Gold Coast Gymnastics Club 2024 AGM Minutes - Endorsed

Meeting details

Meeting title:	**Annual General Meeting**
Meeting time and date:	11am, 15th June 2024
Meeting venue:	Gold Coast Gymnastics Club, 35 Beattie Rd, Coomera
Attendees:	**Top Table:** Kimberley Iliff (Chair) Board Member, Cameron Lynch – Board Member, Dylan Selby - Board Member, Hayley Tarr - Board Member (via Zoom), Nikki Barr (Treasurer – via Zoom), Ross Cunningham (GM/Secretary), Michael Connelly (CPR Group) – Returning Officer **In Attendance:** Suzy Kingdom (staff), Anne Maree Halkett (staff), Karen Hepburn (staff), Trish Hade (staff), Glenn Ng (staff), Lisa Porter, Jacqui Ley, Megan Lynch, Stacey Reid, Scott Briggs, Melissa Briggs, Michelle Parkin, Beck Nelson, Wayne Power, Suzanne Riley, Ira Dobroskok, Mandy Plum, Andrew Hawthorne, Marcel Jacobs, Ross Fleming, Karla Perryman, Skye Harrison, Nathan Santinella
Apologies:	Tracie Brooks - Member Melanie Duff - Staff Louise Johnson - Staff

AGM 2024 Agenda

1. **Presidents Welcome**
2. **Minutes of the Previous Meeting** held on Saturday 17th June 2023
3. **Business Arising from Minutes of Previous AGM**
4. **Conflict of Interest Register**
5. **Reports**
6. **Financial Statement and Audit Report**
7. **Election of Office Bearers**
8. **General Business & Member Motions**
9. **Meeting Close**

Minutes of Meeting (Endorsed)

1.	**Presidents Welcome**
	Meeting was opened at 11:10am Kim Iliff as Chair provided a welcome address and thanked those in attendance within the room and online via teleconference. Kim advised that 33 club members including staff had pre- registered to attend the Annual General Meeting with a quorum achieved under rule 8. of the constitution following registrations on the day.
2.	**Minutes of the Previous Meeting – AGM 2023**
	The Chair noted that the minutes of the previous AGM were circulated in advance to all members and asked members that the minutes be taken as a true reflection. **Moved:** Melissa Briggs **Second:** Michelle Parkin
3.	**Business Arising from Minutes of Previous AGM**
	No business declared from the Minutes of previous AGM.
4.	**Conflict of Interest Register**
	No conflicts of interest were declared.
5.	**Reports**
	Presidents Report The Chair provided a comprehensive report from 2023 focusing on operations, financial, governance and club achievements on and off the gymnastics floor. The critical outcome for the business is that it has managed its operations and finances well through organisational change and the Operations Team managed to continue to provide excellent coaching services, staged events, continued member support, as well as providing improvements to the overall operating systems. Further the GCGC Team were able to generate revenue through other means which provided additional income for the business. On the 8th June 2023, the club released its 3 year strategic plan. This plan set a clear direction including clarifying the mission, vision and values of GCGC. Trish Hade was appointed into the Technical Director role and commenced in August 2023. The second half of 2023 was a period of significant change for the club. The Board and Management Team were committed to ensure the right foundations, operating model and structure were put in place to implement the strategic plan and set the club up for success. In June 2023, after the AGM, Executive Director Michael Brown signalled his intention to bring his time at GCGC to an end to take up another opportunity. Michael established important policies and partnerships during his time in the role and worked diligently on establishing a strong and experienced staff base to lead our products and services. Michael was critical in the development of our 3-year strategy and was acknowledged and thanked on behalf of the GCGC Board, staff and membership. The chair acknowledged the efforts of Anne-Maree Halkett, who filled the role as Executive Director on an interim basis whilst the Board sought new leadership. The Chair noted that Anne-Maree was subsequently appointed to the role of Operations Manager. The Chair advised that the Board appointed Ross Cunningham as General Manager in September 2023. Ross has played a key role in leading the organisation since his commencement and has been pivotal to uplifting the Board governance through a strong partnership between Operations and the Board. Ross also agreed to take on the Secretary role for the organisation. The Chair provided an update on the strategic plan providing members with a summary from the Board on items of focus including:

	- Attraction and retention of quality coaches. - Building a strong, collaborative, and positive team culture across all programs and operations. - Improving the quality of communication with members. - Implementation of new and improved systems. - Improved board governance. - Improving the coaching service and experience. Finally, The Chair acknowledged competitive athlete Michael Dobroskok, as a great ambassador and role model for the club and noted his international achievements by show of applause from the room and online.
	General Manager Report Ross Cunningham as General Manager (GM) provided a snapshot from 2023 noting his commencement in late 2023. The GM advised that a 6-month plan was established to review the organisation's processes with a focus on governance, policy, operations, and financial sustainability. The GM advised members in attendance that a focus had been placed on ensuring communications improved given previous feedback from members. The GM advised that more focus will be placed on Marcomms in 2024 with an external contractor now onboard to support the Digital and Creative growth of the club. The GM thanked all staff, members and the board for making him feel welcome and noted some exciting opportunities happening in 2024.
6.	**Financial Statement and Audit Report**
	6.1 Treasurers Report The Financial Statement and Audit Report was read out by Board Member Cameron Lynch (CL) on behalf of Treasurer Nikki Barr. CL commented that Gold Coast Gymmnastics Club has seen steady growth during 2023. In 2023, total revenue increased by 16% from 2022. Contributing factors to this increase include: • An increase in number of enrolments in Competition and Recreational Programs • Competitive squad income increased by 5% from $482k to $504k • Recreational class income increased by 22% from 2022 to 2023. This included an increase of KinderGym by 7%. • An increase in the holiday program from $52k to $123k. In 2023, our total expenditure increased by 16% from 2022, attributed to multiple factors: • Remuneration: In 2023 we paid $1.597M in salaries compared to $1.344M in 2022. This is a 16% increase and relates to: o Additional coaches for classes established across both venues and to supplement existing programs. o Casual award legislation increases. o Permanent and Casual salary increases across award rates. • Repairs and Maintenance was the second highest increase with significant effort made on improving the equipment and compliance requirements across Coomera and Miami. The large portion of expense was attributed to: o Fire Safety Compliance o Maintenance and servicing of current gym equipment o Venue repairs and upgrades

- Consulting Fees increased in 2023 during the club's strategic planning project. The expenses included CPR Group Consulting to assist on the new strategic plan creation, board structural changes and governance support.

Our cash flow statement demonstrates the inflows and outflows of cash throughout the fiscal year. It showcases the club's ability to manage its financial resources effectively.

At the beginning of 2023, working bank account balance was $ 698k. As 31st December 2023, the balance was $ 728k. These funds are readily available to support the club's ongoing operations and initiatives.
The Fundraising account ended 2022 at $ 31k and has a closing balance of $ 28k as of 31st December. The club used this fund to support Michael Dobroskok on his Australian Selection and associated travel fees. Funds were also used for bursary support and a donation to the Walking with Ava Foundation.

CL advised members that the club's financial results for the year aligned with the club's budget forecasts, with only minor variances. In September 2023, when the new General Manager commenced, an emphasis was placed on reviewing spend and monitoring control across operational activities to ensure a strong EOFY position for the remaining 3 months. The club closely monitored its expenses and revenue, adjusting where necessary to ensure financial stability.

The club has maintained a healthy reserve fund to support future investments and unforeseen expenses. As of 31st December 2023, the club has a reserve of $72,000 in the club's capital investment fund. During 2023, this fund was used to purchase and install the replacement floor at Coomera and the refurbished floor at Miami. The funds used for this project, has been replaced during the 2023 financial year.
This account is aimed to support the investment in equipment replacement and maintenance across both venues. The club envisages this fund will continue to support equipment purchases including equipment additions, replacements and/or changes based on recommendations and prioritisation based on program needs and club return on investment.

In 2023 the new General Manager was instructed to carry out a financial review of the clubs' systems and accounting processes. As a club we conducted a thorough financial review, ensuring that we had a strong position going into 2024. A new Financial Management Policy was established to create operational autonomy for the General Manager and the GCGC Team whilst guarding against risk factors which could disrupt the organisation.

CL advised members that the club plans to continue growing income streams through future commercial opportunities, creating additional products and services and reviewing ongoing operational expenses. The club will continue to seek assistance from Local, State and Federal funding with an emphasis on Infrastructure Improvements at Miami and Equipment Investment across both venues. As a club the aim is to allocate resources strategically to enhance member experience and further develop programs.

CL closed off by advising members that the Board is confident the club is in a strong financial position.

6.2. To receive and adopt the 2023 Audited Financial Statement

Moved: Scott Briggs
Second: Marcel Jacobs

6.3. To receive and adopt the 2023 Annual Report

	Motion received to adopt the 2023 Annual Report **Moved:** Scott Briggs **Second:** Michelle Parkin 6.4. Appointment of Auditor for the 2024 Financial Year All three (3) shortlisted Auditors including a short description of experience were circulated to members in advance of the AGM and provided as part of the board pack on the day. Kim Iliff (Chair) provided an overview of the three (3) auditors shortlisted for consideration for the 2024 financial year. The auditors include: 1. Accru Australia 2. Auditors Australia 3. Allen Auditors It was recommended that Accru Australia be appointed as the auditors for the upcoming financial year. **Moved: Marcel Jacobs** **Second: Lisa Porter**
7.	**Election of Office Bearers**
	Prior to the meeting, Board Nomination papers were sent out to all members, resulting in the receipt of five board nominations. All nominations including a short description of experience were circulated to members in advance of the AGM and provided as part of the board pack on the day. The Board Nominations received were: 1. Nikki Barr 2. Tracie Brooks 3. Ross Fleming 4. Marcel Jacobs 5. Andrew Jordan Voting was conducted to determine which nominees would be elected to fill the four vacant 2-year terms on the board. After the votes were calculated, the successful nominees for the 2-year terms on the board were confirmed as: 1. Nikki Barr 2. Tracie Brooks 3. Marcel Jacobs 4. Andrew Jordan The Chair read the successful candidates' names out to the membership and accepted those individuals as accepted.
8.	**General Business & Member Motions**
	None received
9.	**Meeting Close**
	Meeting Closed at 12:01pm