

**Garrison Petawawa Indoor Rock Climbing Club
Annual General Meeting
04 June 2024, 1700hrs
57 Festurbert Blvd Petawawa ON**

Members in Attendance:

Barbara Langlois (President)
Cynthia Tremblay (Equipment Manager)
David Oakes (Equipment Manager)
Tamayra Joy (Secretary)
Nick Dufour
Blake Morden
Matthew Luxton (Vice-President)
James Carr
Susan Pottle

Guest(s) in attendance:

Janelle Wojtowicz
Brendan Cunliffe (Community Recreation Manager)

Item	Discussion	Action By
1.	Call to Order	
	Meeting brought to order at 15h00.	Info
2.	Opening Remarks	
	<u>2023/2024 Review</u> Youth program pilot: Extremely successful earning an additional \$4,000 in revenues. Purchases made: Grigri, route setting materials, ropes, \$5000 in holds and Altitude reset. Casual hire (Janelle): Excellent performance. Increased hours of operation 1 extra day. Lead course: successful and earned addition \$700 income. Marketing and promotions. Bring a friend Promo Contact list –Gmail created for targeting and communications. No rec plex and still had an increase in membership. Financials – Income generation and comparison to previous year nearly doubled. Added programs brought in a new revenue stream. Monthly rates offered. Increase in pricing needed. Spent about \$24K. Member revenues were approx. \$6500 + programs \$5000.	Info

	Rec plex wall sport vs boulder (230K) budget revision. Consensus that a bouldering wall would be ideal for the recreation complex.	
3.	Elections	
	<p><u>Executive resignations:</u> Resignations submitted for the following positions:</p> <ol style="list-style-type: none"> 1. Treasurer: Saskia Francis 2. Scott Gilchrist 3. Cynthia Tremblay 4. Matthew Luxton <p><u>President (Re-Elected)</u> Program and Event Director. Creates, manages, and develops club programs in accordance with pre-existing activities and proposes new concepts. Utilizes data analytics such as club demographics and past performance measures to maximize interest and potential income generation. Using Univerus (PSP system) create and update the system for developed programs and opens online membership purchases (SEPT). Nominated: Barbara Langlois Motioned by Tamayra Joy Second by Blake Morden Vote: all in favor, none opposed Carried</p> <p><u>Vice-President</u> Manages the Human resources. Working with PSP club coordinator to hire casual staff, develop the roles and responsibilities for staff, implement training systems and perform training for staff, act as the primary point of contact, and fill in for staff as needed. Assists program director and lead instructor in hiring/co-ordinating volunteers. Manages and co-ordinates staffing schedule (google calendar or otherwise suggested) ensuring adequate staffing for club nights and events in accordance with participation contracts and allocated employment income budget. Nominated: Susan Pottle Motioned by Tamayra Joy Second by Blake Morden Vote: all in favor, none opposed Carried</p> <p><u>Secretary (Re-elected)</u> Marketing and communications Manager. Manages the social media platform, website, updates google contacts, sends communications to members about promotion offers and/or program directives, regular updates, agms, etc.</p>	<p>Vote</p> <p>Vote</p> <p>Vote</p>

