

# Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 17 June 2021 at 6:00pm

Present: Charlotte Haigh, Deirdre Follett, Tracey Joe, Darren Sears, Annalise Austin, James Fitzsimons, Aaron Simmons, Nicole Manning.

## WELCOME

The meeting started at 6.00pm with the Chair welcoming all. As per the agenda, the meeting then moved to In-committee at 6:06pm returning at 6:50pm.

## SENIOR MANAGEMENT REPORTS

### *Programme Manager and Administration Manager*

It was noted that due to sickness the Programme Manager was unable to attend the meeting as she was providing coaching cover. The Administration Manager was away on leave.

## ADMINISTRATION

### *Apologies*

Apologies were received from Louise Waiariki, Jouvella Gee, and Lynn Wallace.

### *Minutes*

**MOTION: THE MINUTES OF THE 13 MAY AND 26 MAY 2021 MEETINGS WERE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING ONCE THE CHANGES WERE MADE.** Deirdre Follett/Nicole Manning. Agreed by all.

As previously circulated, the following motion was tabled:

**MOTION: THE 8 APRIL 2021 MEETING MINUTES BE AMENDED TO INCLUDE THE FOLLOWING AS PREVIOUSLY RECORDED UNDER THE TREASURER'S REPORT: "THE TREASURER DREW MEMBERS ATTENTION TO THE GRAPHS INCLUDED IN HER REPORT AND RECOMMENDED WATCHING THE BANK BALANCES 2021 TO SEE WHERE OUR PEAKS AND LOWS FALL. SHE NOTED THAT THE COVID WAGE SUBSIDY NEEDED TO BE CONSIDERED WHEN LOOKING AT THE 2020 INFORMATION. SHE ALSO ASKED MEMBERS IF THERE WAS ANYTHING FURTHER THEY WOULD LIKE TO KNOW AS THIS REPORTING WAS NEW TO THE COMMITTEE."** 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.

18/05/2021 **MOTION: THE HUTT VALLEY GYMNASTICS CENTRE INC. AGREE TO PAY THE STEEL SHED SYSTEMS INVOICE INV DATED 18 MAY 2021 FOR \$28,483.40 INCLUDING GST AS FULL AND FINAL SETTLEMENT. THIS INVOICE INCLUDES COSTS FOR COUNCIL CHARGES, ACCESSIBILITY REPORTS, ENGINEERING TIME AND AGREED \$10,000.00 TO MIKE TRACEY FOR SUPPORT THROUGH THE PROJECT (1/3 LESS THAN COST).** Darren Sears/Aaron Simmons. Agreed by all.

04/06/2021 **MOTION: THE HUTT VALLEY GYMNASTICS CENTRE INC. WILL APPLY TO PUB CHARITY FOR \$1,279.95 INCLUDING GST TO PURCHASE AN HONOURS BOARD/S TO RECOGNISE OUR CLUB ACHIEVERS, LIFE MEMBERS AND PAST OFFICERS.** Deirdre Follett. Agreed by all.

09/06/2021 **MOTION: THE HUTT VALLEY GYMNASTICS CENTRE INC. COMMITTEE WILL PROCEED AND SIGN THE LEASE FOR 39 RANDWICK ROAD AS PRESENTED AND CONTINUE DISCUSSION WITH IGNITE CHEER LIMITED, SUBJECT TO FINAL DUE DILIGENCE TO BE COMPLETED WITH IGNITE.** Darren Sears/Deirdre Follett. Agreed by all.

### *Matters Arising from the Last Meeting*

There were no pressing items carried over from the last meeting. The Secretary thanked members for updating the Action Register noting when tasks were closed off.

### ***Correspondence In/Out***

The following correspondence had been received since the last meeting. A letter from Jo Miller, Chief Executive, Hutt City Council dated 10 June 2021. On 16 June 2021, the final signed lease for 39 Randwick Road was received.

The following correspondence had been sent since the last meeting. A letter to the Hutt City Council outlining the Club, background, and facility options. A letter dated 28 May 2021 providing confirmation of source of funds for HVG to Gibson Sheat Law as part of Anti-Money Laundering requirements. A letter dated 8 June 2021 confirming the resolution to apply for a grant application to Pub Charity for \$1,279.95 to purchase honours board.

### **SUBCOMMITTEE UPDATES**

#### ***Facility/Premises Update***

The Subcommittee Chair reported that a signed lease has been received for premises 39 Randwick Road and Hutt Valley Gymnastics are on the move soon. Advice is now required to our current landlords (main gym and blue building). It was noted that developing a list of members who have skills to support our move process would be very helpful ie. electrician, builder, painter etc.

#### ***Marketing***

The Subcommittee Chair was pleased to announce two more Gold Club Sponsors; PBJ Property and Gibson Sheat Lawyers (contra for finalising our lease). Gold sponsors will be included in the coming HV Competition programme. An application for a grant toward an honours board has been submitted and shared her thoughts around the tile wall being for individuals only. Pre-purchased business tile holders will be offered an alternative such as a sponsored grandstand seat.

A meeting had been held with the previous Marketing subcommittee and a draft Marketing Plan was being prepared for input and adoption. This would include calendar details and items that require boosting.

