

# Niagara Falls Lightning Gymnastics Club Board of Directors

March 20, 2025 6:30-8:30 p.m.

Teams

## Minutes

**Present:** C. Pitul (President), L. DiBacco, J. Hammond, C. Kissmann, S. Rocco, L. Schmidt, A. Sliter, P. Westlake

The president called the meeting to order at 6:30 p.m.

### 1. Approval of the Agenda

Motion

The agenda of the March 20<sup>th</sup> meeting of the NFLGC Board of Directors is approved.

Moved by: L. DiBacco

Seconded by: L. Schmidt

Carried

### 2. Declaration of Conflicts of Interest

No conflicts of interest declared.

### 3. Approval of Minutes of the February 10, 2025 Meeting (attachment 3)

Motion

The minutes of the February 10, 2025 meeting of the NFLGC Board of Directors are approved.

Moved by: P. Westlake

Seconded by: L. Schmidt

Carried

### 4. President's Update

#### a) Future Stars® Girls Artistic Gymnastics Camps (attachment 4a)

We're considering hosting a 2025 Future Stars® Girls Artistic Gymnastics Camp at our club this summer. The camp is designed for competitive female gymnasts aged 9–14 and is led by Olympian Shallon Olsen. It offers athletes a chance to train directly with a Canadian Olympian while developing fundamentals, technique, and progressions in a fun and challenging environment.

- 2-day camp (Saturday 9 a.m. – Sunday 4 p.m.)
- 12 hours total: 8 hrs skill, 2 hrs fitness, 2 hrs lecture
- Cost to participants: \$225 + tax (includes camp T-shirt)

- Minimum 20 participants required to cover costs paid to Future Stars
- Up to 30 participants total – the 10 additional spots would generate up to \$2,225 profit for the club
- We would open registration to our athletes first, then extend to the region if space allows
- Timing TBD based on progress with roof renovations and availability of Shallon Olsen

Next steps include confirming interest, available dates, and coordinating around facility availability. If not possible for this summer, consider for next summer.

## 5. Financial Update

### a) Financial Reports at February 28, 2025 and projections (attachment 5a)

C. Kissmann presented the Financial Report and projections as at February 28, 2025.

Motion

That the Niagara Falls Lightning Gymnastic Club Board of Directors receives the financial report at February 28, 2025.

Moved by: S. Rocco

Seconded by: L. DiBacco

Carried

### b) Bingo Application

C. Kissmann provided an update on the club's bingo application. The application has been approved, and the club has received its scheduled shifts for the 2025–2026 period. C. Pitul will pick up the license from City Hall. The bingo shift schedule will be posted on Signup.com for volunteers to select their shifts.

In addition, a request was made to the Region to amend the original 2024–2025 budget and to allow the use of surplus bingo funds from prior years to help cover recreational coaching salaries this year. A positive initial response was received, and the club will now submit further details for formal approval.

### c) OTF Capital Grant Application

C. Kissmann advised the Board that the club's application for the Ontario Trillium Fund Capital Grant has been submitted. A copy of the proposal was circulated to all board members. The application includes funding for a raised pit with air bag. We expect to hear the outcome of the application in June. If the proposal is not approved, there will be an opportunity to meet with an OTF staff member to receive feedback and strengthen a future submission. We also now have a template proposal which we can use as a base for other grant applications. Board members are encouraged to continue sending along any information about other grant opportunities that may be a fit for the club.

## 6. HR Update (In Camera)

### Motion

That the Niagara Falls Lightning Gymnastic Club Board of Directors go in-camera for the HR update.

Moved by: A. Sliter

Seconded by: J. Hammond

Carried

Motions arising from in-camera session:

### Motion

That the Board approve the creation of the Head Coach – Recreational Programs position, with the job description as amended, and authorize C. Kissmann to proceed with posting.

Moved by: S. Rocco

Seconded by: J. Hammond

Carried

## 7. Strategic Plan (attachment 7)

S. Rocco presented the final summarized 2025–2026 Strategic Plan, which includes the revised Vision, Mission, and Goals, developed based on board discussions over the past four months. A copy of the finalized plan is attached for reference.

### Motion

That the Board approve the finalized 2025–2026 Strategic Plan as presented.

Moved by: C. Kissmann

Seconded by: P. Westlake

Carried

Next Steps: The plan will be shared with the NFLGC community to communicate the club's direction and priorities moving forward.

## 8. Fundraising Update

**Konzelman Winery:** \$574 raised through the wine fundraiser; very easy to manage as all orders were through Konzelman's website. We received deposit for the proceeds last week.

### Calendar Lottery:

- ~500 out of 800 tickets sold so far
- Process change discussed: using a random number generator to draw winners instead of manual ticket pulls, improving fairness and logistics.

- Clarification: proceeds from the calendar lottery cannot be applied towards 50% credit on fees due to lottery regulations (all proceeds must go to the licensee). It can be applied to members' fundraising commitment, and any other fundraising above the \$400 minimum can be applied to the 50% of fees. This will be communicated to families.

**Macmillan's Fundraiser:** Currently underway; due April 4. Profit margin increases with volume sold. Will be added to Zeffy for online orders and payments.

