

Minutes of the Hutt Valley Gymnastics Committee Meeting held on Monday, 2 November 2020 at 7:30pm

Present: Charlotte Haigh (President), Marion Cox (Immediate Past Chairperson), Deirdre Follett, Darren Sears, Aaron Simmons, Annalise Austin, Louise Waiariki, Nicole Manning.

Apologies: Sarah Burnell. Guests: Nil

Due to the past Committee taking on an operational element of the Club, the Secretary requested the meeting be called to update the Committee on the Administration Manager role, the Prizegiving on Saturday, and confirm the change of signatories.

ADMINISTRATION MANAGER

The Secretary reported that although the new Administration Manager role had been filled, the Committee had received the staff members resignation before their start date as they felt the role was not going to fit for them after all. This was received the night prior to the AGM and the past Committee did not feel it appropriate to offer the role to the next candidate on the day of the AGM. To offer consistency for the Office Team it was agreed:

MOTION: THE COMMITTEE WILL ENGAGE DEIRDRE FOLLETT TO CONTINUE WITH THE INTERIM ADMINISTRATION MANAGER ROLE ON A MONTH TO MONTH BASIS (3 NOV – 30 NOV). Darren

Sears/Nicole Manning. Agreed by all.

The meeting moved In-Committee. After discussion it was agreed to establish a Sub-Committee to prepare a plan for the new Administration position appointment.

MOTION: A SUB-COMMITTEE OF CHARLOTTE HAIGH, REBECCA HILLS, AND LOUISE WAIARIKI BE ESTABLISHED TO PREPARE AN ADMINISTRATION MANGER APPOINTMENT PLAN FOR THE COMMITTEE'S CONSIDERATION. Aaron Simmons/Annalise Austin. Agreed by all.

PRIZEGIVING

The Secretary recommended that the new Committee be involved with the coming prizegiving (7 Nov) due to there being a limited management team and the tradition of the President's involvement over many years. It was suggested that the President/Vice President could hand out the certificates/trophies and the coaches could call the names (as they know the athletes).

PROGRAMME MANAGER

It was noted that Lynn Wallace, our newly appointed Programme Manager is commencing on 1 December 2020. The Secretary expressed the importance of the Committee having a member appointed to induct and mentor Lynn as she commences with the Club. Lynn will be the communication channel between the Committee and the Head Coaches/coaching team working collaboratively with the Administration Manager.

BANK ACCOUNT SIGNATORIES

MOTION: THE CLUB SIGNATORIES BE AMENDED WITH WESTPAC BANK TO REFLECT THE ANNUAL GENERAL MEETING ELECTION: MARION COX IS TO BE REMOVED. CHARLOTTE HAIGH (NEW PRESIDENT) AND SARAH BURNELL (NEW TREASURER) TO BE ADDED. IT WAS NOTED THAT TWO SIGNATORIES ARE REQUIRED TO SIGN ON ALL ACCOUNTS. THIS INCLUDES THE BUSINESS ONLINE FACILITY. THE BENEFICIAL OWNERS WILL BE CHARLOTTE HAIGH (PRESIDENT), SARAH BURNELL (TREASURER) AND DEIRDRE FOLLETT (SECRETARY).

Nicole Manning/Annalise Austin. Agreed by all.

IMMEDIATE PAST PRESIDENT

The Past Chairperson, Marion Cox advised that she had an open door and would be pleased to answer questions and support the new Committee as required. The Committee thanked Marion for this.

GENERAL BUSINESS

Committee Member Photos

Darren Sears noted that the Secretary will hold the photos used in the Candidate Statements to use in other publications. Any updated photos can be forwarded to the Secretary.

WAG Facebook Page

Rebecca Hills requested that now the AGM had been completed the WAG Facebook page be opened again. Discussion followed on the concern with the Facebook page being 'private' and closed off for all members. It was noted that this was part of the Social Media Policy which may require reviewing. It was noted that the Programme Manager would be responsible for reviewing the communication policy in conjunction with the Administration Manager.

Next Meeting and Close

The next meeting of the Committee will be held at the Club on Thursday, 12 November 2020 commencing at 6:30pm. The meeting closed at 8:15pm.

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

Chairperson:

Date:
