



GYMNASTICS NOVA SCOTIA

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Board of Director's Meeting
Monday, April 6th, 2020, 7:00pm
Zoom Meeting

MINUTES

1. Call to Order 7:06 pm
In attendance: Susie Gallagher, Nick Lenehan, Sherry Watters, Eleanor Melrose, Stewart Gunn, Carol Anne Prost, Jason MacLeod, Ted Higney, Vaughn Arthur, Megan Looke
Staff: Angela Gallant Executive Director, David Brown TD
Regrets: Thorne Sutherland, Mel Wallwork, Cathy Huntington

2. Approval of Agenda

Motion to approve the agenda

Moved: Jason MacLeod, Seconded: Vaughn Arthur

All in favour

Motion passed

3. Adoption of Previous Minutes

Motion: To adopt previous minutes

Moved: Ted Higney, Seconded: Jason MacLeod

All in favour

Motion passed

- Business Arising
- Action items

Previous meeting action: – Equipment check list -

David gave an update based on his attached TD report about the use of Equipment Checklist and how they can be used as a "best practice". This could be a symposium topic with the right person presenting. Bill Rhoades was suggested. David will follow up with Bill.

David gave a brief update

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.

Previous meeting action: to look in to Zoom as an option for further GNS meetings in order to allow more board members to be "present" in board meetings without having to travel.
Angela sent out the pricing matrix for Zoom. The business plan is \$27 per month, the Pro plan is \$20 per month but has limitations as to the number of hosts. There was discussion about how committees are meeting now and how zoom might fit in if they were to have a host account.

This was completed and seems to be working well. We are still learning how to make it work best for us.

Previous meeting action: Ignite - David will follow up on status with CSCA

David commented that Sarah MacNeil is the new contact and he reached out to her asking what the new protocols are. He has not heard back from her as of the April 6th meeting.

Susie asked if Evan was still involved. David thought no, that it was in Sarah McNeill's hands. **Update:** Evan may be involved in the final stages of selection. Sarah was not sure. David B will continue to follow up.

Update: David received an email from Sarah McNeil April 7th am. The process will be an application submission on CSCA website. They will email PSOs when the application is live and what the deadline for submissions is. They haven't made a decision yet as to when they will be accepting applications since there is still so much uncertainty around the ongoing and upcoming school year.

4. Covid-19 Updates

GNS sanctioned on-line gymnastics class videos by member clubs as long as the videos are consistent with gymnastics LTAD, safety and teaching methodology. Clubs must submit the video web location to GNS for review and monitoring.

Previous meeting action: Nick will draft a standard disclaimer for clubs to use. We will pass it on to the insurance broker for review

This was completed and passed onto the broker and he gave approval. (Note the disclaimer below in the minutes. We have also provided this information to other provinces. Other Provinces are allowing it to happen but not sanctioning it.

Motion: It was moved that GNS will sanction online gymnastic class videos by member clubs as long as the videos are consistent with gymnastics LTAD, safety and teaching methodology. Clubs must submit the video web location to GNS for review and monitoring.

Please send video web locations to: gnscoach@sportnovascotia.ca

The following disclaimer is required to be at the beginning of the videos:

All actions and movements shown in this presentation follow a skills and progression based model of learning, subject to the Gymnastics Canada LTAD and sanctioned by Gymnastics Nova Scotia. The material found within is general in basis and does not take into account individual needs or limitations. Anyone who applies this program on their own does so at their own risk.

A message from our insurer indicates the following: It would be ideal if clubs can get the viewer to click on the disclaimer to agree. If not, the disclaimer has to be so noticeable that it can't be missed (e.g. right across the screen at the start).

Rhythmic BC has developed an online strength and flexibility program.

Diving Canada has been doing one hour stretching video. GCG is looking into guidelines about what you can do at home. <https://livestream.com/accounts/802858/dpc>

David discussed the videos Martha produced on our behalf.

Action We will make the conditioning video made by Martha available to all member clubs.

