

# Minutes of the Hutt Valley Gymnastics Committee Meeting held on Tuesday, 21 January 2020 at 6:00pm

Present: Marion Cox (Chair), Deirdre Follett, Lynette Chin, Greg Marsden, Bridget Partridge, Darren Sears, Marie Pye, Rebecca Hills, Zara Struthers.

## WELCOME

The Chairperson welcomed all to the first Committee meeting of the year. The focus for this meeting will be around premises, strategic plan and keeping our meetings calmer.

## TREASURER'S REPORT

The Treasurer spoke to her report and it was agreed:

**MOTION: THE TREASURER'S REPORT BE ADOPTED NOTING THE ACCOUNT BALANCES AS AT 31 DECEMBER 2019; OPERATING ACCOUNT \$35,084.58 AND FACILITY ACCOUNT \$46,787.23. PAYABLES TOTALED \$13,416.38 WITH RECEIVABLES \$36,264.52.** Rebecca Hills/Bridget Partridge. Agreed by all.

**MOTION: THE FOLLOWING STATEMENT AND SUPPORTING DOCUMENT BE INCLUDED IN THE COMMITTEE HANDBOOK. "THE FOLLOWING ROLES SHALL NOT BE HELD BY PERSONS ASSOCIATED TO EACH OTHER TO THE SECOND DEGREE OFF BLOOD RELATIONSHIP: CHAIRPERSON, DEPUTY CHAIR, SECRETARY, TREASURER, OFFICE MANAGER."** Rebecca Hills/Bridget Partridge. Agreed by all.

It was confirmed, as per the Committee Manual, that all accounts require dual signatories, excluding the Mangers account with the credit card.

## ADMINISTRATION

**APOLOGIES.** Apologies were received from Bridget Ross and Anne Ercilla. It was noted that Marie Pye would be arriving a little later and that Marion Cox and Lynette Chin would need to pop out during the meeting.

## MINUTES

**MOTION: THE MINUTES OF THE 5 DECEMBER 2019 MEETING WERE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.** Deirdre Follett/Darren Sears. Agreed by all.

The meeting confirmed the two Outside of Meeting motions as follows:

12 December 19: **MOTION: THE COMMITTEE ACCEPT THE GYMNASTICS NZ OFFER TO PURCHASE 1 SET OF PARALLEL BARS TOTALLING \$21,178.00 PLUS GST AND 1 POMMEL HORSE TOTALLING \$9,212.00 PLUS GST ONCE USED AT THE PACIFIC RIM GYMNASTICS CHAMPIONSHIPS. THIS CLUB INTENDS TO SECURE THIS EQUIPMENT BY WAY OF GRANT APPLICATION OR WILL ON-SELL TO ANOTHER CLUB.** Deirdre Follett/Rebecca Hills. Agreed by all.

16 January 2020: **MOTION: THE COMMITTEE APPROVE THE PAYMENTS TO CREDITORS ON 20 JANUARY 2020 AS CIRCULATED BY THE CENTRE MANAGER.** Deirdre Follett/Rebecca Hills. Agreed by all.

Following discussion around the approval of Creditors it was agreed:

**MOTION: THE COMMITTEE DELEGATE THE FOLLOWING THREE COMMITTEE MEMBERS; BRIDGET PARTRIDGE, REBECCA HILLS AND DEIRDRE FOLLETT TO APPROVE THE CREDITORS AROUND THE 15<sup>TH</sup> OF THE MONTH FOR THE 20<sup>TH</sup> OF THE MONTH PAYMENTS.** Deirdre Follett/Rebecca Hills. Agreed by all.

**MATTERS ARISING FROM THE LAST MEETING.** The Secretary referred the meeting to the live Action Register. This was reviewed and updated.

**CORRESPONDENCE.** No items of correspondence have been received or sent.

Lynette left the meeting and returned

### **STANDING ITEMS**

#### **PREMISES UPDATE:**

##### **Update from the Fraser Park Sub-Committee**

It was noted that two days after the last Committee meeting, we were requested to present an update to Council. A summary of where we are at, funding etc. as they had canned all sports/funding other than the pool or Council building maintenance.

Presentation was to secure the funds that Council suggested may be available. This reflected the amount of work Council had already done. We needed to research if we do anything with \$500,000. Meetings continued to determine this as an option, and we could build 800m<sup>2</sup> structure for \$1.495M including GST. We have proposed that the Council guarantee a mortgage for the remainder. We expect to hear the outcome from Council by the end of February and hope to lock this into the Council Annual Plan.

Discussion followed on the Committee's desire to become a Regional Facility of Excellence. Drawing good coaches, increasing the level of gymnasts, and securing high level of sponsors. It was noted that to be a Regional Facility recognised by Gymnastics NZ – consideration is made of the building size, and catering to gym codes.

