

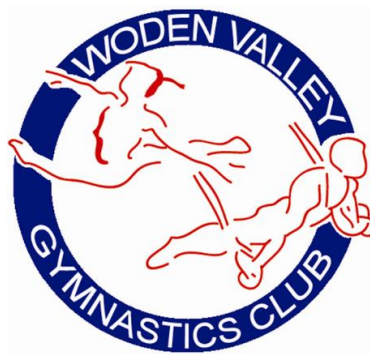
The 2020 – 2021 Woden Valley Gymnastics Club Inc Committee was elected at the AGM on August 22nd 2020.

WVGC Committee Meetings are held every second Tuesday of the month from 6pm to 8pm at the Grant Cameron Community Centre next to the Gym building.

The Agenda is published on the WVGC Website. All members are entitled to attend the meeting as observers.

The minutes are taken at each meeting and then distributed to the Committee for any corrections before a summary is put on the Website.

The full minutes are available to any member. Please contact secretary@wodenvalley.net to receive a copy.



Minutes of WVGC Committee Meeting

JANUARY 14th 2020 5pm - 8pm Grant Cameron Centre

Attendance:

Minutes of the Previous Meeting:

To be reviewed

Business arising from the Minutes of the Previous Meeting:

Conflict of Interest Register:

To be completed

Correspondence:

Canberra Sheds re building proposal

Reviews

Persons on Contracts to be completed

General Manager Update:

Grant for Foyer

Financials

Gymsport Programs

Gymsports Director Update:

The draft 2020 calendar
Program Coordinator meetings
Club Coach Congress Feb 3rd
GNSW Coach Congress January
Registrations progressing well
Acro doing club workshops
WAG Squad changes with changed registrations
MAG Holiday training going well
Trampoline competitions coming soon
Kindergym Come and try sessions and school bookings organised
GfA changed rotations set
Inclusions mentoring new coaches
Equipment being reviewed by Qiang

General Business:

1. Items to be reviewed for the Website
2. GACT
3. Constitution
4. Accidents
5. Building
6. Suggested Policies for the WVGC Website and for staff reference

WVGC STRATEGIC PLAN 2020 – 2025

ENGAGE AND ENTHUSE ENABLE EXCEL ENDURE

NEW FACILITY ATHLETES CURRENT FACILITY

LONG, MEDIUM AND SHORT TERM PRIORITIES

The above topics were discussed and evaluated to put into the Strategic Plan for 2020 - 2025

DECISION REGISTER: Nil

Meeting Closed: 8.30 pm

Next Meeting: 6pm - 8pm February 11th Grant Cameron Centre



Minutes of WVGC Committee Meeting

FEBUARY 11th 2020 6pm - 8pm Grant Cameron Centre

Attendance:

Minutes of the Previous Meetings:

All ratified

Business arising from the Minutes of the Previous Meeting:

Nomination of Wendy Durrant for the Committee as per the Constitution 14.4

Moved Andrew Collins, Seconded Ross Lederhose. Passed unanimously.

Conflict of Interest Register:

Wendy Durrant to complete.

Correspondence:

Strategic Plan

WVGC Organisation Chart

Constitution

Yearly Calendar

Policies

Coaching hours

Profit and Loss (PnL) 2019

Budget 2020 Matt

General Manager Update:

1. Foyer Renovations.
2. Financials
3. Coaching Hours
4. WVGC Organisation Chart

Gymsports Director Update:

1. Individual athlete plans
2. The Committee endorsed the move to encourage all Gymsports to attend competitions to create a more supportive club environment.
3. Collaborations with National Capital Ballet School and Circus Warehouse have seen positive results.
4. There was positive feedback from the Committee regarding initiatives from the Education and Staff Compliance Manager as well as from the Administration and communication Manager.

Reviews

WVGC Strategic Plan 2020 – 2025

Constitution

Policies

New Building Review

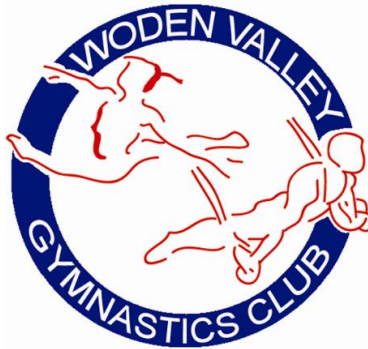
General Business:

- a. Role of GACT re WVGC is being reviewed
- b. Review of notified accidents at the gym. Procedures to be included in the First Aid and Medical Documentation Policy
- c. Website to be reviewed
- d. Audit to be completed and available for members before AGM
- e. Calendar to be reviewed in March 2020
- f. Change of Committee Particulars Form A9 was completed and signed.

DECISION REGISTER:

Meeting Closed: 8.04 pm

Next Meeting: Tuesday March 10th 6pm Grant Cameron Centre



Minutes of WVGC Executive Committee Meeting

MARCH 2nd 2020 8pm Grant Cameron Centre

Confirmed at the Committee Meeting of March 10th

Attendance: Andrew Collins, Kathy Anderson, Gary Fisk

Minutes of the Previous Meeting: N/A

Business arising from the Minutes of the Previous Meeting: N/A

Conflict of Interest Register: N/A

Correspondence:

Email from Canberra Town Planning

Executive Manager Update: N/A

Gymsports Director Update: N/A

General Business:

STAGE 1 INITIAL PLANNING ADVICE

Canberra Town Planning can assist with providing advice on strategic development options for the Club including consideration of the following matters:

- Undertake a review of the current Crown lease for the Club and the land tenure of surrounding areas to identify opportunities for expansion of the Club in its present location
- Investigate different land tenure and development options for the expansion of the Club including: - Opportunities to utilise adjoining Block 21 - Other potential land opportunities in the vicinity of the current Club location or appropriate to the use
- Outline the processes, statutory timelines and indicative costs associated with progressing the options presented;
- Identify different consultants required to investigate land options; and
- Other current initiatives and considerations in relation to development for the uses intended.

