

# Minutes of the Hutt Valley Gymnastics Committee Meeting held on Monday, 17 February 2020 at 6:00pm

Present: Marion Cox (Chair), Lynette Chin, Bridget Adair, Marie Pye, Zara Struthers, Darren Sears, Greg Marsden, Bridget Ross and Deirdre Follett

## **WELCOME**

The Chair welcomed all to the meeting and shared her goal for the meeting to cover communication, the Strategic Plan and the Facility. She shared the positive feedback received on the team's presentation to Council. This was very professional and well received. The Chair thanked the Premises subcommittee on their work.

The Secretary has some technical problems with the minute taking programme and noted her apologies for the delayed start.

The Chair reminded members of the need for confidentiality around the Committee's discussions. It was important that the group feels safe speaking, voting and sharing. These discussions need to remain both confidential and where anonymous, respected as that.

## **ADMINISTRATION**

**APOLOGIES.** The meeting noted apologies had been received from Anne Ercilla and Rebecca Hills. Greg had managed to change plans to attend the meeting, revoking his apology.

## **MINUTES**

**MOTION: THE MINUTES OF THE 21 JANUARY 2020 MEETING WAS CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.** Deirdre Follett/Marie Pye. Agreed by all.

**MOTION: THE MINUTES OF THE 27 JANUARY 2020 MEETING WAS CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.** Deirdre Follett/Marie Pye. Agreed by all.

**MATTERS ARISING FROM THE LAST MEETING.** Due to the time taken at the last meeting and the focus of this one, it was agreed that the Secretary would circulate the outstanding tasks to each Committee member when distributing the minutes. Ideally, each member should try to update the register prior to each Committee meeting.

**CORRESPONDENCE.** The Chair spoke to the email received from Tony Compier, Chief Executive Officer of Gymnastics NZ on 6 February. She was pleased to be able to pass on the Club's appreciation of Megan Russell's support and was heartened to receive a positive and encouraging reply.

The Centre Manager noted the passing of one of our children and shared the huge loss the team felt. The Club was both represented at the funeral and had sent a card to the family.

There were no items of outwards correspondence.

## **STANDING ITEMS**

### **PREMISES UPDATE:**

#### **Update from the Premises Subcommittee**

The Premises Officer gave a brief on progress to date. Darren Sears, Zara Struthers and Megan Russell had attended the Council's Annual Plan Budget Hearing where the Club was asked to present at very short notice. We came across very well to Council. To date there has been positive informal text communication from our contact, but it was noted that we need to wait for the official confirmation letter from the Council's Chief Executive Officer.

The Council representative is now working on preparing the transfer of asset document. It is no longer a lease arrangement, but a transfer of asset of the Avalon Rugby Clubrooms for a nominal fee giving the Club ownership of the building.

On receipt of confirmation we will organise for set up costings with the construction company. The Centre Manager will prepare a relation budget showing the lease of land cost, construction insurance, building work and relocation. This will also include income to cover these costs such as current savings, grants etc. Darren recommended his legal contact to look at the Council document prior to signing. This may cost \$2,000 but well worth it. The Committee once again thanked the Premises Sub-Committee for their work on this.

#### STRATEGIC PLAN

It was felt that this meeting was pressing to progress with the actions and after discussion the following was set:

**MOTION: THE COMMITTEE WILL MEET ON MONDAY, 9 MARCH AT 6:00PM TO WORK THROUGH THE STRATEGIC PLAN ACTIONS ONCE FEEDBACK HAS BEEN RECEIVED FROM THE CENTRE MANAGER, HEAD COACHES, INTERESTED MEMBERS OF THE CLUB AND THE COMMITTEE.** Deirdre Follett/Marion Cox.  
Agreed by all.

The Secretary will draft up and share a collaborative Google Document so that ideas, suggested actions etc. can be added prior to the meeting.

#### REPORTS:

##### **CHAIRPERSON'S REPORT**

Discussion followed around the 30-minute governance session scheduled for the end of the meeting which did not include the Centre Manager. Both the Centre Manager and the Treasurer had questions around this session.

The Chair expressed that she had been advised by Gymnastics NZ and that from a governance perspective the Centre Manager was only required to present their report and answer questions. Although the Committee may work towards this, it is noted that Zara has had a huge involvement with the Committee, and the governance of the Club along with her knowledge of the Club. Her experience is valued. It is not a 'secret session' or a personal attack on the Centre Manager. It is the Committee working together to do their role well so that in turn the Centre Manager can focus on the operational role - not worry about what the Committee is doing. This session is about respect, knowledge and separating out roles and tasks to support the growth of our Club.

The Center Manager asked for clarification on governance vs operational. It was noted that this could take a bit of time as we work through the process.

##### **TREASURER'S REPORT**

**MOTION: THE TREASURER'S REPORT BE ADOPTED NOTING THE BALANCES AS AT 31 JANUARY 2020; OPERATING ACCOUNT \$49,923.88 AND FACILITY ACCOUNT \$46,788.17 (TERM DEPOSIT \$45,000). PAYABLES TOTALLED \$8,155.21 WITH RECEIVABLES \$39,422.32.** Rebecca Hills/Bridget Ross. Agreed by all.

The Treasurer Report noted that the annual Operating Budget (Business as Usual) had been prepared. The Centre Manager advised there was a hold up in finalising due to the Chair/Deputy-Chair's requirements. It was agreed that the Treasurer, Chair and Center Manager would together finalise the draft 2020 Operational Budget for circulation to the Committee by 2 March allowing time to consider in advance of the Strategic Planning Action meeting. In addition, a Forecasting budget would be included with aspirational spends, have to's, forecasting information.

## **CENTRE MANAGER'S REPORT**

Two areas were the focus of discussion:

1. Avalon Rugby Clubrooms - Asbestos Removal: Discussion followed on the motion to spend \$6,000 from the facility account to remove the asbestos from the Avalon Rugby Clubrooms. It was agreed that it was a priority however the financial information around the whole relocation was necessary as already discussed prior to any funds being committed.
2. Golf Day: Darren noted that there were 13 team's vs the 22 entered in 2019; we're over halfway. The Mayor will be attending, and the Sub-Committee will be approaching local MP's to attend also. Arrangements are heading in the right direction, but the Fundraising team would be grateful to secure some raffle prizes. It was suggested that corporate sponsors could be approached and that the Chair could generate a personalized letter to each parent asking them to assist with either entering a team or offering prizes. Brochures will be around the gym, but it was suggested we need to look wider than the gymnastics community. The Centre Manager offered to contact people on members behalf if they felt uncomfortable in asking for support, prizes, funds etc.

## **FUNCTIONAL REPORTS – IDENTIFIED MATTERS**

Grants: The Grants Officer noted that we had missed out on our last grant application and after discussion it was agreed that:

**MOTION: THE HUTT VALLEY GYMNASTICS COMMITTEE APPLY FOR A GRANT FROM ONE FOUNDATION 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 IN APRIL 2020.** Bridget Ross/Lynette Chin. Agreed by all.

**MOTION: THE HUTT VALLEY GYMNASTICS COMMITTEE APPLY TO THE LOTTERIES COMMUNITY FACILITIES FUND FOR \$500,000 TOWARDS THE NEW FACILITY (ONE THIRD OF THE TOTAL \$1.5M PROJECT).** Bridget Ross/Darren Sears. Agreed by all.

Darren Sears noted that the Petone Sportville Member, Dave Symonds has offered to assist the Club on our Lotteries grant application. The Committee noted their appreciation of this offer and the Grants Offer will forward to Zara all materials required to work on this.

Marketing Subcommittee:

**MOTION: THE COMMITTEE ADOPT THE MARKETING SUB-COMMITTEE TERMS OF REFERENCE AS CIRCULATED.** Bridget Adair/Marie Pye. Agreed by all.

Fundraising – Texting Facility: Discussion followed on the Fundraising Subcommittee Chair's request for the use of a texting out facility. It was noted that there will be privacy implications and the Committee had mixed feelings on this. It was agreed:

1. That the Centre Manager would research options for this facility including how we can use it, costings and what is required.
2. The Privacy Officer to advise on how this is obtained, used, managed etc. with a recommendation for the next meeting.
3. The Marketing Sub-Committee recommend a Communications plan that would include this facility, the scope and audience, limitations.

## **QUESTIONS FROM REPORTS**

**Deputy-Chair's Report – Information Management Template**: The Centre Manager requested the template to use as mentioned in the 'Information Management' section. It was agreed that the Deputy-Chair will finalise the draft document we have forward to the Centre Manager for adoption and use.

**Centre Manager's Report - Head Coaches Meeting:** As a result of the Strategic Plan review and the feedback received around communication, the Chair expressed the Committee's desire for our Head Coaches to be meeting and working closely together. It was recognised that there are several dynamics with this team passion, objectiveness etc. and after discussion it was agreed:

**MOTION: THE COMMITTEE DELEGATE MEMBERS GREG MARSDEN AND BRIDGET ADAIR TO WORK WITH THE CENTRE MANAGER AND HEAD COACHES TO ESTABLISH AND FACILITATE A UNITED AGREEMENT AND WORKING TOGETHER ON THE NEW FACILITY PLANS, HAVING A RESPECTFUL, POSITIVE AND PRODUCTIVE OUTCOME.** Marion Cox/Greg Marsden. Agreed by all.

The Committee would like the team to gain an understanding of one another with a focus on creating an environment for the future. 12:00pm on a Tuesday for 1 paid hour will be the initial timeframe. The facilitators will request the meeting, and Greg will set out a Terms of Reference which will encourage working together, keeping fluid while setting goals and objectives. The Secretary will share the TOR template.

### **MOTIONS/RESOLUTIONS**

There were no further motions tabled.

### **NEW BUSINESS**

**Safeguarding in Your Gymnastics Club – Webinar:** Discussion followed on the training Gymnastics NZ is undertaking to support clubs for Child Protection/safeguarding. The Centre Manager noted that she and all the Head Coaches would be completing the courses along with the admin staff and selected coaches. The Committee propose that:

**MOTION: HUTT VALLEY GYMNSATICS WILL BECOME CHILD PROTECTION POLICY COMPLIANT BY 30 SEPTEMBER 2020. THIS WILL INCLUDE A MINIMUM OF TWO MEMBERS OF THE COMMITTEE, THE CENTRE MANAGER, ADMINISTRATION TEAM AND COACHES AS DIRECTED BY THE CENTRE MANAGER. ALL EMCUMBANTS TO BE REVIEWED EVERY TWO YEARS.** Greg Marsden/Marion Cox. Agreed by all.

The Centre Manager will report on this in her next meeting report. The Secretary to update the Delegations Log to include the three Committee members attending: Marie Pye, Lynette Chin and Bridget Ross.

The Centre Manager left the meeting, which then went In-Committee at 7:33pm and returned at 8:12pm

### **NEXT MEETING AND CLOSE**

The next Committee meeting is scheduled for Monday, 16 March 2020 at 6:00pm. The meeting closed at 8:15pm.

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

Chairperson:

Date:

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