

# Minutes of the Hutt Valley Gymnastics Centre Incorporated Annual General Meeting held on Monday, 8 November 2021 at 8:00pm

Present: Charlotte Haigh (Chairperson), Rhian Aberhart, Wayne Aberhart, Bridget Adair, Paula Alkema, Andrew Austin, Emma Austin, Andrew Austin, Annalise Austin, Brigitte Bialy, Mathew Bialy, Gordon Blair, Dominique Bray, Adam Broster, Jen Broster, Berne Brown, Sarah Burnell, Jennifer Burrige, Brendan Carr, Norah Carr, Bruce Charlier, James Collings, Siobhan Cotter, Glenn Curtis, Kathryn Dickens, Brialey Fergusson, Karen Fisher, Anthea Fitzsimons, James Fitzsimons, Gemma Fleetwood-Jones, Deirdre Follett, Todd Follett, Eryn Foster, Sara Frances, April Gallagher, Lote Gatland, Matthew Gatland, Barry Geldenhuys, Maryam Geldenhuys, Natalie Gunn, Eleanor Harwood, Eleanor Henry, Meeko Hertanto, Regina Hertanto, Helen Hoffman, John Hoffman, John Hoffman, Jacob Holmes, Jacko Jackson, Litsa Jackson, Danz Jellicoe, Catherine Joe, Malcolm Joe, Spencer Joe, Tracey Joe, Mark Johns (Life Member), Debbie Jones, Santhosh Joseph, Andrew Lee, Louise Lee, David Longhurst, Kirsty Macpherson, Matt Macpherson, Nicole Manning, Gregory Marsden, Louise Marsden, Casey Mason, Katie Mason, Charlotte McColl, Paul McKnight, James McLaughlin, Jo McLaughlin, Anna Milne, Evelyn Moody, Monica Moraes, Cherrie-Anne Mountford, Dave Mountford, Frank Ngan, Samantha Ngan, Louise Passmore, Marie Pye (Life Member), Gwen Rashbrooke, David Reddaway, Glen Richardson, Mark Richardson, Remy Robert, Jasmine Robins, Megan Russell (Gymnastics New Zealand), Mark Sawyer, Rodrigo Schulz, Darren Sears (Life Member), Elsiana Shearer-Orr, Aaron Simmons, Sarah Simmons, Warrick Sue, Sharon Vaka, Ellen van Dijken, Joe Waiariki, Louise Waiariki, Lynn Wallace, Bolke Water, Amy Wenden-Richardson, Christine Whiting, Dave Whiting, Sajitha Wilfred, Michelle Woolf (Life Member), Pip Woolf, Adrian Worsley, Tracy Worsley, Kate Wright, and Rebecca Young

It was a slow start to the AGM as advised to attendees as each person needed to be ticked off a list and admitted to the meeting so that their voting status could be confirmed. It was then discovered that the Club's Zoom subscription needed to be upgraded. The Chair, Charlotte Haigh, noted that the meeting would be recorded to assist with minute taking.

## **WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting that commenced at 8:31pm. The Secretary noted that no apologies had been received which may show why there were so many members attending the online meeting.

## **MINUTES FROM THE LAST ANNUAL GENERAL MEETING**

**MOTION: THE MINUTES OF THE 2 NOVEMBER 2020 ANNUAL GENERAL MEETING WERE ACCEPTED AS A TRUE RECORD OF THE MEETING.** Deirdre Follett/Nicole Manning. Agreed by all.

## **MATTERS ARISING**

There were no matters arising from the last meeting.

## **CHAIRPERSON'S REPORT**

The Chairperson noted that her report had been circulated in the Annual Report and would be taken as read. She did note that it had been a big year. We welcomed new staff including Lynn Wallace our Programme Manager and Jouvella Gee our Administration Manager. We also welcomed Ignite Cheer

and Tumble allowing us to diversify our offerings and help to add security of our Club. A family fun day had been held focusing on building spirit within the Club.

