



Meeting Minutes

15 May 2022 Meraki Workspace 32 Victoria Street Cambridge

Issue	Discussion	Motion	Timeframe
<p>Introduction</p> <p>Meeting opened at 4:04 pm</p> <p>Meeting closed at 6:03 pm</p>	<p>Present: Gemma Stevenson, Kylie Robson, Jacqui McCann</p> <p>Apologies:</p> <p>Guests:</p> <p>Absent: Bex McCurdy, Kerin Frost</p>		2mins
Minutes of Previous Meeting ratified	KR motion to ratify and Jacqui seconded	Passed	2 mins
Resignation	<ul style="list-style-type: none"> • Tabling of Inette's resignation • Sponsorship - looking for someone to be responsible moving forward. 	GS to write a letter and have KR review and sign, will then have Kylie email to IG from the President email account acknowledging her contributions and inviting to be a friend of the committee going forward.	
Correspondence ratified	No discussion-previously tabled and read by committee and seen below.	GS motioned- JM seconded. Passed.	2 mins
<u>Operations Team Report</u> Nicola has sent this though. Tabled and read by committee.	No discussion, previously tabled and read by committee. Actions voting proposal table below.	<p>Appreciate the collaboration. It was a great report and just what we needed.</p> <p>Motion to accept Report GS Seconded KR</p>	
<u>Treasurer's Report</u> (Jacqui and Treasury working group)	<p>Jacqui to talk through:</p> <ul style="list-style-type: none"> • Forecast and cash flow • Fee policy • Confirming if proposed pay rates(administrator/coaches) fit the budget • Financial process Manual - including procedure for administrator to chase overdue fees. • Coach resource overview - an FYI <p>Actions previously tabled and read by committee, voting proposal table below.</p>	<p>F&CF to roll over to June meeting</p> <p>Query advertising line in expenses- JM</p> <p>Motion to accept report JM Seconded KR Passed</p>	10 mins

<p>Health & Safety Kerin and Nicola to produce plan</p>	<p>Nicola</p> <ul style="list-style-type: none"> H & S documentation provided for approval. <p>Keirn</p> <ul style="list-style-type: none"> Safeguarding draft policy - vote to approve draft policy. 	<p>H & S Subcommittee to be created.</p> <p>Nicola to send draft policy out to community for consultation, 2 weeks later KF and JM to meet and discuss feedback. Following this there will be an electronic vote for committee to approve, post on website and distribute.</p>	<p>JM</p>
<p>Fundraising/ Sponsorship</p>	<p>Keirn</p> <ul style="list-style-type: none"> Fundraising update T2 - Yarrow Cookie Dough. sponsorship update- look for member to take on. 	<p>Approve fundraising to move ahead</p>	

<p>Actions to Review From Previous Meeting</p>					
<p><i>Issue</i></p>	<p><i>Discussion</i></p>	<p><i>Motion/outcome/action/</i></p>	<p><i>Person responsible</i></p>		
<p>Cleaner</p>	<p>FB fishing post 1 week deadline then hire someone if no luck.</p>		<p>KR</p>		
<p>Security & locks</p>	<p>Nicola to write letter to give to Blair McCann and approach WatchU Security for sponsorship</p>				
<p>Internet</p>	<p>Internet access has been established. Code not for public sharing (only staff and committee)</p>	<p>Landlord is getting a wifi extender.</p>			