Motion: It was moved that each program committee (MAG, WAG and TTPC and GNS) will contribute equally to cover the costs (subject to funding) of the training videos prepared by Martha and that these videos will be made available to all member clubs.

Moved: Stewart Gunn, Seconded: Ted Higney

All in favour

Motion passed

Ted asked about insurance for the videos, are we still covered? Yes as long as they are following the disclaimer. Coaches who are laid off are still considered members of GNS until the end of the insurance year and therefore are covered under our insurance.

Online member club meeting

Angela described the online member club meeting. 22 people in total were on the call. The minutes from this meeting were distributed to the membership

Angela will continue to post updates from the Province and memos relating to Covid on the web page and to send it out to the member clubs. Susie noted that the online meeting was very helpful.

5. GNS Strategic Plan

Previous meeting action: Angela and David prepared the outcomes due Feb 15th based on the Strategic Plan and the Sport Development tool. Angela passed out hard copies of the outcomes and noted we need to develop a 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: This has not been started but now that things are settling Angela and David will get started on this.

Previous meeting action: It would be beneficial to have a small committee to brainstorm how we will establish reserve fund. Perhaps 5 or 6 people. This will be tasked to the three program chairs, the finance person and staff. Angela and Sherry will be meeting in the next couple weeks to map out the next stages for this project.

Committee structure: Angela, David, Sherry and 3 program chairs will make up this committee. Susie commented that one thing to start with is; money that we have not used for Atlantics, Eastern's and Canadian's can be put into savings. Angela commented that with a negative bottom line we may need to redirect that money to create a break-even budget.

6. GNS Budget – 2020-2021

Previous meeting action: All technical committee chairs should have their estimated budget requests in to GNS by Friday, April 3rd.

Angela noted that based on the numbers she sent out today (attached) we will be operating with a negative budget. Angela tried not to put too much in for membership due to Covid-19. Also decreased expenses to GCG for membership. Angela mentioned that she also did not include 15K in prepaid expenses that we have as a credit for Atlantics flights which we hope to be able to use for next years Atlantics.

Nick commented that if we needed to remove funding to bring the budget close to zero it might be "special projects". Angela commented that this \$5000 could go to support clubs and possibly some of the net revenue for last fiscal. This net revenue is currently showing as 35K however some of this will need to go in to deferred revenue and some adjusting entries for year-end still need to be completed. Nick noted that the GymCan AGM meeting will most likely be virtual so this will also save us. Only \$500 has been budgeted for this year in case of registration fees or other.

Action: Set GNS board meeting costs at \$1000.00 instead of \$1500 since we can use Zoom and people won't have to travel as much.

In the proposed budget, pathways and officials tax just roll over from the previous year. There is a set number that these top out at. Any rollover would be deferred revenue from 2019/20. The three Program Committees can't just automatically roll over their committee funding.

Angela included the amount requested by each program committee for this coming fiscal in the proposed budget. It is hard to do a budget until we know when things will get back to normal.

WAG asked for 3K to be deferred from 2019-2020 in to this fiscal. Ted commented that that is all up in the air now but they are hoping to run a camp this year.

MAG asked to carry over pathways funding and officials tax. Not looking to carry anything over from committee funds.

TTPC not much to be carried over in committee funds – approximately \$300 max

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

For Pathways, Thorne asked if it would be possible for T&T to receive a more equitable amount of the funding? They are putting larger numbers towards Nationals. We need to look at why the breakdown is the way it is. It needs to be revisited once we are back in the gyms. Nick asked about whether or not the Province was going to dictate how we distribute the pathways money. At this point nothing has changed.

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)

Gymnaestrada and Coach Symposium - not sure what to do with this until we know what will be happening - it will stay in the budget for now

- **Kidsport donation**

Previous meeting action: We are 3rd for the most users in this program. Angela discussed that we should revisit our contributions. This will be discussed further under budget at the next board meeting.

This topic was passed onto this meeting.

Action update: At this point, if we are going to give money it should be to clubs who are in need.

