

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 22 April 2021 at 6:00pm

Present: Nicole Manning, Annalise Austin, Louise Waiariki, Jouvella Gee, Sarah Burnell, Dave Whiting, Darren Sears, Aaron Simmons, James Fitzsimons, Deirdre Follett. Charlotte Haigh arrived during the meeting along with Lynn Wallace and member Matt Gatland.

WELCOME

The Deputy Chair welcomed all to the meeting noting that the Chair was running late. The meeting then moved to In-Committee at 6:06pm, returning at 6:51pm. Member Matt Gatland joined the meeting.

ADMINISTRATION

Apologies

The Secretary noted that apologies had been received from Tracey Joe and Litsa Jackson and Matt Bilay. It was noted that Programme Manager, Lynn Wallace would be joining us later.

Minutes

The Deputy Chair requested two changes to be made to the circulated minutes around the Treasurer's Report and reference to the Social Media Manager in the Programme Managers Report. After discussion it was agreed that:

MOTION: THE MINUTES OF THE 8 APRIL 2021 MEETING WERE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING ONCE THE CHANGES WERE MADE. Deirdre Follett/Darren Sears. Agreed by all.

Matters Arising from the Last Meeting

Engagement Letter with Dave Syms

The Chair noted that she had finished writing the agreement and it had been emailed to Dave Syms for signing. This will be completed in the next week.

Action Register

Once again there were no updates provided for outstanding actions as noted on the Committee's Action Register.

Correspondence In/Out

The following correspondence had been received since the last meeting. A letter from Marcus Sherwood from the Hutt City Council dated 15 April 21 regarding the Fraser Park build funds and the Councils Guarantee of the Fraser Park loan. An email had also been received from member Bridget Adair dated 21 April 21. This had been circulated to the Committee and it was agreed to discuss this further in-Committee at the end of the meeting. There were no items of outwards correspondence.

SUBCOMMITTEE UPDATES

Social Media Policy

MOTION: THE COMMITTEE ADOPT THE 2021 SOCIAL MEDIA POLICY AS CIRCULATED. Deirdre Follett/Nicole Manning. Agreed by all.

Fundraising

The Subcommittee Chair reported that the next fundraiser was for Roti's.

Marketing

The Subcommittee Chair reported that we have 3 Gold Sponsor and 7 Silver Sponsors. Since the last meeting she had secured two new Silver Sponsors: Dave Whiting Financial Services and Mini-Fish. It was also noted that Paint It had purchased a large tile in 2019 and as there was a delay in starting the

tile wall, they will be included as a Bronze Sponsors for this year. Business logos had been loaded onto the Club's website and Facebook posts were being made with the different sponsors. She encouraged members to share any names/organization leads for her to follow up. It was suggested that the TV in the gym could have rolling advertising that included our sponsors logos/details.

Discussion then followed on listing the Clubs Life Members on our website as well as securing a grant for an Honours board. She will forward information through to Dave Syms with a quote and go from there.

Health and Safety

It was noted that the vault needed repair and that Pasha had taken it to add new foam and glue.

DRAFT CLUB RULES

The Chair had started drafting the new Club Rules but was not able to complete without direction from the Committee. She worked through a variety of questions which covered areas such as the Clubs objectives, amending powers of the committee around loan amounts, proxy voting, membership types etc. The draft rules will be circulated allowing time for consideration by the Committee prior to the next meeting.

Matt Gatland left the meeting at 7:15pm. Programme Manager joined the meeting at 7:17pm.

COMMITTEE REPORTS

Chairperson's Report

The Chair noted that her current focus was with drafting the new Club Rules, writing the agreement with Dave, and attending a meeting with Steel Shed Systems.

Functional Report Items

There were no items raised in this section of the meeting.

Senior Management Report

Administration Manager

The Club is moving payment systems to SmartPayroll with all employee details being uploaded. Training has been held on Xero batches and the team is working to eliminate double-entries and errors. There are now monthly one on one sessions within the Administration Team along with yearly appraisals. The Team have also been provided with a matrix for movement and progression.

Programme Manager

The Programme Manager apologies for the late circulation of her report. It was noted that Onslow Gymnastics Club was meeting with her next week to discuss any space availability that we could offer as they are struggling to find facilities to train at.

Weekly meetings with the Head Coaches continue and the Programme Manager requested an opportunity to hold meetings with all the coaches together. Other matters were discussed however it was suggested these were operational matters to be discussed between the Chair and Programme Manager. The Chair advised that she communicated with the Senior Management Team on a weekly basis by phone or meeting.

GENERAL BUSINESS

1. *Annual General Meeting.*

The Secretary recommended that the AGM venue should be booked to avoid the tightness of last years AGM. Pelorus Trust Sports House has been booked but not available for our scheduled date. After discussion it was agreed:

MOTION: THE HUTT VALLEY GYMNASTICS CLUB ANNUAL GENERAL MEETING BE MOVED TO MONDAY, 13 SEPTEMBER 2021 AT PELORUS TRUST SPORTS HOUSE COMMENCING AT 6:30PM.

Deirdre Follett/Charlotte Haigh. Agreed by all.

The meeting then moved back to In-Committee at 8:11pm, returning at 8:25pm.

NEXT MEETING AND CLOSE

The next meeting is scheduled for Thursday, 13 May 2021 commencing at 6:00pm. The meeting thanked Charlotte for providing the food/nibbles for this meeting and Aaron Simmons offered to do the next one. The meeting closed at 8.27pm.

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

President: _____ Date: _____

Secretary: _____ Date: _____