

# Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 8 April 2021 at 6:00pm

Present: Charlotte Haigh (President), James Fitzsimons, Aaron Simmons, Nicole Manning, Deirdre Follett, Darren Sears, Sarah Burnell, Louise Waiariki, Annalise Austin, Bridget Adair (Member), Lynn Wallace (Programme Manager) and Jouvella Gee (Administration Manager).

## WELCOME AND APOLOGIES

The Chair welcomed members to the meeting and noted that there would be a closed In-Committee discussion at 7:00pm. She thanked the Secretary for allocating times against the agenda to keep the meeting on time to ensure all items were covered.

During the meeting discussion was held around Committee Meetings and if they were open to members. It was noted that the Secretary invited members through the regular newsletters, the details of meetings was included on the website and the minutes were also posted on the website for all to read. This ensures that the Committee remains open and transparent to all stakeholders, including Head Coaches who are still invited to the meetings.

It was also explained that occasionally meetings move to In-Committee where separate minutes are recorded. This is in the event of private subjects such as HR matters; wage payments; commercial in confidence matters.

Committee Members valued the input of the Head Coaches and noted they had recently not attended. The Programme Manager reported that she extends the meeting invitations to the Head Coaches however often they are committed with coaching. She does update them with details after the Committee Meetings.

It was noted that no apologies had been received.

## ADMINISTRATION

### *Minutes*

**MOTION: THE MINUTES OF THE 18 MARCH 2021 MEETING WERE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.** Deirdre Follett/James Fitzsimons. Agreed by all.

Sarah Burnell joined the meeting.

### *Matters Arising from the Last Meeting*

#### Engagement Agreement with Dave Syms

The Chair has drafted the casual agreement which she has kept as simple as possible. She read through the Contract for Services. She will meet Dave this evening and envisages this will be signed off over the next fortnight.

#### Reply to Greg Marsden's Email of 16 March 2021

The Chair has drafted a reply to Greg Marsden which she plans to share with the Secretary and Fundraising Chair for feedback prior to sending. This will be forwarded within the next fortnight.

#### Draft Values and the Club Parent and Spectators Code of Conduct

The Club draft Values continue. It was agreed to hand the initial drafting of the Parent and Spectators Code of Conduct and supporting procedure over to the Senior Management team in liaison with Committee Member James Fitzsimons. Once the first review has been completed the Policy Subcommittee Chair will circulate to the Committee as well as seeking member input.

The Committee were encouraged to feedback on their actions directly to the Secretary as this meetings timing did not allow for a full discussion on outstanding actions.

## ***Correspondence In/Out***

Inwards Correspondence: Email received from Anna Berwick, 29 Mar 21

Anna emailed requesting that the Committee nominate her to the Gymnastics New Zealand Board. It was noted that the Committee had previously discussed Anna's request and the Chair had met with Anna advising that the Committee did not wish to support her nomination due to Anna not having a connection with our Club. Anna thanked the Committee noting that the timeframe was short but did share that there is another avenue she can follow to apply to join the Board.

## Outwards Correspondence

The Secretary reported that letters had been sent to:

- Head Coach, Pasha Levchenko, responding to his 9 July 20 letter outlining his goals and MAG Programme, 31 Mar 21.
- An updated resolution letter confirming Committee's agreement to apply for Coaches Uniforms, 23 Mar 21.

## **SUBCOMMITTEE UPDATES**

### ***Strategic Plan Subcommittee***

There has been a delay in progressing with the Strategic Plan Subcommittee due to the current focus on the Club premises and the review of the Club Rules. The Subcommittee will meet again in May 21.

### ***Policy Subcommittee***

It was noted that the Policy Subcommittee Chair had been working closely with the Senior Management Team to prepare a review plan and start getting the Policies reviewed and adopted. The final Social Media Policy document was circulated on the day of the meeting however members requested that the adoption of this policy be moved to the next meeting on 22 April to allow time for reading.

### ***Fundraising Subcommittee***

The Fundraising Chair noted that the recent Pie Fundraiser had made \$982.00. The Roti Fundraiser was ready to go. This will be the last major fundraiser until the Cub's Gym Competition and Golf Day at the end of October. The Programme Manager invited the Fundraising Chair to join the Competition Planning session. The Fundraising Team had introduced a prize for the Top Seller. Three members had received this so far.

Member Bridget Adair asked what other external things the Club was doing outside of the Club Family focused events. Discussion followed and the only external focus was on securing sponsorship for the Club. This was being overseen by the Marketing Subcommittee.

The Treasurer confirmed that this year \$2,040.00 had been raised as of 31 March 2021.

### ***Marketing Subcommittee***

The Marketing Chair confirmed that a new Silver Sponsor had been secured, Charlie Horse Photography and she is waiting to hear from two others. She has contacted every sponsor to secure logos, introduction information, poster and signage materials for Facebook posts, the newsletter etc. It was noted that this approach to date was to all inside gym people and the Marketing Subcommittee are now moving out to external sponsors in the Community. Bridget Adair noted that getting the Club out in the Community is great for promotion as well as securing sponsors. It also takes the reliance off the gym families. The Marketing Chair noted that Paint It had paid for a large Tile from our Fundraiser but as this was delayed suggested they be promoted as a sponsor.

The Secretary was thanked for preparing the Club Newsletter over the past year and it was now noted that this had been handed over to the new Administration Manager. It was also noted that member Dave Whiting was approaching some potential sponsorship partners for the Club.

It was noted that member Bridget Adair had been approached by the Marketing Subcommittee to work with the team in securing external sponsors. She is yet to respond to this invitation.

### ***Facility/Premises Subcommittee***

The Premises Subcommittee Chair noted that there had been meetings and investigations around two options that will be presented to the Committee in full detail. After this discussion it is hoped that the Committee will move forward with the best option.

## **COMMITTEE REPORTS**

### ***Chairperson's Report***

The Chair noted that she had met with Anna Berwick as discussed about her nomination to the Gymnastics NZ Board. She is working through the Grant Coordinators contract and is on track to get the draft Club Rules out to everyone for discussion at our 22 April meeting. Along with the Deputy Chair, she had attended the Head Coaches meeting with the Senior Management Team. The key thing that came out of this was the need to address the pay structure. As the minimum wage increases it brings the less experienced coaches closer to the Head Coaches pay bracket. It was noted that they had not received an increase in the last four years.

The Treasurer reminded Committee Members that we are a business and that as a business we need to find the money to achieve the additional payments. Further and thorough investigation will need to be made around the proposed payment scale and it was suggested that the Senior Management Team, work with the Treasurer to prepare a discussion paper for our 13 May 2021 meeting. A letter will be sent to the Coaches updating them and when they can expect an outcome. It was suggested that a review of the Recreational Fees could be put in place for Term 3.

### ***Treasurer's Report***

The Treasurer noted that she would provide two forecasts during the year, likely after any wage or fee increase.

**MOTION: THE ACCOUNTS FOR THE PERIOD 1 MARCH TO 31 MARCH 2021 BE ACCEPTED AS CIRCULATED BY THE TREASURER NOTING THE TOTAL ASSETS OF \$318,538 AND TOTAL LIABILITIES OF \$56,305.** Sarah Burnell/Darren Sears. Agreed by all.

**MOTION: THE COMMITTEE REVIEWED AND ADOPTED THE 2021 BUDGET AS TABLED BY THE TREASURER AT THE LAST MEETING.** Sarah Burnell/Deirdre Follett. Agreed by all.

### ***Functional Report Items***

There were no items raised in this section of the meeting.

### ***Senior Management Report***

#### **Programme Manager**

It was noted that our current competitions are going well; we are looking good and bringing home the medals. The Programme Manager is meeting coaches every week and she is proud of Michelle and Pasha really supporting the coaches. There is a lot of work required within the Gym for All (GFA) Team and Head Coach Mel is open for suggestions. GFA always ends up with the younger coaches and we need to team them. The current focus is the next three weeks of programme.

#### **Administration Manager**

Jouvelle noted that she had been working on a forecast which will need to be revised due to the financial year running from January to December, and not 1 April to 31 March. The Treasurer noted that this is due to the Club working their fees/payments etc. within the school terms.

1. **Payroll**. It was noted that the current ACE Payroll system is outdated, and the Club need to move with the times. The disadvantages are around the wait time for tasks, time pressures, it is only on one desktop and needs regular back up. After discussion it was agreed:

**MOTION: THAT THE CLUB WILL ADOPT A NEW CLOUD BASED PAYROLL SYSTEM. THE PACKAGE WILL BE CHOSEN BY THE ADMINISTRATION MANAGER IN LIAISON WITH THE CLUB TREASURER.** Charlotte Haigh/Aaron Simmons. Agreed by all.

2. IT Support. There was difficulties in moving the Club from the Microsoft Family system to Microsoft Business 365. We will need to engage an IT support provider. During discussion it was noted that this will be significantly less than the Committee had already agreed to.

**MOTION: THAT THE COMMITTEE SUPPORT THE ADMINISTRATION MANAGER'S PROPOSAL TO ENGAGE SILICON AS PER THEIR QUOTE VALID TO 9 APRIL 2021 TO SUPPLY 6 X MICRSOFT 365 BUSINESS STANDARD SUBSCRIPTION LICENCES, DOMAIN TRANSFER AND PROFESSIONAL ENGEINNERING X 2 HOURS TOTALLING \$425.50 INCLUDING GST AND \$130.41 PER MONTH THEREAFTER.** Charlotte Haigh/Annalise Austin. Agreed by all.

3. Wellington Sport and Recreation Awards. Discussion was held on these Awards and it was noted that the Programme Manager had placed one nomination supported by the Committee. She will seek any further nominations in liaison with the Coaches. It was noted that it is desirable to be involved as it too was a good way to promote ourselves in the community.

#### **GENERAL BUSINESS**

There were no items of general business raised.

The meeting then moved to In-Committee at 7:06pm after a short break returning at 8:15pm.

#### **NEXT MEETING AND CLOSE**

The next meeting is scheduled for Thursday, 22 April 2021 commencing at 6:00pm. The meeting thanked Annalise Austin for providing the food/nibbles for this meeting and Charlotte offered to do the next one. The meeting closed at 8.24pm.

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

President: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_