

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 26 August 2021 at 6:00pm

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

WELCOME

The Chair welcomed all to the meeting including the Club's Programme Manager. She explained that she was available until 8:00pm and the Deputy Chair agreed to chair the meeting after that time.

SENIOR MANAGEMENT REPORTS

Programme Manager

The Programme Manager noted that everything is going well with the COVID situation. She has been communicating with coaches the whole time and they are doing well. She will be working with the GFA Head Coach this week to determine information to grow classes and is also working with the Marketing Subcommittee.

There are three schools that are keen to come and do a demo class once we have passed the COVID situation (Randwick, Alicetown, and Epuni). A standard fee structure for the schools is being developed to avoid having different rates for different schools. She is also eager to have a structure for the budget.

It was noted that the Club did grow into our numbers on the wait list however there is a lot more space for development and both MAG and WAG are also able to grow. The Programme Manager has followed up discussions with Onslow to see how we can work together; however, they have not responded due to COVID.

The Programme Manager had included two requests around safety materials and seating in her report, however as they related to the premises set up, she felt it would be more appropriate to address these with the Property Subcommittee.

Work had been undertaken on training hours and she had emailed through a suggestion list based on the National Standard list for WAG and MAG. Her focus is on One Club and working together.

Administration Manager

The Administration Manager's report was received.

REVENUE INCREASE - NUMBERS

The meeting agreed that it was important to keep a focus on the Club's increase of revenue and agreed to include this as a standing agenda item. Reflection was had against past Committee discussions/targets.

1. Fee Increases. It was noted that the Recreational Gym fee increase had been actioned.
2. Additional WAG Members. The Committee discussed the additional 10 WAG athletes that had been planned to secure. The Programme Manager will work with the WAG Head Coach on this.
3. School Programmes. As reported by the Programme Manager, a payment structure is being developed and then schools will be approached. The three mentioned schools will be booked in for their demo classes.
4. Aerobic Classes. The Programme Manager will follow up Chilton St James who have previously trialed the old premises as a training venue. This invitation will be extended to any interested school.
5. New Classes/Waitlist. It was noted that we currently have 51 numbers on the waitlist with the numbers in groups maxing at 9. There are limitations around opening groups with less than 6

athletes. The Programme Manager felt that we currently had the potential for a further 200 gymnasts and once we have trained our coaches further can gain more. It was agreed to clear the waitlists as a priority.

6. Trampolines. It was noted that the Christchurch School of Gymnastics was interested in purchasing our unused trampolines, however this needs to be funded via grants which they are pursuing.
7. Casuals. It was felt that we are not capturing the full potential income of the casuals passing through our door. The Programme Manager is working with the newer coaches to ensure each class-role is being completed. The Committee would like to know the monthly casual numbers.
8. Opening Day. This is a big opportunity to secure more members. The Marketing Subcommittee Chair confirmed that arrangements were underway and agreed to share with event working document with Committee members.

It was suggested that the Committee needs to set some focus goals around revenue growth to ensure we are on target and the Programme Manager was asked to report against these goals in her future meeting reports.

Discussion followed on the cost for each group ie. revenue vs facility vs costs. The Secretary undertook to share the revenue/coach information pulled together last year for the feasibility study as a starting point.

STRATEGIC PLAN

The Strategic Plan Subcommittee Chair requested that the meeting review the document with a view to the changes we have had and building the plan. This is the Club's focus for the next three years and to date had not had a priority or discussion by the full Committee. The 'One Club' terminology was being used often by the Committee and Senior Managers, and the Subcommittee Chair was eager to develop a vision and a next steps plan of what that looks like from the Committee's perspective.

Due to the meeting being via Zoom and the large agenda, it was felt that the best approach would be to allocate a goal to 1-2 people to have a look at and then come back as a committee rather than trying to develop it as a full group. The Chair noted that work as being progressed on these strategic goals and focus areas, however, have not necessarily been connected back to the Strategic Plan. It was felt that these needed to be more governance and directional focused goals rather than having an operational focus. The Subcommittee Chair undertook to delegate the goals amongst Committee members for working on and review at the end of September meeting.

CHAIRPERSON'S REPORT

The Chair was asked to update the meeting on the current arrangement with our old premises at 6 Rishworth Street. She noted that a meeting had been held with the landlord who had some people interested in the property. Unfortunately, this did not come to fruition and the Club is left with paying the lease until it expires at the end of February 2022. The Club is keen to reduce costs by offering the facility for temporary use or storage. There were no other items to report.

The Chair left the meeting at 7:45pm.

