

Wings Gymnastics Society

Annual General Meeting Minutes for 2020

Held on February 24 2021 via Zoom

Attendance: Jessica DiTomaso, Wendy Wakabayashi, Scott Collins, Karolina Lum, Scott Wallace, Helga Ovington, Starla Beselt, Anthea Ogle, Carol Morris

1. Call to Order

President, Jessica DiTomaso called the meeting to order @ 7:10 PM and confirmed that we have the quorum (at least 3 members present).

2. Explanation of Remote Technology & Adaptation

Chat function on Zoom will be used to move & second a motion. Chat function on Zoom will be used to vote by typing in favor/approved, oppose or abstain

3. Approval of Agenda

MOTION: To approve the agenda (Refer to Appendix A)

Moved: Scott Wallace / Second: Wendy Wakabayashi / Vote: Carried

4. Approval of Minutes of AGM from November 19 2019

MOTION: To approve the AGM minutes from November 19 2019 (Refer to Appendix B)

Moved: Scott Collins / Second: Scott Wallace / Vote: Carried

5. 2019 – 2020 Annual Reports

- President's Report: Refer to Appendix D
- Head Coach's Report: Refer to Appendix E
- Administrator's Report: Refer to Appendix F

6. Financial Report for 2019-2020 and Budget for 2020-2021

Starla went over the financial statements for 2019-2020 and explained the factors that resulted in variances from the 2019-2020 budget.

Starla presented the proposed 2020–2021 budget.

MOTION: To approve the 2019-2020 Financial Statements & 2020-2021 Budget (Refer to Appendix C)

Moved: Wendy Wakabayashi / Second: Scott Collins / Vote: Carried

7. Election of a New Director

Jessica nominated Scott Wallace for the upcoming Treasurer position. Scott had been filling in for the temporary Treasurer position this past year since Starla took on the role of the Administrator position. Other nominations were requested for the Treasurer position.

MOTION: Scott Wallace to be elected as Treasurer

Moved: Scott Collins / Second: Wendy Wakabayashi / Vote: Carried

8. Returning Directors

Club President: Jessica DiTomaso
Vice President: Wendy Wakabayashi
Safety and Equipment Officer: Scott Collins
Secretary: Karolina Lum
Member at Large: Helga Ovington
Member at Large: Doug Wournell

Meeting adjourned at 7:30 PM

Appendix A

**Annual General Meeting Agenda
Wednesday, February 24th, 2021**

Location: Zoom – Video Conference
Time: 7:00 – 8:00pm

Zoom Link:

[https://us02web.zoom.us/j/89583048707?
pwd=eGIiRDNOMDFZM2F2K09qRzk5YVVPUT09](https://us02web.zoom.us/j/89583048707?pwd=eGIiRDNOMDFZM2F2K09qRzk5YVVPUT09)

Meeting ID: 895 8304 8707
Passcode: 396343

Order of Business

1. Call to order
 - 0.1 Establishment of quorum (3 members)
2. Explanation of remote technology and adaptation
3. Agenda
 - 3.1 Additions to agenda
 - 3.2 Approve agenda
4. Meeting minutes
 - 4.1 To approve the November 19, 2019 AGM minutes
5. Annual Reports from the President, Head Coach, and Administrator
6. Financial Report
 - 6.1 To accept the 2019 / 20 financial reports
7. Elections
 - 7.1 Election and Voting procedures
 - 7.2 President
 - 7.3 Vice President
 - 7.4 Treasurer
 - 7.5 Secretary
 - 7.6 Safety Officer
 - 7.7 Members-At-Large

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Appendix D

President's Report

In the short 4 months between my appointment to President and our shut down the board had started looking into the roles and responsibilities of each member of the board, the administrator, and the head coach. With the complete turnover of admin and supervisory staff, and new roles on the board we felt that it was a good time to start looking into and possibly updating those things.

We were also looking forward to celebrating our 40th anniversary in June 2020. A group of coaches was put together to gather ideas and hammer out the details of a celebration that was sadly would not come to pass.

Needless to say, everything put on hold in March as the province shut down due to Covid.

Since then, the members of the board, head coach, and our new administrator have worked tirelessly to reopen the gym. Board members visited and contacted other gyms that had opened to get an idea of what to expect and to help set best practice standards for our own reopening. Furthermore, a club safety plan was created, policies and procedure were produced, and supplies were bought. Despite many setbacks, the goal to reopen safely was achieved in January 2021 after being closed for nearly 10 months. It may not look the same or even take place on the same day, but we are finally back to offering an important service to the community, and helping kids be active and have fun.

Outside of managing all the pieces of running a gymnastics club during a pandemic, we were also contacted by Consumer Protection and an informal audit was done of our registration systems. All recommendations that were given have been made to the best of our ability.

Looking ahead we are continuing to ensure staff and athlete safety throughout this season, and will also start to look at some of the processes we begun to look at last season before it was interrupted.

Head Coach Report 2019/2020 Season

In the 2019/2020 season, Wings Gymnastics had 16 classes running on Tuesday nights:

- 4 active start
- 2 Fun Fitness Fundamental
- 2 Skill Builders
- 1 Movement A
- 1 Movement B
- Youth Girls
- Acro
- 2 Interclub
- 2 Competitive

There were 16 classes running on Thursdays:

- 4 active start
- 2 Fun Fitness Fundamental
- 2 Skill Builders
- 1 Movement A
- 1 Movement B
- Youth Girls
- Youth Boys
- 2 Interclub
- 2 Competitive

There was a total of 20 coaches, 1 CIT and 2 dance instructors. In September of 2019 the coaches updated their first aid certification. We were planning an Active Start in service for May but had to cancel due to the COVID shut down in March of 2020.

Administrator's Report AGM 2019-2020

- I was hired on March 15, 2020, for the position of Wings Administrator. I have carried out the administrative duties since then, with some guidance from Carol Morris. Carol retired in June 2020, after 27 years as Wings Administrator.
- Even though we had to cut our season short, we usually run a 37-week program and last year was 25 weeks, there were many positives that occurred this year. Things that we had planned and things that we had not planned.
 - Planned positives:
 - Our programs were almost at capacity again this year.
 - We purchased much-needed equipment in October 2019.
 - We had a successful photo night in March 2020.
 - We've been having good success with our new accounting system. It is faster and more accurate to use than our old one. We have been using it for one complete fiscal year.
 - Payroll is now directly deposited into accounts, which reduces the need for cheques and getting signatures.
 - T4's are sent through the WorkForce payroll system.
 - Receipts can be attached to the transaction for easier tracking.
 - Positives that we had not planned for:
 - We found features in the Active network that we had never had to use before. i.e. "discount" options which will allow us to more accurately reflect financial transactions.
 - We got a lot of experience submitting Records of Employment.
 - We received feedback from the Consumer Protection program as to how we can improve our registration forms.
 - We found different ways to reduce some of our expenses throughout the club.
- Other positives were that we received a portion of the Community Gaming Grant that we applied for. Requested \$25,000, we received \$8,500.
 - We will apply for this Grant again this year.
- We also applied for, and received, the Burnaby Firefighters Athletic Scholarship of \$500, in September.
- Future plans:
 - We should look at putting a bit of money aside every season for equipment maintenance.
 - We will need to carefully look at next season's program pricing to reflect wage increases (due to coach certification and minimum wage increase), also the increase in the overall costs of doing business.
 - We have been able to keep our prices quite consistent since 2016.
- We have a much higher reliance on digital storage now than we have in the past.
 - All forms are completed online now instead of on paper.
 - T4's, ROE's, and Employee Tax credit forms are saved digitally.
 - All photos are also stored digitally.
 - Purchased a yearly subscription for digital file storage through Google Drive and OneDrive.
- I have also been working on clearing up outstanding accounts
 - Carol and I went over the details of all of the accounts before she retired.
 - Wrote off just over \$9000 in bad debt that had been incurred from 2016 to 2020.
 - We have received ~\$10,000 from outstanding accounts.
 - We are still working on clearing up the last ~ \$4400
- Despite the many challenges we have had this year, I think we have had a successful year and I am looking forward to many more years with Wings.