

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Monday, 11 November 2019 at 6:00pm

Present: Lynette Chin, Megan Russell (Gymnastics NZ), Zara Struthers, Marie Pye, Bridget Ross, Bridget Partridge, Marion Cox (Chair) Greg Marsden, Deirdre Follett

WELCOME

The Chair welcomed everyone to the meeting and noted that the key focus areas were the sourcing of information, the Avalon Rugby Clubrooms and the Club's Strategic Plan.

MEETING GUESTS: REVIEW OF PLANNED TOPICS

MARKETING COORDINATOR'S REPORT

Due to restricted availability the meeting moved to the Marketing Coordinator's Report. The next focus is to meet with the fundraising sub-committee to agreed on which tasks fall within fundraising and which ones within marketing. Marie and Bridget to discuss further.

Due the size of the task, the establishment of a Marketing Sub-Committee was sought with members both within and outside the Committee. It was suggested that more heads are a good idea.

MOTION: THE COMMITTEE SUPPORT THE ESTABLISHMENT OF A MARKETING SUB-COMMITTEE. THE MARKETING COORDINATOR WILL ESTABLISH THE RULES OF DELEGATION FOR THE GROUP AND ADVISE THE SECRETARY OF DETAILS FOR THE DELEGATION OF RESPONSIBILITIES LOG AND CIRCULATION TO THE COMMITTEE. THIS SUB-COMMITTEE WILL HAVE AN ACTION PLAN, TARGETS (OPERATIONAL AND STRATEGIC) AND WORK WITH THE FUNDRAISING SUB COMMITTEE. Bridget Partridge/Deirdre Follett. Agreed by all.

Bridget Partridge left the meeting.

STRATEGIC PLAN REVIEW

Megan Russell from Gymnastics NZ kindly joined the meeting to talk about our Strategic Plan review. Megan tabled the "Strategic Planning at Hutt Valley Gymnastics" paper that included the current Club mission and a 1-12 step plan. Megan will share this and the draft survey electronically for the benefit of those not in attendance.

As an affiliate member of Gymnastics New Zealand, the Club can engage Gymnastics NZ to assist with the surveying of our stakeholder's prior for consideration in new Strategic Plan. The benefit of this is that responses often can be more honest, and additionally, the Committee will receive a prepared summary from Megan of the findings.

Discussion followed on the range of participants in the survey ie. termly memberships, casuals, schools etc. It was suggested that the survey could be included on our Facebook page/website. It was felt that it would be important to provide feedback to customers around the outcomes of the survey. The last strategic survey was completed in 2016. The Committee may consider having an annual, or per squad, type survey to secure information on a more regular basis.

Most strategic plans are for a 5-year or 3 year timeframe. It was suggested that consideration be made with the Fraser Park Project. This may be included or alternatively be a stand-alone plan working in parallel with the Strategic Plan.

MOTION: THE COMMITTEE DELEGATE STEPS 1 – 3 OF THE "STRATEGIC PLANNING AT HUTT VALLEY GYMNASTICS" DOCUMENT TO MEGAN RUSSELL OF GYMNASTICS NZ TO UNDERTAKE FOR THE CLUB AND

ESTABLISH THE INFORMATION FOR THE STRATEGIC PLANNING HALF-DAY SESSION. Marion Cox/Bridget Ross. Agreed by all.

MOTION: THE COMMITTEE STRATEGIC PLANNING SESSION BOOKED FOR 17 NOVEMBER BE MOVED TO A HALF-DAY PLANNING SESSION ON SATURDAY, 1 FEBRUARY 2020 FROM 10:30 – 3:30PM. Deirdre Follett/Greg Marsden. Agreed by all.

FRASER PARK

As Megan has been working with the Fraser Park Project since the initial Petone Sportville negotiations, she requested to stay for this discussion. The Secretary thanked the Centre Manager for her work on the initial Fraser Park report and explained the Deputy-Chair had worked over the weekend expanding the report and now sought further input and feedback from the group on content. The Deputy-Chair shared a brief of his summary to date. Next steps are for the Deputy-Chair to meet with the Centre Manager and Megan Russell to share the questions he has so they can work through them over the following fortnight and respond. Once received, the Fraser Park Briefing Document will be updated and circulated amongst the Committee for further input/feedback.

