



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

## **14th December 2023 (Thursday) at 6:00pm**

**Present:)** Charlotte Haigh (Chair), James Fitzsimons, Litsa Jackson, Sarah Mc Lennan, Mark Sawyer, Anna Tapine, Marie Pye.

**Apologies:** Annalise Austin, Monica Moraes.

### **WELCOME**

The Deputy Chair welcomed all to the meeting.

### **CORRESPONDENCE IN/OUT**

**In:** Darren Sears- Concerns for Michelle

Firelink NZ. - Certificate of Trial Evacuation.

**Out:**

### **PREVIOUS MINUTES**

The minutes of the 19th<sup>of</sup> October 2023 meeting is confirmed as a true and correct record of the meeting.

### **CHAIR/DUPTY CHAIR REPORT**

Tracey's contract will be extended for another 6 months.

A clear process for Tracey is required, Charlotte and Anna will help with this and have in place from January 2024.

Charlotte reminded committee of the Complaints policy and how it works.

**AGM** – Set a date early in the new year for end of March early April.

Some rules need to be changed as we can't have everyone leave after 3 consecutive terms on the committee.

### **TREASURERS REPORT**

Club is looking positive going forward.

- **Budget** prepared for 2024 for Lotteries grant – needs to be reviewed and updated as needed.

Anna had to prepare this at short notice, it is based on this year to date.

It would be good to include projects such as heating, equipment – even if subject to funding.

November position is a surplus of \$199k - \$171k.

- December month to date is a surplus of

#### **Staff Reimbursements:**

- Part of financial delegations, we need to consider how reimbursements are managed, as there are quite a few of them, and what methods we have to minimise these – as it takes time to process these, and ideally staff wouldn't be out of pocket.

- **Ideas:**

Cards and limits – would different cards be better option or Making payments on invoice?

**Financial reports:** prepared based on previous.

Over next few weeks Anna will pull together the suggestions for Xero and show how this could look like when reporting.

**Fees:**

- Competitive Fees increased from August. Email reminder sent in July regarding increase to all WAG and MAG. Discussion had in a previous meeting about timing of increase for competitive fees – rules say increase must be agreed to at AGM. Suggestion that in future the fee increase is in line with change in groups/levels – usually January. Need to confirm this prior to AGM in 2024.
- Decision made last meeting to hold off increasing GFA until Term 2 2024 – need to ensure retention of participants, costs increasing everywhere – don't want to lose numbers over a increase at this point – will assess for term 2.

**Xero:** • Anna has spent a lot of time reviewing Xero information this month, to try and get an understanding of where things are financially for the club. Stating Xero is not being used in the most effective or efficient way, which means that it is timelier to undertake tasks, and extract information. When Anna has mentioned processes to improve efficiency, she has been met with resistance. No changes made.

Need to consider what is achievable and how this can be best managed.

**Financial policy:**

- Is there one? 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.
  - What spending needs authorisation by committee
  - Class fees – process for review and increases, including timing Incorporated Societies Register:
- All incorporated societies will need to reregister under the new act – by April 2026
- This will involve reviewing our constitution, processes, officer consent, etc
- Anna will put together a working document for this, with a plan to complete well ahead of time.

Michelle requested \$3k to top up the vault, this was approved by committee.

Anna also suggested the club sets up a nominated reserve acc- to be accessed only as worst case scenario & this would be a term deposit. Anna to investigate.

**Admin-** Stripe payment, no cost to the club, only for credit card use, the customer will incur the fees.

**Motion:** The accounts to be accepted as circulated. **Charlotte/James 2nd**

**PREMISES & GRANTS OFFICERS REPORT**

Trial Evacuation was carried out on Tuesday 12thg December 2023at 9.30am by Firelink NZ.

**BIRDS**

Eric Rawlings from contrac2kill provided recommendations and price for the control of sparrows at the Gym. Eric stated resident sparrows are notoriously difficult to control and the current situation at the gym is that we have resident sparrows nesting in the structure – these sparrows know their way in and around the building very well, and it will be tricky to get rid of them 'over night'. In premises with the size and layout of the gym, we will firstly have to look at reducing their internal activity. There is a fog we can apply after hours which is designed and formulated to irritate the eyes and respiratory tract of the birds, encouraging them to evacuate the building. This is a

process that will have to repeat on at least a couple (or more) occasions, as we will have to change their behaviour of returning.

Eric's inspection confirmed that most of the access is above the roller door. Recommendation is to install bristle strips around the roller door to prevent access to the birds when the door is closed.

As discussed on the day with Litsa, there may be a requirement for ongoing control, which may include setting up a permanent misting machine (operating after hours), as well as restricting access in other areas identified over time.

Price for installation of bristle strip on the door: \$1,950 + GST

Price for after hour fogging (recommended for 2 fogging's within one week) \$395 + GST each.

A ongoing option for the misting machine, this will be at a serviced price of \$150.00 plus GST per machine per month.

Anna asked the question "would the film spray leave a residue on equipment making them slippery"? Litsa will go back and ask.

Committee discussed that this is only an issue in spring and summer, so perhaps just until around March / April.

**Water getting in** – We still have water getting in under the roller doors down by Ignite.

Marie to follow this up with Argosy.

## **GRANTS**

Gemma is helping Monica with grants.

We are going to do a big push for grant funding to purchase a Spieth Sprung Competition Floor. Resolutions for the following grants needed.

Pelorus Trust - \$50,000

Lion Foundation - \$50,000

Four Winds - \$20,000

Kiwi Gaming - \$20,000

## **CENTRE MANAGER & GYMNASTICS DIRECTORS REPORTS:**

Daniel Follett has resigned; we wish him well on this personal training journey.

Michelle has re-structured the MAG programme with this having been communicated to the MAG families.

Michelle mentioned that Logan is going to redesign the MAG leotards. (more to come on this)

MAG comp dates are all set for 2024.

Elijah Stewart and Logan Curtis have been selected into the NZ team to compete at the Pacific Rim Championships 2024 in Cali Colombia 21-28 April 2024. Scott O'Callaghan has also been named as one of the coaches traveling with the team.

Another fun night will be arranged to help support these athletes.

**Excel** Prizegiving was well received with lots of families showing up, we had 5 "Coaches awards Trophies" with everyone else getting a ribbon.

**Parkour** this comp went smoothly, very successful and Hutt Valley took out top club.

## **Dates coming up.**

Wed 21st Dec Last day of WAG Step 5 plus training

4th & 5th Jan 2024 Group training Step 5 Plus for those around TBC time 4-7pm

Jan 8th - 28th Holiday training for all Pre-Comp and WAG - Schedule will be out in a couple of weeks.  
Mon 22nd Jan No training Wellington Anniversary Day  
Mon 29th Jan Normal term hours start back (please note this will differ from GFA classes).  
Tues 6th Feb No training Waitangi Day

### **MARKETING REPORT & FUNDRAISING.**

Zoe has done an amazing job going around some of the local primary schools and offering free sessions, we hope we get some sign ups from this.

Litsa has set up a marketing subcommittee.

### **Cheer Update.**

50 children trialled for cheer teams which is fantastic, next year we are looking at having 4 team, Level 1 and 2 plus 2 novice teams.

Michelle is still in talks with Regan, will give update at next meeting.

The ignite uniforms are going to be blinged up.

Michelle acknowledged the great work that Sam has done this year.

### **OTHER BUSSNESS**

More feedback to parents requested, (carried over)

Michelle is away from Feb 11th

### **ACTION:**

Anna- see if we can get accounts audited for a May April AGM

Set up clear process for Tracey.

Budget for 2024

Financial Reports – what information is wanted?

Xero – consider options for efficiency and effectiveness.

Financial Policy review

Working document for re-registration as incorporated society

Charlotte- Advise Tracey of her contract & the upcoming process changes.

Litsa- “would the film spray leave a residue on equipment making them slippery”?

Marie- to follow this up with Argosy re water getting in.

### **NEXT MEETING**

The next meeting 11<sup>th</sup> February 2023

The meeting closed at: 8:10pm.

---

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

