

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 3 September 2020 at 6:30pm

Present: Marion Cox (Chair), Greg Marsden, Ellen van Dijken, Darren Sears, Lynette Chin, Deirdre Follett. Guests Warrick Sue, Michelle Woolf, and Pasha Levchenko.

WELCOME

The Chair welcomed all to the meeting and noted that Warrick Sue had joined the meeting as a guest.

GUESTS

Club Values

Warrick Sue, Club Trainer introduced himself to the meeting, providing some background into himself, his working background and eagerness to continue to support the Committee (and Club) in bringing our previously identified values into all Club behaviours for all - gymnasts, coaches, parents, administrators. The document provided was reviewed which covered the following values: Best Effort (high standards), Got your back (team/community), Go for it (overcoming challenges/being brave).

It was suggested that once the above values, that had sub-sections, was reviewed, and adopted the Club would engage a creative person, preferably from within our community, to prepare posters for display/reminders. We could approach 4 people who are interested in supporting the development process. There could be an opportunity to look at some contribution from gymnastics, but it would need to be in the form of a brainstorming session rather than survey/interview.

The agreed next steps will be for Warrick to prepare and forward to the Club Secretary a short proposal of recommendations for next steps. This could involve approaching stakeholders, work groups, surveys etc. Once endorsed by the Committee a Terms of Reference will be prepared with a plan. This needs to have goals and deliverables.

Head Coach Update

The Chair thanked Head Coach, Michelle Woolf for joining the meeting at 7:00pm.

Michelle updated the Committee on the Club Competition hosted on 30 August 2020. It went really well, although the COVID levels did prove stressful. She had hoped that we would move to Level 1, but unfortunately that did not happen. She took experience from the Twisters Competition that had run well in Level 2 and it was decided to go ahead with a cut-back canteen. This involved less baking, but the introduction of bagged 'fun packs' which were a hit and will continue for future events.

The girls liked the different grading which did help with streamlining the judging process. Michelle was asked about the condition of athletes ie. Rust, changes etc. She felt that some were stronger, however it would be telling over coming weeks with the seniors competing. It was noted that the Step 1-4 programme had bounced back well. The 10-12-year olds had grown rapidly and this has had to be managed because of the time off. The Committee thank Michelle for the massive amount of effort that she put into the HV Gymnastics Club Competition.

ADMINISTRATION

Apologies

Apologies had been received from Rebecca Hills, Treasurer.

Minutes

MOTION: THE MINUTES OF THE 21 JULY 2020 MEETING WAS CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING. Marion Cox/Lynette Chin. 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.

28/07/2020 MOTION: THE HUTT VALLEY GYMNASTICS CLUB COMMITTEE SEEK AN ESTIMATE FOR LEGAL ADVICE ON THE CIRCULATED AVALON SALE AND LEASE DOCUMENTS FROM HUTT CITY COUNCIL FROM REBECCA DICKIE (CLUB FAMILY SPECIALISING IN PROPOERTY LEGAL ADVICE) AS RECOMMENDED BY THE PROPERTY OFFICER. Darren Sears/Marion Cox. Agreed by all.

07/08/2020 MOTION: THE HUTT VALLEY GYMNASTICS CLUB COMMITTEE ENGAGE ARL LAWYERS TO ACT ON THEIR BEHALF IN RELATION TO THE AGREEMENT FOR SALE AND PURCHASE AND LEASE OF RESERVE LAND BETWEEN THE CLUB AND THE HUTT CITY COUNCIL AS PER REBECCA DICKIE'S EMAIL OF 7 AUGUST 2020. Darren Sears/Marion Cox. Agreed by all.

07/08/2020 MOTION: THE HUTT VALLEY GYMNASTICS CLUB COMMITTEE ENGAGE ARCHITECTURE HDT, AS PER THEIR 6 AUGUST 2020 SCOPE OF WORK, TO COMPLETE AND CONDITION ASSESSMENT OF THE EX-AVALON RUGBY CLUBROOMS TO IDENTIFY ANY FORM OF MAJOR COSTS ASSOCIATED WITH THE OLD BUILDING. THIS WAS RECOMMENDED BY VISITOR SOLUTIONS AT THE REASIBILITY REPORT PRESENTATION ON 5 AUGUST 2020. Darren Sears/Marion Cox

12/08/2020 MOTION: THAT THE HUTT VALLEY GYMNASTICS CLUB APPLY TO PELORUS TRUST FOR FUNDING FOR THE ASBESTOS REMOVAL AND ELECTRICAL WORK REQUIRED TO BE DONE AT THE EX-AVALON RUGBY CLUBROOMS IN THE AMOUNT OF \$16,013.10 EXCLUDING GST. Marion Cox/Darren Sears. Agreed by quorum (6 members).

12/08/2020 MOTION: THAT HUTT VALLEY GYMNASTICS CLUB APPLY TO ONE FOUNDATION FOR FUNDING FOR THE PURCHASE OF A PARALLEL BAR AND POMMEL HOURSE FROM THE PACIFIC RIM CHAMPIONSHPS IN THE AMOUNT OF \$27,351.00 EXCLUDING GST. Darren Sears/Marion Cox. Agreed by quorum (5 members).

16/08/2020 MOTION: THAT HUTT VALLEY GYMNASTICS CLUB COMMITTEE AGREE TO SELL THE TWO BRAND NEW TRAMPOLINES AND ONE FULL SET OF MATS FOR THE PURCHASE PRICE OF \$43,980 PLUS GST TO WHOEVER WILL PAY THIS PRICE. THE FUNDS SECURED WILL GO TOWARDS BUILDING COSTS AT THE FRASER PARK SITE. Marion Cox/Darren Sears. Agreed by quorum (5 members).

Matters Arising from the Last Meeting

It was agreed that the Secretary will forward to members with the minutes a list of outstanding items for review.

Correspondence

Inwards

C Mountford acknowledging the Committee's reply and expressing disappointment that the invoicing system cannot be fixed (27 Jul).

M Sherwood, Head of Parks and Recreation, Hutt City Council - update on sale and lease of land for Hutt Valley Gymnastics Club (3 Aug).

G Marsden, Deputy Chair - financial oversight and management of project finance (24 Aug).

A Simmons – concerns with Committee performance (2 Sep).

Outwards

M Cox – confirmation of Honorary/Supporter membership (23 Jul).

Resolution of the HVG Committee - Grant from Pelorus Trust for asbestos removal and electrical work (14 Aug).

Resolution of the HVG Committee - Grant from One Foundation for parallel bar and pommel horse. (14 Aug)

The meeting moved in Committee.

STANDING ITEMS

Premises Update

The Lotteries Grant has been submitted and Darren noted that it was pleasing that they have not responded in the first 48 hours seeking further information – this is a good sign. It was good to finish off the feasibility study and the structural report. They were critical in putting the numbers together.

Darren noted that Bridget Ross is going to ease back and is currently handing over the grant applications to Dave Syms. Dave has been engaged, and 10-hours per week gifted from the Petone Sportsville group until their AGM in November. Dave is well qualified and connected. He is keen to get things underway and is looking at other grants for the Fraser Park project ie. Grounds, painting etc. Darren is currently uploading all files to Dropbox for Dave.

Megan will be going on maternity leave on 25 September for 12-months. Gymnastics NZ is circulating the job description soon, hoping to fill the position in November. Megan has indicated that she wants to continue where possible on the sub-Committee. Prior to leaving she is arranging a meeting with Pelorus Trust members to introduce the Club and new grants representative Dave Syms. Darren noted that Dave was away for the second half of September.

Strategic Plan

The Secretary raised concerns around the need to breakdown the Strategic Plan goals into annual chunks. This is the Club's guiding document and needs to be embedded. An example was the Facility pillar which we are currently focused on. After brief discussion it was agreed that the Secretary will suggest some meeting times to focus on these – a breakfast session could be an option.

Organisation Review

The Chair updated the meeting which then moved to In-Committee.