Discussion followed on how and why the new facility build became a regional facility. The Club's previous Strategic Plan was for a purpose-built facility. When the Hutt City Council offered to fund \$2M for our new facility this was dependent on the facility being a Regional Facility (offering 2 gymnastics codes at all times was part of the requirements). It was decided that Trampoline and Tumbling was the code that best sat alongside our current programmes. With the \$2M no longer available, and a different proposal in place, the Club will need to decide if a regional facility is what they want or a Centre of Excellence – both drawing good coaches, increasing the level of gymnasts and securing high levels of sponsors. Gymnastics New Zealand have advised that there is no reason that the Club could not be a Regional Facility if this was decided later down the track.

The Fraser Park Sub-Committee recommend that the Committee secure the funds, lock in \$500,000, and take to next stage. It was noted that the Committee appreciate the work done by the group.

Marion left the meeting and returned.

#### **Facility Options Document**

The meeting opened for questions and discussion. Points noted:

- It looked like the Yellow Options was preferred.
- For this option, a positive is that we would be building on 'green-space' rather than an industrial area.
- It was felt to go down the leasing option we would likely end up in Port Road with a lease of \$200-\$300 for the size required.
- Greg was pleased that the Committee was open to looking at a debit option.
- It would be desirable for the Club to own its own asset.

Leading on from discussion it was felt that we needed to set a separate time to review the SWOT information fully. It was suggested that taking an hour during or after the Strategic Planning session could be beneficial as then we would have an idea as to how our Committee sees our future. The Secretary will follow this along with Megan Russell.

## **Next Steps**

- Review the SWOT at 1 Feb so we are prepared when hearing back from Council - late February.
- If anyone has any more questions, please send to the Secretary in the interim. A live Google document will be set up so everyone has access/can view/answer questions.
- The Centre Manager will resend the information and quotes to date on the relocation.

## **STRATEGIC PLAN:**

### **1 February Planning Session**

Lynette Chin advised that she may not be able to join as she is having laser surgery the day prior. If she can come, she will. It was noted that we would work around her vision. Rebecca Hills doesn't finish work until 11:00am so will be later to the session.

- The Chair and Secretary are meeting with the facilitator tomorrow. There was no further input on the day.
- It was noted that the Centre Manager will arrange catering, nibbles and lunch.
- Committee will review the SWOT document during/after this session.

## **REPORTS**

### **CHAIRPERSON**

#### **Centre Managers Job Description Review and Full-Service review by Gymnastics NZ Representative**

The HR Officer and Chair have met with our Regional Representative, Megan Russell regarding the Centre Manager Job Description. This is out of date and we are basing a review on the Olympia Gymnastics Club Job Description. This is a similar sized gym. It was noted how much the Club has grown over the past six years and how we are still looking at changes and growth. It was noted that a start in the process is to do a 'Service Review'. This has been offered free of charge by our Gymnastics NZ Regional Representative. They will look at what our services offer, financials, and review how the Club is staffed etc.

**MOTION: THAT THE GYMANSTICS NZ BE ENGAGED TO CONDUCT A SERVICE REVIEW OF HUTT VALLEY GYMNASTICS IN CONJUNCTION AND SUPPORT OF OUR STRATEGIC PLAN.** Marion Cox/Bridget Partridge. Agreed by all.

### **Senior Leadership Group**

The Deputy Chair spoke to the concept of a Senior Leadership/Project Group. He noted that we cannot achieve all that is required of the team on a monthly basis and suggested this group could meet weekly or fortnightly, reporting back to the Committee. This would be a Project Sub-Committee. Examples of its purpose could be the Fraser Park Project or the pending Service Review. The overarching aim would be to create efficiencies.

Discussion followed around the table and then the Chair summarised by asking who would like to be involved in this group? There was concern about creating divisions, becoming unintentionally operational focused or overusing our volunteers.

It was agreed to park this suggestion for now. The Deputy-Chair encouraged everyone to think about ways that we operate and to bring suggestions to our meetings, no matter what the reaction/outcome.

### **Club Policy Role**

This was covered off as part of the Action Register review.

### **CENTRE MANAGER**

There were no questions and the Committee thanked the Centre Manager for her report.

## **FUNCTIONAL REPORTS – IDENTIFIED MATTERS**

1. Marketing/Fundraising: The two Sub-Committee Chairs will meet on Monday to determine next steps. Discussion followed on the Golf Day – the promotion of this is very important as it is a major fundraiser. This was left for the Fundraising group to develop.
2. Food for Meetings: In response to the Secretary's query, it was agreed that the Centre Manager will provide light nibbles for each meeting.

## **MOTIONS/RESOLUTIONS**

There were no further motions tabled.

## **NEW BUSINESS**

- Tidy Up of Gym. It has been observed that the gym was looking a bit shabby. It was suggested that this was mainly due to the Holiday Programme. The Centre Manager noted that there would be a tidy up.

## **NEXT MEETING AND CLOSE**

The next meeting will be held on Monday, 17 February 2020 at 6:00pm. The meeting closed at 7.55pm.

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I declare that these minutes are a true and correct record of the meeting:

Chairperson:

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Date:

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