

Minutes of the Hutt Valley Gymnastics Committee Zoom Meeting held on Tuesday, 21 April 2020 at 11:30am

Present: Marion Cox (Chair), Zara Struthers, Darren Sears, Greg Marsden, Rebecca Hills and Deirdre Follett. Bridget Adair and Lynette Chin joined the meeting later.

WELCOME

The Chair welcomed everyone to the first Zoom meeting. The main priorities for the meeting were around the staff, along with Club finances working within the COVID19 situation.

Finances

Although slightly off agenda, the meeting discussed Club funds.

Current Budget and Forecasting

The Centre Manager has prepared a forecast COVID19 Budget with the Treasurer (reflecting no GFA in Term 2, rolling up to 50% in Term 3 and 75% in Term 4). This is to be uploaded into Xero and then will be shared with the Committee along with the original 2020 Budget. The Committee is yet to receive the 30% and 50% drop in revenue baseline information. Due to the Treasurer's workload the Deputy Chair undertook to prepare this information.

The pre-COVID budget, revised budget and the baseline reduction figures will assist in formulating scenarios and options moving forward. Bridget joined the meeting at 11:47am

Premises: Lease

The Centre Manager confirmed that she had been in discussion with the landlord. They have indicated that they will not offer rent relief. It was noted that our lease does not include section 27.5. It is solely the landlord's choice. Discussion followed around this clause, which it was suspected could be a generic legal clause. It was noted that the Club has business interruption insurance, however this does not include a pandemic.

Staff

The Center Manager has been emailing staff on a regular basis updating them with information as it comes to hand.

ADMINISTRATION

Apologies

Apologies had been received from Marie Pye.

Minutes

MOTION: THE MINUTES OF THE 17 FEBRUARY, 17 MARCH, 21 MARCH MEETINGS AND THE OUT OF MEETING MOTIONS OF 26 FEBRUARY AND 2 MARCH MEETING WERE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETINGS. Deirdre Follett/Marion Cox. Agreed by all.

Out of Meeting Motions:

MOTION: HUTT VALLEY GYMNASTICS APPLY TO FOUR WINDS FOUNDATION FOR FUNDING OF \$19,037.60 (EXCLUDING GST) TO CARRY OUT BUILDING AND ELECTRICAL WORK IN THE AVALON RUGBY CLUBROOMS.

MOTION: HUTT VALLEY GYMNASTICS APPLY TO PUB CHARITY FOR FUNDING OF \$5,427.50 (EXCLUDING GST) TO CARRY OUT ASBESTOS REMOVAL WORK IN THE AVALON RUGBY CLUBROOMS.

MOTION: THAT THE GRANTS OFFICER (CURRENTLY BRIDGET ROSS) IS AUTHORISED BY THE HVG COMMITTEE TO APPLY FOR GRANTS ON ITS BEHALF AND SPECIFICALLY TO ACT AS "PROFILE SECRETARY" FOR HVG IN THE DEPARTMENT OF INTERNAL AFFAIRS GRANTS PORTAL.

MOTION: THE COMMITTEE TO NOTE THE PROJECT AUTHORITY LETTER (PAL) GENERATED BY STEEL

SHED SYSTEMS (SSS), AND DELEGATE DARREN SEARS AND ZARA STRUTHERS AUTHORITY TO ENGAGE SSS ON 'PHASE 1' OF THE PROJECT COSTED AT \$15,000.00 PLUS GST. THE COMMITTEE TO NOTE THAT THE CURRENT PROJECT ESTIMATE IS \$1.3M, SUBJECT TO THE FINAL AGREED SOW AND CONTRACTUAL EXCHANGE. THE FINAL CONTRACT AUTHORITY TO BE GIVEN TO DARREN SEARS AND ZARA STRUTHERS ON CONFIRMATION OF THE HUTT CITY COUNCIL GRANT FUNDING, CONFIRMATION OF 500K LOAN FACILITY, TRANSFER OF ASSET – AVALON RUGBY CLUROOMS, AND SSS CONTRACT REVIEW.

Matters Arising from the Last Meeting

This section was not covered.

Correspondence

Inwards correspondence received since February was:

- Letter from Marcus Sherwood, Head of Parks and Recreation, Hutt City Council, 28 February 2020.
- Formal complaint from Zara Struthers, Center Manager, Hutt Valley Gymnastics, 5 March 2020.
- Email received from Bridget Ross standing down from her Committee role of Grants Officer.
- Email received from Anne Ercilla standing down from her Committee role as Privacy Officer.
- Email received from Bridget Adair resigning from her internal Hutt Valley Gymnastics marketing position.

