

Tuesday, 14 December 2021 at 6:00pm

Present: Charlotte Haigh (Chair), Marie Pye, Tracey Joe, Aaron Simmons, Darren Sears, Nicole Manning, Annalise Austin, Louise Waiariki.

Apologies: James Fitzsimons

WELCOME

The Chair welcomed all to the meeting, it was noted we had a lot to get through and was available to 8pm.

CORRESPONDENCE IN/OUT

Inwards

- Shamus O'Halloran from Argosy Property Ltd - Confirmed sign off from Argosy regarding the office changes.

- Pay increase.

11th December 2021- Letter of Resignation, last day 20th January 2022.

Outwards

Email from Darren to Shamus O'Halloran and Ian Kilpatrick re internal wall changes in the office space at our premises.

PREVIOUS MINUTES/MATTERS ARISING FROM LAST MEETING

Not all had read

DEPTY CHAIR REPORT

One of our senior coaches has asked for an additional paid hour per week to cover a range of activities:

- Plan classes for a group with a wide variety of goals. Yearly, Weekly, and daily plans, skill lists, conditioning lists, additional specific flexibility/strength.
- Receive and answer messages from parents of the gymnasts, talk to parents before and after class about how their gymnast is progressing, organising hand guards, listen to music for my optional level gymnasts and cut music, choreograph a prize-giving dance, attend prize-giving.
- Having coaches' meetings, attending first aid & safe sport courses, team photos and keeping up with professional development with the latest and best ways to coach.

Committee agreed this is a very reasonable request and recommends this for all WAG Senior coaches as MAG coaches already have an hour per week for meetings with Pasha. Suggest we take advice from Michelle as to whether there is the same allocation or slightly less for junior coaches.

Motion: [The committee approves an extra one hour paid per week for senior coaches for planning and other related activities. Junior coaches to be discussed with Michelle.](#)

Marie/2nd Aaron

Card access security system

We had planned to apply for a grant to pay for the card access security system, however due to COVID there were no grants available in December. With the move to the CVC system, monitoring people coming and going from the gym and scanning COVID passports is consuming a huge amount of staff time. James's recommendation for committee to consider accelerating the purchase of the card access

system, even if means HVG paying for it outright, Once the card access system is in place, we can simply issue cards to people once we have verified their vaccination status. This should eliminate the need for scanning every time they enter the premises. **(Carried over to next meeting, Darren to contact Barry Kay Sub5)**

Survey for Excel / Stages

The MAG survey was reasonably successful and provided some insight into what that group of people wanted from HVG and where we could do more. Have had feedback from an Excel parent who would like more from that programme. In addition, Excel / Stages is an area we have identified as being a significant growth opportunity for HVG. Recommend we survey Excel / Stages parents in December and plan a follow up meeting early in the new year for that programme.

Cleaning update- Jouvella has now received two reference checks for Cleantastic:

Bell in the gym (ships bell style) installed in the gym for celebration of new skills, this works well at CSG. Celebrating these sorts of achievements as a whole gym will also raise visibility across codes and bring the gym closer together.

Motion: The committee approves purchase and installation of a 'new skills bell' (Carried over till we can talk with all coaches)

TREASURER'S REPORT: Tabled and read by Tracey Joe

- Cashflow has been ok for last couple of months, should be ok through to early next year but levels of wages and rent not sustainable without new sources of income.
- Introduced some new accounts to track costs a bit easier, IT costs, gifts to staff, moved new building grants and costs out of the balance sheet and into the P&L in month of November. – need to finalise treatment with Darren, Work with the Senior Management Team to ensure revenue is collected in a timely manner. Bill/invoice payment; ensuring funds are spent properly.
- Worked to resolve issues with not getting invoices / receipts when money spent on office card. Requested new process for Jouvella to enter all spend immediately so it's not waiting for Neeraja to process and bank rec can be kept on top of.
- Resolved billing issue with Committee zoom account and got December invoice cancelled. Zoom account also now cancelled.
- Financials Report- Prepare year end accounts and finance report for auditors and presentation to AGM.

Annual accounts loaded to companies' office.

Undertake the annual audit process to legal requirements in a timely manner.

Work is complete with the auditor for the 2020 accounts.

Maintain and update the Treasurer's Manual, Tracey needs to find out about this!

Treasurer's Role Description – Committee Handbook, briefly reviewed and will continue to do so.

Motion: The accounts for the period 1 October to 31 October and 1 November to 30 November 2021 be accepted as circulated noting the total assets of \$408,228.67 and total liabilities of \$36,294.46 at the end of November 2021. Charlotte/2nd Aaron

Committee acknowledged all the time and hard work Tracey has put into her role as Club Treasurer.

ADMIN MANAGERS REPORT

- * Smartly (formally Smart payroll), going well. Still a couple of staff members who struggle using the app. Process seems to be better for checks between Admin, Admin Manager & Treasurer.
- * Ignite website not directing to HVG website. Jouvella called 1st Domains and emailed Silicon. James contacted Webhost.
- * Contract completed for Kayleigh Wallace as Casual – Requested by Mel Contract date issues for Gemma Fleetwood sorted after she requested the whole permanent contract be changed with the pay rise.
- * Golf Day – Invoices all went out and the majority have been paid. Automatic reminders are set up. Christmas Ham unable to advertise in newsletter however Mystery Envelope was.
- * Safeguarding Children/Child Protection policy for review soon. This is more of an urgent, as requested by GNZ, and needs to get onto our website.
- * Anna from Cheer has taken on the admin side for Ongoing Reassured Pip and Cheer, including invoicing etc
- * Holiday Programme – Mel and Milton to meet and discuss the January Holiday Programme and birthday parties, this yet to happen and making things difficult for Lyn and Jouvella. Milton has staff more than happy and capable to take birthday parties, Mel is concerned she doesn't have enough staff, however, will not arrange this with Milton. She has been advised on the support Milton's staff can provide.
- * Reminders about Prizegiving photos H & S Health & Safety within the Gym is doing well. Near misses and injuries are being recorded. Concerns for Rory with injury, this has been monitored closely by Lynn and Pasha who do not allow Rory to participate until they (and HVG) receive medical clearance from doctor/specialist.
- * Mel is back to taking classes, Lynn and I are monitoring her to ensure she does not injure herself again. Roof still leaks when it's raining, however Argosy will be replacing the roof over summer. Lynn has received quote for a drop like tarp to go over the roller doors to address the ongoing bird issue.
- * Financials Tracey doing amazing, and guiding Pip and myself through financials, including automatically setting up new account codes when required. Jouvella chasing receipts and invoices missing.

PREMISES REPORT/DRAFT PLAN FOR OFFICE UPGRADE.

Draft Plan for the office changes from the Premises Group was sent out to the committee to view. Darren explained that we have a short window of opportunity to look to book in works over the Christmas Break potentially with Tai Building and Concrete Services. Darren asked if the committee agree with our concept at this stage. We need to Engauge the HVG Management Staff and possibly coaches to show, confirm, and sign off in time to book in the work on site. On the notes there were figures for Male, Female and Gender Neutral. The gender-Neutral figure was higher than what he thought for our member ship (7x or 8%) so made a small update to accommodate a Gender-Neutral changing room as we need to make sure we cater to all.

- Additional security for staff.
- Additional security for kids clothing and belongings.
- Privacy for kids when getting changed.
- COVID requirements to me easily met and not always require a sign in by going to front door and awaiting child who can see the caregiver/parent.
- One team for admin and coaching staff and ensuring all working together.

- Additional play area for smaller kids and additional safety by way of enclosed room.
- Cleanliness and food safety by having kitchen and eating areas segregated.
- large area for Children's parties when cooking and using kitchen that is segregated.
- Clear pathway to kitchen.
- Well, thought out serving area for kitchen sales at competitions.
- Spare room available for usage in training/coaching/ mentoring.
- Professional entrance way showing off the gym.
- Cost effective method of changing layout by now requiring a lot of new walls etc.
- This new design and proposal cover all the above and is an excellent design to take the gym into the future.
- Better set up and zones for catering and utilization for The Holiday Programme.

Roof work is looking to be completed later in February due to labour and materials lead times. Shamus will organise a catch up with the contractor to discuss methodology and timings early into the new year.

Fire Inspection: We had Dave Costello from Argos Fire to do inspection through last week and mentioned to staff on site, there are some fire exit signs missing and one light not working correctly. He also recommends an exit door when he viewed the proposed plan changes.

Shamus mentioned in email to Darren that changing fire exit paths and/or fire doors may require a consent, he will speak to and show plans to his H & R Manager to review.

We would be happy to add an internal door for access if required just need guidance before we look to build the internal wall, so we don't have any issues and major costs.

MAG SURVEY RESULTS.

We had 17 responses to the survey James set up for the MAG parents. There are some genuinely useful responses in there as well as areas of concern.

Common themes picked out from the responses are:

- Important to support the MAG coaches (particularly Pasha but also the junior coaches)
- Strong desire for representation on the committee
- Strong feeling there is a WAG / MAG split / conflict.
- They believe they have a supportive / positive culture in the MAG programme
- Strong support and appreciation for coaches
- Desire to see more social / joint events where WAG / MAG and other codes mix
- Some desire to help but the club needs to ask for specific skills or needs
- Interest in cross code coaching or activities
- Belief that the social media coverage isn't representative
- Approximately 60% are in favour of growing the club to support increasing coaches pay and developing the facility
- 70% of the respondents had read the GNZ Independent review

The meeting on Wednesday is a real opportunity to show that the committee is genuinely interested in what the MAG parents have to say and that we are there for all members of our club. The plan is to start by recapping some of the themes that have come out of the survey and address those.

- We value our coaching staff highly and are working to improve remuneration, develop young coaches, and seek additional coaches where possible.
- Address the search for the MAG coach and the reality of not being able to import skills currently.

- Address that generally there is no MAG / WAG split. Many of the WAG parents probably don't give much thought to the MAG programme, or GFA, or Cheer. There is no animosity to the MAG programme in general.
- The desire for cross code coaching and activities is an exciting and interesting idea and one James thinks we as a committee should investigate further. The fun day was a great success, and we should do more of that sort of thing. He also thinks there is an opportunity to do some fun cross code training activities where we have little challenges etc.
- Ask for more MAG content for social media - we can only post what we are supplied
- Talk to the GNZ review - balance is better. Discuss health and safety (it was raised in a few different responses) and point out that this includes mental health for both coaches and gymnasts.

COVID RISK ASSESSMENT AND POLICY.

Annalise and James met on Thursday 25th November and completed the risk assessment and COVID policy template supplied by GNZ.

The risk assessment and policy need to be endorsed by the committee; we will then circulate the policy to staff for consultation. They will have until Wednesday 1st December to provide any feedback before we formally adopt the policy.

Committee is currently unaware of any staff that are not vaccinated, he spoke with Jouvella to email all our staff earlier this week and collate a vaccination register. If we have any staff who are reluctant to get vaccinated, then this will be a process that we need to work through.

Charlotte and James are meeting with the Management team on Wednesday 1st December to discuss implementation details, will also see if we can get Pip to attend that meeting as she will likely be on the front lines of how this is put into practice. We need to draft some communications to the members explaining that from Friday next week we will need to sight a vaccine passport to allow access to the facility. We expect the next couple of weeks may be a little messy - but Friendly Manager is adding a vaccine feature that may make managing this process easier in the future.

FUNDRAISING.

Golf day was another success and Darren to book for February 2023.

Disappointing sales for both Ham's and the Mystery envelope mainly due to advertising not getting through.

MARKETING.

Flags, no grants for this, it was agreed we would just go ahead and order once we have received quotes. Tiles have now been amended.

Open day is 20th February 2022.

Hutt Valley Gymnastics Official Opening Day Sunday 20th February 1-3.00pm, Plans underway.

2022 club need to investigate getting big sponsorships.

OTHER BUSSINESS

Megan Russell has recommended the club purchase the Pacific Rim beam and mats for the price of \$25k. We were waiting for confirmation and appointment of the Competition Coordinators role first for the appointed person to be able to recommend purchasing of the Beam and Mats.

REGIONAL AND HVG COMPETITION COORDINATOR

Role Descriptor approved by committee; this is to be sent out to all Senior coaches with a 5-day time frame.

ACTION LIST

Darren to speak with Barry Kay from Sub5 re card access security system.

Darren to book 2023 Golf Day.

Lynn Talk with coaches about having a bell in the gym.

Meeting Closed: 8:01pm

Next Meeting: Wednesday 26th January 6pm

POST MEETING

Approval on the following motion for the sale of Surplus Trampoline for \$15,000 Inclusive of Gst + freight to be paid by purchaser Jared from - Flips and Tumbles

This will free up the space of container with 2nd surplus trampoline and generate enough funds with the surplus golf day money to purchase the Beam and mats required for competition set up.

MOTION: That the committee agrees to the sale of Surplus Trampoline for \$15,000 Inclusive of Gst + freight to be paid by purchaser. Darren/2nd Charlotte

