

# Minutes of the Hutt Valley Gymnastics Committee Meeting held on Monday, 8 June 2020 at 7:00pm

Present: Marion Cox (Chair), Greg Marsden, Bridget Adair, Darren Sears, Ellen van Dijken, Lynette Chin, and Deirdre Follett. Guests Michelle Woolf and Pasha Levchenko.

## **WELCOME**

The Chair welcomed all to the meeting and thanked everyone for the hours of work they have been doing for the Club. The Committee welcomes different views and opinions, but everyone needs to recognise and respect each other's various skills. It is pleasing that members have the Club's best interests in mind and the focus on our athletes.

## **ADMINISTRATION**

### ***Apologies***

Apologies had been received from Rebecca Hills and Emma Austin. Head Coach Mel Sales also sent her apologies for the Head Coaches section due to sickness.

### ***Minutes***

**MOTION: THE MINUTES OF THE 19 MAY 2020 MEETING WERE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.** Deirdre Follett/Darren Sanders. Agreed by all.

The meeting then moved In-Committee returning at 7:10pm.

### ***Matters Arising from the Last Meeting***

Due to the tight timing and discussions to follow it was agreed that the Secretary will send updates of actions required to each member with the minutes. The Action Register will be reviewed at the next meeting.

### ***Correspondence***

A notice of AGM dated 19 May had been received by Gymnastics NZ advising of details around their 18 July 2020, 4:00-5:00pm AGM via Zoom. It was agreed that the Chair would be the Clubs voting delegate and the Head Coaches would be invited to attend if they wanted to. (Later in the meeting both Michelle and Pasha said that they would like to be registered. Mel will also be invited.)

## **STANDING ITEMS**

### ***Premises Update***

The Premises Officer noted that Resource Consent was lodged on 15 May. We have received an RFI which involves additional workload. This needs to be submitted in 15 days. Steel Sheds is drawing some plans. The disposal of the current asset and the lease of the building are on the Council's beginning of July meeting agenda. It was noted that the \$500,000 is 99% confirmed with finalisation at the annual plan meeting.

The next part of the journey is the additional funding. Bridget Ross has confirmed she will continue her involvement. She prepared the last application to lotteries. Zara was starting to prepare an inhouse updated feasibility study (this was undertaken three years ago by Auckland based company Visitor Solutions). Darren following this up along with our Petone Sportsville contact, Dave Symes to see if we can use some of his hours over the coming fortnight.

The Committee was happy to support Darren with Greg working with Darren on reviewing documents and together talking with a common contact around lending. It was also noted that the Treasurer was working with a commercial lending broker. It is now time that we all worked as a team on this project; especially over the coming three weeks. Darren will share the original feasibility document with the Secretary to circulate to the Committee

It was noted that Mat Bialy would be joining the sub-Committee. Mat has a finance background at the Wellington City Council and has worked in a similar area as Marcus does at the Hutt City Council.

### ***Strategic Plan***

The document was shared with the meeting (along with the two Head Coaches who joined the meeting).

**MOTION: THE COMMITTEE ADOPT THE 2020-2024 STRATEGIC PLAN AS CIRCULATED, ADDING IN THE REVISED MISSION WORDING. IT WILL BE NOTED THAT THE ACTIONS AND TASKS ARE TO BE FINALISED AND INCLUDED AFTER THE ORGANISATION REVIEW HAS BEEN COMPLETED IN MID 2020.** Deirdre Follett/Bridget Adair. Agreed by all.

### **COMMITTEE REPORTS**

#### ***Chairperson's Report***

The Chair noted that she had been asked by our Gymnastics NZ Representative, Megan Russell to keep contact with her from the Chair and Secretary only – with the exception of the Fraser Park Sub-Committee that she is involved with.

#### ***Treasurer's Report***

**MOTION: THE TREASURER'S REPORT BE RECEIVED NOTING THE BALANCES AS AT 31 MAY 2020; OPERATING ACCOUNT \$94,299.72 AND FACILITY ACCOUNT \$45,954.60 (TERM DEPOSIT \$45,000). RECEIVABLES TOTALED \$5,662.31 AND PAYABLES WILL BE ADVISED AT THE NEXT MEETING DUE TO THE MEETING TIMING.** Rebecca Hills/Deirdre Follett. Agreed by all.

**MOTION: THE CLUB'S BANK, WESTPAC LOWER HUTT, BE REQUESTED TO REMOVE ZARA STRUTHERS AS A SIGNATORY ON ALL ACCOUNTS AND THAT THE CURRENT SIGNATORIES HAVE AUTHORITY TO APPROVE ONLINE TRANSACTIONS.** Deirdre Follett/Bridget Adair. Agreed by all.

#### ***Fundraising Report***

Ellen noted that the Fundraising Sub-Committee was reviewing the future fundraisers for the year and discussion was held on a target amount. It was agreed to just get things up and running, focus on a plan around our corporate sponsors and the major Golf Day fundraiser. The date is currently being worked on; however, it will be around the beginning of Spring. *"Going Bold and Going High"*.

### **GUESTS**

The Chair welcomed both the WAG and MAG Head Coaches to the meeting and thanked them for attending.

#### ***Organisation Chart***

To support both the Committee and the staff at this interim time with no Centre Manager the Secretary circulated a *draft* Organisation Chart with each of the roles within our team. The WAG Head Coach, Michelle Woolf, noted some changes and it was agreed that this would be shared with the staff during the week. It was hoped that this would help us all work together better.

#### ***COVID19 – Move to Level 1***

Reflecting on the Government's announcement today that New Zealand was moving from Level 2, to Level 1. As there was a newsletter being circulated on Tuesday (previously committed to in the meeting), discussion followed on what this change meant for the Club with a view of notifying members in the newsletter. There was reluctance from Michelle in addressing this in the newsletter as the Head Coaches had not had an opportunity to discuss plans moving forward. It was agreed that the following would be advised:

- Term 2 to remain as status quo
- Sanitizing will continue to be made available.
- A QR Code will be produced for optional use.

- Pick-up and Drop-off's will revert to pre COVID normal.

After Thursday's Head Coaches meeting when staff can pause and give some thought to the changes, there may be additional information to go out and it was noted that a second newsletter could be sent.

The Head Coaches were asked to prepare a contingency plan in case there is another outbreak and we are forced to move back to Level 2 or beyond. This may not be over and could come back to bite again.

### ***Timetable***

Consideration needs to be given to the Term 3 timetable to ensure that coach workload is in line with their contracts/expectations. The Committee asked about the process in preparing the timetable and it was suggested that this would follow a similar plan to Term 1, with a few tweaks. Michelle would have a draft apparatus plan available by 12 June.

### ***Post Centre Manager Resignation***

The Committee sought advice from the Head Coaches as to how things were going without the Centre Manager. The MAG Head Coach, Pasha Levchenko, noted that not much had changed for him undertaking the same hours and same process. The Administration team is working closely with the Treasurer around refunds and payments. The Human Resources Officer is completing a review of the staff Employment Agreements and police vetting files this week.

### ***Star Review - Contact***

Michelle noted that the Star Reviewer had sent Natalie Gunn and Danielle Jellicoe a text, but they had not received the survey. It was noted that this was due to the Centre Manager providing incorrect email addresses. The Human Resources Officer asked that they check their spam files – she will follow up with the external reviewer. The Secretary will forward the Word Document so that they can start working through the responses.

The meeting then went In-Committee returning at 9:40pm

### ***Marketing and Communication***

Due to discussion around the need for a Communication Plan and a Marketing Plan the Secretary shared with both Head Coaches the *draft* Strategic Plan noted that this is air marked for promotion and circulating to our staff and community during the next week. It was noted that our Marketing materials needed to include photos of our gymnasts and our gym rather than general pictures.

The Committee suggested that communication works both ways and we need the Head Coaches to be communicating with us around what is happening during the next few weeks, months, six months etc. The whole Fraser Park project is picking up and they, as too the Committee, will be required to have increased involvement.

### ***Head Coaches - Committee Meetings***

It is important that the Head Coaches have access to the Committee minutes and are encouraged, but not expected, to join the Committee meetings when available. Michelle had concerns about feeling attacked at the meeting and discussion followed on the need for the Committee to understand how things happen. We all need to be aware of everyone's stress levels at this time of change – we need to be kind to ourselves and one another.

## **GENERAL BUSINESS**

### ***Gym Mats***

The Health and Safety Officer noted that some gym mats were cleaned using water and are now starting to show signs of mold and are smelly. It was agreed that a contract cleaner be asked to assess the mats and advise if they can be treated and cleaned or if an insurance claim is required.

***Server for Documents/Back Up***

It was identified that there was not back up or shared document facility. Documents and information are kept on individual's devices. Pasha noted that he shares the sessions plans with the Gym iPad. It was agreed that the setup of a server or Cloud system could be a key focus for the new position.

***Policies and Procedures***

The Secretary has offered to pull all the policies and procedures together into one central location with a review plan. The priority focus is around the Safeguarding Children plan that the Head Coaches and HR Officer completed a recent webinar on. The Secretary has also sought information from our Gymnastics NZ Representative. A working group has been established with Deirdre Follett and Ellen van Dijken with the support of past Committee member Cherrie-Anne Mountford.

**NEXT MEETING AND CLOSE**

The next Committee meeting is scheduled for Monday, 29 June 2020 at 7:00pm hoping that the Star Review will be available for consideration. The meeting closed at 9:55pm.

---

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

Chairperson:

\_\_\_\_\_

Date:

\_\_\_\_\_