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27th July 2023 (Tuesday) at 6:00pm

Present:) Charlotte Haigh (Chair) James Fitzsimons, Litsa Jackson, Sarah Mc Lennan, Mark Sawyer, Anna Tapine, Marie Pye, Michelle Woolf (7pm)

Apologies: Monica Moraes, Annalise Austin

WELCOME

The Chair welcomed all to the meeting.

CORRESPONDENCE IN/OUT

PREVIOUS MINUTES

The minutes of the 11th^{of} May 2023 meeting is confirmed as a true and correct record of the meeting.

CHAIR/DUPTY CHAIR REPORT

Out of office meeting (27th June2023)

Charlotte would like to move that we employ Tracey Joe on a 6-month fixed term contract to support the staff in the office. The hours would be 5 hours per week, anything beyond that Tracey is happy to do voluntarily. Charlotte also proposes we back pay her from the date of the AGM.

Charlotte explained to our new member's background; - is that we are meant to have a centre manager who would do these tasks. Currently Michelle is acting in this role on top of her Gymnastics Director role and being head of WAG and MAG. Michelle has requested support in these areas that Tracey would be picking up. Eventually it would be best to engage a permanent centre manager who would do these tasks.

James mentioned the job description will be important to nail down, so it is very clear to all who is doing which activities. James suggested Anna, Tracey, and Michelle work together to create the list of tasks Tracey will be responsible for.

Anna asked the question re liability insurance; Charlotte will read over insurance policies and report back.

Charlotte will draft up a contract.

Meeting with Capital Committee regard MAG coach costs

Listia, Michelle and James met with three representatives of the Capital Gymnastics Club Committee regarding the plan moving forwards for Scott and the senior MAG coaching needs across our two clubs. This was a productive meeting which Michelle ably led from HVG's perspective. The primary concern from the Capital Committee was that Capital could not cover 100% of Scott's wage costs and they were looking for a contribution from HVG. Michelle pointed out that HVG already contributes a significant amount of value in terms of the premises / equipment that the MAG squad use. In addition, Capital have asked to have the senior WAG come and use the HVG premises 1 night a week ongoing as well.

James expressed that it was important for Gymnastics clubs to work together given we are a small sport with modest financial means and that if there was an opportunity for us to maximise our resources by working together then that was welcomed and supported by our club.

The Capital Committee took an action to send through a spreadsheet of the cost breakdown of the MAG programme including coaching and admin hours for our consideration. Michelle reiterated the position that HVG was willing to contribute but the value of the use of our premises and equipment should be set off against the financial contribution that Capital currently make towards Scott's wages.

Capital have replied to Michelle, and HVG will contribute \$852 per term (4k) we receive 6k in fees so in our favour. Michelle still has more questions for them, it was agreed that Michelle would continue to negotiate with capital.

Heating.

James met with Michelle to discuss heating options as an urgent issue given the temperature in the gym in recent weeks. Prior to meeting with Michelle James contacted Darren to get the indicative numbers that were provided by Future Air last year. At the time they recommended the following:

Looking at 4 large 93kw Units. These would be recommended to be supplied with Economisers for Fresh air Cooling, Remote touch screen control as well as CO2 air Quality Sensor Control. Allowing for Structural Engineering Costs, Platform Costs, Installation, Craneage, Ductwork Roof works etc, would need to apply for a Grant of \$350-400,000.00 +GST.

Power would need serious attention and investigated to see what would be needed as the current Power will not be adequate. This would add additional cost and would need to be applied for possibly additionally based on costs.

This type of solution is out of reach for the club. Michelle and James discussed gas heaters which would be economical but come with several other issues. Coaches aren't keen on the operating requirements such as refilling diesel and there are concerns about the health and safety of hot heaters. We looked at a potential location and using some of the remaining fencing to enclose a heater.

Unfortunately, we are unlikely to get any solution installed in time for this winter. If we are to avoid a repeat of this next winter, we need to continue investigations and find a solution now. This will be especially important if we require grants to finance the solution.

James proposed that the Premises subcommittee establishes a working group to focus on this issue.

Policies

James has updated the Code of Conduct policy and circulated this for approval also circulated the policy schedule for the Committee's information. The schedule needs further updating to accurately reflect the current state of our policies, and the plan should be reviewed to prioritise our policy work going forward.

James would like to get a share point folder set up with access provided to the Committee members to collaborate on Policies going forward. It would be much better to have a single repository and a place to have a master policy schedule to track this work.

MOTION: THE COMMITTEE AUTHORIZES MICHELLE WOOLF UP TO \$6K ON CONTRIBUTIONS TOWARDS SCOTTS COST. Approved Mark/Marie

MOTION: WE EMPLOY TRACEY JOE ON A 6 MONTH FIXED TERM CONTRACT TO SUPPORT THE STAFF IN THE OFFICE. THE HOURS WOULD BE 5 HOURS PER WEEK. Agreed by all.

TREASURERS REPORT

The agreed 7% competitive fee increase from the 30th May 2023 AGM will come into effect from next month, the information going out to families regarding this will be done by Michelle.

MOTION: ANNA TAPINE TO BE ADDED AS A SIGNATORY ON ALL HVGS BANK ACCOUNTS 03 05310556892 AND 03 05310118171 ALL SUFFIXES AND HAVE BUSINESS ONLINE ACCESS.
Approved Charlotte Haigh/Marie Pye

MOTION: TO KEEP TRACEY JOE AS A SIGNATORY ON ALL HVGS BANK ACCOUNTS IN HER NEW ROLE.
Approved Charlotte Haigh/Marie Pye

MOTION: RE-ISSUE CLUB DEBIT VISA CARD ACCOUNT NUMBER 03-0531-0556892-002 FROM LYNN ANN WALLACE'S NAME INTO PHILIPPA WOOLF NAME. (Lynn left on bad terms with the club and we have been unable to make contact with her.)
Approved in out of office meeting agreed by all.

PREMISES OFFICERS REPORT

Grants:

- Successful with our grant with NZCT for \$5321 for coaching training.
- We have received \$5000 for the high bar mats from Gymnastics NZ. Unfortunately, another club has got in before us. Michelle has asked that we still get a quote for Freight. Marie to action

Parking: Aaron and Darren caught up with Grant Burns on site at the Gym 29/6/23 to view the thoroughfare and parking in front of HVG.

There is a new tenant moving into the Viridian Building from the 1st of October, the new tenant is a Logistics Company and the Back roller door on the Viridian Building in the car park space will need a direct path for exiting the building. Grant is going to get a Plan marked up to show the thoroughfare location and access required and look to send through in the next few weeks. HVG potentially will lose the 8 current Car parks spots in the centre but could potentially gain the same with moving the container from the side of building. The container could potentially go against the RH wall between current Viridian Roller door and the corner by our building (Far RH staff par park space). This could potentially create the same parking spots down the side of building. This will need to be covered off by September. Darren recommends that a soft safety barrier be installed so all pedestrians are aware of the truck movements.



Darren requested Marie to share with HVG committee and confirm to Grant who the point of contact will be going forwards with this and further discussions.

Darren mentioned he is happy to stay involved to some degree with the transition to new key contact at HVG.

On a separate note, there is a support brace missing between the internal beams down by the walkway to changing rooms. Mark to view to see what options there are for access into changing rooms if this is reinstated?

CENTRE MANAGER & GYMNASTICS DIRECTORS REPORTS:

- Positive feedback from Cheer parents regarding Michelles email. Sarah and Michelle to meet to discuss doing a survey or meet with parents.
- Numbers are looking good.
- Hutt Comp plans are well underway.

MARKETING REPORT & FUNDRAISING.

Monica is currently working on the travel policy draft; she will send out once completed.

Quiz night plans coming along nicely, Marie and Litsa will met on Tuesday to go over final details.

OTHER BUSSNESS

- Club website urgently needs updating; it was agreed that we would ask our members if anyone were able to help, we would start subcommittees for both website and heating. Marie to action.

- Via email from Annalise- The weekend of September 23rd Annalise organized Courtney McGregor to come up to speak with and do some Private lessons for the step 4s 5s and 6s.

So far 22 girls have signed up. Flights and accommodation have been booked. The cost will be split over all the girls which worked out to be around \$50 per girl then the cost of their private lessons on top of that.

- Confirmed the club insurance was agreed to increase to \$600k, Marie to Action this with Marsh Insurance

ACTION:

Charlotte

- Casual appointment contract for Tracey.
- Read over all insurance policies.
- Service awards (what would this look like)

James

- Code of conduct- make necessary changes as per Sarah email.

Marie

- Email members requesting volunteers to be on heating and website subcommittee.
- Get signatory bank forms for Anna along with all other files she requires.
- Ring Marsh insurance increase cover to \$600k
- Arrange meeting with Michelle, Darren/Aaron, Mark re road markings.
- Meet with Litsa Tues re quiz night
- Freight Quotes for Michelle
- Committee Confidentiality policy to be signed by Mark and Anna

Mark

- Organize chairs for Michelle.

Anna

- Contact bakery re club sandwiches.
- Also to add to list to do – Anna to meet with Tracey and sort out who does what (job descriptions)

Michelle

- MOU (memo of understanding) required for Capital Gymsports

Sarah

- Meet with Michelle to discuss doing a survey or meet with parents.

Monica- International Comp Draft policy

NEXT MEETING AND CLOSE

The next meeting 24th August 2023

The meeting closed at: 8:00pm.

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



