



**Gymnastics BC**  
**Notice of Meeting:**  
**2022 Annual General Meeting**

Sunday, October 23, 2022

10 a.m. PST

Hilton Vancouver Metrotown, Burnaby BC or  
Online Video Conference

# Gymnastics BC

## Annual General Meeting (AGM)

<b>TO:</b>	GymBC Club Presidents/Chairs, Owners, and/or Managers
<b>DATE:</b>	Sunday, October 23, 2022
<b>RE:</b>	<ol style="list-style-type: none"><li>1. Notice of Annual General Meeting –October 23 at 10a.m. PST</li><li>2. Participation details</li><li>3. Authorized Voting Delegate Information</li><li>4. AGM Agenda</li><li>5. Minutes from 2021 Gymnastics BC AGM</li><li>6. GymBC Board of Directors Nominations Information</li></ol>
<b>CC:</b>	GymBC Board of Directors and Zone Chairs

### Notice of Annual General Meeting

**Date:** Sunday, October 23, 2022

**Time:** 10a.m. PST

#### **Purpose:**

- Adoption of Minutes of the previous Annual General Meeting
- Receive the GymBC Annual Report
- Receive the GymBC Financial Report
- Review and Adopt Proposed Membership Fee Changes 2023-2026
- To elect (2) Directors-at-Large for the 2022-2024 cycle.

#### Meeting Details:

**In-person Participation:** Tiffany Ballroom – Hilton Vancouver Metrotown, Burnaby, BC.

**Electronic/Remote Participation:** Online video conferencing platform: Zoom

**Date:** Sunday, October 23, 2022

**Time:** 10 a.m.

#### **Documents/Forms for the Meeting:**

- 2022 Notice of Meeting – this document
- Authorized Voting Delegate Information – page 4. And [Authorized Voting Delegate Form](#)
- 2021/22 GymBC Annual Report – coming soon
- [2021/22 GymBC Financial Report](#)
- [GymBC Membership Fee Structure Review – Final Report & Recommendations](#)
- [2022 AGM Agenda](#) – page 5
- [2021 AGM Meeting Minutes](#) – pages 6-10
- 2022 Board of Directors Nomination Information – page 11. And [2022 Board of Directors Nomination Form](#)
- AGM Registration Forms ([In-Person Attendance](#) and [Electronic Participation](#))
- [Risk Management Information Session Registration](#)

## **Participation Details:**

The AGM will take place from 10 a.m. to noon (approximately) on Sunday, October 23, 2022.

Prior to the AGM, there will be an optional Risk Management Information Session with Nathan Kindrachuk. This session will run from 9 to 9:45 a.m. (approximately), and the general topics being discussed are outlined below:

1. Summary of Injury Prevalence and Analysis (2021-2022 data), *10 minutes*
2. Summary of Risk Management Club Operational Practices, *10 minutes*
3. The state of Safe Sport in Gymnastics (Complaint Management), *10 minutes*
4. Questions and Discussion: *15 minutes*

Please follow the [link to register](#) for the Risk Management Information Session.

We will then take a brief 15-minute break and begin the AGM at 10 a.m..

We will have both in-person and electronic participation available for this meeting. All participants (both in-person or electronic, voting-delegates and non-voting participants) are required to register for the event. Please see sections below for registration information for all types of participants.

### **1) In-Person Participation**

Members will be able to participate in-person at the 2022 AGM. The event will take place in the Tiffany Ballroom at the Hilton Vancouver Metrotown (6083 McKay Ave, Burnaby, BC V5H 2W7) from 10 a.m. to noon (approximately).

All in-person participants must register online to attend the event. Please follow the link to the [2022 GymBC AGM Event Page](#) and complete the [In-Person Attendance Registration Form](#) - to confirm your participation.

If you are the Authorized Voting Delegate for your club, please also complete the [Authorized Voting Delegate Form](#) for the meeting. This form must be submitted by **11:59 p.m. PST on Monday, October 17, 2022. Late submissions may not be considered.**

### **2) Electronic Participation**

Members will be able to participate electronically in the 2022 AGM via the online video conferencing platform - Zoom.

All electronic participants must register online to attend the event. Please follow the link to the [2022 GymBC AGM Event Page](#) and complete the [Electronic Participation Registration Form](#) - to confirm your attendance.

To participate electronically, please ensure you have a stable internet connection. The use of this Zoom technology requires a secure login, which GymBC will provide to all electronic participants who have registered online for the AGM. This link will be emailed to all registered participants no later than **Tuesday, October 18 at noon**. The same Zoom link will be used for the Risk Management Information session and the AGM.

If you are the Authorized Voting Delegate for your club, please also complete the [Authorized Voting Delegate Form](#) for the meeting. This form must be submitted by **11:59 p.m. PST on Monday, October 17, 2022. Late submissions may not be considered.**

## **Authorized Voting Delegate Information**

The AGM will require Authorized Voting Delegates to take part in Board or Directors Elections. We will be running both in-person and an electronic voting for these elections. In-person voting will take place by secret ballot. Electronic participants will vote online through the Election Runner portal. Scrutineers will be on-site at the AGM to verify the results of both the in-person and electronic votes.

To take part in the AGM as your club's Authorized Voting Delegate (both in-person or electronic participation), you must register to participate in the AGM (please register on the [2022 GymBC AGM Event Page](#)) and complete the [Authorized Voting Delegate Form](#) for your club. Registration for the AGM and Voting Delegate form submissions must be received no later than **11:59 p.m. PST on Monday, October 17, 2022. Late submissions may not be considered.**

For Authorized Voting Delegates who will be participating in the AGM electronically, login instructions for both Zoom and the Election Runner voting portal will be provided via email no later than **Tuesday, October 18 at noon.**

If you have questions regarding the AGM, please email [events@gymbc.org](mailto:events@gymbc.org).

### **GBC Contact**

Nigel Loring – CEO

[ceo@gymbc.org](mailto:ceo@gymbc.org)

604-333-3491 (direct), 604-333-3499 (fax)

268 – 828 West 8<sup>th</sup> Avenue, Vancouver, BC, V5Z 1E2

## Annual General Meeting Agenda ~ Sunday October 23, 2022

Location:

Hilton Vancouver Metrotown – Tiffany  
Ballroom and Zoom – Video Conference

Time:

10 a.m.

Other details (conference call, etc.):

In-person attendance or electronic participation - Zoom

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Business Management • Programming Excellence • Professionalism and Customer Service • Safety and Risk Management

### Order of Business

#	Item	Who	Action Required	Page #
	Welcome	Jennifer Lyster or designate	Information	
1	Call to order 1.1 Establishment of quorum (35% of clubs)	Jennifer Lyster or designate	Information	
2	Explanation of remote technology and adaptation	Jennifer Lyster or designate	Information	
3	Agenda 3.1 Additions to agenda 3.2 To approve the 2022 GymBC AGM agenda	Jennifer Lyster or designate	Input Motion	5
4	Meeting minutes 4.1 To approve the October 24, 2021 AGM minutes	Jennifer Lyster or designate	Motion	6-10
5	GymBC Annual Report 5.1 To accept the 2021 / 22 annual report	Jennifer Lyster or designate	Information Motion	Separate document-coming soon
6	GymBC Financial Report 6.1 To accept the 2021 / 22 financial report	Vivien Chow	Information Motion	Separate document
7	Ordinary Resolutions – 7.1 Appointment of the Auditor  7.2 Review Proposed Membership Fee Structure	Vivien Chow  Nigel Loring or designate	Information Motion  Information Motion	Separate document
8	GymBC Strategic Plan Update	Nigel Loring	Information	Presentation
9	Elections 9.1 Election and Voting procedures 9.2 (2) Directors-at-Large (by secret ballot or online portal - Electron Runner)	Jennifer Lyster or designate	Elections	11
10	Other Business			
11	Adjournment		Motion	

## Minutes ~ Annual General Meeting ~ Sunday, October 24, 2021

Location: Online – Zoom meeting	Time: 11:00 AM– 12:00 PM
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 Business Management • Programming Excellence • Professionalism and Customer Service  
 • Safety and Risk Management

