



39 RANDWICK ROAD, MOERA, LOWER HUTT
P O BOX 33068, PETONE
PHONE: 04-5663244
admin@huttvalleygymsports.co.nz
www.huttvalleygym.co.nz

6th April 2023 (Tuesday) at 6:00pm

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

Apologies: Tracey Joe, Litsa Jackson,

WELCOME

The Chair welcomed all to the meeting.

CORRESPONDENCE IN/OUT

PREVIOUS MINUTES

The minutes of the 7st of March 2023 meeting is confirmed as a true and correct record of the meeting.

CHAIR/DUPTY CHAIR REPORT

Marketing Plan Review

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

Review proposed pay increases.

Thank-you 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.

Email to members seeking new Treasurer.

James has received one response to the email and will arrange a time to speak with her more about the role.

TREASURERS REPORT

2022 Performance Report – needs to go to the auditor this week.

The minimum wage increased from \$21.20 to \$22.70 effective 1 April 2023.

Competitive Cost increase: The committee needs to discuss the rate of increase for competitive fees to be tabled at the AGM.

Treasurer role / Admin tasks: Tracey won't be standing for Treasurer, so if the incoming person isn't prepared to do all the Admin / Accounting work that Tracey is currently doing someone will need to be employed to do it. Tracey has provided Charlotte and James a list of everything she is doing.

Insurance Our level of insurance needs reviewing considering the weather events in other parts of the country. Tracey mentioned our current cover of \$350,000 isn't enough. (\$120k of new assets in the last year). Darren will follow up on this and report back to the committee.

Motions:

- To authorise the Issue of the 2022 Performance Report for audit review. 2nd Charlotte
- The draft accounts for the month of February 2023 be accepted as circulated noting the following: 2nd Marie

	total Assets	total Liabilities
February 2023	\$410,968.11	\$74,116.91

PREMISES OFFICERS REPORT

Pit – Fully Installed and have received great feedback from some of our athletes. Michelle mentioned the need to move around beams and vault area during the holidays.

Car parking to be reverted. Argosy are concerned with truck access into Viridian Glass. Darren meet with Shamus, communication is ongoing.

Heating Project – Investigate best heating source + PV Solar electrical supply – Look for Grant package or main sponsor e.g., Genesis.

CENTRE MANAGER & GYMNASTICS DIRECTORS REPORTS:

Cheer

Emails are still going to Ignite email, need to close this off but all the Ignite documents are still on the google suite.

Need a cheer parent to sign up teams for t shirts and uniforms, Michelle will do the ordering of bows/t shirts and entering in comps as well of arranging flights for the coaches to 2 of the comps. Michelle met last week with Charlotte and Sam to sort Term 2 enrolments and cheer comps, Sam is sorting/ordering music (will be on charged to cheerleaders) and choreography.

MAG

Logan has been selected for the NZ Team for the Australian Invitational and Elijah as the non-traveling reserve.

WAG

50 gymnasts going to club trip to Nelson.

Nationals

Intents were due 5th April – 22 WAG and 11 MAG intents have gone in for HVG

Holiday Programme

All days are full (60) except for the 2 x Fridays (which we are running 2 x play days and a group booking). *We have 2 groups in during the holidays – Numbers TBC but will involve 90 children all up.*

Sign Ups for Term 2

Current sign-ups are looking really good – 84% are already signed up from this term and classes opened to new enrolments on the 5th April.

Training

19 coaches attended the recent Xntd Move it Courses in Feb/March

16 Staff did 1st Aid Training in Feb – 2 are doing a makeup course in April

Grants

Wellington Nationals – Lion Turned down accommodation, still waiting on TAB – Have put in the full amount \$15K to them.

Need 2nd cleaning quote and any contracts for applying for Wages grants.

Central Champs

We have received grants for Central Champs from Lower Hutt Events – Ribbons and Score holder Results, Control Judges Accommodation and flights, Still waiting to hear from Grassroots re Medals. Anna Grant (Kapiti Gym Board) has said that we can borrow their 2 x gas heaters for central champs. They are a bit smaller than the quoted ones but if we have them running early enough, hopefully they will heat up the venue.

We have had indications from 13 clubs that they are attending – 165 WAG and 32 MAG (197 and we had 196 last year -WAG is increasing/MAG decreasing)– and just waiting to hear back from 3 more clubs.

We need someone to take lead on sponsorship (Gem is busy with the Grants), she will share who she went to etc last year and Michelle will get Pip to email out the details to all club members – to see if any have businesses interested in sponsoring the comp. **Litsa working on this.**

Help required.

- Working bee prior to Central Champs – Gear fixed, Padded Boards up on walls, Cubby Holes fixed, moving of beam area, setting up an extra strip of floor on North Side- Using boards Ignite area want moved from the back corner and behind the concrete thing, more cheer banners put up.
- Cleaning bee prior to Central Champs – Full gym vacuumed and cleaned, main floors rug doctored or similar, all vinyl mats disinfected, carpet covered mats given a good vacuum.
- Cheer parent to Size up T shirts and uniforms.
- Boards updated from last year's prizegiving.

Nuku Ora: Leading Teams Course: Michelle would like to attend this, but it is quite expensive.
(Carried over)

Pricing for the May-August programme

Earlybird

Register from now to Friday 28 April

- Not-for-profit
- \$2,280+GST per person

MARKETING REPORT

Litsa has been busy following up on our sponsors, most people have renewed. Still calling people to follow up.

Signs to come down & remove from website: Blue Carrot Catering & Charlie Horse

Sponsorship: Central Champs sponsorship for apparatus and rounds - Gemma happy to help with some of this but has other commitments with grants, may need more support from others.

Newsletter will be out term 2, will advertise asking for volunteers to join the Marketing sub-committee & new club treasurer.

Quiz night - August 4th confirmed with Massey Ave bowling club.

FUNDRAISING.

Due to the floods up north, we are holding off the fundraising but will Organizing a date for another fun night towards the end of term 1.

OTHER BUSSNESS

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

Term 3 – Years 1-4

AGM- Tuesday 30th May is the confirmed date, A save this date will be sent out shortly.

Tracy, Darren and Aaron will be stepping down from the committee.

It was suggested we approach the Hutt News to do an article on Central Cramps.

Quiz Night Friday 4th August.

ACTION:

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

Marie- Follow up on working/cleaning bee

Darren- Follow up on Clubs Insurance.

NEXT MEETING AND CLOSE

The next meeting will be held on Tuesday, 11th May 2023 at 6:00pm at the Club.

The meeting closed at: 7:57pm.

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