GYMNASTICS NZ INDEPENDENT REVIEW

<https://www.gymnasticsnz.com/wp-content/uploads/2021/02/Gymnastics-New-Zealand-Independent-Report-10-February-2021.pdf>

Life Member, Darren Sears requested the Committee review the Independent Review of Gymnastics New Zealand by David Howman, Lesley Nicol, Rachel Vickery February 2021 recommending that the Committee look to adopt the recommendations of the review for the best interests and wellbeing of our Hutt Valley Gymnastics athletes and staff.

Members were asked to review the document and it was noted that on catching up with our coaches not all of them were aware of the report. This has been set up to safeguard the athletes and get families involved with a view over time to set best practice for gymnastics. After discussion it was agreed that it was not a committee only decision and further engagement was required. It was felt that the next steps could be:

1. Committee members to read the review and understand what is in there and what it is all about.
2. Seek input from our Gymnastics New Zealand Regional Representative for the governing body's perspective.
3. Share the report (or make available via our website) with all members and staff.
4. Ensure that management, head coaches, and senior coaches be involved in the process. What do they think about the report, the wellbeing of coaches and judges?
5. Look at the training hours to bring better balance in the gym.
6. Possibly include in the Strategic Plan as a pillar/target "The Club to align with Gymnastics New Zealand to follow the guidelines and recommendations made for the sport in the Independent Review".
7. When reviewing staff Job Descriptions ensure that we include the responsibility of looking after the health, mental health, and wellbeing of our athletes.
8. Ensure that we are following the Safeguarding Children requirements and policy/expectations.
9. Flexibility for elite/international senior gymnast pathways would be kept in mind. As they are generally older and aware of requirements more of a coach/athlete/parent individualised approach could be made. This may also apply leading up to events ie. Nationals, or international competitions.

It was agreed that the Club needs to bring people on a journey and is a great time to work as one. It was suggested that the WAG/MAG Handbook could be merged as one competitive document.

Members were keen to see what Gymnastics New Zealand's strategy and guidelines will be, this is believed to be coming next year. It was noted that each club is different, and we need to develop our own plan.

In summary the Deputy Chair noted that the Committee was quite supportive of the recommendation however feedback would be sought from coaches, any immediate changes to programmed hours would be assessed, along with revenue implications. Communications with parents would need to be worked through and how expectations are managed.

ADMINISTRATION

Apologies

Apologies were received from Jouvella Gee.

Minutes

MOTION: THE MINUTES OF THE 29 JULY AND 19 AUGUST 2021 MEETINGS ARE CONFIRMED AS TRUE AND CORRECT RECORDS OF THE MEETINGS. Deirdre Follett/Aaron Simmons. Agreed by all.

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

02/08/2021: **MOTION: THE COMMITTEE OF THE HUTT VALLEY GYMNASTICS CENTRE INCORPORATED AGREE TO APPLY TO (GRANTS OFFICER TO CONFIRM ORGANISATION) FOR A GRANT TO COVER A SECURITY ALARM AND DOOR ENTRY SYSTEM AT OUR NEW PREMISES AS QUOTED FOR \$7,998.10 PLUS GST, AND A CCTV PACKAGE AS QUOTED FOR \$7,066.38 PLUS GST.** Darren Sears/Deirdre Follett

Matters Arising from the Last Meeting

The Secretary undertook to follow up open actions with each member for review at our next meeting. There were no pressing matters currently arising.

Correspondence In/Out

There were no items of inwards correspondence.

Outwards

2 August 2021, Resolution confirming Committee agreement to apply to TAB for security alarm and door entry system for new premises.

4 August 2021, Julie Lamb, Julie Lamb & Associates re review of the Financial Reports.

6 August 2021, Greg Marsden, member (email) regarding robbery incident at Hutt Valley Gymnastics.

6 August 2021, Danielle Jellicoe, Natalie Gunn, Julia Hardwick-Smith, and Pasha Levchenko re \$300 towards Nationals.

13 August 2021, Charles Agate of Hutt City Council (email) regarding Club actions.

20 August 2021, Memo to all staff confirming details around Lockdown and payment.

24 August 2021, Chief Inspector, Trade Training School. Thank you for Army support with Club move last month.

REPORTS

Treasurer's Report

The meeting discussed the Treasurer's Report, and the team thanked the Treasurer for her meticulous work in the information provided.

It was noted that the Programme Manager had been working on the birthday party programme and it looks like we can now hold three parties at the same time. Discussion followed on the supply of staffing, and it was noted that some of the Ignite coaches were keen to get involved. It was also suggested that we could advertise externally for adult cover. The Marketing Subcommittee are keen to start marketing the Birthday Parties once the coaching staff are sorted. The Health and Safety officer questioned the process if there was an incident during a party. It was agreed that although coaches can conduct the party/ies, everyone under 18 must be supervised.

