

# Minutes of the Hutt Valley Gymnastics Committee Meeting held on Thursday, 1 October 2020 at 6:30pm

Present: Marion Cox (Chair), Sarah Burnell, Greg Marsden, Lynette Chin, Ellen van Dijken, Deirdre Follett. Guests: Nil

## WELCOME

The Chair welcomed all to the meeting and noted that we need to keep the meeting on track to be quick due to the Fundraising Golf Day tomorrow.

## ADMINISTRATION

### *Apologies*

Apologies had been received from Treasurer Rebecca Hills and Property Officer Darren Sears.

### *Minutes*

**MOTION: THE MINUTES OF THE 3 SEPTEMBER 2020 MEETING WERE REVIEWED AND CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.** Lynette Chin/Ellen Van Dijken. Agreed by all.

The following motions were circulated and voted upon outside of the Committee Meeting. They are recorded here to reflect the decisions made, to be included in our minute flow, and to give the opportunity for discussion.

09/09/2020 **MOTION: THAT HUTT VALLEY GYMNASTICS CLUB COMMITTEE DELEGATE NEW GRANTS OFFICER, DAVE SYMS AUTHORITY TO APPLY FOR GRANTS ON ITS BEHALF.** Marion Cox/Darren Sears. Agreed by quorum.

09/09/2020 **MOTION: THAT HUTT VALLEY GYMNASTICS CLUB APPLY TO PELORUS TRUST FOR FUNDING FOR THE ASBESTOS REMOVAL AND ELECTRICAL WORK REQUIRED TO BE DONE AT THE EX-AVALON RUGBY CLUBROOMS IN THE AMOUNT OF \$16,013.10 EXCL GST.** Marion Cox/Darren Sears. Agreed by quorum.

14/09/2020 **MOTION: THAT HUTT VALLEY GYMNASTICS CLUB APPLY TO FOUR WINDS FOUNDATION FOR FUNDING FOR THE ASBESTOS REMOVAL AT THE EX-AVALON RUGBY CLUBROOMS IN THE AMOUNT OF \$5,427.50 EXCL GST.** Marion Cox/Darren Sears. Agreed by all.

14/09/2020 **MOTION: THAT HUTT VALLEY GYMNASTICS CLUB APPLY TO NZ RACING BOARD FOR FUNDING FOR THE ASBESTOS REMOVAL AND ELECTRICAL WORK REQUIRED TO BE DONE AT THE EX-AVALON RUGBY CLUBROOMS IN THE AMOUNT OF \$16,013.10 EXCL GST.** Marion Cox/Darren Sears. Agreed by all.

14/09/2020 **MOTION: THAT HUTT VALLEY GYMNASTICS CLUB APPLY TO [NEW ZEALAND RACING BOARD, FOUR WINDS FOUNDATION, AIR RESCUE SERVICES, NEW ZEALAND COMMUNITY TRUST, ONE FOUNDATION, PELORUS TRUST, PUB CHARITY LIMITED, HUTT MANA CHARITABLE TRUST, SPORT WELLINGTON] FUNDING FOR [THE ASBESTOS REMOVAL AND ELECTRICAL WORK] REQUIRED TO BE DONE AT THE EX-AVALON RUGBY CLUBROOMS IN THE AMOUNT OF \$16,013.10 EXCL GST.** Marion Cox/Darren Sears. Agreed by all.

25/09/2020 **MOTION: THAT HUTT VALLEY GYMNASTICS CLUB APPLY TO NZ COMMUNITY TRUST FOR FUNDING TO REPLACE THE CONCRETE FLOOR AT THE EX-AVALON RUGBY CLUBROOMS IN THE AMOUNT OF \$49,504.00 EXCL GST.** Marion Cox/Darren Sears. Agreed by all.

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

It was noted that member Aaron Simmons had sent a reply to the Chair's letter addressing his correspondence to the Committee, but later requested that this be withdrawn. The meeting moved to In-committee to discuss an employment related correspondence.

## **COMMITTEE REPORTS**

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

The Committee reviewed the Treasurer's Report circulated prior to the meeting and looked forward to the reviewed format for future meetings. Concerns had previously been raised around the information being received and the meeting also noted a financial risk to the Club as the Committee is unable to apply for grants due to the 2019 accounts not being signed off by the reviewer. It was also agreed that due to the Treasurer not being available to attend all meetings (7 of the 15 year to date) this resulted in restrictions around the Committee's financial understanding. The Chair undertook to discuss this with the Treasurer.

It was also agreed that the Financial Statement and Treasurer's Report must be included in the Annual Report being circulated to members. The Committee agreed to extend the deadline to Friday, 9 October for circulation to the membership. It was also agreed that if the signed documents are still unavailable, the Committee will circulate draft accounts noting this in the Treasurer's report. A final copy will then be able to be tabled at the AGM.

## **TOP OF MIND X 3**

### ***Fundraising Officer***

Ellen noted that the 100% focus was tomorrow's Golf Day. She acknowledged the hours of work that Darren had committed to it and the committee also noted their thanks for his support to the Club. The Secretary offered to prepare a poster and flyer promoting the Tile Fundraiser. It looked like the weather was going to be good for the Golf Day.

### ***Chairperson***

Update on Programme Manager Role handed over to Greg. The Administration Manager position is currently advertised with applications closing on 5 October. It was agreed that the Secretary will share applications received to date with Lynette who will review and provide initial feedback to the interview panel (Chair, Deputy Chair and Secretary/Interim Administration Manager). Further discussion followed on the contract with Interim Administration Manager, Deirdre Follett and it was agreed:

**MOTION: THAT HUTT VALLEY GYMNASTICS CLUB WILL CONTINUE TO ENGAGE DEIRDRE FOLLETT TO ACT AS INTERIM ADMINISTRATION MANAGER UNTIL MONDAY, 2 NOVEMBER 2020 AT 6:00PM. SHE WILL CONTINUE ON THE COMMITTEE AS PREVIOUSLY AGREED, RELINQUISHING VOTING RIGHTS WHILE UNDERTAKING THE ROLE.** Marion Cox/Ellen van Dijken. Agreed by all.

Ellen van Dijken left the meeting at 7:10pm

### ***Committee Member (New)***

Sarah noted that she had approached the Treasurer to meet and undertake an induction, however a reply has not been received to date. She advised that next week she will meet with the Deputy Chair to complete a Handover with the Fraser Park financial information. Sarah also offered to work with the Interim Manager and look through the Xero account.

### ***Deputy Chair***

The Deputy Chair has been working on securing a Programme Manager. The Fraser Park group: Darren Sears and he will be meeting with Aaron Simmons next week to consider affordability of works that can be done early. We need to make sure we have visibility of cashflow, affordability etc. It was also noted that there was a meltdown incident within the MAG Level 4+ at the morning training which

was brought to the attention of the Administration Manager. After discussion it was agreed that Deirdre would talk with each party, using the situation as a learning exercise.

### **ANNUAL GENERAL MEETING**

The Secretary reported that the Notice of Meeting will be included in the 6 October 2020 publication of the Hutt News. Posters are displayed within the gym and the following will be sent to all members, now on Friday 9 October 2020:

- Annual Report including meeting agenda, financials, Chairperson's and Treasurer's Report and other updates.
- Nomination Form
- Committee Handbook

Nominations will close at 3:00pm on Monday, 26 October (Labour Day). If there is more than one nomination for a role, each candidate will be asked to put 200-300 words together detailing what they can bring to the Club and the Committee by Wednesday, 28 October. This will be circulated to all members on 29 October prior to the AGM. The Secretary undertook to arrange Neeraja to attend the AGM to count any votes on behalf of the Committee. The meeting will be held in the Blue Building and Michelle will be asked to relocate her groups to the Main Gym from 6:00pm.

Members need to be made aware that there is 'one vote' per child member ie. two children, then two votes. Until the review of the Constitution recreational members are not able to be voted onto the Committee. The new Committee however may coopt these members to either the Committee or a sub-Committee.

The following nominations were received at the meeting:

Deputy Chair	Greg Marsden
Secretary	Deirdre Follett
Treasurer	Sarah Burnell

### **GENERAL BUSINESS**

#### ***Staff and Committee BBQ***

Discussion followed on the BBQ being hosted by Greg and Louise Marsden. There had not been a great number of replies and the Secretary undertook to follow up. The Committee will then review the numbers and who will bring/do what ie. salads/bread etc.

### **NEXT MEETING AND CLOSE**

It was noted that the next meeting will be the AGM. The meeting closed at 8:10pm.

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

Chairperson:

Date:

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### **The Hutt Valley Gymnastics Club Inc**

is holding its  
Annual General Meeting  
on Monday, 2 November at  
6:30pm in the Clubrooms  
at 6a Rishworth Street,  
Lower Hutt.

*All members welcomed.*

Enquiries to: **secretary@  
huttvalleygymnsports.co.nz**