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29th April 2024 (Monday) at 6:00pm

Present:) Charlotte Haigh (Chair), James Fitzsimons, Litsa Jackson, Anna Tapine (via phone), Marie Pye, Annalise Austin, Monica Moraes, Sarah Mc Lennan, Sarah-Jane Hudson, Darren Sears (6.15pm)

Apologies: Mark Sawyer

WELCOME

The Deputy Chair welcomed all to the meeting.

CORRESPONDENCE IN/OUT

PREVIOUS MINUTES

The minutes of the 27th^{of} March 2024 meeting is confirmed as a true and correct record of the meeting.

CHAIRPERSON REPORT

- It agreed at an out of office meeting that SJ could hold a pizza night for the coaches so they could all get to know each other especially in Ignite and parkour, the estimate budget is \$190.
- Charlotte proposed to pop some funds in a term deposit or maybe investment them to grow. She wonders if the budget could include this too- some funds set aside for investment that could one day (maybe 20 years down the track) be used towards a fit for purpose facility? Just a thought.

DUPUTY CHAIRPERSON REPORT

James gave a huge shout out to Anna for her amazing work on the performance report for the AGM. It's taken about a weeks' worth of full-time effort, so we are incredibly fortunate to have someone with Anna's skills on the team.

TREASURERS REPORT Tabled and read by Anna.

MOTION: TO ADD SARAH-JANE HUDSON AS A SIGNATORY OIN ALL HVGS BANK ACCOUNTS AND HAVE A BUSINESS ONLINE ACCESS. Agreed by all.

Post Meeting Anna worked with SJ on the proposed wage increase and requested approval to put in place for the pay run next week. **Agreed by all Friday 3rd May 2024**

CENTRE MANAGER Tabled and read by Sarah-Jane

PROGRAMME REPORTS

GFA – High Fives, Flyers & Teen Gym

- Numbers are down considerably between Term 1 & Term 2, winter sports could be a factor.
- SJ looking at how many transferred to other programmes & how many left and will gather feedback from those who left.

Play Gym

- Smaller numbers have signed up for Term 2 – especially weekday Jumping Jellybeans, heating with winter coming and more children in weekday care potentially a factor.
- Weekend classes are mostly fully booked with 8 on the waitlist for Saturday 9am class.

Parkour

- Numbers are down - some have moved to Flips & Tumbles – 8- & 9-year-olds
- Floor layout and equipment a factor – feedback from parents who left.
- SJ & Zoe to talk about ways to improve the programme for retention.
- Zoe ran a coach's workshop on April 19th – very successful.
- First competition is coming up 15th of June – coaches are feeling more confident as to what to work on for Term 2 after the workshop.

Excel

- Increase in numbers between Term 1 & Term 2
- Zoe has worked hard to push her programme & retain members.
- Term 2 will be focused on competition prep for their first comp 8/9 June.
- leotards have arrived to cater for new athletes competing.

HVG Tumbling

- Numbers slightly down between Term 1 & Term 2

Homeschool

- For Term 2, the classes have been combined into one class on a Thursday due to low numbers.
- Advertising is a problem – only homeschool parents can advertise the programmes they have found. It was suggested that SJ speaks with Elijah or his parents about putting something on the home-schooling Facebook page for us.

WAG

- Step 1 – 5 had their mock comps at the end of Term 1 in preparation for their first competition of the season this weekend in Levin.
- Twisters' competition changed the date – HVG won't be attending anymore.

MAG

- Logan ran the boys comp mock while Michelle was away.
- Elijah & Logan represented NZ at Pacific Rim in Cali, Columbia

Ignite Tumbling

- Lots of new members, but many team members not enrolled.
- Tumbling is going to be compulsory for team members moving forward.
- SJ & Michelle to have discussions around Ignite and its direction with coaches, schedules, admin etc.

Ignite Teams

- Competition entries are open for Eutopia & Battle of the Bays
 - Magma & Flare will be competing at both.
 - Virtually for Eutopia & in person for BOTB
- 15,000 Rhinestones were ordered to bling the current uniforms, Zoe did a sample design and volunteer parents have been helping to get the job done.
- Sparks uniforms are in the works – Christine from Mini Fish took measurements today.
- Ignite winter merch order forms will be sent out in the next couple of weeks.

- Flights have been booked for Alara, Sam & Te Ana for Battle of the Bays in Tauranga in August
- Alara ran a coach's clinic on April 20th – Alara to bring some coaches feedback to Michelle & SJ on Wednesday
- Cheer teams have been struggling with member's commitment.

Gym Camp

- April Gym Camp was very successful, 96% booked for the short days (including Fridays!) 96% booked for the long days (again, Fridays included)
- Things to look at for future programmes.
 - Is the long day cost effective?
 - Pickup is BY 5:30pm – 6:12pm was the latest pickup this camp.
 - Set number of long days to cover the costs of the 4-5:30pm coach (no switching from a long to a short day)
 - Absence policy – SJ to draft and present to committee for approval. We were over booked before the holidays started with waitlists; some people cancelled last minute.
 - No tolerance hitting policy, - SJ to draft and present to committee for approval.
- Mel to produce a Gym Camp Handbook for all coaches from July programme onwards including cleaning requirements. Have had a couple of parent complaints about the state of the benches after holiday programme.

Explorers

- 1216 throughout Term 1 – including Holiday Sundays
- Term 2 Monday & Friday classes 45 mins for \$10.00 – were 30 mins for \$6.00.
- Tues, Wed & Thurs classes still 45 mins for \$10.00

Birthday Parties

- Fully booked for the next 3 months
- Next available space is Sunday 7th of July.
- Mel to produce a Birthday Party Handbook for all coaches.