It was with sadness that the resignations were received. It was noted that Bridget Ross is happy to continue working outside of the Committee on the grants for the Club. The Chair will act as the Club's Privacy Officer in the interim. These two positions will be reviewed after the Club resumes activity, or at the AGM.

Outwards correspondence: 14 April 2020 reply to Zara Struthers and Marion Cox outlining the panel's findings after investigation into the formal complaint received.

STANDING ITEMS

Premises Update

The Premises Officer reported that he had sent through an update (the Secretary is not sure if this has been circulated so will include with the minutes). There has been continued correspondence with Council. We are waiting on the transfer of ownership on the building/land to us. Council has discussed the allocated funds, and they do not see that there is any risk with community and Council projects (including our funds). We will be following up next week where the required documents are at.

The Lotteries Commission Grant Application was turned down due to Resource Consent requirements. This is currently being worked on and should be lodged with Council within the next fortnight. It was confirmed that our \$500,000 is not available until 1 July with funding requirements applying.

Next steps; to receive and sign off the lease. Then to determine upgrade requirements. The Treasurer is in discussion with a finance broker to determine what funding we can secure. It was suggested that the full amount should be sought and then we can determine what we draw down, goal is 75%, \$1M.

Strategic Plan

The Secretary noted that she was still working through the actions from the February meeting. There had been delays due to involvement with the complaint panel, several meetings and the COVID19 lockdown. A draft will be circulated this week for the team to use as a working document. It was noted that the Club's Gymnastics NZ Representative recommended picking one pillar to focus on

while we are dealing with the COVID19 situation. There is no need to add the pressure of this full plan until after the COVID19 pandemic has settled and normality returned.

REPORTS:

Marketing Sub-Committee Report

It was reported that an Emergency Marketing plan had been established and sent to the Centre Manager for execution. The first update report had been received back which is to be reviewed later in the week. Knowing what returning to gym (possibly in Level 2) looks like would be helpful. The Sub-Committee is keen to have some online classes and live feeds up and running. The GFA Head Coach is doing an amazing job with Facebook posts. It was confirmed that \$150 is in the budget for marketing. Consideration would be given to boosting posts outside of our community ie. seeking new members.

The Centre Manager noted that we currently have 470 members out of our pre-COVID19 700.

Treasurer's Report

MOTION: THE TREASURER'S REPORT BE ADOPTED NOTING THE BALANCES AS AT 31 MARCH 2020; OPERATING ACCOUNT \$147,494.12 AND FACILITY ACCOUNT \$53,480.00 (TERM DEPOSIT \$45,000). RECEIVABLES TOTALLED \$30,093.56. Rebecca Hills/Deirdre Follett. Agreed by all.

The Treasurer undertook to confirm the payables as of 31 March 2020.

CENTRE MANAGER'S REPORT

The Chair noted that the Centre Manager's report was in the new template reflecting the updated Job Description (adopted on 3 April).

1. Website: The Centre Manager asked if she could secure someone for one hour per week to manage the website. It was currently letting us down. The Committee agreed that this was an operational task and should ideally sit within the administration team. Zara will arrange this including training on the WordPress system.
2. Committee Health and Safety Officer: It was confirmed that the Deputy Chair was the Club's Health and Safety Officer. This is a governance oversight role and did not include operational output.
3. Returning to Gym: The Centre Manager has been holding regular meetings with the Head Coaches to determine a returning to the gym plan around compliances and the Health and Safety at Work Act. Regular updates from Gymnastics New Zealand are being received. The focus is ensuring that our staff are safe and not at risk. The Committee requested a copy of the COVID19 Plan for approval and adoption.
4. RIM Equipment: We have been in contact with Gymnastics New Zealand and the equipment is here. We have confirmed that although we have paid a deposit, we are awaiting the success of a grant to be able to make the final payment. We have suggested that they sell to other interested parties, although at this stage there isn't any.

Lynette Chin joined the meeting at 12:28pm.

FUNCTIONAL REPORTS – IDENTIFIED MATTERS AND QUESTIONS FROM REPORTS

There were no questions related to the reports received and no further reports for discussion.

The Centre Manager left the meeting at 12:30pm. The meeting then went In-Committee at 12:30pm and returned at 1:20pm.

GENERAL BUSINESS

There were no items of general business.

NEXT MEETING AND CLOSE

The next Committee meeting is scheduled for Tuesday, 12 May 2020 at 7:30pm. The meeting closed at 1:25pm.

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

Chairperson:

Date:
