

August 12, 2025- Board Meeting Minutes

1. Welcome
2. Attendance
 - a. Present: Nicole Taff, Cassandra Cudd, Chelsea Francis, Dana Kalluak, Kate Mansfield, Amanda Grobbeck, Sarah Kalnay–Watson, Natalie Sveinsson
 - b. Committee: Alexa Vandevalk (online)
 - c. Staff: Alfredo Solis Calderon, Jessica Smith
 - d. Excused: Mike Carlson
 - e. Absent: Katelyn Fanien-Ferrol
3. Approval of Agenda
 - a. Approved
4. [Approval of Last Meeting's Minutes](#)
 - a. Approved
5. Staff Reports
 - a. [General Manager](#)
Recreational Coordinator

Quin has been hired as our recreational coordinator and has stepped into this position with eagerness. She had completed the onboarding process in June as well as meeting with the camp coordinators to ensure support and understanding for the camp program.

We met with Ecole Allain St. Cyr in late June and secured their involvement with our Including Gymnastics Programming for schools. This accomplishment means that we now offer programs to every school in Yellowknife and surrounding areas. We also met with the City of Yellowknife Programs coordinator to discuss our continued joint programming during the summer. While the city had hesitations moving forward, we were able to come to an agreement. Ensuring that the program exchange continued while focusing on physical literacy.

Quin and I have worked closely as she settles into the role, offering support and direction. Working on improvements with uplifter and staff development.

Summer Camp

Lara and Simone have again pulled off a wonderful summer camp programming. Really focusing on more gymnastics time and less “free play”. They planned weekly themes that included crafts, games, movies and community activities. One week brought us to the City Hall Park and museum for the day. This was a great success.

This week we are hosting a can drive for all the camp participants. Donations will go to the Salvation Army.

June 29- July 4 (Short)	July 7-11	July 14-18	July 21-25	July 28-Aug 1	Aug 5-8 (Short)	August 11-15	Aug 18-22
-------------------------------	-----------	---------------	---------------	------------------	--------------------	-----------------	--------------

[illegible]

Program Expenses	\$877.42								\$877.42
Pizza Profit	\$300.00								\$300.00
Total Expense	\$128,276.76								
Total Profit	\$195,672.60								
Grand Total	\$67,395.84								

2025-2026 Season

Projections

Quin and I worked on the schedule in June and was able to confirm with coaches prior to the due dates outlined for our time limitations. The schedule was input into Uplifter ahead of schedule which allowed for confirmation of all classes to occur to avoid errors.

Courses & Certifications

Over the past few months I have been working with the staff to complete courses (next steps) and certifications.

Kailee has certified in GF Artistic

Lara has certified in GF Active Start

Brooklyn has completed her video and evaluation for GF Trampoline

Angie has completed her video and evaluation for GF Artistic

Kailee, Brooklyn, Cora A, Alexandra and Angie will be participating in the online C1 Theory on August 18-20

We are looking at bringing a facilitator in September / October to host GF Trampoline and C1 WAG.

I am now confirmed to be able to facilitate GF Artistic, and just waiting on NWTGA response to send me the Facilitator material.

Once that is completed I will be booking 2-3 GF Artistic courses throughout the year. This will be at a contracted rate based on GymCans recommendations, however we will be saving on flights, accommodation etc.

Mentorship

Alfredo, Quin and I have been working together to produce a more in depth mentorship program, that allows for in person meetings once every session working on theory as well as once a month Quin and Alfredo will be flexing their schedules to meeting with all coaches while they are coaching or in a group setting for hands on mentorship.

They will be setting out monthly topics, set out for the year with flexibility to adjust if needed.

Question: Kate - Can we have a standing agenda item for budget and policy on finances.

b. Head Coach [Report](#)

- i. Summer training at full capacity of all ages. 3 hour training session that was productive
- ii. Season is starting 40 girls and 5 boys, 8 new from tryouts
- iii. Staff- Alfredo as full time, Jose, Lara, Claire and Jess as part time
- iv. Kailee with help with dance and routines
- v. 5 groups for Xcel and CCP6 WAG and 1 MAG P1
- vi. Comp calendar posted in the handbook, expectation is to travel to at least one out of town event.
- vii. The major comp for the season is AWG 2026, 6-8 girls could be eligible to tryout
- viii. Working on the mentorship program - unify the coaching technique for all programs. 3 mentorship before each session and then monthly meeting
- ix. First staff meeting was well attended

Feedback -

1. Competition location, based on the cost of traveling to BC. Can we have more in Alberta to reduce cost of travel on families
Could we add more in Alberta? Cost effective.
Alfredo - Checking on BC and Alberta, - Could be an issue with dates.
2. NWT in general for sports is at a disadvantage because of our location, and the level of competition compared to the south we are falling behind.
So to incorporate more mock meets to give them more exposure and preparation for traveling
3. Communication for hosting office hours.

Rec program

- Summer camp ave rate of 90%

- Transitioning in the role in the time frame has presented some challenges. But it was anticipated.
- Coaches have been doing a good job and moving forward with mentorship
- 10 part time staff for rec
- Uplifter is working and updating

6. Committee Reports

a. [Policy and Procedures-](#)

- i. Committee did not meet over the summer
- ii. New policy for advance vacation - Access advancement of leave. Up to 10 days. Make a clause about how long you have worked. Based on our fiscal year

b. Fundraising and Sponsorship

- i. update on fundraising activities.
- ii. Gym-A-Thon In Sept-
 1. Sept 12- Include step-by-step and more information /clearer. What / How. /Facebook live. AI video
 2. Can the meat people send samples?
- iii. Halloween Haunt- Oct
- iv. Meat Fundraiser (Fill your Freezer)- Nov
- v. Gift Wrapping -Dec
- vi. BINGO- Application will become available in Sept.
- vii. Grocery Bagging
 1. at Co-op on a waitlist, Amanda will contact Independent

c. Strategic Planning - No update

d. Finance- No Update

- i. CRA- Auditor file with CRA, YKGC should have always been filing the taxes. The auditor will work with CRA.
- ii. Review needs to be done a yearly basis

7. Other Business

a. Communications - report cards & coaches

- i. Concerns from parents for comp., and wanting to hear more from coaches and see what skill level they are at. More/better communication
- ii. Goal/skill tracking
- iii. Pass on information regarding training camps
- iv. Director office hours and to communicate with the public what those are.
- v. Email and response time, Auto response (Service of care)Chatbot.

b. [policy about bingo](#)

- i. amanda Grobbecker contacted NWT Basketball for their policy.

- ii. 24 hours for families to choose one spot, after that time if spots have not been filled anyone can, to give equal opportunity to all. One family member per family for athlete.
 - iii. Add for consistent for no shows.
- c. [policy about funds raised and percentage to club and percentage to athletes.](#)
 - i. Fundraiser for the club or individual fundraiser,
 - ii. but for individual fundraisers, the club overlooked - Club gets reimbursed for expenses, club gets 10% of profits to go back as admin cost for running the fundraising
 - iii. Specify the difference
- d. Staff member present for Captivate
 - i. Have a staff that needs to be here, and have the fees increased for rental, based on liability.
- 8. Next Meeting September 9, 2025
- 9. Adjournment @ 8:43pm

Tasks-

- ☐ Add office hours to handbook
- ☐ Reports in advance - 1 week prior
- ☐ Update F/Q
- ☐ Update Voicemail response
- ☒ ~~Email and responses time, Auto response 72 hours(Service of care)/ Chatbot~~
- ☒ ~~Task Jess and Alfredo will look at the dates and competition again.~~
- ☒ ~~Alfredo will address this outline at the parents meeting.~~