

# Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 23 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

## WELCOME

The Chair welcomed everyone to the meeting.

## SENIOR MANAGEMENT REPORTS

### *Programme Manager*

The Programme Manager noted that we have now moved to COVID Level 2. There has been a lot of planning and adjustments behind the scenes over the past three weeks. The team has worked hard, and we have managed to get a lot of numbers up and running. She is now working with the Marketing Team to get adverts out in our community promoting the Term 4 schedule.

During the weekend apparatus had been installed without the programme Managers knowledge and unfortunately not located in the correct place. The Administration Manager continues to work on the bird issue we have in the facility.

During the holidays Ignite will be making some changes to the floor layout; swapping the small floor and long tramp for added safety.

Term 4 Hours: All coaches have met, and a review completed of the coaching hours for Term 4. There has been a reduction in hours, mainly within the MAG Squad to fit within the coaching team's hours and to be in line with the balance is better philosophy. It was noted that Ignite hours fall within this period as they only do one apparatus and therefore have much less hours.

Coaches Pay Scale: This has been adapted to reflect changes received from the Head Coaches. The Programme Manager is now working through including the Ignite coaches into the plan prior to recommending adoption.

MAG Squad: It was noted that there was a focus on coaches not being overworked. This included the Holiday Programme that has seen reduced hours. The Club has been in contact with a Wellington Region MAG Coach, Scott O'Callaghan who has indicated some availability to assist support coaching since his resignation from Kapiti Gymnastics Club. In addition to this, past Coach Chris Mackay has offered pre-arranged back up support. It was agreed that casual contracts would be offered to Scott and Chris so that they can be used as and when required by the MAG Head Coach. The Committee are very keen to see back up support for the Head Coach and Squad.

Senior Management Communication: The Programme Manager noted that there have been recent occasions when Committee members had completed operational tasks without the inclusion or discussion with the Senior Managers. An example of this was speaking with a potential MAG Coach, selling masks outside the gym, installing wall-bars in the gym. She requested that better communication is made so that they both know what is happening.

### *Administration Manager*

It was noted that an Administration Manager report had not been provided.

## REVENUE INCREASE - NUMBERS

Brief discussion followed on the revenue numbers reported by the Programme Manager. It was noted that the opportunity to provide a facility for aerobics sessions would be followed up with Subcommittee member Dave Whiting who had been in liaison with Chilton St James School.

The was confirmed that the Club had opened 5 of the 8-10 classes identified as we had managed to secure additional GFA coaches. Classes are running between 90-100% capacity. There has been 286 casuals come through the Club to date for Term 3.

The Deputy Chair had been in conversation with the GFA Head Coache and Administration staff and believed that we were moving one of our busiest High5 classes from 40 to 32. The Programme Manager spoke to this, and it was noted that the particular class could hold 40 but for the last 18 months was running at 32. She was working to fill the classes. Discussion followed on the minimum number in a class/on the wait list to be able to start a class, being economically viable. This number is generally a minimum of 8 committed athletes.

It was suggested that there was interest in the community to have more GFA options on a Saturday afternoon to allow working parents with morning sports to be able to enroll their children. The Programme Manger noted that the last GFA class ends at 2:20pm on a Saturday, and she would discuss this further with the GFA Head Coach.

Discussion continues with Onslow who have been coming on Sundays. The numbers have been inconsistent with sometimes 3/4 and other times 30 kids. Work is being done on a 'Outside Gymnasts Costing' with the Treasurer and Administration Manager to give a fixed plan that can then be discussed formally with Onslow.

The numbers within the Adults Classes was discussed. It was noted that the Thursday class had been low in numbers, but it was attributed to the COVID level change. The previous day there was 8 and it is hoped the other days will pick up. The Programme Manager noted that they monitor classes on a termly basis and if a class isn't working, it will be changed.

## ADMINISTRATION

### *Apologies*

Apologies were received from Administration Manager, Jouvella Gee.

### *Minutes*

**MOTION: THE MINUTES OF THE 9 SEPTEMBER 2021 MEETING IS 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. It is recorded here to reflect the decisions made, to be included in our minute flow, and to give the opportunity for discussion.

12/09/2021: **MOTION: THE COMMITTEE SUPPORTS THE NOMINATION FOR NATALIE GUNN TO BECOME A LIFE MEMBER OF HUTT VALLEY GYMNASTICS AT THE UPCOMING AGM IN NOVEMBER.** Aaron Simmons/James Fitzsimons. Supported by 8, opposed by 1. Motion passed.

12/09/2021: **MOTION: THE COMMITTEE SUPPORTS THE NOMINATION FOR MELANIE SALES TO BECOME A LIFE MEMBER OF HUTT VALLEY GYMNASTICS AT THE UPCOMING AGM IN NOVEMBER.** Aaron Simmons/James Fitzsimons. Agreed by all.

12/09/2021: **MOTION: THE COMMITTEE SUPPORTS THE NOMINATION FOR GEMMA FLEETWOOD-JONES TO BECOME A LIFE MEMBER OF HUTT VALLEY GYMNASTICS AT THE UPCOMING AGM IN NOVEMBER.** Aaron Simmons/James Fitzsimons. Agreed by all.

12/09/2021: **MOTION: THE COMMITTEE SUPPORTS THE NOMINATION FOR DENIELLE JELICOE TO BECOME A LIFE MEMBER OF HUTT VALLEY GYMNASTICS AT THE UPCOMING AGM IN NOVEMBER.** Aaron Simmons/James Fitzsimons. Supported by 8, opposed by 1. Motion passed.

13/09/2021: **MOTION: THE HUTT VALLEY GYMNASTICS CLUB COMMITTEE AGREE TO PREPARE A GUIDELINE AND APPLICATION FORM DETAILING THE PROCESS OF GRANTING LIFE MEMBERSHIP OF OUR CLUB TO BE SUBMITTED TO THE 2021 ANNUAL GENERAL MEETING.** Deirdre Follett. Motion not seconded. Supported by 1, opposed by 1. Motion not passed.

### ***Matters Arising from the Last Meeting***

The Secretary encouraged members to tick off outstanding tasks on the Action Register as we move closer to the Annual General Meeting in November.

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

#### Inwards

10/09/2021 email NZ Community Trust, Ben Hodges, National Grants Manager confirming grant of \$43,500 for the following items: 9 strip sprung floor, 9m tumble track, tumble mats \$1,000, 3 strip sprung floor, couches, tables, chairs, display racks, speakers, kitchen appliances. Accountability due by 9 December 2021.

12/09/2021 letter dated 01/09/2021 from Aaron Simmons, Vice President, nominating Gemma Fleetwood-Jones for Life Membership of Hutt Valley Gymnastics Club.

12/09/2021 letter dated 01/09/2021 from Aaron Simmons, Vice President, nominating Natalie Gunn for Life Membership of Hutt Valley Gymnastics Club.

12/09/2021 letter dated 01/09/2021 from Aaron Simmons, Vice President, nominating Danielle Jellicoe for Life Membership of Hutt Valley Gymnastics Club.

12/09/2021 letter dated 01/09/2021 from Aaron Simmons, Vice President, nominating Melanie Sales for Life Membership of Hutt Valley Gymnastics Club.

#### Outwards

15/09/2021 Shamus O'Halloran, Argosy, re rent relief due to COVID19 Lockdown Level 4 and 3.

11/09/2021 Lyn Chung, Primesite Property Group, re rent relief due to COVID19 Lockdown Level 4 and 3.

### **CHAIRPERSONS REPORT**

The Chair noted that there were items for her to report in Incommittee.

### **REPORTS**

#### ***Ignite Subcommittee***

The Deputy Chair thanked Committee Member James Fitzsimons for his long hours working on the employment agreements for the Ignite staff. These contracts were being circulated for signing this week and will be effective from 1 October 2021.

It was noted that the Ignite Programme Manager had resigned which was disappointing to lose him before he started with Hutt Valley Gymnastics. It is not sure how this situation leaves Ignite in terms of staff, hopefully they will have enough coaches. Emails had been drafted to our staff and membership about the Ignite acquisition which will be circulated by Monday, 27 September. The Chair and Secretary offered to help with the emails prior to circulation. Ignite staff have been advised already and they are working on a letter to Ignite members providing instruction on how to sign up and pay through Friendly Manager.

#### Membership Status

The Secretary sought clarification around the status of the Ignite members in so far as our constitution and preparation for the coming Annual General Meeting. The Programme Manager confirmed that they have 50-60 competitive squad members. Discussion developed into 'What is a Competitive Member?' as it was also noted that Excel/Stages athletes could also fall within the competitive category as they compete regionally representing the Club.

It was noted that the Ignite members joining the Club would not be affiliated with Gymnastics New Zealand and therefore would not be seen as a competitive squad member with voting rights. They are

a recreational member. These families are coming from the perspective of being clients of a commercial business with no involvement in the running of the Club.

It was noted that although the Excel/Stages squad had grown over the past 18 months, these members had not been included, or identified, as competitive squad members in the past. After further discussion around voting rights at the Annual General Meeting and the current Club Constitution it was agreed:

**MOTION: THAT THE INTERPERATATION OF COMPETITIVE SQUAD MEMBERS IN THE CURRENT CONSTITUTION WAS ONLY THE MAG AND WAG SQUAD MEMBERS.** Charlotte Haigh/Deirdre Follett. Agreed by all.

