

# Minutes of the Hutt Valley Gymnastics Committee Meeting held on Saturday, 2 November 2019 at 3:30pm

Present: Marion Cox, Bridget Partridge, Zara Struthers, Christie Anne Ercilla, Greg Marsden, Deirdre Follett

## WELCOME AND APOLOGIES

The new President, Marion Cox welcomed all to the meeting. She shared her vision for this Committee and the implementation of new structures with the release of specified Committee roles, new members and the large tasks ahead. We need to become a tight unit, trusting the process ie. Sub-committees and communicating well. Being inclusive is important, especially right now as we are at the point where in many situations' things have already been happening awareness is required. Change is hard and we need to take it slowly. She directed members to communicate via the Secretary for consistency purposes. (secretary.hvg@gmail.com).

The Committee introduced themselves around the table. Marion advised that meeting apologies had been received from Rebecca Hills, Marie Pye, Bridget Ross and Lynette Chin.

Marion briefed the meeting on her employed role at the Hutt City Council and it was noted that there was a Conflict of Interest around all matters involving the Council. The following was agreed:

**MOTION: THE PRESIDENT BE RECUSED FROM ALL FRASER PARK AND COUNCIL MATTERS RELATING TO THE GYM DUE TO HER EMPLOYED ROLE AT THE HUTT CITY COUNCIL. SHE MAY HEAR AND INPUT INTO DISCUSSION ON A PERSONAL LEVEL BUT HAS NO DECISION-MAKING POWER.** Marion Cox/Zara Struthers. Agreed by all.

**MOTION: THE VICE-PRESIDENT, OR OTHER MEMBER DELEGATED BY THE COMMITTEE, WILL CHAIR FRASER PARK DISCUSSIONS DURING MEETINGS.** Marion Cox/Bridget Partridge. Agreed by all.

Discussion continued with Governance being the focus of the Committee and operational practices carried out/managed by the Centre Manager. It was acknowledged that support will be necessary such as resource release and sub-committees.

## ADMINISTRATION

### MINUTES

**MOTION: THE MINUTES OF THE 8 SEPTEMBER 2019 MEETING BE APPROVED AS A TRUE AND CORRECT RECORD OF THE MEETING.** Deirdre Follett/Zara Struthers. Agreed by all.

**MATTERS ARISING FROM THE LAST MEETING.** Deirdre read through the list of outstanding actions. These tasks remain on the Action List until complete. Key discussion was on the sign off of annual accounts; Marie taking over the coordinator of the Golf Day; the Mission, Vision and Values tasks to be followed up after the new Strategic Plan is in place; the movie fundraiser is currently being promoted; and there will be a practice fire fill in early 2020.

**CORRESPONDENCE.** Deirdre had been in touch with the past Secretary, Marie Pye who has advised there was no correspondence in/out since the last meeting.

## STANDING ITEMS

**PREMISES/FRASER PARK UPDATE:** As the main focus for our Gym is premises, Zara noted that she is preparing a document for the next meeting on the project. This will cover the history, project requirements, Fraser Park discussions/actions, coming milestones and next steps.

**STRATEGIC PLAN:** It was noted that the current plan ends at the end of 2019. The Committee agreed that this is a major priority and that a separate session to focus on the process and brainstorming as necessary. Zara undertook to circulate the Club's and Gymsport NZ's current Strategic Plans. There was brief discussion on the various threads and focus such as possible targets, commercial/club focus, the facility, back up options etc.

**MOTION: A STRATEGIC PLANNING SESSION WILL BE HELD BY THE COMMITTEE ON SUNDAY, 17 NOVEMBER BETWEEN 2:00-3:30PM.** Deirdre Follett/Zara Struthers. Agreed by all.

## **REPORTS**

### **PRESIDENT'S REPORT**

As noted at the time of preparing the meeting papers committee member reports were not necessary for this meeting due to the short notice/timing.

### **CENTRE MANAGERS REPORT**

The Committee thanked Zara for preparing the report, especially with the pressure of the Prizegiving that is following the meeting. It was noted that the 2020 Budget is required for the end of the year. With Marion's work role she is familiar with budgeting and offered to work with Zara and the Treasurer on this. The Committee felt that it would be appropriate for the Centre Manager to report on the budget on a quarterly basis. It was agreed:

**MOTION: THE CENTRE MANAGER AND PRESIDENT WILL PREPARE A DRAFT BUDGET FOR ADOPTION AT THE DECEMBER COMMITTEE MEETING.** Marion Cox/Bridget Partridge. Agreed by all.

There were no other areas required for discussion from the report.

### **TREASURER'S REPORT**

As the Treasurer was not in attendance Deirdre confirmed the balanced received via email. As at 31 October the Operations Account balance was \$27,304.23 (00 account); the Operations Savings Account balance \$40,126.16 (25 account); and the Regional Facility Levy \$42,727.99 (01 account). Zara noted that by year end the operations and the operations savings account balances would even out with the expected payments. A grant had been received of \$9,500 for running costs. After discussion it was agreed:

**MOTION: THE COMMITTEE WILL INVEST \$40,000 FROM THE CLUB'S 01 ACCOUNT (REGIONAL FACILITY LEVY) FOR THE BEST RATE 6-MONTH TERM DEPOSIT. AT MATURITY BOTH THE PRINCIPAL AND INTEREST WILL BE PAID BACK TO THE 01 ACCOUNT.** Deirdre Follett/Marion Cox. Agreed by all.

