

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 21 January 2021 at 6:00pm

Present: Charlotte Haigh (President), Rebecca Hills, Darren Sears, Aaron Simmons, Louise Waiariki, Annalise Austin, Nicole Manning, Sarah Burnell, Deirdre Follett,
Guests: Lynn Wallace, Warrick Sue, Stuart Savage (GNZ).

WELCOME AND APOLOGIES

The Chair welcomed all to the meeting. It was noted that Annalise Austin would be slightly late. No other apologies were received.

GUEST: WARRICK SUE - CLUB VALUES

Club member Warrick Sue introduced himself to the meeting and purpose for his attendance, to talk to the Club Values document. Warrick has been working with the Club over the past 5-years offering his time and support with workshops and working with staff in a contra-arrangement with the Club. Warrick has a sports psychology background and has worked in the Sports High-Performance Centre and Canteen. His family are Club members with one stating as a Coach. Warrick to introduce himself and talk to the Club Values document circulate.

The meeting reviewed the document which was first produced in early 2019 and revisited in 2020. Warrick worked through the key values and supporting statements; Best Effort, Got your Back, and Go For It. The Club would like to bring in a values system to run alongside our Mission Statement aimed at becoming more successful in the development of our gymnasts and the overall success of the Club. Warrick noted it was pleasing to have the Committee's engagement and involvement.

It was agreed to delete the last line in 'Got you Back' and add 'praise' into the line "we acknowledge ourselves and others for their effort and improvement". An invitation will be included in the next newsletter seeking member involvement in the three pilot groups. These groups will be limited to around 20 people max. Warrick will then bring the Club Values back to the Committee at the start of term 2 with recommended next steps to bring it to life within the gym.

The Committee gave its unanimous support to the programme and thanked Warrick for his efforts to date.

STUART SAVAGE: GYMNASTICS NZ REGIONAL REPRESENTATIVE

Committee members went around the table introducing themselves and their roles. Stuart then updated the meeting on both his journey to become our Regional Representative. Stuart has a background with English Football and Rugby League, then moving to New Zealand where he has worked within Netball NZ.

Stuart noted his support for the Club Values journey, noting that the excitement is in the next actions of consultation and embedding them into Club culture, walking the walk. He noted that there are 24 Clubs in the Region and he has met about two-thirds of them. He has been tasked with increasing the capability of the clubs and sustainability of the sport.

Over the coming 2-3 years Gymnastics NZ will be supporting Clubs with governance, child protection and safeguarding children along with culture, funding guides, managing volunteerism, policy, and planning. This is supported with the on-going review within the sport. These findings will be published late February. Stuart noted that the Chair and Secretary have his contact details. He is happy to meet and take correspondence with members in terms of the development of the Club. The Committee thanked Stuart and welcomed him to the region.

Guest Warrick Sue left the meeting at 6:50pm.

ADMINISTRATION

Minutes

MOTION: THE MINUTES OF THE 10 DECEMBER 2020 MEETING ARE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING WITH THE WORDING CHANGE AROUND THE SIGNATORIES BEING IN PROCESS, NOT COMPLETED AS NOTED. Deirdre Follett/Charlotte Haigh. Agreed by all.

Matters Arising from the Last Meeting

It was noted that often there are time restrictions with the review of matters from Last Meeting. The Secretary asked that everyone update the Action Register independently so that it is possible to check in on outstanding matters. Members were invited to email the Secretary to update if they were not comfortable to complete themselves. This is a key process for the review of our year and what we have worked on. The Secretary will reshare the link to access the Action Register.

Policy Preparation. The HR Officer requested support with the preparation of the introduced 5-week annual leave for 10-year plus staff. The Secretary, who is on the Policy Subcommittee and the Chair offered to assist.

Correspondence In/Out

There were no items of correspondence received or sent since the last meeting. The Property Officer was sharing emails with the Secretary to record and a text message was received from Member Greg Marsden who advised that as the Club refused to provide him with indemnity, he is currently engaging directly with the Hutt City Council and Steel Shed Systems.

Discussion followed on the text and it was noted that the Chair had explained that this was not required, and that the Club would be at risk if they provided Greg with indemnity as it was unknown any other actions he had made. The Chair was delegated to contact Greg and have a conversation with Greg to resolve the matter as the Committee were not prepared for our good relationships to be compromised.

STANDING ITEMS

Premises Update and Property Officers Report

The meeting moved to In-Committee at 7:07pm, returning at 7:50pm. This included the Clubs Programme Manager and Gymnastics NZ Regional Representative.

Strategic Plan

The Chair of the Strategic Plan Subcommittee shared their Terms of Reference and provided an update on the first two meetings. Brief discussion was held.

MOTION: THE COMMITTEE APPROVED AND SUPPORT THE STRATEGIC PLAN SUBCOMMITTEE TERMS OF REFERENCE AS CIRCULATED. Deirdre Follett/Aaron Simmons. Agreed by all.

MOTION: THE COMMITTEE SUPPORT THE RECOMMENDED CHANGES TO THE STRATEGIC PLAN:

A) REMOVE “CREATE A SCHOLARSHIP FOR CHILDREN TO ACCESS HUTT VALLEY GYMNASTICS” AND INCLUDE UNDER THE PEOPLE PILLAR “PROVIDE OPPORTUNITIES FOR KIDS TO GET INVOLVED WITH GYMNASTICS WHERE THEY WOULD NOT NORMALLY HAVE HAD”.

B) ADOPTING A NEW GOAL IN THE OPERATIONS PILLAR OF “REVIEW, REVISE AND ADOPT NEW CLUB RULES FOR HUTT VALLEY GYMNASTICS CENTRE INCORPORATED”. Deirdre Follett/Sarah Burnell.

Agreed by all.

MOTION: THE COMMITTEE DELEGATE CHAIRPERSON, CHARLOTTE HAIGH TO UNDERTAKE A REVIEW AND PREPARE NEW DRAFT RULES FOR THE COMMITTEES REVIEW BY APRIL 2021. Deirdre

Follett/Sarah Burnell. Agreed by all.

COMMITTEE REPORTS

Chairperson's Report

The Chair noted that she had attending some building meetings and the other focus is the Administration Manager role. Applications are now closed, and 34 applications had been received. The interview panel will be shortlisting next Thursday with interviews following promptly. She thanked the Secretary for coordinating the applications, communicating with people, and updating the panel.

Treasurers Report

The Treasurer has met with the new Programme Manager to look over the numbers for the 2021 fees. The other focus is to work through the expense lines. There are several little tweaks that the Treasurer would like made eg. access in Xero and looking at people's permissions.

The Fundraising Office tabled a proposed Spending and Reimbursement form, and it was left with the Programme Manager and Treasurer formalise a plan.

MOTION: THE DRAFT ACCOUNTS FOR THE PERIOD 1 JANUARY TO 31 DECEMBER 2020 BE ACCEPTED AS CIRCULATED BY THE TREASURER NOTING THE TOTAL ASSETS OF \$303,963.14 AND TOTAL LIABILITIES OF \$7,191.12. Sarah Burnell/Rebecca Hills. Agreed by all.

MOTION: THE COMMITTEE AGREE TO ADD STAFF MEMBER LYNN-ANN WALLACE (PROGRAMME MANAGER) TO THE WESTPAC BANK ACCOUNTS 0531-0118171 AND 0531-0556892 AS A SIGNATORY AND HAVE A DEBIT CARD ISSUED AGAINST THE OFFICE MANAGER EXPENSE ACCOUNT 0531-0556892-002. ONCE THIS CARD HAS BEEN RECEIVED THE CARD ISSUED TO SIGNATORY DEIRDRE LOUISE FOLLETT WILL BE DELETED. Deirdre Follett/Sarah Burnell. Agreed by all.

Functional Report Items

Fundraising Update

The Fun Day is coming along well. The Fundraising team will be selling Cookie Time Cookies as a trial at the event along with the coming Peanut Butter fundraiser. The Mayor is attending along with MP Ginny Anderson. There is no budget for the event however support has been well received to date.

Committee Roles

The Secretary encouraged all members to review their roles over the coming months to ensure that the Role Descriptions in the Committee Handbook are current. It was agreed:

MOTION: ALL COMMITTEE MEMBERS WILL REVIEW THEIR SPECIFIC ROLE DESCRIPTIONS FROM THE COMMITTEE HANDBOOK AND PROVIDE FEEDBACK TO THE CLUB SECRETARY BY 1 JUNE 2021 TO ENSURE INFORMATION IS CURRENT. Deirdre Follett/Charlotte Haigh. Agreed by all.

GENERAL BUSINESS

There were no items of general business.

NEXT MEETING AND CLOSE

The next meeting is scheduled for Thursday, 11 February 2021 commencing at 6:00pm. Deirdre Follett was rostered to provide the food/nibbles for this meeting and Nicole Manning offered to do the next one. The meeting closed at 8:07pm.

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

President: _____ Date: _____

Secretary: _____ Date: _____