



# GYMNASTICS NOVA SCOTIA

5516 Spring Garden Road, 4<sup>th</sup> floor, Halifax, NS B3J 1G6

Tel: (902)425-5450, ext. 338, fax: (902)425-5606

Web page: [www.gymns.ca](http://www.gymns.ca)

e-mail: [gns@sportnovascotia.ca](mailto:gns@sportnovascotia.ca)

## Board of Director's Zoom Meeting Monday, September 14th, 2020, 9:00am

Zoom meeting link -

<https://us02web.zoom.us/j/89670596280?pwd=R3dHQ3BkT3pHczExZ25KOTc1NjVCdz09>

Meeting ID: 896 7059 6280

Passcode: 420360

One tap mobile

+12042727920,,89670596280#,,,,,0#,420360# Canada

+14388097799,,89670596280#,,,,,0#,420360# Canada

### FINAL MINUTES

#### 1. Call to Order 9:08 am

Kristen Mercer, Susie Gallagher, Nick Lenehan, Ted Higney, Abby Murrin, Thorne Sutherland, Jason MacLeod, Megan Looke, Stewart Gunn, Carol Anne Prost, Eleanor Melrose, Cathy Huntington, Staff: Angela Gallant Executive Director, David Brown Technical Director

Regrets: Sherry Watters

#### 2. Approval of Agenda

**Motion** to approve the agenda

*Moved by Ted Higney, Seconded by Stewart Gunn*

*All in Favour*

*Motion passed*

#### 3. Adoption of Previous Minutes – 2 sets (June 18<sup>th</sup>, 2020 and July 7<sup>th</sup>, 2020)

**Motion** to approve previous 2 sets of minutes (June 18<sup>th</sup>, 2020 and July 7, 2020)

*Moved by Jason MacLeod, Seconded by Ted Higney*

*All in Favour*

*Motion passed*

- Business Arising / **Pit use for trampoline motion** for Competitive (sent September 11, 2020)

Susie asked if there were any comments. The discussion was all in favour of opening the pit to competitive training.

**Motion:** To allow open foam pit use for competitive programs. Following successful returns to programming and the implementation of cleaning protocols across the board over the last 2 months, this will allow competitive athletes to return to new skill development as we begin our 2020-21 season.

*Moved by Stewart Gunn, Seconded by Ted Higney*

*All in Favour*

*Motion passed*

- Action items

**Previous meeting action:** to make sure that the committee chairs meet on an annual basis. (David) This will happen as part of the fall workplan.

**Topic items for this committee chairs meeting:** to include judging honorarium and who pays for judge travel. David will set up an email chain to get this ball rolling. This will remain on the agenda.

*David provided an update and the scheduling for this will begin this week*

#### 4. Covid-19 Updates

- Return to Play / 2021 Competition including provincials and Team NS competitions

Not sure if we should put out call for Provincials or Atlantics – what do we feel we should be doing this year? Titans has put their annual meet (2<sup>nd</sup> week of Jan) in their calendar. There is a feeling that meets will be able to happen, but they will look very different. If numbers continue to be low, we should be able to run. Competition season but it may start later than in a normal year. NB has decided to host meets but with no spectators. This would be a good conversation with Committees chairs and the TD. There are options as to how these meets could run.

- CEWS funding –  
**Current meeting action:** Angela will be applying for CEWS funding for July and August
- Federal Funding for CSO's And PSO's – Angela indicated that she applied for the federal funding that is available through the province for PSO's for Stage 1. The CSO applications are due to GNS tomorrow and Angela will send a reminder to clubs today regarding these applications and the September 15<sup>th</sup> due date.

#### 5. **GNS Insurance Policy update – 2020-2021**

Angela had a brief conversation with Scott Robinson. We are looking at a member fee of \$16 per member and will pay a deposited amount based on our 2019-2020 numbers. Due to the uncertainty with Covid, if we have lower numbers than last year, we will receive a rebate however if numbers are higher than last year, we will be invoiced for the additional amount. There will also be a \$10 / birthday party charge and we may need to submit names of each party to the insurer.

