



AGENDA

Annual General Meeting

Monday 29 August 2022

7.00pm The Fencing Institute and

Google Meet <https://meet.google.com/xqj-niho-mza>

1. Open meeting
 - a. Attendance & Quorum

2. Minutes of the 2021 Meeting
 - a. Matters arising from the minutes
 - b. Resolution: that the minutes be accepted as a true record of that meeting

3. Club Report
 - a. Club report to be presented to the meeting
 - b. Resolution: To receive and adopt the Club report

4. Financial Report
 - a. The Treasurer to address the meeting
 - b. Resolution: To receive and adopt the Financial Report
 - c. Resolution: To receive and adopt the Reviewer's Report

5. Election of Officers
 - a. Treasurer
 - b. Administrator

6. Proposed Resolutions
7. Other items for business
8. Close



The Fencing Institute

Minutes

Monday 8 November 2021, 7.00pm

Venue: The Fencing Institute, 91 Jack Hinton Drive, Addington, Christchurch and via Zoom

1. Attendance:

Karen Johnston, Kate Brill, Martin Brill, Hugh Mercer-Beumelburg, Ryan Sadler, Hamish Clarke, Rachel Rowlands-Clarke, Connor Foley-Walker, Chris Aynsley, Steve Clarke, Ophelia Stott, Yvette Wang, Tim Wang, Lucian Nightingale, Dylan Thomson, Gareth Foley, Madelaine Barbarics, Jonathan Brill, Renee Phillips, Richard Johnstone, Max Causer. Via zoom Chris Nokes and Lee-Bin Tee

Apologies:

Mark Rance

2. Resolution to permit the AGM to be held after 30 August due to Covid lockdown

Moved by Hamish Clarke, Seconded by Chris Aynsley. Carried.

3. Minutes of the 2020 Meeting held 10th August 2020.

No matters arising. Moved by Hamish Clarke, Seconded by Steve Clarke that the minutes be accepted as a true record of the meeting. Carried.

4. Club Report

Karen spoke to the club report. She highlighted activities that had taken place over the last year. In addition, she mentioned the vaccination policy of the club.

It was Moved that the Club report be accepted by Karen Johnston, Seconded by Connor Foley-Walker. Carried.

5. Financial Report

Chris spoke to the financial report. He noted that income had increased by almost 50% due to the class income. The club was now administering the classes and therefore received the income



directly. That had contributed to the profitability of the club. Yvette Wang was now on the committee and undertaking the Xero work. The club was going to have to register for GST due to the turnover. It was noted that redevelopment of the Stadium could happen as early as 2025. Dylan Thomson mentioned the possibility of working in more closely with the University of Canterbury fencing club as many high school fencers from the Fencing Institute went on to the University.

Hamish Clarke Moved the financial report and financial review, Kate Brill Seconded. Carried.

There was a vote of thanks to Yvette Wang.

6. Election of Officers

The positions available for renewal were Club Captain Female, Club Captain Male and Administrator. Nominations had been received from Madelaine Barbarics, Hamish Clarke and Karen Johnston respectively. No other nominations were received and so they were appointed. Office Holders are:

- a. Club Captain – Female: Madelaine Barbarics
- b. Club Captain – Male: Hamish Clarke
- c. Administrator: Karen Johnston
- d. Treasurer: Chris Aynsley
- e. Armourer: Lucian Nightingale.

7. Other Items

Lee-Bin Tee was thanked for her work on the Committee as the Club Captain Female. Steve Clarke also paid tribute to the Committee for their work.

Meeting closed at 7.23pm.



Club Report

22 August 2022

Membership

- The club is now entering its fourth year since re-incorporation. Committee members are Club captains Madelaine Barbarics and Hamish Clarke, Administrator Karen Johnston, Treasurer Chris Aynsley, Armourer Lucian Nightingale and Yvette Liu. Karen, Chris and Yvette are stepping down at the AGM. Karen and Chris have served 4 years on the committee and Yvette 17 months.
- Paid up members at the end of 2021/2022 year were 130 made up of 8 Associate and Honorary Life Members, 29 Full Club Members and 68 Starter Members in Christchurch and 25 Starter Members in Nelson. Starter Members are fencers who are registered for group classes or private lessons and do not wish to come to club nights. Their numbers vary from term to term. Males make up 76% of our membership with females 31 %.
- Our satellite in Nelson is going from strength to strength. See the separate report attached from Michaela Ross.

Growing the Numbers of Learner Fencers

Classes and class fencers have been similar to the last financial year. This is very pleasing given covid and isolation requirements. There are 78 fencers in classes in Christchurch in Term 3 which is one of the largest programmes in New Zealand. There continues to be quite a high turnover as young fencers give fencing a go for a couple of terms then stop or stop as they start a new level of schooling. Having discussed this issue with other clubs we are not alone with this issue. The percentage of the Fencing Institute's Full Club Members which came through classes at the Institute is 45%.

Current Classes

We now offer 11 group classes through the week offering classes to 80 fencers. They are:

- 2 Primary age Beginner level
- 2 Primary age intermediate level
- 1 Girl's Beginner level
- 1 Girl's Intermediate level
- 1 Adult & High School Epee
- 1 High School Foil
- 1 High School Epee
- 1 Adult & High School Advanced
- 1 Rangiora Beginner class – This is a new class held in Rangiora for 8 weeks as a trial.



School Classes

We continue to run fencing classes for schools either within the schools or at the Fencing Institute. Over the past year we have had classes with:

- Ao Tawhiti where we go to both the school and they come to the Fencing Institute.
- Hagley College and Rangī Ruru who both come to the school in a van with teachers.
- Heaton Intermediate where we have run the second year of offering fencing classes for their winter sport for 9 weeks.
- We have run Have a Go sessions at Sewlyn District Council and Rolleston College.

Coaching

We have made a concerted effort to train up additional coaches to assist Kate and Martin Brill. Last year we held a First Aid course. This year we have subsidised coaches into courses. We are hoping that a number of these coaches will be accepted into the Advanced Foil coaching course in December. Currently our coaches who are registered with FeNZ are: Kate Brill, Martin Brill, Chris Nokes, Dylan Thomson, Renee Phillips, Mikhail Lopez, Steve Wilbury and Thomas Bryant.

Club Competitions and Activities

Winter Cup – Teams – Sunday 14th August – 12 registrations
Games of the Future – Sunday 19th June 2022 – 37 registrations
Nelson January Summer Holiday Programme 2022 – 27 registrations
Christchurch January Summer Holiday Programme 2022 – 25 registrations
Nelson October School Holiday Programme 2021– 37 registrations
Christchurch October School Holiday Programme 2021– 80 registrations
Christchurch July School Holiday Programme 2021 – 27 registrations

Unfortunately, there have been very few competitions at the club and regionally for our fencers. Covid has had a huge impact.

Hopefully 2022/2023 will be a more settled year for fencing. Competitions and activities for members are essential to keep fencers engaged and keen to compete at the national level. Nelson would like to come down with a group of their fencers to join in with some type of event in October. I hope that can happen as the group is growing from strength to strength.

Incorporated Societies Act 2022

The new Incorporated Societies Act 2022 comes into effect in October 2023. There is then 2 years in which to re-register. If an incorporated society has not re-registered by April 2026 they will cease to



exist. Our constitution requires very little amendment. The changes should be made and agreed to at the next AGM in August 2023 and can then be reregistered after October 2023.

Administrator Role

This role has been a very interesting one in that systems and procedures had to be established. The club is in a good position to move forward.

As this is my last report, I would like to thank many people at the Fencing Institute who work tirelessly for fencing as a sport. The Brill and Clarke families who can rightly call the club their second home, our new group of coaches, Michaela Ross the administrator and initiator of our satellite club in Nelson, Yvette Liu who learnt quickly and expertly how to use Xero for our accounts and organise our GST, our fencers and the fencers' parents who shuttle their children to and from the Fencing Institute.

One of the greatest rewards of doing this administration work is hearing from parents. For a number of fencers, other sports have not worked out for them, and they find their niche in fencing. I also hear from parents that tell me that the Fencing Institute is their child's safe and happy place. This is so wonderful to hear, and I thank all the fencers, coaches and parents for making the club a welcoming and fun place to be.



