

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 29 July 2021 at 6:00pm

Present: Aaron Simmons (Chair), Annalise Austin, Louise Waiariki, Darren Sears, Deirdre Follett, Nicole Manning, Tracey Joe, James Fitzsimons. Guest: Lynn Wallace.

WELCOME

The meeting started at 6.00pm with the Deputy Chair welcoming members to our new facility and noted thanks to the Club members and staff that worked hard to get the Club here. He acknowledged the work of the premises Subcommittee Chair, Darren Sears, and this team, along with the Committee, in their efforts to get this project over the line.

It was reported that our WAG Head Coach, Michelle Woolf was attending the Tokyo Olympics as a judge of the woman's individual all-around event. The Club is very proud of her achievement.

SENIOR MANAGEMENT REPORTS

It was noted that now that the move had taken place, operational reporting is a priority focus for the Committee. Both Senior Managers are to be encouraged to attend meetings where at all possible.

Programme Manager

The Programme Manager reported that the move went well, and the Club is now busy operating. She noted that at this stage her team is very tired from the build-up and moving. The Term 3 schedule commenced this week with the waiting lists being included where possible. We have interest from some schools which the Club is pursuing. A trial adults class commenced (Wed/Thur) focusing on fitness and flexibility. This will support those adults that wish to participate at the February Masters Tournament in Dunedin; SWAG and SMAG.

The Programme Manager noted the support from the Coaches, Darren Sears, Aaron Simmons, and Andy Andrews from Visitor Solutions in pulling the Floor Plan together. She noted that the GFA area has been moved three times to ensure the safety of our athletes and flow of the equipment. Once it is completely final a Floor Plan will be shared with the Committee. This will be used for the termly apparatus schedule.

No applications had been received through our Seek vacancy advert for a MAG/GFA Coach. Replies had been better via Facebook Jobs with some international applications being received, however none of them had a valid New Zealand Visa. The minimum hourly rate for an international Coach is out of the Club's financial reach currently. Plans are in place to build depth within our current coaches, but they will require time and mentoring. It was noted that the WAG programme has some relief depth which is also a focus for MAG and GFA. GFA has difficulty in retaining coaches who often turn over when they leave for tertiary studies. After discussion it was agreed that the MAG/GFA Coach would be advertised on Trade Me Jobs.

There is an internal training programme being developed for the coaches. Attendance will be voluntary; however, coaches will come out with an internal qualification. It was suggested that this could be opened to other gymnastics Clubs to cover some of the costs. Discussion followed on the policy around using young coaches and when they are issued with a casual contract.

It was confirmed that Randwick School had been contacted by the Club.

The Premises Subcommittee Chair noted that our attention needs to be on Health and Safety as we get up and running. He noted that the railings around the floor would require attention in the next week or so. There was concern around the safety of staff and office equipment and it was felt that consideration was required by the Premises Subcommittee. A neighbouring business had complained

about parking concerns, and it was noted that parking lines will be put in place. This must be communicated with members on a weekly basis.

Discussion then followed on the grants and focus list. The Programme Manager requested a point of contact. She noted that the Head Coaches had been asked to check over the gear as it was being dismantled, rebuilt, and put in place with a view to identifying items requiring replacement. This will assist the team to determine a grant plan.

The Club is looking forward to working with the Grand Opening Day Subcommittee. The Marketing Officer reported that the first meeting of this group will be on Monday (2 Aug) where the date will be confirmed; currently penciled on 17 October. Brief discussion followed and it was felt that 1-3pm on the Sunday would work well, allowing for morning activities and clean up time afterwards.

The Fundraising Officer requested a list of cafeteria requirements at the gym for the Subcommittee's planning schedule. They are also very keen to lock in the sleepover fundraisers for Term 3 and 4. It was noted that the Council will need to be contacted around this 'change of purpose'.

Discussion followed on the process for relief coaching, and it was agreed that the Secretary would clarify this with the Senior Management Team as agreed:

MOTION: THE SENIOR MANAGEMENT TEAM WILL SIGN-OFF ANY RELIEF-COACH REQUIREMENTS WITHIN THE FOLLOWING SCOPE:

- THE COACH MUST FIRSTLY SEEK A REPLACEMENT AT THEIR CORRESPONDING LEVEL. IF THEY HAVE NO SUCCESS, THEN THEY CAN TRY THE NEXT TIER AND KEEP MOVING THROUGH THE COACHING TEAM. THE HEAD COACHES OR PROGRAMME MANAGER ARE THE LAST RESORT; HOWEVER, THEY ARE GREATLY APPRECIATED IF IT FALLS UPON THEM.
- AS A ONE-OFF RELIEF OPTION CROSS-COACHING IS ENCOURAGED; IE. WAG COACHING MAG OR VICE VERSA.
- ALL STAFF WILL BE PAID THEIR AGREED RATE AS STATED IN THEIR INDIVIDUAL EMPLOYMENT AGREEMENT IE. NOT REDUCED, OR INCREASED, TO THE RATE THEY ARE RELIEVING.

Deirdre Follett/Aaron Simmons. Agreed by all.

The Committee felt that having a suggestion box would be beneficial to capture feedback from our members; things that they may be concerned about, but not escalated enough to follow a formal process. This will be suggested to the Administration Manager.

Administration Manager

The Administration Manager's report was received.

The meeting then moved In-Committee at 6:40pm, returning at 6:50pm.

ADMINISTRATION

Apologies

Apologies were received from Charlotte Haigh, and Jouvella Gee.

Minutes

MOTION: THE MINUTES OF THE 17 JUNE 2021 MEETING ARE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING. 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.

29/06/2021: **MOTION: THE HUTT VALLEY GYMNASTICS CENTRE INC. COMMITTEE AGREE TO IGNITE CHEER LIMITED MOVING INTO THE CLUB'S NEW FACILITY AT 39 RANDWICK ROAD ON MONDAY 19**

JULY 2021. FURTHER DISCUSSIONS WILL BE HELD WITH THE PREMISES SUBCOMMITTEE TO CONFIRM THE ARRANGEMENT BETWEEN BOTH HUTT VALLEY GYMNASTICS CENTRE AND IGNITE CHEER. James Fitzsimons/Deirdre Follett

29/06/2021: **MOTION: TO AVOID ANY MIXED MESSAGING BOTH THE HUTT VALLEY GYMNASTICS CENTRE INC. AND IGNITE CHEER LIMITED WILL MAKE A COORDINATED ANNOUNCEMENT THAT AS AT 19 JULY IGNITE CHEER WILL ALSO BE BASED AT NEW PREMISES; 39 RANDWICK ROAD, MOERA. THIS ANNOUNCEMENT WILL BE ON 1 JULY AT 4:00PM. AFTER THE TWO CLUB MEMBER MEEETINGS, AT 7:00PM THE CLUB FACEBOOK AND INSTAGRAM PAGE WILL SHARE A PREVIOUSLY AGREED POST WELCOMING IGNITE CHEER TO OUR NEW PREMISES.** James Fitzsimons/Deirdre Follett

Matters Arising from the Last Meeting

Funds Received

NZ Community Trust

It was reported that the Club had received a grant from NZ Community Trust for \$43,500.00 towards the purchase of committed additional equipment. It was agreed that acknowledgement of this grant will be made from our Marketing Team early next week.

Hutt City Council

The Club had responded to the donation received from the Hutt City Council on 30 June 2021 of \$200,000.00 towards our move and relocation. It was also agreed that this funding would be publicly recognised by our Marketing Team early next week.

Correspondence In/Out

There were no items of inwards correspondence.

Outwards

18 June 2021, Memo from the Chairperson to all members announcing the move to new premises and our member Viewing and Question/Answer session on 24 June (later changed to 1 July).

23 June 2021, Letter to Brett Morris, the Landlord of the Blue Building and agent Matt Clarke, notifying that we will be vacating the premises as of 31 July 2021.

23 June 2021, Letter to Lyn Chung, the Landlord of the Rishworth Street building and agent Garry Hansen, notifying that we will be vacating the premises as of 31 July 2021.

5 July 2021, Letter to the NZ Army Trade Training School seeking truck/drivers and manpower assistance for our move on 24 July 2021.

COMMITTEE REPORTS

Chairperson's Report

The Chairperson did not share a report.