**MOTION: THE CLUB SIGNATORIES BE AMENDED WITH WESTPAC BANK TO REFLECT THE ANNUAL GENERAL MEETING ELECTION: MARK JOHNS AND MARIE PYE TO BE REMOVED, AND MARION COX (NEW PRESIDENT) AND DEIRDRE FOLLETT (NEW SECRETARY) TO BE ADDED. TWO SIGNATORIES ARE REQUIRED TO SIGN ON ALL ACCOUNTS. THIS INCLUDES THE BUSINESS ONLINE FACILITY.** Deirdre Follett/Greg Marsden. Agreed by all.

**THE BENEFICIAL OWNERS WILL BE MARION COX (PRESIDENT), REBECCA HILLS (TREASURER) AND DEIRDRE FOLLETT (SECRETARY).** Deirdre Follett/Greg Marsden. Agreed by all.

## **FUNCTIONAL REPORTS**

As noted above these reports will be circulated prior to the next meeting. All members have received a report template against their role description.

## **MOTIONS/RESOLUTIONS**

The following items, as circulated with the meeting agenda, were adopted:

### Future Meeting Dates

**MOTION: THE COMMITTEE MEETING DATES FOR THE 2019-20 COMMITTEE TERM WILL BE: MON 11 NOV 19, 6:00PM; MON 16 DEC 19, 6:00PM; TUE 21 JAN 20, 6:00PM; MON 17 FEB 20, 6:00PM; MON 16 MAR 20, 6:00PM; TUE 28 APR 20, 6:00PM; MON 18 MAY 20, 6:00PM; MON 15 JUNE 20, 6:00PM.** Deirdre Follett/Bridget Partridge. Agreed by all.

It was noted that in some circumstances Committee members may come for part of the meeting to report and leave due to timing and availability.

### 2020 Annual General Meeting

**MOTION: THE 2020 ANNUAL GENERAL MEETING WILL BE ON MONDAY 27 JULY 2020 COMMENCING AT 6:00PM.** Deirdre Follett/Greg Marsden. Agreed by all.

### Committee Handbook

**MOTION: THE SECRETARY UPDATE THE COMMITTEE HANDBOOK TO INCLUDE THE CENTRE MANAGER'S JOB DESCRIPTION, THE COMMITTEE CONFIDENTIALITY POLICY AND THE COMMITTEE STRUCTURE TO REFLECT THE ADDITION OF SUB-COMMITTEES AND THE CLUB SECRETARY AS THE MAIN POINT OF CONTACT. THIS WILL BE CIRCULATED TO THE FULL COMMITTEE FOR INPUT AND BE APPROVED AT THE NEXT MEETING.** Deirdre Follett/Christie Anne Ercilla. Agreed by all.

**MOTION: EACH COMMITTEE MEMBER TO SIGN THE COMMITTEE HANDBOOK ACKNOWLEDGEMENT DECLARATION AS CIRCULATED.** Deirdre Follett/Zara Struthers. Agreed by all.

### Role Names

**MOTION: THE ROLE OF PRESIDENT BE RENAMED CHAIRPERSON AND THE ROLE OF VICE-PRESIDENT BE RENAMED DEPUTY-CHAIRPERSON.** Marion Cox/Christie Anne Ercilla. Agreed by all.

### **NEW BUSINESS**

- a. Resignation – Health & Safety Officer. Marion reported that she had received an email from Cherrie -Anne Mountford resigning from her role Committee member and her associated portfolio of Health & Safety Officer. This was met with disappointment and it was agreed:

**MOTION: THE PRESIDENT WOULD PASS ONTO CHERRIE-ANN THE COMMITTEE'S ACCEPTANCE OF HER RESIGNATION (WITH SADNESS) AND THANK HER FOR HER TIME AND EFFORT WITH THE LAST COMMITTEE.** Marion Cox/Deirdre Follett. Agreed by all.

**MOTION: THE VICE-PRESIDENT WILL BE THE ACTING HEALTH & SAFETY OFFICER IN THE INTERIM WHILE THE COMMITTEE FIND A REPLACEMENT.** Marion Cox/ Deirdre Follett. Agreed by all.

**MOTION: THE MARKETING OFFICER WILL PREPARE AN EMAIL TO GO TO THE COMMUNITY SEEKING A REPLACEMENT COMMITTEE MEMBER/HEALTH & SAFETY OFFICER.** Marion Cox/ Deirdre Follett. Agreed by all.

### **NEXT MEETING AND CLOSE**

The next meeting will be on **Monday, 11 November 2019 at 6:00pm** at the gym. The Secretary circulated an Evaluation Survey for completion by all attendees. This will be summarised after 3 meetings to ensure we are on track. The meeting closed at 4:29pm.