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## **7th March 2023 (Tuesday) at 6:00pm**

**Present:** James Fitzsimons, Marie Pye, Darren Sears, Mark Sawyer, Litsa Jackson, Annalise Austin, Tracey Joe.

**Apologies:** Charlotte Haigh (Chair), Aaron Simmons

### **WELCOME**

The Chair welcomed all to the meeting.

### **CORRESPONDENCE IN/OUT**

### **PREVIOUS MINUTES**

The minutes of the 31<sup>st</sup> of January 2023 meeting is confirmed as a true and correct record of the meeting.

### **GRANTS**

We have been successful in our grant request from NZCT (5,000.00) towards the excel leotards and from Pelorus Trust (\$1,488.70) for flights & accommodation for control judges at Central Champs Competition and \$1,200.00 for score holder and ribbons for Central Champs.

Gemma has applied to Grassroots for funding (\$3,536.00) this is for medals for Central Champs Comp in May

*Post Meeting: Out of office committee meeting on Sunday 12<sup>th</sup> March, agreed to apply to the following-*

#### **Grant one:**

New Speith vaulting set up with New Zealand Community Trust for \$33080.00

#### **Grant two:**

Replacement P-Bar rails through Pub Charity for \$4530.00

#### **Grant three:**

One month rental relief through Lion Foundation for \$14,166.67

#### **Grant four**

New pair of Gymnova comp bar rails through Grassroots central trust for \$3650.00

Well done to Gemma and team.

### **TREASURERS REPORT**

Numbers have improved in GFA since the beginning of term (still light Thursday / Friday.

Tracey has taken back Admin tasks from Emilee which includes contracts, police checks, payroll, Xero support, financial understanding, analysis and financial report preparation.

The minimum wage increases from \$21.20 to \$22.70 effective 1 April 2023.

We agreed we also need to consider a rate for coaches who are under 16 but have their own comp or Excel groups. These coaches, who are paid \$16 an hour, are more capable than several our 16/17-year-old GFA coaches who are paid minimum wage, they also do unpaid planning work each week for their groups. Tracey, suggest she works with Michelle to come up with a recommendation to present to the committee.

We have 2 coaches who have asked for a pay increase.

Tracey has started work on the 2022 annual accounts.

We are reasonable ok cash wise at the moment. Not having MAG and Cheer head coaches and no centre manager is "saving" around \$10k per month.

**Motion: - The draft accounts for the period 1 November 2022 to 31 January 2023 be accepted as circulated noting the following:** James 2nd

### **PREMISES OFFICERS REPORT**

Email received from Shamus O'Halloran from Argosy. While onsite recently he noticed new carparks installed and located within the shared yard/circulation area outside HVG and understand it was HVG who undertook this work. He mentioned that we cannot have this area used as carparks as it impedes their other building tenants – Their roller door is also outside HVG's premises and therefore not permitted. Shamus has kindly asked for these parks to be removed and the area reinstated to how area was prior to this work.

Darren has since replied that we did have communication with Argosy regarding the ongoing issues that we had with tenant Steve Machirus Transport, and it was confirmed with a demarcation line confirmed. At the time of these discussions, it was also discussed and confirmed with the manager of Viridian Glass.

This will cause us major concerns with ongoing parking and safety with children drop off if the parking is reverted.

Darren is currently trying to arrange a meeting with Shamus to discuss the best way forward or any concerns that Viridian may have.

1. Pit - Update from Phil –Further delay, arrival in next 1-2 weeks. Small pack already arrived in Auckland, coming down this week.  
Upper storage to be installed when temporary floor removed from Pit. (Date TBC and assistance required ½ a day).
2. Heating Project – Investigate best heating source + PV Solar electrical supply – Look for Grant package or main sponsor e.g., Genesis. Initial pricing extremely expensive, where to from here? (Discussion)

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

#### **Update on programmes and numbers (Term 4 2022 to Term 1 2023)**

- **GfA** has increased from term 4 from 526 to 535
- PS: Is up from 163 to 170.
- Explorers classes are very popular - We are running 6 per week, roughly 140 explorers per week.
- **Excel** has increased from 78 to 87
- **Parkour** is up from 34 to 44, and we have more than 20 on the waitlist for these classes - hoping to add two more classes this term (just need space and coaches).
- **Cheer teams** - We currently have 3 teams with 30 cheerleaders in total (down from 45 - if we exclude Phoenix who were only doing term 3/4). Great effort considering how many coaches we lost and how many changes we made. Sam is going well with coaching, planning and social media. (1.5 per week) - But doesn't want to take on the admin side of things- so this has fallen to Michelle and the office staff.
- **Cheer tumblers** - We had 110 (excluding the uni cheer team as they didn't come in, in term 4 they did casuals). And we didn't have the coaches to run the 18+ classes (13) and cheer 101 (8) when into a junior team. So, we are now at 81 which is much better than hoped for at the start of the year. (We are also down from 20 coaching hours to about 11-, and 1-hour admin (rather than about 25 for the cheer programmes) as all the classes are running at a 1:9 ratio expect for one on sat which we are still filling.

