

## Tuesday, 16 November 2021 at 5:45pm

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

### **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**

- 12th November: Lyn Chung (Prime site properties) to Darren Sears, Re Signed Surrender of lease
  - 9th November: Jake Holmes- Anger over running of the AGM & not having any MAG representation on the newly formed committee.
- November, MSD, regarding wage subsidy repayment.

#### **Outwards**

- 10th November, Darren replied on behalf of the committee to Jake Holmes.
- 12th November, Darren replied to Lyn Chung.

**MOTION: THE COMMITTEE DELEGATES AUTHORITY FOR COMMITTEE MEMBER DARREN SEARS TO SIGN ON BEHALF OF HUTT VALLEY GYMNASTICS CLUB INCORPORATED FOR THE SURRENDER OF LEASE 6 RISHWORTH ST.** Darren Sears/ 2<sup>nd</sup> Charlotte Haigh

### **PREVIOUS MINUTES/MATTERS ARISING FROM LAST MEETING**

No minutes recorded, (Marie to investigate.)

### **CHAIRPERSON REPORT**

The Chair has been in contact with Megan regarding 2 Child Protection Officers, preferably 1 male 1 female who holds a teaching qualification, this is a requirement from Gymnastics New Zealand. Charlotte asked Annalise who agreed, Charlotte also suggested Warrick Sue, committee agreed for the Chair to follow up.

**MOTION: ANNALISE AUSTIN WOULD TAKE ON ONE OF THE ROLES OF CHILD PROTECTION OFFICER.** Charlotte Haigh/2<sup>nd</sup> Marie Pye

### **MAG FAMILIES' CONCERNS**

James typed up a survey using Google forms instead of Survey Monkey as he feels this is better. All MAG parents have been invited to a meeting to discuss their concerns on Wednesday 24<sup>th</sup> November, Megan, Lynn, Charlotte, Darren, James, and Marie to attend. There will be a follow-up email with a summary of the survey.

A similar survey will also be sent to the XL families towards the end of the year.

### **TREASURER'S REPORT**

**Rishworth Premises:** We have received back the amount of \$11,065.87 inclusive of GST. from Lyn our old Landlord.

**Competitive Fee Increase:** Communicate to parents about the fee increase per comps so no surprises at the end of the year with a bill. (*Tracey to action*)

**Casual Class Fees, payments:** How to better promote this, booking online, tick off who's here for Health and Safety. Charlotte sent email, (*will report back at next meeting*)

Charlotte and Tracey to look over next year's budget

**Premises Group:** Budget for Darren, anything over \$5,000 will need approval from the committee.

## **MOTION: ANYTHING OVER \$5K WOULD NEED APPROVAL FROM COMMITTEE**

Charlotte/2<sup>nd</sup> Annalise

(Post Meeting) Mark Sawyer (MAG Parent) has been brought onto the team.

**MOTION: AGREED TO EXTEND DAVE SIMS CONTRACT FOR 1 YEAR.** Darren/ 2<sup>nd</sup> Annalise.

**Christmas:** It was agreed that the club would pay for coaches 'go-carting' however they would need to pay for their own meal.

## **BANK SIGNATORYS/CONFIRM OFFICERS FOR INCORPORATED SOCIETY**

**REGISTER** Charlotte/2<sup>nd</sup> Annalise

Bank Signatories- Deirdre Follett to be removed, Marie Pye to be added.

Rolls: Chairperson- Charlotte Haigh

Deputy Chair & HR- James Fitzsimons

Secretary- Marie Pye

Treasurer -Tracey Joe

Child Wellbeing Officer- Annalise Austin

Fundraising Coordinator- Louise Wairiki

Marketing- Nicole Manning

Darren Sears/ Aaron Simmons- Premises

Aaron Simmons- Privacy

## **PROGRAMME MANAGERS REPORT**

### **Trampolines**

Tristar Trampoline- Invoiced Tracey, - Collected 16/11/21 Lynn.