**Big Red's Fundraiser:** To be launched shortly with a goal to have orders received before the May long weekend.

**Trivia Night:** Planned for late April; venue secured, additional planning needed.

**Ongoing Fundraisers:** Mabel's Labels, FlipGive, and True Earth remain active year-round. Suggestion made to promote these at strategic times (e.g., back-to-school for Mabel's Labels).

#### **Communication & Tracking:**

- A master fundraising tracking sheet is being maintained with a plan to share progress updates with families using anonymized identifiers (e.g. last 4 digits of phone number) and post on Uplifter.
- The board emphasized the importance of clear communication, especially regarding what counts towards the 50% fundraising credit.

During the financial presentation, C. Kissmann stressed how fundraising remains critical to help offset the projected operational deficit, particularly as the club begins drawing from past fundraising surpluses to cover costs. Every dollar raised through fundraising will directly reduce the projected in-year deficit.

## **9. Facilities/Operations Update**

### **a) Roof repairs**

The club will not be able to use the main gym facility during the roof repairs. The key decision is whether to:

- Shut down all programming for the duration (including Rec, camps, and potentially delaying the 2025–2026 competitive season), or
- Relocate equipment to a temporary alternate space.

E.S. Fox has offered a space at the front of the building. A site visit was conducted by P. Westlake, L. Schmidt, C. Kissmann, and C. Pitul, and with a few adjustments, the space was deemed suitable for running both Recreational and Competitive programming. L. Schmidt noted that when *Lightning by the Falls* was held offsite, all equipment was successfully moved in a single evening—confirming that relocation is logistically feasible. C. Kissmann recommends that if the club relocates, it should do

so for the entire 8-week summer period, beginning at the end of June (post-season end) and returning on Labour Day weekend. This approach would minimize disruption and avoid mid-season moves or delays due to unforeseen weather impacts on the renovation timeline.

P. Westlake will follow up with E.S. Fox to confirm if an 8-week relocation is possible and to gain more clarity on the construction schedule.

The Board authorized P. Westlake to make decisions regarding the temporary relocation and renovation logistics, in consultation with C. Kissmann, C. Pitul, L. Schmidt, and the head coaches.

**b) Cameras**

The new security and monitoring cameras have been installed inside the gym and lobby. This was discussed and decided last Fall as part of the changes to improve security and protect both athletes and coaches.

Current use is limited to internal admin access only (no live streaming to parents). Only the President and Staff Liaison will have access. A TV will be installed in the lobby that will display camera views to enable parents in the seating area to view sections of the gym that are not visible.

C. Pitul will send a communication to Competitive and Recreational families, informing them of the cameras and their purpose and use. C. Kissmann will send a communication to all coaches advising same and addressing some of the concerns raised by coaching staff.

The Board discussed potential for future use, including limited live access to parents, but only after consultation with parents and coaches.

**c) Landing Pit (attachment 9c)**

Letter shared with Board members from Head Coach, A. Gorodetskii in which he urged the Board to reconsider its previous decision regarding the pit installation. In the letter, Andrei stated that only an in-ground pit is acceptable and that he would not support or accept any alternative options. He emphasized the importance of making the pit a priority and recommended obtaining a formal quote and design input from Spieth Canada to ensure the project is completed safely and effectively for the long-term benefit of the athletes.

The Board confirmed it will not change its decision to proceed with excavation as long as the current lease includes a termination clause allowing the landlord to end the lease before expiry. The club will not be eligible for grants or funding for any permanent structural alterations without a minimum five-year lease guarantee. The Board will continue to explore above-ground pit options, including researching what other clubs—particularly those hosting provincial and national competitions—are using successfully.

**d) Safety**

Front Door Keypad: The Board reviewed possible options and quotes for installing a keypad entry system at the front door to enhance access control and safety. After evaluating the information, the Board decided it is not feasible at this time.

Exterior Security Cameras: A request was made by a member of the coaching staff to explore the installation of exterior security cameras, particularly in the parking lot area, to increase safety during evening hours. The Board agreed to look into suitable options, including weather-resistant equipment, as part of ongoing security improvements.

Gym Door: A window has been installed in the door from the lobby to the gym to reduce the risk of injury by allowing visibility before opening. In addition, the door has been adjusted to allow for easier opening and closing, further minimizing potential hazards to children and improving overall safety.

**e) Storage**

The club is still in need of volunteers to go through the contents of the electrical room and assist with organizing storage. This remains an outstanding task.

**10. Other Business**

**a) Minutes of January Members Meeting (attachment 10)**

The Board was provided a copy of the draft minutes from the January General Members' Meeting for information. These will be presented to members for approval at the next AGM. Discussion on follow-up items from the January meeting is deferred to the next Board meeting due to time constraints.

**b) Recruitment for 2025-2026 Board**

Deferred to next meeting due to time constraints.

**11. Upcoming Meetings**

To ensure the Board can accommodate a standing agenda item at least every two months for the Head Coaches' report, the meeting format has been adjusted. Monday meetings will now be held virtually (via Teams), and Thursday meetings will be held in person at an offsite location (venue TBD).

**Revised Meeting Schedule:**

- Monday, April 7, 2025 (Teams) – Head Coaches' Report
- Thursday, May 8, 2025 (In-Person – venue TBD)
- Monday, June 9, 2025 (Teams) – Head Coaches' Report
- Monday, September 8, 2025 (Teams) – 2024–2025 Audit Presentation

The meeting was adjourned at 8:53 p.m.