MOTION: THE COMMITTEE DEVELOP THE FRASER PARK BRIEFING PAPER AS A LIVE WORKING DOCUMENT RECORDING DETAILS AS THE PROJECT BUILDS AND GROWS. Greg Marsden/Deirdre Follett Agreed by all.

The Chair advised that the constitution required a Committee member to be represented on all delegated Sub-Committee's. This was currently not the case for the Fraser Park Project.

MOTION: THE COMMITTEE HAS BEEN MADE AWARE THAT THE MOTION PASSED ON 2 NOVEMBER 2019 WAS UNCONSTITUTIONAL. THIS WAS REMOVED FROM THE MINUTES AND THE COMMITTEE ARE ACTIVELY LOOKING FOR A COMMITTEE MEMBER TO LEAD THE SUB COMMITTEE. Greg Marsden/Deirdre Follett Agreed by all.

ADMINISTRATION

Apologies were received from Rebecca Hills and Anne Ercilla.

MINUTES

MOTION: THE MINUTES OF THE 2 NOVEMBER 2019 MEETING, WITH THE REMOVAL OF THE FRASER PARK DELEGATION, BE APPROVED AS A TRUE AND CORRECT RECORD OF THE MEETING. Deirdre Follett/Zara Struthers. Agreed by all.

The minutes were required to be signed by all attendees for the purpose of banking requirements.

MATTERS ARISING FROM THE LAST MEETING. The Secretary advised that the aim was for all members to update the online Google Doc noting when actions were closed or updating details on tasks to reduce meeting time consumption. Due to the full agenda, it was agreed that the Secretary would follow these actions up outside of the meeting.

Bridget Ross left the meeting.

CORRESPONDENCE. It was noted that three employee resignations had been received.

MOTION: THE COMMITTEE ACCEPTED THE 4 NOVEMBER RESIGNATION FROM EMILY MINGINS EFFECTIVE FROM 2 DECEMBER 2019; THE 10 NOVEMBER RESIGNATION FROM MARIO LEVCHENKO EFFECTIVE FROM 21 DECEMBER 2019; AND THE 10 NOVEMBER RESIGNATIONS FROM NICOLAS LEVCHENKO EFFECTIVE FROM 21 DECEMBER 2019. Deirdre Follett/Greg Marsden. Agreed by all.

The Human Resources Officer agreed to work with the Centre Manager to complete exit Interviews with the three coaches.

STANDING ITEMS

PREMISES/FRASER PARK UPDATE AND STRATEGIC PLAN

Covered earlier in the meeting.

The meeting moved In-Committee.

REPORTS

CHAIRPERSON'S REPORT

Nothing further to discuss/covered elsewhere.

CENTRE MANAGER'S REPORT

Clarity was sought around "Manage Direct Reports" and "Manage internal and external communications". The Human Resources Officer is happy to work with the Centre Manager to put processes in place for direct reporting. It was agreed that this needs to be kept simple.

MOTION: THE HUMAN RESOURCES OFFICER AND CENTRE MANAGER WILL WORK TOGETHER TO PREPARE A REPORTING PLAN FOR THE NEXT COMMITTEE MEETING. THIS WILL INCLUDE REVIEWING THE ORGANISATIONAL CHART FOR REPORTING PURPOSE, AND REVIEW THE HUMAN RESOURCE ELEMENT OF THE JOB DESCRIPTION TO MAKE IT EFFICIENT FOR THE CENTRE MANAGER. Lynette Chin/Greg Marsden.

Agreed by all.

It was agreed that the management of internal and external communication would be generally "on-going" with only key relationship communications being reported back for information purposes.

The Centre Manager confirmed that accidents were being managed in line with the new head injury policy put in place prior to the AGM.

TREASURER'S REPORT

The Treasurer's Report was accepted.

MOTION: THE TREASURER WILL UPDATE THE ROLE DESCRIPTION TO MORE ACCURATELY REFLECT TASKS AND CIRCULATE FOR ADOPTION AT THE NEXT COMMITTEE MEETING. Rebecca Hills/Marion Cox. Agreed by all.