Michelle contacted Jarrad from Christchurch (trampoline) he will get back to us.

Avril from CSG has applied for grant – still waiting for application.

**Holiday Programmes-** Dec 16-23<sup>rd</sup> Qty 40 GFA only however Ignite still coaching. January 5<sup>th</sup>-4<sup>th</sup> February Qty 60 GFA + Ignite to work on programme.

**Central Championships** - Meeting held with Megan Russel (GNZ) on 10 Nov 21 - Megan applied for grants for apparatus and mats needed for Central Champs - HVG should apply for grant for both competitions (HVG Comp + Central Champs) for the trophies, certificates, medals (Lynn will meet up grants subcommittee later in month,)

**Competition Dates-** GFA Excel/Stages Festival 28 November.

MAG / WAG will email parents the comp dates to book your flights.

**Safeguarding Children-** GNZ requires all our coaches to attend the courses, Jnr courses to be discussed and GNZ will inform us.

**First Aid New Courses-** Refreshers to be done end of January 2022, currently we have 8 coaches to attend, this may be more due to new junior coaches to attend. Lynn will email Tracey, Jouvella & H&S officer to keep everyone updated.

**Prize Giving/Photo's-** MAG Saturday 20<sup>th</sup> Nov, Ignite Saturday 11<sup>th</sup> Dec, GFA Sunday 12<sup>th</sup> Dec. All competitive Photos to be done on the 20<sup>th</sup> of November at the gym by Sarah Simmons.

**Apparatus Mats and bars from Panda-** should be replaced urgently – Michelle informed Management 16 November 2021 that Panda's wants their mats back. – will meet up with Grant subcommittee to discuss urgent plan!

## **OTHER BUSINESS**

**Cleaning Contract:** As previously discussed & agreed if reference checks come back good, we will engage 'Cleantastic', 12 hours in the quote was what they expected to need. Look to see how this will affect Lynn's daughters' contract, Jouvella to follow up on.

**MOTION: IF REFERENCE CHECKS COME BACK FINE THE CLUB WILL ENGAGE CLEANTASTIC.**  
Marie Pye/2<sup>nd</sup> Annalise Austin

### **Wellington Regional Champs- Liaison with Club/Committee**

It was agreed that we need to create this specialised roll with Michelle to see what is required, skills and hours needed, need to be careful how we word this. (*Louise to work with Michelle on this.*)

**MOTION: APPROCH MICHELLE TO PHSILATATE AND EXCERCUTE CENTRAL CHAMPS**  
Charlotte/2<sup>nd</sup> Annalise

**Vaccination Register:** Start to get vaccination certificates from all staff & gymnasts 12 and over, set up a register. (*Marie to add to Agenda for next meeting*)

**Fundraising.** Louise explained that if all Christmas envelopes sell, we will raise \$3,000.00. An email will be sent around to give options and opt out.

**MAG weights area-location to be resolved:** This has now been resolved.

**Sub Committee for Marketing:** Was suggested to ask Andy Austin if he would be happy to be involved in a Marketing and development Committee, he would work with Lynn and Mel to expand our membership.

### **OTHER MATTERS:**

- Still a lot of birds getting into the building, 2K to resolve this.
- Darren will present to the committee a new floor layout.
- Debbie from Panda's wants her gear back to use at Capital. Charlotte suggested that Megan needs to be involved. (Carried over to next meeting.)
- Golf Day 3<sup>rd</sup> December to go ahead, still need 5 teams,
- Jouvella to publish a monthly newsletter.

### **ACTION LIST:**

- Marie Ask Deidre about previous minutes.
- Charlotte Ask Warwick Sue if interested in being 2<sup>nd</sup> Child Well Being officer,
- Jouvella Look over Lynn's daughter's contract.
- Tracey Communicate to parents regarding comp fee increase.

Next meeting 14<sup>th</sup> December 2021.

