



39 RANDWICK ROAD, MOERA, LOWER HUTT

P O BOX 33068, PETONE

PHONE: 04-5663244

admin@huttvalleygymsports.co.nz

www.huttvalleygym.co.nz

Thursday, 9th June 2022 at 6:00pm

Present: Charlotte Haigh (Chair), James Fitzsimons, Marie Pye, Tracey Joe, Aaron Simmons, Darren Sears, Annalise Austin, Mark Sawyer, Litsa Jackson (Michelle Woolf 6:44pm)

Apologies: Lynn Wallace

WELCOME

The Chair welcomed all to the meeting.

CORRESPONDENCE IN/OUT

Inwards

- 09/06/22 Jess Earnshaw to HVG, re complaint from Marchirus Transport regarding parking outside his warehouse.
- 08/06022 Aaron Simmons to secretary, Mel Sales, Michelle Woolf re his son who has been absolutely raving about how great & amazing his current coaches are, he particularly loves and talks a lot about Natalie and Zack.

Outward Darren relied back recommending a meeting which is set for 14th June at 4pm.

PREVIOUS MINUTES

The minutes of the 4th of May 2022 meeting is confirmed as a true and correct record of the meeting.
Marie Pye/Charlotte Haigh

CHAIRPERSON REPORT

The Centre Manager interview will be held Tuesday 14th June at Pelorus Trust, The Chair, Deputy Chair and Megan will be on that panel, if appointed we could potentially see her starting within the month.

GFA Head Coach, the Chairperson has requested not to be on the interviewing panel due to her relationship to the applicant, James will ask Jen Broster if she is available and if not both Mark and Litsa have offered.

TREASURERS REPORT Tabled & read by Tracey

- Covid Leave Support applied for and received for 4 further staff members
- Nationals finance support underway, very busy on this right now with selections made this week.
- Payroll leave audit completed – number of fixes made, and system now set up properly for leave.
- 2021 Annual accounts completed and reviewed just in time for AGM. This was a huge job, review delayed due to covid.
- Finally got Marie and Pip on as signatories, Tracey stated it was a game changer having Pip authorising.
- GFA 10% fee increase implemented for term 2. No pull outs so far.
- Rent opex portion increased from \$4,940.41 to \$5,574.41 (incl GST), so an extra \$634 incl GST per month, makes our total rent for the month \$21,866.08 incl gst, \$19,013.98 excl GST. We also had to pay \$7,572.58 for opex washup to March 22.

The Treasure mentioned the new comp policy is really costing us, once nationals is under control the treasurer will 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.

Payroll extremely time consuming with the additional comp payments. All staff have been given a reminder to complete timesheets on time.

MOTION: - THE ACCOUNTS FOR THE PERIOD 1 MARCH TO 31 MARCH 2022 BE ACCEPTED AS CIRCULATED NOTING THE TOTAL ASSETS OF \$324,061.66 AND TOTAL LIABILITIES OF \$138,080.75 AT THE END OF MARCH 2022. Darren/Marie

MOTION: THE ACCOUNTS FOR THE PERIOD 1 APRIL TO 30 APRIL 2022 BE ACCEPTED AS CIRCULATED NOTING THE TOTAL ASSETS OF \$368,709.12 AND TOTAL LIABILITIES OF \$222,456.49 AT THE END OF APRIL 2022. Darren/Marie

PREMISES OFFICERS REPORT

Darren to arrange meeting regarding parking issues with Steve Machirus our gym neighbour and Tim from Jigsaw who is the contract management company for council owned property.

COMPETITION COORDINATOR (Michelle Woolf arrived at 6.44pm- 7:38pm)

Michelle started by saying the Regional Comp went well and she had received positive feedback. The committee then went on to ask Michelle what skills and attributes would be needed for the GFA Head Coach Position, there was a general discussion around this. Michelle mentioned there are a lot of mats that need recovering and will be catching up with Wayne about getting this done, we also have a shortage of crashmats. School Fest is next Thursday 16th June we just have the 2 schools around 100 children. Nationals' selections are out this week. Head coaches are all going to Michelle with questions, she is uncertain of her role, Charlotte thanked Michelle and mentioned the two of them would sit down and go over this. HVG has an Open day set for 3rd July for pre-schoolers and cheerleaders. Enrolments open next week for holiday programmes Oscar house kids are coming 2nd week of the school holidays. Michelle mentioned we need more adult coaches in the gym and advised committee that we have courses coming up in August for 10 of our coaches. What do we pay our coaches and judges going to Nationals? Need updated staff allowances policy.

COMMITTEE ROLES

PREMISES OFFICERS: Darren Sears

PRIVACY OFFICER: Aaron Simmons

HEALTH & SAFETY: Mark Sawyer

MARKETING: Litsa Jackson

FUNDRAISING: Annalise Austin, Marie Pye, Litsa Jackson

HR: Charlotte Haigh and James Fitzsimons

OTHER BUSSNESS

As a thank you to Michelle in recognition of the work she has been doing in the absence of a Centre Manager, the committee decided to pay her a one off "Higher Duties" bonus, we are extremely appreciative of everything she does for the club.

One of our new voluntary coaches was told she would be paid after the 1st term; this was not correct, so we need to have an agreement in place, so this does not happen again. (*Ongoing*)

An email will be sent this week to all staff regarding workplace behaviour.

NEWSLETTER- results of the communication survey: (send to committee via email)

We had 174 overall positive responses across all codes, saying they think that we are doing a great job with communication, however a few mentioned that there could be more of general gym stuff and not so much on competitions and results, more emphasis on ignite and excel classes.

Email seem to be the preferred form of communication, surprisingly not any comments about the newsletters. There was a couple of very negative people that had nothing constructive nor relevant to add.

ACTION LIST

James to update staff allowances policy.

James to type up email regarding workplace behaviour.

NEXT MEETING AND CLOSE

The next meeting will be held on Thursday, 30th June 2022 at 6:00pm at the Club.

The meeting closed at: 8:07pm.

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

President: _____

Date: _____

Secretary: _____

Date: _____