#### 6. **GNS Strategic Plan**

**Previous meeting action:** 12-month plan to show how the Strategic Plan and the outcomes will be completed. Future GNS board agendas will reflect the outcomes and Strategic Plan and a record of their progress. Angela and David were tasked to do a 12 month plan.  
*Update: David and Angela have started to discuss this and will continue to move forward. They have an upcoming meeting with Blaise Landry and Mike Hudson on this and will report back at the next GNS meeting.*

#### 7. **GNS Budget – 2020-2021**

Current pathways breakdown has been MAG - \$12000, WAG - \$12000, T&T - \$6000

**Previous meeting action** for the 3 Committee chairs to have a discussion on how we divide funds for pathways (David has this in his meeting agenda for Program committees)

#### 8. **Safe Sport Policies**

**Previous meeting action** remains to have legal personnel review policy manual once all Safe Sport amendments are completed. The policy manual is ready in draft form and Angela has sent it to Sport and Law a quote on a legal review. She will also send it to a local law firm for a quote and she has applied for funding. Angela increased the ask for the S4S grant based on the S&L quote. If we are able to get more funding that would be another reason to go with Sport and Law.

*Nothing new from SNS. Angela did receive an email from Sport and Law asking where we were on this. As we have not heard from SNS there was nothing to reply. Blaise has offered up another name of someone who can review for us. Angela asked “do we get the policy review done now with our current Safe Sport policies or leave them out in case we adopt the Provincial (SNS) Safe Sport policies?” The SNS guidelines may be a year away.*

*Nick reminded the board that the review was to make sure our policies did not conflict with the Safe Sport policies.*

**Current meeting update** - Angela gave an update that \$2500 was approved as a Support4Sport PSO project to complete a legal review. It was agreed that GNS proceed with a legal review using our current safe sport policies as opposed to waiting for the Sport NS Safe Sport Policy Suite that is being developed by Sport & Law.

**Previous meeting action:** to ask about members “not in good standing” during the legal review. Nick identified that we can withhold membership for members “not in good standing”. We need to clarify what “in good standing” is? Does it mean more that have you paid your fees. There are many other scenarios that could be considered as not in good standing. This will be asked when we go through the Legal review. We still need to clarify what is: “In good standing.” *This will be a part of the Legal review.*

**Previous meeting action:** Establish and support a Safe Sport Working Group with representation from the Board of Directors, Gymnastics Nova Scotia, athletes, coaches, officials, and external experts, as appropriate.

Vaughn is still working on this and he has all but 2 confirmed.

*Susie asked about the safe sport working group. Vaughn gave an update to the progress on this committee. Currently looking for an athlete or former athlete to serve on the committee. David to follow up with Vaughn*

*Update; Vaughn replied in an email stating:*

*“If someone else would love to be the chair I will gladly pass that along!*

*I was stating that I could stay on the group if needed as it seemed that it was difficult to get a group of 5 together. All I knew was that as the SafeSport director I was supposed to put together 5 names, but it was sort of unclear what the group meant besides a new part of our policy.”*

*If someone wants to replace me entirely I'd be fine with that as well!*

*Vaughn*

## 9. GNS Annual General Meeting

### • GNS Board positions - update

**Previous meeting action:** Nick will create a draft flow chart to explain for the board the concept in greater detail.

*Nick discussed how the board will meet after the AGM to move people around to different positions.*

*People will be elected as either a Director or Member-at-Large. The board can then move Directors within director positions and move Member-at-Large among these positions as they see fit.*

What positions will we need for this upcoming year? There were suggestions from the group and the following were identified:

- Competitions Chair -Kristen Mercer/Stewart Gunn (Stewart has offered to help out with Ed and Rec if needed)
- Safe Sport Chair – Jason has offered his leadership
- Covid Chair- Carol Anne has offered to take the lead on this portfolio
- Social Media and Marketing Chair- Abby Murrin
- Awards Chair – vacant at this time
- Special Events Symposium/Gymnaestrada - Eleanor Melrose (will need to be appointed by the board)

\*\*Uniforms – This has recently been addressed by Susie. In the future it could be administered by other committee(s) as needed.

