



# Terrace Peaks

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## GYMNASTICS CLUB

TERRACE PEAKS GYMNASTICS CLUB  
ANNUAL GENERAL MEETING  
SEPTEMBER 23, 2025  
7:00 PM

Annual Report 2025

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# ANNUAL GENERAL MEETING REPORT 2025

## TABLE OF CONTENTS

2024-2025 BOARD OF DIRECTORS ..... 3

2024-2025 STAFF ..... 3

ANNUAL GENERAL MEETING AGENDA ..... 4

2025 AGM MINUTES ..... 5

2024-2025 BOARD PRESIDENT ANNUAL REPORT ..... 8

2024-2025 GENERAL MANAGER ANNUAL REPORT ..... 9

2024-2025 FINANCIAL SUMMARY ..... 12

2024-2025 ANNUAL GENERAL MEETING FINANCIALS ..... 14



## 2024-2025 BOARD OF DIRECTORS

Sarah Kirwin	President
Callan Williamson	Vice-President
Jessica Chapman	Treasurer
Nicole Lavoie	Secretary
Andrea Lefrancois	Director
Destiny Stewart	Director
Hazel Anjaria	Director
Logan King	Director
Kirsten McCleary	Director
Troy Peters	Director

### Policy and Governance Committee

Nicole Lavoie - Chair  
 Sarah Kirwin  
 Keira Almas

### Responsibilities of a Non-Profit Board

- Determine the organization's mission and purposes
- Ensure that the board operates efficiently
- Ensure legal and ethical integrity and maintain accountability
- Select, support, and assess the General Manager
- Ensure effective planning
- Ensure adequate resources are at the disposal of the General Manager
- Have effective oversight of financial resources
- Enhance the organization's public image
- Recruit and orient new board members and assess the Board's performance

## 2024-2025 STAFF

Keira Almas	General Manager
Jaz Wojnarowski	Program Coordinator
Boby Wagner	Social Media & Grant Administrator

Ashley Hope	Sub
Carissa Sadlo	Coach
Cora Thomson	Coach
Irma Schooner	Coach
Levi Brousseau	Coach
Lily Macdonald	Coach
Maddie Gerow	Sub
Maddie Chenail	Coach-In-Training
Rodger Leigh	Coach
Sage Peters	Coach

## ANNUAL GENERAL MEETING AGENDA

1. Call to Order
2. Land Acknowledgment
3. Attendees
4. Approval of Agenda
5. Adoption of the 2024 AGM Minutes
6. 2024-2025 Board President Annual Report
7. 2024-2025 General Manager Annual Report
8. 2024-2025 Financial Reports
9. Elections
10. Adjournment
11. Q & A



# ANNUAL GENERAL MEETING REPORT 2025

## 2025 AGM MINUTES

Attendance: Nicole Lavoie, Jessica Chapman, Sarah Kirwin, Keira Almas, Troy Peters, Sean Davidon, Carmen Huoge, Kirsten McCleary, Andrea Lefrancois, Stephan Lavoie, Hazel Anjaria, Callan Williamson, Sara Paré, Jaz Wojnarowski, Maclean Kew, Sarah Walsh, Vincent Giesnger, Holly Collier, Danielle LaRue, Stephanie Ritter, Melissa Huether, Logan King, Alma Robinson, Kelsey Merritt



TERRACE PEAKS GYMNASTICS CLUB  
Box 212  
Terrace, BC V8G 4A6  
(250) 638 0447

### Terrace Peaks Gymnastics Club Annual General Meeting Meeting Agenda for September 25, 2024

Date: September 25, 2024  
Time: 7:06 pm  
Location: Terrace Peaks Gymnastics Club Multi-Use Room

**1 Call to Order**

**2 Land Acknowledgment**

Terrace Peaks Gymnastics Club would like to acknowledge that this meeting is being held on the traditional unceded homelands and territory of the Tsimshian First Nation.

**3 Attendees**

Attendance List Attached

Chair: Sarah Kirwin

Secretary: Nicole Lavoie

Quorum: Yes

**4 Approval of the Agenda**

*Motion: That the Membership approve the agenda for the September 25, 2024 Terrace Peaks Gymnastics Club AGM.*

Moved: Callan

Seconded: Hazel

In Favour: All    Opposed: None    Abstained: None





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## 5 Adoption of the 2023 AGM Minutes

*Motion: That the Membership adopt the minutes of the June 19, 2023 Terrace Peaks Gymnastics Club Annual General Meeting.*

Moved: Callan

Seconded: Hazel

In Favour: All Opposed: None Abstained: None

## 6 2023-2024 Board President Annual Report

## 7 2023-2024 General Manager Annual Report

## 8 2023-2024 Financial Reports

*Motion: That the Membership accept the financial statements for 2023-2024 as amended.*

Financial report had changes that were addressed verbally, minutes to include the amended copy of the Financial Report.

Moved: Troy

Seconded: Callan

In Favour: All Opposed: None Abstained: None

## 9 Special Resolution - Voting Membership

*Motion: That the voting members approve everyone in attendance at this general meeting as a voting member for this annual general meeting.*

Bylaws do not allow for parents to appoint themselves as voting members. Section 10.1 Powers of Directors.

*The Board may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Members in General Meeting, but nevertheless subject to the provisions of:*

*(a) all laws affecting the Society; and*

*(b) these Bylaws and the Constitution.*

Moved: Troy

Seconded: Nicole

In Favour: All Opposed: None Abstained: None



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## 10 Special Resolution – New Bylaws

**Motion: Repeal the Society Bylaw adopted on July 13, 2017, and adopt the updated and amended Bylaws presented at the 2024 Annual General Meeting.**

Minor amendments made to section 5.15 (remove), and 5.14 (changed to add bullet c) included as attachment.

Moved: Nicole

Seconded: Callan

In Favour: All    Opposed: None    Abstained: None

## 11 Elections

**Motion: That the Board accepts the nomination of: Sarah Kirwin, Troy Peters, Andrea Lefrancois, Callan Williamson, Hazel Anjaria, Jessica Chapman, Kirsten McCleary, and Logan King, and appoint them as Director by acclamation.**

## 12 Adjournment

## 13 Q & A

## 2024-2025 BOARD PRESIDENT ANNUAL REPORT

As we finalize our year end, I'm grateful to write this report while working on the traditional, unceded territory of the Ts'msyen nation, particularly the Kitselas and Kistumkalum peoples.

This year, the Terrace Peaks Gymnastics Club had many successes. We have done lots of coach training, seen the return of competition season with our invitational program, and begun some very exciting partnerships.

At the end of last season, we upgraded and improved many of our internal systems and gym equipment. This has allowed for better training opportunities, more options during busy programming times, and a general upgrade to the gym space. We have continued to add new equipment this year to further our programming.

On the fundraising side, we held our small business Christmas party for the second year since COVID. It was a well-attended community event and thoroughly enjoyed. This year also saw us host our first Annual Invitational since March 2020. It was so exciting to have over 100 athletes competing! We got to host clubs from around northern BC, bring in judges from around the province, and have our athletes experience the "home team" atmosphere. These are the two largest fundraisers for our club, and we are grateful for all the sponsors and volunteers who contributed to these major successes.

As a Board, we have had several priorities this past year. One of the largest was to streamline our financial processes, and this included hiring a new bookkeeping service. While we are still working out some kinks in the new system, it has been a much-welcomed upgrade for the Board and General Manager. The Board, in conjunction with the General Manager, also began work on a rebranding process. Many grant opportunities want us to show that we are not just a competitive gymnastics club – we offer so much more! The Rebranding Advisory Committee has done some preliminary work, and we are looking forward to seeing what is to come.

Our largest project this year has been working on a partnership with the Skeena Climbing Society (SCS). A team representing the Terrace Peaks Board and the Skeena Climbing Society have successfully signed a Memorandum of Understanding that will see a bouldering climbing wall installed in the Terrace Peaks gym space. The timeline will depend on fundraising efforts, which are spearheaded by the SCS. The Terrace Peaks Board is incredibly excited by the opportunities for growth of the club, for promoting sport for all ages, and for the opportunity for more community members to become involved in our space and society.

A major maintenance project is in the works for the gym, as the roof is from the original build in 1991. We have successfully secured grant funding for the entire cost (approximately \$90,000) through the Regional District of Kitimat & Stikine. We are so grateful for their support of our club, ensuring we will be set for years to come!

Our current Board has been a pleasure to work with, and I commend their consistency. I also want to give special mention to our General Manager, Keira Almas, who works incredibly hard to make my job easy!

We know that clubs like ours don't work without volunteers; whether you are vacuuming carpets, taking in can and bottle recycling, building trampolines, or sitting on the Board, you are a valuable part of this community. We are grateful for your continued support and look forward to working together!

With respect,  
Sarah Kirwin  
Board President

## 2024-2025 GENERAL MANAGER ANNUAL REPORT

Terrace Peaks Gymnastics Club had a successful 2024-2025 season. It was our 1<sup>st</sup> season back competing after Covid for our invitational program. Our focus for 2024-2025 season was to continue building up our programs and adjusting class schedules to maximize gym time and space as well as staff availability. We also implemented our new curriculum and skill matrix for our school-age recreational gymnastics program. Fundamentals & Intermediate now replace the outdated CanGym program.

While our financial statements showed we went into the 2024-2025 season with a loss, that was primarily due to the large equipment purchase we made at the end of the 2023-2024 fiscal year to use the surplus from previous years. Programs fees covered most operational costs. Fundraising efforts covered the remaining operational expenses and facility upgrades. As such, fees for recreational classes, full-day camps, drop-ins, and 3 coach parties were not increased. Fees for 2 coaches parties, field trips, half-day camps, and invitational fees were increased 4-9% to ensure they cover the program's operational costs.

We received \$15,000 from BC Community Gaming Grant this year. While it wasn't the full amount we applied for, this helped offset the cost of coaching wages. We also received a \$1,700 grant from Gymnastics BC, which we used to offer free school field trips. We ran several fundraisers including Ascent Coffee, Haley Apparel, Jerky In A Box, World's Finest Chocolates, and two 50/50 raffles.

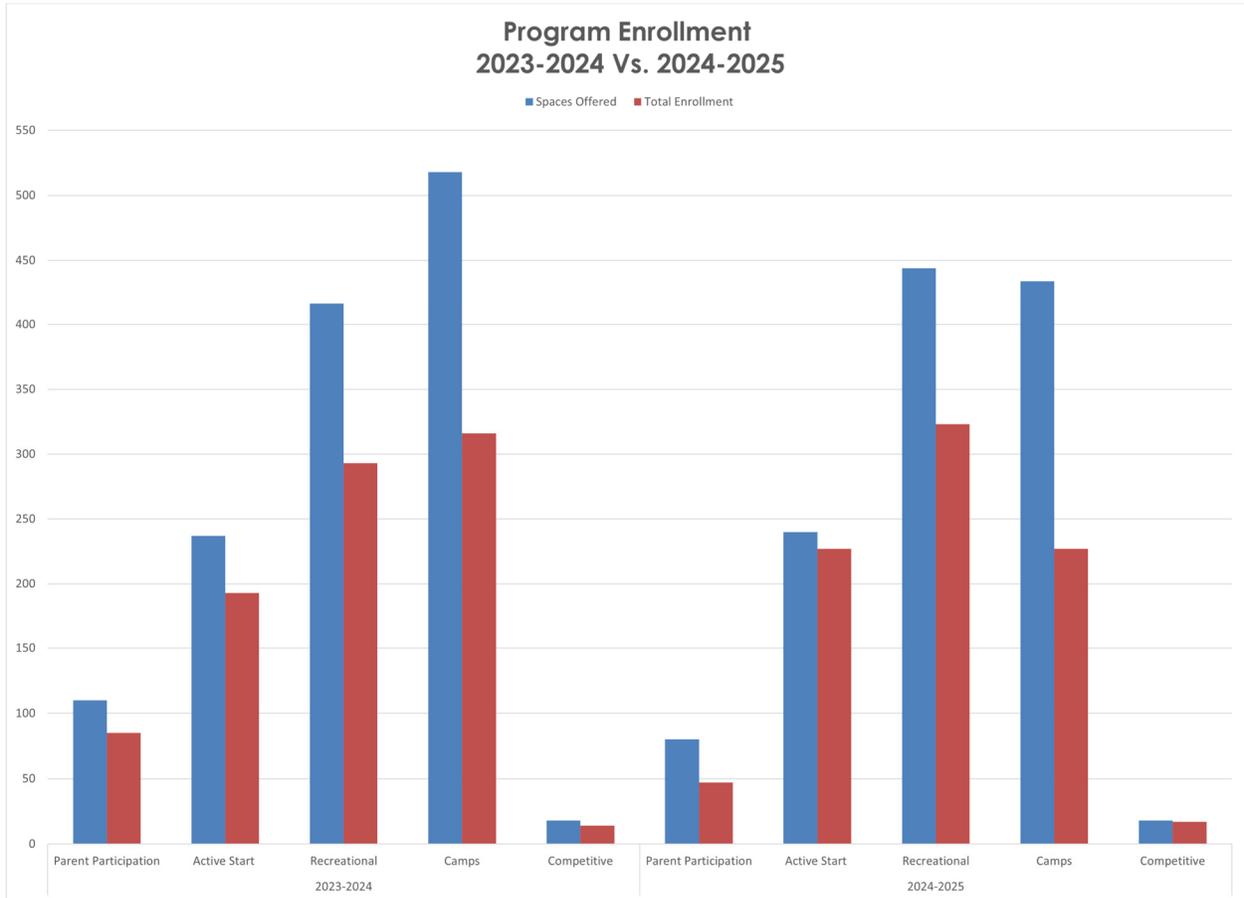
Through viaSport grants, we were able to train several coaches in various coaching courses. 2 coaches took Competition 2. 1 coach took Competition 1. 3 coaches took judging courses. We were also able to run Gymnastics Foundations Artistic and Rhythmic courses in-house where 4 and 5 coaches attended free of charge, respectively. And we hired one new coach who is now trained in Gymnastics Foundations Artistic.

While we have been able to hire a few more coaches, staffing remains our main operating concern. We couldn't offer as many program spots, especially birthday parties, and there were occasions where we had to cancel classes due to staff illness and no one available to sub.

Below is a comparison of registration numbers from this season to the previous year.

	2023-2024				2024-2025			
	Summer 2023	Fall 2023	Winter 2024	Spring 2024	Summer 2024	Fall 2024	Winter 2025	Spring 2025
<b>Spots Offered</b>	260	476	281	468	304	334	285	329
<b>Total Enrollment</b>	153	323	207	336	153	247	239	236
<b>% of Spots Filled</b>	59%	68%	74%	72%	50%	74%	84%	72%

Enrollment numbers have been stable for the last 2 seasons, sitting around 70% capacity during the school year. Fall & Spring registration spaces are higher as there are more camp spaces we can offer during those sessions. We were able to offer more summer camp spaces in 2024; however, enrollment remained the same as 2023. These numbers do not reflect drop-in programs, field trips, or birthday parties.



Camp spaces were significantly less for the 2024-2025. This was due to several factors, including coach availability, community demand, and where the school holidays fell. Even though there was a 16% decrease in spots offered, there was only a 9% difference in enrollment capacity for camp registration. We did see a decrease in Parent Participant class enrollment, but Active Start and Recreational classes enrollment increased 18% and 10% respectively, most likely due to a change in demographic in the Terrace area.

Terrace Peaks was able to partner with several different organizations to offer free or low-cost programs for the community. With Engage Sport North, we ran Active Star, a free drop-in program for 0–5-year-olds during the Fall and Winter sessions. With the City of Terrace, we ran Seniors Can Move, a low-cost program for 65+ during the Fall, Winter, and Spring sessions. With ISPARC, we ran Try-It Camps, free fundamental movement camps for indigenous youth. With Gymnastics BC, we offered 12 free field trips to schools in the community.

In addition to our regular programs, we ran several successful club events. The Annual Halloween Party hosted 77 members and non-members who participated in a fun afternoon of crafts, haunted house, and free play in the gym. Our invitational athletes hosted a hot chocolate and bake sale at the Eat, Shop & Be Merry event downtown. The invitational athletes used the funds raised from this event to purchase their new team jackets. The Small Business Christmas Party hosted 180+ adults over 2 nights. This year, we brought back the Terrace Peaks Annual Invitational Meet. 108 athletes from Kitimat, Prince Rupert, Smithers, and Terrace competed and participated in a training camp. We were very fortunate to have several sponsors to make this comeback event successful, including 2 title sponsors – A.L.E Industries and White Bear Industries. This season's Year End Event "Take Me to the Movies" had a packed viewing area and lots of athletes showing off the amazing skills they had learned all year. The dunk tank and cake walk fundraisers during the event were popular. Many thanks to our membership for donating treats and to the Thornhill Fire Department for filling up the dunk tank.

This year we took on the start of 2 major projects – Rebranding and a collaboration with Skeena Climbing Society to install a bouldering wall. Both projects are still in their beginning stages, but we are excited to have the community's input and see the outcome.

In closing, I would like to thank my amazing staff of coaches as well as the board of directors and parent volunteers who continue to work hard every day on behalf of the athletes of Terrace Peaks. We are very fortunate to have such a dedicated group who all continue to contribute to the success of our club. Thank you to everyone for another great year!

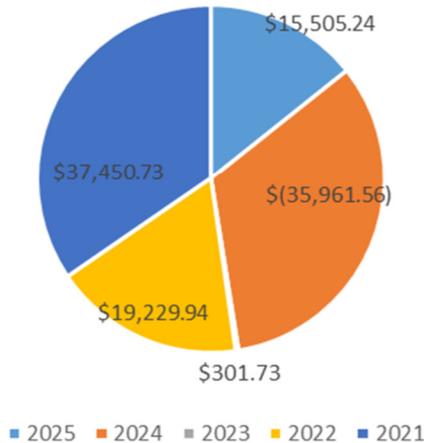
**Keira Almas**

TPGC General Manager

## 2024-2025 FINANCIAL SUMMARY

Terrace Peaks Gymnastics Club had a surplus of \$15,505.24 for the 2025 fiscal year end with a total equity of \$54,582, 60% increase from the 2024 fiscal year. The large deficit from 2024 was due to the purchase of much needed equipment and facility upgrades. The surplus from the 2025 fiscal year was due in part to the significant amount of fundraising and community support we received for our club events.

Net Income



Total Equity



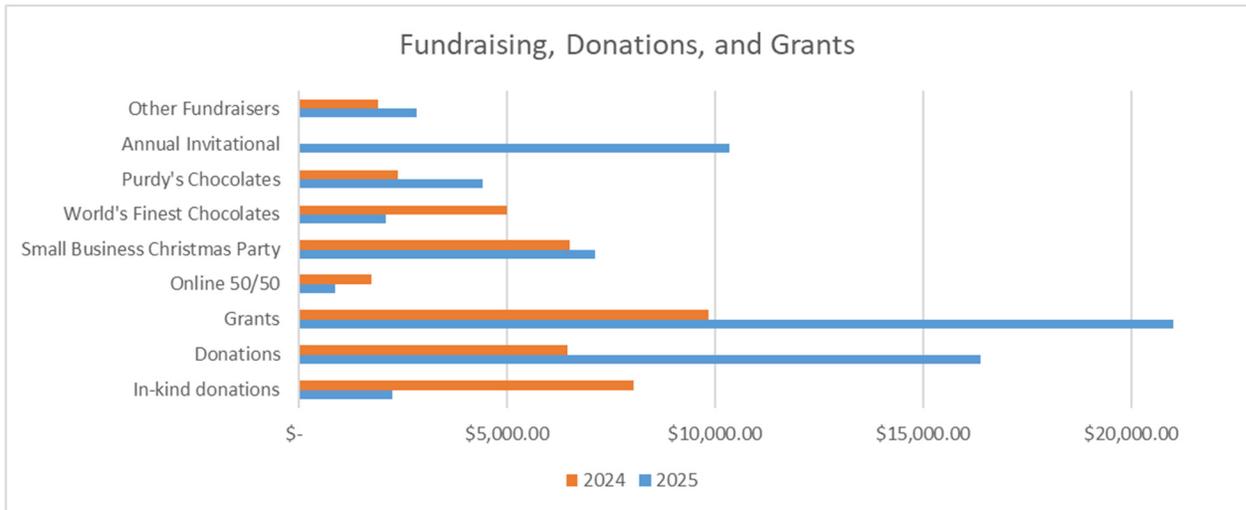
We switched bookkeepers halfway through the fiscal year. While this posed a few logistical challenges, this change is for the best our society in the long run as we will have more financial transparency and understanding of our financials.

A summary of changes from fiscal year 2024 to fiscal year 2025 are as follows:

- Total program revenue went **down 1%**, a difference of \$1,660.10
- Total other income when up **166%**, a difference of \$102,775.50
- Total payroll expenses went **up 10%**, a difference of \$21,084.28
- Total professional development expense went **up 18%**, a difference of \$1,402.18
- Total other expenses went **up 22%**, a difference of \$27,752.31

While program revenue did decrease slightly from the previous fiscal year, the difference was made up an increase in other income sources, including the gaming grant, donations, and the Annual Invitational. The insurance (\$24,828.43) we collect and pay directly to Gymnastics BC was not previously included in the income statements. This also accounts for the large increase in other income and other expenses.

The net fundraising, donations, and grant income increased by 61% from the prior period. Grants were used for professional development, staff wages, and subsidizing programs. Fundraising revenue was used to purchase new equipment and subsidized Invitational team uniforms. The in-kind donations on the income statement were from printing.



The below budget for Terrace Peaks' 2025-2026 Fiscal Year was approved by the board of directors on May 5, 2025.

### Terrace Peaks Operational Budget

	2024-2025 Budget	2025-2026 Budget
Total gym registration fees	\$ 256,984	\$ 239,946
Total Donations & Grants	\$ 10,800	\$ 17,800
Total Other Income	\$ 51,420	\$ 55,015
Fundraising Income	\$ 30,000	\$ 54,300
Gaming Funds	\$ 15,000	\$ 60,000
Total Meet Revenue	\$ 27,200	\$ 28,850
<b>Total Revenue</b>	<b>\$ 391,404</b>	<b>\$ 455,911</b>
Payroll Expenses	\$ 259,186	\$ 267,520
Equipment, repairs & maintenance	\$ 22,638	\$ 23,088
Professional Development	\$ 6,508	\$ 6,358
Fundraising Expenses	\$ 23,000	\$ 34,268
Meet Expenses	\$ 21,531	\$ 22,207
Other Expenses	\$ 58,123	\$ 102,490
<b>Total Expenses</b>	<b>\$ 390,985</b>	<b>\$ 455,931</b>
<b>Net Income</b>	<b>\$ 418</b>	<b>\$ (20)</b>

Preparation of the budget took into consideration clearer income and expense categories, historical data, and the success of the Annual Invitation Meet. The gaming grant for 2024-2025 was approved for \$15,000. We are still waiting to hear if the 2025-2026 gaming grant will be approved. The budget is subject to adjustments as programs schedules, grant funding, and expenditures change.

# 2025 Annual General Meeting Financials

Terrace Peaks Gymnastics Club  
For the period ended June 30, 2025



Prepared by  
**Miriam Javier**

Prepared on  
**September 14, 2025**

# Profit and Loss

July 2024 - June 2025

	<b>Total</b>
<b>INCOME</b>	
4000 Gym Registration Fees	
4004 Gym reg fees - competitive	37,966.00
4006 Gym reg fees - recreational	169,681.82
4008 Drop-in fees	9,468.00
4009 Gym Rental	39,841.42
4040 Member discounts on gym reg fees	-5,197.61
<b>Total 4000 Gym Registration Fees</b>	<b>251,759.63</b>
4100 Donations	22,372.45
4124 Donations In Kind	2,258.74
4200 Other Income	0.00
4201 Clothing sales	3,715.50
4203 Insurance for Gymnastics BC	24,828.43
4205 Year end revenue	760.00
4227 Gift certificate	145.00
4270 TPGC membership	10,910.00
4294 Fundraising Income	28,870.34
4296 Gaming funds	16,398.85
<b>Total 4200 Other Income</b>	<b>85,628.12</b>
4400 Meet Admin Revenue	
4410 Invitational Revenue	32,165.53
4420 Meet admin fees	18,880.67
4421 Coaching fees	3,004.20
<b>Total 4400 Meet Admin Revenue</b>	<b>54,050.40</b>
<b>Total Income</b>	<b>416,069.34</b>
<b>GROSS PROFIT</b>	<b>416,069.34</b>
<b>EXPENSES</b>	
5000 Payroll Expense	
5001 Coaching wages	144,970.49
5002 Taxes	33,367.05
5003 Administrative wages	54,011.33
5011 Employee medical benefits	7,879.59
<b>Total 5000 Payroll Expense</b>	<b>240,228.46</b>
5020 Advertising and promotions	126.21
5030 Staff Recognition	1,149.68
5036 Bank charges and interest	7,124.05
5048 Clothing purchases for resale	8,644.28
5050 Legal and professional fees	
5051 Bookkeeping	5,749.59
<b>Total 5050 Legal and professional fees</b>	<b>5,749.59</b>
5057 Depreciation Expense	111.79
5060 Repairs & Maintenance	
5065 Equipments	8,917.28

	<b>Total</b>
5070 Facility	6,570.88
<b>Total 5060 Repairs &amp; Maintenance</b>	<b>15,488.16</b>
5063 Freight	247.58
5075 IT Support	9,795.85
5080 Gym Supplies	
5081 Gym supplies - comp	642.14
5082 Gym supplies - rec	2,451.81
<b>Total 5080 Gym Supplies</b>	<b>3,093.95</b>
5090 Insurance	33,121.25
5095 Licences, fees and dues	690.00
5100 Hall Rental	156.42
5110 Meet Expenses	
5111 Registration fees - Meet	4,185.00
5112 Travel - Meet	2,121.45
<b>Total 5110 Meet Expenses</b>	<b>6,306.45</b>
5130 Office supplies	4,098.13
5135 Professional development	9,289.92
5136 Registration System	3,552.97
5138 Security	2,193.37
5140 Telephone & Internet	1,738.55
5150 Utilities	9,357.44
5200 Invitational Expenses	7,795.93
5400 Uniforms	3,768.80
5700 Year end, staff events	1,723.87
5800 Administrative expenses	
5801 Fundraising expense	25,528.11
<b>Total 5800 Administrative expenses</b>	<b>25,528.11</b>
<b>Total Expenses</b>	<b>401,080.81</b>
<b>OTHER INCOME</b>	
4204 Bank Interest Earned	516.71
<b>Total Other Income</b>	<b>516.71</b>
<b>PROFIT</b>	<b>\$15,505.24</b>

# Balance Sheet

As of June 30, 2025

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalent</b>	
1000 Cash on hand and bank	
1013 N.S Gaming 5115	4,079
1016 NS - Chequing 713008 - General	59,704
<b>Total 1000 Cash on hand and bank</b>	<b>63,783</b>
1020 Plooto Clearing	4,116
<b>Total Cash and Cash Equivalent</b>	<b>67,899</b>
<b>Accounts Receivable (A/R)</b>	
1200 Accounts Receivable (A/R)	35,691
<b>Total Accounts Receivable (A/R)</b>	<b>35,691</b>
1187 Equity shares - #713008	61
1188 Equity shares - #725911	43
1210 Allowance for doubtful accounts	-2,995
<b>Total Current Assets</b>	<b>100,699</b>
<b>Non-current Assets</b>	
<b>Property, plant and equipment</b>	
1604 Gym Equipment	80,841
1606 Accum dep'n - gym equipment	-80,249
1608 Gym equipment, gaming	11,184
1610 Accum dep'n - gym equipment, gaming	-11,054
1612 Office and other equipment	7,204
1614 Accum dep'n - office equipment	-7,128
1630 Computer (55%)	976
1632 Accum dep'n - computers (55%)	-976
<b>Total Property, plant and equipment</b>	<b>798</b>
2001 Fundraising and Volunteer Deposits	-3,897
<b>Total Non Current Assets</b>	<b>-3,099</b>
<b>Total Assets</b>	<b>\$97,600</b>

## LIABILITIES AND EQUITY

### Liabilities

#### Current Liabilities

##### Accounts Payable (A/P)

2002 Accounts Payable 8,343

**Total Accounts Payable (A/P) 8,343**

##### Credit Card

2090 Northern Savings Mastercard 5157 1,794

**Total Credit Card 1,794**

2007 Accrued liabilities 84

2020 Payroll Liabilities

2021 Federal Taxes 3,562

	<b>Total</b>
2022 Vacation Pay	2,016
<b>Total 2020 Payroll Liabilities</b>	<b>5,578</b>
2070 WCB payable	1,429
2078 Ashley Hope Scholarship Fund	4,042
2210 GBC Payable - 2024/2025	12,514
<b>Total Current Liabilities</b>	<b>33,782</b>
<b>Non-current Liabilities</b>	
2005 Unearned revenue	9,235
<b>Total Non-current Liabilities</b>	<b>9,235</b>
<b>Total Liabilities</b>	<b>43,018</b>
<b>Equity</b>	
3000 Opening Balance Equity	34,125
Retained Earnings	4,952
Profit for the year	15,505
<b>Total Equity</b>	<b>54,582</b>
<b>Total Liabilities and Equity</b>	<b>\$97,600</b>