COMMITTEE REPORTS

Chairperson's Report

The Chair noted that a report had not been prepared, however she has been working on the areas already covered; Programme Manager interview, staffing matters and premises.

Fundraising Update

We have 26 teams of 4 people (104 registrations). Discussion followed on the COVID Level effects for this and it was acknowledged that there would be 'no show-ers' taking us under the 100 maximum people level restriction. After discussion:

MOTION: THE COMMITTEE WILL GO AHEAD WITH THE GOLF DAY FUNDRAISER, PREPARED TO FOLLOW LEVEL 2 RESTRICTIONS, IF REQUIRED. Darren Sears/Marion Cox. Agreed by all.

It was noted that the team will need some help and Ellen is to put a list together of tasks.

Ellen recommended that consideration be given to the fundraising lead-role and if this could become part of an established paid role such as an Administration team leader. The Sub-Committee is currently completing a chocolate fundraiser, the golf day, planning for the Tile fundraiser, a Christmas fundraiser and perhaps a sleepover in Term 4. We need to start work on corporate sponsorship too.

Treasurer's Report

MOTION: THE TREASURER'S REPORT BE RECEIVED NOTING THE BALANCES AS AT 31 JULY 2020; OPERATING ACCOUNT \$100,905.79 AND FACILITY ACCOUNT \$60,361.61. RECEIVABLES TOTALLED \$14,979.51 (81.4% CURRENT) AND PAYABLES \$55,926.90. Rebecca Hills/Greg Marsden. Agreed by all.

Discussion then followed on the need for financial information to be meaningful and provide the Committee with the tools to make financial judgements and decisions. The Committee noted that the information needs to be presented differently and will request the Treasurer to provide the following:

- The current year statement of financial performance (P&L) alongside the previous years with variances shown in both cash and percentage terms.
- The current years P&L shown in relation to current years adopted budget, again with variances shown in cash and percentage terms.
- A statement of financial position (Balance Sheet)
- Current Cash Flow Statement/Forecast.

It was also noted that new Committee Member, Sarah Burnell would report on the following for the Fraser Park project:

- Current Budget.
- Current Cash Flow.

It was agreed that Sarah and Rebecca would work through this together.

Secretary's Report

The Secretary presented the Membership and Fees policy for adoption. It was noted that further development was required to address the situation where the Club may be unable to provide service, or limited service. It was agreed:

MOTION: THE COMMITTEE ADOPTS THE MEMBERSHIP AND FEES POLICY AS CIRCULATED NOTING THAT THERE WILL BE AN ADDITIONAL SECTION FORMULATED TO ADDRESS THE COVID19 LEVELS IE. WHEN THE CLUB IS UNABLE TO SUPPLY SERVICE/REDUCED SERVICES. Marion Cox/Greg Marsden. Agreed by all.

The membership numbers for August 2020 – Competitive 121, General Gym 551 (total 643) were noted.

Interim Administration Manager

The Administration Manager updated the meeting on the current focus and apologised for not circulating a report. She had struggled with the additional hours on top of the Secretarial role.

MOTION: THE COMMITTEE WILL REQUEST WESTPAC ISSUE A DEBIT CARD TO THE NEW ADMINISTRATION MANAGER, DEIRDRE FOLLETT. Marion Cox/Greg Marsden. Agreed by all.

The office has been re-shuffled to accommodate members and casuals coming in – however with Level 2 the entrance is blocked and the eftpos machine located by the door. There had been a problem with the internet and printer but was resolved prior to the Club's competition on 30 August. The Administration Manager advised that she was in regular communication with the Chair and provided a detailed fortnightly report of tasks.

GENERAL BUSINESS

1. Constitution Review. Discussion followed on the desire of the Committee to expand the membership to be more inclusive of all Hutt Valley Gymnastics members. Currently only competitive members can vote but this should be extended to recreational members too. This can only be changed by vote at the AGM or at a Special General Meeting.

NEXT MEETING AND CLOSE

The next Committee meeting is scheduled for Thursday, 1 October 2020 at 6:30pm. The meeting closed at 8:20pm.

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

Chairperson:

Date:
