

## **In- Committee**

### **COMMITTEE MEETING 6<sup>th</sup> APRIL 2022**

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

#### **WELCOME**

The Chair welcomed all to the meeting.

#### **CORRESPONDENCE IN/OUT**

##### **Inwards**

MSD to Treasurers re application for the COVID-19 Leave Support Scheme

#### **PREVIOUS MINUTES**

The minutes of the 26<sup>th</sup> of January 2022 meeting is confirmed as a true and correct record of the meeting.

#### **CHAIRPERSON & DEPUTY CHAIR REPORT**

Charlotte started by saying that Michelle and Pip have both accepted their new roles, and that both herself and James would meet with Michelle about how she wants to work this role.

It is the recommendation that Lynn be offered the Head Coach - GFA Advanced Programme role. This is given that, from an employment lawyers view based on the documentation provided, Lynn has the skills to be able to perform this role and there is sufficient overlap between the disestablished Programme Manager job description and the Head Coach job description.

We will offer Lynn:

- 6 hours Administration time per week
- 10 hours coaching time per week
- Hourly rate to be her existing salary converted to hourly rate. i.e., \$28.85

We will not provide her advice on whether that is sufficient to meet her visa requirements.

**Centre Manager:** James will prepare a draft ad for the Centre Manager position for committee's feedback. We need to get this advertised as soon as possible and decide on a salary band we are prepared to offer as well. Jen Broster will step into the HR role until appointment of Centre Manager is made.

#### **TREASURERS REPORT tabled and read by Tracey**

Covid Leave Support applied for and received for 24 staff members.

Michelle is seeking refund from shipper for Pacrim wet mats and beam - receiving back \$3,114.20 (of original cost of \$3,953.70). Michelle would like to use these funds to purchase more mats for GFA area.

The minimum wages increased to \$21.20 per hour from 1 April 2022. This affects 24 of our staff. To keep some level of parity Tracey recommends all other adult staff hourly rate is also increased by approx. 6% (14 staff), and that the under 16 rate be increased from \$10 to \$12 per hour (11 staff) Tracey mentioned its very busy and full on supporting the office stating Payroll audit almost complete with a number of changes made to data, Sick leave balances found to be wrong for 8 employees. 24 leave support payments applied for, \$7,303 received. Tracey did mention Payroll getting easier now that we have sorted the system.

**Motion:** The accounts for the period 1 February to 28 February 2021 be accepted as circulated noting the total assets of \$319,134.46 and total liabilities of \$48,464.85 at the end of February 2022.  
**Charlotte/James 2nd**

**Motion:** Employees earning minimum wage be increased to \$21.20 per hour from 1 April 2022. All other adults wage be increased approx. 6% and Junior coaches under 14 be increased from \$10 to \$12 per hour and Junior coaches aged 14 -15 increase to \$16 per hour from 1 April 2021.

**Darren/Marie 2nd**

**Motion:** Approve refund of Pacrim gear freight cost for GFA mats up to \$3114.20 **Marie/Aaron 2nd**

### **Marketing Managers Report**

Nicole mentioned that the last Open Day was very successful, 11 Signed up. We had 4 coaches + Lynn was paid for 2 hours. The flyers were created by Sarah Simmons and were sent around the community. The next proposed Open Day is Sunday 8<sup>th</sup> May for 2 sessions, Nicole suggested a longer lead up to advertise using the same fliers, would require 4 staff plus Lynn. The flags have arrived, and it was agreed the look fantastic. James mentioned that he had received good feedback but encourage coaches to hand out flyers after the session or even just have a good chat to the parents/caregiver.

There is ongoing communication with Sarah Simmons (Social Media Manager) to promote all our gymnast, she mentioned it is very frustrating and difficult to get content from parents – MAG Facebook page continues to post without sharing to main page. A reminder email has been sent to all codes to send videos and photos to Sarah. A Motion was passed at last meeting to create a promotional generic video for gymnastics and cheer which can be used in years to come.

Nicole went on to say Sarah has organised Vincent (videographer) to film on Tuesday 29<sup>th</sup> March, Sarah emailed MAG, WAG, REC and Cheer for their input only Michelle replied.

The tile fundraiser has had a disappointing response, but all costs have been covered. Nicole went on to talk about the birthday parties overhaul of prices, times, the new flyers made as well as social media and website updated.

Newsletter, it was agreed to send out a survey to see how families would like to receive updates from the club, Aaron will draft this up, send out and will report back at next meeting.

Nicole ended by saying visits from Mayor, deputy Mayor and Chris Bishop was very successful, marketing photos taken, we asked Chris Bishop for Sponsorship leads, also councillors will come back after election for team building. Afternoon Tea was provided, and ribbon was cut.

### **Premises Report**

We are still waiting on a response regarding the Golf Day date for 2022/ 2023

100m2 of floor tiles, we need to arrange install into MAG and WAG exposed floor area between bars.

Argosy informed us of delay with roofing material order, due Mid May 2022. Darren followed up with Dave Syms 20/03 Re Grant application for Security Camera, the cost for install of 2x cameras

and Hardware is \$6816.05. Darren suggests sending Quotes to Dave Syms with Resolution from meeting to proceed with Full Quote Grant to TAB for the Grant Application for \$27,291.87 inc GST. Darren also mentioned in report that we need to report back to HCC by June 22 regarding spending of council funds for set up and move.

Resolution Passed to apply to the TAB for funding to purchase Security & Access Control/CCTV. Total Cost \$27,291.87 inc GST. Marie/Nicole2nd.

**AGM** It was agreed this would be held at the gym on Monday 30<sup>th</sup> May at 6pm, Marie to advise all members.

**OTHER BUSSINESS**

Darren suggested that all senior Coaches are to watch out as to how many junior coaches are on the floor, keeping to the 1-8 ratio. Charlotte agreed and sent email out immediately.

Next Meeting: Wednesday 4<sup>th</sup> May 2022 6pm

Meeting Closed  
7:55pm

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

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

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