

# Minutes of the Hutt Valley Gymnastics Committee Meeting held on Monday, 21 July 2020 at 6:00pm

Present: Greg Marsden (Acting Chair), Deirdre Follett, Darren Sears, Lynette Chin, Rebecca Hill, Ellen van Dijken and Marion Cox. Guests Melanie Sales and Dave Whiting.

## WELCOME

The Acting Chair welcomed all to the meeting and noted that the Chair would be arriving later. He welcomed Head Coach, Mel Sales to the meeting and guest Dave Whiting who was wanting to get a feel for the Committee.

## ADMINISTRATION

### *Apologies*

There were no apologies received.

### *Minutes*

**MOTION: THE MINUTES OF THE 8 JUNE AND 8 JULY 2020 MEETINGS WERE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETINGS.** Darren Sears/Lynette Chin. Agreed by all.

### *Matters Arising from the Last Meeting*

It was noted that due to the timeframe we would once again share the action items when circulating the minutes. Members were encouraged to forward updates so items can be ticked off. Key focus areas noted were:

1. Review of Club Constitution. The Committee are keen to review the Constitution and have adopted at the 2 November 2020 AGM. This review is being led by the Deputy Chairperson. Greg noted that there was information and content coming from various strands which needs to be pulled together.
2. Grants Officer Contact Point. It was noted that Ellen van Dijken will be the point of contact for the Club's Grants Officer Bridget Ross. The Club Secretary will confirm this with both parties.

## Correspondence

### Inwards

Marion Cox sent a letter dated 1 July applying for Honorary members of the Hutt Valley Gymnastics Club. This was considered by the meeting and it was agreed to accept this membership application and thank Marion for staying on the Committee, her commitment to the Club, and the sacrifice she and her family are making at this present time. There will be no fee required.

On a side note, it was felt that the Committee should consider a perpetuity membership as a fundraising focus. Brief discussion followed and it was noted that this type of affiliate membership suggested would not have any voting rights. Ellen van Dijken joined the meeting at 6:36pm.

Cherrie-Anne Mountford had sent an email on 8 July regarding the Club's invoicing process. Discussion followed and it was agreed that due to program restrictions the Club was unable to bill out of just Friendly Manager (one line only option) or just Xero due to the workload required. It was noted that uniform charges were traditionally only annually and that the Jumperama charge was a one-off. The Committee need to consider this further however did commit to forwarding an email at the start of each year to Competitive Families confirming details around their invoice, ie what it covers etc. It was suggested that if we moved to using Xero fully this could be transitioned in membership blocks/groups. The Secretary will respond to this member. Chair, Marion Cox joined the meeting at 6:44pm.

## **STANDING ITEMS**

### ***Premises Update***

Darren noted that it has been an extremely busy time getting the information back to Andy Adams of Visitor Solutions. He has sent a further email through. Darren asked if Deirdre would be available to assist further with this, adding further hours to her arrangement. Darren will share Andy's latest email with the Secretary. Andy is proposing to present his draft document/study to the Committee around 5 August. The Treasurer undertook to forward the 2019 draft financial accounts and it was noted that 19 August was the date the report must be finalized so it can be released to Bridget Ross on 20 August to submit with the Lotteries grant application.

The Resource Consent was approved, and the Council charged us a very discounted, \$1,500.00 for this. The Committee were grateful for this support by Council. We are desperate to secure the legal documentation from Council re the sale of the Avalon Rugby Clubrooms and the lease of the land. Darren is finding a block here which is concerning and holding up the process. Marion undertook to contact Marcus Sherwood to get things moving. Once this has been received it needs to be reviewed by a lawyer (there is a Club member from ARL Lawyers who can do this for us).

The Secretary is to follow up the electrician and asbestos companies to get current updated quotes for the grant application.

Darren noted that Bridget Ross, the grants officer is well onto the application process. The feasibility study will be of great assistance for all coming grant applications. The Committee will also apply to Pelorus Trust for funding once the Lotteries grant is submitted.

It was noted that along with the actual building the Committee need to be planning for the fit-out and set up of the new building/s. Darren noted that Marcus has indicated that Council will cover the Invasive Report, which will be a significant savings for the Club.

The meeting asked the Secretary to prepare a Cascade Timeline plan for the coming weeks.

### ***Strategic Plan***

The Secretary spoke to the Strategic Plan that has been publicised as a 'plan on a page' and how the Committee need to work and develop the goals and targets to achieve the Plan. It was suggested that with the recent/current COVID19 pandemic and pending financial fall out the Committee need to ensure that this is reflected in the Strategic Plan. The World has changed, sports has changed, and we are going to need to manage a downturn. The Committee agreed to invite members to come to us if they need support as we do understand and want to retain our athletes in their sport.

**MOTION: THE COMMITTEE WILL MEET ON TUESDAY 1 SEPTEMBER BETWEEN 4:30 AND 7:30PM TO REVIEW AND DEVELOP THE 2020-2024 STRATEGIC PLAN.** Marion Cox/Greg Marsden. Agreed by all.

The Secretary will arrange for a pizza dinner for the Committee. It was noted that this initial discussion was for Committee members only. The staff will be consulted after this plan has been developed further and prior to its public release.

### ***Organisation Review***

The Secretary provided an update on the number of applications received to date and noted that they close on Friday 31 July. After the close off, the Chair and HR Officer will review and arrange interviews and next steps.

## **COMMITTEE REPORTS**

### ***Chairperson's Report***

The Chair has continued fortnightly meetings with the Head Coaches. The last meeting focused on the floor plan for the feasibility study and was chaired by Megan Russell from the Fraser Park Sub-

Committee. This link is important to keep everyone in the loop. It was noted that Committee members Emma Austin and Bridget Partridge had resigned from their roles on the Committee.

***Treasurer's Report***

**MOTION: THE TREASURER'S REPORT BE RECEIVED NOTING THE BALANCES AS AT 30 JUNE 2020; OPERATING ACCOUNT \$117,812.38 AND FACILITY ACCOUNT \$47,928.28 (TERM DEPOSIT \$45,000). RECEIVABLES TOTALED \$19,681.86 AND PAYABLES \$58,077.89.** Rebecca Hills/Ellen van Dijken.

Agreed by all.

The Treasurer noted that the Club qualified for the second Government Wage Subsidy and this claim has been processed. It was noted that this was for 8-week and had covered a lot of the Club's risk.

The Chair noted that during her meetings with the Head Coaches, there is really good feedback from the team in running/working with individual code budgets. This has been raised with the Treasurer but requires further work. It was acknowledged that some areas earn more income for the Club than others and this will be allowed for. Mel noted that she was looking forward to the accountability of this which she feels will give better focus and communication. This is an area that can be overseen by the new Programme Manager when appointed; getting to know our numbers, staff etc.

The Committee thanked guests Dave Whiting and Melanie Sales for attending the meeting and they left as the meeting moved to In-Committee returning at 8:15pm.

**GENERAL BUSINESS**

There were not items of general business.

**NEXT MEETING AND CLOSE**

The next Committee meeting is scheduled for Monday, 24 August 2020 at 6:30pm. The meeting closed at 8:20pm.

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

Chairperson:

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Date:

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