



Executive Committee Meeting In Camera

DATE: Monday, July 16, 2018

TIME: 5:15 pm

LOC: 1315 Michigan Rd. Sarnia

Executive Members	Attend	Regrets
Curt Bladon	X	
Paula Cassin	X	
Rob Dawson	X	
Sylvia Wai	X	
Other:		

- Gymnastics Ontario Recreational Club Insurance:
Application renewed and forwarded to Rosemary Dunn.
- Salary Employee Rates 2018/19 approved
- Recruiting:
GM title change to Executive Director based on Fred Galloway Consultant recommendation
Rose-Ann Nathan offered and accepted position of ED of BGC, contract negotiated and accepted.
Invoice paid to F.J. Galloway \$6784.18 for GM Search
- Office and Finance Manager (mat leave) Hire:
Job description and contract outline for new office manager to replace Taylor while she is on mat leave.
- Board Governance:
Rob to contact Fred Galloway regarding Board governance consulting to present to the Board of Directors.

Adjournment: Meeting adjourned at 8:00 pm.



Executive Committee Meeting In Camera

DATE: Wednesday, August 1, 2018

TIME: 5:15 pm

LOC: 1315 Michigan Rd. Sarnia

Executive Members	Attend	Regrets
Curt Bladon	x	
Paula Cassin	X	
Rob Dawson	X	
Sylvia Wai	X	
Executive Director: Rose-Ann Nathan	x	

- ED Report:
Meaghan to support Taylor's training of Melissa
Office set up, clean up, filing cabinets security
Gymnastics Canada Safe Sport Policy and etraining requirements for Sue and Liz
Fall registration status
- F.J. Galloway Associates Inc:
Final invoice \$2464.53 approved and paid for GM Search
- Competitive Coach Recruiting:
Job description and ad has been posted by Liz.
- Office and Finance Manager (mat leave) Hire:
Employment agreement finalized and signed by Melissa Bennett

Adjournment: Meeting adjourned at 8:00 pm.



Monthly Board Meeting

DATE: Wednesday, September 26, 2018

TIME: 5:15 pm – 6pm

LOC: 1315 Michigan Ave. Sarnia

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, President	X		Stefanie Turnbull, Marketing	X	
Paula Cassin, Vice President	X		Jocelyn VanEckeren, Events		X
Carol D'Andrea, Golf Director	X		Sylvia Wai, Secretary	X	
Rob Dawson, Treasurer	X		Other;		
Jenn King, Internal Communications		X	Rose-Ann Nathan, Executive Director	X	
Meaghan Lyon, Maintenance	X		Melissa Bennett, Office & Finance Manager	X	
Rosita Richardson, Bingo & Lottery	X				

Wednesday September 26, 2018

1.	Review of Agenda & Introductions
2.	<p>Sub-Committee & Staff Reports, reviewed prior to meeting.</p> <p>GO Annual Meeting – October 20, 2018, Milton. Paula and Rose-Ann to attend. Confirmation to be sent by Friday.</p>

Wednesday September 26, 2018

3.	<p>Executive Director Report/Update & Discussions</p> <ul style="list-style-type: none">-Board Roles & Responsibilities Reviewed; Vision of where we are headed-Executive Director Roles and Responsibilities; Strategy & Operations reporting to the Board, all staff report to the ED. The ED only provides direction to the staff. (not the Board) The ED operates and makes decisions within the approved Board budget for the fiscal year to ensure the planned profit is achieved.-Communication Protocols; All staff report to the Executive Director through a matrix structure, which means we have a small staff team and we all work together, having regular staff meetings and communication to the Board & Executive is from the Executive Director as the ED reports to the Board.-Lottery Enhanced! \$1000 vacation certificate (2) and \$500 cash added to prize board, Oct 31st tickets arrive! There will also be the option to purchase 4 cubes in lieu of raffle tickets requirement.-Alix Norman Foundation Grant Opportunity-G2N opportunity-discussion, deadline Sept 28, 2018-Surveys overview, Invitational and Recreational highlights-Site Review Report, Certified Facilities Manager, 3rd party; propose splitting cleaning and maintenance roles (will require separate meeting)-Data Analysis-coaching shortfall discussion, recruiting & training coaches top priority, Carol suggested we should look into hosting coaching clinic-Code of Conduct/Safe Sport Policy & October onsite meetings for members, parents, staff-Safe Sport Policy and Procedures; posted on website next week & released internally with meeting session times-Cleaners retiring Oct 12th-4 quotes received to Rose-Ann, short listing for a decision to be made next week-Financial Reporting-month end(s) submitted to Board/Rob Dawson, Treasurer-Year End-meeting to be scheduled with the accountant-Fall/Holiday Fundraising-Wine Fundraiser-orders to be submitted by first week of November-details to be planned next week <p>5 Top Priorities for the Organization</p> <ol style="list-style-type: none">1. Culture, Navigating Organizational Change2. Invitational-Commitment chart, discussion, tracking/reporting (Melissa) rebuilding trust is a process3. Recreational-Recruiting Coaches4. Board & Committee Development & Governance5. Operational Manual-risk, safety, security, systems, policy, procedures
4	<p>Golf Celebration & Discussion, Carol</p> <ul style="list-style-type: none">-tournament was a huge success, profits likely i \$21-22k range. The committee needs to get together and discuss continuing at Sawmill or change of venue. More updates coming in October. Lots of positive feedback regarding set up and the food. Carol to review spreadsheet to ensure all families fulfilled all their requirements (volunteering, prizes, sign, foursome). RAN to help Carol put together a golf survey. Photos to be printed off and included with Thank you cards if possible. Next year, try for photos of every foursome.-October Golf Report Metrics to be developed-Newsletter/Survey released next week- for feedback
5	<p>Cleaning Schedule -Sept & Oct to be confirmed</p>

Wednesday September 26, 2018

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| 6. | Next Meeting: Tues Nov 20, 2018 (Board meeting to discuss Safe Sport Policy and Commitment Chart).

Note: Shelter in place is the changeroom(s) Sue and the team did a great job organizing the parents and children during the Tornado warning. |
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Cleaning Dates: looks like Sept 23rd needs to be rescheduled as there is no confirmation that this was communicated or completed.

We should change to Sept 30th and communication to the cleaning team 1 asap. We are only releasing the 2 dates as we need to discuss the commitment chart and increasing times of cleaning before the remainder of the schedule is published.
Sept 23- 8-10am- Team 1

Oct.21- 8-10am- Team 2

Tentative; more to be added so not to be published yet until we discuss.

Nov. 25- 8-10am- Team 1

Dec. 9- 8-12- Blitz (Both Teams)

Jan. 13- 8-10am- Team 1

Feb. 10- 8-10am- Team 2

March 24-8-12- Blitz (Both Teams)

April 21-8-10 am- Team 2

May 26- 8-10am- Team 1

June 23-8-10am- Team 2

July 21-8-12- Blitz (Both Teams)

Team 1:	Team 2:
Bladon	Lyon
Hurlock	Langis
King	Orr
Van Ekeren	Janoska
Waller	Skinn-Wai
Babin	Laskaratos

Work log

Action Item	Assigned to follow up	Due Date	Update
Update Job Descriptions for Board Members	Curt, Rose-Ann	Oct 18, 2018	



Executive Committee Board Meeting In Camera

DATE: Wednesday, November 7, 2018

TIME: 5:30 pm – 6:30pm

LOC: 1315 Michigan Ave. Sarnia

Executive Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, President	X				
Paula Cassin, Vice President	X				
Sylvia, Wai, Secretary	X				
Rob Dawson, Treasurer	X		Other;		
			Rose-Ann Nathan, Executive Director	X	

Wednesday November 7, 2018

1.	<p>Human Resources</p> <ol style="list-style-type: none"> 1. Current ongoing investigation; new information from the Canadian Center for Child Protection Inc., insurance and legal considerations. 2. HP 3-4 Coach Recruitment; posting and status, Liz recruiting in the industry 3. Staff Update; recruiting with Express Pros and recruiters for HP Coach 4. Coach Recruiting; Rebecca, Sebastian, Faith, Sydney, Neleya, (Faith and CJ pending) all attending weekend Foundations Course!
2.	<p>Operational Report – Organization Chart & Reporting Changes</p> <p>Top Priorities for the Organization</p> <p>Culture, Navigating Organizational Change</p> <p>-Invitational-Commitment chart, tracking/reporting rebuilding trust & respect is a process; business model review</p> <p>-JO Program-Staffing</p> <p>-Recreational-Recruiting Coaches</p> <p>-Board & Committee Development & Governance</p> <p>-Operational Manual-risk, safety, security, systems, policy, procedures, facilities report/status</p> <p>Approved- All</p>

Adjourned 6:30pm



Board Meeting

DATE: Tuesday, November 20, 2018

TIME: 5:15 pm – 6pm

LOC: 1315 Michigan Ave. Sarnia

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, President	X		Meaghan Lyon (events)	X	
Paula Cassin, Vice President		X			
Sylvia Wai, Secretary	X				
Rob Dawson, Treasurer	X		Other;		
Stefanie Turnbull, Marketing	X		David Orr (maintenance & cleaning)	X	
Carol D'Andrea (recreational)		X	Rob Janoska (Fundraising)	X	
Rosita Richardson, Bingo & Lottery		X	Rose-Ann Nathan	X	

Tuesday November 20, 2018

1.	Review of Agenda
2.	Accept Sept 26, 2018 Meeting Minutes Approved by Curt, seconded by Rob

Acceptance of Director Resignations; Dave Lyon, Jocelyn VanEckeren

Motion to accept resignations put forth by Stef, seconded by Rob and passed.

Replacement of Internal Communications Duties & Responsibilities pg 27-28

Director – Recreational Role Carol D’Andrea See attached Replacement. Motion to add/replace.

Director Voting

Nominations

Director – Events Meaghan Lyon pg 23 By-laws Job Description

Motion to vote in Meaghan Lyon for Events Director put forth by Sylvia, seconded by Stef and passed.

Director – Maintenance & Cleaning David Orr pg 29 By-laws Job Description

Motion to vote in Dave Orr for Maintenance Director put forth by Rob, seconded by Sylvia and passed.

Director – Fundraising, Rob Janoska pg 25 By-laws Job Description

Motion to vote in Rob Janoska for Fundraising Director put forth by Stef, seconded by Meaghan and passed.

Operations Report

Staff Updates-

Jennifer Murphy, temp, QB/CRM Integration, Controls - UPDATE - Jennifer is being replaced.

Gillian Farrell, Rec, Fitness & Wellness Coordinator

Org Chart

Coach Meaghan has resigned as JO Director. Sue V. to replace her as JO Director.

Coaches to report to Gillian Farrell for scheduling and hours.

Currently recruiting for High Performance coach.

Budget Report/Financial

Profit and Loss comparison for July 1- Nov. 20, 2017 and 2018

RAN and Rob have met regarding the budget and it will be revised for January Board meeting due to staff changes, governance process, office equipment upgrades and some other additions to budget.

Events: Invitational Family Christmas Party is Sun. Dec. 2/18 from 4-7 pm at Bluewater Hall. Potluck.

Bring a \$20 gift for your child(ren) for Santa to hand out.

PJ sleepover at Club is scheduled for Dec. 8-9.

General Updates:

Recruiting Coaches - 6 new coaches attended the Fundamentals Training, we have hired 10 coaches over the past 2 month recruiting campaign, additional training is required, next meeting Mon. Nov. 26/19.

Rec Registration- constraints due to lack of coaches and lack of experienced coaches, especially Supervisors which are mandated with GO. This is why salary expense is still higher than previous year. We have to double up on coaching due to hands-on shadowing of new coaches when a separate Supervisor has to be there. Caps on coaching has led to frustration with Rec parents for peak times.

Retention/Conversion- 300 conversions from Session 1 to 2.

Facility Utilization- 53% main gym, 9% kindergym, slightly higher for Community Room. Growth potential with program diversification and expansion; members, non members, parents, grandparents are all targeted audience. Consistent dissatisfaction with children using upstairs gym; unanimous. Solutions forthcoming.

Action Item	Assigned to follow up	Due Date	Update
Police Vulnerable Sector Check and Confidentiality Agreements	Dave O. Rob J. Melissa to follow up	Nov 30th	Confidentiality agreements have been issued to Dave and Rob J. Waiting on police/VS checks

Next Meetings: Please submit Committee Activity Reports 3 days prior to meeting.

Tues. Jan. 15/19 @5:15pm

Tues. Mar. 19/19

Tues. May 21/19

Mon. June 17/19 AGM

Adjournment:

Meeting adjourned at 6:10 pm by Rob J. and seconded by Sylvia

From: Paula Cassin <plcassin@outlook.com>

Sent: November 29, 2018 7:02 AM

To: Curt Bladon <curtbladon@gmail.com>; Sylvia Wai <syl_wai@yahoo.ca>; Rob Dawson <rdawson@vensuris.com>

Cc: Club Director <ranathan@bluewatergymnastics.com>

Subject: Exec Notice

Good Morning,

At this time I submit my resignation from the Board and the Executive Committee effective immediately.

As you know, the plan was to help out this year through to the AGM in June, and I do apologize for cutting that timeline short.

Thank you for the opportunity I have had to work with you all. I respect and appreciate the hard work that is being put in for the benefit of the organization and the many athlete families.

Sincerely,

Paula Cassin



Executive Committee Meeting In Camera

DATE: Friday, December 20, 2018

TIME: 5:15 pm-8pm

LOC: 1315 Michigan Rd. Sarnia

Executive Members	Attend	Regrets
Curt Bladon	x	
	X	
Rob Dawson	X	
Sylvia Wai	X	
Executive Director: Rose-Ann Nathan	x	

- Dave Brubaker Trial:
Transcripts received. Update provided by Chelsea Cooper.
- Liz Brubaker matters:
3rd party Opinions as per COC, investigation due to complaints
- Recruiting:
RAN working with Cody Casey and Chris Moors regarding recruiting of HP coach, Liz assisting with recruiting.
Sue Valade approval of expenses and funds.
- Rebranding:
Bluewater Gymnastics & Community Recreation Center supported by City of Sarnia, meeting in Jan. to discuss expansion. City of Sarnia investing in the facility, \$70,000 on maintenance updates and LED lighting.

Adjournment: Meeting adjourned at 8:00 pm.



Monthly Board Meeting Minutes

DATE: Tuesday, January 15, 2019

TIME: 5:15 pm – 6pm

LOC: 1315 Michigan Ave. Sarnia

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, President	X		Meaghan Lyon, Events	X	
Sylvia Wai, Secretary	X		Rob Janoska, Fundraising	X	
Rob Dawson, Treasurer	X		David Orr, Maintenance & Cleaning	X	
Stefanie Turnbull, Marketing	X				
Carol D'Andrea, Recreational	X		Other;		
Rosita Richardson, Bingo & Lottery	X		Rose-Ann Nathan	X	

Tuesday January 15, 2019

1.	<p>Review and approval of Agenda Motion by Stef Turnbull, 2nd by David Orr Approved ALL *Reminder of Confidentiality Commitment as Board Members 2min Motion to Accept November 20, 2018 meeting minutes, approved by Rob, seconded by Curt Approved ALL Acceptance of VP Resignation; Paula Cassin, resignation on file/record in minute book</p>
2.	<p>Recruiting; 10 min USA College Coach Interview-onsite 3 days next week – itinerary, resume with printed package option to ask Stef's cousin for reference character for HP Coach in the future, if required, once we are in final stages and not in conflict with her own confidentiality required. Recruiting for many months with Inv Director to have support with a 2nd coach. Certified Strength & Conditioning Coach, CSCS B.S. Exercise Science, Medical Science Emphasis M.S. Candidate Exercise and Sport Sciences Competitive Gymnastics Coach <i>Ithaca College, NY</i> <i>USA Coach plan for 3 days will be advised to relevant group; Rob J has secured the meeting room for her interview</i></p>

Tuesday January 15, 2019

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| 3. | <p>Parks Recreation and Culture Master Plan, Implications to Bluewater Gymnastics 10min</p> <p>Opportunity! Bluewater Gymnastics & ‘Community Recreation Center’</p> <p>We need to pay attention and be prepared and proactive. Upcoming meeting review.</p> <p>We will be reviewing strategy for the future and planning. The summary in the report wasn’t accurate review on our lease which should be updated to Ryan by Rose-Ann</p> |
| 4. | <p>Registrations Recreation; community impact and other factors, so many inexperienced coaches, cap of class numbers due to needing more coaches. Recruiting Coaches-discussion 5 min</p> <p>Year over year registrations reviewed.</p> <p>6 new coaches at the foundations training weekend of Jan 19th</p> <p>6 coaches in trampoline training on BWG site weekend of Jan 19th</p> <p>GAP in level 2, adult, 18 years of age is still causing impact on our revenue as we need to cap classes when we don’t have coach availability.</p> <p>Recruiting and training/development of coaches has been re-budgeted for this current budget and will be updated to the board next meeting. Everyone understands how critical the training is right now to the operations.</p> <p>Recruiting; in progress, still a priority for Rec</p> <p>Rec Coach Programming Development investment required; Rick Spieth has suggested 2 coaches, a February special workshop is available. Our programming for upstairs gym needs a full overhaul, we have started and will need more support. Ninja and rec leadership required.</p> |
| 5. | <p>BWG -Code of Conduct Policy– multiple formal complaint(s) received (historical) regarding one Coach and being investigated by ED and Chair/President also additional investigation by 3rd party as per our COC. 10 min</p> <p>Discussion on process, timing.</p> |
| 6. | <p>Good Friday Open House – April 19, 2019 – discussion, Meg</p> <p>\$5 drop in fee, will need to make sure at least 3-4 coaches available for this date, stat pay.</p> <p>Discussion; if coaches and parent volunteers are available we will plan this; Meg to update after reviewing. We certainly will need the positive exposure. \$5 vs Free, good to charge at least \$5 for a family to pre-register or register on site so we get their information to market to them in the future.</p> <p>Parent/Athlete Challenge, Meg updated, we are checking on insurance coverage and what is required too.</p> |

Tuesday January 15, 2019

6.	<p>Submitted to the Board, on record</p> <p>Events Report – Meg L. Valentines PJ party, February 9, 2019, 7:30pm to 11:30pm. Includes movie, craft, Dave Orr to bring in HDMI cord. National Gymnastics Week Events, Feb 3-9, 2019. Parent/Gymnast challenge; Meaghan needs parents and gymnasts to pose for various photos on floor, beam, bars, vault on Sunday at 5 pm. Good Friday Open House – April 19, 2019 discussion on agenda PD Day Camp on Feb. 1 will have National Gymnastics Week theme.</p> <p>Fund Development Report – Rob J. Golf Update – Attached New golf sponsorship package; Huron Oaks is the new location with new pricing of \$600/foursome. Date Sept. 6/19. We need to nurture the ‘mission’ with sponsors to be able to fill up spots. Data/business cards required for more information on the screens, Carol/Rob to review best way to collect the info for changes to happen. Also banner in the gym was promised for \$2500 sponsor level for London Rd. Shopping Center, Committee to ensure this gets up. All signs for the golf tournament are at the DMI building stored.</p> <p>Recreation Report – Carol D’Andrea – Attached, comments on Golf ads will be reviewed, initial design was this way and was problematic due to the number of ads and timing on the screen, missing information, we can review. Business cards/content required, Rose-Ann, Rob J and Carol to meet for review. Carol will be recruiting volunteers and co-op students from local high schools. We are hosting a coaches trampoline training course this weekend. Carol will organize year end Invitational banquet. Volunteer brochure required, requested by Paula. Carol please draft for key points for the schools for high schools etc. and Noor will design it.</p> <p>Marketing Report- Stef. T. - Gymnastics Canada - align with their new logo and slogan, Trial class promo. Promote for conversion to these 1st time visits to become members. Advertising- pushing Session 3 registration with radio, print, and digital Promotional items- looking at vendors for some swag</p> <p>Rose-Ann has voiced radio ads, good new ED exposure for our situation right now in the market.</p>
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Action Item	Assigned to follow up	Due Date	Update
David Orr Rob J. Police Check/VS Check	Rose-Ann, David, Rob	Jan 2019	In progress

Good Friday – open house, to attract new members, \$5 per family to register, we need to collect data for online registration and day of	Meg	Jan 2019	Meg is checking on parent and coach availability.
Parent/Athlete Challenge event		Jan 2019	Meg will check with Gillian/RAN on the GO insurance required, waiver
Volunteer Recruitment/Coach Recruitment- brochures to be laid out	Carol	Jan 2019	Noor will make the brochures from Carol/Rose-Ann content
USA Coach reference	Stef	Jan 2019	Stef to talk to Rose-Ann on the reference if applicable that we get to the final stages.
City of Sarnia- Master Plan meeting with Jordon	Rose-Ann/Rob/Curt	Feb 2019	Feb meeting with Ryan/Jordon will be planned
Golf Tournament	Rob J, Carol	Jan 2019	<p>Carol and Rob J to meet with the committee to review the touch base with sponsors for renewal; a sponsorship renewal form to be in hand and collect business cards so we can update the TV ads, plus the online registration rate card to be in hand to them too; both can be developed next 2 weeks so Rob can review with the committee at the Feb meeting.</p> <p>Title Sponsorship top priority; short list to be prepared at the Feb committee meeting and who approaches who.</p>
HDMI Cord	Dave Orr/Meg		HDMI Cord has arrived; Meg to determine where it will be kept, please get this from RAN office

Next Meeting: Tues. Mar. 19/19 @5:15 pm.
Please submit Committee Activity Reports 3 days prior to meeting.

Adjournment:
Meeting adjourned at 6:30pm by Meaghan and seconded by Stef.



In Camera Meeting

DATE: Thursday February 7, 2019

TIME: 5:15pm-6pm

LOC: Michigan office

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, President	X				
Sylvia Wai, Secretary	X				
Rob Dawson, Treasurer	X				
			Other:		
			Rose-Ann Nathan	X	

Thursday February 7, 2019

1.	Open Meeting Motion Rob D., seconded Sylvia W. Approved-all Agenda reviewed & approved Motion Curt Bladon, seconded Rob D. Approved All
2.	Carol D'Andrea Request for Indemnity Motion for approval, Rob D, seconded by Curt Bladon Approved All
3	Friday February 8, 2019 presentation of documents with Carol and Rick D'Andrea
4	Governance Consulting Fees-Fred Galloway Consulting, same consultant as City of Sarnia Recreational Plan Motion for approval Curt B, seconded by Rob D. Approved All
5	Legal Fees Estimated Motion for approval Curt B, seconded by Rob D. Approved All
6	Adjournment, motion by Curt B. seconded by Sylvia W. Approved All

RESIGNATION

TO: THE BLUEWATER GYMNASTICS CLUB SARNIA INC.

AND TO: THE DIRECTORS THEREOF

I HEREBY TENDER my resignation as a Director of
THE BLUEWATER GYMNASTICS CLUB INC.

Effective the day of 02.11, 2019.

DATED the day of 02.11, 2019.

A handwritten signature in cursive script, appearing to read "C. D'Andrea", is written over a horizontal line.

Carol D'Andrea

INDEMNITY

TO: Carol D'Andrea (the "Releasee")

FROM: THE BLUEWATER GYMNASTICS CLUB SARNIA INC., Releasor

RE: CORPORATE BUSINESS: DAVE AND ELIZABETH BRUBAKER
SUSPENSION, TERMINATION, AND ANCILLARY CONCERNS

IN CONSIDERATION of the Releasee renunciation as a Director of the Bluewater Gymnastics Club Sarnia Inc., the receipt of which is hereby acknowledged, the Releasor, The Bluewater Gymnastics Club Sarnia, Inc, hereby covenant and agree to indemnify and save harmless the Releasee from any and all claims, matters, suits, or liability, arising with respect to the above-mentioned corporate business of The Bluewater Gymnastics Club Sarnia Inc.