<p> Birthday Parties </p>	<p> Birthday parties are now set up in FM and will show on the website once FM updates their end. We will be advertising over social media and sending out a newsletter to advise members this option is now open. </p>	<p> All go, get advertising. Thanks Nicola for all the hard work you have put into getting this off the ground. Committee looks forward to hearing about progress with bookings. </p>		
<p> Cylinder </p>	<p> Repaired and back in use </p>	<p> No action required. </p>		
<p> First aid training </p>	<p> First Aid Nicola in discussion to find a day that will suit the company and our coaches. </p>	<p> JM motion to approve first aid supplies quote tabled at meeting. Seconded GS-passed </p>		
<p> Coach training and Naomi PD </p>	<p> Naomi confirmed selected coaches have been enrolled in the correct courses. </p>	<p> No action required. </p>		
<p> Events </p>	<p> Gym festivals </p>	<p> Establish sub committee with ops team driving this and include information in the Operations team monthly report. </p>		
<p> Grants up date </p>	<p> Nicola has had a meeting with Stacey and organised a process to apply for grants. A grant due this Monday 16 May 2022 for COGS, resolution for the committee to approve. </p>			
<p> Payroll </p>	<p> Xero Payroll is up and running and we will be doing our first pay run on 16 May 2022. </p>			
<p> Professional photos </p>	<p> Nicola has contacted the photographer and we will be working out a plan to get this done, this has been delayed due to covid isolation. </p>			
<p> St Peters coaching </p>	<p> Nicola & KR were looking into sub leasing- feedback </p>		<p> Nicola to give update via email to committee </p>	
<p> Administrator Pay </p>	<p> Treasury working group were to table a proposal for voting </p>	<p> Addressed elsewhere </p>	<p> Jacqui </p>	

*Behaviour management plan *Code of Conduct	Kerin was to consult with Naomi and JM for templates from GNZ and then table these for voting	Nicola to finalise the COC document to be sent to staff and members. JM and KR to discuss with head coach as part of job description to establish behaviour management plan.	KR and JM	
General Business				
Issue	Discussion	Motion/outcome/action		
Appraisals	Subcommittee of Human Resources established- JM and KR to look into.		JM and KR	
Fee Policy	Add in covid isolation refund clause. From May treasurers report: "all refund requests from members are referred to the treasurer for approval to be processed. Should there be any ambiguity in the decision the treasurer will seek feedback from the wider committee. Once loaded the president will have final authorisation on the bank transfer."	<i>Motion-JM Second GS Passed</i>	Nicola to add this clause into fee policy- CGC does not offer refunds for Covid isolation.	
Discuss administrator Job Description			Kylie and JM to meet with Administer and Head coach and discuss job description and contracts	
H&S	From operations team report: -Back door is currently unable to be unlocked from the outside. -First aid supplies : list being compiled with quote to present to treasurer -Lockdown procedure is required urgently due to the situation that occurred around the corner from the Gym	KR to get the key for the back door from Bex. Other points addressed elsewhere.	KR	
'Vaccination status' of future coaches			This will be removed for all future staff.	
Property sub committee	Established with Blair McCann as engineer expert.	- To check rear gate access - Extra large notice board	JM as committee rep supporting.	
Recruit of additional committee	KR to post on FB a 'fishing' post building excitement as we begin to look for new		Kylie to liaise with Nicola around	

members - sponsorship	<p>committee members with a 'watch this space' message.</p> <p>KB to fish for expression of interest for cleaner in on FB. 1 week limit until we then hire someone.</p> <p>Jacqui to source the recruitment templates from GNZ that we will use.</p>		scheduling FB posts.	
Health and Safety guidelines for planning	This will be a resource for the sub committee to draw on in drafting their H & S policy.		JM to establish subcommittee	
Onsite/ Offsite comms	Going forward when on or offsite out of specified hours- how best to notify all stakeholders	Use current group comms channels to notify first person onsite and last off site each day		
Human resources	<p>Centre Manager</p> <p>Jacqui is proposing that Cambridge Gymnastics offers a Permanent Part Time Centre Manager position. [REDACTED]</p> <p>[REDACTED]</p> <p>The conditions of the contract and the hours worked per week will be reviewed at the end of Term 2. Head Coach to be added as a direct report in the Centre Manager JD.</p> <p>Amendment to Head Coach JD - reports to Centre Manager.</p>	JM motion to approve KR seconded		Passed
	<p>Proposal for Head Coach</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>This makes it a lot easier to track and then it is the responsibility of the Head Coach to manage their workload across being on the floor and administration.</p> <p>Addition - direct report to Centre Manager</p>	JM motion to approve KR seconded		<p>Passed</p> <p>*JM and KR will sit with both to discuss job descriptions and contracts.</p>

To Action following May meeting

<i>Item</i>	<i>Discussion</i>	<i>Motion/outcome/action/ Person responsible</i>
IG acknowledgement letter	Thanks and invite to be a friend of the committee	GS to write - KR to review and forward to IG
FB fishing for recruitment of committee members and cleaner posts	1 week to source cleaner or else we hire one. JM to source GNZ recruitment templates for committee positions.	KR and JM
Establishment of H & S subcommittee and develop H&S Policy	This will include Lockdown and other emergency procedures and a draft to be prepared for the next committee meeting.	JM
Query advertising line in expenses- JM		JM
Treasurer	Reimbursements and write offs	
Administrator/Op's team to action:	<ul style="list-style-type: none"> -Bank authority JM -Accounts at Gilmours and Fresh choice -Grants app -Ipad purchase -Ensure all bills going forward are digital, not snail mail (Insurance, IRD etc). 	Ops team
Offer NC a Permanent Part Time Centre Manager position.	Both to have addition of direct reporting	JM and KR to sit with both and discuss contracts and job descriptions. Visual flowchart of Hierarchy displayed in staffroom
Adjustment of head coach hours		
Offsite/Onsite comms notification	Use current group comms channels to notify first person onsite and last off site each day	
First aid supplies	Moving ahead- use accounts to get supplies or get quotes and have CGC invoiced.	
Events-	Operations team to run events and report back to committee under this heading detailing plans in each monthly report.	
Subleasing	Nicola to give update via email to committee	Nicola
Code of Conduct Behaviour management	Nicola to tidy up COC and distribute M and KR to discuss with the head coach as part of job description to establish a behaviour management plan.	
Property sub committee	Check rear gate access and set up large noticeboard	

Visual flowchart of Hierarchy and Subcommittees to be created and displayed	Property Sub committee-JM H & S sub committee- KF HR subcommittee- KR and JM Events Sub committee- Ops team	
---	--	--

Rolling over to June meeting

Item	Discussion	Motion/outcome/action/ Person responsible
F&CF report		

Operation Team Report Voting Table

Discussion	Motion	Second	Declined	Comments
Vote to authorise the resolution of COGS Grant resolution of grants application	KB	GS		JM to get signed for Nicola for tomorrow.
Opening of accounts Gilmours/ Fresh Choice -with limit?	GS	JM		Ops team to move ahead
Acknowledge the need for a Lockdown Procedure to be developed	JM Motion to establish Health & Safety sub committee to work on H& S policy which includes emergency procedures.	GS		Lockdown policy will be incorporated into the development of the health and safety policy addressing emergency procedures. Over the next month JM to recruit subcommittee and develop draft for next committee meeting. Then to consult community.

Treasury Team Report Voting Table

	Motion	Second	Declined	Comments
Add Jacqui as the new treasurer to Westpac Bank authority and as an Executive Officer with IRD.	GS	KR		Passed

Jacqui seeks approval to write off 3 aged receivables from 2021 at a total of \$326.25 as bad debt.	KR	GS		Passed
Nicola to purchase new iPad for operations team.	JM	GS		Passed
Reimburse Kylie printing costs Term 1				

Correspondence Record to ratify:									
Date Emailed	Email Topic	Kylie	Bex	Kerin	Inette	Gemma	Jacqui	Nicola	Naomi
28/4	Motion to hire Rug doctor and reimburse Kylie for \$85.09		x	x	x	x	x		
29/4	Motion to allow parents onsite	x	x	x	x	x	x	x	
4/5	Acceptance of IG resignation from committee	x	x	x		x	x	x	

Further notes and Information:

Please read all relevant supporting documentation prior to the meeting. **We will be voting on some matters that have been tabled for reading prior to this meeting, and therefore will not need discussion.**

In particular: The proposals to action from the [operations team report](#), [Fee Policy H&S documentation](#), [resolution of grants application](#), [Child Protection Policy](#), [May Treasury report](#)

FYI

Next Meeting: 15 May 2022

List of Meetings for the Year: will alternate going forward between Tuesday evening online and in person Sunday afternoons at Meraki work space.

Tuesday Evening 12 June 2022 -Online

Sunday afternoon 10 July 2022- Meraki workspace

9 August 2022
13 September 2022
18 October 2022
8 November 2022
13 December 2022