



Meeting Minutes Date 15 / 8 / 22

Online Google Teams or Club Time 6- 8pm

| Issue | Discussion | Motion | Time |
|--|--|--|---------|
| Welcome Meeting opened at 6:14 pm Meeting closed at 7:33pm | Present: Kerin, Gemma, Kylie and Jacqui Apologies: x Guests: Absent: x | | 2mins |
| Minutes of Previous Meeting ratified | | KR motion JM seconded Passed | 2 mins |
| Correspondence ratified | No discussion-previously tabled and read by committee and seen below. | KR motion JM seconded Passed | 2 mins |
| Matter arising | See below table 'Actions to review from previous meeting' | See motions within that section | |
| Operations | | | |
| Coaches mtg minutes | Previously tabled and read by committee <ul style="list-style-type: none"> Operations Team Report | See below Voting table and motions for proposals | |
| Governance | | | |
| Finance | Reports previously tabled and read by committee <ul style="list-style-type: none"> July 2022 Treasurer's report August 2022 Treasurer's report | Treasurer's Report Proposed Actions for Motion JM motion to accept July/Aug reports GS- seconded Passed | 10 mins |
| Health & Safety | <ul style="list-style-type: none"> Risk Register | In motion- friend of the committee Gavin (H&S trained) will assist JM and NC in setting up the registrar for the team to maintain, track patterns and minimise risks. | |
| Safeguarding | Meeting on 18th August for Junior coaches | NC to get Kerins photo and details up around the gym and on the website as safeguarding rep. Establish a secure , lockable cabinet for sensitive docs that remains on site- to report back at the next meeting. | |
| Fundraising/ Sponsorship | Keirn <ul style="list-style-type: none"> Fundraising update T3- chocolate bars next week. See ops report for details- Tivoli movie night and oxford pies. | Will remove this going forward as it is now in the ops report. | |

| Actions to review from previous meeting | Discussion | Motion/Outcome/Person responsible |
|---|--|--|
| Berdine acknowledgement letter | | Completed |
| Decide on travel fees for coaches to comps | Contracts currently state coaches receive \$25 per session at competitions. Travel expense reimbursements - IRD rates are 83 cents per/km . | JM motions to reimburse coaches 83 cents per/km for any travel required to competitions and courses. Kerin Seconded Action: NC to draft up Travel & Expense policy |
| Kylie to liaise with Kerin and Nicola about fundraising opportunities and volunteer army/promoting committee membership | Tivoli Movie fundraiser Refer to Ops team minutes | |
| Book AGM date and begin planning open day to encourage attendance | October 2nd | Kylie to meet with and inform ops team so they can organise open day |
| Sponsorship letter to Watchu Security for camera | JM followed up through Blair and he will talk to the boss. | Letter sent, waiting for reply. |
| Behaviour plan developed (if needed) | | Kerin to check in with NC and see if this is still needed and also look into how coaches can capture and be aware of any behaviour needs etc with gymnasts. Also looking at ways to ensure the kids are aware of expectations and consequences. |
| Coaches meeting minutes and notification of dates for committee to add any agenda items via Nicola | Part of ops report | |
| Slack communication | | JM motions that the committee goes back to just using messenger for informal communication between committee members in between meetings. Gemma seconded/Passed |

| General Business | | | |
|-------------------------|---|--|--|
| Issue | Discussion | Motion/outcome/action | |
| Term 4 Fees | Begin process to determine fees for Term 4 | NC and JM to look at a review of fees and put together a proposal for any increases for term 4. Will be tabled for committee approval electronically. | |
| Grants | Lion Foundation - we can apply for specific items or operational costs. Pub Charity - can apply for a specific item only. What would we like to apply | JM to investigate south waikato uneven bar costs. JM motion to apply for: 2 fat mats (note in application we need a functional pair)- Lion Foundation Double mini tramp- pub charity | |

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| | for? | Committee to purchase the cheapest of the 3 items required (beat board ??) Gemma seconded/Passed |
| Lease | Jacqui to speak to this | NC to work with a friend of the committee with legal experience to look over the 5 year lease proposal |
| Bella resignation acknowledged | Replacement coach sourced and Ashlee staying on as kindy gym coach. Letter sent. | |

| To Action following August meeting | | |
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| Item | Discussion | Motion/action/Person responsible |
| <ul style="list-style-type: none"> Risk Register | | JM, NC and Gavin |
| Safe guarding rep details up around gym & website | | KF and NC |
| Lockable sensitive document cabinet | | KF and NC |
| Behaviour plan/COC- ensuring gymnasts know expectations and consequences. Coaches obtaining any important behavioural needs for gymnasts from enrollment | | KF and NC |
| Draft up Travel & Expense policy | | NC |
| Inform ops team of AGM so they can organise open day | | Kylie and Ops team |
| Review of fees and put together a proposal for any increases for term 4. | Will be tabled for committee approval electronically. | NC and JM |
| Query around what happens if capacity of each class is reached? NC to advise | | NC and Ops team |
| Investigate South Waikato uneven bar costs. | | JM |
| Apply for grants | 2 fat mats (note in application we need a functional pair)- Lion Foundation Double mini tramp- pub charity Committee to purchase the cheapest of the 3 items required (beat board ??) | Ops team |
| 5 year lease proposal | | NC to work with a friend of the committee with legal experience |
| Holiday programme query | Confirm that we don't need to register with anyone as a full time holiday programme. | NC & GNZ relationship manager |

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| Formula to use to work out set markup for cost of comps | *Number of coaches x number sessions and divide by number gymnasts (rounded to nearest dollar). *Bond will apply to replace the uniform in full and if it is not returned then this will be charged. | Ops team |
| Youth training rate pay rise | NC to inform relevant coaches of pay rise effective from next pay | NC |
| Photos from comps to send to local papers for promo | | Ops team |

Correspondence Record to Ratify

| Date | Email Topic | Kylie | Kerin | Gemma | Jacqui | Nicola | Naomi |
|-----------|---|-------|-------|-------|--------|--------|-------|
| 27/7/2022 | Payrun summary | x | | x | x | x | |
| 24/7/2022 | Berdine resignation | x | x | x | x | x | |
| 28/7/2022 | Approve payments | x | x | x | x | x | |
| 28/7/2022 | Ops team approved to interview | x | x | x | x | x | |
| 30/7/2022 | Motion to approve cost of entry to Thames comp and revise travel expenses | x | x | x | x | x | |
| 1/8/2022 | Waikato trust \$4k grant | x | x | x | x | x | |
| 5/8/2022 | Notification to re advertise kindy gym role | x | x | x | x | x | |
| 8/8/2022 | Bella resignation and plan to cover term 3 | x | x | x | x | x | |
| 10/8/2022 | Gym festival practices | x | x | x | x | x | |

Operations Team Proposed Actions for Motion

| Proposal | Motion | Second | Outcome | |
|--|--------|--------|---------|---|
| Holiday Programme for us to go ahead and create one for October | GS | JM | Passed | To confirm that we don't need to register with anyone as a full time holiday programme- NC & GNZ relationship manager |
| Term 4 timetable approval | JM | KR | Passed | Query around what happens if capacity of each class is reached? NC to advise |
| Daniel Petrol Rebate form | JM | KR | Passed | 83 CENTS PER/K |
| How much to charge for each event unless you decide on a set markup price? | JM | KF | Passed | Motion: Formula to use to work out set markup: number of coaches x number sessions and divide by number gymnasts |

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| | JM | GS | Passed | (rounded to nearest dollar) Motion that a bond will apply to replace the uniform in full and if it is not returned then this will be charged. |
| GFA in the Bay GFA - \$40 per Athlete Tumbling - \$40 per Athlete Team Gym - \$60 per Team Additional events \$10 per athlete | JM | GS | Passed | Can we get some pics of the comps and send to the local paper for promotion? |
| CGC Gymnastics Entry fee \$25 per athlete Additional events \$10 per athlete | JM | GS | Passed | |
| Hamilton Spring Festival Entry \$30 per gymnast | JM | GS | Passed | |
| Nationals Spring Challenge \$60 per athlete Additional events \$10 per athlete | JM | GS | Passed | |
| Tivoli Movie Night Deposit Approval \$300 to secure booking. | KF | KR | Passed | |
| Payments to Approve as per report | GS | JM | Passed | |

| Treasury Team Report Voting Table | | | | |
|---|--------|--------|----------|---|
| | Motion | Second | Declined | Comments |
| Motion to allow the Centre Manager to process payments without pre-approval for invoices from the following companies; Branding Shed/Total Events, Go Geeko, IRD, Freshchoice and Gilmours. Payments made will be tabled at committee meetings following payments being made. | Jacqui | GS | x | Ensure receipts and records kept |
| Motion to increase under 16 wages to the training wage of \$16.96 as outlined by IRD . | Jacqui | GS | x | At 16 years they will go to minimum wage. NC to inform relevant coaches of pay rise effective from next pay |

Further notes and Information:

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 |
| 13 December 2022- Online |

