

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 11 February 2021 at 6:00pm

Present: Charlotte Haigh (President), Deirdre Follett, Nicole Manning, Aaron Simmons, Louise Waiariki, Annalise Austin.

Guests: Lynn Wallace

WELCOME AND APOLOGIES

The Chair welcomed all to the meeting. Apologies had been received from Darren Sears (although he will phone into the meeting), Rebecca Hills and Sarah Burnell.

PREMISES UPDATE

Premises Update and Property Officers Report

A telephone video update commenced at 6:05pm where the Premises Officer updated the meeting.

It was reiterated that we need to drive through to the next steps, confirming the details with each of the options so a prompt decision can be made during the next four weeks.

The Premises Officers Report had provided the costs incurred to date for the new Main Building and the Old building which showed \$97,000 had been spent to date, including the updated Feasibility Report. \$60-\$65,000 of this was from Club funds. The Property Officers is waiting to hear back from the building company with their 'to date' reconciliation. This is expected to be between \$15-\$20,000 which is allowed for in the building fund.

During the next 1-4 weeks we should have received confirmation that we can purchase and lease the old building. Actioning this will show commitment to the project however the Committee need to be comfortable with the lease and be fully aware of the costs that will be incurred. The Chair confirmed that she was comfortable, especially as Council had agreed to adding the 'exit option', allowing us to walk away if necessary.

There will be a cost to the upgrade of the old building however we do have two grants allowing us to start the project totaling \$44,000. This money must either be used or returned to the two organisations. Once we are in the building the costs will be minimal, however we will need to plan for split premises and operating from two locations.

Next Steps:

- Work on the lease to include an exit option. Commit to this sale and purchase in the next four weeks.
- Capture key dates over the coming 1-2 months; especially working back from grant expiry timeframes. The Secretary offered to start this timeline to share with the team. It was noted that we may be able to seek extensions on the grants if we needed more time.
- Costings are required around the options. Due to the resignation of past Treasurer, Rebecca Hills, we need someone else to pick up the accounts and numbers side of the project.
- The Committee reiterated its support of engaging Petone Sportsville member Dave Syms and noted formal documentation is now required. The Chair undertook to work with the Treasurer on the rate and agreement for presentation by the Property Officer.

The Premises Officer noted that this was a priority and required the team support, just like Sunday's Fun Day event. The video call ended, and the Premises Officer left the meeting at 6:22pm.

ADMINISTRATION

Minutes

MOTION: THE MINUTES OF THE 21 JANUARY 2021 MEETING ARE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING. Deirdre Follett/Nicole Manning. Agreed by all.

Matters Arising from the Last Meeting

The Secretary noted that there are still outstanding tasks from past meetings, and these would be shared with these draft minutes. Members were asked to update where the actions were at by reply.

Committee Meeting Feedback. The Chair thanked the Secretary for completing the survey over the past three meetings and preparing the previously circulated summary. The summary showed that overall, the team are happy with how the meetings run. Members were pleased that we were sharing the food for the meetings as 6:00pm is a difficult time to manage. There could be an opportunity to meet on a social basis, and the team noted that coming Special General Meeting would be good.

Correspondence In/Out

The HR and Grants Officer advised of her resignation from the Committee.

MOTION: THE COMMITTEE ACCEPTED THE RESIGNATION OF REBECCA HILLS, THANKING HER FOR HER TIME WORKING WITH THE CLUB AND NOTED THAT THE BANK SIGNATORIES WOULD NEED TO BE AMNEDED TO REMOVE HER AS A SIGNATORY. Deirdre Follett/Charlotte. Agreed by all.

SUBCOMMITTEE UPDATES

It was noted that rather than 'Standing Items' this section of the meeting would now reflect updates from the Subcommittees with separate Terms of References'.

Premises Subcommittee

The Premises Officer provided a video call update at the start of the meeting. Discussion continued around the next steps required and it was agreed that the Secretary would draft an initial timeline. The Deputy Chair (and member of the Property Subcommittee) undertook to approach a member that has experience with working with financials to support the team, including the Club's Programme Manager in preparing the costings for each option. It was hoped that this team could be in place and meet by the end of February so that a thorough handover can be given and information available for our decision-making process.

The Programme Manager briefed the meeting on an alternative concept of introducing a new 'Branch' of Hutt Valley Gymnastics Club in the old building, rather than a split of the Club. This week she has interviewed a potential new Head Coach that could run the Branch, possibly introducing a new code such as trampolining. The Club owns two brand new unused 'fit for purpose' trampolines available. The Programme Manager undertook to develop this concept as part of our options for consideration.

The Deputy Chair noted that he had held discussions with our landlord and that no one had signed up to lease the building after February 2022. He said he may be open for negotiation to extend our lease, but a review of market rates would be necessary. He was happy to consider a reduced rent to reflect not needing to go through the re-renting process. The Committee noted its appreciation of the Deputy Chair making this contact and building a relationship.

Strategic Plan

The Subcommittee had allocated initial tasks for the identified Strategic Actions to various parties (premises Subcommittee, Programme Manager and when appointed the Administration Manager). They will be meeting next Tuesday (16 Feb). It was noted that due to Rebecca Hills resignation from the Committee, a replacement may be needed, and the Subcommittee will discuss this at their meeting.

