



## Board Meeting Minutes

DATE: Tuesday, April 28, 2020

TIME: 4:45 pm – 6:00pm

LOC: online, gotomeeting

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, Chair	x		Meaghan Lyon	x	
Rob Dawson, Vice Chair	x		Rob Janoska	x	
Stefanie Turnbull, Secretary	x		David Orr	x	
Treasurer- vacant, Rob D, supporting at this time			Other;		
			Rose-Ann Nathan, ED	x	

### Tuesday, April 28, 2020

1.	<b>Welcome, Call to order</b> Moved: Curt Bladon Seconded: Meg Lyon Approved: All in favour	Curt Bladon
2.	<b>Conflict of Interest Declarations</b> – none	Curt Bladon
3	<b>Agenda Approval</b> Moved: Rob Dawson Seconded: Meg Lyon Approved: All in favour	Curt Bladon
4 2 min	<b>Approval of previous minutes from March 24, 2020</b> Moved: Curt Bladon Seconded: Meg Lyon Approved: All in favour	Curt Bladon
5 2 min	<b>Review action items from previous meeting;</b> all others are rolled forward on agendas No action required on Spieth until next meeting review. Spieth is within operations of repairs/maintenance budget under \$5000-processed Pit transition/refreshed foam is delayed until funding through Trillium Grant or Maple Leaf Grant can be awarded or local naming rights. All being explored.	Curt Bladon

**Tuesday, April 28, 2020**

6  
45min  
**Covid-19 Finance & HR Implications, new business opportunity**  
Motion to enter In Camera Session: Meg Lyon  
Seconded: Rob D.  
Approved: All in favour  
New Business Opportunity-multi-sport rec Curt Bladon, Rob Dawson, Rose-Ann Nathan  
Finance & HR Report/Discussion Rob Dawson, Rose-Ann Nathan  
Risk Management Committee-discussion Rob Dawson, David Orr, Rose-Ann Nathan  
Motion to exit In Camera Session: Rob J  
Seconded: Rob. D  
Approved: All in favour  
Motion: to approve the covid-19 finance & HR plan – Rob D  
Seconded: Curt Bladon  
Approved: All in favour  
Motion: to approve ED to proceed with negotiating a partnership agreement on the new business opportunity-multi-sport rec- Dave Orr  
Seconded: Meg Lyon  
Approved: All in favour  
Rose-Ann will continue to pursue multi-sport recreational opportunities due to covid-19 impact and these recreational community stakeholders may need space to offer their programs, dance studios for example.

7  
10min  
**Fund Development Committee- Report/Discussion** Meg Lyon, Rob Janoska, Rose-Ann Nathan  
Annual Golf Tournament – cancelled due to Covid-19, next meeting review alternative plans for sponsorship at 50% as contingency revenue planning by the parents/staff later in the fiscal year once Covid-19 economy settles for community stability. Loss of \$35,000 revenue on the 20<sup>th</sup> Annual event. Over 100 community partners support this Annual Community Event showcasing the athlete/facility. Bingo – loss of bingo funds since March due to Covid-19 until further notice and this will impact the payment of utilities for a number of months as planned within the budget.  
The loss on parent volunteer hours on these programs are substantial, all golf sponsorship packages were launched. Parent volunteer hours lost each month are impacting the budget as well.  
**Fundraising**  
United Way Compassion Campaign- Rob J advised observations on where donations are assigned.  
Holiday Wine Fundraiser rescheduled from March for a fall launch with Dark Horse in Grand Bend  
Flipgive.com is prepared to re-launch, online sales by families for all types of purchases  
Sarnia Community Foundation, Community Impact Grant – April 30<sup>th</sup> deadline, in progress Rose-Ann N.

9  
10 min  
**Pathways Health Center for Children assigned intermediary on our Sarnia Community Foundation- Community Impact Grant Submission** Rose-Ann Nathan  
Motion to approve the arrangement: Rob Dawson  
Seconded: Meghan Lyon  
Approved: All in favour  
In appreciation of the opportunity for funding required for branding/marketing/promotion.