CENTRAL CHAMPS & SPONSORSHIP

- Floor plan done by Michelle, Scott & Megan from GNZ
- Sponsorship letter going out this week inviting annual, round and apparatus sponsors.
- SJ working on heating for the comp.
- Quotes have been submitted for t-shirts and sweatshirts to sell.
- SJ to organize 'theme-ing' as requested by Megan – we want the event to be spectacular, so athletes want to keep coming back to HVG Central Champs
 - SJ asked, "what is her budget to work with?"
 - This will include a custom-made podium, which can double as Parkour boxes.
- Grant through for medals – Sam from Ignite to design a new medal this week.

DRAINAGE & HEATING

- Drainage
 - Metroclad came up with a plan to redirect the water through a new pipe installed inside the building and out a different channel to the street.
 - Since been advised by Argosy that this isn't happening anymore, that it may be a stormwater issue.

- No further action is being taken at this point by Argosy.

Post Meeting Update- Alysha has spoken to Grant Perkins from virtual plumbing, and they are looking at removing the last remaining cast-iron downpipe near the front office and changing it to two pvc and conducting a bit of a flood test when changing the pipe over. Grant will be in next week to speak with SJ.

Heating

- Quote from Hardisty Engineering presented to committee.
- Gas bar heaters will be the most efficient to run – won't require any electrical upgrade.
- Waiting on a second quote to come through to give to Gemma so she can start applying for funding – waiting on 2 companies.
- Hardisty can start quickly once money becomes available.
- Option to do one half of the building as soon as funds are available, so we can get something in before winter and competitions.

CLEANING

- Elijah has done a great end of term clean, but the weekly cleans aren't great.
 - Entryway & bleachers specifically
 - Getting what we pay for?
- Crew Care quote & proposed schedule presented to committee for discussion.
- Arun would like to offer a sponsorship deal; he approached Michelle *carryover*.

VOICE OF THE PARTICIPANT

- HVG got our own report since we had 65 people fill in the survey, we need to thank our members for taking part.
- Net Promoter Score 26% - need to work on our referrals – factors below.
 - Value for money
 - Fulfil athlete's potential.
 - Quality coaches
- Focus for Improvement & Satisfaction drivers.
 - Facilities
 - Being friendly & welcoming
 - Providing a safe environment
- Address focus areas & make a plan to improve these points in 2024 survey.
- Promote focus areas to members with social media tiles.

HEALTH AND SAFETY

Increase in accidents this month with Gym Camp, mouth injuries seem to feature a lot!

There have been several concerns regarding a pram on the floor. ***Carryover till next meeting***

GRANTS

Grant funding to purchase a Spieth Sprung Competition Floor.

Gemma has applied to NZCT for \$39,140.00, We are asking for the final amount however we will most likely get between \$10,000 and \$20,000 max.

Pelorus Trust- successful grant of \$2091.71 for flights and accommodation for 3 central champ judges.

Pub Charty- successful grant of \$4,870.50 for medals at the junior Hutt comp and the central champs

MARKETING REPORT

Litsa to meet with Sarah-Jane to give overview of marketing role, also SJ will be taking over the sponsorship role.

PREMISES

Argosy sent through FY24 wash up and new opex there is an additional amount to pay mainly due to Increases on insurance beyond what they had forecast. SJ will email Argosy for clarification on the washup costs as this is a large increase and is a great opportunity for her to be able to wrap her head around a few of these details and how the lease and outgoings work.

- Airconditioning HVG 100% - what does this relate to?
- Repairs & Maintenance HVG – can I please have a breakdown of these costs.
- Repairs & Maintenance property – can I please have a breakdown of these costs.
- Water – does the commercial building get charged water for sinks and toilet use?
- Cleaning – could you please give me a breakdown for the cleaning that was done on the property by Argosy in 2024
- Could you please point to the clause in the lease about insurance being classed as an outgoing that can be passed on to us.

Cheer Update.

One of our sponsors is an Ignite parent, she has requested that a plan is put in place for a better seating area for Ignite parents. They currently find it difficult to see and the chairs are in a bad state. ***Carried over till next meeting.***

OTHER BUSSNESS

- Scott thanked committee for the donation towards his travel costs to the Pacific Rim Competition. This was agreed to by an out of office meeting on 12th April 2024.
- Update on the website – Tracey has the friendly manager site close to being able to go live based on content from the existing site corrected and updated where she could. Tracey will go through it with SJ and get her to manage updating some specific pages before we go live, then additional content can be added and improved on. Tracey requested any updates to the policies published on the old site or new ones to please send them through to her.
- Strategic plan needs updating
- Membership policy to include ignite but without voting rights.
- Amend comp fee policy.
- **AGM** – Tuesday 28th May 2024 all information has been sent to out comp members.
- Darren suggested contacting the council re leaks.
- Darren re heating to check on fumes and what is the gas usage, he also said to question everything re opex.

ACTION:

Charlotte- Re look at AGM rules.

SJ-

- No tolerance hitting policy, - SJ to draft and present to committee for approval.
- Provide committee with HVG Central Champs budget of what will be needed.
- Membership policy to include ignite but without voting rights.
- SJ- SJ speaks with Elijah or his parents about putting something on the home-schooling page for us.
- Absence policy – SJ to draft and present to committee for approval.

NEXT MEETING

The next meeting TBA

The meeting closed at: 8:00pm.

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