

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 18 October 2021 at 6:00pm

Present: Charlotte Haigh (Chair), Annalise Austin, James Fitzsimons, Deirdre Follett, Louise Waiariki, Nicole Manning, Tracey Joe, Aaron Simmons.

Guests: Lynn Wallace

WELCOME

The Chair welcomed everyone to the meeting noting how great it was to meet in person.

SENIOR MANAGEMENT REPORTS

Programme Manager

The Programme Manager welcomed members back to the gym. It was reported that our GNZ Regional Representative had been in contact with an opportunity for the Club to host the 2022 Capital Opens on 21 and 22 May. This may mean re-working the draft calendar to accommodate our Hutt Valley Gymnastics Competition, earlier, possibly on 19-22 March. It was noted that the Club is hoping to open this competition up as a qualifying competition for both junior and senior gymnasts. It will be both a fundraising opportunity and could open up grant opportunities for new equipment and repairs. Our GNZ Regional Representative is happy to assist the Club with these applications.

MOTION: THE HUTT VALLEY GYMANSTICS CLUB COMMITTEE AGREE TO HOST THE CENTRAL OPENS REGIONAL COMPETITION ON MAY 21-22 AND MOVE THE HUTT VALLEY COMPETITION TO 19-22 MARCH 2022 AS RECOMMENDED BY THE PROGRAMME MANAGER. Charlotte Haigh/Louise Waiariki.
Agreed by all.

REVENUE INCREASE - NUMBERS

It was noted that we are currently running at 75-78% capacity with classes. Daily enrolments are coming through though.

Ignite membership has dropped from 75% to 33% between the move and the sign over on 1 October. This is of concern and the Programme Manager is working with the Administration Manager to determine the reason for this drop. The Committee asked what dollar value the drop equated to which was not known immediately. The Treasurer noted that \$42,500 had been billed out in Cheer fees which need to cover costs through until the end of January. During further discussion it was noted that there had been a change in the way members paid previously (weekly and monthly) to termly.

The Committee was pleased that Senior Management team would be working with the Cheer staff to follow up the outstanding membership, offering them payment options that suited them and determining why the members had chosen not to come across. The Cheer Programme Manager had been in discussion with Victoria University and have secured 15 members from this group.

Discussion followed on the December/January Holiday Programmes and the Committee agreed with the Programme Manager's suggestion of:

- combining the gymnastics and cheer Holiday Programmes allowing us to accommodate up to 80 kids.
- We will offer a discounted rate for the Holiday Programme for families of three or more children attending.
- We will follow a multiple day sign up discount ie. 1-4 days \$35, full week \$30, two weeks \$25.

The Programme Manager noted the Office Christmas Closedown dates from Monday 20 December, re-opening on 5 January 2022.

The Marketing Subcommittee are keen to promote the events, classes and available sessions and the Programme Manager agreed to share the details once the administration processes have been completed.

Further discussion followed on the need to the gymnasts in the classes to full capacity. It was noted that Friday was a slow day along with Thursday mornings. The Programme Manager and GFA Head Coach have been working with the Kindy/Preschool providers to fill spots, however being in COVID19 Level 2 has had an effect. It was noted that Term 4 was a short term with 9 weeks. In an effort to fill classes:

MOTION: THE COMMITTEE SUPPORTS THE PROGRAMME MANAGER'S RECOMMENDED MEMBERSHIP PROMOTION IN OFFERING A FIRST FREE TRIAL LESSON IN SELECTED CLASSES FOR POTENTIAL CLIENTS IN TERM 4, 2021. Charlotte Haigh/James Fitzsimons. Agreed by all.

Administration Manager

The meeting accepted the Administration Managers Report.

The Programme Manager left the meeting at 7:40pm.

ADMINISTRATION

Apologies

Apologies were received from Administration Manager, Jouvella Gee and Property Officer, Darren Sears.

Minutes

MOTION: THE MINUTES OF THE 23 SEPTEMBER 2021 MEETING IS CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING. Deirdre Follett/ Charlotte Haigh. Agreed by all.

The following motion was circulated and voted upon outside of the Committee Meeting. It is recorded here to reflect the decisions made, to be included in our minute flow, and to give the opportunity for discussion.

7/10/21 **MOTION: THE COMMITTEE OF THE HUTT VALLEY GYMNASTICS CENTRE INCORPORATED AGREE TO PURCHASE A NEW LAPTOP FOR HEAD COACH MELANIE SALES UP TO THE VALUE OF \$1,200.00 INCLUDING GST.** James Fitzsimons/Charlotte Haigh. Motion agreed by all. Passed.

Matters Arising from the Last Meeting

It was agreed that as this was the last meeting before the Annual General Meeting a review would be completed later in the meeting to ensure all tasks were updated/current.

Correspondence In/Out

There were no items of inwards/outwards correspondence.

CHAIRPERSONS REPORT

Central Opens. The Chair noted how pleased she was that the Club had been offered the opportunity to host the Central Opens next year. It will be great to show the Hutt City Council how we are working towards meeting our goals. The Chair is meeting with the GNZ Regional Rep on Wednesday.

Balance is Better Programme. The Committee reflected on the recent review of training hours vs Gymnastics NZ's recommended hours. The hours had been inconsistent and have now been brought in line for Term 4 with the Gymnastics NZ recommendations. It was further noted that Gymnastics NZ are looking at determining set hours for trainings/levels across all Clubs.

The Committee endorse the Sport NZ Balance is Better programme and are pleased that our training programmes are supporting the health and safety, and mental health and wellbeing of both our athletes and coaches. It was felt that there could have been better communication amongst the staff and membership around the Committee's vision and this review. The Chair undertook to include information in the next newsletter.

REPORTS

Treasurer's Report

The Treasurer advised that this week was the first wages payment to Ignite staff. It had also been the first rental payment to our new landlords. The Club has sold one of the new unused trampolines to TriStar Gymnastics in Auckland. They have been invoiced for this and an installment payment arrangement put in place to pay this over the next 12-months ending in September 2022.

MOTION: THE ACCOUNTS FOR THE PERIOD 1 SEPTEMBER TO 30 SEPTEMBER 2021 BE ACCEPTED AS CIRCULATED NOTING THE TOTAL ASSETS OF \$413,326.89 AND TOTAL LIABILITIES OF \$138,940.58.

Tracey Joe/Aaron Simmons. Agreed by all.

It was noted that the liabilities are a bit higher due to the November term fees being incorrectly billed in October. Discussion was held around the 2022 Budget and the Treasurer undertook to get this started. It was felt that the role will be easier once the new budget is in place.

The Premises Officer joined the meeting via telephone call at 7:20pm.

Premises Report

Club Entrance Revamp. It was noted that this was the next priority phase, and the Subcommittee would meet with the Senior Managers prior to locking in arrangements. There really needs to be a lobby space/waiting area as you walk through the doors. This will potentially mean moving the office area so people can move past this area, through some double doors into the actual gym. This area can display information on the Club, photos and our new Honours Board. There is a very draft plan of paper to talk to and possibly the Christmas/January period would be good timing. It was noted that there is a contingency of \$10,000 left over from the relocation that could go towards this.

Gear Storage. There is excess gear located around the gym and may be the next area for fundraising to allow for a clean, fresh and tidy space.

Re-Roofing. The landlords have committed to put a new roof on the gym over the summer. There are currently discussions with the Senior Managers to work out timing and requirements to work around/alongside this. There will be times when sections of the roof are open and there will be noise and drilling to manage.

The meeting moved In-Committee at 7:30pm, returning at 8:04pm.

MEETING ADJOURNMENT

Unfortunately, the meeting ran overtime, and it was agreed to reconvene later this week or early next week either at the Club or via Zoom. The Secretary will seek details via an online group poll. The outstanding agenda items were:

AGM Agenda Order

Club Rules

General Business: Policies for Adoption, Review of Action Items

The meeting adjourned at: 8:05pm and reconvened on Thursday, 21 October 2021 at 7:00pm via Zoom. Present: Charlotte Haigh (Chair), Annalise Austin, Deirdre Follett, Nicole Manning, Aaron Simmons. Tracey Joe and Louise Waiariki Louise joined the meeting once commenced. Apologies were received from Darren Sears, James Fitzsimons and Lynn Wallace.

The Chair welcomed members back to the meeting.

ANNUAL GENERAL MEETING

Discussion followed on the coming Annual General Meeting and the recent announcement from Sport NZ restricting numbers to 100 once again.

MOTION: THE HUTT VALLEY GYMANSTICS CLUB COMMITTEE AGREE TO MOVE THE ANNUAL GENERAL MEETING TO A ZOOM SESSION AT A LATER TIME OF 8:00PM. Charlotte Haigh/Annalise Austin.

Agreed by all.

Management of the Zoom session was then discussed, and it was agreed that the Club Secretary would work with the Regional Gymnastics NZ Representative to determine best practice. It was agreed that the information about the event and the candidates will be shared on both the Club Website and Facebook page coordinated by the Secretary.

It was agreed that the meeting introduction by the Chair was important to express the need for a continued quorum for the entire meeting. This would also be an opportunity to let the nominated Life Members know that the Club would be celebrating their Life Memberships at the Club's Opening Day on 20 February 2022.

The meeting agenda order was considered, and it was agreed to leave the Election of Committee members where scheduled but under Consideration of Motions received swap the Nomination of Life Memberships and Club Rules for adoption over.

CLUB RULES

The meeting reviewed the changes made to the draft Club Rules after the member consultation session. Changes were made and it was agreed that the revised Club Rules would be formatted and circulated to the membership with the following motion: **MOTION: THE HUTT VALLEY GYMANSTICS CENTRE INCORPORATED AGREE TO ADOPT THE NOVEMBER 2021 CLUB RULES AS CIRCULATED TO ALL MEMBERS PRIOR TO THE ANNUAL GENERAL MEETING.** Members would be invited to ask questions and offer feedback, ideally prior to the AGM to allow the meeting to remain on schedule.

The Chair would forward the revised Rules to the Secretary to format and circulate to the membership.

GENERAL BUSINESS

Policies for Adoption

It was noted that there were four policies requiring adoption by the Committee prior to the AGM. The Code of Conduct, Concerns and Complaints Policy and the Away Competitions Policy would be circulated separately and considered by Out of Meeting Motion.

Discussion then followed on the previously circulated Staff Allowances Policy, and it was agreed:

MOTION: THE HUTT VALLEY GYMANSTICS CLUB COMMITTEE ADOPT THE STAFF ALLOWANCES POLICY AS CIRCULATED, WITH AN ADDITION TO COVER ATTENDANCE OF LOCAL CLINICS. James

Fitzsimons/Deirdre Follett. Agreed by all.

The meeting moved In-Committee at 8:47pm, returning at 8:51pm.

MEETING CLOSE

The meeting closed at 8:51pm. It was noted that the next event was the open drop-in session for interested parties to meet the committee and ask questions prior to the AGM.

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

President: _____ Date: _____

Secretary: _____ Date: _____