

THURSDAY 3rd MARCH COMMITTEE MEETING

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 26th of January 2022 meeting is confirmed as a true and correct record of the meeting.

CHAIRPERSON & DEPUTY CHAIR REPORT

In committee

PROGRAMME MANAGERS REPORT Tabled and read by Lynn

All programmes are up to the maximum quantities per group, we are running below 100 as long as parents don't come in.

Ignite is holding an open day at Days Bay on Sunday, 27 February 2022 from 9 till 11. They will take some of their gear for demonstrations, and the Ignite staff are doing this voluntarily.

Meeting was held with heads coaches on Friday 25th February to discuss growth for all groups and what we need to do to achieve this. Lynn mentioned she was meeting up with the marketing team Nicole, Sarah, and Mel later this week.

Competition season is starting soon, Michelle is working hard on this sending out emails to families asking for support to ensure the Hutt competition runs smoothly. We already have a few competitions cancelled from different clubs due to the covid 19 situation.

Covid 19.

Lynn explained our current procedure and is going to email all staff to ensure they understand what a close contact looks like.

Committee advised Lynn to put on Facebook that unless you have covid or are isolating then you are expected to come to gym.

The only time we will offer a refund or makeup class for missed classes is if we do not have a coach to cover that class.

Lynn will also email all staff to find out who is available on what days in case we need to call on them to cover.

The club is keeping a record of all covid cases and those who are self-isolated

First Aid

The club currently has all coaches 13yrs and older holding a first aid certificate.

Safeguarding Children

We have 27 coaches that will need to attend this course at a cost of \$25 per coach. This has been held on Sunday 27th March at Pelorus

Fire Inspection

We need to change the fire exit signs from above the reception office door to the exit door. Our electrician is booked for Wednesday, 23 February 2022. The inspector said we needed to get fire exit signs on the boardroom and office doors. (Signs were ordered from the Warehouse). Fire extinguishers were also checked. Lynn mentioned we will need extra due to enclosed areas (offices and kitchen), the report will give us a better guidance of what we need to do.

TREASURERS REPORT Tabled & read by Tracey

Tracey stated that she has been helping in the office and mentioned that Pip had really stepped up. It was suggested that we increase the fees for GFA and gym camp by 10% starting from term 2, Reasons for increase include minimum wage increase and inflation. Tracey will email the committee as to what this will look like.

Tracey stated she had done a lot of tidy up and still to do with payroll.

Contracts for Riana & Zach have been done and the first draft of the annual budget has been completed.

[Motion: The accounts for the period 1 January to 31 January 2021 be accepted as circulated noting the total assets of \\$375,710.14 and total liabilities of \\$120,359.45 at the end of January 2022.](#)

Approved Nicole Manning/ Marie Pye 2nd

[Motion: To increase GFA and Gym camp fees by 10% starting from Term 2 2022.](#) Approved Marie Pye/ James Fitzsimons 2nd

PREMISES OFFICERS REPORT

Darren advised committee that he is still waiting on a response regarding the Golf Day date for 2022/2023

Fire signage installed and Fire Light changed as require to be fully compliant.

There are still some minor jobs to complete like small painting Manager office.

Darren was able to secure an additional 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, now due Mid May 2022.

It has been reported to Argosy about water issue with Southern wall behind Grandstand, we need to keep an eye on this for now until addressed.

SOCIAL MEDIA REPORT

Nicole told the committee that the Mayor of Lower Hutt was coming to officially open the gym on Wednesday 8th March, followed by a small afternoon tea. We will have a video of his time at the gym.

Nicole suggested that we get a small tile made-up for the Tile board with the prices to encourage families to buy one.

Gemma's husband who works for Bayley's Real Estate would like to sponsor the gym; Nicole asked the committee if this may be a conflict of interest as we also have Ray White up? It was suggested that we go back to him and ask if he would like to sponsor a piece of equipment instead.

Melanie Sales is running a GFA open day on the 13th of March, we will be taking registrations on the day.

Committee discussed having a marketing video made for our website and social media, it was agreed by all that this is one the best marketing tools and is something that we can use for years, it can be on our website constantly for people to see what the gym is about plus put on social media and shared in community groups etc. This video would be showing off our new gym, our gymnasts, and coaches. We could show as much variety as the gym has to offer as possible from the young rec kids right through to the seniors.

Nicole contacted Vincent Gabriel who has a relatively new business making branding videos for businesses (he specialises in sports clubs etc). He has done marketing videos for companies like F45. His quote is reasonable \$525-625.00, and Nicole believes it will be well worth the investment which committee also agreed.

Nicole to ask Lynn to talk with Milton regarding making up templates for Birthday Parties, tumbling, parkour etc.

MOTION: To create promotional generic video for gymnastics and cheer which can be used in years to come \$520-\$625.00 Agreed Aaron/Marie 2nd

Meeting Ended 8pm

Next Meeting 31st March 20922