The Chair noted that she would like to seek advice from Gymnastics NZ around the membership status of the Ignite members as she was concerned about the Clubs standing with Gymnastics NZ. It was suggested that this was a priority before the Ignite members were joining our Club.

### ***Treasurer's Report***

The Treasurer advised that her current focus had been with the wage subsidy and crediting process. She believed that we are not now eligible for any further support. It was pleasing to note that 63 athletes donated their issued credits back to the Club, totaling \$2,300.

Integrating Ignite into our Friendly Manager and the new Stripe credit card system had been a big task. Some members found that they could pay their term fees by credit card within Friendly Manager which took the administration term by surprise. This has required extra work and planning to ensure the office staff can process payments properly. The Treasurer confirmed that the credit card surcharge is added onto all HVG payments but has been built into the Ignite member fee payments. At this stage the Club will not be offering credit card payment as part of the office eftpos system. I was confirmed that the Ignite assets will show in our accounting system from September 2021.

Once again, it was noted that the COVID wage subsidy had been a huge help, especially as there was three pays in August when only two had been budgeted for.

**MOTION: THE ACCOUNTS FOR THE PERIOD 1 AUGUST TO 31 AUGUST 2021 BE ACCEPTED AS CIRCULATED NOTING THE TOTAL ASSETS OF \$280,337.33 AND TOTAL LIABILITIES OF \$48,297.34.** Tracey Joe/Deirdre Follett. Agreed by all.

It was agreed that the Club needed to get as many classes as possible up and running and funds coming in before the first rent payment is made to the landlord in December 2021.

### ***Secretary's Report***

The Secretary put the following motion to the meeting: **The Hutt Valley Gymnastics Club Committee adopt the Away Competitions and Clinics Policy for Coaches and Officials as an interim policy. To be reviewed in January 2022 and then annually thereafter.**

Committee Member, James Fitzsimons noted that feedback had been received around the varying lengths of competitions such as Excel and Senior Competitions and therefore the reimbursement to coaches and judges. It was therefore agreed to include this clarification and re-circulate as an out of meeting motion for adoption by 1 October.

The Secretary then put the following motion to the meeting: **The Hutt Valley Gymnastics Club Committee adopt the Code of Ethical Conduct Policy to be reviewed bi-annually thereafter.** Due to the last-minute feedback received, it was agreed that this motion also be circulated for adoption with the Away Competitions and Clinics Policy.

## GENERAL BUSINESS

### *Open Day*

The Marketing Subcommittee chair noted that the Open Day had been cancelled and email correspondence had with the Mayor's PA letting her know. It was felt that the Committee needed to decide on a new date, maybe for November. It was agreed that the Marketing Subcommittee chair would work with on this with the Programme Manager to finalise details.

### *Direct Reporting Officer for Senior Manager's*

Discussion followed on the 26 August "In the absence of the Chairperson, due to work commitments within the COVID19 Lockdown, Committee Member James Fitzsimons will be the Direct Report Officer for the Programme Manager and Administration Manager." As per the motion, it was agreed that that this would be reviewed today and after discussion the following motion was put to the meeting:

**MOTION: THAT COMMITTEE MEMBER, JAMES FITZSIMONS, CONTINUE IN THE DELEGATED ROLE OF DIRECT REPORTING OFFICER FOR THE SENIOR MANAGER'S UNTIL THE NEXT COMMITTEE MEETING ON 14 OCTOBER 2021.** Charlotte Haigh/Deirdre Follett. Agreed by all.

### *Annual General Meeting*

The Secretary noted that she had met with the Chairperson to discuss arrangements for the 8 November 2021 Annual General Meeting. It was confirmed that the meeting will be held in person following the Level 2 COVID requirements. It was believed that that 100 people limited would not be breached, but attendees would be requested to register to ensure this. Guests would be asked to wear a mask. It was noted that Thursday, 28 October had been set aside for a drop-in session for any nominees to ask questions or be updated on current Committee focus.

### *Fundraiser – Face Mask Sales*

It was noted that last weekend the Fundraising Subcommittee had sold face masks outside the club as a fundraiser. The Subcommittee Chairperson noted that \$1,600 had been raised.

The meeting moved in Committee at 8:35pm, returning at 9:10pm.

## NEXT MEETING AND CLOSE

The next meeting will be held on Monday, 18 October 2021 at 6:00pm at the Club. The meeting closed at: 9:12pm.

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

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