



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

## 5th February 2024 (Monday) at 6:00pm

**Present:)** James Fitzsimons, Litsa Jackson, Mark Sawyer, Anna Tapine, Marie Pye, Annalise Austin, Monica Moraes, Michelle Woolf (7pm)

**Apologies:** Charlotte Haigh (Chair), Sarah Mc Lennan

### WELCOME

The Deputy Chair welcomed all to the meeting.

### CORRESPONDENCE IN/OUT

**In/Out:** Nothing to Report

### PREVIOUS MINUTES

The minutes of the 14th<sup>of</sup> December 2023 meeting is confirmed as a true and correct record of the meeting.

### CHAIR/DUPTY CHAIR REPORT

James and Charotte have completed the Job Description for the Centre Managers roll, this will be advertised on Facebook within the next day or so.

### TREASURERS REPORT

Anna has been working through setting up Stripe in Xero for a client, and it appears that you can't fully recoup the fees charged by stripe. It may be different for Friendly Manager integration but might be worth asking someone who uses it.

You can recoup the percentage fee charged on the original transaction, but not the transaction fee or the % charged on the fee being paid by the customer.

EG

#### **Customer not charged fee on \$100 invoice.**

- Stripe 2.7% fee charged to HVGC = \$2.7
- Stripe transaction fee charged to HVGC = \$0.30
- Net received = \$97.00
- Customer pays \$100.

#### **Customer charged fee on \$100 invoice.**

- Stripe 2.7% fee paid customer = \$2.7
- Stripe 2.7% fee charged to HVGC on \$102.70 = \$2.77
- Stripe transaction fee charged to HVGC = \$0.30
- Net received = \$99.63
- Customer pays \$102.70.

James confirms.

As of tonight's committee, meeting Tracey stated we implemented this about 3 weeks ago and have had 77 payments made via credit card so far - that's without telling people they can pay that way - they have just found it when resigning kids for term 1 or for gym camp. Friendly Manager has implemented good reconciliation ability, so Tracey has documented the Xero process for Pip and Neeraja to reconcile it all. The only downside is we don't get the funds for about a week after the person makes the payment, but at least we get paid! We'll look to "advertise" it once the term is underway.

It was announced yesterday that the minimum wage will increase from 1 April from \$22.70 to \$23.15, a 45c or 2% increase. Committee needs to decide if staff that are not on minimum wage are also to receive an increase, and if so, how much. Last year we applied the \$1.50 increase in the minimum wage to all staff, prior to that we applied approximately the % increase.

Anna will come back to committee via email with numbers.

**AGM** - to have accounts done by end of Feb will be tough. Anna 'surprised a month is needed for a review – even for a full audit that would be a long time, but maybe she is already heavily booked.

Anna will start to get reports from, Cheer, MAG, WAG, GFA etc.

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

#### **Central Champs in Wellington (Hosted by Hutt Valley Gymnastics) - Save the Dates**

Fri 16th, Sat 17th and Sun 18th August, (Please note we will be starting Fri night for WAG Step 8 Plus)

#### **Draft Timetable**

Fri 16th Aug -

- Session 1 - Step 8 Plus

Sat 17th Aug-

Session 2 –

Session 2 Step 5 Round 1 /MAG

- Session 3 - Step 5 Round 2/ MAG
- Session 4 - Step 6/ MAG
- Session 5 - Step 7/ MAG

Sat 18th Aug -

Session 6 - Step 5/6 Finals (Top 10 Unders/Overs)/ MAG

- Session 7 - Step 8 Plus Finals / MAG
- Session 8 - Step 7 Finals / MAG

**Pacific Rim Competition Fundraiser - Fun Night** Saturday 2nd March, 5:00pm to 8:30pm, \$25.00. All money raised will go towards the 4 Hutt/Capital Senior MAG Gymnasts (Logan, Elijah, Will and Theo) and Coach Scott - Trip to Columbia, to compete at the Pacific Rim competition for NZ.

It was agreed that the boys could advertise on website with a photo with dates of the event and include links to other events they have going on, this way we are still within the guidelines of the fundraising club policy.

**MAG** New leotards have been ordered which has a new design approved by Gymnastics New Zealand, These were designed by Logan.

**Parkour** Currently we have 90 athletes in the program.

**GFA** 1014 already enrolled for term 1, 36 more needed to match last term.

Michelle apologizes for the unapproved \$3K spend re vault.

Hutt Valley Gymnastics will be hosting a tumbling comp, this will be open to just Wellington athletes. Excel will also be competing so a very busy weekend. This will run alongside the Hutt Vally junior gym comp in May.

It was suggested that we also could look at doing our own cheer comp.

**Heating** Michelle mentioned Impact gym has infrared heating and worded well, she suggested we look at getting 8 and slot them around the gym where needed, will get quotes for different sizes and investigate a grant. It was agreed that we need to do something before we head into another winter, and this looks like the best option for now.

Michelle asked if the \$5k gear budget was annually? Marie to report back to her.

*Post Meeting Previous minutes August 24/2023*

*Michell is also asking for permission to spend up \$5K on the following items over the next couple of months.*

- *Fixing covers on 2 of the 20cm mats under the junior bars (was hoping the PAC Rim mats were going to replace these).*
- *Get new foam for a 60cm mat we have a cover for.*
- *Fix foam place covers - 2 x slopes, 1 x hexagon, 2 x spot boxes.*
- *Replace foam in an old sting mat.*
- *Fix a cover on a sting mat.*
- *Get 2 x sting mats from Sinclair's in NZ - Much cheaper than overseas (Pac rim H Bar mat set had 2 x stings included).*
- *General maintenance- small items needed by cheer and WAG/MAG - half balance balls, wobble boards, bands, Medi balls etc.*

*MOTION: MICHELLE CAN SPENT UP TO \$5K ON EQUIPMENT REPAIRS & GENERAL MAINTENANCE.*

*Agreed by all present.*

This will be carried over till the next meeting in March.

### **PREMISES & GRANTS OFFICERS REPORT**

**Birds:** The misting will leave a residual on the surfaces due to product drift, especially so when they do the 2 manual fogging's. Its recommended covering critical equipment during these applications. Litsa will contact Michelle to see if it's possible to do this over the holidays when the kids aren't there and protect critical equipment?

Roller doors down by cheer does not have brushed as do the other 2, there are also holes where birds can get in through. Marie to contact landlord regarding this.

**Flooding:** Heavy rain last week caused some flooding in the Pitt; this came from the pipes. Argosy was contacted and the plumber is coming into on Wednesday to investigate.

**Vault** The vault will need to be moved for Central Champs to the back of the gym by the rings, a skim coat will need to be applied to smooth the floor area, we have until August to have this done.

### HEALTH AND SAFETY

**January:** We had a concerned parent email her saying a child ended up at the hospital 2 hrs after gym have fits and they think it's due to heat exhaustion.

Michelle and Annalise have been looking at fans and recommended the CAT High Velocity Pedestal Drum, Fan @ \$309.

This was approved via messenger by Anna, Monica, Mark, Annalise, Litsa & Marie.

### **GRANTS**

Grant funding to purchase a Spieth Sprung Competition Floor. Have applied to the following:

Pelorus Trust - \$50,000 [Received \\$25K 1/02/24](#)

Lion Foundation - \$50,000

Four Winds - \$20,000 [Received \\$10K 2/02/24](#)

One Foundation- \$20,000

Kiwi Gaming - \$20,000 [Successful 31/12/2023](#)

Grants are needed for Central Champs- Judge, accommodation costs etc.

### Cheer Update.

- We have lost 2 of our coaches as they have gone onto university and Charlotte will be heading to Auckland for 3 months.
- We have 2 new adult cheer coaches starting, both fully qualified.
- Sarah is helping with the cheer handbook.
- Numbers are looking good, 33 last year now 42 plus 10 still to trial.

### OTHER BUSSNESS

**Club website** we all agreed this needs a total revamp & will be addressing this over the next few months.

### **Lower Hutt Sportsman of the year:**

Committee was asked to approve a motion to nominate Logan Curtis for Lower Hutts Sportsman of the year.

[MOTION: COMMITTEE OF HUTT VALLEY GYMNASTICS NOMINATE LOGAN CURTIS FOR LOWER HUTTS SPORTSMAN OF THE YEAR.](#) Agreed by all.

### ACTION:

**Charlotte-** Nominations for Lower Hutt Sports awards (Michelle & Logan)

**Marie-** Report back to Michelle re annual \$5k maintenance budget

**Marie-** Contact Argosy re brushes on cheer roller doors and holes, also insurance if Pitt floods,

Plumber says it was poor roof job & roofers say pipes are not big enough to handle that much water.

**NEXT MEETING**

The next meeting 18<sup>th</sup> March 2024

The meeting closed at: 8:10pm.

---

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