

Minutes of the Hutt Valley Gymnastics Special Committee Meeting held on Thursday, 19 August 2021 at 7:30pm via Zoom Meeting

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

WELCOME

The Chair noted that she would be in attendance, however due to other commitments was unable to chair the meeting. James Fitzsimons agreed to Chair the meeting. The Zoom session was called to reduce the continued emails and phone calls. The meeting noted the breakdown of events shared by the Secretary from last year and the focus of this session was on the immediate future.

PAYING FOR COACHES

Discussion followed on the payment to Coaches over this Lockdown period, and possible others to come. It was noted that paying our staff is very important and that the Club is required by law to pay the Coaches for their scheduled hours as per the Term 3 roster. The Club can request staff take annual leave with 2 weeks' notice and discussion can also be had around reduced pay over Lockdown, however this needs to be agreed with each individual staff member. It was noted that with no one in the facility we should have reduced overheads.

The Club will be running classes via Zoom sessions and the Programme Manager will ensure that there are no additional hours incurred. The Committee wanted to ensure that over the level 3 and 4 period we only pay for what we need to. If the Lockdown goes longer then this will need to be reviewed. The Programme Manager noted that she will be comparing the standard rosters with the Lockdown timesheets, and it was agreed that this information will be shared with the Treasure as a checking point for the next pay run. It was noted that coaches would be requested to add comments of actions/tasks per hour worked in the timesheets.

SERVICE FOR MEMBERS

The Programme Manager informed the meeting that all Head Coaches will be offering Zoom sessions. Both WAG and MAG did this during the last lockdown and the GFA Head Coach is prepared to do this too (although not over these current three Lockdown days (18-20 August)). The coaches have all been consulted and are either up and running or getting ready to start. The Programme Manager noted that there is work involved in the session plans and group discussions with the Head Coaches along with the actual Zoom Sessions. She will be working closely with the GFA Head Coach and staff to get this area set up.

She will be using down time of coaches to be writing programmes, preparing dances, and getting things ready for Prizegiving (2 October for Comp and 12 December for GFA).

The Committee agreed that the Programme Manager purchase the seven required Zoom accounts to enable the online training sessions; 2 x MAG, 3 x WAG and 2 x GFA. This includes any accounts already purchased. Coaches will need to purchase and the Programme Manger request reimbursement via the Treasurer.

COMMUNICATION

Discussion followed on a communication plan over the coming days. It was agreed that:

Emails/Messages

1. An email will be sent to all staff from the Chair confirming payment arrangements and expectations. The Programme Manager and Treasurer to share content with the Secretary who will prepare a draft to run by Committee Member James Fitzsimons and the Chair.
2. An email will be sent to all members from the Programme Manager advising that classes have been replaced by on-line Zoom sessions. Their coach will be in touch with information.

3. Head Coaches will be circulating emails/messaging to all clients notifying them of how they can access their online sessions.

This messaging can also be shared on social media; however, we do not want public to have access to sessions.

Facebook/Instagram

It was agreed that our Social Media presence needed to strong reflect the Recreational programme. The Programme Manger noted that she will work with the GFA Head Coach and Coaches to ensure a lot of content is shared with the Marketing Subcommittee. It was suggested that the younger Coaches would be good at doing this. It was noted that all content needed to be agreed by the participants and that they needed to be aware that it could be shared on our main media pages.

A group would be set up to share content from the Head Coaches to the Marketing Team, including the Senior Management Team.

RE-ENTERING THE FACILITY

It was noted that during Level 4 and 3 we will not be opening the facility to physical trainings/classes. This will be reassessed if we move to level 2 or 2.5.

- It was noted that we need to also liaise with Ignite who are use our facility when determining re-entry into the facility.
- Cleaning. The Programme Manager to check our supplies and order additional sanitizers, spray bottles, buckets, cleaning products etc. if necessary.
- Velcro on floor and other requirements to indicate spacing etc.
- We need to be ready to hit hard with promotion of classes when we move down to a re-entry level. The Programme Manager will share the available classes with space with the Marketing Subcommittee for promotion.

NEXT STEPS/THOUGHTS

We need to be aware that Saturday is a working day for the Club/Staff and that we have a Birthday Party booked for Sunday. Therefore, any announcements tomorrow will come with further actions/decisions.

The Ignite Head Coach was interested in running possible Zoom sessions for their clients. The Programme Manager was working closely to support them as it was seen as a win – win for both groups.

GENERAL BUSINESS

Fundraising Events

To determine the Prizegiving dates discussion was had on the Fundraising Subcommittee planned Sleepover dates. These were confirmed as 2 October and 18 December. It was also noted that there will be an Open Gym Fun night with two sessions on 11 Sept and the Golf Day fundraiser on 3 December.

NEXT MEETING AND CLOSE

It was agreed that the Thursday, 26 August meeting would be held via Zoom. The Secretary requested that all meeting papers are shared by Sunday evening.

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

Chairperson: _____ Date: _____

Secretary: _____ Date: _____