\*\*\*It should be noted that these positions are appointed by the board.

There was discussion on amalgamating some committees. It was discussed not to lose sight of the importance of Safe Sport as a separate entity.

There was a discussion about having Carol Anne move into an executive role. Carol Anne offered to take on the Covid portfolio as well. She is uniquely qualified for this.

**MOTION:** It was moved to accept Carol Anne Prost as a Director on the GNS Board.

Moved by Susie Gallagher, Seconded by Thorne Sutherland

All in favour

Motion passed

### **Directors**

MAG	Nick Lenehan
WAG	Ted Higney (subject to ratification at the AGM)
T and T	Thorne Sutherland
Ed and Rec	Megan Looke

Chair	Susie Gallagher
Vice Chair	Carol Anne Prost
Treasurer	Sherry Watters
Secretary	Cathy Huntington (this is a floating position as the role of recording secretary is performed by staff at this time)

The assigned roles were determined through board discussion.

**Current meeting action item** We will need to look at last year's awards that were not presented and determine how to proceed with getting them out to the membership. This will be looked at during a later meeting.

- **New GNS Board and any annual changes**

- **Regular meeting times – discussion**

- There was discussion on determining a meeting time. Meetings will be scheduled based on the majority availability. Friday Mornings are a possibility. Angela will carry out a survey to determine next meeting date.*

- **Board confidentiality form as discussed previously –**

- Current meeting action item:** *Angela will be distributed this form for signing*

## 10. Reports

a) President - Vacant

b) Vice President & Uniforms – Susie Gallagher

**Previous meeting action:** Jamie Ferguson suggested that Susie should take the lead on staff annual reviews and she will liaise with Erin from SNS for assistance on annual reviews/performance appraisals. *Update: Susie is working on reviews. But they are not complete – This will happen as time permits.*

**Previous meeting action:** Susie will have GK do up a sample suit. GK is fully closed at this time. This may take time.

*Update: Everything is shut down*

*Susie has since been in contact with Leisa at La Boutique*

c) Executive Director – Angela Gallant – Angela distributed a report and reviewed a few items

There was brief discussion on the memo from the Insurance broker on use of recreational trampolines in clubs. At this point it appears they will not be permitted. Angela is seeking clarification as there are significant differences in the quality of “recreational” trampolines.

**Previous meeting action:** Angela will put the call out for a host club for Atlantics. If there are no takers, we will need to determine what to do next.

Atlantics: there was a discussion on Atlantics and whether if we have the event will the other Provinces attend. We also need to identify who can host and can we get hotel space etc. Whoever takes on this role will need time to get things organized

**Previous meeting action** *Atlantics Gymnastics Championships hosting – waiting until the fall to put bids out Angela will notify clubs that we are next to host so clubs can think about it over the summer. –*

*Update: Angela will send out a notice to clubs letting them know we will make a decision about Atlantics by Oct 15<sup>th</sup>*

*There was a brief discussion on what Atlantics would look like with respect to broadcasting*

d) Technical Director Report – David Brown - David gave a verbal report

e) Treasurer – Sherry Watters – no report at this time

f) Women's Program Committee Director – Eleanor Melrose and Ted Higney

Held first meeting recently. Most WAG clubs are back in the gym – discussion on Pathways plan – just getting back up and running

g) Men's Program Committee Director – Nick Lenehan – nothing to report

**Previous meeting action:** UCIC Cheques to Alta and Titans - we need discussion on these as the event was cancelled

h) Trampoline/Tumbling Tech Committee Director– Thorne Sutherland

Tech meeting on Saturday past – hoping to return to comp as soon as possible – Kai has been named to Senior Team

i) Education/Recreation Director – Megan Looke - Nothing to report

j) Social Media Director – Jason MacLeod - Nothing to report

k) Safe Sport Director -

l) Events Chair -

m) Competitions Director – Stewart Gunn Nothing to report

n) Historian & Awards Director – Carol Anne Prost Nothing to report

o) Conflict Resolution Director – Ted Higney Nothing to report

**11. New Business**

- **Other** - Virtual meetings document -  
Angela discussed the document and presented as a tool we should have in place.

**Previous meeting action** It was agreed that board members will review the doc for next meeting. *This action was delayed until the next meeting in the essence of time. The GNS AGM was about to start.*

**Current meeting action:** *Angela to re-send this document for discussion at the next GNS meeting so people have a chance to review it again.*

**12. Review of Motions and Action items**

**13. Next Board of Director's meeting date**

**14. Adjournment**

**Motion to adjourn at 10:55am**

*Moved by Carol Anne Prost, Seconded by Megan Looke*

*All in favour*

*Motion passed*



# GYMNASTICS NOVA SCOTIA

5516 Spring Garden Road, Halifax, NS B3J 1G  
Tel: (902)425-5450, ext. 338, fax: (902)425-5606  
e-mail: [gns@sportnovascotia.ca](mailto:gns@sportnovascotia.ca)  
Web page: [www.gymns.ca](http://www.gymns.ca)

## Board of Director's Meeting Executive Director's Report September 14<sup>th</sup>, 2020

### Registrations

The final registrations for 2019-2020 that I'm showing to date have the membership total at 6667 with 16 clubs registered. This shows a 13.4% decrease from last year's membership as was expected with Covid-19 affecting spring and summer programs. The breakdown is as follows:

Club	Members	Club	Members
Titans	1513	Dynamo	147
Alta	1512	Gymnation	137
Taiso	960	Amherst	113
CBGA	532	Empire Gymnastics	110
Spartans	435	Valley Cheer	110
Pictou County	357	Digby	81
Athletics Gymnastics	314	Association de Clare	64
Rainbow	237	Jump To It Trampoline	37
		Independent	8

<b>Final to date for 2019-2020</b>	<b>6667</b>	
Final numbers for 2018-2019	<u>7701</u>	<b>Decrease by 13.4%</b>

### GNS Policy Legal Review

I have just heard back from Support4Sport following our application for a PSO Project for a legal review back in March. A total grant of \$2500 has been allotted to this project. I will follow up again with Sport and Law as their price was changing due to Safe Sport policy suite that Sport Nova Scotia is having them develop. Once these are complete, we will need to decide if we will stay with our current policies that we have based on Gymnastics Canada's or if we wish to switch to the Sport NS ones. It is expected that they will be fairly similar in most areas.

### Funding Program Updates

- **Department of Communities, Culture & Heritage**
  - Sport Development Tool – Outcomes
    - Report on 2019-2020 Outcomes was submitted for the March 31<sup>st</sup>, 2020 deadline.
  - Block Funding - \$55,000 for April 2020 has been received. The amount will remain the same for April 2021 and also April 2022 as the new Sport Development Tool will be delayed a year.
  - Tumblebugs –\$40000 funding was received in May for the 2020-2021 fiscal year and a report was submitted to the Department in early March.
  - Participation funding amount of \$20,000 and Pathways funding of \$30,000 have both been received for this fiscal year.
  - I have applied for additional federal funding through the Department of Culture and Heritage. This is due September 15<sup>th</sup>. Each PSO will receive an initial amount of \$2000 with the possibility of more pending the formula used for calculating revenue loss.

- **Support 4 Sport**

- Coach Employment Program – this program continues to fund \$35000 of the Technical Director salary and has been very beneficial to GNS. This will continue in the current terms of the agreement for an additional year until 2022-2023 due to the delay in the Sport Development process.
- Performance pathway funding - Funding amount will stay at \$30,000 up to and including 2021-2022 year as a result of the Sport Development Tool. This may be extended an additional year due to the delay in the Sport Development tool process.
- Participation Development Funding –\$20,000 each year extended until 2022-2023 year. **Birthday party and one-time visitor numbers may be able to be used in future data uploads in a new category that will be considered by the Province when looking at overall participation numbers.**
- PSO Project Applications –available to apply on a monthly basis
  - \$2500 approved for legal assistance for Policy Manual review
  - Application for Gymnaestrada will be applied for in next fiscal year
- High Performance Coach Applications to date
- Individual Coach applications
- Individual Officials applications
- Athlete Tier Funding - 2020-2021 applied for to date – Amounts submitted and approved to date
  - Kai Dwyer – approved \$1500
  - Tier 6 (PSO Funding Card 2020-2021) – due March 15<sup>th</sup>
  - Ignite Program recommendations

#### **Covid funding**

- CEWS received for the first 4 periods (March to June): \$29547.74
  - Applying for July and August in the coming days with the new process.
- S4S Covid funding in May to cover fixed expenses after revenue loss: \$3062.33
- Applied for Federal funding for Gymnastics NS through the Department of Culture & Housing program. \$2000 will automatically be received by each PSO with possible additional funds based on percentages of revenue loss. There are a total of 3 application periods for this.

#### **Landry Fundraiser**

David did a great job organizing this fundraiser for the Landry family. A cheque has been written to the Landry's in the amount of \$1450.53 and will be distributed to Michelle in the coming days. Thanks to everyone for your support on this.

#### **GNS Bursaries**

The selection committee completed the selection process for the GNS Bursary in June and were very impressed with the accomplishments and work ethic of all of the applicants. The committee is pleased to announce the following four recipients of the \$500 GNS Bursary for the 2020-2021 academic year:

- Jeremy Barthololmeusz (Alta) – Dalhousie University
- Will Black (Alta) - Waseda University
- Kirsten Lawrence (Aerials) – Acadia University
- Alex Miller (Alta) – Dalhousie University

Congratulations and best of luck in your future endeavours!

Respectfully Submitted:

Angela Gallant, Executive Director

# GYMNASTICS NOVA SCOTIA

## ELECTRONIC MEETING GUIDANCE

### PRINCIPLE

The need and advantages to holding electronic meetings from time to time is both acknowledged and necessary and the By-Laws of the Association do not require in person meetings. This document is intended to provide guidance for Gymnastics Nova Scotia when holding and participating in electronic meetings.

### GUIDELINES

These Guidelines provide for the use of electronic means for the holding of meetings of the Members, Board and Committees of a board, including a committee of the whole board.

Electronic meetings may be used to hold Member, Board or Committee meetings subject to due notice requirements for any such meeting being met (or waived by unanimous consent in special circumstances).

All participants must have access to the necessary equipment for participation. A right of membership is participation; therefore, the technology used must be accessible to all members to be included in the meeting.

All rules pertaining to in-person Member, Board or Committee meetings apply equally to electronic meetings if required, for example, notice, pre-meeting package requirements, quorum, minute taking, voting, confidentiality requirements, etc.

All provisions and guidelines related to in camera meetings and conflict of interest will apply equally for electronic meetings of the Members, Board or Committees.

Subject to any conditions or limitations provided for by law, Regulations, Bylaws or these Guidelines, a member, board or committee member who participates in a meeting through electronic means shall be deemed to be present at the meeting and will be recorded as in attendance at and part of the quorum of the meeting.

### ELECTRONIC MEETING PROCEDURE

- The Chair of the Board or Committee or their delegate will be the Presiding Officer of the meeting.
- Any technology employed will enable every participant to hear and be heard by all other participants in the meeting.
- The Chair will ensure that declarations of conflict of interest are heard by all present and that those participating have an opportunity to verbally declare any conflict.
- The meeting will be administered in such a way that the rules governing conflict of interest of are complied with.

- The electronic means will enable appropriate processes to ensure the security and confidentiality of proceedings.
- Attendance shall be taken and duly recorded to ensure participants are recognized as in attendance.
- Participants will identify themselves before speaking in order to assist the recording secretary in recording the minutes.
- Those participating in an electronic meeting shall notify the Chair of their departure (either temporary or permanent) from the meeting, before absenting themselves, in order to ensure a quorum is maintained.
- All meeting participants must have a copy of the meeting package including the agenda prior to the meeting for reference during the electronic meeting.
- Wherever possible, Motions coming forward at the electronic meeting should be prepared ahead of the meeting with one of the eligible members indicating their willingness to let their name stand as mover, and another as seconder. Prior to the vote, the Chair will read each motion and indicate the member who is moving and seconding the motion.
- Voting at electronic meetings shall be carried out as follows to ensure that accurate records of votes are maintained:
  - When a vote is called, opposition to the motion is called first.
  - If no one is opposed, the motion is considered carried.
  - If there is opposition, a roll call vote is held, and the chair will announce the number of votes cast in favour or against the motion and whether the motion is carried.
  - The Presiding Officer will make the decision as to whether the motion was carried or defeated.
  - When the technology does not allow for those votes requiring a secret ballot, a confidential email should be in place between meeting participants and the scrutineer to facilitate secret votes.
- To avoid as much disruption as possible and to support seamless dialogue and debate, all participants will keep their electronic devices on mute unless speaking.
- Any open chat windows in the technology must be used only to resolve technological problems – it should not be used for side discussions, lobbying other members and participants or voicing support for motions on the floor. Members, Boards and Committees meet and have authority only as a collective with due order.

**Review: Annually by Governance & Nominating Committee**



## UNDERTAKING AND CONFIDENTIALITY AGREEMENT for VOLUNTEERS

I, \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the Province of Nova Scotia, do hereby and acknowledge and agree that I am aware that I will obtain confidential information during the course of my volunteering, and agree with Gymnastics Nova Scotia (GNS) that all information obtained by me has been given to me on a confidential basis, and that while volunteering and subsequent to my volunteering, the information obtained by me shall not be disclosed by me to any person other than a person to whom such disclosure is required by law or in the normal course of my assigned duties with GNS, and that I will direct any such person to whom the disclosure is made, to keep the information confidential.

I further acknowledge and agree that, in the event I breach a condition or provision of the Undertaking, GNS will have the absolute right to refuse my services as a volunteer and terminate my relationship with GNS. I hereby agree and undertake to indemnify and save harmless GNS from and against any and all liability, loss, damages, costs and legal expenses of any nature which it may herein incur, suffer or be required to pay by reason of my failure to comply with any of the terms and conditions of this undertaking.

\_\_\_\_\_  
Name of Volunteer

\_\_\_\_\_  
Witness

Signed \_\_\_\_\_

Date \_\_\_\_\_

*You will breach confidentiality when:*

- You discuss with any outside party, member or Director, the content of any conversations you have overheard in the GNS office, at Board meetings, either between two or more people or on the telephone.*
- You discuss with any outside party, member or Director, any ongoing negotiations being undertaken by yourself or any other agent of GNS.*
- You discuss with any outside party, member or Director, the status of any other member or club.*
- You discuss with any outside party, member or Director, any issues that are not within the definition of public knowledge until such time as directed by your supervisor to do so.*
- You misrepresent yourself in correspondence, e-mail or other method of communication either by failing to identify yourself as the sender or by intentionally or unintentionally not acknowledging yourself as the sender.*