



Minutes ~ Annual General Meeting ~ November 16, 2019

Location: Vancouver Square Conference Centre (Vancouver Public Library)	Time: 10:00 – 11:00 AM
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Excellence • Leadership • Transparency • Ethical • Professional • People Focused
 Business Management • Programming Excellence • Professionalism and Customer Service
 • Safety and Risk Management

Attendance:

Name	Club	Voting Y / N	Attendance
Kyna Fletcher	Chimo Gymnastics	Y	In person
Vivien Symington	Club Aviva	Y	In person
Ana Arciniega	Delta Gymnastics Society GBC Board Member - Chair	Y	In person
Marti Farkas	Flicka Gymnastics	Y	Electronic
Sherri Taylor	Flip City Gymnastics Club GBC Board Member – Director at Large	Y	In person
Cody McAllister	Flip Club	N	Electronic
June Tiefenbach	Inspire Sports Victoria	Y	Electronic
Heather Ivanitz	Kelowna Gymnastix	Y	Electronic
Garry Ricks	Key City Gymnastics	N	In person
Michelle Ricks	Key City Gymnastics	Y	In person
Twyla Ryan	Kimberley Gymnastics GBC Board Member – Past Chair	Y	In person
Angela Pitzel	Kitimat Dynamics Gymnastics Club	Y	In person
Tattina Maxim	Langley Gymnastics Foundation	Y	Electronic
Jackie Wiebe	Lion's Pride Gymnastics	N	Electronic
Brittany Cline	MileZero Gymnastics	Y	Electronic
Shawnee Venebles	Momentum Gymnastics	Y	Electronic
Peggy Willcox	n/a	N	Electronic
Louise Demers	Nanaimo Gymnastics School	Y	Electronic
Chantelle Yates	North Peace Gymnastics	Y	Electronic
Michele Dillon	Powell River Gymnastics	Y	In person
Jill Drake	Revelstoke Acrobats	Y	Electronic
Puneet Bains	Richmond Gymastics Association	Y	Electronic
Tracey Matovich	Shasta Trampoline Club	Y	Electronic
Grant Van Harmelen	Surrey Gymnastics	Y	In person
Desiree Armstrong	Symington Symbiotics	Y	In person
Cindy Rost	Synergy Gymnastics Centre	Y	Electronic
Karl McPherson	Terrace Peaks	Y	In person
Nicola Marynowski	Trail Gymnastics Club	Y	Electronic

Richard Ikeda	Twisters Gymnastics	Y	In person
Michael D. Hood	Vancouver Phoenix Gymnastics	Y	In person
Mary Morice	Wayland Sports Nanaimo GBC Board Member – GFA Chair	Y	In person
Tami Mitchell	Whistler Gymnastics Club	Y	In person
Jenna McBain	White Rock Gymnastics & Diving Academy	Y	Electronic
Katherine Campbell	GBC Board Member – Vice Chair	N	In person
Katherine Reinhardt	GBC Board Member – Director of Finance	N	In person
Mike J. Hood	GBC Board Member – MTC Chair	N	In person
Missy Preston	GBC Board Member – Director at Large	N	In person
Su Bailey	GBC Board Member – Director at Large	N	In person
Andree Montreuil	GBC Staff – CEO	N	In person
Leanne James	GBC Staff – Admin & Event Coordinator	N	In person
Brittany Cawson	GBC Staff – Member Services Manager	N	In person

1. Welcome and call to order

Call to order and establishment of quorum @ 10:19am

- Introductions from GBC Board Chair, GBC board members and staff.
- GBC faced many issues this fiscal year including trampoline insurance limitations, resignation of the GBC CEO, search for new CEO, and naming of Andree Montreuil as new CEO, Board Chair health issues.
- Recognition to GBC staff and 50th committee for job well done at Awards & Scholarships and Celebration Gala event held night before.
- Congratulations to Past Chair Twyla Ryan for her GBC Life Member award.
- Note of order: Clubs will not move or second motions. The voting delegates will be asked if they are in favour, against or abstain from a vote. However, if a member club wishes the record to show how they vote, it will be noted in the minutes.

1.1 Establishment of quorum

- 35% of GBC full member clubs required – 27 member clubs required

Number of clubs present:

15 – In-person;

14 – Electronically

Number of clubs present with voting privileges: 29

2. Agenda

2.1 Additions to agenda

- It is at the discretion of a full member club if they wish to be recognized in the meeting minutes should they choose to vote against or abstain from a vote.