10  
2 min  
**Adjournment** Curt Bladon  
Moved: Curt Bladon  
Seconded: Meg Lyon  
Approved: All in favour

Action Item	Assigned to:	Date of Review/Due Date:
Partnership Agreement on new business opportunity – multi-sport rec	Rose-Ann Nathan	Next meeting



## Board Meeting Minutes

DATE: Tuesday, May 19, 2020

TIME: 4:45 pm – 6:00pm

LOC: online, Zoom Meeting

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, Chair	x		Meaghan Lyon	x	
Rob Dawson, Vice Chair	x		Rob Janoska	x	
Stefanie Turnbull, Secretary	x		David Orr	x	
Treasurer- vacant, Rob D. supporting at this time			Other;		
			Rose-Ann Nathan, ED	x	

### Tuesday, May 19, 2020

1.	<b>Welcome, Call to order by Meg</b> Moved: Rob D, Seconded: Rob J <b>Approved: All in favour</b>	Curt
2.	<b>Agenda Approval, as amended, adding policy amendment item</b> Moved: Meg, Seconded: Rob J, Approved: <b>All in favour</b>	Curt
3.	<b>Approval of previous minutes from April 28, 2020</b> Moved: Meg, Seconded: Rob D Approved: <b>All in favour</b>	Curt
4.	<b>Conflict of Interest Declarations</b> None to report	Curt
5.	<b>Accounting Practices and Amendment</b> <b>Motion to approve:</b> Accounting practices for Capital expenses are recorded within the year of the expenditure as per our standard practice confirmed by our Accounting Firm that the Board supports continuing with this standard of practice. Policy 1-1-1 will be amended to incorporate these standards as in the past at the club. <b>Moved by Dave, Meg, All in favour</b>	Rob D/RAN
6.	<b>Motion to Approve Amended Policy 1-1-1 Accounting Methods</b> The amended policy clarifies that the club hires an Independent Accounting firm for a review engagement annually. Also the amendment regarding treatment of Capital expense. <b>Moved by Rob J, Rob D, All in favour</b>	Rob D/RAN

**Tuesday, May 19, 2020**

7.	<p><b>Board AGM planning and General Meeting planning</b> <span style="float: right;">Rob D/RAN</span></p> <p>Motion to add to the AGM agenda to tender our Year end review engagement          Moved: Meg, Seconded; Rob D. <b>Approved; All in favour</b></p> <p>Motion for approval of the financial statements as presented by Lisa Mayer, CPA Professional Services          Moved: Curt Bladon, Seconded: Rob Dawson, <b>Approved; All in favour</b></p> <p>Note; Final AGM reports – Board responsibilities for AGM Rose-Ann &amp; Rob – Rob to book meeting to review with Rose-Ann – AGM Date: Tuesday, June 23, 2020</p>
8.	<p><b>Confidential new business opportunities-multi-sport, Finance &amp; HR Matters- Covid-19 contingencies</b></p> <p>Motion to enter In Camera Session: Rob J, Seconded: Meg, <span style="float: right;">Curt</span>  <b>Approved: All in favour</b></p> <p>New Business Opportunities-Multi-sport prospects <span style="float: right;">Curt, Rob Dawson, Rose-Ann Nathan</span>          Finance- F20-21 Budget Review &amp; HR Report/Discussion <span style="float: right;">Rob Dawson, Rose-Ann Nathan</span></p> <p>Motion to exit In Camera Session: Meg, Seconded: Rob J  <b>Approved: All in favour</b></p> <p>Motion: Rose-Ann to proceed with Memorandum of Understanding/Agreements for future Board Review/approval and the Board has approved Grant Submissions as determined as per the approved strategic plan.          Seconded: Rob Dawson, Approved: Curt Bladon  <b>Approved; All in favour</b></p>
9.	<p><b>Covid-Re-opening Operations Planning -</b> <span style="float: right;">ED, Rose-Ann</span></p> <p>Status – Rose-Ann has provided the adapted operational plan – reorganized hours, coaching, covid-cleaning. Equipment purchases and cleaning supplies approximately \$5000 which was not a planned expense on the budget approved.</p>
10.	<p><b>Fund Development Committee- Report/Discussion –</b> <span style="float: right;">Meg Lyon, Rob Janoska, Rose-Ann Nathan</span></p> <p><b>Plan launch dates;</b></p> <p>Flipgive.com is prepared to re-launch, online sales by families for all types of purchases <span style="float: right;">Rob J.</span>          Holiday Wine Fundraiser for fall is prepared to launch with Dark Horse in Grand Bend <span style="float: right;">Meg L.</span>          Dave Orr suggested online auction for the Fund Development Committee to review          Sponsorships with companies featured on Facebook/social media pages          Grants;          Trillium Foundation-Aug and Nov deadlines (growth and capital) <span style="float: right;">Rose-Ann</span></p> <p>Branding/Re-positioning Multi-sport ‘Community Recreational Center’ <span style="float: right;">Stef</span>          Naming Rights; delayed however still pending interest  <b>Open Discussion; All</b></p>