	<p>Creates and develops promotional material, print marketing (brochures, posters, etc.) as per PSP policies and procedures working with internal coordinators. Nominated: Tamayra Joy Motioned by Blake Morden Second by James Carr Vote: all in favor, none opposed Carried</p> <p><u>Treasurer</u> Tracks revenues and expenses regularly, ensuring accuracy of data. Creates and updates financial forms including income statement, balance sheet. Creates annual budget and approves financial transactions as outlined in this budget. Suggests adjustments to board as required. Nominated: James Carr Motioned by Tamayra Joy Second by Blake Morden Vote: all in favor, none opposed Carried</p> <p><u>Equipment Manager (Re-elected)</u> Maintains current list of equipment, schedules and tracks equipment replacement and maintenance as required. Working with treasurer and PSP, researches equipment purchases and maintenance contracts, making recommendations for final approval as needed according to purchase and maintenance schedule. Submits anticipated expenses for coming season to treasurer for approval (FEB). Nominated: David Oakes Motioned by Tamayra Joy Second by Blake Morden Vote: all in favor, none opposed Carried</p> <p><u>Equipment Manager</u> Finds and co-ordinates a team of setters (including themselves). Responsible for wall maintenance including creation of new routes on a regular schedule, removing routes, cleaning holds. Recommends replacement of holds as needed to equipment manager for purchase. Nominated: Blake Morden Motioned by Tamayra Joy Second by Barbara Langlois Vote: all in favor, none opposed Carried</p>	<p>Vote</p> <p>Vote</p> <p>Vote</p>
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	<p><u>Lead Instructor</u> Is the primary instructor for programs, events, and the designated belay instructor for club nights. Working with the program director, creates and develops course outlines in accordance with CWI standards. Has or is working towards becoming a CWI course provider. Trains and co-ordinates with other executives/volunteers as needed. Nominated: Stephen Almeida Motioned by Tamayra Joy Second by Blake Morden Vote: all in favor, none opposed Carried</p>	Vote
4.	Action Items	
	<p><u>Operational Changes:</u> Hours of operation 5pm-8pm, Mon-Wed Motioned by Tamayra Joy Second by Blake Morden Carried</p> <p>Membership pricing: Drop-in \$16 / \$29 Monthly \$24 / \$43 Seasonal \$140 / \$250 - avail until end of Oct. Motioned by Tamayra Joy Second by Blake Morden Carried</p> <p>Action Item: Build a route setting volunteer team. Go through the existing holds for disposal and recommend new holds in accordance with the 24/25 budget. Submit recommendation for executive approval prior to July 15th, 2025.</p> <p>Action Item: Build a Youth program volunteer team for the coming season. Show Sue the processes and contracts required for volunteers.</p> <p>Action Item: Schedule CWI training for all team members in need. Look into making one of the existing members a CWI provider. Use google docs for record keeping of CWI certificates.</p> <p>Action Item: Negotiate the casual contract renewal for Janelle for 2024/2025 season.</p> <p>Action Item: Make a list of equipment needed for new season (harnesses, shoes, etc.) prior to July 15, 2024. If in accordance with the allocated budget; make the necessary purchases immediately. Dispose equipment no longer in use.</p>	<p>Vote</p> <p>Vote</p> <p>Blake Morden</p> <p>Barbara Langlois and Susan Pottle</p> <p>Susan Pottle</p> <p>Susan Pottle</p> <p>David Oakes</p>

	<p>Action Item: Update the website/psp on the new changes to hours, pricing and programs.</p> <p>Action Item: Gmail to be monitor and responded to within a timely manner for 2024/2025.</p> <p>Action Item: Brochures / signage for new season and new programs. Develop a marketing plan for season open. Consider closing date for seasonal membership pricing.</p> <p>Action Item: 24/25 budget review/update as required. Record ongoing purchases and document in google drive for quarterly review during executive meetings.</p> <p>Action Item: Email all new team members a description of their role and assignments as a result of the meeting. Work with the HRM to further develop the job descriptions and standard operating procedures.</p>	<p>Tamayra Joy</p> <p>Tamayra Joy and Barbara Langlois</p> <p>Tamayra Joy</p> <p>James Carr</p> <p>Tamayra Joy and Susan Pottle</p>
5.	Adjournment	
	<p><u>Next meeting date</u> – September 4th, 2024, at 1700hrs</p> <p><u>Meeting concluded</u> at 1800hrs</p>	Info

Barbara Langlois

Barbara Langlois
Club President

Date: 25-06-2024


Tamayra Joy
Club Secretary

Date: 25-06-2024



Bailey Hartnell
Club Liaison Community Recreation Coordinator

Date: July 25/24



Brendan Cunliffe
Manager Community Recreation
RECOMMENDED/NOT RECOMMENDED

Date: 30 July 2024

Nathan Lane
Senior Manager PSP

Date:

LCol R. Balkaran
DComd 4 CDSG
APPROVED/NOT APPROVED

Date: