

Minutes of Pathfinders Gymnastics Club Annual General Meeting

Date Held: 10th February 2021 **Venue:** Drill Hall

Meeting Commenced: 5.00pm

In Attendance: Sara Brown, Vikki Purvis, Jess Jones, Teena Watt, Jodi Trainor, Katrina Holywell, Kimberley Richards, Mary Haig

Apologies: Alex Cope, Nic Ruddenklau, Shelley Tillard

Previous Minutes: Minutes of the last meeting dated 24th November (zoom) were read and agreed as true and correct

Moved: Jess Jones Seconded: Vicki Purvis

Chairman's Report:

Presented by President – Sara Brown

1. 2020 was the year of Covid and paperwork. We met challenges head on and adjusted our procedures rapidly in our new normal. It meant there was an extraordinary amount of additional paperwork, zoom meetings and gymnasts we weren't always able to be with. We learnt to support each other in a different way and a new level of patience. We received 'resilience payments' to help us meet our financial obligations last year. It highlighted a number of paperwork elements that needed to be addressed including our;

*a Draft Constitution (last updated in 1967),

*a Child Protection Policy (highlighted by GymNZ as a priority for all clubs),

*a Staff/Volunteer Induction Handbook (to help us understand & define roles)

*an Appraisal System for our coaches (for strength & needs future planning)

*a Code of Conduct (aligned with GymNZ for employment purposes) *DRAFT*

* a Complaints procedure (compliance) *DRAFT*

2. GymNZ were very supportive in 2020, this was seen with support for feedback on COVID safety plan; constitution, additional funding, future planning, employment and legal matters.

3. Competitions and Term programs

There were no qualifying competitions for the squad girls, although they did manage to attend 2 low-key events out of town. Our club managed to complete their own Twisters, Springers and Flyers grades. This was a really successful event with larger than ever gymnasts competing. Our timing will be adjusted this year to accommodate the numbers better, as well as communication with previous organisers to make sure information is accurate and true. Prize giving was another huge and fun event with many cups and trophies presented -a big thanks to all those involved in organising. Certificates of achievement were awarded to children present for assessments throughout the term and to paid up members.

Recreation gym on Monday and Wednesdays last year were varied and aligned with GymNZ current programs.

4. Classes -
 - a. Current classes - Toddler Time, Adults, Recreation and Competition classes - All information on class times and costs to be updated on our website after AGM
 - b. Coaches needed for Rec classes Monday/Wednesday
 - incentive of reduced term fees \$50 per term
 - requested from WGHS as part of PE program
 - qualifying and payment of coaches

5. Fundraising Focus -
 - a. Club tees and gear bags to be made available for purchase by all gymnasts. (Possibility of sweatshirts for rec?) (Different colour)
 - b. Sponsors Board - Bronze/Silver/Gold sponsors to go on back wall next to our Club Sign and other graphics
(Signage pending since May 2020 😬 many visits, emails)
 - c. Bar rig to be purchased - top of our list (Bar and Mats) applications ongoing
 - d. Separate Fundraising opportunities to assist Squad athletes for competition costs, Marketing sub-committee to be created to handle fundraising for these girls.

moved: Vikki

Seconded: Teena

Financial Report:

Presented by Treasurer – Vikki Purvis (see attached)

Gym subs are lower than usual due to COVID

Possibility of transferring some of the current account funds over to Bar Account to assist with making this purchase happen in 2021.

Accounts:

Main Account as at 10.2.21 \$7,198.87

(\$3000 to be deposited into bar rig saving comparing annual returns 2019/2020)

Bar Rig Savings \$3,627.33

(Katrina - Possibility of bulk purchase with other clubs to reduce freight cost. - Sara checking with Rachel. Mary also raised the possibility of a contact in Dunedin who could assist with bringing product in from overseas.)

Moved: Jess Jones

Seconded: Sara

Health & Safety: Paperwork in place for accident/ injuries, and investigation if required. 2 Minor Injuries to report from club competition and 1 from squad training at the end of Term 4. Reinforces the need to make sure athletes' bodies are fit and able to attend training sessions.

Policy Updates:

Pathfinders Constitution

Approved for implementation:

10/2/21 Accepted

Child Protection Policy

Approved for implementation:

10/2/21 Accepted

Club Annual Plan

Approved for implementation: Accepted in retrospect 10/2/21, revisions for 2021 Annual plan to be completed by new committee at March Committee meeting

Staff/Volunteer Induction Handbook

Jess to revise documents to show additional Centre Managers role, to present at the next committee meeting.

Correspondence:

Inwards : Gymnastics NZ - Independent review into allegations now completed, and documentation has been published with recommendations, available online.

Gymnastics NZ - Training Courses now open for XTND (junior) Coaches - 3 possible entries

GymNZ Competition Dates and Information

Gymnastic NZ - health and safety, compliance documents.

Various; Emails and texts regarding changes to timetable for competition training to voice concerns/annoyances.

Sport Otago Local rep introduction, and arrange meeting date - pip is keen to assist where she can.

Outwards: Applications for funding pending. Regular communication with GymNZ.

General

Fee Increase - was to come into effect for Term 2 2020 but due to COVID the committee decided to keep fees as they were for balance of the year:

Competition Fees to increase by \$5 per term (\$20 per year)

- \$100 per term

Recreational Fee increase as was supposed to take place in Term 2 2020:

- \$80 per term

Moved: Jess Jones Seconded: Sara brown

Club to apply for Rural Travel Grant for sponsorship regarding competition squad. WDC Oamaru Funding clinic Thurs 4th March 4-5pm - Kimberley to attend [Link to FaceBook Event](#)

Moved: Jess Seconded: Vikki

Proposed Class Timetable: Still some confusion step 1 and 2 timetable which will be worked through in the next couple of days and published / printed for display in the Hall. Timetable will be adhered to where possible, using relief coaches when required.

Election of Officers and Committee:

Nominations Received: Sara Brown (President), Alex Cope, Jodi Trainor

President: Sara Brown

Moved: Jess Jones Seconded: Teena Williamson

Treasurer: Jodi Trainor (Vikki to assist with rollover)

Moved: Sara Brown Seconded: Teena Williamson

Treasurer (Outgoing): Vikki Purvis

Moved: Sara Brown Seconded: Teena Williamson

Internet Banking dual authorisation currently Vikki/Lisa - add Jodi and secretary to signatories / internet

Secretary: TBC Jess Jones to continue this role till a replacement is found
Moved: Vikki Purvis Seconded: Sara Brown

Competition Secretary: Alexander Cope
Moved: Jess Jones Seconded: Sara Brown

Fundraising / Grants / Marketing: Kimberly Richards & Teena Williamson
Moved: Sara Brown Seconded: Jess Jones

Health and Safety: TBC
Moved: Seconded:

Committee: Shelley Tillard
Moved: Sara Brown Seconded: Jess Jones

Committee: Mary Haig
Moved: Sara Brown Seconded: Jess Jones

Returning Officers

Meeting Closed: 6pm

Next Committee Meeting to be held: 16th March@7pm venue TBC

Items to discuss: confirmed timetable, code of conduct for gymnasts, annual planning, fundraising