

Niagara Falls Lightning Gymnastics Club Board of Directors

November 14, 2024 Meeting Minutes

Present: C. Pitul (President), C. Kissmann, J. Hammond, S. Rocco, L. Schmidt, A. Sitler, J. Johnson

Regrets: T. Charles, L. DiBacco, B. Abucay, P. Westlake,

The President called the meeting to order at 6:40 p.m.

1. Approval of the Agenda

Members had no additions to the agenda.

Motion

The agenda of the November 14th meeting of the NFLGC Board of Directors is approved.

Moved by: C. Kissmann

Seconded by: J. Hammond

Motion carried

2. Approval of Minutes of the October 7, 2024 Meeting

Minutes will be circulated and approved at the next Board meeting.

3. Update on Gymnastics Ontario ruling and Subsequent Actions (C. Pitul)

C. Pitbul reviewed the actions taken since Oct 11 (attached). C. Kissmann provided an update on the meeting with Gorodetskii and Kashkevich.

Motion

That the Board receive the update on the Gymnastics Ontario ruling and subsequent actions, as attached.

Moved by: S. Rocco

Seconded by: J. Hammond

Motion carried

4. NFLGC Board's Comprehensive Action Plan (C. Pitul, L. Schmidt, C. Kissmann)

Members reviewed the proposed action plan and assigned members accountable for each item.

Motion

The Board approves the NFLGC Board's Comprehensive Action Plan as attached.

Moved by: Jazmyn

Seconded by: Sandro

Motion carried

Motion

That NFLGC require all coaches to complete certified first-aid training as a mandatory prerequisite for coaching within the organization. This training must be completed by the beginning of the Winter 2025 season. The board authorizes C. Kissmann to coordinate training logistics and verify compliance.

Moved by: A. Sitler
Second: C. Kissmann

Motion Carried

5. Policy Update

a) NFLGC Code of Conduct and Safe Sport Policies (C. Kissmann)

C. Kissmann outlined the challenges associated with the policies provided by Sport Law. While the policies are comprehensive, they are overly complex and may be difficult for the organization to implement and for members to understand. C. Kissmann proposed that the Board consider adopting a simplified, condensed version that covers the key elements of the policies.

It was also noted that there are some inconsistencies in the Discipline and Complaints Policy between the proposed version and information received from the CEO of Gymnastics Ontario.

Board members expressed general support for a clearer and more concise version of the policies but agreed to defer approval until the next meeting. This deferral will allow all members the opportunity to review the revised proposed policies before making a decision.

In the interim, it was noted that coaches and Board members have already been provided the original lawyer-provided policies for sign-off. NFLGC will continue to require these sign-offs until the Board formally approves the revised policies. Once approved, the new policies will be circulated to all relevant parties.

b) Bylaw Review (ONCA) (C. Kissmann)

C. Kissmann will draft the required revisions to the bylaws and constitution for review by the Board at the December Board meeting. Once approved by the Board, the revised documents will be circulated to members with a notice to be presented for approval at a Special Meeting of Members, to be held virtually in January. The date of the Special Meeting of Members will be determined at the next board meeting and members will be given at least 30 days notice.

6. Resignation of 2 Board Members

The board acknowledges the resignation of Marc Dupont and Cheryl Dupont effective October 30, 2024. The board expresses its gratitude for their service and contributions to NFLGC and is sorry to see them go.

7. Filling the Staff Liaison Position

With the resignation of Marc Dupont, there is a vacancy for the position of Staff Liaison.

Motion

C. Kissmann be appointed to the Staff Liaison position on the Board for the remainder of the term.

Moved by: S. Rocco

Seconded by: C. Kissmann

Motion Carried

8. Financial Update (C. Kissmann)

C. Kissmann provided an update on the audit. As previously circulated to the Board, a total of eight firms were invited to submit proposals, five proposals were received. After evaluating audit proposals for the Niagara Falls Lightning Gymnastic Club (NFLGC) for the 2023-2024 fiscal year, KPMG has emerged as the recommended choice.

Motion

To appoint **KPMG LLP** as the auditor for the Niagara Falls Lightning Gymnastic Club for fiscal year 2023-2024, at a maximum cost of \$14,080 + HST, as outlined in the proposal.

Moved by: C. Kissmann

Seconded S. Rocco

Motion Carried

Anticipate draft audited financial statements to be presented to the Board for approval at the January Board meeting. Once approved by the Board, the audited Financial Statements to be presented to members for approval at a Special Meeting of Members (virtual) in January.

9. HR Update

a) Meetings with coaches (C. Pitul)

Meeting with coaches scheduled for November 16. Due to scheduling challenges, the meeting will be held virtually and may be rescheduled to another date.

b) In-Camera session

10. Operations Update

a) IT Update (internet, email, file sharing)

B. Abucay submitted a written recommendation on internet, emails, and website management in absentia for the Board's review and consideration.

b) Cameras

B. Abucay submitted a written report on Spot TV in absentia for the Board's review and consideration. Installation costs for 3 cameras approximately \$3,000 US with monthly subscription cost of approximately \$150US/month.

Motion

That NFLGC proceed with the acquisition of Spot TV to enhance parent engagement, ensure compliance with Safe Sport requirements. B. Abucay is authorized to manage and complete the acquisition process as soon as possible.