FUNCTIONAL REPORTS – IDENTIFIED MATTERS

1. Policies: Discussion followed on the Health and Safety requirements around policy generation. The Deputy-Chair sought advice on what was needed to support the Centre Manager in his Interim role as Health and Safety Officer. It was agreed to keep moving with the policies that are open on the action list.
2. Delegation Log: It was noted that the Marketing Sub-Committee should now be included in the Log.
3. Newsletter. A reminder was given to send items through to the Marketing Coordinator. The Fundraising group will email some content.
4. Fundraising/Marketing. Nothing further discussed. It was felt this would be covered by the Marketing Sub-Committee.
5. Privacy Policy. The Privacy Officer's Report was discussed, and the Centre Manager undertook to forward (via the Secretary) the current Privacy Policy, details of what privacy documentation is included for members and what is expected from employees. This should be of assistance in the updating of a Club policy for inclusion on the website.

MOTION: THE PRIVACY OFFICER WILL WORK WITH THE CENTRE MANAGER TO UPDATE THE PRIVACY POLICY FOR ADOPTION AT THE NEXT COMMITTEE MEETING. THIS WILL THEN BE

CIRCULATED TO THE MEMBERS AND INCLUDED ON THE CLUB'S WEBSITE. Zara Struthers/Marie Pye. Agreed by all.

MOTIONS/RESOLUTIONS

The following items, as circulated with the meeting agenda, were adopted:

Annual General Meeting (AGM)

MOTION: THE 2020 ANNUAL GENERAL MEETING BE HELD ON MONDAY, 3 AUGUST 2019 AT 6:00PM. Zara Struthers/Greg Marsden. Agreed by all.

Term Deposit

MOTION: AS THE FUNDS ARE NOT DUE TO BE PAID TO THE COUNCIL TILL JUNE/ JULY 2020 SUGGEST A 6MTH TERM TO START, WITH THE REMAINDER OF THE FUNDS MOVED TO A BONUS SAVER. Rebecca Hill/Marion Cox. Agreed by all.

Investment of Funds

The proposed motion was not passed; however the revised motion was adopted:

MOTION: AS THE PRACTICAL MANAGEMENT OF THE INVESTMENT OF THE FUNDS IS MORE OF AN OPERATIONAL MATTER THAN A GOVERNANCE MATTER, TREASURER AND CENTRE MANAGER MANAGE THE DEPOSITS/REINVESTMENT ETC TO THE CLUBS BEST BENEFIT DEPENDANT ON THE REQUIREMENTS OF FUND FOR A TERM OF UP TO 12 MONTHS. EG. ADD, ROLL, SPLIT ETC TERM DEPOSIT/SAVINGS AS FUND INCREASE/BECOME PAYABLE ETC. Deirdre Follett/Marion Cox. Agreed by all.

Next Meeting

The proposed motion was not passed; however the revised motion was adopted:

MOTION: THE NEXT COMMITTEE MEETING BE HELD ON THURSDAY, 5 DECEMBER 2019 COMMENCING AT 6:00PM AT HUTT VALLEY GYMNASTICS. Deirdre Follett/Marion Cox. Agreed by all.

The Committee is keen to book a Christmas dinner as a separate event in December.

Committee Handbook

MOTION: THE COMMITTEE ADOPT VERSION 2 OF THE COMMITTEE HANDBOOK DATED NOVEMBER 2019 AS THE CURRENT WORKING DOCUMENT. Deirdre Follett/Greg Marsden. Agreed by all.

NEW BUSINESS

- Constitution Review. The Deputy-Chair noted that he would prepare a draft discussion document covering proposed changes to Article 3 of the Club's Constitution. It was suggested that we could consider adopting and adapting the GymSport NZ Constitution.
- Handover of Facilitated Meeting. It was noted that the Human Resources Officer and Centre Manager would work with Cherrie-Anne Mountford in the handover of facilitated meetings with the MAG Head Coach.

NEXT MEETING AND CLOSE

The next meeting will be on **Thursday, 5 December 2019 at 6:00pm** at the gym. The Secretary circulated an Evaluation Survey for completion by all attendees. This will be summarised after 3 meetings to ensure we are on track. The meeting closed at 7.40pm.

ATTACHMENTS

Strategic Planning at Hutt Valley Gymnastics paper and survey questions
Resolution R01, 7 November: Resourcing of MAG Coach