



Board Meeting Minutes

DATE: Tuesday, September 26, 2023

TIME: 5:15-6:00pm

Zoom Meeting

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Seanna Pickard, President	x		Nila Mulpuru		x
Dave Orr, Vice President(Interim)	x		Jantina Enright		x
Amanda Turner, Treasurer	x		Noranda Nyholt	x	
Shelley Vansevenant, Secretary	x		Samantha VanHooft	x	
			Anita Small, Executive Director	x	

1.	<p>Welcome, Call to order Moved: Samantha Seconded: Amanda Approved: All</p>	Seanna
2.	<p>Conflict of interest declarations Amanda Turner will recuse herself if anything to do with the lease</p>	Seanna
3.	<p>Agenda approval Moved: Amanda Seconded: Samantha Approved: All</p>	Seanna
4.	<p>Approval of previous minutes – June 13, 2023 Moved: Dave Seconded: Amanda Approve: All</p>	Seanna
5.	<p>Financial Review</p> <ul style="list-style-type: none"> • Month End Report for July 2023. • Income of almost \$100,000 total expenses \$73,000 with net income of approx \$26,000 • Year End in progress with Baker Tilly Accounting, draft to be sent to Amanda and Seanna, this will be accessible on the board of directors drive and a portion will be uploaded to the website for transparency 	Anita

6.	<p>Executive Director Update Anita</p> <p>(See ED Summer Report)</p> <ul style="list-style-type: none"> • Summer Camp 2023 target for weekly campers was 60, achieved average weekly of 59.49 for an increase of 7 campers per week from 2022, 11% increase in revenue. • Summer Recreation numbers similar to last year with an increase of 6 participants • Summer Competitive numbers similar to last year with an increase of 8 participants • Pit Cover done with parent volunteers for approximately \$3000.00 • Used spring board floor purchased for \$1800.00 • Painting done • 942 Fall registrants to date – highest yet <p><u>Fundraising Committee</u></p> <ul style="list-style-type: none"> • Committee created for Disney Competition • Terms of reference completed • Policies in progress with support of Baker Tilly in regards to sponsorship language
7.	<p>Strategic Plan Report Anita</p> <p>Focus on staff training and appreciation</p>
8.	<p>Annual Board of Director Goals (2023/2024) Seanna</p> <p>2023-2024 Board Goals</p> <ol style="list-style-type: none"> 1. 3 new board members – 2 community and 1 parent 2. Strategic Plan implementation <ul style="list-style-type: none"> • GIC's due for re-investment, A motion for use of GIC funds will be circulated to board members, vote will be held electronically via email then confirmation at Nov 14th meeting 3. New lease signed with City of Sarnia <ul style="list-style-type: none"> • Appraisal completed August 10, 2023 • Current lease extended until April 2024 • Lease negotiations may begin in October 2023
9.	<p>Next meeting date reminders</p> <p>Following Meetings:</p> <p>September 26, 2023 @ 5:15pm</p> <p>November 14, 2023 @ 5:15pm</p> <p>February 13, 2024 @ 5:15pm</p> <p>AGM 2023-2023 June 11, 2024 @ 5:15pm</p> <p>June 11, 2024 @ 6:00pm</p>
10.	<p>Adjournment</p> <p>Moved: Amanda</p> <p>Seconded: Dave</p> <p>Approved: All</p>



Board Meeting Minutes

DATE: Tuesday, November 14, 2023

TIME: 5:15-6:00pm

Zoom Meeting

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Seanna Pickard, President	x		Nila Mulpuru	x	
Dave Orr, Vice President(Interim)	x		Jantina Enright	x	
Amanda Turner, Treasurer	x		Noranda Nyholt	x	
Shelley Vansevenant, Secretary	x		Samantha VanHooft	x	
			Anita Small, Executive Director	x	

1.	<p>Welcome, Call to order Moved: Seanna Seconded: Amanda Approved: All</p>	Seanna
2.	<p>Conflict of interest declarations Amanda Turner lease and City of Sarnia</p>	Seanna
3.	<p>Agenda approval Moved: Amanda Seconded: Jantina Approved: All</p>	Seanna
4.	<p>Approval of previous minutes – September 26, 2023 Moved: Amanda Seconded: Jantina Approve: All</p>	Seanna
5.	<p>Financial Review</p> <ul style="list-style-type: none"> Year end was completed in September by Baker Tilly Month End for September 2023. Revenue \$86,777.30, total expenses \$95,940.84 with net income \$-8763.54. The budget reflects 2 pay periods for September but there were 3. This will, balance out in October (ahead by \$20,000 approx,. For October) 	Anita

<p>6.</p>	<p>Executive Director Update Anita</p> <ul style="list-style-type: none"> • Fall recreation registrants top out at 948. (budget of 825) – highest yet • Wine Fundraiser – Funds raised are about \$4300, which includes competitive team buy out. Target was \$5000. WE sold over \$15,000 of which we keep 25%. Will need to make up the \$700 in another event to be determined, considering soup or krispy kreme • Bingo revenue is higher than our utility bills. I was able to use these funds for JHSC certification course for Alanna and Anita. The spring floor and construction work completed to close the pit. Funds can only be used for specific items. • 16-20 bingo participants, annual goal of \$16,000 <p>Fundraising Committee</p> <ul style="list-style-type: none"> • Committee created for Disney Competition • Completed a 50/50 Lottery in November • Committee ends at the end of December 2023. • Adhere to Terms of reference and governance policy • 1 board member to be on committee <p>Motion to create competitive fundraising committee for the next season Moved: Samantha Seconded: Shelley approved: All</p> <p>Successes included parent engagement and community presence Challenges ongoing communication and tracking of funds raised Avoiding conflicts with club fundraisers due to time frame for Disney</p>
<p>7.</p>	<p>Strategic Plan Report Anita</p> <ol style="list-style-type: none"> 1. Expand physical footprint – Closed pit to increase floor area 2. Learning university – created annual training plan with supporting handbooks 3. Added out training curriculum plan to website 4. Enhance staff engagement – 2 events so far 5. Marketing plan was followed and is worked on weekly 6. Pursuing high Five Accreditation. Quest 1 policy review is in progress. Quest 2 program quality evaluations underway 7. Evaluate fee structure to support growth and new lease agreement. A draft budget has been completed to support increase in lease payments. Final update will be in February along with performance evaluations

<p>8.</p>	<p>Annual Board of Director Goals (2023/2024) Seanna</p> <p>2023-2024 Board Goals</p> <p>1. 3 new board members – 2 community and 1 parent Motion to approve Adam Roop as a new parent board member</p> <p>Moved: Seanna Seconded: David Approved: All</p> <p>Will join in February has CMA, MBA and is an Engineer with 2 daughters in competitive program</p> <p>2. Strategic Plan Implementation</p> <p>3. GIC's were re-investment in alignment with the online motion that was approved. Motion 2023-2024-01: To accept the online motion to reinvest GIC's for another year. Moved: Seanna Seconded: Nila Approved: All</p> <p>4. New lease signed with City of Sarnia</p> <ul style="list-style-type: none"> • Appraisal completed August 10, 2023 • Current lease extended until April 2024 • A lease negotiation package has been received. BGC request clarification on cost per square foot, square footage, and the duration of the agreement. Awaiting reply from city. Based on what we received we are amenable to renewing our lease with the city in our existing building. • Under these terms a new fee increase of 10% would be required starting in April 2024 to maintain current revenue. • Meeting Nov 17, 2023 to clarify • 10% increase will be on current fee structure • There have been no fee increases since 2018, lowest in province for fees <p>Motion 2023-2024-02: Motion to renew a long-term lease with the city and increase fees by 10% starting April 2024 to maintain current revenues.</p> <p>Moved: Seanna Seconded: David Approved: All</p>
<p>9.</p>	<p>Next meeting date reminders</p> <p>Following Meetings:</p> <p>February 13, 2024 @ 5:15pm AGM 2023-2024 June 11, 2024 @ 5:15pm June 11, 2024 @ 6:00pm</p>
<p>10.</p>	<p>Adjournment</p> <p>Moved: Nila Seconded: Jantina Approved: All</p>



Board Meeting Minutes

DATE: Tuesday, February 13, 2024

TIME: 5:15-6:00pm

Zoom Meeting

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Seanna Pickard, President	x		Nila Mulpuru	x	
Dave Orr, Vice President(Interim)	x		Jantina Enright	x	
Amanda Turner, Treasurer		x	Noranda Nyholt	x	
Shelley Vansevenant, Secretary		x	Samantha VanHooft	x	
Adam Ropp	x		Anita Small, Executive Director	x	

1. Welcome, Call to Order

Seanna

Moved: Dave Orr

Seconded: Nila Mulpuru

Approved: All

Welcome to Adam Ropp for his first Board of Directors meeting. Adam is a parent to two athletes in the competitive program and has a skillset we are excited to have on the board. Adam would you like to tell us a bit about your background or why you wanted to join the board?

One new item to add to the agenda – Safe Sport Review which ANITA SENT OUT FOR REVIEW.

2. Conflict of interest declarations

Seanna

None.

3. Agenda approval

Seanna

Moved: Jantina Enright

Seconded: Samantha VanHooft

Approved: All

4. Approval of previous minutes – November 14, 2023,

Seanna

Moved: Noranda Nyholt

Seconded: Nila Mulpuru

Approved: All

5. Financial Review

Anita

Month End for December 2023.

- Revenue \$66,969,
- Expenses \$77,810
- Profit **\$ -10,841**
- Purchased 2 Beams for \$15,600 in December 2023. Board approved purchase.

Year-to-date

- Revenue \$537,028.67
- Expenses \$430,561.09
- Profit **\$108,467.58**

Financial Report Approval:

Moved: Dave Orr

Seconded: Jantina Enright

Approved: All

6. Executive Director Updates

Anita

- Secured 2 full-time staff to work in competitive and recreation programs.
- 2 new beams purchased in December have allowed for a functional second beam area.
- Winter recreation registrants at 938. (budget of 825)
- In February added 5 children to Competitive program after 2-month trial.

Club Fundraiser – Mitchell’s Soup and Krispy Kreme in February 2024.

7. Strategic Plan Report

Anita

Plan update in Q2 Quality Report

Motion: Provide a 2-year extension for new or expanded location, strategic alliances and broaden geographical reach.

Moved: Dave Orr

Seconded: Samantha VanHooft

Approved: All

8. Annual Board of Director Goals (2023-2024)

Seanna

- Recruit -3 new board member: 2 community and 1 parent
Status: Recruited Adam Roop as a new parent board member, need 2 community members
- Strategic Plan Implementation
Status: Shared by Anita, discussed and approved as per agenda item 7.
- New Lease with the City
Status: We requested to the City to add a third 5-year renewal term and a new agreement with a modern template.
The City will add the third 5-year renewal term resulting in a 5-year lease with 3-5-year renewal terms.
The City provided a new agreement with a modern template which is currently being reviewed.
- Board self-evaluation form – To be completed before next meeting

e. Board of Directors – Term Limits

Total Years of Service ending June 30, 2024 – please advise Anita if you are willing to extend your term.

Name	Position 2023-2024	Term 1	Term 2	TOTAL Years of Service Ending June 30, 2024
Seanna Pickard (Parent)	President	3-year term ends June 30, 2025		2
David Orr (Community)	Vice President	3-year term ends June 30, 2022	2-year term ends June 30, 2024	5
Amanda Turner (Parent)	Treasurer	3-year term ends June 30, 2025		2
Shelley Vansevenant (Parent)	Secretary	3-year term ends June 30, 2025		2
Nila Mulpuru (Community)	Director at large	2-year term ends June 30, 2025		1
Jantina Enright (Community)	Director at large	3-year term ends June 30, 2026		1
Noranda Nyholt (Parent)	Director at large	2-year term ends June 30, 2025		1
Samantha Vanhoof (Parent)	Director at large	2-year term ends June 30, 2025		1
Adam Roop (Parent)	Director at large	3-year term ends June 30, 2027		0

Vote to amend the following Board Governance Policies:

**Policy # 1.1.5 Board of Director Eligibility Term Limits
Term Limits**

CURRENT

1. Each Board member elected at an Annual General Meeting or Special Members Meeting will serve for two years, after which they can be elected for two additional consecutive two-year terms, totaling six consecutive years.

Vote to amend to:

Each Board member elected at an Annual General Meeting or Special Members Meeting will serve for up to **three** years, after which they can be elected for additional terms up to a total of six consecutive years.

CURRENT

2. Board members up for their two-year renewal who are not re-elected are to leave the Board at that time and the newly elected Board members will take the open Board positions.

Vote to amend to:

Board members up for their renewal who are not re-elected are to leave the Board at that time and the newly elected Board members will take the open Board positions.

CURRENT

5. If a current Board member resigns from the Board during any of their two-year terms, the newly elected Board member will fill the remaining portion of the departing Board member's term on the Board and will remain eligible for three two-year terms thereafter.

Vote to amend to:

If a current Board member resigns from the Board during any of their terms, the newly elected Board member will fill the remaining portion of the departing Board member's term on the Board and will remain eligible for **two three-year** terms thereafter.

Policy # 1.1.7 Corporate Officers terms discussed and deferred for review to September 2024 meeting. Board decided to trial a review of executive members and call for interest of members for executive positions on the Board self-evaluation form between February – June 2024.

Discussion included one year potentially not being long enough of a term length for executive positions, specifically President vs. providing staggered turnover of executive members and opportunities for all to experience different positions on the Board.

9. New Business:

Anita

Safe Sport Review – emailed by Anita. Detailed review requested by June 2024 when we will vote on alignment with the direction Anita is taking. Any questions can be emailed to Anita. A number of elements in the report are operational in nature and therefore not reviewed in detail with board members but reports can be provided and or are accessible on the website.

10. Next meeting date reminders

Seanna

Following Meetings: AGM and next board meeting rescheduled to
AGM 2023-2024 June 4, 2024 @ 5:15pm
June 4, 2024 @ 6:00pm

11. Adjournment

Seanna

Moved: Jantina Enright
Seconded: Nila Mulpuru
Approved: All



Board Meeting Minutes

DATE: Tuesday, June 18, 2024

TIME: 6:00-8:00pm

Board Members	Attend	Regrets	Board Members	Attend	Regrets
Seanna Pickard, President	x		Noranda Nyholt	x	
David Orr, Vice-President	x		Jantina Enright		x
Amanda Turner, Treasurer	x		Samantha VanHooft	x	
Shelley Vansevenant -Secretary	x		Nila Mulpuru	x	
Adam Roop		x	Anita Small – Executive Director	x	

Zoom link:

<https://us06web.zoom.us/j/86067998256?pwd=GnrNiambLvFOqrAfGNclSQ0eW2S0eV.1>

1.	Welcome, Call to order Moved: Amanda Seconded: Dave Approved: Yes	Seanna
2.	Conflict of interest declarations None	Seanna
3.	Agenda approval Moved: Noranda Seconded: Amanda Approved: Yes	Seanna
4.	Approval of previous minutes – February 13, 2024 Moved: Amanda Seconded: Dave Approve: Yes	Seanna
5.	Financial Review Month End Report for April 2024. Moved: Amanda Seconded: Nila Approve: Yes	Anita

6.	<p>Executive Director Update Anita</p> <table border="1" data-bbox="191 197 896 453"> <thead> <tr> <th>APRIL 30,2024</th> <th>ACTUAL</th> <th>BUDGET</th> <th>VARIANCE</th> </tr> </thead> <tbody> <tr> <td>Revenue</td> <td>871,211.67</td> <td>725,275.00</td> <td>145,936.67</td> </tr> <tr> <td>Other Revenue</td> <td>12,000.00</td> <td>0.00</td> <td>12,000.00</td> </tr> <tr> <td>Expenses</td> <td>720,660.39</td> <td>651,951.74</td> <td>68,708.65</td> </tr> <tr> <td>Profit</td> <td>162,551.28</td> <td>73,323.26</td> <td>89,228.02</td> </tr> </tbody> </table> <p>Spring Recreation – 768 as of June 7, 2024 Surveys – Invitational, Recreation, Employees attached for your review. Our team is meeting in June to review the newly received Gallup Employee Surveys.</p>	APRIL 30,2024	ACTUAL	BUDGET	VARIANCE	Revenue	871,211.67	725,275.00	145,936.67	Other Revenue	12,000.00	0.00	12,000.00	Expenses	720,660.39	651,951.74	68,708.65	Profit	162,551.28	73,323.26	89,228.02
APRIL 30,2024	ACTUAL	BUDGET	VARIANCE																		
Revenue	871,211.67	725,275.00	145,936.67																		
Other Revenue	12,000.00	0.00	12,000.00																		
Expenses	720,660.39	651,951.74	68,708.65																		
Profit	162,551.28	73,323.26	89,228.02																		
7.	<p>Strategic Plan Report Anita</p> <p>June 18 2024 AGM package contained the report. As the Strategic Plan implementation is lagging a request to extend the current 3 year plan to a 4 or 5 year plan is under consideration. A subcommittee of the board has been formed to review what this could look like prior to the September meeting. The proposal and vote by remaining board members is targeted for the September 2024 meeting.</p> <p>Motion to create a subcommittee of the BoD to review the strategic plan and make recommendations for a continuation of the plan for an additional 1-2 years. Moved: Amanda Seconded: Shelly Approved: Yes</p> <p>Subcommittee Members: Samantha, Seanna, Shelly and Amanda + Anita and any other staff members she wishes to participate.</p>																				
8.	<p>Annual Board of Director Goals (2023/2024) Seanna</p> <p>2023-2024 Board Goals</p> <ol style="list-style-type: none"> 1. 3 new board members – 2 community and 1 parent. 1 parent role on the board was filled with the addition of Adam Roop, January 2024. Amanda will transition for the 2024/2025 from a parent role to a community role leaving 3 roles (2 parent and 1 community) to be filled before the September 2024 meeting 2. Strategic Plan implementation – see item 7 3. New lease signed with City of Sarnia – we have signed the lease and are currently waiting for the city to sign back. At this time BWG is still paying the lower lease rates. <p>Motion to accept the annual board of directors 2023/2024 update Moved: Amanda Seconded: Nila Approved: Yes</p>																				

9.	<p>Board Succession Planning Seanna</p> <p>Board member terms reviewed and approved within the AGM meeting of June 18, 2024. 2024 board succession goals are to recruit one community and two parent volunteers to join the board by the September 2024 meeting. Social media advertising will occur to find a community member.</p> <p>Additionally, in the 2024/2025 year the board needs to fill 2 community members and 2 additional parent member roles by June 30, 2025. Recommendations by board are encouraged and anyone interested in being on the selection panel with Anita, Adam and Seanna should share their interest before July.</p>
10.	<p>Compensation and Bonus – IN CAMERA</p> <p>Motion 10 a: To approve a total bonus payment of \$5000, payable to those that scored a 1.0- 2.0 on their performance review in a prorated fair, equitable and transparent amounts for all employees at BWG. A score of 1.75 will equal a total bonus payment of \$1,000 with remaining payments to be staggered consistently based on scores.</p> <p>Moved: Amanda Seconded: Noranda Approved: Yes</p> <p>Motion 10b: To approve a cost of living increase for any employee that has completed a minimum of twelve months at step 5 within their current pay band.</p> <p>Moved: Dave Seconded: Amanda Approved: Yes</p>
12.	<p>Next meeting dates</p> <p>Following Meetings:</p> <p>September 10, 2024 @ 5:15pm November 12, 2024 @ 5:15pm February 11, 2025 @ 5:15pm AGM 2024-2025 June 3, 2025 @ 5:15pm June 3, 2025 @ 6:00pm</p>
13.	<p>Adjournment</p> <p>Moved: Dave Seconded: Amanda Approved: Seanna</p>