

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 13 May 2021 at 6:00pm

Present: Charlotte Haigh, Darren Sears, James Fitzsimons, Aaron Simmons, Lynn Wallace, Sarah Burnell, Deirdre Follett, Annalise Austin, Louise Waiariki.

WELCOME

The meeting started at 6.15pm with the Chair welcoming all to the meeting including the Programme Manager.

SENIOR MANAGEMENT REPORTS

Programme Manager

The Programme Manager noted she had received feedback from the Head Coaches that any premises relocation would ideally happen after Nationals (20-24 July) as the equipment would be required for practice. The week after Nationals all high-level gymnasts have a week off training.

The new SmartPayroll system is up and running with the first pay this week. The Club has experienced problems with emails and the Committee was asked to bear with the team while the transition to Office365 was happening. It was confirmed that the Administration Manager has an IT support company in place and Committee Member James Fitzsimons has also been working with the team around systems and security.

Administration Manager

The meeting discussed the Administration Managers report and the items raised:

- The staff are being moved to permanent contracts as some have been on casual when they should not have been. There are only a couple of staff that are truly casual (on call) staff members. One of the changes will be the 8% currently paid each week for holiday pay will stop and annual leave will accrue. The interim Treasurer noted that this accrued figure will need to be included in our monthly accounts/reporting.
- The payment of staff around competitions is a focus with the currently policy being outdated. The interim Treasurer noted that an assessment will need to be completed on all financial implications as the Club cannot just make the changes due to the tightness of funds.
- The Chair noted that there is going to be a fee increase for the Recreational members in Term 3. Further information and a recommendation will be provided to the Committee by the Senior Management Team after working with the Treasurer. It was agreed that this increase will need to be finalised and notified to all members at least one month before Term 3 commences. Work will be required on this messaging to let people know why. It was noted that that increase to competitive families in Term 1 was not notified in writing. The interim Treasurer noted that it would be ideal to look at regular small increase for each code annually for consistency. Families will learn to expect it – just like inflation goes up each year.
- It was confirmed that two members had been nominated for sports awards; Head Coach Michelle Woolf for Hutt Valley and Wellington, and Senior MAG Gymnast Alexander Sims for Sport Wellington. A grant application would be investigated to secure seating/tables.

ADMINISTRATION

Apologies

Apologies were received from the Marketing Officer, Nicole Manning.

Minutes

MOTION: THE MINUTES OF THE 22 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

The Secretary had previously circulated the list of outstanding meeting actions. The list was reviewed and updated with the following noted:

Cleaning Review: It was agreed that this was an operational task and left with the Senior Management Team.

Club Values

It was noted that the Secretary did not receive any feedback from the membership. The funds were not approved for a full staff meeting to be held with Warrick. It was agreed **that the Committee was happy with the Club Values as they stand, and the next steps would be for the Values to be circulated to all staff for feedback with the final version presented to the Committee for adoption at the 17 June 2021 meeting.** This will then be shared with the membership. The Programme Manager will work with Warrick Sue and the Club Secretary.

Contra Arrangement, W Sue

Discussion followed on this arrangement and the Chair requested further written details. It was noted that due to the lack of historical records the **Chair would need to meet with meet with Warrick Sue and formalise the contra-arrangement as noted at the 21 January 2021 meeting.** The Secretary will secure as much information as available.

Meeting with Greg Marsden

An offer to meet was extended by the Chair however this was not taken up. It was agreed that the action can be closed.

Letter from Pasha Levchenko dated 9 July

The Programme Manager had undertaken a review and follow up. It was noted at this current time Pasha was happy with the proposed plan.

5-Week Annual Leave for 10-Year Plus Staff

As adopted in the 12 November 2020 minutes, the past Treasurer, Rebecca Hills had been working on this Policy but was unable to fully complete. As the working documents to date were not available it was agreed that the **policy should be re-drafted to ensure it is reflected for all staff as appropriate.**

Prizegiving Date

The Programme Manager noted that some discussion had been held around Prizegiving, but it had not been set yet.

Agreement with Dave Syms – Grants Coordinator

MOTION: THE COMMITTEE WILL ENGAGE DAVE SYMS AS GRANTS COORDINATOR AT A RATE OF \$40 PER HOUR INCLUDING GST UP TO A MAXIMUM OF 15 HOURS PER MONTH, UNLESS AGREED JOINTLY BY THE CLUB CHAIRPERSON AND DAVE SYMS. Charlotte Haigh/Aaron Simmons. Agreed by all.

It was noted that invoices will be received monthly. The Chair will forward the signed agreement to the Secretary for filing.

Strategic Plan Sub-Committee

With the current focus on premises and membership it was suggested that a full day session be held once plans are finalised so that the Strategic Plan is aligned with the Club's next steps.

2021 Nationals - Fundraising

The Fundraising Chair reported that the letter had been prepared and is waiting on the team announcement.

Life Members

The Marketing Chair noted that a Life Members page had been established:

<http://huttvalleygym.co.nz/hutt-valley-gymnastics-club-life-members>

Chair's Treasurer Tasks

On the resignation of the Club Treasurer, Sarah Burnell her allocated tasks were moved to the Chair for consistency. It was agreed that these would now be passed onto the new Treasurer.

Correspondence In/Out

The following correspondence had been received since the last meeting. An email from Christine Whiting dated 6 May 2021 offering feedback around her Silver Sponsorship of the Club. The Committee were pleased with the feedback and subsequent outcome. There were no items of outwards correspondence.

The Programme Manager left the meeting at 6:47pm. The meeting then moved to In-Committee at 6:49pm, returning at 7:50pm.

SUBCOMMITTEE UPDATES

Marketing

MOTION: THE COMMITTEE ENDORSE THE MARKETING SUBCOMMITTEE'S TERMS OF REFERENCE AS CIRCULATED. Annalise Austin/Sarah Burnell. Agreed by all.

Policy Subcommittee

MOTION: THE COMMITTEE ADOPT THE 2021 POLICY CREATION AND REVIEW GUIDELINE AS CIRCULATED. Deirdre Follett/Charlotte Haigh. Agreed by all.

MOTION: THE POLICY SUBCOMMITTEE BE DISESTABLISHED. POLICIES TO BE REVIEWED WILL BE DECIDED BY THE COMMITTEE. Charlotte Haigh. Not passed.

Discussion followed on the proposed motion by the Chair. The Policy Subcommittee Chair opposed this motion and noted that the interim Treasurer Sarah Burnell had agreed to join the Subcommittee along with Committee Member James Fitzsimons. It was appreciated that there was a lot on at the moment and that perhaps some of the policies could be delayed relieving the capacity of the Committee. It was agreed **that as there are now three members the Policy Subcommittee will remain in place.**

Fundraising

Although there were items noted in red for discussion, due to timing the Subcommittee Terms of Reference were not discussed and will be carried over to the next meeting agenda.

DRAFT CLUB RULES

The draft Club Rules are not ready for circulation however the Chair agreed to have them circulated to Committee members prior to the next meeting allowing time to review. The Secretary noted that there were 123 days and three Committee meetings remaining until the AGM where the final document will be presented for adoption.

COMMITTEE REPORTS

Chairperson's Report

Discussion followed on the resignation of the Club Treasurer, Sarah Burnell during the last Committee Meeting. Sarah had not given a date for her resignation and noted she was happy for a replacement to start now. It was important to Sarah that she provide her replacement with a thorough hand-over. She did not have material available prior to her commencement as Treasurer in November as she did not receive any information, details, records, or files when she started.

MOTION: THE HUTT VALLEY GYMNASTICS CENTRE INC. COMMITTEE CO-OPT MEMBER TRACEY JOE INTO THE VACANT TREASURER ROLE PURSUANT TO SECTION 5, ARTICLE IV OF THE CLUB'S CONSTITUTION. Charlotte Haigh/Deirdre Follett. Agreed by all.

Treasurer's Report

The Treasurer spoke to her report noting that she had added some comments into areas as requested for better clarification. She noted that for some reason the Club was \$4,000.00 in arrears with Friendly Manager and that the last installment payment had for this which was pleasing. She has been working with the Club's Reviewer, Julie Lamb who is currently reviewing our accounts and will respond by Friday with any queries. She is awaiting all the Committee minutes to review alongside this. There are some tidy up tasks required in the office prior to the new Treasurer taking over.

MOTION: THE ACCOUNTS FOR THE PERIOD 1 APRIL TO 30 APRIL 2021 BE ACCEPTED AS CIRCULATED NOTING THE TOTAL ASSETS OF \$342,888 AND TOTAL LIABILITIES OF \$49,630. Sarah Burnell/Louise Waiariki. Agreed by all.

The Treasurer noted that there had been no change to the fundraising summary as the roti fundraiser falls into next month. On a side note, it was also noted that the Fundraising BBQ at Mitre 10 was the same day as the MAG Nationals training so there may be limited boys' or families in attendance.

GENERAL BUSINESS

There were no items of general business raised.

NEXT MEETING AND CLOSE

The next meeting is scheduled for Thursday, 17 June 2021 commencing at 6:00pm. The meeting thanked Aaron for providing the food/nibbles for this meeting and James Fitzsimons offered to do the next one. The meeting closed at 8.20pm.

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

President: _____ Date: _____
Secretary: _____ Date: _____