7. Safe Sport Policies

Previous meeting action remains to have legal personnel review policy manual once all Safe Sport amendments are completed. Legal review is not complete. There are some sections that will be completely removed such as the current harassment policy so it will be left on the Agenda until revisions are complete. Angela has sent this out to Susie, Nick and David for review. There was some discussion about whether for legal review should we go to a lawyer or possibly Sport and Law Group. Angela indicated there is funding available for this and she has started the application process.

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

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”

- 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.

Previous meeting action: Vaughn will reach out to approx. 5 people to make up the GNS Safe sport committee. Nick Lenehan expressed interest in being part of this committee.

Vaughn has not had an opportunity to follow up on this. He will start it as time permits

Previous meeting action: It was suggested that a more in-depth seminar be offered on Safe sport to all Team NS staff, potentially during the symposium.

Update: David noted the Elana Liberman, the safe sport lead for Sport Nova Scotia will be presenting at the Symposium. She and Nick have been in touch about doing a combined presentation.

Nick mentioned the new online safesport course He highly recommends the training

Action: David will be sending this training course out to coaches.

Action: David will prepare a workshop for coaches to understand the locker and PD points

8. Coaching Updates

- **Coaching courses**

Action: David will continue to work on making sure coach database and method for information distribution is up to date

- **Symposium / Gymnaestrada**

David gave a brief update stating that we really have no idea where we are and until we know more we cannot make a decision. The longer it goes on, the greater the chance we will need to cancel.

Nick suggested that we really should establish a “cut off” date

Action: “If we do not know by April 20th 2020 then we should drop the plans for a June symposium and Gymnaestrada”

Previous meeting action: David to contact AAI Tony Smith to see if they have a floor that we could use for Gymnaestrada

This was done but as of this meeting he had not heard back from AAI

David commented on the Rec Gym Pros virtual summit. Many NS coaches took part and they are encouraged to let David know so they can receive credit for PD points.

9. **GNS Awards – Carol Anne Prost**

Still waiting for information from WAG on S4S Awards candidates and a Junior female. As well they need Ellie’s best results and for Dave K, what competitions did his athlete do the best at. This should be coming from WAG.

MAG putting Jeremy forward for PSO Senior Male Athlete

Junior female- Jordyn Ewing - Ted will look into this.

Junior male - Kai – info from Stewart

Official: Thorne

Volunteer: Susie will send a suggestion. David mentioned someone from another member club. He will connect them with Carol Anne.

Carol Anne noted that we now have to declare up front whether the nominees are being put forward for S4S Award or PSO only

Carol Anne asked if anyone else has suggestions specifically for sponsor, to reach out to her or Angela

As an FYI, the Support 4 Sport Awards event scheduled for June 6th has been cancelled. They are working to determine how to best recognize the winners with one of the options being to still have the Awards event but at a later date.

10. **GNS Annual General Meeting – June 20, 2020**

- **Nomination process** - Our updated bylaws and policies have been accepted by RJS and they are now in effect. The new by-laws will define the nomination process for the 2020 AGM

Previous meeting action: Nick will look further into how (or if) this new process affects member-at-large positions.

Previous meeting action: Identify Gaps in board expertise - Nick commented that this was done at the Gym Can meeting and he will find that information and provide it to Angela. GNS can use the same form.

Update: Nick indicated that he had the gap analysis form but that it has not been sent out. Angela will send this out to Board members once Nick sends her the finalized version.

New Bylaws are now in effect so we will be operating under our new By-Laws

We may need to do a virtual AGM unless Registry of Joint Stocks comes up with an extension similar to what the Province of Ontario has done. We (Nova Scotia) currently need to have our AGM within 3 months of fiscal year end.

We believe that we can do a virtual AGM but we need to determine how we can accommodate voting. There does not seem to be anything in our current bylaws that states that our AGM needs to be in person.

Nominations are 30 days out from the AGM

11. Reports

a) President – Vacant

b) Vice President & Uniforms – Susie Gallagher –Wondering how we can support the clubs at this time. Once we have the budget established we need to look at what funding we can send their way.

We need to look at staff annual review and we need to make sure we are looking at staff salaries with minimum wage increase. This is generally done by the executive.

Action: Nick suggested that Susie should take the lead on this and she will liaise with Erin from SNS for assistance on annual reviews/performance appraisals.

Uniforms: Body suits are on hold. We did determine 1 suit that was a preference. Ted would like to see a sample suit first.

Action: Susie will have her do up a sample suit. GK is fully closed at this time. This may take time.

Susie asked about the status of the Track Jackets. Not sure where they are in the production. We ordered 52. Angela wondered whether GNS should keep them in inventory or distribute to clubs that ordered.

Action: Angela will follow up to see whether they started production. If they have not started to produce them, see if they can put a stop to the order.

c) Executive Director – Angela Gallant

Participated in a Gym Can conference call on April 6th– likely not to have 2020 Canadians in the fall – Maybe a smaller event in the fall but not looking like it will be beneficial

Indo's possible for November 2020 as Nov 2021 will not likely work.

Ontario has hired a lobbyist to compile info on the clubs to present to the Province for future support – questions on status of clubs, employee numbers before and after Covid etc.

GNS Staff and GymCan staff have been in discussions about what we can do to keep gymnastics in the forefront of people's minds.

d) Technical Director Report – David Brown Report given throughout the meeting.

e) Treasurer – Sherry Watters Nothing at this time

Previous meeting action: Susie noted that there should be a discussion of salary review after the minimum wage increase and cost of living for David and Angela. Susie will coordinate this.

f) Women's Program Committee Director – Eleanor Melrose and Ted Higney – Nothing at this time

g) Men's Program Committee Director – Nick Lenehan - Nothing has happened ☹️ New MAG manager at Gym Can

UCIC - Angela has sent cheques to Alta and Titans to help with athlete and coach expenses for this event as requested by MAG. Since the event was cancelled, should Angela leave it on hold? Nick does not think anything has been refunded as far as registration for the event.

Alta sent cheques to parents / Titans has cheque for their club

Alta flights all received a credit they can use in the next 2 years. They need to pay for the flights to keep the credit. Titans - West Jet was giving 13 months from departure in order to book again with no penalty. We will need to see if money needs to be sent back to GNS or can it be used for something else? Leave on hold for now.

h) Trampoline/Tumbling Tech Committee Director– Thorne Sutherland Nothing at this time

i) Education/Recreation Director – Megan Looke Nothing at this time

j) Social Media Director – Jason MacLeod Nothing at this time

k) Safe Sport Director – Vaughn Arthur

Vaughn noted one of the coaches was wondering about support for Mental Health. SNS had posted info on different help lines and online resources and Angela sent this information to clubs. Angela said that she will post this information online with the Covid-19 info. Vaughn will be looking to be on the safe sport committee working group

- | | |
|---|---------------------------------|
| l) Events Chair – Melanie Wallwork | Nothing at this time |
| m) Competitions Director – Stewart Gunn | Nothing at this time |
| n) Historian & Awards Director – Carol Anne Prost | We are currently making History |
| o) Conflict Resolution Director – Ted Higney | Nothing at this time |

12. New Business

• Other

What was the status of Provincials? Is it postponed? There was significant discussion about the extensive impact this has had on member clubs as well as the host club. Should we just cancel it?

It was noted that one club was asking about refunds as that money would be helpful at this time.

Susie discussed the need to have a conversation with Amherst Aerials about the impact of having to cancel their meet had on them. Should they be encouraged to keep more than just the already incurred expenses? Angela and Susie will reach out to them.

The question was asked; What is the host club obligated to return in terms of host fees? Keep the expenses? Should they be allowed to lose money? The cancellation is outside of the host clubs control.

What is happening to the registration fees from provincials? Provincials is a GNS meet hosted by a club. What does our policy manual say? There is not currently anything in the policy manual to address this. Titans will look into the expenses already incurred for Provincials and report back in 2 weeks (April 20th)

Motion: That due to the Covid 19 crisis, the 2020 Nova Scotia Provincial Gymnastics, Trampoline and Tumbling Championships will be cancelled.

Moved: Megan Looke, Seconded: Ted Higney

All in favour

Motion passed

Action: A decision will be made by April 20th 2020 as to the amount of refunds for the registrants of the 2020 Provincial Gymnastics, Trampoline and Tumbling Championships.

13. Review of Motions and Action items

14. Next Board of Director's meeting date

April 20th 2020 7pm or 8pm / time to be confirmed - Angela will follow up with Thorne and Mel

15. Adjournment 9:21pm

Motion to adjourn

Moved: Carol Anne Prost, Seconded: Vaughn Arthur

All in favour

Motion passed

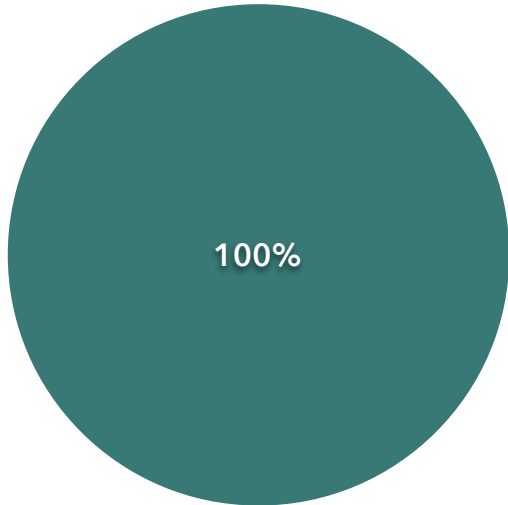
Gymnastics Nova Scotia Proposed Budget

			2020-2021 Proposed working budget	2019-2020 estimated actuals	2019-2020 as of Sep'19	2018-2019 Actuals	2017-2018 Actuals
			06-Apr-20	31-Mar-20	Budget	31-Mar-19	31-Mar-18
Revenue							
Sales			5900	5776	6500	6764	6557
PSO Funding			55000	52500	52500	50000	50000
Summer Staff Funding				0	0	0	
Provincial Coach	S4S Grant		35000	35000	35000	35000	35000
PSO Enhancement -	S4S Grant salary		3000	3000	7000	3000	3000
	S4S Grant PD		2000	6000			
Pathways Funding			30000				
	WAG			12000	12000	12000	12000
	MAG			12000	12000	12000	12000
	TTTC			6000	6000	6000	6000
NCCP			15000	15388	20000	22170	12553
Membership			270000	326145	320000	265033	202996
Tumblebugs - Grant			40000	40000	40000	40000	40000
Tumblebugs sales/regis			5000	4155	5000	6960	6875
Sport Fund (Coach Plan Grant)						0	
PSO project Grant (Coach Coordinator)						0	2225
PSO project Grant (Online registration/Software development)			2000	0	2000	0	
PSO project Grant strat planning			0	\$1,745			
MPC Officials Tax Receipts			850	3974	800	0	0
TTTC Officials Tax Receipts			900	1700	800	457	716
WPC Officials Tax Receipts			3500	3730	4000	4625	5577
Club comp - Sanctions			225	225	250	300	275
Club comp - Tom's Tax			1400	1428	1500	1664	1388
Participation Funding			20000	20000	20000	20000	20000
Coach Symposium (Registrations & grants)			1500	1200	2000	2100	2417
GNS Gymnaestrada Grant?			2000				
Silent Auction			400	805	800	1406	579
Interest / Other / Afinity			500	725	800	896	1665
Total Revenue			494175	553496	548950	490375	421823
Expenditures							
Cost of Sales			5800	4959	5000	4876	6722
Inventory Adjustment						-2748	7116
Staffing expenses			134000	133063	132500	132271	130789
Summer Staff				0	0		
Promotion/marketing			500	30	500		
Special Projects - High Performance			3000	0	0	3000	1000
Special Projects - Club education			2000	0	0	695	1000
Provincials Artistic & T&T				140	200	216	199
Provincial Awards				-572	100	97	-212
Atlantic Artistic				6698	6800	7043	8213
Easterns Artistic & T&T				16306	17000	26531	7491
Nationals (Artistic)			250	17428	18300	18574	14136
Nationals (T&T)				4509	4800	4587	2720

