



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

17th October 2023 (Thursday) at 6:00pm

Present:) Charlotte Haigh (Chair) James Fitzsimons, Litsa Jackson, Annalise Austin, Sarah Mc Lennan, Mark Sawyer, Anna Tapine, Marie Pye, Michelle Woolf (7:10pm)

Apologies: Monica Moraes

WELCOME

The Chair welcomed all to the meeting.

CORRESPONDENCE IN/OUT

In: Alysha from Argosy re Cancel Rates.

Out: Reply via email to Alysha re clubs' decision re rates.

PREVIOUS MINUTES

The minutes of the 24th^{of} August 2023 meeting is confirmed as a true and correct record of the meeting.

CHAIR/DUPTY CHAIR REPORT

Friday 22nd September 2023 James had spoken to Michelle re the 2023 Gymnastics NZ Club Forum, she is happy to represent HVG. James proposed a motion that the club funds the balance of the trip over and above the contribution from GNZ. This is just a one-day trip to Auckland, so just flights & some taxi costs.

Charlotte confirmed on the 26th of September that Tracey had signed her contract, and her official title is Accounting Support.

Charlotte suggested to allow flexibility in Tracey's contract for her to work up to 8 hours per week. The Chair commended Annalise for handling issues that arose which came under her role as Health & Safety Officer.

James mentioned that he will be sitting in on another meeting with Anna and Tracey to go over what each will be responsible for.

James and Michelle now have camera access.

Litsa is no longer a member of Hutt Valley gymnastics but will remain on committee as an associate member.

MOTION: THE CLUB FUNDS THE BALANCE OF THE TRIP FOR MICHELLE TO REPRESENT HVG IN AUCKLAND AT THE 2023 GYMNASTIC NZ CLUB FORUM. Agreed by all via messenger.

MOTION: TO ALLOW FLEXIBILITY IN TRACEY'S CONTRACT FOR HER TO WORK UP TO 8 HOURS NOTING WE NEED TO REVIEW, AND HER CONTRACT WILL JUST BE TILL DECEMBER 2023. Agreed by all via messenger.

TREASURERS REPORT Tabled and read by Anna

Anna started by saying "It's looking positive".

Term 4 invoices have been sent out.

Budget needs to be set for 2024 so that we can determine what grants/fundraising are needed.

Anna prepared a P&L and BS based on past reports, Anna suggested some changes and asked for input into what Committee finds useful or not. What do the Committee want to know and need to know to make decisions.

A lot of time was spent reviewing Xero information this month, to try and get an understanding of where things are financially for the club, Anna mentioned Xero is not being used in the most effective or efficient way.

Anna asked if the club has a financial policy and if not, this needs to be done. Include things such as Financial delegations, including who can authorise what for payment, and payments in bank.

Accounts, and what spending needs authorisation by committee.

Anna stated All incorporated societies will need to re-register under the new act – by April 2026.

This will involve reviewing our constitution, processes, officer consent.

Anna requested that Gemma also adds her to grant emails.

PREMISES OFFICERS REPORT

Thursday 14th September the side fence came down due to neighbours putting a large container in their back yard, photos and camera footage has been provided to Argosy.

CENTRE MANAGER & GYMNASTICS DIRECTORS REPORTS: Arrived 7:10pm

Michelle mentioned that she is widening the coaching base to help with Cheer tumble, she mentioned that Izzy has been brought in to help with Saturday classes, Michelle also stated that she had addressed the amount of time playing games during tumble class.

The Monday 3:40 and 4:40 classes are a little light and not sure why, Flyers have now been sent out this week to schools and have increased advertising on social media.

Christmas holiday programmes advertising will shortly start.

Michelle confirmed that Scott's MOU has now been sent through and everyone is happy, this is to be communicated to the MAG families.

GNZ had planned a MAG Texas trip however there was not enough interest.

Michelle asked what budget she had for end of year festivities for the coaches. She's thinking under 18s will go bowling plus fizzy drinks and the over 18s will go out for either lunch or dinner, Michelle will do a budget and sent to committee for approval.

Michelle went on to mention that Flips & Tumble, a business from Christchurch is coming to Wellington and believes they will be coming to Lower Hutt.

Michelle messaged the committee advising GNZ are selling of the last of the pac rim mats (rings) for cheap (1x 3mx2m, and 2x 2mx1m). For \$2,500- Michelle asked to use the money that was approved for fixing 2 of our existing mats (would do this at a later date) and use the money for these mats instead (have currently spent about \$1k of the approved \$5k budget for May repairs and small items). [This was agreed to by the committee.](#)

IGNITE: Summary of responses to Ignite Cheer and Tumble Parent Survey September 2023

Competitions- parents want cohesive travel planning so it feels more like a team trip. Parents generally happy with the competition schedule tho some felt teams weren't in a suitable grade for their level of ability hence not given the best chance of success. Our members also would like to see more fundraising to help cover costs.

What do you value about Ignite?

- Enjoyment, Confidence, Commitment, Fun, low pressure, safe tumbling, fitness, Inclusive and positive environment, building friendships, Team environment, Skill development.

Areas for Improvement

Support for coaches and their professional development.

More structure and progression with skills, more focus on helping kids with their techniques.

Communication between Cheer and Tumble coaches to specifically work on tumblers for competition routines.

Timely communication around competition/travel etc

Some classes too big, need higher ratio of coaches to be able to adequately support athletes' development.

Stricter training/ focus on commitment to team

There is a perception that "all the money" goes into gymnastics and they cheer side of the business is somewhat forgotten.

Earlier training for Flare, shorter training for Sparks

New uniforms

Improve cleanliness of seating area

Some suggestions were:

Annual goal setting/looking at development opportunities, regular monitoring of progress against goals.

Robust lesson planning, support from senior coaches

Bring back team tumble for 2024. Form a parent subcommittee to look at possible group travel.

Promote the Ignite model and brand to attract more athletes and high-quality coaches.

Girls are so proud to be Ignite cheerleaders, utilise this at beginning of the year for more sign ups.

Encourage strong young tumblers into cheer.

Continuing to build with the current group of athletes as well as introducing more teams and members, show a pathway for the athletes in the sport.

Inspire younger athletes through showcases. Promote ourselves through performances at schools and in the community.

Develop a pathway for coaches within the sport - We do this well in gym, look at how this can also work for cheer.

Some feedback on our Coaches from parents and athletes.

- Charlotte is so open to conversations and takes all the time you need to explain where your child is up to.
- Charlotte is an excellent coach and is great at extending my daughter.

- supported by amazing coaches and genuinely lovely, encouraging girls!
- Patient, understanding & creative coaches.
I like Miriam she's the best.

MARKETING REPORT & FUNDRAISING.

Fun night booked in for November 25th.

OTHER BUSSNESS

Monica has agreed to take over the lead regarding grants while Gemma is on maternity leave.
CM role needs to be re visited in the new year however some planning around this will start now.

ACTION:

Charlotte – Check over the constitution and report back to Anna.

James- Setup time with Tracey re 365 meeting.

Send Anna job description for centre managers roll.

Marie- Contact Gemma regarding Monica and to also add Anna to email list.

Find H&S policy that included her photo and send to Annalise.

NEXT MEETING AND CLOSE

The next meeting 14th November 2023

The meeting closed at: 8:00pm.

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