

**Rimutaka Gymsports Inc.**  
**Minutes of the Annual General Meeting**  
**Held in the Main gym at 7pm on Monday 29 May 2023**

1. **Attendees:** Melanie McFarlane, Crystal Smith, Brooke Shardlow, Barbara Kiernan, Ulrike Hubl, Jacqui Isaac, Amanda Abels, Kate McNabb, Jo Kiernan, Victoria Sofeni, Kerry McGall, Kirsten Davis, Lisa Shearer.
2. **Apologies:** Janelle Gray, Abhishek Tyagi, Sylvain Farcy, Stig Brinkley (Apologies accepted).
3. **Initial Admin Matters:**
  - Confirmation of quorum (minimum of 10 required) so the AGM can proceed as planned.
4. **Meeting opened:**
  - The meeting was opened by Melanie McFarlane. Welcome and safety briefing to those in attendance.
  - Melanie McFarlane moved that the above apologies by accepted. (Seconded by Lisa Shearer).
  - Voting process explained – Silent ballot.
5. **Appointment of Scrutineers:**
  - Jacqui Isaac and Victoria Sofeni appointed as scrutineers. (Moved by Melanie McFarlane, Seconded by Amanda Abels).
6. **Adoption of minutes of the 2022 Annual General Meeting:**
  - Melanie McFarlane moved that the 2022 AGM minutes by accepted. (Seconded by Kate McNabb).

**7. Reports:**

**Presidents Report (Prepared and read by Melanie McFarlane)**

Thank you to everyone that has taken the time to attend this year's AGM.

It has been my pleasure to hold the role of Club President at Rimutaka Gymsports for the last 8 months.

I would like to start by thanking our current committee and Club Manager Brooke Shardlow for all the hard work they have put into the club over the last 8 months. A lot has been achieved in a short amount of time and we have all of you to thank for that.

Thank you to Jo, Maia and all our coaches, for stepping up and helping the club bring in more classes and making gymnastics an opportunity for more children, young people, and even adults in our community.

I won't lie, this last 8 months hasn't been easy for the club, but we are taking right steps in the right direction to ensure our club gets to where we need to be. I am excited to see the progress I know we will make over the next year.

This year, for the new committee, along with Jo and Brooke, has been a time of learning (and learning fast!). We have been identifying opportunities we have at our club, what we might be missing and what changes are needed. We are so grateful to the coaches and parents who are bringing items that require action to the club's attention. Without you advising us, we wouldn't know what needs addressing and have the chance to rectify the issue. Communication is the key, so please keep this up over the next year. I am always up for a chat, and open to hearing what is working for our club as well as ways we can improve.

Moving forward, we are focusing on our facilities, making sure our club is a safe usable space for all. Owning our own building gives our club security but comes with it some big costs and we need to really focus on rectifying delayed maintenance and ensuring that our building can meet the needs of our club going forward.

Our coaches are the backbone of our club – we cannot be a gymnastics club without them. We will be providing a greater focus and investment in our coaches over the next 12 months. This includes an investment in their training. In addition, the world of employment law has become very complex and getting this right for our employees is more important than ever. Specialist HR knowledge has remuneration expectations outside the means of our club. However, getting this right is too important to leave to chance. We have hired an HR company to ensure our club meets our obligations to our employees.

It has been amazing to see that our new equipment has finally arrived, thank you again to the Sim's family for their kind donation towards this, and for those who installed the equipment. This has been a long time coming and now the gymnasts can all get enjoyment and benefit from using the new gear.

Lastly, I would like to thank my family (Ryan, Tyler, Lucy and Bummer) for the support they have given me so I could fulfill my role as President this year. I wouldn't be able to put all my effort into this role without their support.

I am looking forward to supporting another busy successful year for Rimutaka Gymsports.

- Moved that Presidents report be accepted (Amanda Ables, Seconded by Lisa Shearer).

### **Operational Report (Prepared and Read by Brooke Shardlow)**

It has been 7 months since the 2022 AGM and also 7 months since I stepped into the role of Club Manager.

The club was feeling the effects of Covid 19 at the end of last year as class sizes still remained small, the club was in debt to Gymnastics NZ and bills were coming in but money was not. The financial state was very worrying but thanks to a new committee coming on board and the fundraising team pulling together last minute fundraisers and new sponsors we were able to pay off our debt to GNZ and make sure there was enough money to pay wages and bills to see us through the Christmas period.