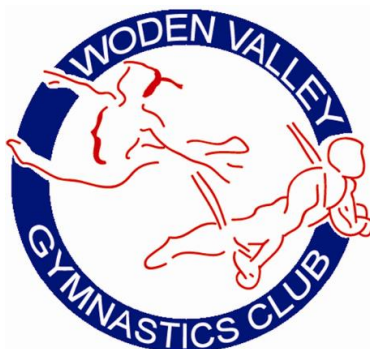
It was agreed that WVGC would engage Canberra Town Planning for Stage 1 as noted in the documents above. This cost of \$2500 was also approved.

ACTION REGISTER: N/A

DECISION REGISTER: N/A

Meeting Closed: 8.10pm

Next Meeting: Tuesday 10th March 6-8pm Grant Cameron Centre



Minutes of WVGC Committee Meeting

MARCH 10th 2020 6pm - 8pm Grant Cameron Centre

[Confirmed at the Committee Meeting of April 14th](#)

Attendance:

Minutes of the Previous Meetings:

Feb 11th Committee Meeting Minutes ratified.

March 2nd Committee Meeting Minutes ratified,

Business arising from the Minutes of the Previous Meeting:

Wendy Durran membership accepted. Moved Andrew Collins, Seconded Gary Fisk, Passed

Conflict of Interest Register:

Wendy Durran to complete.

Correspondence:

Proposal from Canberra Town Planning. A short meeting was held by Committee members to accept Phase 1 of the proposal. This was ratified by the meeting. Andrew spoke with the Company people and a proposal for a building twice the size of the Holder Gym would contain a Gym space in half of the building and an open space to be rented out. The Company will report back before the April Committee Meeting.

General Manager Update:

Update re the Foyer improvements

The audit will be available from the 12th April. The auditor will be at the AGM.

Work is being done by Mel and Matt on the Website. This will be shared with the Committee when it is in a more user friendly form.

New uniforms, including coaches' shirts and packages are being reviewed.

Adidas requires new orders every three years.

There is a second hand Woden Valley Gymnastics Club uniform Facebook page where people can sign on to be part of this.

A discussion about the Trampoline program was held. There is concern by Management and the Committee that the program is running at an

approximate \$45,000 loss. It was suggested that the program be changed /

wound down / gymnasts transitioned to other programs. More definite

discussions will be held at the April and / or May Committee Meeting.

Face to Face MPIO training is now available through the ACT Government on March 30th which Anne-Marie Collins will attend as the WVGC MPIO.

Gymsports Director Update:

Help requested for 3pm on Saturday 14th March to move equipment ready for WAG competition.

Rigger is adjusting ropes equipment and anchors.

Reports from the Education and staff Compliance Officer, the Administration and Communication Manager, plus all Program Coordinators.

After a discussion about the coronavirus situation it was decided that Naomi would send out advice to all members concerning health procedures.

Reviews

Foyer Have we got plans from the Architects yet? No

Constitution Changes from February and March meetings added to the Constitution. Further changes were discussed.

Strategic Plan Proposals sent out by Andrew were discussed. The Committee has spent time collating information from a number of sources: SWOT analysis, input from Committee members, gymnast numbers from 2019 and the member survey from 2019.

It was proposed that there be two documents:

- a. The Strategic Plan
- b. Background documents

Policies

- a. 3 to be removed from the Website and rewritten - WH&S (Bernie), Critical Incident (Laurel and Wendy), First Aid (Kathy and WVGC)
- b. 7 policies to be added to the Website:
- c. 13 other policies to be filed in the Office:

New Building Proposal from Canberra Town Planning to be discussed at the April meeting

Website Being reviewed by Mel and Matt

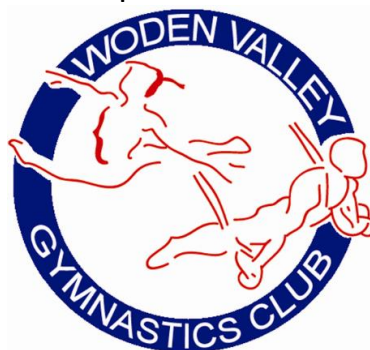
Matt's Contract	Salary was to be reviewed in January Andrew, Gary and Kathy to review the contract.
<u>General Business:</u>	
Calendar	To be reviewed at the April meeting
Conflict of Interest	All forms to be collated
Membership	Wendy Durran accepted
AGM	Notice, documents and Nomination Forms to be sent out before the April meeting to publicise the Special Resolution about the Constitution.
GACT	Megan Taylor will consider being the WVGC representative for GACT.

ACTION REGISTER 10th MARCH 2020

DECISION REGISTER:

Meeting Closed: 8.10 pm

Next Meeting: Tuesday April 7th 6pm Grant Cameron Centre



Minutes of WVGC Special Committee Meeting

MARCH 28th 2020 8.15pm – 9.30pm Zoom Video

[Confirmed at the Committee Meeting of April 14th](#)

Attendance:

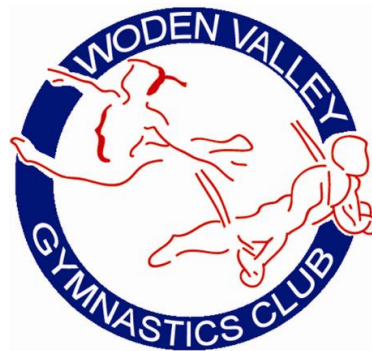
Finances The Committee agreed that it was not feasible, economically, for all permanent staff to be retained under full pay due to the shutdown once the building maintenance and administration work had been completed. After a lot of discussion it was suggested that Matt talk to all staff over the next few days to forewarn them that an unpaid leave period may be required soon. Meanwhile, staff can be reviewing equipment, sorting and cleaning areas and helping to paint the inside of the gym.

Other Business

1. Andrew to contact Capital Town Planning to organise meetings with them.
2. Matt to continue to liaise with the Architects to develop a plan for the Foyer. Then to liaise with ACT Property Group to deliver the project once the architects have finalised the plan.
3. The Committee agreed to put forward Megan Taylor as the WVGC Delegate to GACT
4. It was suggested that WVGC organise a Business plan for after the virus constraints are removed.
5. The Committee expects GA and GACT to launch a program to encourage people to return to gymnastics.

Meeting closed 9.30 pm

Next video meeting Wednesday 1st April 8.15 pm on Zoom



Minutes of WVGC Special Committee Meeting

APRIL 1st 2020 8.15pm – 9.30pm Zoom Video

[Confirmed at the Committee Meeting of April 14th](#)

Attendance:

Update from the General Manager

- a. The JobKeeper announcement on Monday has changed the financial situation for the Club.
- b. Remaining staff are continuing with clean up, administration tasks and painting.
- c. Matt has emailed our local Federal Member last night to express concerns for Louise and Craig who are not permanent residents.
- d. Matt expressed that he is working towards keeping permanent staff employed at the Gym unless they have alternate employment.

WVGC has now moved to an on-line program. We could look at adding this to our face – to - face programs post Coronavirus. Programs could possibly then be offered to a whole new demographic.

- e. It was noted that PAYG Credits will be adjusted by the Government after the end of April so we will have a zero balance when shut down finishes
- f. ACT Property Group has informed WVGC that it will not be charging rent for the shutdown period.
- g. Many services have put increased costs on hold.
- h. WVGC has cancelled the Cleaning service but has kept the phone, internet etc that are needed by staff.

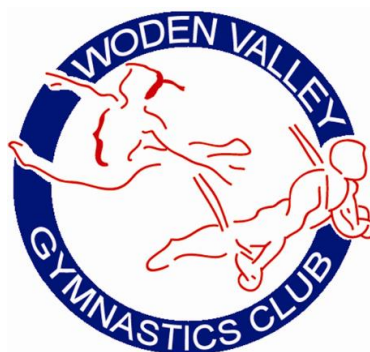
There was a lot of discussion about many of these points.

Other Business

1. There was a lot of discussion about the Trampoline program. The Committee decided unanimously that the Trampoline program would not open in its current form after the virus shut down. This is primarily due to the drain on Club finances of approx. \$45,000 per annum. It is also not retaining members after they join the program. The cost for the coaches is also an issue because specific qualifications are needed for aerial skills on the trampoline.

Meeting ended 9.30 pm

Next video Committee Meeting 6 pm Tuesday 14th April



Minutes of WVGC Committee Meeting

APRIL 14th 2020 6pm – 8.30pm Grant Cameron Centre

[Confirmed at the Committee Meeting of May 12th](#)

Attendance

Welcome to Nichelle from Canberra Town Planning

Task: To develop plans to expand Woden Valley Gymnastics Club

Option A – Block 21 Section 45 Holder:

Option B – Other sites in Weston Creek

Option C – New land release site in Molonglo

Minutes of the Previous Meetings:

March 10th Special Committee Meeting accepted

March 28th Video Committee Meeting accepted

April 1st Video Committee Meeting accepted

Business arising from the Minutes of the Previous Meeting:

General Manager Update:

1. Trampoline Program Matt had a discussion with Jack about this. Jack will attend the next Committee meeting with his proposal for how the Trampoline program will run after the shutdown. Concerns were expressed about the number and levels of coaches. JobKeeper – 47 of 83 staff qualify. 2 staff may be linked to other employers.
2. Some concerns were expressed about staff mental health. GA has some links but people are trying to keep in contact with colleagues.
3. The auditor's report is nearing completion. There will be a meeting tomorrow for Matt and the auditor to discuss Government initiatives.

Gymsports Director Update:

1. Many groups are on Zoom and staff are working to keep gymnasts motivated.
2. Staff are working to keep contact with families through various media.
3. Good feedback has been coming through for the video sessions
4. Decisions about staffing and wages need to be individualised.

Correspondence:

Email to Jack Ratz re Trampoline program.

Megan Taylor's forms have been sent to GACT

Resignation from the WVGC Committee has been received from Sally McLean

Invoice received from CTP for first stage.

Reviews

- A.
- B. **Foyer** The plans from the Architects were discussed and people were asked to send suggestions through to Matt.
- C. **Constitution** Further changes from the Access Canberra website need to be added. Changes from February and March meetings need to be discussed.
- D. **Strategic Plan** To be discussed later.
- E. **Policies** To be discussed at a later date.
- F. **New Building** Proposal from Canberra Town Planning was discussed.
- G. **Website** Being reviewed by Mel and Matt
- H. **Matt's Contract** The contract was to be reviewed in January.
- I. **Calendar** To be reviewed next month
- J. **AGM** Access Canberra has applied a 3 month extension
- K. **GACT** There have been informal discussions.

ACTION REGISTER 14th APRIL 2020

DECISION REGISTER:

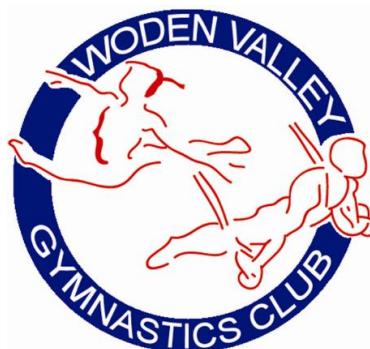
Nil

Meeting Closed:

8.30 pm

Next Meeting:

Tuesday 28th April 6pm on Zoom



Minutes of WVGC Zoom Committee Meeting

APRIL 28th 2020 6pm – 7.45pm

Confirmed at the Committee Meeting of May 12th

Attendance:

Minutes of the Previous Meeting:

April 14th to be ratified – not completed

Business arising from the Minutes of the Previous Meeting:

Financial situation

There was a long discussion about the current but changing situation.

Various viewpoints were put forward:

Trampoline situation

Jack will be invited to the next Committee Meeting to present his changed model for the Trampoline program. Matt will be seeing him next Tuesday to discuss this.

Auditor's report

This needs to be completed 21 days before the AGM. We have deferred the AGM

General Business

There is \$1,000 per month allocated for advertising and promotion in the 2020 Budget. This is part of our planning to come out of the COVID 19 pandemic as the best Gymnastics Club in the ACT. This can be done with a planned marketing strategy. We have remained viable for the past four months due to our personnel and financial management, There will also be work to be done once the Strategic Plan is developed and delivered.

EVERYONE Matt has received some suggestions from people.

Action Register

Conflict of Interest Register:

Nil

General Manager Update: See above

Gymsports Director Update:

Nil

Correspondence:

Invoice from the Architects

General Business

Gary expressed thanks to Matt for all the work he has been doing with the Club in these uncertain times, particularly in regard to the Job Keeper program.

All agreed and added their thanks.