### Attendance:

Name	Club	Voting Y / N	Attendance
Julia Freeman	Balance Gymnastics	Y	Electronic
Vivien Symington	Club Aviva	Y	Electronic
Sarah Philips	Duncan Dynamics	Y	Electronic
Marti Farkas	Flicka Gymnastics Club	Y	Electronic
Sherri Taylor	Flip City Gymnastics Club	Y	Electronic
Steve Long	Glacier Gymnastics	Y	Electronic
June Tiefenbach	Inspire Sports Victoria	Y	Electronic
Jennifer Lyster	Kamloops Gymnastics & Trampoline/GBC chair	Y	Electronic
Twyla Ryan	Kimberley Gymnastics Club	Y	Electronic
Amber Swejda	MileZero Gymnastics	Y	Electronic
Tracy Welbourn	Nanaimo Gymnastics School	Y	Electronic
Chantelle Yates	North Peace Gymnastics	Y	Electronic
Chris Sheremeta	Okanagan Gymnastics Centre	Y	Electronic
Michele Dillon	Powell River Gymnastics	Y	Electronic
Jodie Hinks	Prince George Gymnastics	Y	Electronic
Erin Hipkiss	Prince Rupert Gymnastics	Y	Electronic
Puneet Bains	Richmond Gymnastics	Y	Electronic
Tracey Matovich	Shasta Trampoline	Y	Electronic
Cody Pearson Van Horne	Smithers Saltos Gymnastics Club	Y	Electronic
Desiree Armstrong	Symington Symbiotic Foundation	Y	Electronic
Nicola Marynowski	Trail Gymnastics	Y	Electronic
Megan Conway	VIP Gymsports	Y	Electronic
Catou Tyler	Whistler Gymnastics	Y	Electronic
Jen Olthoff	White Rock Gymnastics Athletic Society	Y	Electronic
Cindy Rost	Synergy	Y	Electronic
Jesse Jakins*	Kelowna Gymnastix	Y	Electronic
Todd Sader*	Campbell River Gymnastics	Y	Electronic
Andree Montreuil*	Langley Gymnastics Foundation	Y	Electronic
Nancy Beyer	Club Aviva	N	Electronic
Jenna McBain	White Rock Gymnastics Athletic Society	N	Electronic
Lara Collingwood	Smithers Saltos	N	Electronic
Adriana Schemel	WJC Chair	N	Electronic
Megan Dykeman	Parliamentarian	N	Electronic
Denise May	GBC Board Member – Director-at-Large	N	Electronic
Mike Hood	GBC Board Member – MTC	N	Electronic
Kirsty Porter	GBC Board Member – TTC	N	Electronic
Missy Preston	GBC Board Member- Director-at-Large	N	Electronic
Mary Morice	GBC Board Member – Director-at-Large	N	Electronic
Nigel Loring	GBC Staff – CEO	N	Electronic

Christine Ormerod	GBC Staff - Technical Director	N	Electronic
Nathan Kindrachuk	GBC Staff - Safety Officer	N	Electronic
Bobbie Worrall	GBC Staff - Event & Coaching Coordinator	N	Electronic
Catherine Dubinsky	Member Services Manager & Bookkeeper	N	Electronic
Debbie McBoyle	GBC Staff - Trampoline Gymnastics Coordinator	N	Electronic
Momona Komagata	GBC Staff - Women's Gymnastics Coordinator	N	Electronic
Thorstein Fisher	GBC Staff - Men's Gymnastics Coordinator	N	Electronic

\* joined meeting after roll call of the voting delegates present

## Welcome

### 1. Call to order @ 11:06am

#### 1.1 Establishment of quorum (35% of GBC member clubs- 25 clubs)

- GBC currently has 70-member clubs.
- Minimum requirement to hold meeting 25.
- Number of club's present:
  - 25 - electronically with voting privileges
- Quorum established

### 2. Explanation of Remote Technology

- Using Zoom platform for meeting.
- Stay muted for the duration of the session.
- The meeting is being record for minutes, not for distribution
- All documents required for the meeting have been distributed prior to the meeting and on the GBC Event page for the AGM.
- If making or seconding a motion please type it into the chat box
- Any questions from participants to be written in the chat box, they will be addressed when possible.

### 3. Agenda

#### 3.1 Additions to agenda

- Will not be a "Other Business" section of the AGM as there is a requirement for prior notice. There will be a Q+A session immediately following the AGM.

#### 3.2 MOTION: *To approve the 2021 AGM agenda.*

Moved by Marti Farkas (Flicka Gymnastics Club)

Seconded by Chantelle Yates (North Peace Gymnastics Club)

Comments/questions/additions

- For this AGM - we are voting in the negative. If so not oppose or abstain in the chat, means that the voting delegates have approved the motions.

None opposed; no abstentions.

**CARRIED**

### 4. Meeting Minutes

#### 4.1 MOTION: *To approve of the February 6, 2021 AGM minutes.*

Moved by Sherri Taylor (Flip City Gymnastics Club)

Seconded by Michelle Dillon (Powell River Gymnastics Club)

Questions/comments/errors/omissions?

- Cindy Rost believes she was in attendance and is not noted as in attendance

None opposed; no abstentions.

**CARRIED**

## 5. GBC Annual Report

- Update provided by GBC Chair
- Annual report outlines the fiscal year: July 1, 2020 – June 20, 2021. However, membership numbers reflected in report are from the membership year: September 1, 2020 – August 31, 2021.
  - 27,000 membership number is roughly half of what it was years prior
  - Thank both the past and present staff for their efforts and to our members for their continued dedication to our mission
- There were a number of changes in GBC staff
  - Welcomed Nigel Loring as CEO January 2021
- Highlights:
  - Reorganize our priorities and focus on member services and risk management
  - Securing an insurance provider with adequate coverage – including increased coverage to trampoline and sprung apparatus' - while keeping premiums low
  - November 2020 second wave of the pandemic caused more closures and uncertainty
  - Gymnastics BC committees and staff developed new tools and processes to support hosting virtual competitions assistance to members navigating the many provincial health orders Regional Health orders safety guidelines and nuances.
  - Securing the Gymnastics BC Kickstart grant and distributing funds to member clubs
  - Strategic direction is focused on assisting and collaborating with our clubs, and continues to advocate on their behalf.
- Please review report for more details
- Questions/comments:
  - None

### 5.1 **MOTION:** *To accept the 2020/2021 Gymnastics BC Annual Report.*

Moved by Cindy Rost (Synergy Gymnastics Club)

Seconded by Nicola Marynowski (Trail Gymnastics Club)

Questions/comments?

- None

None opposed; no abstentions.

**CARRIED**

## 6. Financial Report

- Update provided by GBC Director of Finance
- Financial results for Fiscal 2021
  - Ended with 2.3 million in revenue, 1.95 million in expenses, so a surplus of \$398,000
  - Total revenue increase of \$84,000 compared to last year
  - For revenue - Increase in grants and gaming revenue, decrease in membership due to Covid
  - Expenses – decrease by \$196,000, increase in membership services costs, rent and professional fees; decrease in bad debt (able to collect amounts deemed uncollectable before), technical program costs
- Detailed look at revenue
  - Membership fees decreased as clubs were not operating for months due to Covid
  - Grant increase (\$279,000) with Government wage subsidy and rent subsidy, and increase in gaming grants (\$32,000 increase)
  - Technical program decreased as no championships, instead we ran BC championships virtually, so reduced fundraising
- Detailed look at expenses
  - Did not run coaching or championships so tech program expenses decreased



- BC championships as special hosted event so increased expenses in that area
- Amortization (use of property and equipment) increased
- Able to decrease amounts deemed uncollectable
- Sight decreases in marketing expenses
- Decreased meeting/office/telecom expenses
- Professional fees increase (due to CEO transition where consultants were hired)
- Rent increase
- Salaries/consultants/benefits stayed roughly the same
- Insurance costs increased after adding excess liability coverage
- Membership services expense increased due to kickstart grants handed out
- Assets
  - \$701,000 in cash in the bank
  - \$68,000 in restricted cash (received from gaming, restricted for us to run specific championships)
  - \$346,000 in short term investments
  - \$105,000 accounts payable
  - Equipment held for resale \$205,000 dollars
  - \$22,000 prepaid expenses
  - \$154,000 property and equipment
- Liabilities
  - \$73,000 in accounts payable (insurance and affiliation costs)
  - Deferred contributions (grants received but haven't run championships yet)
  - Deferred revenue (membership fees that pertain to 2021-2022)
  - Government loan as part of Canada Emergency Program, \$30,000 payable by the end of 2022 calendar year, we have the intention of paying it off by then
  - Money dedicated to property and equipment (\$90,000)
- Additional details provided in Financial Report.

**6.1 MOTION:** *To accept the 2020/2021 Financial Report as presented.*

Moved by Chantelle Yates (North Peace Gymnastics Association)  
 Seconded by Michelle Dillon (Powell River)

- Questions/comments?
  - Were the financial documents distributed?
    - Yes, linked on the registration page and e-mailed out

None opposed; no abstentions.

