

**Date** Sunday 28th July 2019  
**Time** 1:30pm  
**Venue** HVG

**Attendees** Marie Pye, Zara Struthers, Wendy Sears, Ellen Van Dijken, Marion Cox, Cherrie-Anne Mountford, Mark Johns, Bridget Partridge, Greg Marsden

**Apologies** , Rebecca Hills, Bridget Ross

**Previous Minutes approved**  
Approved by Zara & Wendy Sears.

**Correspondence In/Out**  
None

**Center Manager's Report** (Tabled & read by Zara)

### **Health and Safety**

#### **Accidents/Incidents logged**

- 17 accidents logged since our last Committee meeting:

#### **Apparatus Check**

Zara is working through the equipment repairs. (*Bar fix may be covered under insurance Zara to check*).

We will continue to hang onto and use Panda's equipment.

#### **Current Polices under review**

- Fire/Earthquake/Evacuation Procedure – *Approved by committee just do a practice run, check with coaches when's a good time to do this, report back at next meeting.*
- Guide for reporting incidents at HVG (*update next meeting*)
- Bullying Policy – we need a standalone policy on this to sit alongside the Child Protection Policy (*update next meeting*)
- Fundraising Policy (*carried over till next meeting*)

Agreed for polices to go ahead, address the typo's & talk with coaches re fire drill & lockdown procedures.

### **Fraser Park**

We are working with Council and Team Architects to get the concept plans drawn up.

We are on hold at the moment due to council-Naenae Pool.

Mark to draft a letter to council about the impact of delay this will have on HVG.

Lease is up in March 2020 on our current premises.

Committee agree it is time to start looking for a backup plan.

## **Role of Committee/Head Coaches with Coaching Best Practice Policy/Gym Culture**

Zara requested some guidance around the roles of Committee and Head Coaches when they see coaches doing either a fantastic job or not abiding by the Coaching Best Practice policy for when she cannot be at the gym.

*Committee agreed that we should let Zara know if we see anything going on that shouldn't be, also if we see anything good positive coaching.*

## **Fundraising**

### **Chocolates**

We still have 30 boxes to sell. This is pure profit sitting there.

### **Wall Tiles**

We have sold 2 tiles so far so will need to keep promoting these.

### **Roti**

Deirdre Follet has kindly set this all up and is even doing the invoicing for these. We have sold 69 items so far (\$366.50 profit) so we have started well.

## **Prize-giving**

With an earlier date (2 November) this year due to the earlier start to the 2020 competition season.

## **Club Tracksuit**

We are going with the Geneva Jacket as this was the most popular design. *Approved*

## **Treasurer's Report**

All looking good.

## **Other Business**

- AGM date to be advised.
- Recruitment/Resourcing & funding model (Overspend) (*Greg & Zara to look into and report back*)
- Exit Interviews- This will be offered to everyone in any new contracts. Marion as Committee Representative will hold the interviews.
- Zara is attending the "Large Clubs" meeting in Auckland 27<sup>th</sup> August. Only 8 clubs invited to attend.

## **Action**

- Zara to check insurance re bar fix.

- Zara - Fire/Earthquake/Evacuation Procedure - dummy run, check with coaches when's a good time to do this.
- Zara talk with coaches re fire drill & lockdown procedures.
- Mark to draft a letter to council about the impact of delay this will have on HVG.
- Greg to ask Louise Marsden if she would be happy to audit the accounts.
- Recruitment/Resourcing & funding model (Overspend) (*Greg & Zara to look into and report back*)

**Meeting closed 4.20pm**

**Next Meeting**

Sunday September 8th.