MOTION: THE ACCOUNTS FOR THE PERIOD 1 JULY TO 31 JULY 2021 BE ACCEPTED AS CIRCULATED NOTING THE TOTAL ASSETS OF \$327,709.37 AND TOTAL LIABILITIES OF \$40,271.99. Tracey Joe/Nicole Manning. Agreed by all.

MOTION THAT THE 2020 ACCOUNTS ARE ACCEPTED BY THE COMMITTEE FOR ADOPTION AT THE ANNUAL GENERAL MEETING. Tracey Joe/Louise Waiariki. Agreed by all.

It was noted that the 2020 Financial Statement would need to be signed by the past Treasurer, Sarah Burnell and the Chair as the co-opted Treasurer didn't have a role in the process.

The Zoom meetings are going well, endeavoring to keep our membership engaged. Discussion was held on offering make up classes and the Programme Manager noted that although she was happy to talk with the Head Coaches about offering make up classes, it comes back to needing to pay overtime rates and this is an additional cost. It was suggested that possible Open Gym sessions could be offered to those Recreational members affected, however it was suggested that we await tomorrow's Government announcement prior to making further plans. The Programme Manager agreed to share the staff hours on a regular basis with the Treasurer to assist with the fortnightly pay runs.

The Treasurer tabled and spoke to two additional reports "Revenue Analysis" and "Draft High Level Cashflow" circulated just prior to the meeting. She noted that if we offered small credits to our Recreational and Competitive families, we would fall with the number to apply for the wage subsidy. We currently have a high level of staff, 36 with 30 of them being casual. It was also noted that things are looking like we will be dipping into our cashflow and premises savings as we move into December.

MOTION: THE COMMITTEE ENDORSED THE PROPOSAL TABLED BY THE TREASURER TO OFFER CREDITS TO MEMBERS AND APPLY FOR THE WAGE SUBSIDY AND RESURGENCE PAYMENT. Tracey Joe/Annalise Austin. Agreed by all.

Marketing Report

It was noted that the Competitive Prizegiving will be held on 2 October; this is the first Saturday of the School Holidays. Parents have not been advised yet but will be contacted once details have been confirmed.

Fundraising Report

The Fundraising Chair noted that they were planning to change the date for the open evening. Discussion then followed on the Fundraising Policy and Terms of Reference.

MOTION: THE COMMITTEE ADOPT THE FUNDRAISING POLICY AS CIRCULATED. Louise Waiariki/Deirdre Follett. Agreed by all.

MOTION: THE COMMITTEE ENDORSE THE FUNDRAISING SUBCOMMITTEE TERMS OF REFERENCE AS CIRCULATED. Louise Waiariki/Deirdre Follett. Agreed by all.

Secretary's Report

MOTION: THE COMMITTEE ADOPT THE UNIFORM POLICY AS CIRCULATED WITH THE REMOVAL OF THE SPONSORSHIP SECTION. Deirdre Follett/James Fitzsimons. Agreed by all.

MOTION: THE COMMITTEE ADOPT THE CLUB VALUES AS CIRCULATED. Deirdre Follett/James Fitzsimons. Agreed by all.

It was noted that the draft Parent and Spectators Code of Conduct was sitting with the Head Coaches for feedback and would be circulated to the Committee for adoption at the earliest opportunity.

The Programme Manager left the meeting. The meeting moved to In-Committee at 9:19pm.

GENERAL BUSINESS

Direct Reporting Officer for Senior Managers

It was noted that James Fitzsimons will be the one point of contact and support for the Senior Managers, however Committee were encouraged to continue contact as normal with everyday business.

MOTION: IN THE ABSENCE OF THE CHAIRPERSON, DUE TO WORK COMMITMENTS WITHIN THE COVID19 LOCKDOWN, COMMITTEE MEMBER JAMES FITZSIMONS WILL BE THE DIRECT REPORT OFFICER FOR THE PROGRAMME MANAGER AND ADMINISTRATION MANAGER. THIS WILL BE REVIEWED ON 23 SEPTEMBER 2021. Aaron Simmons/Annalise Austin. Agreed by all.

NEXT MEETING AND CLOSE

The next meeting will be held on Thursday, 9 September 2021 at 7:00pm. Location to be confirmed; by Zoom or at the Club depending on COVID Levels.

The meeting closed at: 9:40pm.

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

President: _____ Date: _____

Secretary: _____ Date: _____