

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 5 December 2019 at 5:00pm

Present: Marion Cox (Chair), Bridget Partridge, Darren Sears, Lynette Chin, Zara Struthers, Anne Ercilla, Marie Pye, Greg Marsden and Deirdre Follett

WELCOME

The Chairperson welcomed all to the meeting and thanked everyone for accommodating the change in timing to allow Darren Sears to attend his daughters prizegiving.

MEETING GUESTS:

PREMISES OFFICER'S REPORT

The Premises Officer drew our attention to the Terms of Reference adopted by the Sub-Committee and circulated for the Committee's information.

We have received an updated plan from the Council which was tabled. It was noted that this was for reference purposes and nothing internally is confirmed. The floor area is a big open space. The sub-Committee is meeting with Steven from the Hutt City Council on 12 Dec to look over the plan, discuss costings etc. At this stage we are not sure what is covered and what is not e.g. demolition, internal areas like the pit etc. There is a second plan being drawn up by an independent person at no cost, just good will, as it is going in the right direction with him. This plan will include costings when presented (in the next week or so).

Due to the closure of Naenae Pool the Club will need to put a presentation case forward to Council to make sure that the allocated funds remain within Council. It was also noted that the Golf Day was not only a fundraising event, but it also gives the Club the opportunity to invite key people ie. Council staff to be part of it, building relationships etc. This may make it lot harder to pull money away. The Club's Golf Day is on Friday 27 March. The Secretary will add this as a calendar invite so everyone has the details to invite others. The fundraising Committee is working on this project.

Greg raised some questions he had in an endeavor to pull key information into the Fraser Park working document. These included demo costs for building/grandstand, where the Council sits in the process, if the Club needs to plan for a claw back from the Council. Greg recommended a 25% claw back.

ADMINISTRATION

APOLOGIES. Apologies were received from Bridget Ross and Rebecca Hills. Lynette Chin would be arriving later due to the change in meeting time.

MINUTES

MOTION: THE MINUTES OF 11 NOVEMBER 2019 WERE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING. Deirdre Follett/Marie Pye. Agreed by all.

MATTERS ARISING FROM THE LAST MEETING. The Secretary noted that there had not been an opportunity to follow up of the matters arising from previous meetings. She will circulate the action register and bring to the next meeting.

CORRESPONDENCE. There was no correspondence received. The Secretary noted that a letter had been sent to Qing Zhang, Customer Banking Consultant at Westpac New Zealand on 12 November 2019 confirming the Club's funding source as per the Anti-Money Laundering and Countering Financing of Terrorism Act 2009. The information was also added to the Club's Committee Handbook as a reference for future Committees'.

STANDING ITEMS

HVG FACILITY UPDATE: The group has met the officials/engineer regarding the Avalon Rugby Clubrooms. The official report has not been released yet and the group will meet next week. The building is great width wise, however not lengthwise. Overall it is meeting the standard and they are happy for us to shift into there if we choose to. After discussion it was agreed that each known option needs to be identified and then a SWOT analysis completed for each option. After that an analysis of each option showing the financial implications will be circulated for decision making purposes. It was agreed that the working group would do the initial analysis with input from the Committee and Zara before Christmas. Greg and Darren will input remotely. This summary will be circulated to all Committee members for discussion and then Greg will formalise the document and drill down as required. It was noted that we have 2 years until our lease is finished and we need to leave.

We are still a member of Petone Sportsville until we elect to leave/transfer next year. This is to continue into next year.

Darren Sears left the meeting.

STRATEGIC PLAN: The Secretary had shared Megan Russell's update on the Strategic Plan survey responses. We are now waiting on Megan to collate and incorporate the verbal interviews with the Head Coaches and the staff responses.

It was agreed that we need to get together for a discussion on the results prior to our planning day. We will ask the Head Coaches to attend both the initial discussion session (date to be determined once the summary is received) and the Strategic Planning day on 1 February from 10:30 - 3:30pm.

REPORTS

CHAIRPERSON

The report was carried over until the arrival of the Human Resources Officer as the resolution R02 was the only item for discussion.

CENTRE MANAGER

The meeting moved In-Committee to discuss the appointment of the new MAG Coach.

The proposed grant was considered, and it was noted that some members need further explanation around the Grant application process. It was felt Bridget Ross could explain this at our next meeting so everyone is up to speed. Some members felt we were rushing ahead and would prefer a more planned approach so as not to shortchange ourselves.

MOTION: THE COMMITTEE WILL APPLY TO PUB CHARITY FOR A GRANT OF \$30,000.00 TO COVER ELECTRICAL, ASBESTOS CLADDING REMOVAL AND GENERAL BUILDING WORK AT THE AVALON RUGBY CLUBROOMS. Bridget Ross/Marie Pye. Quorum reached. It was noted that Marion Cox and Greg Marsden opposed because we didn't have the financial information to decide.

TREASURER

Discussion was held on the financial information the Committee would like to receive and it was agreed that:

MOTION: THE TREASURER WILL INCLUDE A SET OF MANAGEMENT ACCOUNTS IE. PROFIT AND LOSS, ACTUAL VS BUDGET AS PART OF THE REGULAR TREASURER'S REPORT. Deirdre Follett/Greg Marsden. Agreed by all.

MOTION: THE TREASURER'S REPORT BE ADOPTED NOTING THE ACCOUNT BALANCE AS AT 30 NOVEMBER 2019; OPERATING ACCOUNT \$41,914.81 AND FACILITY ACCOUNT \$42,731.31. Deirdre Follett/Marion Cox. Agreed by all.

FUNCTIONAL REPORTS – IDENTIFIED MATTERS

1. Marketing/Fundraising: Bridget reported that she has not had any luck in securing people for the Marketing Sub-Committee. It was suggested that identifying people and a direct approach may be useful. It was also agreed that Instagram is a popular method of communication and we will start using this in our marketing programme. It was noted that fundraising and marketing areas crossover and that the two groups need to work together. Bridget to arrange a combined brain-storming session.
2. Change to Committee Job Descriptions:
MOTION: THE ADDITION OF “CHAIR THE MARKETING/FUNDRAISING/FRASER PARK SUB-COMMITTEE” BE INCLUDED IN THE COMMITTEE ROLE DESCRIPTIONS’. Deirdre Follett/Marion Cox. Agreed by all.
3. Fundraising Update: The Fundraising Officer advised that the Club had been invited to regularly clean up after horse racing at Trentham. We require 17 people at a time, and it was suggested that this could be manned by rostered groups/levels.

MOTION: IF THERE ARE FUNDRAISING OPPORTUNITIES AVAILABLE THAT THE SUB-COMMITTEE DO NOT WISH TO TAKE ON, THESE WILL BE OPENED UP TO THE WIDER WAG, MAG AND NATIONALS FAMILIES. Bridget Partridge/Marie Pye. Agreed by all.

Lynette Chin joined the meeting. The meeting moved In-Committee to discussion Resolution R02 dated 2 December 2019.

Bridget Partridge left the meeting.

4. Privacy Officer’s Report: The Privacy Officer spoke to her report and the three previously circulated policies. As feedback had been received on the Privacy Policy the motion was not passed and the recommended changes would be included and recirculated to the Committee for adoption and inclusion on the website.

MOTION: THE COMMITTEE ADOPTED THE REVISED HUTT VALLEY GYMNASTICS SOCIAL MEDIA POLICY AS CIRCULATED. Anne Ercilla/Marie Pye. Agreed by all.

MOTION: THE COMMITTEE ADOPTED THE HUTT VALLEY GYMNASTICS AND GYMNASTICS NEW ZEALAND MEMBERSHIP DECLARATION AS CIRCULATED. THIS WILL BE INCLUDED IN THE CLUB’S WEBSITE. Anne Ercilla/Lynette Chin. Agreed by all.

5. Deputy Chairperson’s Report: The Deputy Chair's focus has been in pulling information together on the Fraser Park Project. It is important to get the operational template put together for information management. It is expected to have this up and running by the beginning of January.

It was noted that the Deputy Chair could not give the time required to the Health and Safety portfolio and requested that another member take this on.

There was concern around the handover report circulated by the out-going Committee member on the wear and tear identified. The Centre Manager noted that there was a staff member tasked for one hour per week to work through the maintenance requirements. This is to be completed in the next two months.

It was confirmed that there were no immediate safety risks with the worn equipment. The committee is keen to receive information on the Risk Register. Discussion followed on the

coming holiday programmes and the Centre Manager confirmed that there were options around call-in coaches if athlete to coach ratios were tight. Consent forms had been completed.

It was reiterated that the Club Secretary was the formal contact for all matters relating to/from the Committee.

6. Human Resources Officer's Report: The Human Resources Officer noted that at the last meeting she was not aware of the previous Committee's resolution for exit interviews to be undertaken by a Committee delegate. After discussion and review of the Club's Organisational Chart it was agreed that:

MOTION: EXIT INTERVIEWS WILL BE CONDUCTED BY THE CENTRE MANAGER FOR EXITING STAFF (EXCLUDING DIRECT REPORTS). SHOULD A COACH NOT WISH TO SPEAK TO THE CENTRE MANAGER THEY CAN REQUEST THE COMMITTEE'S HUMAN RESOURCES OFFICER UNDERTAKE THE INTERVIEW WITH THEM. Lynette Chin/ Greg Marsden. Agreed by all.

MOTION: THE HEAD COACHES ROLE DESCRIPTONS NEED TO INCLUDE THE LINE MANAGEMENT ROLE FOR BEST PRACTICE IN REFLECTING THE HIRACHIEY CONTRACTURAL RELATIONSHIPS. Lynette Chin/Marion Cox. Agreed by all.

MOTIONS/RESOLUTIONS

There were no further motions tabled.

NEW BUSINESS

- Freezer Required. The Fundraising Officer noted that the sub-Committee is seeking the donation/purchase of a small freezer to keep stocks of ice blocks in at the gym. The Coaches freezer is no longer available.
- Head Coaches - Communication. Discussion followed on how the Committee can communicate with the Head Coaches, so they are aware of what we are doing. It was agreed that the Secretary would provide a copy of the approved minutes to the Centre Manager for distribution to staff. It was also agreed that these minutes would be available on the Club website (with names and sensitive matters removed).
- New MAG Coach. The Centre Manager noted that an offer will be made to a potential MAG coach before the end of December 2019.

NEXT MEETING AND CLOSE

The next meeting will be held on Tuesday, 21 January 2020 at 6:00pm. It was requested that biscuits or light nibbles are supplied. The previously circulated Committee Member Survey forms were completed/collected in. The Secretary undertook to summarise the forms received over the past three meetings and circulate to all members.

The meeting closed at 7.15pm.