

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Tuesday, 19 May 2020 at 7:45pm

Present: Marion Cox (Chair), Bridget Adair, Ellen van Dijken, Emma Austin, Deirdre Follett, Greg Marsden, and Darren Sears. Rebecca Hills, and Lynette Chin, joined the meeting online along with guests, Mel Sales and Michelle Woolf. It was noted that Center Manager, Zara Struthers had technical difficulties and could not join the meeting.

WELCOME

The Chair welcomed everyone to the meeting and noted that due to COVID19 Level 2 restrictions the meeting was a combination of face to face, phone call and Zoom. It was noted that there was a substantial agenda. The Chair introduced new members Emma and Ellen to the meeting.

MOTION: THE COMMITTEE CONFIRMED THE APPOINTMENT OF EMMA AUSTIN AND ELLEN VAN DIJKEN AS COMMITTEE MEMBERS FOR THE 2019/20 ELECTED TERM. Marion Cox/Greg Marsden. Agreed by all.

ADMINISTRATION

Apologies

No apologies had been received. Michelle Woolf, WAG Head Coach would be available to join after her coaching had been completed.

Minutes

MOTION: THE MINUTES OF THE 21 APRIL 2020 MEETING WERE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING. Marion Cox/Deirdre Follett. Agreed by all.

Matters Arising from the Last Meeting

The Secretary encouraged members to complete this regularly to update/remove actions. Updates were recorded in the Action Register; however points to note:

a. Circulation of Minutes

As the Committee wanted to ensure they are being clear and transparent for our team, staff, and community the meeting minutes had been published online. It was felt that this was too much information available for all, including public, and the following procedure around Committee minutes was agreed:

- On completion of the meeting, the Secretary will prepare the minutes and share with the Committee and Centre Manager.
- Once approved the minutes will be shared with our Head Coaches for their reference.
- Rather than full minutes, a bullet point summary including all agreed motions would be uploaded to the website. There will be an invoice for those that would like a full copy to contact the Club Secretary.

b. Fraser Park Relocation

The Premises Officer noted that the builder needed to check costs and confirm re asbestos requirements. It maybe that it is broken down into stages, with the first stage approx. \$20,000 to get in and then additional stages.

It was suggested that it may be 12 months away from old to new due to a staggering process, Resource Consent, lotteries grant. It was agreed the Centre Manager would provide an "Information Overview" around the relocation. This needs to provide details to bring the new Committee members up to speed and will include:

- Where we are going; broken into steps/options.
- What we have done to date, what we are waiting on and what is required next. (This may be helpful in a timeline type format.)

- The relocation budget with supporting quotes where available.

The next steps may include a motion for consideration/adoption at the next meeting.

Correspondence

There were no items of general inwards or outwards correspondence.

GUEST

GFA Head Coach (Recreational; Gym for All)

The GFA Head Coach joined the meeting and discussion followed:

a. Post COVID19 Lockdown – How is it Going?

It was reported that there had been manic cleaning for three solid days to get us up and running. Mel noted that this week was a different style of coaching with rest-breaks while gear is being disinfected. Parents were dropping off and picking up outside of the gym; it feels like takeaways. Next week will be more full on with the arrival of three groups at a time, possibly 18 cars driving through. There is a 'floater' on the door directing groups and we may need to space gymnasts/parents like outside the supermarket.

The Committee felt that it was the Club's responsibility for children inside of the gym and the parents outside ie. parents spacing out and collecting from the door. Zara is meeting with the Head Coaches on Thursday to discuss and will reinforce the need for parents to come to collect their children. Everyone is looking forward to getting back into it.

b. Star Review

Marion noted the Head Coaches email expressing concern around the timing of the review. It would have been more appropriate during Lockdown or a couple of weeks after we were back up and running. The Committee acknowledged this and asked how we could help ie. extending timeframe for replies etc. Mel suggested that it was okay now, but one thing to help would be having the survey questions in a Word document which could then be transferred to the online survey. The HR Officer will get this through for the Head Coaches.

c. Other Areas to Support

Mel was focused on getting through the next week and then the following. The Head Coaches appreciated the opportunity to be involved with the Committee, however it would be great to work the timing a bit better. The team thanked Mel for her time and for the videos she had created on the Facebook page during Lockdown. COVID19 had certainly pushed people out of their comfort zone.

STANDING ITEMS

Premises Update

Although previously discussed under Matters Arising, Darren noted that we had received confirmation from the Council CEO that the funding is still there and was included in the Councils draft Annual Plan. Darren noted that the first hurdle is the Resource Consent. There will be a meeting with Aaron and Darren from the Club and Marcus from Hutt City Council. This will help firm up information in the Committee document around moving costings.

Strategic Plan

The Secretary had previously circulated the *draft* Strategic Plan and recommend the Committee meet to break the document into a) the Plan detailing the pillar and goals b) our three year period tasks and actions to achieve each goal.

MOTION: THE COMMITTEE WILL MEET ON WEDNESDAY, 3 JUNE AT 5:30PM TO FINALISE THE STRATEGIC PLAN AND WORKING DOCUMENT FOR ADOPTION AT THE NEXT COMMITTEE MEETING.

Deirdre Follett/Greg Marsden. Agreed by all.

COMMITTEE REPORTS

Centre Manager's Report

As the Centre Manager was unable to attend the meeting her report was received. Members were encouraged to come back to the Secretary with questions for clarification.