DATED at Sarnia, Ontario, this 7th day of FEB, 2019.

THE BLUEWATER
GYMNASTICS CLUB SARIA INC.
Per:



(Authority to Bind)



In Camera Meeting Minutes

DATE: Friday March 1, 2019

TIME: 12:00pm-2pm

LOC: Michigan office

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, President	X				
Sylvia Wai, Secretary	X				
Rob Dawson, Treasurer	X				
			Other:		
			Fred Galloway	X	
			Rose-Ann Nathan	X	

Friday March 1, 2019	
1.	Open Meeting Motion Rob D., seconded Sylvia W. Approved-all Agenda reviewed & approved Motion Rob D, seconded Curt Bladon. Approved All Introductions of Fred Galloway, Consultant
2.	Governance Outline & Proposal Power Point on Governance Presented by Fred Galloway All
3	Recruiting Competitive Coaches, Internationally, Nationally- Discussion Market Sourcing and Timing Discussion with All
4	Planning next steps on Governance Board Session
5	Adjournment, motion by Curt B. seconded by Sylvia W. Approved All



Board Meeting

DATE: Tuesday April 9, 2019

TIME: 5:15pm-7pm

LOC: Michigan office

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, President	X		Meaghan Lyon,	X	
Stefanie Turnbull, Secretary	X		Rob Janoska,	X	
Rob Dawson, Treasurer	X		David Orr,	X	
			Other:		
			Fred Galloway	X	
			Rose-Ann Nathan	X	

Tuesday April 9, 2019	
1.	Open Meeting Motion Meghan Lyon, seconded Dave Orr Approved-all Agenda reviewed & approved Motion Rob J, seconded Curt Bladon. Approved all
2.	Previously circulated DRAFT of all 3 Documents reviewed – Governance Power Point on Governance Governance Policies & Board Policies Review – discussion on changes ALL
3	Final Approval of the BWG Governance Policies & Board Policies w/changes Motion to approve by Stefanie Turnbull Seconded by Meghan Lyon Approved all
4	By-Law Review by Fred Galloway Consulting Motion to proceed with the By-Law Review by Rob D. seconded by Meg Lyon Approved All
5	Adjournment, motion by Meg L. seconded by Rob D. Approved All



Board Meeting

DATE: Thursday May 2, 2019

TIME: 5:30 pm – 6:45pm

LOC: 1315 Michigan Ave. Sarnia

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, President	X		Meaghan Lyon, Events	X	
Sylvia Wai, Secretary		x	Rob Janoska, Fundraising	X	
Rob Dawson, Treasurer	X		David Orr, Maintenance & Cleaning	X	
Stefanie Turnbull, Marketing	X				
			Other;		
			Rose-Ann Nathan	X	

Thursday May 2, 2019	
1.	Open Meeting Motion Rob J, seconded Dave Orr Approved-all Approval of Agenda Motion Curt B, seconded Meg L Approved all
2.	Acceptance of Sylvia Wai resignation as Secretary Motion Meg L, seconded Rob J Approved all
3	Minutes of March 20, 2019 Motion David Orr, seconded Meg L. Approved all
4	Rob D presentation Board Education and Training – Governance P & P Structure of governance, support for the Executive Director, recruiting community board members is a priority, see chart attached
5	Curt/Rose-Ann Alignment and moving forward by the Board to work within the governance as approved, supporting the structure and staff as presented by Fred Galloway, Consultant. Motion Rob J seconded Meg L Approved ALL

Thursday May 2, 2019

6	<p>Motion to enter In Camera Session: David Orr Seconded: Rob D Approved: All in favour</p> <p>Finance Report/Discussion – Rob Dawson, Rose-Ann, Curt Legal Report/Discussion – Rob Dawson, Rose-Ann, Curt</p> <p>Motion to exit In Camera Session: Stef T Seconded: Curt Bladon Approved: All in favour</p> <p>Motion to approve re-forecasted budget: Stef T. Seconded: Meg L All in favour</p>
7	<p>Curt/RAN overview/discussion Brief Discussion on Process for Recruiting Board Members Priorities Treasurer- community member suggested Legal – we have a candidate, he will receive the governance policies and will fill out the application form and meet with the Pres/VP as per the policy and process *****Treasurer is top priority!***** Rec, Fund Development, Facilities, Health & Safety, Human Resources, more discussion to continue over the coming months on Board Members recruitment and priorities, once terms are finalized.</p>
8	<p>Curt/Rob D. and ALL Strategic Planning Meeting; Monday May 13th Brief chat on big pic and opportunities! Some fun stuff</p>
9	<p>Org Chart of the Organization approval Motion by Meg L. seconded by Curt B. Approved all Cristi and Taylor, includes Rec oversight for Taylor Returning Aug! Very good for the organization</p>
10	<p>Org Chart of the Club Programs</p> <p>Rose-Ann explained this is in progress.</p>
11	<p>Adjournment, motion by Meg L. seconded by Rob D. Approved All</p>



