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Minutes of the Hutt Valley Gymnastics Centre Incorporated Annual General Meeting held on Tuesday, 28th May 2024 at 6pm

PRESENT: Charlotte Haigh (Chairperson), Marie Pye (Life Member), Darren Sears (Life Member), Melanie Sales (Life Member), Aaron Simmons (Life Member), Michelle Woolf (Life Member), Annalise Austin, Louise Passmore, April Gallagher, Christine McLaughlin, Sarah McLennan, Anna Tapine, Litsa Jackson, James Fitzsimons, Christine and Dave Whiting, Andrew Austin, Steven Geary, Logan Curtis, Reuben Ymker, Amber Henry, Mel Burton, Charlotte Alcomendras, Liz Taute, Rhian Aberhart, Jen Broster, Jo McLaughlin, Justin Jalbert, Tom Stewart, L Gatland, C Whiting

APOLOGIES: Mark Sawyer, Sharon Vaka, Jenny Burgess, Edward and Kristen Wilson, Milica Zivanovic.

WELCOME:

The Chair welcomed everyone to the meeting that commenced at 6:05pm.

MINUTES FROM THE LAST ANNUAL GENERAL MEETING:

MOTION: THE MINUTES OF THE 30 May 2023 ANNUAL GENERAL MEETING WERE ACCEPTED AS A TRUE RECORD OF THE MEETING. Sarah McLennan / James Fitzsimons.

MATTERS ARISING:

There were no matters arising from the last meeting.

CHAIRPERSON'S REPORT:

The Chairperson starts by thanking all the Hutt Valley Gymnastics Staff, sponsors, committee members and volunteers for all the hard work that has been done over the past 12 months, acknowledge Gemma Fleetwood who does a fabulous job for the club identifying potential grant opportunities, writing grant submissions, and building relationships with funders. A special thank you to James for being an incredibly hard working and committed Deputy Chair, Litsa, and Monica who are stepping down from the Committee. All have put in a fantastic effort across many areas, the hours and work that you volunteer for the club have not gone unnoticed and our club is the stronger for it.

Charlotte continued by saying we have made progress in some key areas of the operation of our club.

New Centre Manager:

An important focus for the Committee was the recruitment of our new Centre Manager, Sarah-Jane, who joined us in April this year. This role is a particularly important one for the club as the leader for our team of 50 plus staff. Sarah-Jane has done a fantastic job getting stuck into the role and meeting our staff. Charlotte acknowledged and thanked Michelle Woolf for acting in this role alongside her substantive roles as Gymnastics Director and Head Coach.

Program Development:

Our staff have been dedicated to enhancing our range of programmes to cater to the diverse interests and skill levels of our members. We have introduced more Parkour classes as these proved to be particularly popular. Our Excel program has also grown significantly. We will continue to develop and refine our programs over the next year.

Competitions and Achievements:

Another important focus for the year was the coordination of the 2 competitions held in 2023, being our club's competition and then hosting Central Champs. A significant amount of work from both staff and volunteers across the club went into making these events successful. We look forward to hosting our first club competition for 2024 8-9 June.

Our gymnasts and cheerleaders put in significant work over the past year.

Charlotte acknowledges the special achievement of our two MAG athletes, Logan and Elijah, who attended the Pacific Rim championships in Columbia this year. We were so proud to have gymnasts from our club representing New Zealand.

Charlotte spoke of the need to extend Committee member term limits to enable consistency of committee members.

MOTION: TO AMEND CLAUSE 24 OF THE CONSTITUTION: CLAUSE 24.2 OF THE CONSTITUTION, WHICH CURRENTLY PROVIDES THAT "24.2 NO COMMITTEE MEMBER SHALL SERVE MORE THAN 3 CONSECUTIVE TERM" IS DELETED AND REPLACED WITH "24.2 NO COMMITTEE MEMBER SHALL SERVE MORE THAN 4 CONSECUTIVE TERMS"

Darren Sears/ Dave Whiting

TREASURER'S REPORT:

Result

The operating result for the year is a surplus of \$82,471, and \$106,896 including funding received for purchase of equipment.

Income

Overall, there has been an increase of \$63,939 (6%) in operating revenue for the year. This excludes funding received for purchasing equipment, but does include funding received toward operational costs, such as training. Of note are:

- Training fees (Competitive, Recreation, and Cheerleading) increased by \$49,601 (6%)
- HV Gym Competition income increased by \$16,833 (51%) this is income from the two competitions run by HV Gym - the HV Gym comp and Central Champs
- Birthday Parties increased by \$4,981 (25%) – these have continued to be popular, with 3 Timeslots on available Sundays.
- Gym Camp (our school holiday programme) increased by \$22,972 (30%)

Funding:

- Most funding is applied for on an as needed basis – for a specific cost, such as coach training courses (course fees, travel, and accommodation), uniforms, medals & ribbons for competitions.

- Funding for capital (purchase of equipment and other assets) is also on an as needed basis, and This year it has been used to purchase crashmats, pre-school and recreation gear, a vault, and Other equipment.

Overall costs decreased by \$65,096 (5%). This includes all direct costs as well as administration/overhead costs. Of note are:

- People costs decreased by \$80,149 (11%) – some of this was expected with the Centre Manager position not filled for most of the year.
- Direct costs (costs to run the classes excluding coaches) increased slightly by \$18,460 (16%). Most of this was due to increased GNZ affiliation fees and the cost of entering competitions
- Administration costs also increased slightly by \$12,741 (4%) – most of which was due to rent, power & heating and cleaning costs.
- Depreciation increased by \$18,435 (58%) – this is a significant expense in the year, and has increased due to the purchase of new equipment.

Assets

Gym equipment (over \$1,000) purchased during the year total \$20,236. No other assets (over \$1,000) were purchased.

Competitive Fee

The Committee is recommending an increase of 3%, that will take effect from September 2024. The competitive fees are made up of three parts:

- Training fee – this varies depending on the number of hours a gymnast trains each week
- Gymnastics New Zealand Affiliation Fee
- Contribution towards the gymnast's annual competition costs – entries, coach costs, etc

The 3% increase applies to the training fee portion only.

Increasing the fee will result in an increase of between \$3 and \$10 per month per gymnast, resulting in additional revenue for the club of around \$6,700 excluding GST.

The Committee have discussed the proposed increase, and have determined that a minimal increase is necessary to help cover the main costs increases expected in the year:

- Minimum wage increase that took effect in April 2024
- Rent and power costs increasing, Operational expense (opex) portion of lease increased by \$21,949 (29%) for the current year. Power and heating increased by \$2,431 (37%)
- Centre manager appointment in April 2024 – while we saw some “cost savings” last year due to not having a centre manager.

MOTION: THE FINANCIAL STATEMENTS FOR THE YEAR 31 DECEMBER 2023 BE ADOPTED.

James Fitzsimons / Sarah McLennan

MOTION: COMPETITIVE FEES ARE INCREASED 3% EFFECTIVE SEPTEMBER 2024.

Annalise Austin / Rhian Aberhart.

CENTRE MANAGERS REPORT

Sarah-Jane started by introducing herself and provided a bit of background to those present and thanking everyone for making her feel so welcome.

Heating

- The Plan: 6 x Gas bar heaters – 3 on each side of the building (as seen at Brewtown)
- Can be installed in 2 halves as funds become available.
- Aiming for the first half by Central Champs!

Fundraising

Heating: Grants + Club Fundraising efforts

- Winter 'heating' events will be announced shortly – I need your help!
- HVG fundraisers: Merch, Elementary comp, Central Champs + more to be announced.
- Club sponsorship is still available and new packages will be released next week.

Workspace & play area.

New workspace setup next to the kitchen

- There are a few power points and stations available to those who need to keep working while here in the evenings.
- The new play area has been a hit!

ELECTION OF OFFICERS

Charlotte Haigh - Chairperson

Sarah McLennan – Deputy Chair

Anna Tapine - Treasurer

Marie Pye - Secretary

Annalise Austin – General Committee

Amber Henry – General Committee

Mark Sawyer – General Committee

Milica Zivanovic – General Committee

Reuben Ymker – General Committee

Gift were presented by Charlotte to outgoing committee Litsa Jackson, James Fitzsimons and Charlotte was acknowledged with a bunch of flowers for all her incredibly hard working and commitment to the club.

MOTION: THE FOLLOWING MEMBERS WERE ELECTED TO THE COMMITTEE OF THE HUTT VALLEY GYMNASTICS CLUB: SARAH McLennan (DEPUTY CHAIR) AMBER HENRY, MILICA ZIVANOVIC AND REUBEN YMKER,
Charlotte Haigh /Marie Pye.

GENERAL BUSINESS AND MEETING CLOSE:

Nothing to report.

The Chair closed the meeting at 6:23pm

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

Chairperson:

Date:

