

# Niagara Falls Lightning Gymnastics Club Board of Directors

January 9, 2025 6:30-8:30 p.m.

## Minutes

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

**Regrets:** A. Sitler, P. Westlake, T. Charles, J. Johnson

**Guests:** Tiffany Cecchetto, CPA, CA, KPMG

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

### 1. Approval of the Agenda

Staff positions and organisational structure added to item 9.

Motion

The agenda of the January 9<sup>th</sup> meeting of the NFLGC Board of Directors is approved.

Moved by: J. Hammond

Seconded by: S. Rocco

Carried

### 2. Declaration of Conflicts of Interest

No conflicts of interest declared.

### 3. Approval of Minutes of the December 16, 2024 Meeting (attachment 2)

Motion

The minutes of the December 16, 2024 meeting of the NFLGC Board of Directors are approved.

Moved by: L. Schmidt

Seconded by: J. Hammond

Carried

### 4. Presentation of the 2023-2024 Audited Financial Statements and Audit Findings (attachments 3, 4)

C. Kissmann introduced Tiffany Cecchetto, Lead Audit Engagement Partner with KPMG

T. Cecchetto reviewed the 2023-2024 draft audited financial statements, highlighted key points, explained the accompanying notes, and guided members through the Combined Audit Planning and Findings Report for the year ended June 30, 2024.

The \$28,400 decrease in operating surplus from 2022-2023 (\$45,876) to 2023-2024 (\$17,476) is primarily due to the cost of the HVAC system installed during 2023-2024, which was financed through an 8-year loan. The annual amortization of the HVAC system is \$28,000, and the loan incurs \$15,000 in interest annually. As a result, the Club needs to generate an additional \$40,000 in revenue each year to cover the ongoing costs of the leasehold improvements.

T. Cecchetto explained that fees paid in advance, unused donations, and restricted funds—such as the WiseGuy and Walmart donations for trampoline equipment and funds raised through Bingo and Lottery, which are restricted by the Alcohol and Gaming Commission of Ontario (AGCO)—are included in deferred revenue. These items are itemized in Note 5 of the financial statements. The Board should always ensure that cash and cash equivalents exceed the total deferred revenue, as this represents cash received with an obligation to be spent for its designated purposes.

Three areas for improvement in internal controls were noted:

- Establish a formal process for consistently tracking and properly recording inventory (e.g. medals) throughout the year to maintain accurate financial records.
- Implement formal employment contracts or letters for all part-time employees, ensuring clarity on terms of employment and alignment with the Board-approved annual salary grid.
- Discontinue the use of email transfers for payments and ensure all payments are made by cheque or EFT payment requiring dual signatures or approvals, to ensure all payments are properly authorized before processing.

Board members expressed their appreciation for the auditor's presentation, noting that it was respectful, non-accusatory, and demonstrated an understanding of the challenges of operating a small nonprofit. They found the tone to be relaxed and personal, which fostered a positive and engaging atmosphere.

Motion

That the Niagara Falls Lightning Gymnastic Club Board of Directors approves the audited financial statement for the year ended June 30, 2024

Moved by: L. Schmidt

Seconded by: L. DiBacco

Carried

## **5. Appointment of Auditor for 2024-2025 fiscal year**

C. Kissmann reminded the Board of the RFP process conducted in November, in which KPMG was selected as the successful proposal. The awarded contract is for a period of five (5) years, subject to annual reappointment at a meeting of members, contingent on the auditors' satisfactory performance and the Board's approval.

Motion

That the Niagara Falls Lightning Gymnastic Club Board of Directors appoints KPMG LLP as auditor for the 2024-2025 fiscal year.

Moved by: J. Hammond

Seconded by: S. Rocco

Carried

**6. President's Update**

The Board acknowledges the resignation of Ben Abucay effective January 9, 2025 due to competing time commitments. The Board expresses its gratitude for his service and contributions to NFLGC.

