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## **Thursday, 28th July 2022 at 6:00pm**

**Present:** James Fitzsimons (Deputy Chair), Marie Pye, Tracey Joe, Aaron Simmons, Darren Sears, Annalise Austin, Mark Sawyer (6:15pm), Litsa Jackson.

**Apologies:** Charlotte Haigh

### **WELCOME**

The Chair welcomed all to the meeting.

### **CORRESPONDENCE IN/OUT**

None

### **PREVIOUS MINUTES**

The minutes of the 20<sup>th</sup> of June 2022 meeting is confirmed as a true and correct record of the meeting.

### **DEPUTY REPORT**

James started by saying his meeting with Dans was positive and she has signed her new contract. There will be a follow up meeting with Mel, Zoe, Dans and Michelle to clarify rolls and discuss how they can best support each other.

It was stated that both Milton and Mel need their contracts updated regarding admin hours, update will be given at next meeting.

James contacted Silicon to get a breakdown of the O365 licences we are currently paying for, we currently have 8x Business Standard Licenses – this license gives access to desktop versions of the Office suite of applications to be installed on up to 5 machines at a cost per month of \$182.57 incl GST. The licenses are currently allocated to Admin, Centre Manager, Fundraising, Mel Sales, Pasha, Secretary and Tracey Joe. Pasha isn't currently using his O365 account for email. From an organisational perspective it would be better to have all club correspondence occurring through club owned accounts. James proposed we allocate the remaining licence to Danz in her new Head Coach role, and purchase one additional licence for the Chairperson.

It was also mentioned that if anyone in the club is familiar with O365 that they could possibly come and give us more training, Annalise to ask on Facebook Page.

**Motion: To purchase one additional O365 licence for the Hutt Valley Gymnastics Chairperson.**

Aaron 2nd

### **TREASURERS REPORT** Tabled & read by Tracey

Term 3 numbers are up, particularly Ignite as they have started a new term "Phoenix"

Great gym camp numbers for the July holidays with families paying for full days. Approx 240 hours were paid to staff for working gym camp for the first week – cost around \$5,400 include holiday pay (first week only). This includes Mel who was managing gym camp and not on the floor a lot of the time – meaning we perhaps had additional junior coaches to what was needed.

Rent opex portion increased from \$4,940.41 to \$5,574.41 (incl GST), makes our total rent for the month \$21,866.08 incl gst.

Treasurer has started work 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.

Motion: - The accounts for the period 1 June to 30 June 2022 be accepted as circulated noting the total assets of \$398,810.81 and total liabilities of \$227,584.19 at the end of June 2022.

Marie/Darren

**MARKETING REPORT** Tabled & read by Litsa

It was agreed that the newsletter draft is looking good, a few changes to be made then it will be sent around committee for approval.

**PREMISES OFFICERS REPORT**

Cameras are up and running, Pip and Aaron have access, and it was agreed that the Centre manager (when we get one), Michelle as gymnastics director and another two committee members should be given access as these are only outside cameras and more for security than anything else.

It was discussed about a backup battery in case of a power cut, it was agreed that Aaron would get prices and report back to committee at next meeting.

Electrical tags have been completed just one laptop charger failed but apart from that all good, he will also be one of our silver sponsors.

Once the roofing is completed Darren will meet again with our neighbour regarding the parking line boundary.

Heating – Heaters are being left on in the gym, we need to get signs up reminding everyone to turn them off, it was agreed that a review of the clubs heating would be carried out once roof is completed, a couple of ideas mentioned, dry air system price maybe around \$30k to install, another idea get a grant for PVP panels.

Golf Day, it was agreed that this takes a lot of time and work and we have decided to scrap it and do something else like a quiz night.

**OTHER BUSSNESS**

Darren advised committee that the closest defibrillator was situated at the Moera a library, head coaches will need to be informed of this.

**ACTION:**

Annalise to ask on Facebook Page if there is anyone out there who works with O365 that they could possibly come and give us more training,

Aaron would get prices for backup battery for security cameras and report back to committee at next meeting.

Aaron to advice head coaches about defib location.

Marie to ask Pip to put up signs re turning heaters off.

**NEXT MEETING AND CLOSE**

The next meeting will be held on Wednesday, 24th August 2022 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:

President: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_