



## **Phoenix Gymnastics Board of Directors**

### **Minutes of Regular Board Meeting**

Meeting Room, Millennium Sports Faculty  
4588 Clancy Loranger Way, Vancouver, BC  
Thursday, February 12, 2019

#### **Members Present:**

Dagmar Phillis, Chair  
Rose Lee-Charette, Vice-Chair  
Frederic Bastien, Treasurer  
Jhenifer Pabillano, Secretary  
Isobel Keeley, Member-at-Large  
Kenneth Kwan, Member-at-Large (conference call)  
Adam Wood, Member-at-Large

#### **Staff:**

Michael Hood, Program Director  
Tricia Chan, Business Director

#### **1. Call to Order**

There being a quorum present, Dagmar Phillis called the meeting to order at 5:12pm.

#### **2. Approval Agenda**

It was motioned by Rose Lee-Charette and seconded by Isobel Keeley that the Agenda be approved. **CARRIED**

#### **3. Approval of November 26, 2018 Minutes**

It was motioned by Isobel Keeley and seconded by Frederic Bastien that the November 26, 2018 Minutes be approved. **CARRIED**

#### **4. Business Arising**

- A. Motion to accept the amendment of the Executive Committee TOR to nominate board members to be elected into MSFS.

**It was moved by Adam Wood and seconded by Jhenifer Pabillano that the amendment be accepted. CARRIED**

- B. Motion to adopt the following policies: Criminal Record Check (with associated consent form), Board and Committee Member Code of Conduct, Privacy, Conflict of Interest, Governance Principles.



**It was moved by Rose Lee-Charette and seconded by Kenneth Kwan that the policies be accepted. CARRIED**

C. Dispute Resolution Policy - update from Kenneth Kwan

It is still a work in-progress but in case there is a dispute, we have a good framework available to refer to even though it is not yet formalized.

**ACTION: Governance Committee to continue to work to finalize the policy.**

D. Finance - update from Frederic Bastien

1. Discussion of Q2 actuals versus budget
  - Q2 result is better than budget across the board.
  - It should be noted that GFA is 30k above budget, with labour also above by 6k
  - Bank fees are over budget but in line with last year's, it was also budgeted lower.
  - Everything is going well, and we have added to the contingency fund.
2. Switch in payroll providers
  - This switch will allow us to better manage labour allocations, receive the proper training and necessary support, save on admin hours.
  - The switch will happen in the new fiscal year as per Tricia.
  - Developing a good relationship with ADP will be necessary. Training and implementation will be scheduled prior to going live.
3. Meetings with financial institutions - select TD or Vancity
  - HSBC is charging us fees when it should be free for not-for-profits.
  - 3 other financial institutions were considered - TD, Coast Capital and Vancity
  - Discussions were made to clarify the need to bank with a local institution versus a national bank, available credit card accounts to address current limitations.

**It was motioned by Jhenifer Pabillano and seconded by Isobel Keeley that Phoenix switch from HSBC to Vancity CARRIED**

- For now, the mortgage will stay with HSBC. (The account ends in 2025.) This has not been paid off as the previous Board wanted to it out to more families.

**ACTION: Finance Committee to look into the mortgage account, identify the priorities, weigh the pros and cons.**

4. Accounting firms-audited statement versus review engagement



- Four accounting firms were consulted on this. Two recommended to go with a review engagement as it is cheaper, will provide good analytics, and a good transition to audited financial statement from the current, notice to reader.
- It was agreed that it is pointless to dig up the past as sources of information are no longer around.
- It was clarified that the Club has no legal obligation to have to go with audited financial statements.
- All agreed that review engagement will be a step up given the growth of the organization. It will be good preparation for audited statements in the future.

**It was motioned by Adam Wood and seconded by Jhenifer Pabillano that the Club move from Notice to Reader to Review Engagement. CARRIED**

## **5. Board Reports**

### **A. Executive Committee - report from Dagmar Phillis**

- Mike Hood passed his probationary period.
- Performance goals have been set for both Program and Business Directors for the remainder of the year and will be reviewed in June.

### **B. Governance Committee - report from Adam Wood**

- The Committee is working through the Dispute Resolution policy and anticipate that it will take awhile but the framework is there.
- Kenneth mentioned that this may be their only focus unless directed otherwise.
- Jhenifer raised her concerns for a sexual abuse policy be in place as a top priority.
- Rose mentioned that last year the Board was told that GCG and GBC would be providing the lead on this.
- Isobel, and Jhenifer both agreed that we should not wait as coaches are travelling with athletes, there may be relationships between an athlete and a coach outside of the gym and/or in social media.
- Adam stressed the importance for the need to have the policy in place for when something goes wrong, we know the process and the levels of communication.

**ACTION: Governance Committee to finalize Dispute Resolution Policy first, then to brainstorm with the use of information such as the Rule of Two, materials from the Canadian Centre for Child Protection to decide how to form Sexual Abuse Policy.**

### **C. Finance Committee - report from Frederic Bastien**



- The Committee will focus on the budget as well as the selection of accounting firm to provide the service.
- Tricia added that the Rec budget is up for approval in April, and other to follow in May.

#### **D. Fundraising Committee - report from Rose Lee-Charette**

- Fundraising goal is 75k and we have raised 10.5k so far.
- The Board is expected to be informed of all goals and projects, and to participate.
- Current fundraising event - Flipathon to coincide with I Love Gymnastics week.
- Spring fundraising event will be chocolate sale, plant sale and a third project.
- The 50th anniversary details are still being discussed, nothing is finalized yet at the moment except for the date (June 2) venue of the gala (Roundhouse).

#### **E. Engagement Committee - report from Jhenifer Pabillano**

- Recommended to do a communications audit.
- Discussed strategic direction on partnerships.
- Mike updated on his info session from January 25: highlighted points of view in programming, that we have maxed out in numbers, certainly have gaps as we are unable to offer everything. Space issue was addressed, as well some communication issues like in the WAG Program - there was not enough group discussion which resulted in limited understanding of how decisions were made.
- Adam mentioned that there is now a cultural shift as Mike has made himself very accessible. When Mike gave clarity on why and how we do our registrations in competitions, this certainly provided more insight. Dagmar added that Mike being the one giving the information puts a lot more weight.
- Mike followed in saying that there should be no mystery but open communication. That coaches should have better presence and be available to communicate with parents out in the lobby.

**ACTION: Committee to provide framework / baseline information to Tricia and Missy on communications and partnerships.**

#### **6. Review of Action Items**

- Filing and naming convention for Google Drive - Completed.
- Fundraising Committee TOR - previously approved.
- Strategy for fundraising ideals - Completed.

#### **7. Operations Report - report from Mike Hood and Tricia Chan**

- Initially, there was a bit of confusion on how to rate/assign colours to the Dashboard.
- Both agreed to be honest and involved in every aspect of the operations so that both points of view are taken.



- The Club has so much inertia that it can be challenging to figure out how to make it all happen. However, progress is being made.
- Both agreed that the biggest issue at the moment is time. There is much to address, mostly spending time with the different teams. The staff appreciates this and feel more inclusive, thus building on transparency and people are stepping up.
- Mike mentioned that there could be distractions in operations that ends up taking most of the time to gather information and make improvements on.
- An incident occurred in the Recreational program where a boy was injured and how it was handled. Emergency protocol needs to be discussed further as well emphasized in the next staff training.

**New Business**

Adam and Rose will be meeting with Tricia and Evelynna to review current HR processes.

**ACTION: Rose Lee-Charette will coordinate a meeting time for HR planning.**

**Next Meeting**

April 9, 2019, 6:00-8:00pm

**Adjournment**

**It was motioned Jhenifer Pabillano and seconded by Isobel Keeley that the meeting be adjourned at 7:06 pm** **CARRIED**

A handwritten signature in purple ink, appearing to be "DPH", written over a horizontal line.

Director  
Vancouver Phoenix Gymnastics Club Board

A handwritten signature in black ink, appearing to be "J. Pabillano", written over a horizontal line.

Director  
Vancouver Phoenix Gymnastics Club Board

A handwritten date "Apr 9/19" in purple ink, written over a horizontal line.

Date

A handwritten date "April 9, 2019" in black ink, written over a horizontal line.

Date