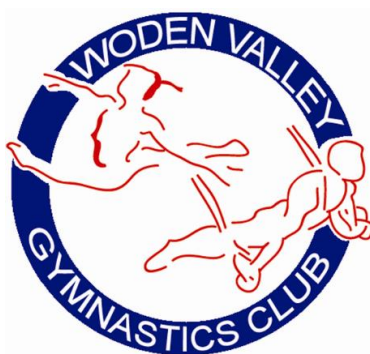
Matt replied that he also thanked the Committee for their cooperative work on behalf of the Club.

Meeting Closed:

7.45pm

Next Meeting:

Tuesday 12th May; Zoom meeting at 6pm



Minutes of WVGC Committee Meeting

MAY 12th 2020 6pm Zoom video

[Confirmed at the Committee Meeting of May 26th](#)

Attendance:

Trampoline Program:

Welcome to Jack and Viv

Discussion of proposed new program. Jack and Viv

Jack and Viv were thanked for attending before they left.

There is a lack of support within the Committee for the Trampoline program to remain as part of WVGC.

Motion: That WVGC no longer continues to run the trampolining program. Moved Ross Lederhose, Seconded Laurel Loftus.

A rationale explaining our decision about the program is to be written up by Ross and distributed to Committee Members before the next meeting. After this happens, information needs to go out to Jack and Viv, the gymnasts, parents / carers, GACT in a reasonable timeframe. Transition programs need to be set up for gymnasts.

Decisions need to be made about where / when the equipment is to be stored / disposed of.

Business arising from the Minutes of the Previous Meeting:

Comments from members re budget / Covid19 situation /work being done by coaches/programs offered by WVGC during shutdown and changed restrictions.

WVGC has one on one, Zoom and trial small group sessions.

GA is lobbying governments to have Gymnastics clubs treated differently to Gym Clubs. Coaches have everything ready as each restriction is lifted. The Club is still making money and not going backwards. The Club is spending some money on putting out YouTube videos which will pay off in the future judging by the positive feedback.

Auditor's report due 21 days before the AGM. Matt meeting the auditor tomorrow.

Website comments are generally favourable but some members think it is still bland and would like it to be more modern.

CTP update see attached report from Andrew's meeting with Brad Yates (CTP), Damien McNamara (ACTG) and Katherine Hicks (ACTG). Getting a Plan variation for the Tennis Courts can be long, expensive and difficult. Damien will have a meeting next week to gauge whether a Territory Variation Plan for the tennis courts is a possibility. Another option to use Block 13 Section 45 by direct sale and talking to St Jude's and the Catholic Education Board. More information to come.

GACT – see attached update from GACT. A number of grants are available:

- \$1,500 for Business Operations and Development
- \$100, \$150, \$200 bursaries for Technical Members to contribute towards their education and professional development.
- \$10,000 to support Club activities during the Covid19 period of closure.
- \$10,000 to support Club activities during the Covid19 relaunch and rebuild phase.
- Clubs will not be charged for the second instalment of the flat fees payable to GACT and third instalment of the Club affiliation fee to GACT.

Additionally GACT has / will:

- Sent fact sheets to Clubs re Covid19 Government information
- Coordinated a work group of Level 8-10 coaches and program managers of WAG athletes.
- Engage the services of a marketing specialist to promote Gymnastics in ACT.
- Coordinate Gymsport Committee working groups
- Lobby Governments for additional financial support.

ACTION There will be a Club Forum on Friday 15th May for Matt, Andrew and Megan.

General Manager Update:

WVGC has been given a grant from the ACT government to fund coaches for the Enable program, plus a grant for an automated sliding entrance door for the gym. Matt is talking to the Architect and ACT Property Group and the ACT Government to coordinate this into the Foyer plan.

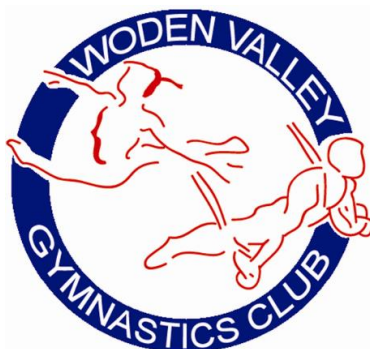
The Job Keeper forms have been done so we are expecting the rebate on 14/5/2020.

Four staff have been included in an International Gymnastics Conference hosted in the USA. This is the biggest conference in the world.

Review:

Foyer	Comments from people to Matt. Architect update to be done.
Expansion	Feedback from Andrew for the meeting with CTP
Strategic Plan	Feedback from Andrew to come
Constitution	Andrew and Kathy to review
Policies	Kathy to complete the final two policies
Finances	Audit and current situation to be done
Website	Feedback done on line. Some have done feedback. Gary felt that the Website needed to be more modern.

Matt's contract	Sent to Kathy. To be reviewed at the end of the year
Calendar	To be reviewed after Covid19 impact lessons.
AGM	Proposed to possibly be done late June but needs 21 days' notice for documents etc.
GACT	Feedback from email re Grants etc



Minutes of WVGC Special Committee Meeting

MAY 19th 2020 6.30 pm Zoom video

Confirmed at the Committee Meeting of May 26th

Attendance:

The meeting has been called:

1. To vote on the motion presented at the previous Committee Meeting re the trampoline program.
2. To review the Rationale forming the background for the Committee's decision about the Trampoline Program.
3. To decide on a Timeline and process to follow the Trampoline Decision.

Motion: That Woden Valley Gymnastics Club cease to offer the Trampoline Program.
Moved Ross Lederhose, Seconded Laurel Loftus. Passed unanimously.

Proposed Timeline:

A number of emails need to be written and circulated between Matt, Naomi and Andrew on Wednesday to enable the following:

- a. An email to be sent on Wednesday inviting Jack and Viv to a meeting to review the Trampoline situation. The Meeting will be proposed for Thursday 21st May.
- b. An email to be sent to Megan Moss and Brad Low at GACT letting them know that the Trampoline Program will cease at WVGC. This email to be sent just before the Thursday Meeting.
- c. A group email to be sent to all Trampoline families and coaches letting them know that the Trampoline program will cease at WVGC. This email to be sent during the meeting with Jack and Viv. The Rationale to be included in this email so that families understand the reasons behind the decision.

