

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 12 November 2020 at 7:30pm

Present: Charlotte Haigh (President), Rebecca Hills, Annalise Austin, Aaron Simmons, Louise Waiariki, Deirdre Follett, Nicole Manning, Sarah Burnell, Darren Sears.

Guests: Michelle Woolf and Pasha Levchenko

Apologies: There were no apologies as all members were in attendance.

WELCOME

The Chair welcomed all to the meeting. Participants went around the table introducing themselves at a personal level, what they had been involved in and a bit about themselves. Then the Chair explained how she felt the team would work together.

DECLARATION

Conflict of Interest

The Secretary sought any areas where members wanted to declare any areas of noted or may have a conflict of interest on the Committee. After discussion there were no areas of concern, but it was noted that:

- Paint It had provided a quote for the painting of the Avalon Rugby Clubrooms. This is Deirdre Follett's family business.
- Handy Andy Maintenance Service has been undertaking initial building work at the Avalon Rugby Clubrooms which will continue as the project progresses. This is Aaron Simmon's business.
- Gymtastic display and sell leotards in the Club Office. This is Rebecca Hills business. She donates 100% of the profits back to the Club. Around 20% of sale price. She also donates other items like hair ties, vouchers for raffles etc. Gymtastic is also a Club sponsor along with Rebecca's business Owl Accounting.

The Committee was comfortable to continue with the above as there will be a robust process for any works engaged with the Fraser Park Project Sub-Committee.

Confidentiality Policy for Committee Members

All members signed the Committee Confidentiality Agreement agreeing to keep confidential all information pertaining to matters dealt with at Committee level. It was noted that if a member were unsure if something can be shared/discuss, best practice would be to check with the Club Chairperson. Each member has been requested to sign the Acknowledgement of Committee Member Handbook Agreement confirming that they have been provided access to the Handbook and that they are aware that it is their responsibility to familiarise themselves with the content.

ROLES AND RESPONSIBILITIES

Allocation of Roles to Committee Members

Discussion followed on the roles requiring allocation to Committee members and the following was agreed: Charlotte Haigh will be Privacy Officer, Annalise Austin will be Health and Safety Officer, Louise Waiariki will be Fundraising Officer, Nicole Manning will be Marketing Officer, Darren Sears will be Property Officer, Rebecca Hills will be HR Officer.

Discussion followed on the appointment of a Grants Officer. The Committee will continue the use of Dave Syms, whose time has been gifted to the Club by Petone Sportsville. Their AGM is this month, and it was felt that if the arrangement discontinues, the Committee should consider engaging him separately. It was agreed that Rebecca Hills will be the liaison point and will take over the Grants role if there is a need. The Secretary will continue to sign off Grant Applications, liaising with Dave Syms.

It was envisioned that each of the existing Sub-Committee's; Fundraising, Marketing and Property would have around five members. It was noted that an uneven number is the preference to support

voting outcomes. It was left for the lead of each group to review and update the Terms of Reference with their members ready for adoption at the next meeting.

Delegation of Responsibilities Log

The Secretary noted that the Committee have a Delegation of Responsibilities Log. This is where any delegation is noted such as the Administration Manager review group, perhaps the Deputy standing in of the Chair, or any other sub-committee established. It details who is involved, expectations and timeframes.

ADMINISTRATION

Minutes

MOTION: THE MINUTES OF THE 2 NOVEMBER 2020 MEETING WERE REVIEWED AND CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING. Deirdre Follett/Charlotte Haigh. 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.

20/10/2020 **MOTION: THAT HUTT VALLEY GYMNASTICS CLUB APPROVE CHAIRPERSON, MARION COX AS AN ORDINARY MEMBER OF THE CLUB UNTIL AFTER THE 2020 ANNUAL GENERAL MEETING.**

Lynette Chin. Agreed by quorum.

20/10/2020 **MOTION: THAT EFFECTIVE FROM 20 OCTOBER 2020 THE HUTT VALLEY GYMNASTICS CLUB WILL RECOGNISE THOSE STAFF MEMBERS THAT HAVE WORKED FOR 10 CONSECUTIVE YEARS WITH ONE ADDITIONAL WEEK OF ANNUAL LEAVE PER ANNUM.** Marion Cox. Agreed by quorum.

It was noted that a clear policy is to be written to address the questions raised by Lynette Chin included in the voting section of the Out of Meeting Motion document. This has been left with the new Committee to do.

03/11/2020 **MOTION: THAT THE CHAIR INVITE PAST DEPUTY-CHAIR, GREG MARSDEN TO BE A CO-OPTED COMMITTEE MEMBER, OFFERING CONSISTENCY, IN CONTINUING HIS ROLE WORKING WITH THE FRASER PARK FACILITY PROJECT OFFERING INPUT, FINANCIAL CASHFLOW SUPPORT AND DOCUMENTATION GATHERING.** Deirdre Follett. Not passed 2 for and 7 against.

It was felt at this time roles needed to be determined and any skill gaps identified prior to co-opting anyone to the Committee.

Matters Arising from the Last Meeting

The Chair reviewed the minutes and noted the following items for discussion:

- (a) Administration Manager. It was noted that Deirdre Follett had stepped down, effective today, from the Interim Administration Manager contract role due to the compromise she felt with the relinquishing of her voting rights on the newly formed Committee.

Discussion followed and it was agreed that Deirdre Follett would liaise with both Phillipa Woolf and Neeraja Sabesan each week, determining areas of focus or concern and 'sign-posting' feedback to the Chair or other relevant member. Rebecca Hills noted that she was available to support also and could be present completing her personal work in the office when required. Deirdre Follett and Rebecca Hills will continue to sign off and check the wage payments on a fortnightly basis as they had currently been doing until the appointment of a new Administration Manager.

- (b) Appointment Process for Administration Manager. It was agreed that the Secretary, who had been on the last Appointment Panel, would join the sub-Committee working on the Administration Manager appointment plan. The group is: Charlotte Haigh, Louise Waiariki, Rebecca Hills and Deirdre Follett. It was noted that it was ideal to have an uneven number and

that it could be difficult if there is a hung vote. This is a priority, and the Secretary undertook to share all information with the group.

- (c) Programme Manager. Discussion followed on the commencement of the Programme Manager on 1 December 2020 and it was noted that there needed to be a delegated liaison to work with Lynn Wallace leading up to her commencement and following on with her induction. It was agreed that the Chair would be the liaison point alongside the HR Officer with support the Secretary who already has a relationship with Lynn. The Chair requested Lynn's contact details so that she can call her, and the Secretary undertook to share all details information with both the Chair and HR Officer.
- (d) Bank Account Signatories. The Treasurer has had her ID confirmed with Westpac and the necessary change in signatory forms as agreed at the last meeting were signed. Rebecca Hills will now process with the bank.
- (e) WAG Facebook Page. It was confirmed that this is now back up and running.

Correspondence In/Out

4 November 2020. Letter from Deirdre Follett (Interim Administration Manager) to Chairperson advising that she would like to discontinue the arrangement scheduled to 30 November.

- This letter was received by the Committee.

11 November 2020. Email from Bridget Adair (past Committee Member) offering her support where needed as she had mentioned at the AGM. She suggested that helping with finalising the Strategic Plan could be appropriate as she had been part of that process from the beginning. She also noted she was happy to help and support at the Golf Day or anywhere else there is need for support.

- Discussion followed and it was agreed that the Committee should be using all areas of knowledge, experience and skill offered. The Chair will accept Bridget's offer of support.

STANDING ITEMS

Premises Update and Property Officers Report

The Property Officer noted that we had received on 9 November the Deed of Lease for the land and the Sale and Purchase Agreement for ex-Avalon Rugby Clubrooms. The Chair and Property Officer will now review the documentation and endeavor to negotiate a longer lease timeframe. It is currently 10+5+5, whereas we would ideally like to push this out to 30 years. It was noted that an Out of Meeting Motion would be likely to get this tidied up and forwarded to accompany our Lotteries Grant Application. We are expecting to hear the result of the Lotteries grant on Wednesday, 25 November.

Strategic Plan

The Secretary spoke to the Strategic Plan and noted the next steps are to drill down targets and prepare the 4-year plan. It was agreed:

MOTION: THAT A SUB-COMMITTEE BE ESTABLISHED TO WORK THROUGH THE STRATEGIC PLAN TARGETS FOR THE 4-YEAR PERIOD. THIS SUB-COMMITTEE WILL INCLUDE CHARLOTTE HAIGH, DEIRDRE FOLLETT AND PAST COMMITTEE MEMBER BRIDGET ADAIR WHO WILL BE INVITED TO JOIN.

Deirdre Follett/Charlotte Haigh.

Star People Update

The Chair noted that the Organisation Review document had been circulated for members to review.

COMMITTEE REPORTS

Chairperson's Report

The Chair advised that she had completed a handover meeting with Marion Cox the past Chairperson. This was very thorough, and she was up to speed with matters.

Treasurers Report

The Treasurer noted that she also had completed an initial handover meeting with the past Treasurer. There were many years of knowledge and it will take a bit to complete the handover. They have an action plan for this.

It was noted that reports had not been prepared for the meeting and members were asked what type of information they would like to receive. It was agreed that a high-level overview highlighting areas of change against the last year, or last period would be helpful along with the actual vs budget for the last quarter. The Treasurer will work on this for the next meeting.

Fundraising Report

The Fundraising Officer shared a draft plan that had been prepared prior to the meeting. This outlined proposed activities for the period November 2020 to May 2021. It was suggested that adding in target income would be of assistance for the Treasurer and to keep the focus on the fundraiser. It was noted that the new Fundraising Sub-Committee would investigate this. The Fundraising Officer will approach past Fundraising Chair, Ellen van Dijken to see if she is happy to continue with the group.

HEAD COACHES REPORT

The WAG (Women's Artistic Gymnastics) and MAG (Men's Artistic Gymnastics) Head Coaches, Michelle Woolf and Pasha Levchenko joined the meeting at 8:00pm. The following was discussed:

- (a) Programme Manager. There are several questions around the role that the Head Coaches would like clarification on. One area is around the 10 coaching hours and how they are distributed, clarification around the role description as it was felt that some of these areas currently fall under their role. The Secretary, who was involved with the review, compiling of the role description and supported the interview process noted that the coaching hours were to be worked out best as possible with Lynn. She was not part of the interview process. Initially Lynn is to relieve Coach Chris MacKay from his GFA hours that clash with the MAG 2020-21 timetable, enabling him to fully work in MAG area while making up his hours with GFA outside of this.

It was envisaged that the actual work hours will be worked out with Lynn, fitting in with the team to best cover manning a presence at the gym. There are several inefficiencies that require working through.

- (b) Club Trip. The Deputy Chair noted that at the meeting with the Head Coaches, plans were being put in place for a Club Trip to the April 2021 Nelson Competition. This will include both codes and Michelle and Pasha are working together to get this organised.
- (c) Training T-shirts. Pasha shared his t-shirt design that he has been working on for all codes. It was noted that he was waiting for Lynn's arrival to get this in place and ordered. Discussion then followed as the Fundraising Officer also tabled a t-shirt idea. It was noted how important it is to ensure the Uniform Policy, that includes Club branding, is finalised in conjunction with this. Michelle noted that Coaches uniforms are well overdue and that this was also awaiting agreement on the policy prior to ordering a significant number of items. The Secretary agreed to share the draft document with the Committee.
- (d) Club Captains. The Deputy Chair noted his discussion with the Head Coaches about setting up 'Club Captains' to be voted by peers. This is requiring further work.

FUTURE MEETING DATES

Confirmation of meeting frequency and dates

The Secretary requested that the Committee meeting dates for the coming period would be determined. After discussion it was agreed:

MOTION: THAT THE COMMITTEE WOULD MEET AT 6:00PM ON THE SECOND THURSDAY OF EACH MONTH. THIS IS FLEXIBLE TO FIT IN WITH MAJORITY AVAILABILITY AND ANY PROPERTY REQUIREMENTS. Deirdre Follett/Charlotte Haigh. Agreed by all

Annual General Meeting 2021

It was agreed to set the 2021 Annual General Meeting date at the next meeting so it can be made available to the membership and promoted on the Club website.

GENERAL BUSINESS

Staff and Committee BBQ

The Secretary noted that she will text all staff members and those that have not replied to confirm numbers. This will be shared with the Committee to assist with catering requirements.

Connecting Coaches Conference

The Deputy Chair noted that the Head Coaches had discussed the attendance at the Gymnastics NZ Connecting Coaches Conference on 27 and 28 November. It was felt that this was pitched at a high level and it was agreed:

MOTION: THAT THE NEW PROGRAMME MANAGER, LYNN WALLACE BE REQUESTED TO ENROL AND ATTEND THIS ON BEHALF OF THE COACHING TEAM. Aaron Simmons/Charlotte Haigh. Agreed by all

NEXT MEETING AND CLOSE

The next meeting will be held at the ex-Avalon Rugby Clubrooms so that members can see the building and get a feel for it. This will be on Thursday, 10 December 2020. The meeting closed at 8:35pm.

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

Chairperson:

Date:
