

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 9 September 2021 at 7:00pm

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

Guests: Lynn Wallace, Michelle Woolf, Pasha Levchenko

WELCOME

The Chair welcomed all to the meeting including our Programme Manager and Head Coaches. It was noted that this would not be a particularly long meeting.

SENIOR MANAGEMENT REPORTS

Programme Manager

The Programme Manager sent her apologies for not circulating a report for the meeting and said she would share this asap. She was tied up with getting the gym up and running with the change from Level 3 to 2. The Programme Manager had worked with the coaches managing to pull off re-opening on the day we moved to Level 2. The great job of the Coaches ensuring everyone was keeping their distance was recognized and noted the first day was quiet, however today the gym was running at full capacity. The GFA classes had been shortened by 10 minutes to allow for cleaning and checking of equipment with competitive continuing on as per the term schedule. The Programme Manager is working with the Office team to get final figures on where we are current at. She believed that there were around five members who had pulled out of classes but planned to return when we go back to Level 1.

Term 4 enrolments will go out next week and including five new recreational groups now that we have extra coaches.

REVENUE INCREASE - NUMBERS

It was noted that this was to be regular reporting to meetings. Lynn apologised for not sharing the information required of her due to re-opening of the facility.

CHAIRPERSONS REPORT

The Chair provided an overview of COVID related things.

Numbers in the Facility. She noted that Gymnastics NZ had advised that they were waiting on the new Government order to be published, however this was now available, and the Chair believed they were waiting interpretation in the area of sport. The Chair was comfortable that we carry on with the plan in place; people within our service, keeping the 2metre apart rule. We are not bound by the maximum of 50 people indoors when we are providing our regular service.

Spotting Athletes. It was confirmed that it was okay for coaches to spot athletes for their safety as required when they are performing an activity of the service we provide. This is an exception to the 2metre rule for staff and coaches only (not other gymnasts). The Chair undertook to confirm if the coaches need to wear a mask and the Head Coach noted that coaches are happy to wear masks although it was difficult when performing physical exercises with the athletes. It was felt that during this time it was acceptable to remove the mask.

Birthday Parties. After discussion it was agreed that although the Club could accommodate three Birthday parties at one time, during Level 2 we would keep this at one party at a time. This would be within the maximum of 50 people in the facility at one time; including guests, adults and coaches.

COMING EVENTS – COVID IMPACTS

Grand Opening Day

Discussion followed on the purpose of the Opening Day, and it was agreed that it was to be a vehicle to lift the Club's exposure to increase our membership. This event needs to be held in Level 1 where there are less limitations. It was agreed that the Marketing Officer would respond to the Mayor's Office noting that we are now awaiting Level 1 which could possibly be in the new year, and we will let them know just as soon as possible.

Golf Day

The Golf Day is scheduled for 3 December 2021. It is around this time that we need to start meeting up with potential supporters, sponsors, and participants so a decision is required. An approach has been made to the Golf Club for February 2022 dates, however noting has been discussed. It was agreed that we need to decide during the next two weeks depending on the outcome of the COVID levels.

Competitive Prizegiving

Discussion then followed on the competitive prizegiving. It was felt that this ideally would be held in Level 1, however it was agreed that it was important to recognise our athletes as we are now two months past the end of season. It was suggested that the Prizegiving could be held in two sections Juniors and Seniors with the dance/gym displays held separately in Level 1; possibly as part the Fundraising Subcommittee's Games Night or the Grand Opening. It was felt that the scheduled date the Coaches have been working towards was not achievable and that a new one would need to be selected. Members had not yet been advised of the date, but it was felt that during October would be preferable.

Annual General Meeting

The AGM can be held in Level 1, however it is not in our constitution if we are able to run it via Zoom. After discussion it was felt that in these challenging COVID times it would be acceptable to use this forum if required. Discussion followed on how the voting would take place if required to confirm our new Committee. The Secretary undertook to research the best option for an online AGM.

