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**11th May 2023 (Tuesday) at 6:00pm**

**Present:** Charlotte Haigh (Chair), James Fitzsimons, Tracey Joe, Litsa Jackson, Marie Pye, Darren Sears, Mark Sawyer, Annalise Austin, Aaron Simmons. Michelle Woolf (7pm)

**Apologies**:

**WELCOME**

The Chair welcomed all to the meeting.

**CORRESPONDENCE IN/OUT**

**PREVIOUS MINUTES**

The minutes of the 6th of April 2023 meeting is confirmed as a true and correct record of the meeting.

**CHAIR/DUPTY CHAIR REPORT**

Litsa and James are working through a review of the existing Marketing Plan to bring it up to date and make it fit for purpose. This is a work in progress.

James thanked Tracey and Michelle for the work that went into developing the proposed pay increases and the financial analysis to determine what the increase to our monthly wage costs would be if we go ahead with these increases.

James received one response to the email, Anna has an accounting background and volunteers for many charities. James is happy to nominate Anna for the treasurer’s role.

Ongoing support to CM for performance management issue.

Code of conduct policy was not approved more work is needed on this.

**TREASURERS REPORT**

- 2022 Performance Report sent to the auditor early April, due back next week.

- Nationals financial support work has begun

- All staff wages increased with minimum wage increase 1 April 2023. All processed in Smartpayroll

and staff advised prior to first pay in April.

- Rent – expect to receive an increase from 1 April 2023.

Insurance: Our level of insurance needs reviewing considering the weather events in other parts of the country. Our current cover of $350,000 isn’t enough. ($120k of new assets in the last year.

Motions: The accounts for the month of March 2023 be accepted as circulated noting the following

|  |  |  |
| --- | --- | --- |
|  | Total Assets | Total Liabilities |
| March 2023 | $487,416.35 | $193,838.71 |

Motions: To release 2022 accounts to auditor. Marie 2nd

Motions: To increase comp fees by 7%, starting from term 3 2023 Aaron 2nd

**PREMISES OFFICERS REPORT**

Darren has been in touch with Nicola Frayle from Marsh Insurance and has provided quotes to the committee.

As with the current cover neither of these quotes include any cover for the Natural Disaster perils (Earthquake, Tsunami, Volcanic Eruption, Hydrothermal and Geothermal Activity, Subterranean Fire and any damage as a direct result of those perils).

It would be her recommendation that the Club declare a depreciate value for our contents also so we can calculate the statutory Government Fire Tax on the lower figure rather than the full replacement value.    Doing this will mean a reduction in your Fire Tax without affecting your actual cover.

Daren asked the question “Is flooding covered or classed as a “Natural Disaster” or what indication would be for this type of coverage, cost wise?

**No flooding is a standard peril, it’s not a Natural Disaster**.   The difficulty in getting Natural Disaster cover for us is our location.  Even if the insurers agreed to offer it the premium would be very expensive.

***On-going***

**CENTRE MANAGER & GYMNASTICS DIRECTORS REPORTS:**

**Cheer:** We are entering 3 team this year, t-shirts, bows, and music has all be ordered.

Survey out to parents checking they have read the handbook and know costs/travel involved.

Cheer Tumble we are still struggling with this programme re- retention, admin and levels.

**Excel:** We have increased numbers and coaches in this programme. 58 leotards have been ordered with the grant money.

GFA Nationals/Festival in Palmerston, Zoe is keen to attend.

**Parkour**: Increased by 3 new classes

Increased coaches working in this programme including 2x Xntd training.

**Birthday Parties and Casuals:** Parties are booked 3 months in advance**.**

Casuals- increased numbers- Explorers income more than doubled. Longer 45min sessions ($10) well received.

**Holiday Programme & Schools Festival:** Wewere fully booked during April holidays and the teacher strike days we were also fully booked.

**GFA Term Festival** 25th June, signup forms have gone out and we received 50 signups within 2 days.

**Central Champs:** Organization is well underway.

**WAG/MAG:** Very busy with comps and struggling to cover all coaching/judging sessions due to up to 2-3 competitions on in a weekend.

We have 11 new Step 1s going out for the first time at the capital comp.

MAG Juniors had 1st comp last weekend.

Logan represented NZ at the Australian Junior Comp- 1st High Bar and 2nd Pommels- **Awesome results.**

**Upcoming Courses:** Youth coach connect in Kapiti and the next Xntd course “Bounce it” is in July.

**Grants we need to apply for:** YCC and Xntd Courses plus medals for Hutt Elementary and GFA Comp.

We have had a few minor to major injuries over the past month, fractures, sprains, bruises and a torn Achilles tendon reported.

**MARKETING REPORT & FUNDRAISING.**

Zoe is doing a great job with social media and creating flyers.

Newsletter has been received well.

Ongoing work to promote the gym.

Still needing volunteers to start up a marketing sub-committee.

**OTHER BUSSNESS**

**School Festival Dates**: Term2 - Years 1-3, June 8th

Term 3 – Years 1-4

**AGM**- Tuesday 30th May is the confirmed date.

Anna has an accounting background and volunteers for many charities. James is happy to nominate Anna for the treasurer’s role.

Sarah one of the cheer parents is interested in being on the committee and has some governance experience. Charlotte happy to nominate Sarah, we would just need to accept her application as an associate member to do this which was agreed to by Aaron and Marie.

Monica has also sent in her nomination form, Monica is the parent of one of our Step 2 gymnasts & has a degree in Marketing & strategy, Monica is keen to use her skills to help the club.

Congratulations to Michelle Woolf who is a finalist at the Hutt Valley sports awards.

**ACTION:**

Marie- Save these dates email/social media, AGM, Quiz night.

Marie- Follow up on working/cleaning bee

Darren- Follow up on Clubs Insurance.

James - Code of conduct policy to revise.

**NEXT MEETING AND CLOSE**

The next meeting TBC

The meeting closed at: 7:57pm.

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