Treasurer's Report

The Treasurer noted that funds were extremely tight. We have a \$27,000 holiday pay liability and discussion followed on the need to address this, possibly by encouraging accrued holiday to be paid out to staff. It was agreed that the Treasurer will undertake a review of recent payments and the holiday payment system.

The meeting then moved In-Committee at 7:13pm, returning at 7:30pm.

MOTION: THE ACCOUNTS FOR THE PERIOD 1 JUNE TO 30 JUNE 2021 BE ACCEPTED AS CIRCULATED NOTING THE TOTAL ASSETS OF \$323,329.33 AND TOTAL LIABILITIES OF \$97,837.26. Tracey Joe/Deirdre Follett. Agreed by all.

The Treasurer noted that the operational account was out \$629.63. She was aware of the what the amount was for, however needs to determine a way to fix it as the past audited accounts cannot be

changed, but it doesn't relate to this financial period. Some changes have been made to the coding so it will be easier to run fundraising reports. Discussion followed on the facility fee.

MOTION: NOW THAT WE ARE IN OUR NEW FACILITY, THE PREVIOUSLY AGREED \$5.00 MEMBER PREMISES PAYMENT, WILL BE ABSORBED INTO BOTTOM LINE FEES AS AT 1 JANUARY 2021. Tracey Joe/Aaron Simmons. Agreed by all.

It was noted that the Club is due to be paid a donation from Wellington Gymnastics for managing the Nationals account.

Fundraising Subcommittee Report

The meeting reviewed both the Fundraising Policy and the Fundraising Subcommittee Terms of Reference as previously circulated. It was agreed that the Fundraising Officer would update both documents and forward to the Secretary for circulation/processing. The fundraising Subcommittee have their next meeting on Monday (2 Aug).

Discussion followed on the offering of a one-off grant payment for athletes that are selected as a National Representative. A decision is required on where this is included ie. Fundraising Policy, Financial Policy etc. and further discussion to be held on the qualification specification and payment amount.

The Fundraising Officer noted learnings from the Club's Competition in June. It was recommended that going forwards there are separate floats to assist with tracking ie. door, café etc.

Secretary's Report

Due to the change in AGM date the Secretary proposed the following meeting dates:

MOTION: THE COMMITTEE WILL MEET ON 26 AUGUST, 23 SEPTEMBER, AND 14 OCTOBER PRIOR TO THE ANNUAL GENERAL MEETING ON 8 NOVEMBER 2021. Deirdre Follett/Darren Sears. Agreed by all.

The Secretary requested the meeting acknowledge our senior staff for their roles in the Club move. Administration Manager, Jouvella Gee, had the Administration Team promptly moved and happily set up in their new space. Programme Manager, Lynn Wallace, performed an exceptional job in coordinating the move and communicating requirements while being down her three key Head Coaches (Michelle at the Olympics, Pasha at Nationals, and Mel on leave). Positive member feedback had been received.

Premises Subcommittee Report

The Premises Officer drew members attention to the need to address the building security; door entry, alarm, and cameras. As the motion was not included in the meeting papers it was noted that the Secretary would share an out of meeting motion.

RULES MEETING

The Deputy Chair reported on behalf of the Chair, noting that any key changes from the meeting will be reported back to the Committee. Discussion then followed on the need to call a Special General Meeting to adopt the Rules prior to the AGM, or if they will be put to that meeting. It was agreed that this could be raised at the meeting on 17 August.

The meeting then moved In-Committee at 7:56pm, returning at 8:25pm.

GENERAL BUSINESS

Grants

Discussion followed on the pulling together of items for grants and it was agreed that a small group will be formed to work with both the Senior Management Team and the Grants Officer, Dave Syms.

MOTION: A GRANTS SUBCOMMITTEE BE FORMED TO INCLUDED TRACEY JOE (CHAIR), DEIRDRE FOLLETT AND DARREN SEARS. Deirdre Follett/Louise Waiariki. Agreed by all.

Golf Day

It was noted that the Golf Day had been moved to 3 December to remove the pressure and support the focus of our Grand Opening event.

NEXT MEETING AND CLOSE

The next meeting is scheduled for Thursday, 26 August 2021 commencing at 6:00pm. The meeting thanked Darren for providing the pizzas and Tracey offered to cater the next meeting. The meeting closed at 8:35pm.

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

President: _____ Date: _____

Secretary: _____ Date: _____