The President reported that Ontario Gymnastics Week is scheduled for February 8-14, 2025. Our club will participate by displaying posters, participating in challenges, and engaging in various social media activities to celebrate the event. Gymnastics Ontario encourages all member clubs to join in the festivities, offering resources such as social media challenges, the Ontario Mass Routine, and downloadable materials to enhance participation. For more information and resources, visit the official Ontario Gymnastics Week page. [Gymnastics Ontario](#)

Competitive athlete jackets have arrived and are currently being distributed to the athletes.

**7. Strategic Plan (attachment 5)**

S. Rocco previously shared the draft Strategic Plan with members and invites members to provide input. The draft can be accessed on The Lightning Link at [VMOSA – Lightning Gymnastics.docx](#) for collaboration.

**8. Financial Update**

**a) Financial Statements at December 31, 2024**

C. Kissmann reported that the financial statements for December 31, 2024, are not yet finalized due to preparations for the audit. The financial statements as of September 30, 2024, were circulated via email last month. The December 31, 2024, statements will be sent to Board members via email before the end of January and will be presented for approval at the February Board meeting.

**b) 2024-2025 Budget and Projections to June 30, 2025**

C. Kissmann reported that the 2024-2025 budget and projections to June 30, 2025, will be circulated to Board members via email before the end of January and presented for approval at the February Board meeting. A projected shortfall of approximately \$50,000 is anticipated based on current information. The 2023-2024 fiscal year ended with a \$17,000 surplus, bolstered by \$70,000 in proceeds from the Lightning by the Falls event. Assuming no significant changes to other revenues or expenses compared to last year, the organization is facing a

\$50,000 shortfall for the current fiscal year which it needs to raise through additional fundraising.

## 9. HR Update (In Camera)

## 10. Operations Update

### a) M365 Migration

C. Kissmann provided an update on the club's email and file-sharing systems.

- The Club was approved for Microsoft non-profit licensing. We have been granted up to 10 free Standard M365 licenses and up to 300 Basic M365 licenses plus reduced pricing on other applications. Licensing includes email, office applications such as Word and Excel, SharePoint, Teams and other applications.
- The M365 tenant has been successfully set up with the domain lightninggymnastics.org (website is lightninggymnastics.ca)
- A SharePoint platform, named The Lightning Link, has been created to facilitate internal information sharing, collaboration, and file storage.
- Plans are in place to create a site under The Lightning Link accessible to all members. This site will serve as a platform for sharing information and engaging with members, distinct from the club's public-facing website, which is primarily for promoting the club and recruiting new clients.
- All board members and staff have been assigned an @lightninggymnastics.org email address and login and shared mailboxes have been created for key positions and roles, including info@, president@, finance@, fundraising@, etc.
- C. Kissmann has completed migrating files from Google Drive to the new file structure on The Lightning Link and will work with the Office Assistant to set up the office computer and migrate emails from the Gmail account to the new info@lightninggymnastics.org mailbox.
- Board members are reminded to send C. Kissmann their bios and headshots for inclusion on the member site and the public website.

### b) Cameras

With B. Abucay's resignation, C. Pitul will take charge of getting a quote and getting the cameras installed.

### c) Website

In his resignation letter, B. Abucay offered to continue with the redesign and migration of the club's website, targeting completion by the end of the fiscal year. C. Pitul will let him know that the Board appreciates his offer and would like him to proceed if it's not too much of an imposition given his other commitments and he feels he can complete the project by the end of June.

## 11. Fundraising Update

In light of the need to generate additional fundraising revenue to bridge the projected shortfall noted above, members discussed strategies to increase fundraising revenue over the next 6 months, including:

- Launching additional fundraising initiatives
- Providing incentives for competitive families to exceed their \$400 fundraising commitment
- Expanding opportunities and incentives to include recreational families
- Setting an overall fundraising target, with a visual representation of progress (e.g., a large thermometer in the lobby)
- Publish a list of fundraisers for the remainder of the year, with specific targets for each fundraiser
- Allow for multiple fundraisers to run simultaneously as long as they focus on different items (e.g., wine and cookies)
- Focus on fundraisers offering items families already intend to purchase, minimizing the perception of burden

#### Fundraising Committee:

- Create a Fundraising Committee to oversee and drive the overall fundraising strategy and individual fundraisers
- Committee membership will include representatives from competitive and recreational families, the Board, and the fundraising coordinator
- Responsibilities of the committee include:
  - Planning and executing fundraisers
  - Monitoring progress and reporting to the Board
  - Developing new ideas and ensuring community engagement

#### Major Event:

- Replace "Lightning by the Falls" with a large-scale event that attracts both community participation and corporate sponsorships.
- Proposed event would showcase gymnasts (e.g., Junior Olympics) while generating additional revenue.

