

COMMITTEE MEETING 4th May 2022

Present: Charlotte Haigh (Chair), James Fitzsimons, Marie Pye, Aaron Simmons, Darren Sears, Nicole Manning, Annalise Austin, Louise Waiariki Lynn (6:05- 6:15pm)

Apologies Tracey Joe

WELCOME

The Chair welcomed all to the meeting.

CORRESPONDENCE IN/OUT

None

PREVIOUS MINUTES

The minutes of the 4th of May 2022 meeting is confirmed as a true and correct record of the meeting.

CHAIRPERSON & DEPUTY CHAIR REPORT

Charlotte met with Lynn and requested the handover of laptop. Keys, passwords. Later she also sat in at the coaches meeting and answered any questions that they had.

The GFA head coach roll will be advertised again, Charlotte went on to say that we should encourage Zoe to reapply.

Charlotte mentioned the Tony from GNZ is coming down and Megan has invited Charlotte to come and meet him.

Charlotte finished by advising the committee that Michell Woolf has been nominated at the Wellington Sports awards and that she will receive a complimentary ticket and asked if the club could pay for an extra ticket so she could take her partner which the committee agreed to.

MOTION: The club would fund the purchase of 1 ticket to Michelle to attend the Wellington Sports Awards at a cost of \$130. Nicole/2nd Annalise

TREASURERS REPORT tabled and read by Tracey

Tracey has been working on the Performance Report that needs to get to the Auditor this weekend. It has taken a lot longer to do than anticipated. A resolution is needed to "authorise the performance report for issue.

Discussion around the Increase of competitive fees, these went up last year by 1.5%, with the increase in wages it was agreed to do an increase of 3.5% as of Term 3 2022.

Lynn needs to be removed as a signatory from all Hutt Valley Gymnastics Centre bank accounts and online banking access effective 30 May 2022 also Deirdre Follett and Sarah Burnell are removed as beneficial owners from all Hutt Valley Gymnastics Centre bank accounts. Tracey went on to say That 2 debit cards are issued against the Office Manager Expense Account - 03-0531-0556892-002 account in the names of Philippa Woolf and Tracey Joe (once this is done, we will cancel the existing card). The accounts 03-0531-0118171-000 and 03-0531-0118171-081 are closed as these accounts are on a different base number and are not being used. Balance of \$6001.16 in suffix 000 account to be moved to Bonus Saver account.

Re the debit cards - these are to replace the current card; Centre Manager could also get one in time. Tracey Suggest two - one to be held at centre (Pip) and other as a backup available anytime (Tracey).

MOTION: To authorise the Performance report for Issue. Marie Pye/2nd Charlotte Haigh

MOTION: To Increase competitive fees by 3.5% starting in term 3. James Fitzsimons/2nd Darren Sears

MOTION: Lynn Ann Wallace is removed as a signatory from all Hutt Valley Gymnastics Centre bank accounts and online banking access is removed effective 30 May 2022. Marie Pye/2nd Darren Sears

MOTION: Deirdre Follett and Sarah Burnell are removed as beneficial owners from all Hutt Valley Gymnastics Centre bank accounts. Aaron Simmons/ 2nd Darren Sears

MOTION: That 2 debit cards are issued against the Office Manager Expense Account - 03-0531-0556892-002 account in the names of Philippa Woolf and Tracey Joe (once this is done we will cancel the existing card) Marie Pye/2nd Aaron Simmons

MOTION: That the accounts 03-0531-0118171-000 and 03-0531-0118171-081 are closed as these accounts are on a different base number and are not being used. Balance of \$6001.16 in suffix 000 account to be moved to Bonus Saver account Marie/2nd Darren Sears

MOTION: That the Performance Report has been read and accepted by the committee. Marie/2nd Aaron

Premises Report

Darren mentioned he has concerns with local resident entering the premises to use the phone, Aaron removed her from the building recently, he went on to say he was concerned also with the door access and safety after staff have left 5-8.30pm and the age of coaches, it was agreed that further discussion is required with head coaches and the new Centre Manager. Cheer is to now use the front door to access the building rather than the Rolla doors.

Security Camera- order has been placed with Sub5 installation looking to install in next 2 weeks, we have a grant application with TAB for full amount.

Fundraising Report

Louise is busy trying to get sponsorship for the Central Champs competition, we are hoping to get \$250 session sponsors and/or \$500 apparatus sponsors.

AGM A reminder will be sent out to all members

OTHER BUSSINNESS

Aaron mentioned he would send out results of the newsletter survey.

We have received positive comments from staff and members about the cleaners. It was harder than they thought it would be and took at least 1 hour longer than quoted for and have asked to consider these extra hours into account into the pricing. Committee agreed to pay them an extra \$80 for a one off clean once a term.

MOTION: To pay the cleaners an extra \$80 for a one off clean once a term. Annalise/Nicole

Next Meeting: TBC

Meeting Closed

7:55pm

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

