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3rd October 2022 (Tuesday) at 6:00pm

Present: Charlotte Haigh (Chair), James Fitzsimons, Marie Pye, Aaron Simmons (6-6:52pm), Darren Sears, Mark Sawyer, Litsa Jackson, Gemma Fleetwood (6-6:20pm)

Apologies: Tracey Joe, Annalise Austin

WELCOME

The Chair welcomed all to the meeting.

CORRESPONDENCE IN/OUT

Correspondence In

- **18/9/22** Eleanor confirmed she has updated the website.
- **09/9/22** Pasha's Resignation

PREVIOUS MINUTES

The minutes of the 24th of August 2022 meeting is confirmed as a true and correct record of the meeting.

GRANTS (Gemma)

We have received 2 out of the 4 grants that we have applied for.

Gemma recommended applying to Pelorus Trust for rent relief which was agreed to.

The funds for the pbars have been received from Pelorus Trust so we can now pay Gymnastics NZ for them.

Freight has been hard to sort out due to shape, weight, and size but through contacts of Tracey we were able to get them down for \$585+gst.

It was suggested the need to start looking at grants towards our operating costs as a priority, Gemma had been looking at grants that were successful for operational costs and see Pub Charity has provided grants for coaches' salaries in the past (e.g., \$60k towards salaries for rugby coaches). They also contributed to rent for another organisation. Fourwinds also does grants to sports organisations for salary costs. They fund where they have venues - and they have a venue in Moera so could be a good option to apply with them too. They do monthly rounds.

NZCT do grants to cover salary costs - from looking at their past grants it seems that they have done grants to contribute to head coaches' costs. They need a signed contract to consider it

Anthea mentioned that the Lower Hutt football club receives \$25k every year as a grant for admin costs - this could be another option for us to investigate.

Currently have grants in for:

Grassroots - Uniforms for staff \$6258.00 Plus GST

Hutt Mana - Pyramid layer, Spot boxes (x3 sizes) and Slope
\$5,097.80

Lion Foundation - Pyramid Layer, Spot boxes (x 3 sizes) and slope
\$5,097.80

It was agreed also to try again for the camera system through NZCT

MOTION: TO APPLY TO PELORUS TRUST FOR RENT RELIEF. James 2nd

The committee wants to acknowledge all the time and hard work Gemma has put into getting these grants, THANK-YOU GEMMA.

CHAIRPERSON & DEPUTY REPORT

Pasha's Resignation

Pasha announced he will be leaving the club at the end of the upcoming school holidays (16th October). We all feel this significant loss for the club, but we respect Pasha's decision and wish him all the very best for whatever comes next for him.

We appreciate Pasha letting us know as early as possible, and he and Michelle have been working hard together to ensure we have a plan for term four. Level 1-6 boys have now been put into groups, and we have been able to secure Scott (MAG Head Coach at Capital) for two days a week for our senior boys. He will be training the boys here in our gym and providing mentoring and support to our MAG coaches.

We have advertised the MAG Head Coach role on the Gymnastics New Zealand website, this add will expire at the end of October, if we have no interest we will then advertise on Trademe (\$300) or Seek (\$500) .

There was a request for a follow up communication when we have more information. The committee will send an update to all in approximately six weeks' time. By that stage we should have run a recruitment process and will be able to update our members on that progress.

Farewell for Pasha Wednesday 6pm 28th September at JUMPERAMA, we'd love to get everyone together for a fun night to say farewell to Pasha before he sets off on his next adventure.

Centre Manager

Charlotte updated the committee on the Centre Managers role, and this will be communicated to all members shortly.

Charlotte mentioned that Tony Compier CEO of Gymnastics New Zealand has resigned.

Safeguarding Policy: Committee all agreed to adopt this policy, thank-you to Charlotte for your work on this.

MOTION: TO ADOPT NEW SAFEGUARDING POLICY. Marie2nd

TREASURERS REPORT via E-mail

- Arranged for Pip to get Lynn's laptop screen repaired (\$320).
- Worked with Michelle on volunteer contract
- Started work on analysing class revenues and costs - Completed calculation of actual competition costs and will work with Pip and Michelle to apply to athletes to determine shortfall to be billed and make all necessary coding in Xero
- Completed the roll out of timesheet costing where staff will enter their time against specific codes (e.g., WAG coaching, WAG Admin, etc, birthdays, comps, Admin etc etc).
- Worked with Head Coaches to determine relevant codes for each employee and then set it all up in payroll - very manual process as had to set up individually for all employees.
- Continued to work with Danz on excel comp costs and fees

- Completed annual Stats NZ Annual Enterprise Survey 2021 – based on 2021 financials - July August GST return reviewed and filed with the IRD.

• Pip has done well chasing up outstanding invoices. Very few left and some paying off over time • Pip and Neeraja have done a great job in following up families not re-enrolled for term 4 and particularly in working with them to sort new classes if a change was needed or an issue was highlighted

MOTION: - The accounts for the period 1 July to 31 July 2022 and 1 August to 31 August 2022 be accepted as circulated. Darren 2nd

PREMISES OFFICERS REPORT

Catch up 19th October re parking lines – Darren to report back.
Investigate best heating source + PV Solar electrical supply- Ongoing.

MARKETING REPORT Tabled & read by Litsa

Mel wants some flyers made for an upcoming play date event she has for pre-schoolers in the holidays. Aaron suggested asking Milton as he did some last time, once done send to admin and have Pip send them out.

Litsa has been busy meeting and introducing herself with sponsors.

FUNDRAISING.

The wine fundraiser is now complete with a profit made of \$1420

The pie fundraiser is now complete with a profit made of approx. \$1700

Prize giving went well have had a lot of positive feedback, though would be good to have a microphone to use, was also difficult to hear at MAG Meeting.

OTHER BUSSNESS

Website Eleanor confirmed she has updated the website.

Cheer Nationals Auckland, the 5th and 6th of November

44 athletes (3 teams) plus 11 athletes (individual competition).

- 4 coaches. Will run a Cheer camp during holidays as well as other activities like Movie night, or Open gyms to support our coaches with a % of the trip, flights, accommodation.

ACTION:

Marie- ask Pip to put MAG job add up on club’s website.

NEXT MEETING AND CLOSE

The next meeting will be held on Tuesday, 1st November 2022 at 6:00pm at the Club.

The meeting closed at: 7:57pm.

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

President: _____

Date: _____

Secretary: _____

Date: _____