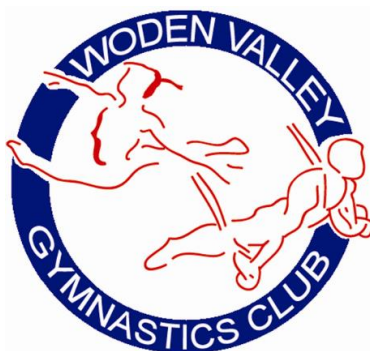
During the meeting with Jack and Viv a number of options can be offered:

- i. Jack could begin a tumbling program
- ii. Jack could hire the trampolines from WVGC and hire the Tuggeranong venue (no cost until September) and develop his own trampoline program.

iii. Jack could transfer to a different position within WVGC.

After this initial meeting, there will need to be meetings with the trampoline coaches to discuss their options with them. Some may be offered work in other Gymsports at WVGC. There will need to be meetings with families, perhaps in groups to discuss options available for the gymnasts.

Meeting closed 7.20 pm



Minutes of WVGC Committee Meeting

MAY 26th 2020 6pm Zoom video

Confirmed at the Committee Meeting of June 9th

Attendance:

Business arising from the Minutes of the Previous Meeting:

1. Trampoline program discussion with Trampoline Coach and Program Coordinator.

Matt, Naomi and Andrew had a discussion with Jack Ratz and Vivien Watts Monday 25th May and informed them about the decision of the Committee with respect to the future of the WVGC Trampoline Program following on from the Committee meeting of 12th May.

- a. The main concern of the Committee, Matt and Naomi is with the welfare of the trampoline gymnasts.
 - i. They will be contacted by the Club to see if they would like to transfer to other programs at WVGC.
- b. Jack and Viv are planning to start up a new trampoline program. They plan to get affiliation through GACT.
- c. Another concern is what to do about the equipment.
- d. Some of the current equipment came from Canberra Trampoline Centre that Jack ran. Some of the equipment has been bought by WVGC since the Trampoline program was set up at WVGC.
- e. A new 2019 large trampoline was bought for the Program with approx. \$8,000 from a grant and \$4,000 from WVGC. It is now worth \$8,000. It was proposed that we offer this to Jack and Viv for \$5,000.

- f. The Club will offer the rest of the equipment to Jack for no cost and in its present state.
- g. Naomi and Matt will have a talk to Brad at GACT re the trampoline situation. GA will also be consulted.
- h. Jack is still employed by WVGC so will be offered to remain as a coach in current programs.
- i. **ACTION** Emails need to be sent to WVGC members to explain the Trampoline situation at WVGC.

2. Current COVID-19 situation.

- a. ACT Government has announced that gymnasiums can have 20 people in groups inside. Matt and Naomi will spend Wednesday working out a new Roster for WVGC. Further details will be released by the ACT Government, GACT, GA and the ACT Department of Sport and Recreation.
- b. On June 19th the ACT Government is planning to have group sizes increased from 20 to 50.
- c. Signs need to be placed on the main office and coach's office doors stating the number of people allowed in those offices.
- d. WVGC needs to transition programs in a manner suitable for coaches and members.
- e. WVGC will continue to use the outside training areas to become financially viable during the Restart Period.

3. Program Development during June

- a. Senior gymnasts have been a priority for WVGC during the COVID-19 Lock down
- b. This elite group has not been doing their full program so research shows that they should slowly go back to their previous high number of hours training. This also means that they are not ready for full competitions.
- c. The Gymnastics for All programs involve large numbers of gymnasts so they need to reconnect with the Gym.
- d. Financial viability will need a combination of all programs.

4. Auditor's report

5. Website status

6. GACT Grants action and Club Forum report

General Manager Update:

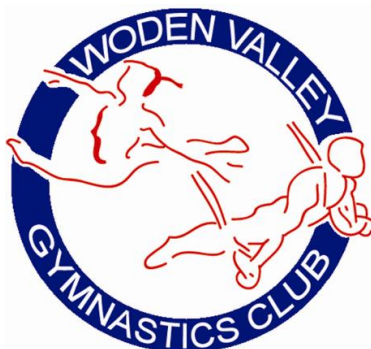
- a. The Committee will investigate an ad campaign once WVGC returns to regular programs.
- b. There will be a Gala day at the end of the Year.
- c. The new Foyer will be featured in the Term 4 advertising.
- d. The article that appeared in the Canberra Times was good publicity. Mel had written an article but they didn't use her words.

Gymsports Director Update:

- a. There will be a new business model for next week.
- b. Small groups like Enable, Performance team, Groove and Move will be in the Gym next week.
- c. KinderGym will start with some families as a trial at this time.
- d. Clearer guidelines re feet hygiene, spotting and sharing equipment are needed from ACT government.

Review:

Meeting Closed: 7.17pm



Agenda of WVGC Committee Meeting

JUNE 9th 2020 6pm Zoom video

Confirmed at the Committee Meeting of June 23rd

Attendance:

Business arising from the Minutes of the Previous Meeting:

- 1. Situation re the trampoline program**
- 2. COVID – 19 situation**
- 3. Auditor's Report**
- 4. Website**

Gymsports Director Update:

Review:

Foyer ACT Property Group is planning to start the renovations during the September school holidays. The Architects should have the drawings finished by next week. The front door has the automatic opener at 1200 mm, we would prefer it at 1700 so young people cannot go through the door. An electrician can be employed to move the opener.

Expansion Andrew has spoken to the Principal of St Judes School. He has been referred to the Parish Council who are renovating the house. Andrew will send more information / drawings to the Council.

Andrew is trying to get an appointment with Mick Gentlemen to discuss the situation with the tennis courts. Kathy asked if we could look at having the tennis courts as a car park and building an extension next to the gym.

Andrew - do we want to look at building an extension using a bank loan? Matt – this is achievable.

Strategic Plan

Constitution After an animated discussion it was decided to leave the “eligibility clause” as Section 4.3 in the Constitution. Kathy to put this in the document and resend the new Constitution and the current Constitution to all Committee Members. Members are requested to send comments to Kathy within the next week (before 18th June).

Policies

Finances

Calendar

GACT Money has been given from the ACT Government to GACT.

General Business:

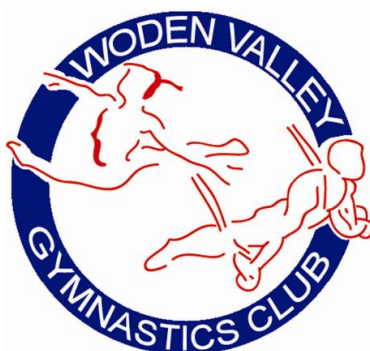
Proposed new lights

AGM documentation

Meetings

DECISION REGISTER:

New Constitution to have the "Eligibility" clause inserted.



Minutes of WVGC Committee Meeting

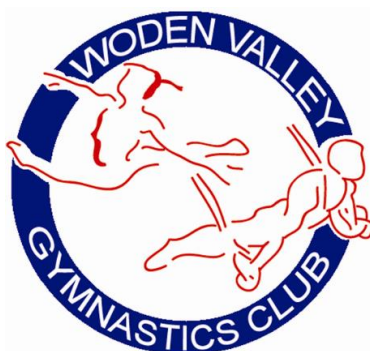
JUNE 23rd 2020 6pm Zoom video

Confirmed at the Committee Meeting of July 14th

Attendance:

General Business:

There was a lively discussion about the proposed changes to the WVGC Constitution. The main discussion was concerned with Section 4.3 of the new proposed Constitution. Most attendees expressed their views but no decision was made regarding Section 4.3 Andrew will email an alternative Section 4.3 to Committee Members.



Minutes of WVGC Committee Meeting

JULY 14th 2020 6pm Zoom video

Confirmed at the Committee Meeting of July 28th

Part 1

Committee Members eligible to vote to attend at 6pm

Attendance:

Part 1 of the meeting to finalise the new proposed Constitution to be put to the members at the WVGC AGM.

Kathy stated that she thought Ross had a Conflict of Interest for this section of the meeting. Ross Lederhose stated that because he was the Vice President he would chair the Meeting. Proxy from Andrew Collins given to Kathy Anderson with his instructions declared.

Motion 1

All members of the Club satisfying Part 3 can serve as members of the Committee with the exception of paid employees of the Club

6 Include / 0 Not include

Motion 2

An immediate family member of Senior Staff of the Club may not be elected to an Office Bearer Role

4 Include / 2 Not include

Motion 3

No more than two (2) immediate family members of Senior Staff of the Club may serve on the Committee at one time

1 Include / 5 Not include

Motion 4

In the event of more than two immediate family members of Senior Staff of the Club nominating for the Committee, a vote shall be held at the AGM to elect two Ordinary Committee Members by a show of hands of members present, with the presiding member holding a casting vote if necessary.

1 Include / 4 Not include / 1 Abstention

Motion 5

For the purposes of this clause :

“immediate family member” applies to spouse or domestic partner and dependent children. It may also apply to any other relatives and close friends who live with the employee or with whom the employee has a dependent relationship.

“Senior Staff of the Club” includes employees in the roles of Head Coach, Program Coordinator, Gymsports Director or General Manager.

4 Include / 2 Not include

Motion 6

All members of the Club satisfying Part 3 can serve as members of the Committee with the exception of spouses, defacto or however described of paid employees of the Club

0 Include / 5 Not include / 1 Abstention

Ross: Section 4.3 of the new Constitution is now finalised on the basis of these results.

(4.3 of the Constitution now reads:

4.3 Eligibility to serve on the Committee

1) All members of the Club satisfying Part 3 can serve as members of the Committee with the exception of paid employees of the Club

2) An immediate family member of senior staff of the Club may not be elected to an office-bearer role

3) For the purposes of this clause :

- a) “immediate family member” applies to spouse or domestic partner and dependent children. It may also apply to any other relatives and close friends who live with the employee or with whom the employee has a dependent relationship.
- b) “Senior Staff of the Club” includes employees in the roles of Head Coach, Program Coordinator, Gymsports Director or General Manager).

Part 2

Committee Members, General Manager, Gymsports Director and Observers to attend at 6.30 pm

Attendance:

Business arising from the Minutes of the Previous Meeting:

Constitution changes – see results above.

Trampoline update - the trampoline program has moved to become Canberra Trampoline Club. All commitments by WVGC have been completed. CTC has paid \$5,000 for the new trampoline, all gymnasts have transferred and WVGC is still pursuing overdue payments from some gymnasts.

COVID -19 update.

Auditor’s report

Website update

Governance update To be reviewed at the next meeting.

GACT money 1. \$1500 has been spent on software and subscriptions, no documentation required by ACT Gov, 2. \$10,000 has been spent on wages, no documentation required by ACTGov 3. Advertising and Marketing. We have spent \$1700. We will hold this money until we know definite class numbers and then do some targeted marketing. This needs to be reported back to ACTGov.

AGM Some prefer this to be late August eg Aug 22nd. Others prefer it to be later. We need to get the Auditor’s report then we can set a date.

Face to Face Committee Meeting People felt that we should have three Zoom meetings then one Face to face aligned with the financial statement which will be done after BAS is done.

General Manager Update:

Gymsports Director Update:

This is a long report to cover all Gymsports.

Please contact Naomi if you have any further inquiries about the report or PnL document.

Correspondence:

Review:

Foyer See General Manager’s report

Expansion See Andrew’s email

Strategic Plan This is our next focus

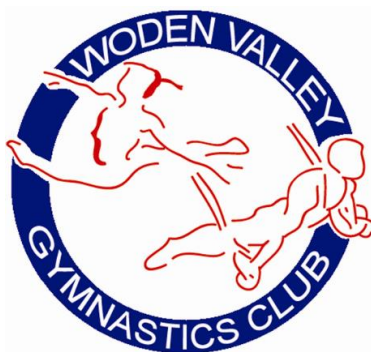
Constitution First part of the meeting resulted in Motions 1,2 and 5 to be included as Section “4.3 Eligibility to serve on the Committee” see above.

Policies Naomi would like to set up a small group to deal with the WH&S Policy. Wendy, Laurel and Kathy volunteered to help with this.

Finances See above. Please discuss what we want reported on for the quarterly reports – YTD, monthly snapshot, compare to last year.

General Business:

Michael Love position on WVGC Committee. Michael did not attend any meetings. The Committee voted that he be a permanent apology but this was not useful upon reflection. Refer Constitution 4.7



Minutes of WVGC Committee Meeting July 28th 2020 6pm Zoom Video Meeting

Confirmed at the Committee Meeting of August 11th

Attendance:

Committee Stewardship:

Andrew read the following statement to the Committee.

At the start of this Committee's stewardship of the Club, all Committee Members signed a Members Code of Conduct and agreed to essentially be upstanding members and role models for the Club.

Collectively we have done fantastic work for the Club over the year and I believe we are all to be congratulated for what we have achieved and the state that the Club is in. Recently however, we have had some conduct at committee meetings and via email that has been ill-suited to that of a role model for the Club and those have been unfortunate occurrences. All of us here have a vested interest in the Club and moving the Club forward to bigger and better things in the future. We are also a volunteer Committee and rely on attracting future volunteers to join our ranks to work for the benefit of the Club.

I am a firm believer that the best outcomes are achieved by groups of people with differences of opinion. This can often lead to tension and friction between parties which needs to be managed so that discussions do not become fractured. This takes conscious effort, but if we are to continue on this Committee, we must all work to this end.

The chair of the meeting is tasked with running the meeting and making sure that everyone is afforded a platform for their views to be heard. If time is a factor, then the chair can be reminded of this and asked to limit the discussion for the sake of achieving an outcome in the time allocated. We have all said that we can be sensible, respectful adults when conducting ourselves, so let's all walk the talk.

Andrew Collins – President.

28/7/20

Business arising from the Minutes of the Previous Meeting:

1. Accept revised Constitution to go to the members at the WVGC AGM

Motion: That WVGC Management Committee accept the new Constitution and put this to the members at a General Meeting on August 22nd 2020.

Moved Andrew Collins, Seconded Laurel Loftus

Carried

2. Auditor's report status

3. Accept date for WVGC AGM 4.30 pm 22nd August

4. Accept Conflict of Interest form changes.

The revised "Declaration of Interests" form was reviewed.

Motion: That the revised "Declaration of Interests" form be accepted and attached to the WVGC Inc Committee Nomination Form.

Moved Andrew Collins, Seconded Wendy Durran

Carried

5. Accept documentation to be sent to members for the AGM

The following forms need to be sent to members for the WVGC AGM:

- Notice of the WVGC AGM 2020
- Proxy form
- Committee Nomination form
- Life Membership Nomination Form
- Preamble and Information for the link to the Draft WVGC 2020 Constitution

The following forms need to be at the AGM

- Attendance
- Copies of the 2019 AGM Minutes
- Copies of the Financial report
- Committee Nomination Forms

The following need to be made available for new Committee Members

- WVGC Organisation Chart
- Incorporated Associations in the ACT guide
- New to a Board or Committee Justice Connect
- Calling and Holding Meetings Justice Connect
- WVGC Conflict of Interest Policy
- Managing Conflicts of Interest ACNC
- WWVP procedure for gaining certificate
- Child Safe GA procedure for completing the course.

Motion: That the Committee accepts all circulated documents with respect to the 2020 WVGC AGM

GACT AGM report from Megan Taylor

The GACT AGM was a short meeting. A new Auditor has been appointed who is not as expensive as the past auditor.

The Board Meeting followed the AGM

There was a lot of discussion about the National Redress Scheme, which all sporting Clubs are being asked to join. This has been set up in response to the recommendations by the Royal Commission into Institutional Responses to Child Sexual Abuse. Recently there has been discussion about the "Athlete A and the Gymnastics Alliance Movement" This has been formed in the wake of the Netflix documentary, "Athlete A" which detailed abuse within USA Gymnastics. Australian gymnasts have now begun sharing their experiences. GACT has been given 6 months in which to join. There was a lot of discussion about the cost involved with this Scheme. The issues for GACT will be discussed at the next (closed) meeting of GACT.

Megan reported that GACT is in a strong position compared to other State and Territory Gymnastics Associations, particularly in terms of increased number of participants and finances.

There has been a “Bounce back into Gymnastics” campaign but it has been put on hold due to the Redress scheme.

WVGC should have received information about how to support gymnasts through the Redress Scheme.

GACT is performing well in the Australian Gymnastics Community.

General Business:

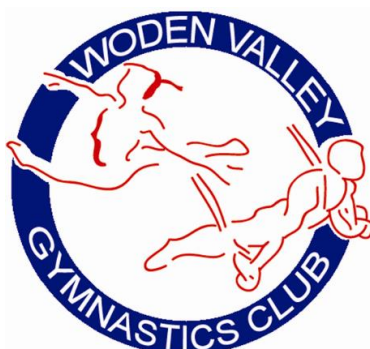
Policies: A meeting was held with Naomi Nye, Kathy Anderson, Laurel Loftus and Bob Loftus to discuss the WVGC Work, Health and Safety Policy. After a discussion re the ACT legislation, Safe Work document and the Manly – Warringah Gymnastics Club WH&S Policy, it was decided that Naomi would draft a policy for Kathy, Bob and Laurel to review. Gary suggested that the next Committee could review the separation of Committee and Management responsibilities with relation to WVGC Policies.

DECISION REGISTER:

Committee Stewardship documented

Meeting Closed: 6.45 pm

Next Meeting: Kathy to email members re having a Committee Meeting on August 11th possibly Face to Face.



Minutes of WVGC Committee Meeting

AUGUST 11th 2020 6pm

Confirmed at the Committee Meeting of September 8th

Attendance:

Minutes of the Previous Meeting:

Business arising from the Minutes of the Previous Meeting:

- 1. AGM organisation**
- 2. Audit for AGM**

There was a lot of discussion about the audit because the P&L for December showed a profit of \$106,000 but the audit showed a loss of \$73,000. Part of this is explained by the change from cash to cash accrual methodology. Other issues that were addressed include:

The Gymnaestrada money was invoiced in 2018 but paid out in 2019.

There was an issue with the Superannuation code so the Superannuation was not paid at the correct time; this has been corrected.

There was an issue with BAS which impacted Trade Creditors. This has since been corrected.

Employee leave entitlements need to be kept separate from General Revenue, 2020 will show an increase in income due to Cash accrual methodology.

The audited accounts were approved and passed so they can be sent to Tony to be signed before the AGM.

3. WVGC Website

Congratulations to Mel and the Club for getting the Website up and running. The Committee section of Website is to be written up when the next Committee is elected.

15 Policies are on the Website; Work, "Health and Safety" is under review, as is "Terms and Conditions". Many thanks to Naomi for her work with the Policies.

4. Club Registration

5. Numbers for Term 3

6. JobKeeper

The Club workforce has reduced by 13, including 8 Trampoline coaches. We currently have 65 staff including coaches and office staff.

7. Governance

It was suggested that the new Committee set up a schedule for governance which also looked at the roles and responsibilities of the Committee, the General Manager and the Gymsports Director.

Gymsports Director Update:

See attached

There was a discussion about the "Athlete A" Netflix. Gymnasts or others who approach WVGC staff will be directed to GACT and GA for further discussions. Staff are being reminded about appropriate language,

Review:

Foyer Architect has said that detailed drawings will be provided by the end of the week. The Architect states that they are on track for September holidays, with completion at the end of October.

Expansion Andrew has received no further information from the St Judes Committee but has spoken to the Principal who is positive about the facility.
Andrew will draft a letter to Mick Gentleman to try and get some positive feedback from the Territory Plan Group.
Andrew has also spoken to Tom Anderson of WCCC who is positive about having a sporting facility on the tennis courts site or behind St Judes. Tom also mentioned that the ACT Planning Department is looking into indoor sporting facilities in the Belconnen and Woden areas.

Strategic Plan Ongoing, to be a focus after the AGM.

Constitution Ready for AGM

Policies "WH&S" and "Terms and Conditions" being rewritten
Some policies have been archived.

Finances Audit review noted earlier.

Governance Quarterly report noted earlier

General Business:

The Club cleaning is being reviewed.

Final Meeting

This was the final Committee Meeting for the 2019 – 2020 Management Committee of WVGC. The President thanked everyone for their contribution and commitment to the Club.

A vote of thanks was also extended to Andrew Collins as President for his work throughout the past fifteen months.

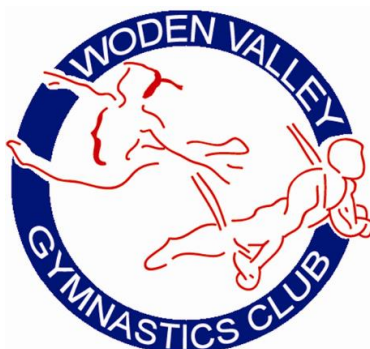
Matt Knox and Naomi Nye also thanked the Committee for their efforts this year to ensure the Club was moving forward.

DECISION REGISTER:

- A. Audit will now be done using the Cash Accrual method.
- B. Large separate Competitions will have a separate Bank Account e.g. Gymnaestrada
- C. Employee Leave entitlements will have a separate Bank Account.
- D. Committee Members to CC all members for Committee emails

Next Meeting:

Special General Meeting and the WVGC 2020 AGM 22nd August 4.30 pm



Minutes of WVGC Committee Meeting

Grant Cameron Centre, Mulley St, Holder

SEPTEMBER 8TH 2020 6pm

Attendance:

Introduction of new members

Bob, Leigh, Carmela.

GACT Role of the WVGC GACT Representative / Director was discussed and guidelines agreed to by the Committee and Management.

GACT is part of the ACT Government and administered by the Minister for Sport and Recreation. It is also affiliated with Gymnastics Australia.

A new report is due out from GACT before the ACT General Election re the profile of Gymnastics in the ACT.

General Manager Update:

Foyer

- Please see the attached drawings from the architect.

Job Keeper status and extension

- Job Keeper in its current form ends 27th of September.
- An extension of the Job Keeper scheme has been announced with a 2-tiered approach for payments based around hours worked prior to 1st March

Year to date Finances

- Please see the attached P & L for January – August 2020 versus 2019

CV and Photos of Committee Members

Committee Code of Conduct

All Committee Members were asked to read, sign and return to the Secretary by next meeting.

Conflict of Interest Register:

Minutes of the Previous Meetings:

Special General Meeting – The minutes for this meeting will be ratified at the next General Meeting. The Change of Constitution form has been sent to Access Canberra

AGM – The minutes for this meeting will be ratified at the next General Meeting. The Annual Report form has been sent to Access Canberra
August 11th Committee Meeting.

Business arising from the Minutes of the Previous Committee Meeting:

- Review of AGM notices. This was adequate for 2020.

Gymsports Director Update:

- Gala/Awards Day 5th December: A proposal will be put together taking into consideration current and potential future restrictions. Senior Staff to discuss and finalise options for the event
- We have had 6 coaches complete their Module 1 course, which allows them to coach higher level skills.
- A number of coaches attended the Beginner WAG judges course, which is a step towards our aim of increasing judges at the club.
- Need identified for Staff to undertake Mental Health First Aid Course aimed at both Adults and youth. This is going to be looked in to by our Education and Compliance Manager and followed up on in the near future.
- National training groups for the change over in Term 5 are being finalised and parents are going to be informed this week.
- New enrolments in the Kindergym and the GFA programs are growing due to the promotion of free trials across multiple social media platforms.
- Birthday Party bookings are increasing. We have introduced a higher discount percentage based on increased increments in numbers attending.
- We have 3 confirmed school bookings for Term 4.
- We were selected to represent Australia at the 4th World Gym for Life Challenge 2021 in Portugal, however due to COVID we will not be attending. We are seeking to enter virtually.

Review:

Foyer

Expansion

Strategic Plan

Policies

Finances

General Business:

Suggestions about Fund raising were discussed. **ACTION** It was proposed that a Survey of WVGC families be undertaken to address this issue.

Member Protection Information Officer. Currently WVGC does not have a dedicated MPIO.

ACTION Review options to address this situation.

The ACT election is approaching and the Committee members suggested that key messages could be sent to aspiring politicians and also be mentioned if politicians are at shopping centres etc.

ACTION Andrew to draft a summary of points to publicise expanding the Gym.

An Annual Report should be sent to WVGC Members via email.

ACTION Secretary to organise.