Moved: S. Rocco

Second: A. Sitler

Motion Carried

11. Fundraising Update (J. Hammond)

J. Hammond provided an update on recent and upcoming fundraising activities:

Completed Fundraisers:

- Popcorn sale raised \$X.
- Halloween party generated \$X.

Ongoing Fundraiser:

- Poinsettia sale is closing tomorrow.

Upcoming Fundraisers:

- MacMillans and Big Red (butcher) are planned in the new year. To look into the option of having Big Red as an ongoing campaign (monthly orders).

Members discussed additional fundraising ideas, including a Christmas party, a winery event (Konzelman was suggested), and Catch the Ace. Krispy Kreme was ruled out due to logistical and fulfillment issues. TrueEarth (laundry strips) is also set up.

FlipGive Update:

C. Pitul provided an update on the FlipGive platform. She has entered all competitive athlete names and assigned those registered where possible. Participants using the app will be asked to select an athlete, with funds raised credited toward the family's

fundraising goal. Participants can also choose to donate to the club as a whole, without selecting an athlete.

12.Strategic Plan (S. Rocco)

S. Rocco circulated an updated proposed strategic plan, which incorporates key elements from the NFLGC Board's Comprehensive Action Plan. The Board agreed to review the strategic plan as a priority item at the next meeting. During this review, the Board will assign members to be responsible for each action item outlined in the plan to ensure effective implementation and accountability.

C. Kissmann and S. Rocco will collaborate to develop a comprehensive Break-even and Growth Plan for NFLGC. This plan will address strategies to achieve financial sustainability while supporting the club's growth and optimizing program delivery. Key elements of the plan will include:

- **Coach-to-Gymnast Ratios:** Evaluating and optimizing coach-to-gymnast ratios across programs to ensure quality instruction while maximizing coaching resources.
- **Class Structure and Level Combination:** Assessing opportunities to combine levels where appropriate to increase class sizes and make more efficient use of coaching time without compromising skill progression or safety.
- **Increasing Class Sizes:** Exploring safe and effective ways to increase class sizes in high-demand programs to meet growing interest while maintaining program quality.
- **Collaborative Coaching:** Encouraging a collaborative coaching model where coaches can work together across different levels and programs, maximizing flexibility in staffing and enhancing the athlete experience.

The completed plan will provide a roadmap for financial health, strategic growth, and enhanced program delivery, with a focus on creating a sustainable and adaptable coaching environment.

13.Facilities

Sewage Ejector Issue

C. Pitul reported an ongoing issue with the sewage ejector at the club. Although the ejector is currently functioning, it continues to fail regularly. A plumber inspected the unit and determined it was installed incorrectly, providing a written report outlining the problems. C. Pitul contacted the landlord, who confirmed that the ejector is the tenant's responsibility under the lease. As the unit was installed by Mountainview Homes, C. Pitul will reach out to Mountainview Homes to request that the unit be repaired under warranty.

Opportunity to Lease Adjacent Unit (Unit 4)

P. Westlake informed the Board via email prior to the meeting about an opportunity to lease the adjacent unit (Unit 4) at the same terms as the current lease. The unit will become available at the end of the month when the current tenant vacates. P. Westlake will request a formal Letter of Intent from the landlord. L. Schmidt noted that the current lease is a 10-year agreement expiring in 2031.

14. Other Business

a) Foam pit (inflatable and above ground)

C. Pitul will compile a list of gymnastics clubs in the Greater Toronto Area (GTA) that utilize inflatable or above-ground foam pits. During his upcoming travels to the GTA, S. Rocco plans to visit some of these clubs to observe their setups and discuss their experiences with the equipment and report back to the Board.

b) Request for sponsorship

The Board discussed a recent request for sponsorship of a former club athlete and coach. Although the event has already passed, as a matter of practice, the NFLGC, as a not-for-profit organization, does not make donations. Sponsorship opportunities will continue to be evaluated based on the potential exposure and mutual benefit to the club, including factors such as increased community engagement, promotion of club programs, and alignment with the club's mission and values.

c) Board Member Training Compliance (Safe Sport, [Effective Board Governance](#), [Sport Governance by Sport Law](#))

C. Kissmann will forward information on recommended courses for NFLGC board members to A. Sitler. A. Sitler will be responsible for communicating the training requirements to board members, ensuring completion, and documenting compliance. C. Kissmann will handle the registration of all board members in the required courses and will pay the applicable fees on behalf of the club.

d) Board Member Information forms and Code of Conduct Acknowledgement

Board Member Information Forms and Ontario Business Registry Update

Board members were reminded to complete and return the Board Member Information Forms previously circulated via Adobe Sign. While providing personal information such as SIN is optional, full legal name, home address, and email are required for compliance with the Ontario Business Registry.

C. Kissmann advised that the registry had not been updated since 2002, and members listed were no longer serving on the Board. As an initial step, she has updated the registry to include C. Pitul, L. Schmidt, and herself.

However, listing all active Board members is required to achieve full compliance.

Code of Conduct Acknowledgement

Board members were reminded to review and sign the Code of Conduct Acknowledgement that was circulated earlier this week. These are the same documents required for all coaches, and Board members are also obligated to acknowledge and agree to abide by the code and policies as part of their responsibilities.

15. Next Meeting

The next Board meeting is scheduled for December 5th at 6:30 PM. To accommodate the busy holiday schedule, the meeting will be held virtually. C. Kissmann offered to set up a Teams meeting for this purpose.

16. Adjournment

With all business on the agenda completed, the President declared the meeting adjourned at 8:50 p.m.