The Team are very excited about the 'Grand Opening' event and opportunities. It was suggested that the Club has the building 'blessed' as part of the process; all members were very enthusiastic with this idea. Life members would be a large part of this event and it was also noted that the Club should be talking with its neighbours as part of the move such as the neighbouring Mare and businesses.

It was felt that signage and flags were essential for the move to our new premises and the Marketing Subcommittee will get quotes to secure a grant for these.

#### ***Strategic Plan***

There was nothing to report as the Subcommittee have been awaiting the new lease to determine next steps.

#### ***Fundraising***

It was agreed to carry over the previous identified agenda items (Subcommittee Terms of Reference and Functions and delegated authority) until the next meeting. The Marketing Officer updated the meeting on behalf of the Subcommittee. The Roti fundraiser has been completed on 10 June and results were to come. It was noted that Louise Waiariki has sold the most roti's. Subcommittee member, Louise Passmore was coordinating the Club HVG Competition catering and fundraising. The chocolate fundraiser will be in action shortly and the Golf Day is coming up quickly on 29 October.

#### ***Policy Subcommittee***

**MOTION: THE COMMITTEE ENDORSE THE CLUB POLICIES SUBCOMMITTEE TERMS OF REFERENCE AS CIRCULATED.** Deirdre Follett/Charlotte Haigh. Agreed by all.

Discussion followed on the circulated motion “The Committee adopt the circulated Club Uniform and Branding Policy” which was not tabled. Some feedback was noted, and it was agreed that this would be incorporated and recirculated for adoption at the next meeting.

## **COMMITTEE REPORTS**

### ***Chairperson’s Report***

It was felt that the agenda items noted Organisation Chart and Communications Plan would be addressed naturally over the coming period and discussion was not required.

### ***Treasurer’s Report***

The Treasurer noted that the cashflow is very tight with high than expected wages bill and the need to move funds around. It was noted that next week the 20<sup>th</sup> of the month competitive fees would come in and the Term 3 enrolments shortly. It was noted that the budget was very light on wages and no budget had been allowed for all the competition entry fees. There was some teething issues with the SmartPayroll system that was being worked through by the Administration Manager.

**MOTION: THE ACCOUNTS FOR THE PERIOD 1 MAY TO 31 MAY 2021 BE ACCEPTED AS CIRCULATED NOTING THE TOTAL ASSETS OF \$313,671 AND TOTAL LIABILITIES OF \$60,798.** Tracey Joe/Deirdre Follett. Agreed by all.

**MOTION: THE COMMITTEE AGREE TO ADD CO-OPTED TREASURER, TRACEY MAREE JOE, AS A SIGNATORY AND ONLINE BANKING USER ON THE CLUB’S WESTPAC BANK ACCOUNTS 0531-0118171 AND 0531-0556892. TRACEY MAREE JOE WILL ALSO BE ADDED AS A BENEFICIAL OWNER. PAST TREASURER, SARAH JANE BURNELL WILL BE REMOVED AS A SIGNATORY ON ALL ACCOUNTS AND AS A BENEFICIAL OWNER.** Deirdre Follett/Aaron Simmons. Agreed by all.

Discussion was held on the Term 3 recreational member fee increase. The Treasurer requested that all feedback is provided by 18 June so that she can discuss with the Programme Manager and get out early the following week.

**MOTION: THE COMMITTEE SUPPORT THE TARGETED FEE INCREASE AS RECOMMENDED BY THE TREASURER IN CONSULTATION WITH THE PROGRAMME MANAGER.** Deirdre Follett/Darren Sears. Agreed by all.

## **GENERAL BUSINESS**

### **1. Annual General Meeting**

Discussion followed on the proposal to move the AGM from the scheduled 13 September date to 8 November to ensure consistency during the move to the new premises and establishment of a new plan. The Secretary noted that it had previously been agreed that the ideal month for the AGM to be held was May. It was also suggested that perhaps it would be better not to move the AGM, but for the current Committee to support the new Committee for 3 months while they induct and transition. After consideration, the following was agreed:

**MOTION: THE COMMITTEE AGREE TO CHANGE THE HUTT VALLEY GYMNASTICS CENTRE INC. ANNUAL GENERAL MEETING TO MONDAY 8 NOVEMBER 2021. IT WAS RECOGNISED THAT IDEALLY THE 2022 AGM WOULD BE IN MAY AND THIS WOULD BE RECOMMENDED TO THE 2021-22 COMMITTEE.** Aaron Simmons/Annalise Austin. Agreed by all.

### **2. Draft Club Rules**

The Chair circulated the initial Draft Rules to Committee members early in the week. She suggested a separate meeting be held to discuss the draft rules prior to circulating to our membership. It was agreed that a session be booked at Pelorus House in a month’s time to work through the draft. This would be extended to any interested members/staff to participate. The Secretary will arrange this session. The Committee thanked the Chair for her work on this.

**3. MAG Member Meeting**

The Committee discussed the recent MAG meeting. It was felt that open member meetings should include a committee member where possible as a supportive role for staff and to be available to answer any questions from a governance perspective.

**NEXT MEETING AND CLOSE**

The next meeting is scheduled for Thursday, 29 July 2021 commencing at 6:00pm. The meeting thanked James for providing the food/nibbles for this meeting and Darren Sears offered to do pizzas for next one. The meeting closed at 8.20pm.

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

President: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_