The major achievement this year was moving into our new premises. After the Lotteries Grant was declined, we were disappointed, but the Premises Subcommittee managed to find another premises. She offered a special "Thank You" to Darren Sears and the rest of the team that put so much work into the move. The Committee has also been reviewing our policies and has completed a review of the Club Rules.

Thank you to everyone, including our staff, for all their hard work over the year when COVID19 came back and presented lots of challenges for us once again. We are proud of how adaptive everyone has been and how our staff managed to deliver awesome Zoom lessons throughout the lockdown period.

The Chair thanked her fellow Committee Members who have worked hard for the Club, showing a lot of commitment and dedication. The Chair also thanked Deirdre Follett for her hours and commitment into the Club this year and noted that she was not standing for the new Committee.

**MOTION: THE CHAIRPERSON'S REPORT TO THE ANNUAL GENERAL MEETING WAS ACCEPTED.**

Charlotte Haigh/Aaron Simmons. Agreed by all.

**TREASURER'S REPORT**

The Treasurer noted that her report was also circulated in the Annual Report and would be taken as read. The report referred to the year ending 2020, which is almost a year ago. It was noted that due to COVID, revenue was down, but the Club had received a wage subsidy and a grant leaving the Club with a surplus. The focus for the current year was recovering from the effects of COVID and moving into the new facility. The Club received a large grant from Council to help us get there. She noted that the accounts were reviewed by an independent accountant being passed as a true and fair view. The Treasurer noted that she was not the Treasurer in 2020 and thanked Rebeccas Hills and Sarah Burnell who undertook the work and prepared the accounts at the end of the year.

**MOTION: THE FINANCIAL STATEMENTS FOR THE YEAR 1 JANUARY TO 31 DECEMBER 2020 WERE ADOPTED.** Tracey Joe/Deirdre Follett. Agreed by all.

An increase to the competitive membership fee was recommended for 2022 of 1.5%.

**MOTION: THE CLUB'S COMPETITIVE MEMBERSHIP FEES FOR 2022 WILL INCREASE BY 1.5%.** Tracey Joe/Darren Sears. Agreed by all.

The Treasurer was asked how the fee increase would work around the recent reduction in training hours. It was noted that the fees will be recalibrated for the February 2022 invoicing based on the hours that the children are training. The Treasurer was asked for the reason for the fees increase and the meeting was advised that this was based around the need to increase the wages for our coaches. The Club wants to pay our coaches fairly and be in line with increases to the minimum wage. It was noted that the recreational fees were also increased, however unlike the competitive fees, these were not required to be passed at an Annual General Meeting.

**ELECTION OF OFFICERS** (Part 1 of 3)

As the Chair was re-standing it was advised that the Secretary would run this part of the meeting. Both James Fitzsimons and Tracey Joe were duly elected to their roles as they were the only members standing:

**MOTION: JAMES FITZSIMONS WAS ELECTED AS THE DEPUTY CHAIRPERSON OF THE HUTT VALLEY GYMNASTICS CLUB.** Charlotte Haigh/Deirdre Follett. Agreed by all.

**MOTION: TRACEY JOE WAS ELECTED AS THE TREASURER OF THE HUTT VALLEY GYMNASTICS CLUB.** Charlotte Haigh/Deirdre Follett. Agreed by all.

The candidates standing for Chairperson; Charlotte Haigh and Greg Marsden spoke to the meeting, outlining what they would bring to the role of Chairperson. The Secretary noted that there was a problem with the Zoom polling, and for time efficiency the two candidates standing for Secretary; Paula Alkema and Marie Pye were invited to address the meeting.

The Secretary noted that as the Committee had requested the Regional Representative from Gymnastics NZ to verify voting the meeting had experienced a problem with the in-meeting polling. The only option to continue the meeting was to use an alternative online voting form. This would be created for voting while the candidates for General Committee positions addressed the meeting. The following members shared how they could support the Club; Bridget Adair, Annalise Austin, Maryam Geldenhuys, Nicole Manning, Darren Sears, Aaron Simmons, and Louise Waiariki. It was agreed to continue the meeting and return to the Election of Officers when the links were available.

#### **CONSIDERATION OF MOTIONS RECEIVED** (Part 1 of 3)

##### **Nomination of Life Memberships**

The Chair read out the four nominations received for Gemma Fleetwood-Jones, Natalie Gunn, Danielle Jellicoe, Melanie Sales that had been endorsed by the Committee on 23 September for the process of member vote.

The Chair noted that 75% of attendees at the meeting needed to support the Life Membership motions for nominations to be passed. The Chair was asked to explain what defines a Life Member. She referred to the current Constitution and advised that Life Membership may be conferred on any person for special services rendered to the Club. It was asked by an attendee if there was a definition of Special Services and the Chair advised that there was not. Life Members exercise all rights and privileges of members, so they have voting rights.

The Chair confirmed that all nominated Life Members were current employees of the Club. A question was asked of the member moving the Life memberships, Aaron Simmons, around giving voting rights to some staff, but not all staff. It was noted that normally from a Governance model the engagement would be between management and staff whereas this is almost creating a third loop. It seems to be a weird representation model having a large number of staff with voting rights and some that don't. Normally, if staff are being made life members it is at their leaving, not during their tenure. The Chair confirmed that although Life Members would have voting rights, as part of the new Rules, staff would not be in a position of governance.

The Secretary noted that the opportunity for voting would follow.

#### **ELECTION OF OFFICERS: Confirmation of Chairperson and Secretary** (Part 2 of 3)

Megan Russell the Club's Gymnastics NZ Regional Representative verified the voting and the Secretary advised that the following motions had been passed by online vote for Chairperson and Secretary:

**MOTION: CHARLOTTE HAIGH WAS RE-ELECTED AS THE CHAIRPERSON OF THE HUTT VALLEY GYMNASTICS CLUB.** Passed by online vote.

**MOTION: MARIE PYE (LIFE MEMBER) WAS ELECTED AS THE SECRETARY OF THE HUTT VALLEY GYMNASTICS CLUB.** Passed by online vote.

The meeting continued while the new voting form was prepared for General Committee Members.

### **CONSIDERATION OF MOTIONS RECEIVED** (Part 2 of 3)

#### **Club Rules for Adoption**

The Chair noted that the Committee had developed a new set of Club Rules. There had been a consultation meeting to discuss the revised Club Rules with our members. There were some changes made to incorporate peoples' feedback. She shared the key changes from the current Constitution:

- The athlete will be considered the competitive member. One parent will be able to vote on behalf of the athlete.
- The Committee will be voted in for two years rather than one.
- Other technical changes to support the new Incorporated Societies Act that is coming into law shortly. This covered areas like recording keeping, information requests etc.

**Committee Two-year Term:** The Chair was asked when the new Rules will take effect about the two-year Committee Term. It was clarified that the General Meeting rules will not take effect until the next Annual General Meeting. It was noted that the Annual General Meeting had been changed and must be held in the first five months of the year and the Chair expected that the next one would most likely be held in May 2022.

**Ignite Cheer and Tumble:** The Chair was asked about the newly acquired Ignite Cheer and Tumble members and how their membership works within the Club. It was noted that they are not part of the competitive membership group that have automatic voting rights, however they will be able to apply to the Committee to be a type of member that can have a voting right. This type of membership will be based on an application and a small fee payment being made.

**MAG Meeting:** The Chair was asked about the recent Men's Artistic Gymnasts' (MAG) parents meeting held, and why there were no Committee member in attendance. The Chair noted that she was a MAG parent at the time, and was supposed to attend, however she had experienced a personal emergency and was unable to be there. She noted that this was not supposed to be a committee organised meeting and was purely an operational meeting for the MAG parents about the schedule going forwards after coach Chris MacKay had left the Club.