- **Home-school** - Dropped a bit this term 38 to 33 - so we are promoting and trying to build this atm. Its was agreed we need to review the fees for this class, they are at \$100 (we don't pay affiliation on these members as we class them as a group booking). A GfA class costs \$175.

### **Coaches**

We had 19 do the 1st aid course in Feb.

17 on the move it Xntd course in Feb.

1 on the MAG Junior Judge course

2 on the upcoming Elementary judge course (also having done the foundation judge course).

3 doing Advanced online zoom courses.

Sam doing 2 x online Cheer Courses

Senior MAG Judge course was cancelled due to the floods in Auckland.

### **Central Comp in May**

- Will need to get organisation going for this - Hoping Louise x2 will run the canteen/BBQ again.

- Chairs from Randwick school

- A MAG parent donated a speaker and wireless mics.

- Just need help from the committee (Marketing/fundraising) to get event sponsorship again - Sponsoring rounds/sessions, donations of food (voucher), spot prizes/raffles etc.

- Michelle has requested someone to investigate what heating we can hire for the Central Champs weekend.

### **New Competitive**

Michelle is running parent meetings with the New WAG and MAG parents over the next 2 weeks.

Zoe has taken on the social media and is doing a great job covering all the programmes in the club.

Sam has managed to get access to the old ignite accounts.

### **MARKETING REPORT**

Litsa has been busy following up on our sponsors, thanking them and giving them a rundown of where their branding was used etc.

Signs to come down & remove from website: Blue Carrot Catering & Charlie Horse

*Marketing Plan:* Have marketing plan created by past members to read and decide whether to progress with it or create new one.

*Sponsorship:* All sponsors have been e-mailed. Farrah's and Build n Concrete have confirmed they will renew their sponsorship. The Sponsorship of Container- emailed Cliff and Sandi Lochyer from Mitre 10, this is ongoing.

*Flyers for social media and promotion:* Zoe is creating fliers, this is now going well, have had great feedback. Litsa has asked Zoe to create one for gymnastics in general that we can put up in our community, and one for Ignite. Promotion of Play Gym classes, Mel has been provided with the emails of local kindies to send out flyers to. Birthday Parties, we are creating a flyer with voucher for classes to attract more kids from parties.

Litsa has been given names of organisations to meet with to discuss how they may help us promote awareness of our gym in our community. The club needs to come up with ways to use our generic video to promote the gym.

Newsletter will be out shortly, will advertise asking for volunteers to join the Marketing sub-committee & new club treasurer.

### **FUNDRAISING.**

Due to the floods up north, we are holding off the fundraising but will Organizing a date for another fun night towards the end of term 1.

## **OTHER BUSSNESS**

**School Festival Dates:** Term2 - Years 1-3, June 8<sup>th</sup>

Term 3 – Years 1-4

**Friendly Manager Website:** The website is free with our Friendly Manager account, we would just redivert our domain to the site when we are ready for it to go live. They do not set the website up for us, but do provide video tutorials to assist and we can also get support from them. The templates are basic which means they are easy to use and maintain. Kapiti uses this and it is easy and works well. It was agreed we will investigate further.

AGM- Tuesday 30<sup>th</sup> May is the proposed date, Marie to confirm with Charlotte and Michelle.

It was suggested we approach the Hutt News to do an article on Central Cramps.

Quiz Night Friday 4<sup>th</sup> August.

After the AGM committee needs to do some work on the Strategic plan.

Time to do communication follow up with the MAG parents.

There was an incident on Saturday 4<sup>th</sup> March where one of the Capital girls fell from the bars badly breaking her arm (compound fracture). It was agreed that our more senior coaches need more training for a situation like this. It was also suggested to see if we can apply for a grant to fund a privacy screen for any future accidents, as this happened early Saturday morning while there were a lot of young gymnast in the gym. (Ongoing)

## **ACTION:**

Marie- Signs to come down & remove from website: Blue Carrot Catering & Charlie Horse  
Marie- Speck to Gemma about applying for a grant for a privacy screen for any future accidents.  
Marie- Email families advising Treasurer is stepping down at the next AGM.  
Annalise- To arrange small gift to take parent who helped with the incident on Saturday.  
Michelle- Bullet point volunteer rolls that can assist within the gym.  
Litsa- send sponsor list to admin to invoice everyone.

## **NEXT MEETING AND CLOSE**

The next meeting will be held on Tuesday, 4th April 2023 at 6:00pm at the Club.

The meeting closed at: 7:57pm.

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