Treasurer's Report

The Treasurer spoke to her report and the updated Role Description.

MOTION: THE TREASURER'S REPORT BE ADOPTED NOTING THE BALANCES AS AT 30 APRIL 2020; OPERATING ACCOUNT \$104,604.67 AND FACILITY ACCOUNT \$45,954.57 (TERM DEPOSIT \$45,000). RECEIVABLES TOTALLED \$45,317.88 AND PAYABLES \$10,377.62. Rebecca Hills/Emma Austin.
Agreed by all.

Discussion then followed on:

- a. Invoicing. The Committee requests that the invoice template is reviewed so that the information is clear for our members. The change in invoicing structure needs to be implemented by the end of Term 3 so the Term 4 invoice are issued under the new system with additional line details.
- b. Fee Structure/Pricing. There needs to be a policy and procedure adopted which will be included on the Clubs website. The template and document need to be reviewed and approved by the Committee and uploaded accordingly to assist members understand the post-COVID payment arrangements.
- c. Clear Expectations and Deadlines. The Committee acknowledged the Centre Manager's workload and noted that if there are problems with delivering on time, or to expectation, she needs to be coming back to the Committee seeking extension, support, resourcing etc. It was agreed that clear instruction and deadlines are desirable.

Role Description

Due to the size of the agenda it was agreed to review the Treasurer's Role Description at the next meeting and the proposed motion was not passed: The revised Treasurer's Role Description as circulated be adopted and included in the Committee Handbook. The Committee expressed concern as to the amount of work completed by the Treasurer. The extra tasks that she takes on are turning into a part-time unpaid job and is not how the role should be. Consideration is therefore required to remove any operational tasks allocated.

90 Day Overdue Payments

The Treasurer raised our Club Debt Collection Policy. There is a competitive member who is about to become 90 days overdue. The Committee agreed for the Centre Manager to contact the member by phone call to find out where they are at and give them one last chance to pay due to the COVID19 Lockdown situation. It was requested that the details of the call/arrangement be noted in their file. The Committee require a copy of the Debt Collection Policy and Procedure.

Fundraising Report

Ellen noted that since she joined the Committee there has not been a meeting. The Team have been in touch and been tasked with brainstorming on what we can do, and should not do, in this post COVID19 environment. They were leaning towards items of value ie. wine, food etc. (The meeting was very keen on the Roti fundraiser.)

It was noted that the pre-COVID19 planned Golf Day had been pushed out currently to the 26 of June and will keep being rolled over until we change COVID19 Levels. There was a suggestion around a Twilight series. Members were keen on sustainable fundraising and moving into corporate

sponsors. Ellen felt that there were members within the Sub-Committee who could be extremely helpful with this. It was agreed that the Club needed to review our sponsorship plan, packages, and levels. The Committee thanked Ellen for joining the team and her work leading the Sub-Committee.

GUEST

WAG Head Coach (Competitive; Women's Artistic Gymnastics)

The WAG Head Coach joined the meeting via phone call. The Chair thanked Michelle and noted the timing of the meeting had clashed with coaching. Michelle advised that MAG Head Coach (Men's Artistic Gymnastics), Pasha Levchenko was sick tonight, and that Junior Coach, Chris Mackay was coaching the boys. Discussion followed on:

d. Post COVID19 Lockdown – How is it Going?

Michelle noted that the kids and parents were good. There were some recreational kids that come – too keen to come back. She had spent a lot of hours inducting coaches and having meetings. There had been long hours involved to make the return happen. The kids were happy to be back in the gym.

There were questions on the WAG Procedure that had been shared on Facebook and around the gym noting that it looked good and the initiative was appreciated. Committee members discussed why WAG and MAG were separated and documentation was not a whole gym focus. Michelle felt concerned with this questioning and the meeting noted that this was not the time for the discussion. It was noted that the MAG Coach had communicated with families via direct email.

e. Star Review

Marion shared the feedback around timing and explained that that survey was an initial start, but all the Head Coaches would be contacted. It was confirmed that the survey was anonymous to all which is why an independent party had been engaged.

f. Other Areas to Support

There were no other areas for support and Michelle noted that we were awaiting the Government's announcement on Monday for plans going forward.

The meeting asked Michelle if there was any information on the 'Competitive Year'. She suggested it was a waiting game on the Government and rule around gatherings and travel stand-down periods. Nothing will be happening in the next 8 weeks, and kids can just get back into their routines and readiness. There may be some general competitions arranged for August - October (tbc). The Committee thanked Michelle for her time and input.

The meeting then went In-Committee at 9:15pm and returned at 10:45pm.

GENERAL BUSINESS

Annual General Meeting

Discussion followed on the scheduled date of the AGM and it was agreed due to the COVID19 Lockdown, the Club's organisation review, a new Strategic Plan and requirement to review the Constitution, the AGM will be moved to a similar time as last one.

MOTION: THE AGM BE MOVED TO MONDAY, 2 NOVEMBER 2020 AT 6:00PM. Deidre Follett/Marion Cox. Agreed by all.

NEXT MEETING AND CLOSE

The next Committee meeting is scheduled for Monday, 15 June 2020 at 7:00pm. I was noted that the Secretary will check the timing/availability with the Head Coaches. The meeting closed at 10:50pm.

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

Chairperson:

Date:
