why we have trouble with credit cards since we don't have any equity. Lease for facility is 25 years. loan balance sits at \$187,803. Ytd. We paid down about \$27K in the last 12 month period. The current term is until April 2020, when our balance is projected to be \$146,175.
  
- Highlighted that we agreed to get an accountant that can provide audited financial statements rather than one that has notice to reader in it. This search is ongoing. Need to have this done for year end, which is June. Likely the process will take longer in the first year.
  - Adam mentioned that there are job boards dedicated to nonprofits/charities (Charity Village etc) and this may be a place to post.
  - Isobel asked if the twins (former board members) might be interested in taking the job on or could recommend someone.
  
- ACTION: Dagmar to email twins regarding recommendations and cc Frederic

### **Governance Committee - report from Rose**

- Decided on Google Drive for documents as it aligned with staff work
  
- Identified that there are 3 documents ready for review
  
- Discussed risk registry, which is now with Michael.
  
- Several members raised questions about the 3 policies that are to be approved - typos, spelling errors, items about content.
  - Should Club have a capital C?
  - Should Committee have a capital C?
  - What is the status of the Discipline Committee?
  - Each policy should make reference to the others - ie the Governance Policy makes reference to conflict of interest issues but does not directly state that there is a formal Conflict of Interest Policy
  - Each policy document could have a bulleted list of the other relevant policies at the bottom, the way the City does it.
  - Governance committee members said they discussed all of things we are talking about now but somehow the changes weren't made



- Sidebar convo ensued about how to properly file the policies and maintain version control.. Suggestions included:
  - Names of files should all have the date at the beginning
  - We should store all policies in the Google Drive.
  - Any time a policy is referenced in another document, we should link only to the one central policy document to ensure it is consistent.
  - There could be a policy folder, with subfolders for approved versions and working documents.
  - Could follow how the City does it, where there is a document/system tracking where the latest approved policy is, and where the old versions are located.
- ACTION: Rose to articulate a filing and naming convention policy.
- ACTION: Board agreed to send policies sent back for review to governance committee
- ACTION: Tricia to put the old conflict of interest policy she found in the Google Drive in a "Historical Documents" **Upon further review, the policy was an early version of the same working document of the current one we are using. Nothing relevant to upload. // Tricia 30Nov2018**

### **Fundraising committee - update by Rose**

- Committee is meeting monthly. They are currently at \$7000 of a \$75,000 goal.
- They talked about the Flipathon - that generated a lot of revenue with little effort in January.
- They also talked about other initiatives, and highlighted the feeling that there are too many fundraising things going on.
- Venue obtained for 50th anniversary - the Roundhouse for Sunday June 2. 50th anniversary committee is working on the logistics.
  - Asking alumni to come
  - Year end show might be moved to accommodate - idea is that they do the show and then go down to Roundhouse - but this may not be viable staffing wise. Still under discussion.
- Frederic mentioned that there is a big number for 50th anniversary budget. The committee wants to raise \$50,000. Rose responded that they are looking to charge ticket sales, do a music or variety show, or a silent auction with a celebrity to do the



auctioning. An acquisitions team is looking to see if they can solicit donations from local community. The 50th committee will be encouraged to meet more frequently.

- Fundraising committee wanted board to review and approve Terms of Reference which had not yet been reviewed in depth by board.
- ACTION - ALL - Review fundraising TOR and approve by email.

### **Engagement committee - Update by Jhenifer**

- Highlighted that this was the first ever meeting of the engagement committee, and so the base work of the committee was reviewed in some detail.
- Committee also discussed when to advise parents of summer/winter schedules. Isobel suggested that three months before summer should be the expected deadline to know about summer training - no need to survey the parents. It was not clear when fall training deadlines should be.
  - Sidebar discussion ensued on different experiences regarding getting schedules from coaching staff. Experience varied from program to program. Parents of older athletes knew enough about the general program to be able to predict what might happen in the year.
  - Parents still wanted clarity on training in advance to know if they could book vacations on long weekends and other times during the year.
- Committee discussed the Team Parent program. Operations staff will evaluate the program and identify next steps. Terms of reference may need to be built and purpose clarified for the Team Parent.
- Fundraising priorities and priorities for organizational partnerships were also discussed.
- ACTION - Jhenifer & Rose to identify strategy for fundraising ideals.
- ACTION - Tricia to assign to media coordinator - remove the 3 negative reviews from the gym's facebook page [Discussed this issue with both Missy and Rosa. We will be reaching out to more parents so we get positive feedback written that will push down the negative feedback, in the meantime we are looking at "hiding" the comments, so that they do not appear on the page.//Tricia 30Nov2018](#)

### **Review of Action Items**



- Skipped - will send out via email minutes instead

### **Operations Report - by Michael and Tricia**

- Many conversations at club about strategic plan.
- Risk registry a priority - should have anything that can be perceived as a risk to the club - policy, programming, health and safety. There have been a few instances of people in car accidents: a WAG coach who can't return to work, and others are trying to pick up the slack. Same on GFA side.
- Putting together a wish list for all the different programs. They're thinking about space in the facility and how to better use it. Can we use additional apparatus upstairs?
- Mike has had his hands in many things and it's very exciting. Is getting to know everyone and is very happy to continue down that road
- In Fall 2019 we will have better ideas of how staff are scheduled - implementing the strategic plan will go a lot smoother after then.
- Appreciates the many avenues to get input, including committees.
- KPIs Dashboard - Q3 was a wash because program director left and Tricia was focused on financials, so there hasn't much movement on goals.

### **New Business**

1. **MSFS membership.** Moira identified that summer adoption of new terms of reference for executive committee had a clause in it specifying that all the MSFS directors need to be executive committee members. Board discussion agreed that it was not an issue if members at large were MSFS members, and Tricia clarified that we would not run into any issues regarding voting rights at MSFS.
  - ACTION: All to review terms of reference of the executive committee and create a motion for next time to adopt a version stating that any board member could sit as an MSFS member.
    - [Executive Committee Terms of Reference](#)
2. **Photo Day.** Rose asked if we wanted to do a board photo together and offered times during the Photo Day session to get it done. Discussion ensued: it was decided that we should all do individual photos rather than group photos, that directors could



submit their own photo if they wanted, or directors could attend a Photo Day session to have one taken.

- ACTION: Each director should submit their photo to Missy, or attend a session at Photo Day to have their photo taken.
3. **Staff holiday party.** Rose said Missy asked for donations to the staff party. Board agreed to contribute \$20 each to do a group basket as a gift for the staff party. Dagmar agreed to coordinate.
- ACTION: Each director to give \$20 to Dagmar
  - ACTION: Dagmar to obtain gift basket and provide to Missy for holiday party at Phoenix front desk.
4. **Moira.** Dagmar said that Moira's contract ends at end of November, but Moira says she is available any time for board assistance.
5. **Meetings.** Board agreed that there are a ton of meetings and it is confusing to know what is going on.
- ACTION: Rose to make a new board calendar so people can know what is happening. Calendar suggested to be made in Google calendar, with links to agendas and minutes in each event.

### **In Camera**

It was agreed that there was no need for an in-camera session this time.

### **Next Meeting**

Decided to hold the meetings on the 2nd Tuesday for each of the months when a board meeting is to be held:

- February 12, 2019, 6-8pm
- April 9, 2019, 6-8pm
- June 11, 2019, 6-8pm

### **Adjournment**

Motion by Rose  
Seconded by Frederic  
Carried

Meeting ended 8pm