2.2 Approve agenda

MOTION: To approve the 2019 AGM agenda.

For: all

Against: 0

Abstain: 0

CARRIED

3. Explanation of Remote Technology

- Verbal update – GBC CEO
- Voting delegates are present in-person and participating electronically in the 2019 AGM.
- Electronic connection is through Adobe Connect. Should questions arise, use the raise your hand button or the chat box on the Adobe Platform. Brittany (GBC Staff) is monitoring the Adobe portal for the duration of the meeting.
- When votes are required (ex. Approving agenda, approving minutes). Please select agree, disagree and step away (agree in favour, disagree – not in favour and step away – abstain).
- For electronic participants, the Vice Chair election process is through an online platform called Election Runner. All electronic voting delegates have received a URL via email with a unique voter key and ID link that will be required to access the election runner portal. Once the voting period opens, please cast your vote online. Once the voting period ends, the portal will close and the results will be announced.

4. Meeting Minutes

4.1 **Approval of the November 3, 2018 AGM minutes**

- Request any errors or omissions from member clubs.
- Only those that were present at the 2018 AGM are permitted to vote in the approval of the 2018 AGM minutes.

MOTION: *To approve of the November 3, 2018 AGM minutes.*

For: all

Against: 0

Abstain: 0

CARRIED

4.2 **Approval of the July 17, 2019 EGM minutes**

- Request any errors or omissions from member clubs.
- Only those that were present at the 2019 EGM are permitted to vote in the approval of the 2019 EGM minutes.

MOTION: *To approve of the July 17, 2019 EGM minutes*

For: all

Against: 0

Abstain: 0

CARRIED

5. GBC Annual Report

Verbal update provided by GBC Board Chair

- The Board Chair presented a map of the 8 Zones across British Columbia to show both the presence of member clubs in all zones as well as the opportunity this provides for collaboration, support and dedication to deliver quality programming and events.
- The Board Chair also discussed the initial results from a demographic survey distributed to full member clubs inquiring into successes and opportunities that clubs are facing on a daily basis.
 - o 11% of clubs responded to survey (9 clubs total).
 - o Many responses indicated small / medium sized businesses – approximately 10-50 staff members either private or not for profit. Many clubs have limited resources and/or staff which means many individuals, especially club administrators have multiple roles and responsibilities in their portfolio (ex. Customer service, HR, finance etc).
 - o Survey shows an opportunity for GBC to ensure services include the development of critical resources for the successful operations of member clubs.
 - o Also shows a need and an opportunity for mentorship and collaboration between member clubs.
 - o Another area of critical importance to all member clubs is the issue of hiring, training, developing and retaining quality coaches. However, the question is whether there is a concerted and well planned strategy behind our sector recruitment practices. The challenge for GBC and its member clubs is finding a clear way to present coaching as a viable career choice
 - o 90% of member clubs have physical literacy programs through the activity of gymnastics as their business core, with diverse programs that require different skill sets to teach fundamental gymnastics programs for different age groups (from active start to seniors) as well birthday parties, drop-in programs, day camps, adaptive programs and more. This adds to the challenge of having the correct coaches as these types of programs are critical for the financial viability of a member club. Specialized programs that offer the actual sport of gymnastics also has great challenges in attracting and retaining highly qualified coaches that can lead these programs.
 - o This past year there have been monthly online Roundtable meetings were available to clubs to connect and support other clubs. Collaboration and sharing best practices with other club owners/executive directors/administrators have proven to be a vital link.
 - o GBC will develop a knowledge base website focusing on needs of the clubs These would include templates and documents to cover areas like Human Resource practices (hiring, performance review, firing, disciplining, training, etc.), as well as common policies and procedures that can be adapted to each club member's needs.

Verbal update provided by GBC CEO

- Shallon Olsen – won a silver medal at World Championships
- Samantha Smith – won a gold medal at the 2019 Pan American Games
- First WAG JO Compulsory Championships held in 2019. Over 450 participants from across the province. Hosted by Langley Gymnastics Foundation.
- Through the 3 BC Championships events (Compulsory, Optional WAG and MAG, and Trampoline) 1000 individuals competed in the 2019 events.

Questions AND Discussion: none

MOTION: *To accept the 2018/2019 Gymnastics BC Annual Report.*

For: all

Against: 0

Abstain: 0

CARRIED

6. Financial Report

Verbal update provided by Katherine Reinhardt, Director of Finance.

- Overall very close to being on budget for the 2018/2019 year.
- Most of GBC's revenue comes from membership registrations.
- Annual grants are stable going into next fiscal year and funding for programming is remaining the same according to budget.
- Salary and program expenses are generally the highest expenses, and this year is no different.
- Balance sheet is solid.
- Budget for next year, there is a clear increase in expenses due to insurance, balanced by membership revenues.

Questions and Discussion:

- Report shows that General and Administrative Services are significantly down for the 2019/2020 budget.
- Insurance fee increases – GBC was able to pay for July and August trampoline insurance premiums, so these expenses were not charged back to the membership. Increases in membership fees for 2019/2020 will be allocated to trampoline insurance premiums.
- For the 2019/2020 season, given the new trampoline insurance landscape, the GBC Board prioritized hiring a safety officer to work with clubs on compliance. This salaried position been added to the 2019/2020 budget.

MOTION: *To accept the audited financial statements for the fiscal year ending June 30, 2019.*

For: all

Against: 0

Abstain: 0

CARRIED

7. Ordinary Resolutions

Ordinary resolutions require majority approval.

7.1 **Appointment of the auditor – Bakertilly**

MOTION: *To approve of the appointment of the auditor Bakertilly for the fiscal year ending June 30, 2020.*

For: all

Against: 0

Abstain: 0

CARRIED

8. Special Resolutions

Special resolutions require 2/3 approval.

8.1 **Special Resolution #1 – Bylaw Amendments**

The Gymnastics BC Board of Directors is bringing the following motions forward. These special resolutions include minor edits to the Society's Bylaws.

MOTION: RESOLVED, as a special resolution that the Bylaws of the Society be amended by:

1. In 1.1, adding a definition for the expression "Ex-Officio":
(m) "Ex-Officio" means an individual who holds a particular office or who has a specified attribute, by virtue of holding that office or having that attribute, is appointed as a director of the society;
2. Adding to the Bylaw 10.8, the words "and in writing":
(b) Will disclose fully and promptly *and in writing* the nature and extent of his or her interest in the contract, transaction or matter;
3. In Bylaw 12.9, replacing the word Treasurer by Director of Finance
(i) The custody of all records and documents of the Society, except those required to be kept by the *Director of Finance*;
4. Correcting the following typos in Bylaws 3.6, and 14.1
3.6 Correct the title from "Discipline of member" to "Discipline of a member";
14.1 Correct "terms or reference" to "terms of reference";

Questions AND Discussion:

- As changes are made to the policies and bylaws, board committee needs to ensure that there is full review to ensure congruency between the two.

MOTION: *To approve the bylaw amendments as provided in the 2019 Notice of AGM package.*

For: all
Against: 0
Abstain: 0

CARRIED

9. Elections

- The deadline for nominations of both elected positions (Vice Chair and Director at Large) was October 30, 2019
- In accordance with the By-Laws of the association, nominations will not be accepted from the floor.

9.1 Director at Large

- The single nominee is elected by acclamation to Director at Large.

Name of Nominee: **Missy Preston**
Nominated by: Kira Hallwood,
Club Affiliation: Vancouver Phoenix Gymnastics

9.2. Vice Chair

- Two nominations were received by the set deadline.

Name of Nominee: **Michael D. Hood**
Nominated by: Patricia Chan
Club affiliation: Vancouver Phoenix Gymnastics

Name of Nominee: **Peggy Wilcox**
Nominated by: Kyna Fletcher
Club affiliation: Life Member (No current club affiliation)

- Michael Hood spoke to his nomination.
- Peggy Willcox spoke to her nomination.

Vice Chair Election results:

- Michael Hood - 15 votes
 - Peggy Willcox - 13 votes
- Michael Hood elected to the position of Vice Chair.

10. **Other Business**

- Special recognition
 - o Katherine Campbell – ending term as Vice Chair
 - o Twyla Ryan – ending term as Past Chair
- Announcements
 - o Board Chair quick overview about roundtable sessions.
 - o Fundraising opportunities: George Choboter from Willow Creek
 - Healthy snacks – opportunity for clubs for joint fundraising campaigns. Revenues will be shared between clubs and GBC.
- GBC looking into opportunities to provide additional services to GBC full member clubs. Ex. lawyer that is accessible to all member clubs, group benefits broker, accountant etc.

11. **Adjournment**

MOTION: *To adjourn the 2019 Gymnastics BC Annual General Meeting.*

For: all
Against: 0
Abstain: 0

CARRIED