Nelson branch of The Fencing Institute AGM report 2022

Here in Nelson, we are extremely grateful to everyone in Christchurch who has enabled us to get started with a fencing club. Our particular thanks go to Kate Brill for doing a couple of camps here in Nelson, generating enough interest to get us going and indirectly finding us a coach; and Karen Johnston who did all the background work in making a club here possible and getting me up to speed with being able to administer it.

In the space of a year, we have gone from nothing to having two classes a week. We now have a group of 14 slightly more experienced fencers on Thursdays who are using metal gear and 9 beginners on Fridays who are using the plastic gear. Steve Wilson, our primary coach, brings contagious enthusiasm to his role and is working on improving his qualifications. He is mentoring Emily Preston-Thomas (one of our Thursday students) as an assistant coach to assist on Fridays and potentially able to fill in if necessary. Thomas Bryant has fenced in the past and has filled in when Steve has been unavailable. Thomas has also very generously donated an enormous amount of gear so that our Thursday students are able to hire a set each and enjoy using the metal gear. He is also our armourer.

It is such a pleasure to see the students enjoying themselves in classes and to hear pleased parents being delighted that their child has finally found a sport they enjoy.

In the near future, we'd really like to bring a group of fencers to Christchurch for a competition. I understand that the premises will be unavailable for at least the first week of October. If some kind of competition is not possible, then we would very much appreciate having a coach come up from Christchurch to run a holiday camp. In order to organise and advertise the event, I would really prefer to know that it's happening by the end of week 6 in the term (2nd September in this case).

In the longer term, while we like the space that we are using, it is now not big enough and we are looking for another venue. Our current limits are with the amount of gear we have and with coaching time. The next year or two will be interesting with regard to growing the club so advice would be welcome. There is certainly plenty of interest in Nelson!

Ngā mihi, Michaela Ross



Balance Sheet

The Fencing Institute

As at 30 June 2022

Account	30 Jun 2022	30 Jun 2021	30 Jun 2020
Assets			
Bank			
Westpac - 00 Account	56,971.39	37,926.64	27,302.15
Total Bank	56,971.39	37,926.64	27,302.15
Current Assets			
Accounts Receivable	276.00	882.60	1,435.00
Total Current Assets	276.00	882.60	1,435.00
Fixed Assets			
Computer Equipment	1,439.00	1,439.00	1,439.00
Gifted Fencing Equipment	40,000.00	40,000.00	40,000.00
Office Equipment	2,065.41	2,065.41	0.00
Sporting Equipment	20,148.88	18,791.08	17,867.53
Total Fixed Assets	63,653.29	62,295.49	59,306.53
Total Assets	120,900.68	101,104.73	88,043.68
Liabilities			
Current Liabilities			
Accounts Payable	6,534.38	120.00	0.00
GST	1,586.25	(138.54)	0.00
Rounding	(1.59)	0.00	0.00
Total Current Liabilities	8,119.04	(18.54)	0.00
Total Liabilities	8,119.04	(18.54)	0.00
Net Assets	112,781.64	101,123.27	88,043.68
Equity			
Current Year Earnings	11,658.37	13,079.59	27,846.64
Gifted Equipment from TFI	40,000.00	40,000.00	40,000.00
Retained Earnings	61,123.27	48,043.68	20,197.04
Total Equity	112,781.64	101,123.27	88,043.68



Profit and Loss

The Fencing Institute

For the year ended 30 June 2022

Account	2022	2021	2020
Trading Income			
Clothing Sales	0.00	1,493.00	0.00
Class Income			
Group Classes	5,526.96	3,209.00	1,160.00
Group Classes Term 1	8,104.14	9,257.31	0.00
Group Classes Term 2	8,478.08	9,086.00	0.00
Group Classes Term 3	8,389.18	5,686.60	0.00
Group Classes Term 4	6,474.74	4,909.29	0.00
Holiday Program Income	6,511.33	7,556.00	0.00
Total Class Income	43,484.43	39,704.20	1,160.00
Interest Income	20.22	11.99	7.28
Masterclass Income	0.00	0.00	2,760.00
Membership Income	11,659.52	13,374.50	17,453.00
Other Revenue	0.00	1,056.00	50.00
Rent Received	11,456.51	16,940.00	29,307.21
Tournament Fees	843.52	3,355.00	2,010.00
Total Trading Income	67,464.20	75,934.69	52,747.49
Gross Profit	67,464.20	75,934.69	52,747.49
Operating Expenses			
Bank Fees	1.49	0.00	16.71
Cleaning	921.36	625.63	220.00
Clothing Purchase	0.00	1,493.00	2,792.10
Coaching Fees			
Coaching Fees - Classes	23,763.45	29,511.38	2,767.93
Coaching Fees - holiday programme	7,740.00	0.00	0.00
Total Coaching Fees	31,503.45	29,511.38	2,767.93
Consulting & Accounting	1,345.50	1,173.00	450.80
Fencing Equipment	234.43	497.76	0.00
General Expenses	1,077.66	1,092.36	843.15
Insurance	1,542.00	1,731.70	1,674.40
Light, Power, Heating	4,784.09	6,452.28	4,369.79
Member Entertainment	93.06	0.00	0.00
Printing & Stationery	251.91	1,243.59	1,293.75
Prize Money	0.00	440.00	100.00
Refund Expense			
Refund	34.78	0.00	0.00
Refund Group Class Term 1	117.39	136.00	0.00
Refund Group Class Term 2	91.30	371.00	0.00
Refund-Group Class Term 3	208.70	60.00	0.00
Refund-Group Class Term 4	39.13	0.00	0.00
Refund-Holiday program	195.65	116.00	0.00
Refund-membership	347.83	550.00	0.00
Refund-mistake payment	0.00	325.00	0.00
Total Refund Expense	1,034.78	1,558.00	0.00
Rent	11,669.25	12,097.93	8,792.94
Repairs and Maintenance	113.91	725.26	1,476.10
Subscriptions	599.07	1,270.49	0.00
Telephone & Internet	633.87	617.72	103.18
Tournaments Per Diem	0.00	265.00	0.00
Training	0.00	2,060.00	0.00
Total Operating Expenses	55,805.83	62,855.10	24,900.85
Net Profit	11,658.37	13,079.59	27,846.64



Profit and Loss			
The Fencing Institute			
For the year ended 30 June 2022			
Region is Nelson.			
Account	2022	2021	2020
Trading Income			
Class Income			
Group Classes Term 1	799.97	0.00	0.00
Group Classes Term 2	1,917.34	0.00	0.00
Holiday Program Income	1,965.23	0.00	0.00
Total Class Income	4,682.54	0.00	0.00
Total Trading Income	4,682.54	0.00	0.00
Gross Profit	4,682.54	0.00	0.00
Operating Expenses			
Coaching Fees			
Coaching Fees - Classes	812.50	0.00	0.00
Coaching Fees - holiday progr	2,100.00	0.00	0.00
Total Coaching Fees	2,912.50	0.00	0.00
Fencing Equipment	64.00	0.00	0.00
Rent	1,445.22	0.00	0.00
Total Operating Expenses	4,421.72	0.00	0.00
Net Profit	260.82	0.00	0.00



The Fencing Institute

From: Melanie Morris TBL <m.melanie@trainingandbeyond.co.nz>
Sent: Thursday, 25 August 2022 5:52 PM
To: Chris Aynsley; The Fencing Institute; Yvette Liu
Subject: The Fencing Institute - June 2022 Review
Attachments: Fencing Institute August 2022 (2).pdf

Kia ora koutou

Thank you for the opportunity to review your financials in Xero for year ending June 30th 2022

During a zoom call today with karen and Yvette we discussed the attached Xero review findings and recommendations. Once the minor adjustments are completed and 2 draft assets are registered and the depreciation is run to June 2022, I am comfortable that your bookkeeping process and xero accounts are in order. We also discussed streamlining your xero process for future transactions and reporting.

Please note we do not act as Auditors.

You can now remove me as a user in your organisation.

All the best for your year ahead.

Ngā mihi

Melanie

If you would like to book a meeting or training with me, please use the link below.

[Calendar Booking](#)



Melanie Morris
Director

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Nomination of Fencing Institute Committee Member

I wish to nominate _____ for the position of Club

Treasurer:

Name of Nominator _____

Date: _____

Signed: _____



Nomination of Fencing Institute Committee Member

I wish to nominate _____ for the position of Club

Administrator:

Name of Nominator _____

Date: _____

Signed: _____