Special Members Meeting

DATE: Thursday May 2, 2019

TIME: 6:45 pm – 7:00pm

LOC: 1315 Michigan Ave. Sarnia

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, President	X		Meaghan Lyon, Events	X	
Sylvia Wai, Secretary		x	Rob Janoska, Fundraising	X	
Rob Dawson, Treasurer	X		David Orr, Maintenance & Cleaning	X	
Stefanie Turnbull, Marketing	X				
			Other;		
			Rose-Ann Nathan	X	

Thursday May 2, 2019

1.	Review of Agenda & acceptance; Motion to approve Rob J, seconded by Stef T. All approved
2.	Bylaws amendments; proposed 3 amendments and vote; see attached Motion to approve by Meg L, seconded by Rob Dawson
3.	Nomination and Vote for Stefanie Turnbull as incoming Secretary Motion by Meg L. and seconded by Rob J All approved
4.	Nomination and Vote for Rob Dawson as incoming VP Chair Motion by Meg L and seconded by Rob J All approved
5.	Meeting Adjourned Meeting Adjourned by Curt Bladon, seconded by Dave Orr All in favour



Board Meeting

DATE: Monday May 13, 2019

TIME: 1:00 pm – 6:30pm

LOC: BWG on site

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, Chair	X		Meaghan Lyon, at large	X	
Rob Dawson, Vice Chair	X		Rob Janoska, at large	X	
Stefanie Turnbull, Secretary	X		David Orr, at large	X	
			Other;		
			Fred Galloway, Consultant	X	
			Rose-Ann Nathan	X	

Monday May 13, 2019

1.	Open Meeting Motion Rob J, seconded Dave Orr Approved-all Agenda reviewed & approved Motion Rob J, seconded Rob D. Approved all
2.	Welcome Fred Galloway, Consultant Strategic Planning Session
3	Fred Galloway Review of previously distributed overview of Strategic Planning Presentation and discussions Program and organization structure Prioritizing Session
4	Motion to approve A, B, C priorities for the Strategic Plan by Rob D. Seconded by Curt Bladon Approved all
5	Adjournment, motion by Meg L. seconded by Rob D. Approved All



Board Meeting

DATE: Wednesday May 29, 2019

TIME: 6pm-7pm

LOC: Conference Call

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Curt Bladon, Chair	X		Meaghan Lyon, at large	X	
Rob Dawson, Vice Chair	X		Rob Janoska, at large	X	
Stefanie Turnbull, Secretary	X		David Orr, at large	X	
			Other;		
			Rose-Ann Nathan	X	

Wednesday May 29, 2019

1.	Open Meeting Motion Meg Lyon, seconded Dave Orr Approved-all Agenda reviewed & approved Motion Rob J, seconded Rob D. Approved all
2.	Previously circulated DRAFT reviewed Strategic Plan Review - final Discussion with All
3	Final Approval of the BWG Strategic Plan Motion to approve by David Orr Seconded by Meghan Lyon Approved all
4	Adjournment, motion by Meg L. seconded by Rob D. Approved All



Board Meeting Minutes

DATE: Monday, June 10, 2019

TIME: 5:00 pm – 5:15pm

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	

Monday, June 10, 2019	
1.	Welcome, open meeting –Motion Meaghan Lyon, Seconded Rob Dawson. All in favour Agenda – Curt reviewed. Motion Meaghan Lyon, Seconded Rob Dawson. All in favour.
2.	Acceptance of Board Meeting Minutes May 2, 2019 – Motion Meaghan Lyon, Seconded Rob Dawson. All in favour.
3	Budget Discussion – Rose-Ann will set another meeting to review/approve 2019/2020 budget. Rose-Ann would like to review actuals line by line for establishing a bottom up forecast for setting the next year budget. Previous years 5 year average was used.
4	Adjournment – Motion Rob Dawson, Seconded Rob Janoska. All in favour.

Proposed Budget meeting discussion and Golf Tournament update on Thursday, June 20 5:15pm-6pm



AGM 2019 Minutes

DATE: Monday, June 10, 2019

TIME: 5:15pm-5:55pm

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	

Monday, June 10, 2019	
1.	Welcome, open meeting – Call to order – Rob Dawson, Seconded by Meaghan Lyon – All in favour. Agenda – Reviewed. Motion to approve, Dave Orr, Seconded by Meaghan Lyon – All in favour
2.	Conflict of Interest Declarations - None
3	Approval of Special Members Meeting May 2, 2019 – Motion – Meaghan Lyon, Seconded by Stefanie Turnbull – All in favour. Approval of 2018 AGM Minutes – Motion Dave Orr, Seconded Rob Dawson. All in favour.
4	Receipt and Approval of 2018/2019 Financial Statements & Auditor's Report – Motion Dave Orr, Seconded Meaghan Lyon. All in favour.
5	Appointment for Independent Review Engagment for 2019/2020 Fiscal – Lisa Mayer, CPA appointed. Motion Rob Janoska, Seconded Meaghan Lyon. All in favour.

Monday, June 10, 2019

6

Election of Staggered Board Member terms

Nomination Slate

1. Two Parent Directors and one Community Director for a one year term
-Curt Bladon, Chair (incoming as Community Director)
-Stefanie Turnbull, Secretary (incoming as Parent Director)
2. Two Community Directors and one Parent Director for a two year term
-Rob Dawson, Vice Chair (incoming as Parent Director)
3. All other nominated Directors will be eligible for up to 3, two year terms
-Rob Janoska (incoming as Parent Director)
-David Orr (incoming as Parent Director)
-Meg Lyon (incoming as Parent Director)

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 Meaghan Lyon, Seconded Rob Janoska. All in favour.

7

Board Chair & Executive Director Report

- Membership mix-attached
- Governance & Strategic Plan status, club members presentation- attached
- Board Recruitment- Community Members – Treasurer top priority as CMA/CPA, plus 3 additional community members within talent categories, Legal, Fund Development and Human Resources. Community Board Member recruitment is the top priority of the current Board Members. Action plan for short listing will be reviewed at the next Board Meeting.

All agreed on communicating A+ priorities to Parents as being Pursuing Leadership and Excellence (Coaching) and Building our Capacity to Succeed (Business Model Framework, Volunteer Requirements & Fund Development)

Motion Rob Janoska, Seconded Rob Dawson. All in favour.

8

Adjournment – Motion Meaghan Lyon, Seconded Rob Janoska. All in favour.



Board Meeting Minutes

DATE: Thursday, June 20, 2019

TIME: 5:15 pm – 7pm

LOC: BWG 1540 Lottie Neely Park Rd., Sarnia

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

Thursday, June 20, 2019

1.	<p>Welcome, open meeting – Rob Dawson, 2nd Curt Bladon. All in favour</p> <p>Agenda Approval – Curt reviewed. Motion – Curt Bladon, Seconded Rob Dawson. All in favour.</p>
2.	<p>Conflict of Interest Declarations - None</p>
3	<p>Acceptance of Board Meeting Minutes for June 10, 2019</p>
4	<p>Motion to enter In Camera Session: Rob J. Seconded: Meg Approved: All in favour</p> <p>Finance/Budget–financial analysis, market analysis, Cost Structure, Club Pricing- Rob Dawson, Rose-Ann</p> <p>Motion to exit In Camera Session: Curt Bladon Seconded: Stef T. Approved: All in favour</p> <p>2019-2020 fiscal Budget Approval – Budget Notes – Professional fee's consideration to be incorporated by forecasting and projections. Planning for Break Even budget as the coach investment and rebuilding year of programming is required as per strategic planning.</p> <p>Motion to Approve: Meaghan Lyon, 2nd Curt Bladon, All in favour.</p>

Thursday, June 20, 2019

5	<p>Community Board Member Recruitment Planning – 4 community positions, short list/brainstorm individuals with expertise for Treasurer (CPA/CMA/CA), Legal, Fund Development & HR.</p> <p>Treasurer, Rob Dawson is soliciting CPA/CMA/CA for consideration. Legal candidate has application form and is reviewing the strategic plan/governance documents. Events & Fund Development candidate has been approached and moving to document review stage. HR contact still required by the Board to approach. Goal is to have first meetings for all open board positions by early 2020 with Chair/Vice Chair meetings. Action Required; Assignments of responsibilities to the Board will need to be completed this summer for activities. The Board is taking on a role as a group on Fund Development as per the strategic plan. All other policies that require action by the Board as listed in the policies must be assigned to the individual Board members before the transition of removing cleaning/bingo. Alignment is required for resources transitioning.</p>
6	<p>Golf Tournament Update – sponsorships, teams registered, kickoff/marketing –</p> <p>Looking good to meet \$30K goal Rose-Ann & Stefanie will be making wine donations requests Costs are being lowered by gifts in kind being secured this year. Teams registered will be updated and reminders to Athlete's families to register ASAP. Advertising in full effect as of Saturday, June 22 in print & digital. Radio push starts July 8 – all Gift in Kind sponsorships. Push to fill teams & secure additional sponsorships. Still working on Dinner Sponsor (Rob D) and 3 additional Hole In One Sponsors. Action Required; List of small needs to come from Rob by Friday June 28th to Stef – ie) items for goodie bags</p>
7	<p>Adjournment – Motion – Meaghan Lyon, 2nd Rob Janoska, All in favour</p>