The Programme Manager left the meeting due to Coaching commitments 7:45pm

ADMINISTRATION

Apologies

Apologies were received from Administration Manager, Jouvella Gee.

Minutes

MOTION: THE MINUTES OF THE 26 AUGUST 2021 MEETING WAS CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING. Deirdre Follett/Nicoel Manning. Agreed by all.

The following motion was circulated and voted upon outside of the Committee Meeting. It is recorded here to reflect the decision made, to be included in our minute flow, and to give the opportunity for discussion.

30/08/2021: **MOTION: THE COMMITTEE AGREE TO APPLY FOR BOTH THE FIRST AND SECOND ROUNDS OF THE GOVERNMENT COVID19 WAGE SUBSIDY.** Tracey Joe/Deirdre Follett. Agreed by all.

30/08/2021: **MOTION: THE CLUB WILL OFFER CREDITS TO MEMBERS FOR THE COVID PERIOD OF 1 WEEK FOR RECREATIONAL MEMBERS X 2, AND 12.5% TO COMPETITIVE MEMBERS X 2.** Tracey Joe/Deirdre Follett. Agreed by all.

Matters Arising from the Last Meeting

The Secretary thanked members for updating the Action Register and noted that tasks were progressing.

Correspondence In/Out

Inwards

1 September 2021, Inland Revenue Department confirming payment of \$27,304.00 for the COVID-19 Wage Subsidy August 2021 for the 2 weeks period starting on 01/09/2021.

3 September 2021, Inland Revenue Department confirming a Resurgence Support Payment of \$11,100.00

There were no items of outwards correspondence.

REPORTS

Treasurer's Report

The Treasurer noted that due to the timing of this meeting it was not possible to prepare the August accounts. She has been working closely with the Administration Team to apply for the wage subsidy and the resurgence support payment. The next wage subsidy round will be applied for next week. The work of the administration staff analyzing and processing the credits to members was recognized and the extra work required to process the pay run. Standard pay hours been established and everyone was happy that they were paid according to the feedback for the Head Coaches in attendance. It was noted that the next pay will also be quite involved with the combination of Zoom training and hours back in the gym. The meeting thanked the Treasurer for her work. Staff were invited to provide feedback if they felt their pay was not correct.

It was also noted that the wage subsidy payment had been very helpful with our cashflow position, however the Club will need to return \$6,000.00 to the Ministry of Social Development (MSD) as we had received more money than we paid people.

It was noted that there are around 40 families who have donated their two-week COVID credits back to the Club. The Treasurer will confirm final details in her next report.

It was suggested that the Club could approach the Rishworth Street Landlord to see if he would give us one month's rent back due to the COVID Lockdown situation. It was agreed that the Deputy Chair will prepare a letter accordingly.

Annual General Meeting Venue

Further discussion followed on the location of the AGM. The Secretary expressed concern around the number of members the new facility can accommodate and the need for attendees to be able to hear the meeting speakers. The Deputy Chair noted that the grandstand area can accommodate 84 seats and cushions can be provided for extra seating in front on the floor. The Club have a microphone that can be used to ensure everyone can hear and the gymnasts training can be moved to a distance. Ignite can be requested to not play music. Members felt that we would get more members in attendance if it was at the gym and not a nearby venue. It was agreed that the AGM can only go ahead in Level 1, otherwise it will be via Zoom. This will be determined when the agenda is required to be circulated.

The Secretary had clarified with the Gymnastics New Zealand Regional Representative some details around the AGM and shared the following:

- The Annual Report needs to reflect the 2020 year only. However, as it is a long time past, it was felt that the Chairs Report can provide a summary at the end of the report updating key events for 2021 ie. the move.
- If the new Rules are adopted at the AGM, they do not come into place until after the AGM concludes.
- The Secretary had also sought clarification around the nomination process.

The Annual Reports for each category are required by the Secretary on 1 October 2021.

