

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 18 March 2021 at 6:00pm

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

Guests: Lynn Wallace (Programme Manager) and Jouvella Gee (Administration Manager)

WELCOME AND APOLOGIES

The Chair welcomed new Committee member, James Fitzsimons and others to the meeting. The Chair advised that since the Special General Meeting held on 18 February, Life Member, Rebecca Hills had passed away. Our membership had been advised with many attending the funeral.

There were no apologies received.

ADMINISTRATION

Minutes

MOTION: THE MINUTES OF THE 11 FEBRUARY 2021 AND 4 MARCH 2021 MEETINGS ARE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING. Deirdre Follett/Aaron Simmons. Agreed by all.

MOTION: THE MINUTES OF THE 18 FEBRUARY 2021 SPECIAL GENERAL MEETING ARE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING. Deirdre Follett/ Aaron Simmons. 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.

2/03/2021 **MOTION: THE COMMITTEE APPROVE THE PURCHASE OF TWO LAPTOPS TO THE VALUE OF \$2,200.00 INCLUDING GST (\$1,100.00 EACH) TO HAVE ALL PROGRAMMES/FILES INSTALLED READY FOR THE ADMINISTRATION MANAGER'S COMMENCEMENT ON 15 MARCH.** Deirdre Follett/Sarah Burnell

2/03/2021 **MOTION: THE COMMITTEE APPROVE THE FULL MIGRATION TO MICROSOFT 365 BUSINESS STANDARD, SET UP AND TRAINING, BACK UPS EMAIL AND FILES UP TO THE VALUE OF \$2,200.00 INCLUDING GST.** Deirdre Follett/Sarah Burnell

16/03/2021 **MOTION: THE COMMITTEE OF THE HUTT VALLEY GYMNASTICS CENTRE INCORPORATED AGREE TO APPLY TO THE HUTT MANA CHARITABLE TRUST FOR A GRANT TO COVER THE PURCHASE OF COACHES UNIFORMS AS QUOTED FOR \$2,171.20 INCLUDING GST.** Aaron Simmons/Deirdre Follett

Sarah Burnell joined the meeting.

Matters Arising from the Last Meeting

Engagement Agreement with Dave Syms

The Deputy Chair noted that he had been working on the grant application for coaches' uniforms with Dave. He offered to take on the grant's role, however after considerable discussion it was agreed that this was mainly an operational task that could sit with the Senior Management Team. The Club Secretary would be the contact point between the Senior Management Team and Committee for grant motions and guidance. It was agreed that the Deputy Chair would let Dave Syms know that he was to work with the Senior Management Team and Club Secretary.

The Chair had been tasked with preparing an engagement agreement with Dave Syms at the last meeting and after discussion it was agreed:

MOTION: THE CHAIR WILL NEGOTIATE AN AGREEMENT WITH DAVE AT AN HOURLY RATE OF \$25.00 WITH HOURS TO BE AGREED BETWEEN THE CHAIR AND THE TREASURER. Charlotte Haigh/Annalise Austin. Agreed by all.

Discussion then followed on the need for a comprehensive 'Wish List', covering 5-10 years, so that we better understand the grant requirements. This has been requested of the Senior Management Team and will be reviewed by the Treasurer for planning and further discussion.

Change of Signatories

It was reported that the Secretary had taken over the setting up of signatories from the past Treasurer. It had taken considerable time to sort out the correct signatories going back to the resignation of the Centre Manager and the AGM. This involved several new signatories, removal of others and covered a number bank accounts. Once the new Administration Manager was up and running then the Club signatories are in order.

MOTION: THE COMMITTEE AGREE TO ADD STAFF MEMBER JOUELLE SHARNIE GEE (ADMINISTRATION MANAGER) TO THE WESTPAC BANK ACCOUNTS 0531-0118171 AND 0531-0556892 AS A SIGNATORY AND HAVE A DEBIT CARD ISSUED AGAINST THE OFFICE MANAGER EXPENSE ACCOUNT 0531-0556892-002. Deirdre Follett/Sarah Burnell

Branch Concept – Avalon Rugby Clubrooms

The Chair noted that this had not progressed but would potentially be superseded/covered off by the premises discussions.

Club Cleaning Review

The Chair noted that this review was in progress. The Programme Manager advised that she is working through options and that attention was required by pest control to undertake a fumigation and cleaning process prior to our Club competition in June.

The Committee were encouraged to feedback on their actions so that the shared Action Register can be updated accordingly.

Correspondence In/Out

1. Email received from Pasha Levchenko re MAG Programme, 9 Jul 20

The Secretary advised that Pasha had followed up this letter seeking a reply from the Committee. The Secretary explained to the meeting that the letter had originally been acknowledged on its receipt and was going to be considered along side the Strategic Plan targets with a response to follow. The current Committee had received this letter after the AGM and a response was necessary.

After considerable discussion it was agreed that we would advise Pasha that discussion had been held and that the Committee would feed the details back to the Senior Management Team to review in consultation with our Gymnastics New Zealand Regional Representative and respond accordingly.

2. Email received from Dave Whiting re Family Fun Day, 15 Feb 21

This email had been circulated and as it was purely feedback was noted as received.

3. Email received from Belinda Randall re condolences, 15 Mar 21

This was much appreciated and noted as received.

4. Email received from Greg Marsden re pie fundraiser, 16 Mar 21

Discussion followed on the email received and it was agreed that the questions needed to be answered, where information is privy to all members (ie. not In-Committee) and this was left with the Chair.

Substantial discussion followed on the management of this type of communication, and it was agreed that both the draft Club Values and a Parent and Spectators Code of Conduct needed to be shared with our members by the Senior Management Team. It was also agreed that the review and upgrade of a Concerns and Complaints Policy would also assist to team in working with this type of feedback. This is a current policy in review.

It was felt that there was concern amongst the membership around where we are at with the new premises and that in some minds the level of fundraising did not equate to the monies required to build the new premises. It highlighted the need for the Committee to update our membership on the premises which will happen in the next 2-3 weeks.

Outwards Correspondence

The Secretary reported that letters had been sent to:

- Westpac confirming the Club's Beneficial Owners, 4 Mar 21.
- Westpac requesting that our name is corrected in the system to Hutt Valley Gymnastics Centre Incorporated, 4 Mar 21.
- A resolution letter confirming Committee's agreement to apply for Coaches Uniforms, 16 Mar 21.

Treasurers Report

The Treasurers spoke to her report and asked if this was what the Committee required. Members were pleased with the detail and the report was received. As members had not had sufficient time to review the draft budget it was agreed that the motion to adopt the budget would be carried over to the next meeting.

MOTION: THE ACCOUNTS FOR THE PERIOD 1 FEBRUARY TO 28 FEBRUARY 2021 BE ACCEPTED AS CIRCULATED BY THE TREASURER NOTING THE TOTAL ASSETS OF \$321,494.74 AND TOTAL LIABILITIES OF \$13,728.03. Sarah Burnell/Deirdre Follet. Agreed by all.

MOTION: TO ENSURE BEST PRACTICE AND SEPARATION OF DUTIES THE COMMITTEE ADOPTS THE FOLLOWING PROCESS FOR AUTHORISING PAYMENTS: 1) THE CLUB'S OFFICE MANAGER OR PROGRAMME MANGER TO APPROVE ALL PAYMENTS SET UP IN THE BANK. 2) ALL ONLINE BANK PAYMENTS WILL BE AUTHORISED BY ONE STAFF MEMBER AND ONE COMMITTEE MEMBER (2 SIGNATORIES). 3) ADMINISTRATION STAFF MAY NOT HAVE ACCESS TO VENDOR CARDS. Deirdre Follett/Sarah Burnell.

SUBCOMMITTEE UPDATES

Facility/Premises Subcommittee

The Premises Officer handed out a "Starting Discussion" document covering the four options for consideration and talked through the paper with the Premises Subcommittee's feedback. The next steps are for the Subcommittee and Committee to meet and determine where we are going and what we are doing. The document is available to review in a shared file and it was also recommended that feedback for the Starting Discussion document is due back by this Friday, 26th March. Following feedback, a separate meeting is to be arranged with the sole focus being on the best options moving forward, date to be confirmed.

A quick around the table discussion followed with all members unanimously supporting an alternative lease option which led to the Premises Chair agreeing to arranging a visit to 39 Randwick Road Building, potentially early evening this week. This would include the Senior Management Team.

It was pleasing that the Team was prepared to step back and take check, being prepared to consider all options, after being fully focused on one pathway for the past 12 years.

Strategic Plan Subcommittee

Continuing work on this. Nothing more to report.

Fundraising Subcommittee

The Fundraising Chair noted that there was an In-office only Easter Raffle (200 tickets) and some left-over jars of peanut butter available to purchase. The Treasurer circulated a summary of fundraising as of 28 February of \$176, and the total 2020-year funds raised of \$17,373.00.

Marketing Subcommittee

The Marketing Chair noted that a letter had been sent out to last year's sponsors and all members detailing the sponsorship tiers available. She was pleased to note that as at the meeting we had: Gold Sponsors: Ray White Real Estate, Pause Yoga and Ashton Panel and Paint. Silver Sponsors: Abode Homes, Blue Carrot Catering, and Placemakers. There were two others to confirm.

Discussion followed of if each trade/business would be exclusive, and it was agreed that in principle it was okay to have many if it would not affect an existing relationship ie. a large golf day sponsor & Club sponsor. It was felt that if there was concern it would be discussed on a case-by-case basis. Discussion followed on the Elite Level and it was suggested that it would not be included in the sponsorship document, rather it will be suggested to larger companies verbally. The Secretary suggested that Bridget Adair could be used to help secure sponsors, but the Marketing Chair has not decided yet who they will be engaging.

Policy Subcommittee

The Policy Chair spoke to her motion to adopt the 2021 Social Media Policy; however, it was noted that there was some last-minute feedback, and the motion would roll over to the next meeting.

COMMITTEE REPORTS

Functional Report Items

Feedback: Special General Meeting

The Secretary asked for feedback on the Special General Meeting with a view of 'learnings for next time'. The Chair noted that she had only received good feedback. The meeting thanked both Aaron and Darren for their work at the event.

Club Rules

It was noted that the draft Club Rules were scheduled to be discussed at the next meeting. The Chair noted that she needed to make this a priority between now and then.

GENERAL BUSINESS

1. Committee Communication

James asked for clarification around the communication process as he had noted that there were several emails circulated that were reply-all and others that come via the Secretary. Discussion followed on the number of emails being received and the workload in managing them. It was agreed that the closed Committee Facebook Group would be used more frequently with the message being posted and members asked to give feedback in the comments. The Secretary would send an email advising when a post for discussion was made.

The meeting then moved to In-Committee at 8pm.

NEXT MEETING AND CLOSE

The next meeting is scheduled for Thursday, 15 April 2021 commencing at 6:00pm. The meeting thanked Louise Waiariki for providing the food/nibbles for this meeting and Annalise offered to do the next one. The meeting closed at 8.10pm.

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

President: _____ Date: _____

Secretary: _____ Date: _____