**Representation of Codes:** The Chair was asked about the representation of MAG and Women's Artistic Gymnasts' (WAG) parents attending the meeting and if this information is recorded. The Secretary noted that all attendees are included in the minutes. It was also noted that the opportunity for voting on the new Club Rules would follow the Life Membership voting.

### **ELECTION OF OFFICERS: Confirmation of General Committee Members** (Part 3 of 3)

After the collation and counting of votes, the Secretary confirmed the General Committee members:

**MOTION: THE FOLLOWING MEMBERS WERE ELECTED TO THE COMMITTEE OF THE HUTT VALLEY GYMNASTICS CLUB: ANNALISE AUSTIN, NICOLE MANNING, DARREN SEARS (LIFE MEMBER), AARON SIMMONS AND LOUISE WAIARIKI.**

The Secretary congratulated the elected Committee members and thanked the unsuccessful candidates Bridget Adair, Paula Alkema, Maryam Geldenhuys, and Gregory Marsden for standing for the Committee. The meeting then moved on to Life Membership and the new Club Rules voting.

**CONSIDERATION OF MOTIONS RECEIVED** (Part 3 of 3)

**Life Membership Motions**

The Chair reconfirmed that three-fourths of the meeting were required to pass an Annual General Meeting motion and needed to be entitled to vote at the time of voting. After being verified, the Secretary advised that the Club had one new Life Member:

**MOTION: LIFE MEMBERSHIP BE CONFERRED ON MELANIE SALES IN RECOGNITION OF SERVICE TO HUTT VALLEY GYMNASTICS CLUB.** Aaron Simmons/James Fitzsimons. Passed by online vote.

It was noted that the remaining three nominations had not been passed:

**MOTION (NOT PASSED): LIFE MEMBERSHIP BE CONFERRED ON GEMMA FLEETWOOD-JONES, NATALIE GUNN, AND DANIELLE JELICOE IN RECOGNITION OF SERVICE TO HUTT VALLEY GYMNASTICS CLUB.** Aaron Simmons/James Fitzsimons. Not passed by online vote.

**Club Rules for Adoption**

**MOTION: THE HUTT VALLEY GYMNASTICS CLUB INC. ADOPTED THE NEW CLUB RULES AS CIRCULATED TO ALL MEMBERS.** Charlotte Haigh/Deirdre Follett. Passed by online vote.

The Secretary noted that the new Rules will be in place from the conclusion of the Annual General Meeting.

**GENERAL BUSINESS AND MEETING CLOSE**

There had been no items of general business received.

The Chair noted that in the meeting chat there were lots of members thanking the out-going Secretary for her hard work over the years. The Chair then closed the meeting at 10:00pm.

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

Chairperson

Date:

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8 November 2021

**Re: Ratified results from Hutt Valley Gymnastics 8<sup>th</sup> of November AGM**

Dear Hutt Valley Gymnastics Club Community,

Please find below your newly appointed Committee for the Hutt Valley Gymnastic Club, voted by its competitive members at the Clubs AGM on Monday the 8<sup>th</sup> of November via Zoom. The following results were ratified by Gymnastics NZ Relationship Manager, Megan Russell.

|              |                  |
|--------------|------------------|
| Chairperson  | Charlotte Haigh  |
| Deputy Chair | James Fitzsimons |
| Treasurer    | Tracey Joe       |
| Secretary    | Marie Pye        |

General Committee – Roles to be decided at first committee meeting

Annalise Austin  
Nicole Manning  
Darren Sears  
Aaron Simmons  
Louise Waiariki

Congratulations to the above members who now hold a position on the Clubs Committee.

I look forward to working with you in a governance capacity for the club and moving forward into 2022.

Kindest Regards

Megan Russell  
Gymnastics New Zealand Relationship Manager



The contents contained herein represent the legal entity GymSports New Zealand Incorporated trading as Gymnastics New Zealand.

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