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August 24th, 2022, Wednesday at 6:00pm

Present: Charlotte Haigh (Chair) James Fitzsimons (Deputy Chair), Marie Pye, Tracey Joe, Darren Sears, Annalise Austin, Mark Sawyer, Litsa Jackson, Michelle Woolf.

Apologies: Aaron Simmons

WELCOME

The Chair welcomed all to the meeting.

CORRESPONDENCE IN/OUT

Phil Gollings to Club Secretary- CV

Emilee Keefe to Club Secretary- CV

GYMNASTICS DIRECTOR 6pm-7:21pm

Prize-Giving for MAG & WAG: Arrangements are underway, time to be confirmed.

Coach's gifts of chocolates will be given out at the prize giving and vouchers will come at Christmas. Michelle mentioned that we will be short on seating this year, therefore she will contact Matt to see if he can help.

GFA Advanced Price-Giving: This will be held later in the year, Danz will advise parents what will be involved.

The club is looking into getting short sleeve leotards for XL.

Staffing: The club welcomes back Chris who is now taking our adults Parkour class and welcome back to Alanah who has agreed to cover and is on a casual contract.

Coach Connect Conference: This is being held in Auckland 11-12th Nov and Christchurch 26-27th November 2022. The Conference is an opportunity for coaches to come together, to connect, grow and learn. The theme for the 2022 conference is growth and resilience.

The conference will consist of a series of workshops on the art of coaching (interpersonal coaching skills, health, and wellbeing), technical skills, introduction to new programmes, new and inspiring concepts.

The Saturday night of each conference sees a dinner for all participants with keynote speakers.

- The committee agreed to send our head coaches and Zoe (5) to this conference, the cost is approx. \$2,000 and a fun night at the gym is being planned to help fund this.

MOTION: TO SPEND UP TO \$2,500.00 TO SEND 5 COACHES TO CHRISTCHURCH OR AUCKLAND TO ATTEND THE COACH CONNECT CONFERENCE:

Marie/James

Cleaning: Michelle expressed concern about the amount of cleaning done in the office and not much happening around the gym floor. Michelle has requested what days & what floor is being vacuumed, also vinyl foam gear is not being cleaned as well as the cubbies, they are also a mess. Suspect they are also using club products.

- Annalise and Mark to follow this up and ask about who's cleaning products they are using.

Coaches Admin Hours: Head coaches are doing a bit more than 6 hours admin.

Cheer has 30mins of admin for jnr coaches. Charlotte and James are having a meeting with Milton, and they will bring this up and report back.

Health and Safety: Child was injury- wearing bare feet in entrance way door opened onto her big toe cutting it, ice-pack was given, Michelle was notified the next day via txt requiring information that she knew nothing about, incident report had not been done at that stage. After getting all the information Michelle went and brought rubber mats for entrance way to prevent from happening again, filled in the report, and sent to child's mother.

2nd incident - Logan the coach. Henry did a handstand and accidentally kicked Elijah in the head, he then biked home and his mother was concerned and took him to hospital, where he was told he had a mild concussion. Michelle's concern was that his caregiver should have been rung straight away & asked if she was happy for him to bike home. Elijah is off for the rest of the week. Committee to follow up with Pasha.

Grants: Gemma has expressed interest in taking on the lead Grants Roll. Committee does like this idea however we would need to pay Gemma for doing this where Dave does not charge us, Darren suggested specking with Dave to see if we can slowly introduce Gemma, Darren will report back.

Coaches Uniforms: We currently have a lot of coaches without uniforms, Michelle has asked if we can apply for a grant for this. This will be added to the spreadsheet for Dave to work through.

Birthday Parties: Some coaches who are running 3 parties are not getting their breaks, it was suggested that parties with 10 children have 2 coaches, 1 senior coach plus one junior coach, this would solve this problem and provide additional support to lead coach.

MOTION: BIRTHDAY PARTIES WITH 10 CHILDREN ARE TO HAVE A JUNIOR COACH WORK ALONGSIDE THE SENIOR COACH.

Charlotte/Annalise

Lastly Michelle mentioned the club currently has 1100 members.

Michelle leaves the meeting at 7:21pm

TREASURERS REPORT Tabled & read by Tracey

Tracey mentioned she had been busy supporting the office and apologies for July not properly reviewed. We are still not covering costs with current operations even with the increased numbers. Work has started on how much comps are costing us and what the cost to gymnasts will be. Per comp cost will have to go up to cover.

Timeliness of timesheets much better after a reminder to all coaches. Payroll will be easier now comps are all but finished.

Covid and sickness hitting the coaches – lots of cover being done, lots of sick leave, stressful for all.

MARKETING REPORT Tabled & read by Litsa

It was agreed that the newsletter looked great, Litsa asked to start sending items in for next terms one.

We have a new \$500 silver sponsor "Mini Mixers.

Litsa is working on fliers to be handed out to parkour classes.

PREMISES OFFICERS REPORT

Roofing 95% complete, Brian is to come down from Auckland and address leaks.

Security Camera- Mark and Darren will also have access, we need stickers around the gym letting people know about the cameras.

Pit ordered and waiting delivery 3-5 months, Phil to confirm and required date for Grass Roots Funding close off.

Charlotte asked about insurance regarding the pit and yes, we will look into this once it arrives.

Do we need to put the pit in ourselves or allow time for this.

Darren will arrange to meet Steve/Tim on site to confirm boundary location and confirm location of yellow line (2.0m inside) mark on ground.

Meeting held with Michelle, Pip and premises group regarding staff parking, best option to Block out LH side of Ramp to Viridian for staff parking.

Communication needs to go out to all members and reinforce about parking in our space and marking staff parking, signs will also go up stating coaches only between 330-530 (*more work to do on this*). Saturday parking for coaches ask Meridian about coaches parking around the back.

Heating Project – Investigate best heating source + PV Solar electrical supply, Look for Grant package or main sponsor e.g Genesis. Cost will be around \$70k.. Who will be involved in Project?

On-Going

Grants: Resolution to NZCT for General Mats once quotes are in.

Darren mentioned that its time now for him to start stepping back and hand over a bit more to both Aaron and Mark.

OTHER BUSSNESS

Milton needs mats fixed, Charlotte will follow this up and report back to Michelle to see whether she will need to look else where to have these fixed.

ACTION:

- Charlotte to follow up re getting mats fixed for Milton.
- Annalise/Mark follow up with cleaners, also ask about who's cleaning products they are using.
- Speck to coaches about contacting parent immediately if gymnast gets a blow to the head.
- Darren to speak to Dave re Gemma's interest in taking on Grants roll.
- Tracey to get chocolates for prize-giving.

NEXT MEETING AND CLOSE

The next meeting will be held on Tuesday, 27th September 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: _____