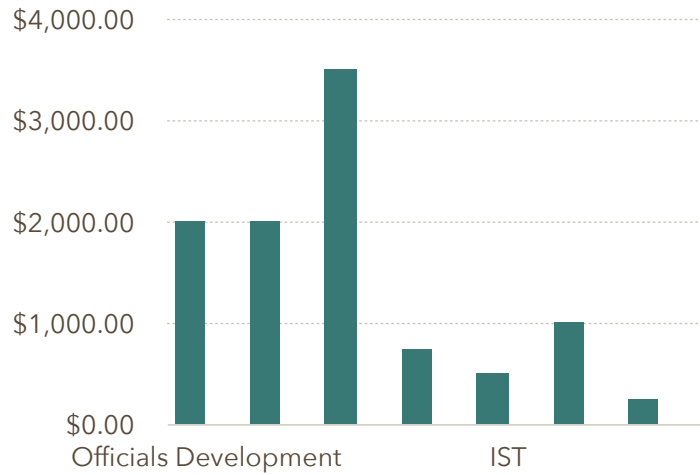
MPC BUDGET 2020-2021

HOW TO USE: Enter your budget for each category in the **Summary By Category** table below.
Enter transactions on the **Transactions** sheet to see how your actual spending compares to your budget.

ACTUAL SUMMARY



BUDGET VS. ACTUAL



- Officials Development
- Training Camps
- Competitions
- Provincial Levels Development
- IST
- Coach Development
- Other

■ Budget ■ Actual

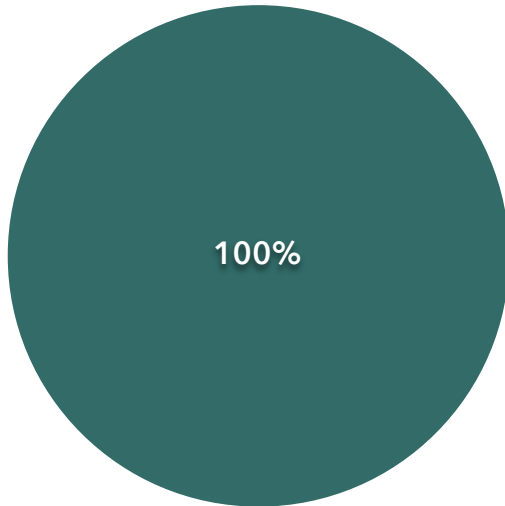
SUMMARY BY CATEGORY

Category	Budget	Actual	Difference
Officials Development	\$2,000.00	\$0.00	\$2,000.00
Training Camps	\$2,000.00	\$0.00	\$2,000.00
Competitions	\$3,500.00	\$0.00	\$3,500.00
Provincial Levels Development	\$750.00	\$0.00	\$750.00
IST	\$500.00	\$0.00	\$500.00
Coach Development	\$1,000.00	\$0.00	\$1,000.00
Other	\$250.00	\$0.00	\$250.00
Total	\$10,000.00	\$0.00	\$10,000.00

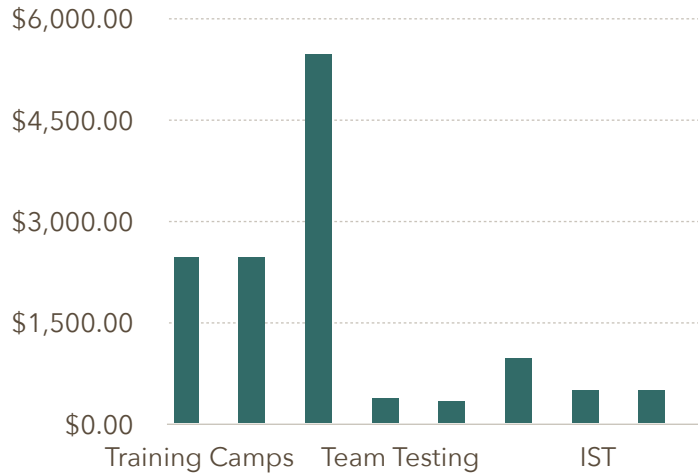
MPC PATHWAYS 2020-2021

HOW TO USE: Enter your budget for each category in the **Summary By Category** table below.
Enter transactions on the **Transactions** sheet to see how your actual spending compares to your budget.

ACTUAL SUMMARY



BUDGET VS. ACTUAL



- Training Camps
 - Individual Competitions
 - Team Competitions
 - Team Testing
 - HP Team Gear
 - Coach Development
 - IST
 - Other
- Budget
 Actual

SUMMARY BY CATEGORY

Category	Budget	Actual	Difference
Training Camps	\$2,500.00	\$0.00	\$2,500.00
Individual Competitions	\$2,500.00	\$0.00	\$2,500.00
Team Competitions	\$5,500.00	\$0.00	\$5,500.00
Team Testing	\$400.00	\$0.00	\$400.00
HP Team Gear	\$350.00	\$0.00	\$350.00
Coach Development	\$1,000.00	\$0.00	\$1,000.00
IST	\$500.00	\$0.00	\$500.00
Other	\$500.00	\$0.00	\$500.00
Total	\$13,250.00	\$0.00	\$13,250.00

Women's Program Committee proposed 2020-21 Budget

Proposed expenses:

Judging (courses, training, education)

National judging course -	\$1200.00
3-5 JO Judging course (No course due to code change) -	\$0.00
6-8 JO Judging course -	\$600.00

Proposed Judging total: **\$1800.00**

GNS Assistance/relief (unsure if needed) - **\$1000.00**

Elite Canada travel fees

3 athletes (Jordyn Ewing, Ellie Black, "other") 3 x \$700.00

Elite Canada travel costs total: **\$2100.00**

Other competition travel fees - **\$2500.00**

In province clinics (atlantics, eastern clinicians etc) - **\$1500.00**

Reserve (unexpected events, meets etc)- **\$1100.00**

Deavera Todd Provincial training camp- **\$3000.00**

CARRY OVER FROM 2019-20 **\$ 3000.00**

PROPOSED BUDGET EXPENSES 2020-21: **\$10 000.00**

TOTAL 2020-21 PROPOSED BUDGET EXPENSES: **\$13 000.00**

Pathways 2020-21 Proposed Budget

Proposed Expenses:

Aspire Camps (travel costs. etc)

Per Athlete- 3 x \$700.00

Aspire Camps total: **\$2100.00**

Out of Province meets (Gymnix, QC Provincials)-

Per Athlete - 6 x \$700.00

Meets total: **\$4200.00**

Elite Canada

Per Athlete- 5 x \$700.00

Elite Canada total: **\$3500.00**

Team testing/ in province trainings- **\$1100.00**

Reserve (other meets, camps)- **\$1100.00**

TOTAL 2020-21 PROPOSED BUDGET EXPENSES: **\$12 000.00**

TG Committee Budget 2020 - 2021	\$	7,000.00
Athlete Support	\$ 3,000.00	Includes support for athletes that were part of our pathways training programs but are no longer due to age restrictions
Judging Support	\$ 2,100.00	Courses, continue to plan for workshops, plus support for sending a judge to national events - due to the increase in the numbers, we will soon be required to provide a judge
Coaching Support	\$ 1,500.00	Provides for club visits by coaching chair, support for coach travel nationally sanctioned to out of province events
Miscellaneous	\$ 400.00	Meetings, travel, etc.

I will also be submitting a proposal, given we now have a solid pathways program with over a dozen athletes participating and also given our recent successes, that there is a more equitable split of the pathways funding we receive each year.