**Tuesday, May 19, 2020**

11.	<p><b>Gym Repairs, Maintenance and Blitz</b></p> <p>-see summary list attached from Jan 31, 2020- discussion <span style="float: right;">Curt</span></p> <p>-bars updated parts are ordered as per Rick/ Spieth requirements</p> <p>-walk through date to be scheduled by the end of May to review the scope of action items to plan Team; Rob J, David Orr, Curt Bladon and we have a few parents from INV attending the walk through- all to be completed in June in small groups before summer vacations.</p> <p>Board Members required for leadership and technical expertise on above. We have additional volunteers ready to help in small groups.</p> <p>Storage container has been repaired, so we can move items there as required.</p> <p>Rose-Ann has arranged for the trampoline pit cleaning.</p> <p>The track pit must be cleaned and the bar pit over the summer. Usually a blitz but will have to be small groups.</p>
12.	<p><b>Adjournment</b></p> <p>Moved: Rob J, Seconded: Rob D</p> <p><b>Approved: All in favour</b></p>

Next meeting AGM – June 23, 2020, 4:30pm-5:30pm Board Meeting and AGM,

The General Meeting moved to summer months due to covid-19.

Maintenance Items for Curt to provide training and guidance throughout the summer.

1. The trench side wall covering is popping off and metal is sticking out- Curt, what is required to put this back in properly? Mike Cabajar comes on Cleaning nights to steam and can do this with direction or do we need 2 people for it?
2. Changing the bar rails in the kg to smaller ones- we can check how many smaller ones we have-those old large ones are way way too old – Curt, please advise if this is easy to replace or training required to other dad's?
3. Taking the second roll of carpet out of the KG-just needs to be slit and slide in so all foam is level-this has been on our list since we took out the ramp, would be helpful for the yoga classes we are doing to get this done. To review moving the clean version to the INV changeroom to refresh.
4. Use a piece of carpet to create a cover for the base of the small portable low bar in the KG

**Notes from Meeting with Rick**

- Quick links for the sets of bars need to be aiming down and away from the cable lock mechanism
- Cable lock mechanism on the red Spieth Anderson bars needs to be replaced – 2 will be quoted
- New warning labels being sent for the bar above the pit- suggested painting to refresh then label/stickers put on
- Bar rails upstairs are the old oval ones (harder for little ones to hold compared to the new circle rails)
- Throwing out the big resi pit under the high bar in KG, replacing with a resi from the back pit in main gym when we do conversion. That big resi would be expensive to recover so just reuse from our pit.
- Suggestion if we aren't adding ninja to add mirrors to upstairs gym to make the room feel bigger (shatterproof)-  
donation wish list
  - Good for fitness classes
  - Choreography
  - Ballet
- Suggested different sized balls added into the foam pit- brain development activities
- He did a quick fix of the vault, but an upgrade is coming from Germany for a proper fix
- "Timbit" cover being replaced in pink- ordered
- Block cover replacement – not covered right now, need for awards-ordered
- Sending a strip of vinyl that we can sew and fix the donut rip
- Replace the Velcro lines in the upstairs KG with the tape we have already, he will write that tape off for us.

Phase 2, upstairs gym if the partnership doesn't proceed, we will be recovering 2 sets of mats, one will be pink, one orange and green in KG, just cover over what is there to keep it easy to recover as they fell apart and covers disintegrated. Outstanding since last review. We need more cubes in the current pit as Pilar has them spread across, we may be able to use some from the upstairs gym if the partnership proceeds. Tramp frame, within 6-8 months will need to be replaced. \$3500, this will be in the budget for F20-21.



## Board Meeting Minutes

DATE: Tuesday, June 23, 2020

TIME: 4:45 pm – 5:15pm

LOC: online, Zoom Meeting

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, Chair	x		Meaghan Lyon	x	
Rob Dawson, Vice Chair	x		Rob Janoska	x	
Stefanie Turnbull, Secretary	x		David Orr	x	
Treasurer- vacant, Rob D. supporting at this time			Other;		
			Rose-Ann Nathan, ED	x	

### Tuesday, June 23, 2020

1.	<b>Welcome, Call to order</b> Curt Moved: Dave Seconded: Meg <b>Approved: all</b>	Curt
2.	<b>Agenda Approval,</b> Moved: Curt, Seconded: Meg, <b>Approved: All</b>	Curt
3.	<b>Approval of previous minutes from May 19, 2020</b> Moved: Meg, Seconded: Rob D <b>Approved: All</b>	Curt
4.	<b>Conflict of Interest Declarations</b> <b>None</b>	Curt

**Tuesday, June 23, 2020**

5.	<p><b>Internet Solution by Bluewater Power Proposal, require Board approval</b> Rob/RAN</p> <p>-required for Health and Safety of viewing for covid 19 implications for parents to view children/athletes while training, spot tv solution across the industry being adopted</p> <p>-City of Sarnia \$10,000 contribution and pursuing participation of Sarnia Girls Soccer Neighbour as well as Grants available for the remainder of the capital. If the Grant is delayed or not approved we require Board approval to proceed today and the payment plan will be modified. \$15,000 to approve by board, if grant not approved.</p> <p><b>Motion to approve:</b> Meg</p> <p><b>Seconded, Dave O</b></p> <p><b>Moved; All in</b></p>
6.	<p><b>Confidential new business opportunities-multi-sport, Finance &amp; HR Matters- Covid-19 contingencies</b></p> <p>Motion to enter In Camera Session: curt , Seconded: Meg</p> <p><b>Approved: all in favour</b></p> <p>New Business Opportunities-Multi-sport prospects Curt, Rob Dawson, Rose-Ann Nathan Finance- F20-21 HR Report/Discussion Rob Dawson, Rose-Ann Nathan</p> <p><b>F 2020-2021 Budget Presented, require Board approval</b> Rob D/RAN</p> <p>Discussion on covid19 impact on the annual planning and budget implications.</p> <p>Proposing another review at the fall Board meeting once all strategic plans/government plans/Grants are more understood.</p> <p>Rob D: Motion to approve budget as noted. Seconded Rob J All in favour</p> <p>Motion to exit In Camera Session: Curt , Seconded: Rob D</p> <p><b>Approved: All</b></p>
8.	<p><b>Financial Update-CEWS (wage subsidy) and CEBA (\$40,000 Bus loan) submitted - \$10,000 forgivable</b> Rob D</p> <p>Wage subsidy successfully done – 75% government subsidy goes to the end of August.</p> <p>Summer/Fall Student Employment Grant approved 1 placement \$3600 part time</p> <p>Ivey Intern- analyst Grant approved 1 placement \$10,000</p> <p>Lambton College Co-op-approved 1 placement – May to Aug part time</p>
	<p><b>Covid-Re-opening Operations Planning -</b> ED, Rose-Ann</p> <p>Status – Rose-Ann has provided the adapted operational plan – reorganized hours, coaching, covid-cleaning. Changes adjusted and modifications made as per the Government of Ontario and Gymnastics Ontario.</p>
9.	<p><b>Fund Development Committee-</b> Meg Lyon, Rob Janoska, Rose-Ann Nathan</p> <p><b>Sept 11, 2020 Sponsorship Campaign Launching – utilizing a Post Media Grant of \$2000</b> Stef</p> <p>Educating and informing the community on BWG Social Services and promote 'The Annual Report' fun facts, etc. in the community on our community recreation centre.</p> <p><b>Grants-pending submission with July deadlines</b></p>



**Tuesday, June 23, 2020**

10.	<b>Gym Repairs, Maintenance and Blitz -Covid19 impact</b> -Handbook C discussion \$25 Booster Club Fee plus \$25 sponsorship OR pay OR work it off with cleaning. Goal is to remove cleaning and 2 <sup>nd</sup> fee.	Rose-Ann
11.	<b>Adjournment</b> Moved: Rob , Seconded: Rob <b>Approved: all in favour</b>	

Next meeting AGM – June 23, 2020, 5:15pm-5:45pm AGM

The General Meeting moved to fall due to covid-19.





**AGM 2020 Minutes  
Members Meeting**

DATE: Tuesday, June 23, 2020

TIME: 5:15pm-5:45pm

LOC: 1540 Lottie Neely Park Rd., Sarnia

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, Chair	x		Meaghan Lyon	x	
Rob Dawson, Vice Chair	x		Rob Janoska	x	
Stefanie Turnbull, Secretary	x		David Orr	x	
Treasurer- vacant, Rob D. supporting at this time			Other;		
			Rose-Ann Nathan	x	

**Tuesday, June 23, 2020**

1.	<b>Welcome, open meeting – Rob D</b> Call to order Meg L, Seconded by–Stef T <b>Agenda – Reviewed.</b> Motion to approve, Dave O, Seconded by Rob J	Curt
2.	<b>Conflict of Interest Declarations - none</b>	Curt
3	<b>Approval of 2019 AGM Minutes –</b> Motion Rob D, Seconded. Rob J Approved ALL	<b>Curt</b>
4	<b>Receipt and Approval of 2019/2020 Financial Statements &amp; Accountants Report –</b> Motion, Dave O Seconded. Meg L Approved ALL	
5	<b>Approval for the Independent Review Engagement by an Accounting Firm to go to Tender/RFQ for 2020/2021 Fiscal –</b> Motion Rob D , Seconded Stef T. All in favour. ALL	

**Tuesday, June 23, 2020**

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**Slate of Directors for the F2020-2021 Fiscal Year**

- Curt Bladon, Chair, Community Director, 1 more year on a two year term
- Stefanie Turnbull, Secretary, Parent Director, 1 more year on a two year term, this role
- Rob Dawson, Vice Chair, Parent Director, 1 more year on a two year term, this role
- Rob Janoska, Parent Director, 2 more years on a potential 3 year term
- David Orr, Parent Director, 2 more years on a potential 3 year term
- Meg Lyon Parent Director, 2 more years on a potential 3 year term

**5 Parent Director positions are filled**

**1 Community Director position is filled**

**Recruiting 4 Community Director positions, Treasurer/Finance, Legal/Lawyer, Fund Development, Human Resources are skill sets identified for the organization.**

Approved as slate – Motion Curt B, Seconded Meg L

Approved ALL

7

**Board Chair/Vice Chair & Executive Director Report**

**Rob, Curt, Rose-Ann**

- **See AGM Report**
- **Governance & Strategic Plan status reported**
- **Board Recruitment- Community Members – status reported**

Traction and Progress on the strategic priorities A+ priorities communicated to Parents at the summer General Meeting over zoom as being Pursuing Leadership and Excellence (Coaching) and Building our Capacity to Succeed (Business Model Framework, Volunteer Requirements & Fund Development)

Motion Dave O, Seconded Stef T

Approved ALL

8

**Adjournment – Motion Curt B, Seconded Rob D**

Approved ALL