Postponed Rules Meeting

Discussion followed on the Club Rules and the need to have them adopted at a Special General Meeting prior to the 8 November AGM, or at the AGM. It was agreed to reschedule the COVID postponed 17 August meeting to Thursday, 30 September via a Zoom meeting commencing at 7:00pm. The Head Coaches confirmed that there is a fee Zoom account that can be used for this meeting and other Committee meetings rather than the free version currently used.

GENERAL BUSINESS

Head Coaches

The meeting asked the two Head Coaches in attendance if there were any items they would like to discuss/seek clarity.

- a) Transition from Level 3 to Level 2 and the Re-Opening of the Gym. It was noted that there had been obstacles in the decision-making process for the re-opening, appearing that the Programme Manager was not able to make a call and needed to consult with both Ignite and the Committee. The Head Coached felt very 'out of the loop' awaiting plans. It was felt that there was several tasks that could have been done in advance such as the building protocols, the basic rules put together, entry and exit points etc.
- b) Head Coaches Meetings. After discussion it was felt that a representative from the Cheer code needed to attend the Head Coaches meetings as it is very hard to make decisions and facility arrangements when they are not present. It was felt that generally these meetings were for 'building and facility' planning. Other gym specific related business could be kept for discussion at the end of the meeting with just the Head Coaches. The Operational Model Subcommittee Chair undertook to discuss this with the Programme Manager.
- c) Staff Pay Scale. The Head Coaches asked where the Committee was at with the pay rate schedule. It was noted that the pay scale had been discussed with the Programme Manager and Head Coaches in May where it was agreed the material provided needed further work. It was appreciated that any pay negotiations needed to fit within the Committee's timing and budget constraints, however the pay-scale needs to be agreed on for the benefit and understanding of all staff. It was suggested that wider work around the Operating Model and COVID had stopped us in our tracks, and it was hoped to be back on track soon. The Chair noted she had been in discussion with the Programme Manager around this document in July and forwarded the details onto the delegated reporting officer to follow up next steps with the Programme Manager.

Policy Subcommittee

Discussion followed on the process around the reviewing of policies, and it was noted by the Head Coaches the lead time for the pending Code of Conduct Policy was unrealistic. The Policy Subcommittee Chair explained that it had wrongly been felt that due to lockdown limitations staff may have more available time to review. The Policy Subcommittee noted that the feedback from coaching staff had been unexpected, but very gratefully received. As it was significant it was agreed to add in the additional changes and recirculate to the coaches prior to circulation to the Committee for adoption. It was agreed that one week was the preferred timeframe for staff to review and feedback on policies and this would be noted in our guidelines.

The Head Coach noted that the use of 'High Performance' and 'Elite' needed to be reconsidered as within Gymnastics NZ there are only two High Performance athletes, and they are within the trampolining code.

The Policy Subcommittee Chair put the following motion:

MOTION: THE COMMITTEE ADOPT THE RECEIVING GIFTS POLICY. Deirdre Follett/Charlotte Haigh.
Agreed by all.

The Head Coach questions the adoption of policies and the Chair noted that the Committee was quite within its rights to adopt policies and bylaws without need to share with staff or the membership.

The Committee thanked our three Head Coaches for their work over lockdown. The meeting then moved to In-Committee at 8:44pm.

Premises Update

Rishworth Street. The Premises Subcommittee Chair noted that there were two interested parties in the building. One is for a parttime lease, however there is also a permanent tenant in the pipeline. The Subcommittee is just working closely with the landlord.

Bird Issue. We have a bird issue in the Randwick Road facility. It has caused a bit of a mess and will require attention.

Face Masks

The Fundraising Subcommittee Chair noted that they are currently making Facemasks for sale and encouraged everyone to buy them when they are available for sale next week.

NEXT MEETING AND CLOSE

The next meeting will be held on Thursday, 23 September 2021 at 7:00pm. Location to be confirmed; by Zoom or at the Club depending on COVID Levels.

The meeting closed at: 9:14pm.

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

President: _____ Date: _____

Secretary: _____ Date: _____