#### Upcoming Fundraisers:

- Arrangements have been put in place for the following fundraisers:
  - MacMillan (cookie dough and frozen food) (February)
  - Konzelman Winery (March)
- Planned fundraisers include:
  - Carwash & BBQ (June)
  - Big Red Meats (May)
  - Calendar lottery (April)

Consideration will be given to replacing the calendar lottery with a "Catch the Ace" campaign next year. C. Kissmann will share the research she did on Catch the Ace and other fundraisers with the fundraising committee.

Kick off and unveiling of the **2025 Fundraising Drive** at the upcoming Meeting of Members on January 28.

Members also discussed ways to ensure compliance with fundraising and volunteer commitments required in competitive contracts, including invoicing and collecting buy-out charges from members who have not met their commitments. Members will be provided with monthly statements outlining their fundraising and volunteer hours to date and reminded that they will be invoiced if contractual commitments are not met.

#### Motion

That a Fundraising Committee be formed, led by the Fundraising Coordinator and the President, and include interested Board members and volunteers from competitive and recreational families. The committee will report to the Board and be tasked with planning and executing the 2025 Fundraising Drive, organizing fundraisers, monitoring progress against the target, developing and implementing new fundraising ideas and ensuring community engagement.

That competitive families be offered a credit of 50% of the amount they raise over their commitment, to be applied to their next month's payment or following season's fees.

That recreational families be offered a credit of 50% of anything they raise as a credit against their next month's payment or following season's fees.

Moved by: C. Kissmann

Seconded by: J. Hammond

Carried

## 12. Facilities Update

- The landlord advised the power would be out from 6 p.m. Saturday, January 11, to approximately 8 a.m. Sunday, January 12. This will not affect classes as Saturday classes are over at 4 p.m. and Sunday classes start at noon.
- To address the storage situation, we have purchased an industrial shelving unit that will be installed against the wall to the right of the entrance as you walk in. Items that can be placed in totes will be stored on the shelves, while other items will be stored in the space behind the trampoline, freeing up clutter in the electrical room. P. Westlake, with the help of volunteers, will be installing the shelving Sunday morning. C. Kissmann will obtain a curtain to hang in front of the unit to make it more aesthetically pleasing.
- We are also looking at installing a keypad for the main entrance for better security in the evening and Sundays. Parents picking up their gymnasts will be able to use the keypad to enter the building. The deadbolt would still be used outside of class times.

- Also planned is installing a window (glass or plexiglass) on the door going into the gym from the foyer to reduce the risk of injury. As the door swings inwards and there is no visibility, children have been hurt by the opening door.

### **13. Other Business**

#### **a) Foam pit (inflatable and above ground)**

C. Kissmann advised she needs estimate for the construction of an above-ground foam pit to be included in grant applications. She will send the information she has to Board members.

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

Four Board members have yet to advise they have completed the two required courses. Board members reminded to complete the training and advise A. Sitler and C. Kissmann once completed.

#### **c) Board Member Information forms and Code of Conduct Acknowledgement**

The club is required, under the Ontario Nonprofit Corporations Act and the Ontario Corporations Act, to update the Ontario Business Registry with Board members names and addresses. CRA may require social insurance numbers of board members for compliance and banking authorities may require other information such as citizenship, date of birth and identification. Prospective members must be notified that a minimum they must provide their legal name and address for the Ontario Business Registry and possibly other information if requested by CRA or banking authorities.

### **14. Next Meeting**

Monday, February 10, 2025 (in person) – to look for alternative locations

Special Meeting of Members: Tuesday, January 28, 2025 (virtual)