

Wednesday, 26th January 2022 at 5:30pm

Present: Charlotte Haigh (Chair), James Fitzsimons, Marie Pye, Tracey Joe, Aaron Simmons, Darren Sears, Nicole Manning, Annalise Austin, Louise Waiariki, (Michelle Woolf 7pm)

Apologies: Lynn Wallace

WELCOME

The Chair welcomed all to the meeting.

CORRESPONDENCE IN/OUT

Inwards

- 21/01/22 Shamus O'Halloran from Argosy Property Ltd advising delay in roofing iron, we now expect delivery Mid-April.

Outwards

-21/01/22 Darren to Shamus O'Halloran- Acknowledging the delay in roofing iron & to catch up to discuss clear light and internal gutter.

PREVIOUS MINUTES

The minutes of the 14th of December 2021 meeting is confirmed as a true and correct record of the meeting. Marie Pye/Charlotte Haigh

CHAIRPERSON REPORT

The Chairperson followed by informing the committee that she had met with Pip to discuss her spending an additional hour per day doing extra admin work including the pays with Tracey, looking over policies, contracts making notes but won't be responsible for them. It was agreed to increase her hourly rate for this period and will be classed as "Higher Duties Pay". Pip was happy to take on the additional duties.

TREASURERS REPORT Tabled & read by Tracey

Treasurer mentioned cashflow quickly depleting, levels of wages & rent not sustainable without new sources of income.

The 5/1/22 payroll was done incorrectly not taking in Michelle's email detailing WAG entitlements which made it difficult to sort the 19/1/22 pay, Tracey acknowledges Pip for sticking with it.

Lynn has been asked to send invoices for spend on card through to Tracey who will then enter in Xero to keep on top of things.

Apologies to the committee as treasurer missed the PAYE this was not paid on 20th December 2021, once this was realised it was paid straight away, Jouvella contacted IRD no penalties given.

As Jouvella has departed Tracey proposed the following bank signatories' motion:

MOTION: JOUELLE GEE BE REMOVED AS A SIGNATORY ON ALL HVGS BANK ACCOIJUNTS. PHILLIPA WOOLF BE ADDED AS A SIGNATORY ON ALL HVGS BANK ACCOUNTS. Approved Charlotte Haigh/
Marie Pye 2nd

Draft Fee Increase tabled for discussion; it was agreed the Onslow fee of \$30 is too low, Charlotte will contact Onslow and discuss a weekly fee.

Fee for birthday parties need to be revised possibly by \$25 to cover time for coaches to clean and tidy afterwards and work on conditions or suchlike document for people having a party to agree to (take away rubbish, stick to instructions from coaches etc). It was also suggested that at the end of the party the coach could hand out flyers to promote more parties and other opportunities possible offering a free class trial for Gym, Cheer or Tumble to interested Children.

Discussion also around the holiday programme to increase the time the children are there from and the price.

Tracey spoke with Michelle regarding paying for comps as we go however Michelle did not like this idea as families pull out at the last minute, she did however suggest increasing the comp fee to \$500 this way families won't get a large end of year bill.

MOTION: THE ACCOUNTS FOR THE PERIOD 1 DECEMBER TO 31 DECEMBER 2021 BE ACCEPTED AS CIRCULETED NOTING THE TOTAL ASSETS OF \$411,327.09 AND TOTAL LIABILITIES OF \$75,152.98 at the end of DECEMBER 2021 Approved Charlotte Haigh/Nicole Manning 2nd

PREMISES OFFICERS REPORT

Darren mentioned that he was waiting to hear back from Shandon Golf club regarding the 2022/2023 Golf Day Fundraiser date.

The office space is looking good, a small amount of painting and minor work to still be done.

There is some concern that lights, and heaters have been left on, also a door was left open, Darren will follow this up.

The club need to report back to HCC by June 2022 regarding the spend of council funds for the setup and move.

MOTION: THE FUNDS RAISED FROM THE 2021 GOLF DAY ARE USED TO PURCHASE NEW MATS REQUIRED TO FIT OUT BAR FOR COMPETITION SETUP. Aaron Simmons/ Annalise Austin

Quotes for Pit Mats needs to get underway.

DEPUTY CHAIR REPORT

With the departure of Jouvella the admin email will now be monitored by Pip and Neeraja who will pass on anything to the relative people.

The deputy chair acknowledged how good the office and entrance are looking.

PROGRAMME MANAGERS REPORT Via email

Programme manager started she met with Ignite to discuss numbers, they will know more middle of February due to them only starting on 8 February.

A meeting was held on 21 January 2022 with Megan, Lynn, and Mel regarding the GFA Programme. A survey will be put together by Megan for our GFA parents to get feedback on our facility and our programme, they will work together on ways to grow our competitions for the Excel and Stages also making school's festival much bigger.

Lynn pleased that both Trampolines have been delivered to designated buyers, she expressed how happy she was with the holiday programme stating it was a more structured class and good having Ignite and GFA supporting the programme. Lynn mentions the \$35 per child fee is too low and needs to increase to \$40.

Lynn asked for information from the committee regarding Central Championships, can we apply for grants for apparatus from GNZ? Would like to arrange a meeting with Grants Committee regarding the procedure for this year's grants.

Lynn mentioned that Megan has applied for a grant for apparatus and mats needed for Central Champs and that HVG needs to apply for a grant for the trophies & certificates, and new matting now Panda's want theirs back.

Programmes manager mentioned that the Excel / Stages groups will need to grow, and she would like more assistance from lead coaches, and utilise the gym equipment that is not being used during the class. Lynn has requested a meeting with Charlotte, James, and Tracey to discuss a budget for programmes for the year also a time plan on when we will implement the programmes.

Michelle and Pasha will meet Thursday/Friday this week to go through all the apparatus and make a list of any apparatus to be replaced or repaired.

Lynn advised the committee of a Safeguarding Children course hosted by Hamilton City Gym sports this is aimed at young coaches, the cost will be \$25 per coach with a minimum of 15 attendees. Once she receives more information, she will report back to committee to see if this could fit it into our budget.

Lynn advised that email was sent out to all members and staff informing them of the Red Alert procedures

Building Inspection Argosy – Alysha came in on the 26th January 2022 to do a building inspection. She noted down the leaks in the walls and roof. Alysha took pictures of the new renovations and will add it to our file. She will discuss the changes with Ian and should there be any other changes needed they will inform the building committee. She had a slight concern about the heat pump that was not back in its place in the dressing rooms. The builders were in today, they will see that it fits back in the ceiling.

Alysha will follow up with Ian and Virtual Plumbing regarding keys to the building and will email us if either of them has one.

Lynn advised committee we have our ¼ Fire inspection on 17th February 2022. The inspector will help with signage of the fire exits and enters and inform us should we need to make any adjustments. Lynn stated that a fire drill is required and will need to be done once a term with the staff and gymnast, Lynn will arrange this with the Head Coaches after the inspection is done.

Post Meeting Darren on behalf of the Committee emailed Lynn Responding to her questions in report:

The Heat pump outlet was not a concern in the changing rooms, have spoken to the builders to reinstate and move over slightly so it can be refixed to the ceiling.

Fire inspection date noted (17th Feb.), confirm a time that they will be on site the day prior so Aaron and or Darren will attend.

Central Champs – It was agreed to order apparatus mats etc from GNZ from available funds raised towards equipment. *As Michelle had been confirmed as The Regional and HVG Competition Coordinator the equipment required for these events had been processed through this channel.*

Apparatus – For Grants we are looking to create a subcommittee which will be managed by the following - Aaron, Marie and myself processing through Dave Syms submitting the applications.

The committee is really concerned with HVG Programme numbers all Groups are considerably down except for MAG & WAG questions asked: Why do we have 96 on the wait list with such a large drop in numbers? What has been done to market and grow all the classes? Why are Ignites numbers down? (Tumbling from 140 to 58 and Cheer from 88 to 41) committee would like to get information from Milton on why these are so low and what are we doing to rectify this.

IGNITE

Committee would like a direct report from Milton to confirm class numbers, what marketing is being done, how can HVG assist in growing the number as Ignite is now not offering classes for Cheer level 2 upwards. Darren pointed out Ignite were a main factor with making the new facility work and that we need to grow all classes.

There was some discussion around buying the Ignite uniforms and it was agreed the James would ring Tim and EJ and make an offer of \$2000. Milton has advised that they will be fine for the next 3 years. It was mentioned we might be able to make some of the money back straight away by offering the short tops for sale for training gear as they are no longer allowed for competition, we will bring this up with Milton.

MAG TRAINING HOURS CONCERNS It's been brought to the attention of the committee that at least one of the MAG groups were training 31 hours (8am-3pm Mon-Thurs and 8am-11am Friday) throughout the holiday period and on top of last weekend's clinic 8-12 hours. It was agreed that these hours were unexpected as some are no older than 10-12 years. This has been brought up with Lynn and Pasha yet this is still continuing. It was agreed the either James or Charlotte would speak with Lynn and Pasha directly.

OPENDAY UPDATE

Nicole started by acknowledging Sarah Simmons on the outstanding job she is doing on the photo and honours board. The Open Day flyers have arrived and look fantastic.

Nicole proposed and it was agreed that we could still go ahead with the open day but break it into 2 parts, the formal side from 1-2pm includes speeches by Campbell Barry, cutting of the cake, Kapa Haka group then 2-3 for everyone else. We would have 2 of our older gymnasts checking covid passes and a third person keeping track of numbers.

Campbell Barry has requested that he has a carpark in front of the gym.

Flyers will start to be distributed immediately around the community.

Nicole has received a \$849.60 quote from Lynn for 2x 3.3mtr flags with 10kg bases, it was agreed that we would wait for another quote to come it.

FUNDRAISING REPORT

This has been restricted now due to Covid, however it was agreed that we would use some of the envelope prices to make up raffles for the Open Day.

COMPETITION COORDINATOR (Michelle Woolf arrived at 6.53pm)

Michelle Woolf has been appointed the roll of Regional and HVG Competition Coordinator, Michelle can delegate hours, rolls, can apply for medal and trophy grants directly to Dave Syms.

Michelle advised the committee that Judges for Regional comps will need to be flown in and what was the process for doing this.

Michelle Tabled a list of gear that is required for Central Camps, she proposed to use the fundraising money and the selling of the Euro tramp to fund FIG Mats for full beam setup including beam, also FIF Mats for a full P bars setup including P bars. This Motion was agreed to and accepted by all.

Pacific Rim Gear, Michelle informed committee that the gear was already in Hamilton and can be freighted immediately to use in term 1, Open day and for the Junior comp in March. It was mentioned that the prices are cheaper than quotes from Gymnova and Speith with included international freighting. Megan from Gymsports New Zealand is happy and states this is a very good deal.

MOTION: TO PURCHASE THE PACIFIC RIM EQUIPMENT INCLUDING FREIGHT FOR THE COST OF \$39,995.85 +GST.

MOTION: DELAGATION OF \$500 TO MICHELLE WOOLF FOR THE USE OF JUDGES AIRFARES TO ATTEND REGIONAL COMPETITIONS James Fitzsimons/Marie Pye

OTHER BUSINESS

It has again been mentioned about the state of the gym, floors not being vacuumed, bins not getting emptied and just overall untidiness.

Carried over from past meeting, card access security system.

Bell in the gym.

ACTION LIST

Tracey Advise HCC that council funds have been spent on gear.

Charlotte to contact Onslow and discuss a weekly fee.

Tracey to put up the price of birthday parties.

James Contact Tim/EK from Ignite to offer \$2,000 to purchase uniforms.

James/Charlotte Speak to Pasha/Lynn re excessive training hours & expense re coaches.

NEXT MEETING AND CLOSE

The next meeting will be held on Wednesday, 23 February 2022 at 6:00pm at the Club.

The meeting closed at: 7:57pm.

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

President: _____

Date: _____

Secretary: _____

Date: _____