The start of 2023 has seen our membership numbers increase with 358 gymnasts across the GFA, pre school and invite only classes and 41 gymnasts in our competitive programme for term 2. We have increased class sizes slightly which means gymnasts aren't missing out on classes. Jo also ran a hugely successful trial day which resulted in more than 50 gymnasts turning up which she then was able to place in other classes – which also meant the creation of new classes. We have also introduced a Ninja class at the beginning of the year and the plan is to increase the number of competitive classes at the beginning of next season. We have also introduced a home school class on a Thursday

afternoon. This class has seen very large numbers – up to 40 children in one session. It is currently being run by Keri Gee with the support of Lisa Shearer and there is potentially room for another more structured class to be run on another day for this group of children.

We have gone back to offering 3 parties each Sunday with parties booked most Sundays – especially during the winter months.

We ran a successful GFA competition earlier in the year – entirely in house which saw an increase in number of entries from last year and the fundraising team ran a successful canteen. We have our Schools Festival in the works for next month and Jo is working hard on our competitive competition for July. We will have another GFA competition in September which other clubs should attend.

With sponsorship and fundraising we have been able to replace the lights in the small gym. Amanda is currently looking into grant for medals and costs associated with the running of our competition and prize giving as we cannot run these events without it.

We are currently reviewing our framework and working with an HR company to ensure that we are compliant.

Looking forward we have many opportunities for growth and I look forward to working with Jo, the committee and our coaches to make Rimutaka Gymsports a place where our gymnasts and coaches can grow and thrive and our community can come and use our facilities through birthday parties or group bookings and experience gymnastics.

- Moved that Operational report by accepted (Melanie McFarlane, Seconded by Kerry McGall).

#### **Treasurers Report (Prepared and read by Barbara Kiernan)**

The past year and leading into the beginning of this year has been a very challenging time for the committee and club. The 2021 net loss of \$28,184 plus another net loss of \$7,984 in 2022 gave us no leeway to trade our way back into financial stability and, leading into the Christmas/New Year holiday period, we were in a situation where we were unable to meet our financial commitments and heading towards insolvency. Thanks to a flurry of last minute fundraising we were able to survive and come out the other side.

The situation we were in was both stressful and, I don't mind admitting, quite frightening, and has resulted in the committee looking carefully into how it can cut down our expenses, generate more income for the club and be on firmer ground money wise. As you are all no doubt aware, Monique left the position of HR manager late last year. The committee decided that this was a good opportunity to save on the wages bill and voted to leave this position vacant and incorporated it into our other administration roles.

The committee has had a very comprehensive look at our fees for our competitive training and, unfortunately, these are currently well out of date. This is an area where the club is able to make some rectification as these training sessions contribute greatly to our overall net loss.

As you can see from the 2022 audited Financial Statements, our revenue from birthday parties has fallen for the year, this being mainly due to the ongoing effects of the Covid pandemic with the club taking the cautious approach by not booking parties for safety reasons. Hopefully this will revert back to normal in the future as it is a good source of income for the club.

The club was very fortunate to receive a very generous \$10,000 donation from the family of one of our gymnasts. The family requested that the money be used towards the purchase of a new beam and vault. These have been ordered and paid for with this donation and a further grant from the Trust House Foundation and has finally arrived and is currently being installed. A huge thank you to the Sim's family from all of our members, I am sure our gymnasts will appreciate and make good use of this new equipment.

We also received various grants for a new set of bar rails, roof repairs and lighting in the big gym, first aid training and kits and bathroom upgrading. The club is very appreciative of the grants it receives as none of this would be accomplished without them.

Fundraising has once again been steady thanks to a dedicated team of little beavers beaver away throughout the year. Without their efforts and our members buying raffle tickets and other goods they really didn't want to buy, the club would not benefit from the improvements and purchases that money enables us to complete. Thanks to all who have helped achieve the results.

Although this report sounds bleak, I am pleased to be able to say that with class numbers increasing and membership up the club is looking a bit more stable financially at this stage of the current year. Hopefully, this will continue to be the case as the year progresses.

- Moved that Treasurers report be accepted (Melanie McFarlane, seconded by Kate McNabb).

### **Lead WAG Report (Prepared and read by Jo Kiernan)**

#### **Competitive season**

The competition season is well underway and the girls have been doing extremely well at competitions.

We have our Nationals selection meeting on Monday and we believe we have some gymnasts with a strong chance of being selected as part of the Wellington team for 2023.

In April we had approx 23 gymnasts attend the Top of the South competition in Nelson, The gymnasts and their families had a fantastic time and it was great to see all of the different squads build relationships with each other outside of the gym.

This trip was a huge success and we will look at doing this again next year, with the possibility of inviting more excel gymnasts to attend.

#### **Coaches**

At the end of term 1 we farewelled on of our coaches Sarah Ferguson from the senior levels and have welcomed Kate McNabb as part of our coaching team in this space.

We currently have five new XTND coaches who have completed the first online module as part of the XTND programme. I have another two potential coaches who are keen to do get started on this programme as well.

We also have four current XTND coaches who have one module to finish and they would have graduated their XTND programme and can start moving through to the elementary coach course.

Our coaches have been doing a fantastic job this year with the changes to class numbers and plans.

We welcomed our amazing Pre-school coach Keri Gee at the start of 2023, Keri has been a huge asset to us coaching during the day with our pre school and groups, giving us the opportunity to build up these classes and get more people through into the gym.

We have a great team of coaches and committee members with lots of ideas of how to improve the club moving forward, I look forward to working with everyone to see these visions come to light over the coming months.

#### **Recreational Update – Provided by Jo Kiernan**

Maia Brinkley has taken on the coordinator role under the guidance of Jo and Kate.

Jo has been taking care of the event planning (As Maia is also currently attending University studies) like the school fest, testing days (50 kids attended) so we have been able to boost our rec numbers from that and started some new classes. We had a few on waitlists and had feedback that classes were too big so adding classes has helped with that and opened up space.

**Question asked Can parents help in class, is it still encouraged?**

*Answered: It was stopped about a year ago following guidance around safe guarding children and the issue being not all parents are police checked. We could put communication out to parents that if there is anyone wanting to be involved in classes we are happy to do this we would just need to have Police checks done to ensure we are meeting our obligations of ensuring a safe environment for our children.*

- Moved that WAG/Rec report by accepted (Melanie McFarlane, Seconded by Kate McNabb)

**Safeguarding Report (Prepared and read by Lisa Shearer)**

All existing staff and committee members have completed the Child Protection Training through GNZ. Several new coaches need to do so. I am happy to follow this up in June.

We have had one report of a parent verbally attacking another parent in the car parking area. This was investigated but we were unable to ascertain the identity of the parent who was upset. The issue arose when a parent believed the child of the second parent was taking up too much of the coaches time. After discussion with the GFA Coordinator no further action was taken. Complainant was happy with how seriously the committee took the complaint and felt no further action was required.

Further to this issue the GFA Coordinator later decided to return to coaches running stations and she reports this is working well for the children with more engagement.

The Safeguarding and Child Protection Policy needs to be reviewed and I am happy to work through this with the new committee member responsible for this office if they would like.

- Moved that Safeguarding report be accepted (Melanie McFarlane, Seconded Brooke Shardlow)

**Grants – verbal update provided by Amanda Abels**

- One grant in now – awaiting decision.
- Hopefully have a meeting next week with the landlord of the small gym to confirm whether he is doing his roof. We have our quotes ready to go for the roof grant application following this.
- Waiting on quotes for the driveway.

**Health and Safety – verbal update provided by Ulrike Hubl**

- We had someone who approached us with concerns about the rigging of the uneven bars come in and check over the equipment with us. He has pointed out some things that need to be replaced.
- Small gym roof really needs to be replaced as soon as possible as it is so brittle.
- Health and safety procedures and policies are currently under review. The HR company we are now using are going to come in on the 6<sup>th</sup> of June to assist with this and ensure we are compliant in this area.

**Privacy/Constitution – verbal update provided by Kate McNabb**

- No movement with GNZ advising to wait until they has completed theirs so we can use that as a base.

## **8. Supper Break (7.38pm)**

- *Votes counted by scrutineers.*

## **AGM continued (8.00pm)**

## **9. Appointment of the 2023 Rimutaka Gymsports Committee**

**President:** Melanie McFarlane

**Secretary:** Crystal Smith

**Treasurer:** Barbara Kiernan

**Gymnast Representative:** Kate McNabb

### **General Committee Roles:**

- Janelle Gray
- Kerry McGall
- Ulrike Hubl
- Abhishek Tyagi
- Amanda Abels

### **Admin members automatically elected:**

- Jo Kiernan
- Brooke Shardlow

Moved 1<sup>st</sup> Scrutineer: Victoria Sofeni

Moved 2<sup>nd</sup> Scrutineer: Jacqui Isaac

## **10. Life Membership Nominations:**

- There were no Life Membership nominations received this year.

## **11. General Business**

Thank you to our past members who will not be re-joining us this year:

- Lisa Shearer
- Stig Brinkley
- Sylvain Farcy

New members elected requested to remain for signing of paperwork/confidentiality.

## **12. Meeting Closed (8.03pm)**

*(Minutes recorded and prepared by Crystal Smith, Secretary – Rimutaka Gymsports Committee)*