**CARRIED**

**6.2 Surplus**

- Board is considering a number of uses for the surplus
  - Potential to end up in a situation without money coming in to offset potential future lockdown
  - Putting money aside into investments
  - Consideration of extra kickstart grants, opportunity for more direct reinvestments in cubs
  - Reserving cash to offset the anticipated premium coverage increase
  - Looking to the future: major event to plan for such as Gymnaestrada or Canadian Championships

**8. Gymnastics BC Strategic Plan Update**

- Update provided by GBC CEO
- Staff and the board have been working focused around implementing the strategic plan
- 5 key pillars
  - Partnerships – building relationships and funding opportunities
    - Extended long-term relationship with Spieth
    - Through Sport BC engaging the provincial government through budget intake/consultation process with the hopes of bringing government attention back to the value of sport
  - Impact – Wellbeing

- Recognize safety is in everybody's best interest and is everybody's business
- Safe Sport page on the website
- Board adopted new policies on code to follow and how to hold people accountable
- Increasing respect in Sport compliance
- Cross provincial PSO/NSO education working group
- Active in providing feedback and participation in the ViaSport Safe Sport working group
- Culture – create experience where stakeholders and members feel heard, included, energized
  - Opportunity to increase webinars, 701 participants over 14 webinars since February
  - Annual membership survey and round table review
- Coach Development – looking at coaches as a long-term investment and building out opportunities to support coaches
  - 587 coaches trained through 58 courses, down from previous years due to Covid
  - Transition to virtual theory has reduced strain on clubs with hosting
  - Crossover with other sport opportunities with Freestyle BC
- Services – business of gymnastics, share resources and support businesses throughout the province
  - Electronic incident/injury form
  - Electronic Waiver/assumption of risk form
  - Provincial health and benefit plan allowing cubs to access benefit programs for coaches and other staff

**Information item, no motion attached**

## 9. Elections

### 9.1 Election and Voting Procedures

- General Overview
- The deadline for nominations of both elected positions (Directors at Large) was Monday October 18<sup>th</sup>, 2021. Two nominations were received
- In accordance with the By-Laws of the association, nominations will not be accepted from the floor.

### 9.2 Members at Large Elected

- The two nominees were elected by acclamation

Name of Nominee: **Chantelle Yates**  
 Club Affiliation: North Peace Gymnastics  
 Nominated by: Lisa Laundry

Name of Nominee: **Mary Morice**  
 Club affiliation: Duncan Dynamics Gymnastics Club  
 Nominated by: Sarah Philips

## 10. Adjournment @ 11:50am

**MOTION:** *To adjourn the 2020/2021 Gymnastics BC Annual General Meeting.*

Moved by Michelle Dillon (Powell River Gymnastics)  
 Seconded by Catou Tyler (Whistler Gymnastics)

**CARRIED**

## 2022 GymBC Board of Directors Nominations

Two Director-at-Large positions will be vacant and up for election at the 2022 AGM. If you wish to submit a nomination for the open positions, please complete the Board of Directors Nomination Form.

**Deadline for submissions** is 11:59 p.m. on Wednesday, October 12. Late submissions may not be considered.

Important Information for the Nomination Process:

- 1) You (the nominator) will be required to upload a PDF with information about the nominee. This information required includes:
  - a. The nominee's background (with or within gymnastics);
  - b. Qualifications and experience (e.g. education, training, employment history, knowledge of non-profits etc.);
  - c. Does this individual have previous experience working on a Board of Directors? What was their role? What was the board structure (e.g. Operational or Policy Board)?;
  - d. Your reasons for nominating this individual for a board position.
  
- 2) Before submitting a nomination, please ensure the nominee qualifies with the following requirements:
  - a. Be at least 18-years of age;
  - b. Not be an employee of Gymnastics BC;
  - c. Not have been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;
  - d. Not be an undischarged bankrupt;
  - e. Not have been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted;
  - f. Agree to fulfill the requirements and responsibilities of their position and abide by the Societies Act, the Society's Bylaws and all related policies.

Following the submission deadline, an AGM information package will be sent out to all GymBC Member Clubs with details pertaining to the nominees. Please review the submissions in preparation for the Board of Directors election at the AGM.

If you have any questions regarding the nomination process and/or deadlines for submissions please email [events@gymbc.org](mailto:events@gymbc.org).