



Meeting Minutes Date 26 / 6 / 22

Online Google Teams Time 10am- 12 o'clock

| Issue | Discussion | Motion | Timeframe |
|--|---|---------------------------|-----------|
| Introduction Meeting opened at 10:17 am Meeting closed at 12 o'clock | Present: Kylie, Gemma and Jacqui Apologies: Guests: Absent: Kerin | | 2mins |
| Minutes of Previous Meeting ratified | KR motion to ratify and Jacqui seconded | Passed in electronic vote | 2 mins |
| Correspondence ratified | No discussion-previously tabled and read by committee and seen below. | Passed in electronic vote | 2 mins |
| Link to electronic vote ratified | Passed in electronic vote | | |
| Coaches mtg minutes Operations Team Report | FYI No discussion, previously tabled and read by committee. Actions voting proposal table below. | Passed in electronic vote | |
| Treasurer's Report | Jacqui to talk through or Actions previously tabled and read by committee, voting proposal table below. | Passed in electronic vote | 10 mins |
| Health & Safety Kerin and Nicola to produce plan | Nicola <ul style="list-style-type: none"> H & S documentation provided for approval. Keirn <ul style="list-style-type: none"> Safeguarding draft policy - vote to approve draft policy. | | JM |
| Fundraising/ Sponsorship | Keirn <ul style="list-style-type: none"> Fundraising update T2 - Yarrow Cookie Dough. Sponsorship update | | |

Actions to Review From Previous Meeting

| Issue | Discussion | Motion/outcome/action/ | Person responsible |
|---|------------|------------------------|--------------------|
| IG acknowledgement letter | | done | |
| FB fishing for recruitment of committee members and cleaner posts | | cleaner hired | |

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| Establishment of H & S subcommittee and develop H&S Policy | | <i>Ongoing- JM committee rep and Nicola op team rep</i> | |
| Query advertising line in expenses | | Resolved | |
| Centre administer and Head coach contracts/pay/hours- job descriptions. | Discussion of enrollments and covering expenses. | Jacqui motions to increase centre manager hours to 20 hours a week and back paid to May 16th. Gemma- second Vote passed | |
| Visual flowchart of Hierarchy displayed in staffroom | | | roll over |
| Offsite/Onsite comms notification | Trail slack for 1 month as committee communication tool and decide from there if we do away with messenger | Slack utilized | |
| First aid supplies and Sportsworld balls quote being compiled to present to the treasurer. | | done | |
| Events | | resolved- ongoing for ops team to manage and inform | |
| Subleasing | | | roll over |
| Code of Conduct | | Nicola has upload to website | |
| Behaviour management | | | Operation team to look at developing if they choose to and put in front of committee |
| Property sub committee | | Established and first meeting tbc | |
| Visual flowchart of Hierarchy and Subcommittees to be created and displayed | | | roll over |
| Back door is currently unable to be unlocked from the outside- key from Bex | | <i>Bex still to return key</i> | |
| General Business | | | |
| Issue | Discussion | Motion/outcome/action | |
| F&CF report | | <i>Ongoing</i> | roll over |

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| Security, Camera and locks | <i>Kylie is still investigating- Camera has wifi capabilities. Ops team to implement.</i> | <i>Nicola to write a sponsorship letter for BM to take to watchu and sponsor security cameras.</i> | |
| AGM date | <p>Financials need to be sorted for AGM</p> <p>Need to source an Accountant to sponsor the club and assist.</p> <p>Need to set date for AGM</p> <p>Use AGM as a platform to look into opening the gym for 'free play sessions' on weekends- prepay tickets, 2 hour sessions. Currently no indoor play space in Cambridge.</p> | <p>October 2nd</p> <p>Open day and AGM</p> <p>Everyone attending AGM gets a free entry ticket to a 2 hour 'free play gym session'</p> | |
| Indoor free play sessions | Look into this further | | |
| Coaches meetings | As long as the committee receives minutes, and now Nicola is in a management role, no committee members need to attend. | Ops team to please inform the committee of meeting dates (with at least a week notice) so we can add any pressing agenda items via Nicola to address at meeting. | |
| Future HR support and advice eg contracts | Going forward will engage with Toni Harris from Harris Consulting, an HR specialist. Jacqui has established a relationship with her and she will charge \$75 an hour - massively reduced from her \$150 hourly rate. | | |
| <p>Promoting a volunteer army to help eg fundraising ideas</p> <p>Encouraging new committee members to join while parents and caregivers are at gym classes watching</p> | | Kylie to liaise with Kerin and Nicola about fundraising opportunities. | |
| Fundraising focus- jackets | <p>Look into Domino's dough raiser:</p> <p>https://www.dominos.co.nz/inside-dominos/corporate/in-the-community</p> <p>Looking to get club uniforms/jackets that teams can hire. Not just benefiting the team gym or one particular group.</p> | | |
| Holiday programme - if extra supervision is required | If Nicola is required on the floor for supervision during the holiday programme, she will be able to enrol her kids in the session at a cost of 2 for the price of 1. The hours she is needed on the floor supervising will be part of her 20 contracted hours, if she's not needed on the floor can be in the office as per centre manager role. | | |

To Action following June meeting

| Item | Discussion | Motion/outcome/action/ Person responsible |
|---|-------------------|--|
| Kylie to liaise with Kerin and Nicola about fundraising opportunities and volunteer army/promoting committee membership | | kylie |
| book AGM date and begin planning open day to encourage attendance | | Nicola |
| sponsorship letter to watchu for security camera | | Nicola |
| behaviour plan developed (if needed) | | Nicola |
| coaches meeting minutes and notification of dates for committee to add any agenda items via Nicola | | Nicola |

Rolling over to July meeting

| Item | Discussion | Motion/outcome/action/ Person responsible |
|---|-------------------|--|
| flowchart illustrating responsibilities and hierarchy | | |
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Correspondence Record to ratify:

| Date Emailed | Email Topic | Kylie | Bex | Kerin | Gemma | Jacqui | Nicola | Naomi |
|--------------|--|-------|-----|-------|-------|--------|--------|-------|
| 18/5 | Motion to send Sponsorship letter out to Cambridge Hire Bins | x | x | x | x | x | x | |
| 26/5 | Motion to approve sending code of conduct out to members and staff | x | x | x | x | x | x | |
| 26/5 | Motion to | x | x | x | x | x | x | |

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| | sponsor letter out to Accounted 4 | | | | | | | |
| 2/6 | Motion to hire cleaner | x | x | x | x | x | x | |
| | Motion to appoint Sally Carrick as the club's insurance adviser | x | x | x | x | x | x | |

| Operations Team proposed committee actions to vote on | | |
|---|--|---------------------------|
| Discussion | Motion | Vote |
| Timetable Term 3 | Approve to open up Enrolments | Passed in electronic vote |
| Team Gym and Tumbling Fee | As per note under the timetable- include fee to cover an 11 week term in term 2 and 3 to account for a 1x holiday week practice. | Passed in electronic vote |
| Team Building | Committee to further investigate an amount to contribute to a team building activity in term 3. | Passed in electronic vote |
| First Aid Lunch | Pizzas or Hot Chips to value of \$50 | Passed in electronic vote |

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| Team Gym Uniform | Email to Team Gym parents to sponsor them | Passed in electronic vote |
| In our report we have asked for Businesses to sponsor Team Gym Uniform. | I have attached the quote we received its for Team Gym Tops and the value for 19 is \$1805. If you can include that with our value for Team Gym | Passed in electronic vote |
| CGC Jackets for Competitive members | When going to competitions we can lend these jackets out to members. We can invoice a bond which can be removed if they return them in good condition. | Passed in electronic vote |
| School Festival | Set entry cost per Gymnast at \$5 and confirmation of suggested dates in report | Passed in electronic vote |
| Incentive Badges | Absorb Cost into the membership | Passed in electronic vote |
| Holiday Program | Committee Approval to go ahead | Passed in electronic vote |

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| Hoodies for Staff | Can we go ahead and purchase hoodies | Passed in electronic vote |
| Trophies | Advise date to be returned - Kylie to advise | Passed in electronic vote |
| CGC Team Gym and Tumbling Comp | Cost for Teams to enter- Kylie and Jacqui to advise cost for Teams to enter | Passed in electronic vote |
| Bar Covers | Approve purchasing after quotes presented | Passed in electronic vote |
| Credit Card Fees | Approve to absorb in membership | Passed in electronic vote |

| Treasury Team Report Voting Table | | | | |
|-----------------------------------|--------|--------|----------|----------|
| | Motion | Second | Declined | Comments |
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Further notes and information:

Please be set up and ready to go on Google meets using the following link:

<https://teams.live.com/meet/9576813165227>

Read all relevant supporting documentation prior to the meeting. **In particular:** The proposals to action from the operations team report.

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

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| Sunday Morning 26 June Online |
| Sunday afternoon 10 July 2022- Meraki workspace 4- 6pm |
| 16 August 2022 - Online |
| 18 September 2022- Meraki workspace 4- 6pm |
| 18 October 2022- Online |
| 13 November 2022- Meraki workspace 4- 6pm |

