

# Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 10 December 2020 at 7:30pm

Present: Charlotte Haigh (President), Sarah Burnell, Darren Sears, Deirdre Follett, Annalise Austin, Louise Waiariki, Aaron Simmons, Rebecca Hills  
Guests: Lynn Wallace (via Zoom), Michelle Woolf and Pasha Levchenko

## WELCOME AND APOLOGIES

The Chair welcomed all to the meeting and noted that an apology had been received from Marketing Officer, Nicole Manning.

## ADMINISTRATION

### *Minutes*

**MOTION: THE MINUTES OF THE 12 NOVEMBER 2020 MEETING ARE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.** Deirdre Follett/Sarah Burnell. Agreed by all.

The following motions were circulated and voted upon outside of the Committee Meeting. They are recorded here to reflect the decisions made, to be included in our minute flow, and to give the opportunity for discussion.

14/11/2020 **MOTION: THE HR COMMITTEE ROLE BE SHARED BETWEEN AARON SIMMONS AND REBECCA HILLS WITH AARON WORKING WITH THE RESOURCES (PEOPLE) PART OF THE ROLE AND REBECCA THE ADMINISTRATIVE PART OF THE ROLE.** Aaron Simmons. Agreed by all.

### *Matters Arising from the Last Meeting*

The past Treasurer noted that the change of signatories are in process. All other tasks were left for review at the next meeting.

### *Correspondence In/Out*

26 November 2020. Letter from past Deputy Chair, Greg Marsden seeking indemnity as a co-signatory on the contract between Hutt Valley Gymnastics Club and Steel Shed Systems. The Chair responded to this letter on 27 November advising that the Club is not required to provide indemnity as at the time of signing the contract he was an authorised to act on the Clubs behalf. The past Deputy Chair is not longer an officer of the Committee and no longer has authority to act on behalf of the Club.

10 December 2020. The Secretary shared the Programme Managers report received prior to the meeting. This was circulated by email to the Committee.

## STANDING ITEMS

### *Premises Update and Property Officers Report*

The Property Officer reported that our Lotteries Grant Application had been declined. Although this was disappointing it was agreed that we need to refocus on other opportunities and options. Darren noted that he would find out from Bridget Ross if we are able to reapply in March. The members will be notified via a Facebook post tomorrow and in the end of year newsletter.

The meeting moved to In-Committee at 6:30pm, returning at 6:45pm.

### *Strategic Plan*

The Strategic Plan Subcommittee have their first meeting scheduled for 15 December. Rebecca Hills will join this group.

### *Administration Manager Role*

It was noted that this role will be re-advertised, and the recruitment process re-started.

## COMMITTEE REPORTS

### *Chairperson's Report*

The Chair updated members around the personal liability of Committee members within Incorporated Society. It was noted that the liability is not the same as for a company. Committee members who are signing contracts are doing it 'on behalf of the society' as the organisation is seen as its own identity. Activities must not be fraudulent and remain in line with the Society Rules.

Discussion followed on the process for the 2021 Budget. It was noted that the Treasurer was not involved in the process last year and it was noted that the budget required peoples buy in and their input. Sarah intends to go back line by line, item by item, expense by expense working directly with those tasked with budget activity. Initially this will be working closely with the Programme Manager, Administration Manager, once appointed, and individual Subcommittees such as Fundraising for expected income and Marketing for outgoings. It was expected that the 2021 Budget would be adopted at the February 2021 Committee Meeting having previously been circulated and feedback sought prior.

The Chair noted a request had come from the Head Coaches that all coaches pay be reviewed and a structure agreed to ensure that pay better reflects qualifications and experience of coaches. It was agreed that:

**MOTION: THAT THE CHAIRPERSON, TREASURER AND HR OFFICER WILL PREPARE A CLUB POLICY ON PAY/HOURLY RATES. THIS WILL REFLECT THE QUALIFICATIONS AND EXPERIENCE OF OUR COACHES.**

Charlotte Haigh/Deirdre Follett. Agreed by all.

Once the policy is adopted there will be a review undertaken with the Programme Manager and recommendations made accordingly. The Secretary undertook to share the Gymnastics New Zealand pay structure with the team and it was noted that the reimbursement to coaches for their time at competitions/travel also needed attention.

The HR Office undertook to prepare a policy on the recently introduced 5-week annual leave for 10-year plus staff for adoption by the Committee.

The Chair is also the Club's Privacy Officer and shared with members a tour of the privacy principles. The Privacy Act 2020 is based on 13 privacy principles that govern how you should collect, handle, and use personal information. It was agreed that the Privacy Officer would share this link with the Programme Manager to pass onto the Head Coaches and the Office Team as the Administration Manager is yet to be appointed. Link: [2020-A-quick-tour-of-the-privacy-principles-Oct-2020.pdf](#)

### *Treasurers Report*

The Treasurer confirmed that she continues to work through the handover process and plans to meet with the Programme Manager to commence work on the 2021 budget. This will also include the Administration Manager on their appointment. The 2021 Budget will have a month-by-month focus. The importance of the 2021 fundraising targets for the budget was discussed. The Fundraising Officer would provide further information for the Treasurer.

A November report was not circulated as the budget was not relevant. She confirmed that we are not looking too bad; money is coming in and there are not too many payables. It was noted that Sarah preferred to use her personal email address rather than the treasurer@huttvalleygymnsports.co.nz one.

**MOTION: MOTION: THE BALANCE SHEET DATED 30 NOVEMBER 2020 BE ACCEPTED, NOTING THE TOTAL ASSETS OF \$329,750.34 AND TOTAL LIABILITIES OF \$18,822.18.** Sarah Burnell/Deirdre Follett. Agreed by all.

## ***Functional Report Items***

### Team Captains

Discussion followed on the establishment of an Athlete Leadership Programme and it was agreed that:

**MOTION: HUTT VALLEY GYMNASTICS CLUB ESTABLISH AN ATHLETE LEADERSHIP PROGRAMME TO GROW CONFIDENT LEADERS AS PER THE DRAFT PLAN AND BRING IN TEAM CAPTAINS FOR 2021 START AS PER ROLE DESCRIPTION CIRCULATED TO THE COMMITTEE ON 29 NOVEMBER 2020. ALL ELIGIBLE ATHLETES WILL BE INVITED TO APPLY IN WRITING, ALONG WITH THE HEAD COACH RECOMMENDATIONS.** Aaron Simmons/Sarah Burnell. Agreed by all.

The selection process required clarification as it was envisioned that the three Head Coaches and Programme Manager would vote along side the athletes (level/step 4 and above).

### Regional Representative – Stuart Savage

The meeting agreed to invite Stuart Savage the Regional Representative for Gymnastics New Zealand to attend the start of our next meeting. This will be in addition to Warrick Sue who is also scheduled.

### National Representative Support

**MOTION: THE FUNDRAISING COMMITTEE WILL SUPPORT THOSE HUTT VALLEY GYMNASTICS CLUB MEMBERS THAT ARE SELECTED TO REPRESENT WELLINGTON AT NATIONALS.** Louise Waiariki/Aaron Simmons. Agreed by all.

Discussion followed on the Club's support and it was agreed that those selected could advertise their individual fundraising activities through the Gym. These activities must not conflict with or be in competition with planned Club fundraising activities. It was noted that on Nationals selection, the Fundraising Subcommittee will provide further details to the individual athletes' and their families.

The meeting then moved to In-Committee at 7:19pm, returning at 7:37pm. The WAG and MAG Head Coaches joined the meeting along with the Programme Manager via Facetime video call.

### GFA Festival

It was agreed to use \$50-\$60 from budget funds to provide 'Santa Gifts' for the GFA Festival participants. This would cover a shortfall from donated/sponsored items already secured.

## **HEAD COACHES REPORT**

The meeting asked for an update from the Head Coaches:

The Programme Manager confirmed that Pasha Levchenko can go ahead with the Christchurch Training Trip on 24-27 Jan. Ideally the boys will go as a team with the majority staying together. The HR Officer will confirm with Lynn how the Club will manage the Monday (25 January) as it is Wellington Anniversary Day, a public holiday.

Michelle Woolf enquired where the emails from Gymnastics NZ were going. It was noted that the manager@huttvalleygymsports.co.nz email had been handed over to the Programme Manager. The Secretary undertook to make sure the emails were going to the right places and discussion followed on the email address preferences and it was agreed that the Secretary would circulate the most current Staff Directory list.

The Head Coaches wanted to confirm the competitions the WAG and MAG were attending in 2021 so that the coaches could be advised, and travel bookings could be made prior to confirming with parents. It was agreed that the Treasurer would work with Lynn on dates and costings for the budget. Michelle was not sure of the reporting lines and it was confirmed that it was the Programme Managers role to coordinate with the input from all three Head Coaches. It was left for Lynn to work with both Pasha and Michelle. It was suggested WAG would like to attend the Christchurch, Nelson,

Waitara, and Palmerston North. MAG are keen to align with the National 360 Programme competitions. Further consideration will be given to a Club joint trip.

Both Head Coaches are working on the coming holiday training programme and planning for the start of 2021. It was confirmed that the Club's Hutt Valley Elementary Competition will be held on Sunday, 20 June for athletes up to Step 4 WAG and Level 3 MAG.

#### **MEETING DATES**

##### ***Annual General Meeting and Prizegiving***

Reflecting on this year's experience it was felt that the AGM and Prizegiving should not be in the same week. As the competition season has been moved forward, the Head Coaches suggested that the prizegiving be earlier too. It was suggested that the prizegiving be held in early September 2021 and the AGM held on Monday, 20 September 2021 commencing at 6:00pm.

**MOTION: THE 2021 ANNUAL GENERAL MEETING WILL BE HELD ON MONDAY, 20 SEPTEMBER 2021 COMMENCING AT 6:00PM.** Deirdre Follett/Darren Sears. Agreed by all

##### ***Committee Meeting Dates***

The Committee were comfortable with the Thursday meetings and it was agreed that the 2021 Committee meetings will be from 6-8:00pm as follows:

- Thursday, 21 January (prior to Term 1 start)
- Thursday, 11 February (prior to Family Fun Day)
- Thursday, 18 March
- Thursday, 15 April (prior to end of Term 1)
- Thursday, 13 May
- Thursday, 17 June
- Thursday, 29 July (after Nationals)
- Thursday, 26 August (last meeting before AGM)

#### **GENERAL BUSINESS**

There were no items of general business.

#### **NEXT MEETING AND CLOSE**

The next meeting will be held on Thursday, 21 January 2021. The meeting closed at 8:10pm.

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

Chairperson:

Date:

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