Fundraising

The Subcommittee Chair noted that things were chugging along; with a current focus of selling cookies and peanut butter. The team would like to identify what they are specifically fundraising for and sought input from the Committee. It was agreed that the Subcommittee would work with the Programme Manager to draft ideas and ensure activities fit into the Clubs coaching calendar. The

Additionally it was noted that the Fundraising Subcommittee required better reporting and it was noted that they will prepare an outline of what is required from the Administration Team from a reporting/accounting perspective to share with the new Administration Manager once she has commenced.

Policies

The Subcommittee Chair noted once again that she was the sole member of the Policy Subcommittee and invited others to join. It was felt that this could be a task for the new Committee member. The update of policies and schedule was a work in progress with the current focus on tidying up the current policies and then working on the Gymnastics NZ policies such as Safeguarding Children.

Club Rules

The Chair noted that she has taken leave to work on this so that she can have the draft for Committee input by the March due date. She noted that there will be the recommended rule, but then will include other options for the Committee to consider as appropriate. The Programme Manager suggested that consideration be given that a Committee term of a 2-year period. This was noted and would be included for consideration as part of the review.

The Chair advised that the Club Rules need to be agreed by the Committee and then circulated for consultation to our full membership for input and feedback prior to presenting at the AGM on 20 September for adoption. The Committee thanked the Chair for her commitment to get this up and running.

COMMITTEE REPORTS

Chairperson's Report

The Chair noted that she wanted to discuss the process for approving spend on fundraising initiatives. This has been covered off under the Fundraising Subcommittee update.

Treasurers Report

The Treasurers Report was received, and the Committee noted the professional reporting being provided. It was agreed:

MOTION: THE ACCOUNTS FOR THE PERIOD 1 JANUARY TO 31 JANUARY 2021 BE ACCEPTED AS CIRCULATED BY THE TREASURER NOTING THE TOTAL ASSETS OF \$331,418 AND TOTAL LIABILITIES OF \$12,552. Sarah Burnell/Deirdre Follett. Agreed by all.

Functional Report Items

Fun Day

It was confirmed that plans were coming together well. The necessary risk assessments had been completed and the Chair would sign these off. First Aid requirements had been addressed too. The Fundraising Team will be selling items; cookies, peanut butter and t-shirts.

Committee Member Nomination Plan

Discussion followed on the approach once nominations close on 20 February. It was agreed that if one nomination is received the Committee would co-opt them immediately. If more than one nomination is received each nominee will be asked to prepare a Candidate Statement (like the AGM) for our consideration and invite them to a session where they can give a 1 or 2-minute update outlining what they can bring to the team. From there the Committee will hold a closed ballot to determine our successful new Committee member.

Sponsorship Proposal

The Marketing Officer spoke to her previously circulated Sponsorship Plan. This covered Gold \$1,000, Silver \$500, Bronze \$250, and the sponsorship benefits they would receive. It was asked if we could add a larger Elite option for \$5,000 which could include name on Club trip shirts like the recent MAG Clinic in Christchurch. It was left with the Marketing Officer to work further with the Programme

Manager. This needs to get out to the community as a priority as we are already into the second month of the year and want to take advantage of business financial years ending on 31 March.

Health and Safety - COVID

The Health and Safety Officer reported that the period had been quiet. She has requested the membership be reminded that we are still in COVID Level 1 and signage and behavior in the Club needed to reflect this.

Committee Handbook – Committee Evaluation

The Chair noted the requirements around the Committee's evaluation of performance as outlined in the Committee Handbook. After discussion it was suggested that we review this after our 6-month period, perhaps taking 30 minutes at the of the meeting (13 May).

Special General Meeting

MOTION: THE COMMITTEE CALL A SPECIAL GENERAL MEETING TO NOMINATE MEMBERS, REBECCA HILLS, AND MARIE PYE AS LIFE MEMBERS OF HUTT VALLEY GYMNASTICS CLUB INC. Charlotte Haigh/Louise Waiariki. Agreed by all.

Discussion was held on the process to date as there were varying expectations within the Committee around the process. Some felt that Life Membership should remain private until the meeting where others wanted to make sure members attended so felt the nominees should be made public. It was agreed that prior to the AGM a policy, criteria and procedure should be developed for future nominations.

Members covered off the tasks remaining on the previously circulated action plan and for the Special General Meeting at 6:00pm on 18 February.

Programme Manager Update

The Programme Manager reported that one of our key staff members parent was unwell which is requiring support as it is quite an emotional time.

She is also in the process of reviewing the Club cleaning requirements and was meeting the Treasurer next week to determine budget allocation etc.

GENERAL BUSINESS

Administration Manager Role

The Chair advised that interviews had been completed and the panel had a preferred candidate. The reference checks had returned very positively, and the panel was hoping to make an offer and acceptance tomorrow. The Committee were very excited to have this next step sorted.

NEXT MEETING AND CLOSE

The next meeting is scheduled for Thursday, 18 March 2021 commencing at 6:00pm. The meeting thanked Nicole Manning for providing the food/nibbles for this meeting and Louise Waiariki offered to do the next one. The meeting closed at 7.50pm.

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

Chairperson:

Date:
