



Agenda ISB Panther Gymnastics Team committee meeting

Date: 09.10.2014

Present: Charlotte, Andy, Angela, Farung, Sibyl, Sherry

Committee report since last meeting

- Status daily operation: *The gym has settled after the start up and the coaches are working well and hard with all the gymnasts. Coaches are preparing for FOBISIA meet. Good to have the name/class lists on the iPad for follow up and feedback to parents.*
- Parent/club relations: *Good dialogue between club and parents.*
- Status on private lessons: *Have started well, but coaches need to tell the club before they invite a gymnast for privates, because the gymnasts give confused messages to parents.*
- Web site (Farung): *The web site is still being adjusted. Farung will add a message board where all club messages will be posted.*
- October camp (Angela, Candi): *CSH will send out one more reminder email to sign up for the camp with a registration deadline. Only 2 signed up for afternoon and afternoon sessions might be cancelled.*
- Next week viewing week, team of photographers: *The club must verify ISB rules regarding photos being taken and used at ISB, as this cannot be avoided. In the future, gymnastics parents will not be able to waiver off this practice.*
- Status on Fobisia (Sibyl, Sherry): *A handful of parents still have not answered. Sibyl will send out reminder to these gymnasts with a deadline, failure to reply within the deadline will mean the gymnast cannot compete for this meet.*

Coaches report since last meeting (Farung, Andy)

- Status on coaches, feedback to them: *Coaches are working hard. They must inform club when they want to suggest gymnasts to change schedule – not go directly to the gymnast. Coach Pop has to do military service for 6 months next year. He wishes to return to ISB, and we would like to keep him on. Coach Tao will look for a substitute and recommend to the committee to interview him.*
- Bank account, contracts, yearly salary: *To accommodate the use of bank accounts for all employees, new salary cut off date will be 15-15 of every month, Farung will give time sheets to Fon on the 17th, Fon will give to ISB accounting by 20th and bank process is 5-7 days. If coaches need to they may request cash advance if pay is late.*

Finances (Farung)

- Status on finances: *Farung is working on the year balance sheet to show annual income and expenses. It is suggested that Andy make a breakdown of the total cost of the gym equipment, an estimate of equipment duration, and calculate how much we need to set aside for renewals annually. For this year there is sufficient buffer to cover this year sinking fund. Andy will investigate how much ISB will be willing to contribute to renewals of gym equipment. Foam pit should be emptied and cleaned at the end of each term.*

- Status on cut-off date for salary and new salary cycle: *As above*
- Status on purchases for this term: *Andy will follow up*

Discussions:

- Team building activities – *Next meeting*
- Email frequency: Charlotte will maintain one weekly newsletter to the parents and all mails will be posted on website too. Charlotte will reduce amount of emails to committee. Please do not “reply all” unless relevant to all.
- Leotard design status (Lydia): *Lydia has found a good supplier in China who can provide more designs and more fabrics. CSH will ask Adam, graphic designer, to make a few suggestions for leo design with the new club logo to start with and discuss at the next meeting.*
- How to keep our older gymnasts in the program (Angela) – *Next meeting*

Decisions to be made

- Entry of non-ISB students into our program:
- International meets, SASAC in Singapore – It was decided that we will invite a group of gymnasts (most likely the A teams), Sherry will help coordinate
- Club logo: *Farung has made some suggestions that will be sent to CSH. CSH will send to Adam for graphic design.*

Next meeting:

Club Committee Meetings	
August	14
	28
September	11
October	9
November	6
December	4
	18