

AGENDA
Annual General Meeting
Monday 8 November 2021
7.00pm The Fencing Institute and via Zoom

<https://us02web.zoom.us/j/83868900871?pwd=ZUxUMUFNbjNOei80eXJvSE93ZHJ0Zz09&from=addon>

1. Open meeting
 - a. Attendance & Quorum

2. Resolution: That rule 12.10 requiring an AGM be held no later than 30 August each year be waived due to Covid 19 lockdown on the 25th August when the meeting was scheduled. That the 10 day notice period also be waived as the material for the AGM has been circulated since 13 August 2021.

3. Minutes of the 2020 Meeting
 - a. Matters arising from the minutes
 - b. Resolution: that the minutes be accepted as a true record of that meeting

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

5. 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

6. Election of Officers
 - a. Club Captain (Male)

 - b. Club Captain (Female)

c. Administrator

2. Proposed Resolutions
3. Other items for business
4. Close

The Fencing Institute

Minutes

Monday 10th August 2020 6.30pm

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

1. Attendance:

Karen Johnston, Oscar Aynsley, Richard Johnstone, Chris Aynsley, Gareth Foley, Sera Cox, Alex Holton, Liam James, Madelaine Barbarics, Ross Shepherd, Tamsyn Campbell, Charlotte James, Kate Brill, Lucian Nightingale, Connor Foley-Walker, Mikhail Lopez, Mark Rance, Julianne Myers, Steve Clarke, Hamish Clarke, Lee-Bin Tee, Leasa Ogilvie, Rachel Clarke, Martin Brill, Agnes Szaszak and Claire Cooper.

Apologies:

None received.

2. Minutes of the 2019 Meeting held 25th August 2019.

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

3. Club Report

Karen spoke to the club report. She highlighted activities that had taken place over the last year.

It was Moved that the Club report be accepted by Karen Johnston, Seconded by Rachel Clarke. Carried.

4. Financial Report

Chris spoke to the financial report. He highlighted that in the coming year we should show financial prudence particularly in this time of Covid 19 so there would be no great expenses.

Chris Aynsley Moved the financial report, Rachel Clarke Seconded. Carried.

Chris proposed that we did not appoint a financial auditor for the year to date of 2019/2020. Moved by Chris Aynsley Seconded by Leasa Ogilvie.

5. Election of Officers

The positions available for renewal were Club Captain Female and Armourer. Nominations had been received from Lee-Bin Tee and Liam James respectively. No other nominations were received and so they were appointed. Office Holders are:

- a. Club Captain – Female: Lee-Bin Tee
- b. Club Captain – Male: Hamish Clarke
- c. Administrator: Karen Johnston
- d. Treasurer: Chris Aynsley
- e. Armourer: Liam James.

1. Other Items

It was noted that there are 41 affiliated full and associate fencers in the Mid South region. It is not known which Fencing Institute members are affiliated. Affiliation is important as it determines funding and gear allocation decisions. Sport New Zealand have provided FeNZ with \$11,800 of funding and \$5,000 has come from FIE. This money is divided between the regions based on affiliation numbers. Liability insurance cover is also based on affiliation membership to FeNZ. This is why it is important that as many people as possible are affiliated to FeNZ.

The Committee was thanked for their work.

Meeting closed at 7.00pm.

Club Report

10 August 2021

Membership

- The club is now entering its third year since reincorporation. Committee members are Club captains Lee-Bin Tee and Hamish Clarke, Administrator Karen Johnston, Treasurer Chris Aynsley, Armourer Lucian Nightingale. During the year the committee co-opted Lucian Nightingale after Liam James stood down from his role as an armourer. Yvette Liu was also co-opted to assist the committee particularly with financial matters.
- Our Full Club Membership fee of \$400 was reinstated for this coming financial year. For the 2019/2020 financial year we had a reduced Full Club Membership fee due to Covid 19. We passed on the rent holiday from the Christchurch City Council to our members. Members yearly subscription now starts from when they register and pay.
- Paid up members at the end of 2020/2021 year were 114 made up of 9 Associate Members, 2 Honorary Life Members, 26 Full Club Members and 77 Starter Members. 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 72% of our membership with females 28 %. The average age of our membership is 23. Our members are from all over the city but 39% come from 6 suburbs namely Ilam, Burnside, Fendalton, Cashmere, Riccarton and Spreydon.
- We have entered into a partnership with the University of Canterbury fencing club whereby their members can, for a fee of \$50 come to our club for one night a week for one term. After that time they decide if they want to become full club members and pay the full fee.

Growing the Numbers of Learner Fencers

The focus of the year has been on growing the numbers of learner fencers. We experience a drop off in members once they leave high school.

The Fencing Institute is now doing the administration for classes that Kate Brill currently offered and has extended the number of classes. Fencers who are not currently Full Members who are involved in these classes have joined the Fencing Institute as Starter Members. This has been successful with numbers of Starter Members growing from 50 last year to 77 this year. There is a large turnover of Starter Members as they decide that fencing is not for them, that they are doing too many activities and decide to concentrate on another activity.

Current Classes

We now offer 11 group classes through the week. They are:

- 3 Primary & Intermediate age Beginner level
- 1 Girl's Beginner & Intermediate level
- 2 Primary & Intermediate age Intermediate level

2 Adult & High School Epee
2 High School Foil
1 Women's
1 Youth Advanced

School Classes

Over the year we have also reached out to local schools for Have a Go Sessions and subsequently running fencing sessions either within schools or at the Fencing Institute. We have trained our own members for coaching roles. As part of coach training we hosted a St John's First Aid course at the Institute which was well attended and very useful.

Ao Tawhiti (Discovery School) is one such school where we offered 10 sessions as part of their Physical Education. Their teacher is particularly keen and is also taking lessons.

We have a very successful partnership with Hagley College whereby a teacher brings a school van of pupils to the Fencing Institute every Wednesday afternoon for a fencing class. We directly register the pupils, but it is such a great help to have the assistance of the school and a teacher who brings them to and takes them back to school after the lesson. We have a similar arrangement with Aidanfield Christian School where we went to the school for a have a go session and then 7 pupils signed up for the Wednesday class for their winter sport. They are brought to the Institute in a van with a teacher.

We ran a have a go session at Riccarton High School which did not attract many students. In contrast our Have a go Session at St Martins primary school had a waiting list of students wanting to attend. Unfortunately, we were unable to provide classes there as the gym was about to be refurbished. Heaton Intermediate has been very successful with us offering fencing classes for their winter sport for 8 weeks. 40 pupils have been attending. We are also looking at providing classes in north Canterbury.

Club Competitions and Activities

High School Teams Challenge – this started on Friday night July 17 and will continued for 4 more Friday nights. Due to the lockdown it was a more casual event with fencers turning up and being put into teams.

July School Holiday Programme – 16 registrations (separate sessions for all holiday programmes)

Winter Cup – Sunday 26th July – 38 registrations

Games of the Future – Sunday 2nd August – 64 registrations

October School Holiday Programme – 77 registrations

Spring Cup – 11th October – 47 registrations

December Holiday Programme – 27 registrations

January Holiday Programme – 113 registrations

Autumn Cup 14 March 2021 – 44 registrations

April School Holiday Programme – 54 registrations

Games of the Future – 29 registrations

Fencers

As well as increasing the number of learner fencers through our classes, we have a strong core of senior fencers. As well as fencing they are heavily involved in all aspects of the sport and it was with pride that we noticed at the last national tournament in Wellington that a large proportion of the officials were from our club. Without their efforts tournaments would not run as smoothly or as effectively. We are training young fencers to move up into refereeing positions to continue that tradition. We would also like to thank our senior coaches Kate and Martin Brill who almost live down at the Fencing Institute. Without their herculean input into the club there would not be the fencers that we have today enjoying fencing and competing at the highest level.

We hope you have enjoyed the wonderful coverage of fencing at the Olympic Games. It has brought us new learner fencers. In eleven years' time the Olympic Games will be held in Brisbane which presents us with an opportunity for our younger fencers.

Disputes

Unfortunately, the committee has had to spend a large amount of time on various disputes which has taken time away from more productive matters. Many have not arisen from club activities, for example the complaints made against club members at the Mid South Open at the Fencing Institute in October 2020. This has not yet concluded and the committee is conscious of the impact on some of our members.

On a positive note this year we do not appear to have the friction that was a feature of past years. We want this club to be a welcoming and friendly club to all our own members, visitors and members of other clubs, even when competing. The committee wishes to be more forward looking. Any ideas for new or improved activities please let us know.

Venue

One of the reasons why it is imperative that everyone that enters the building must sign in using the QR scanner is to show to the council how many people are using the building. This figure is sent to the Council every month and we need to show that we are worthy of another venue provided or subsidised by the Council.

Very shortly all full club members will be supplied with a fob key which will give them access to the Fencing Institute from 5-9pm on weekdays. If fencers would like additional hours for training, they need to contact Lucian Nightingale before their time is extended. Coaches and committee members will have 24 hours access. The use of the fob key will give us the number of people coming into the building. There will be a refundable \$10 bond for the fob keys.

Balance Sheet

The Fencing Institute
As at 30 June 2021

Account	30 Jun 2021	30 Jun 2020	30 Jun 2019
Assets			
Bank			
Westpac - 00 Account	37,926.64	27,302.15	5,744.41
Total Bank	37,926.64	27,302.15	5,744.41
Current Assets			
Accounts Receivable	882.60	1,435.00	0.00
Sporting Equipment	20,995.03	17,867.53	14,452.63
Total Current Assets	21,877.63	19,302.53	14,452.63
Fixed Assets			
Computer Equipment	1,439.00	1,439.00	0.00
Gifted Fencing Equipment	40,000.00	40,000.00	40,000.00
Total Fixed Assets	41,439.00	41,439.00	40,000.00
Total Assets	101,243.27	88,043.68	60,197.04
Liabilities			
Current Liabilities			
Accounts Payable	120.00	0.00	0.00
Total Current Liabilities	120.00	0.00	0.00
Total Liabilities	120.00	0.00	0.00
Net Assets	101,123.27	88,043.68	60,197.04
Equity			
Current Year Earnings	13,079.59	27,846.64	20,197.04
Gifted Equipment from TFI	40,000.00	40,000.00	40,000.00
Retained Earnings	48,043.68	20,197.04	0.00
Total Equity	101,123.27	88,043.68	60,197.04

Profit and Loss

The Fencing Institute

For the year ended 30 June 2021

Account	2021	2020	2019
Trading Income			
Clothing Sales	1,493.00	0.00	1,694.10
FENZ Income	0.00	0.00	1,999.34
Group Class Income	0.00	0.00	2,660.00
Group Classes	3,249.00	1,160.00	0.00
Group Classes Term 1	9,257.31	0.00	0.00
Group Classes Term 2	9,086.00	0.00	0.00
Group Classes Term 3	5,686.60	0.00	0.00
Group Classes Term 4	4,909.29	0.00	0.00
Holiday Program Income	7,556.00	0.00	0.00
Interest Income	11.99	7.28	8.78
Masterclass Income	0.00	2,760.00	3,285.00
Membership Income	13,374.50	17,453.00	19,576.67
Other Revenue	1,156.00	50.00	0.00
Rent Received	18,665.00	29,307.21	11,000.00
Tournament Fees	3,355.00	2,010.00	6,519.00
Total Trading Income	77,799.69	52,747.49	46,742.89
Gross Profit			
	77,799.69	52,747.49	46,742.89
Operating Expenses			
Bank Fees	0.00	16.71	3.42
Cleaning	625.63	220.00	80.00
Clothing Purchase	1,493.00	2,792.10	0.00
Coaching Fees - Expense	29,511.38	2,767.93	0.00
Consulting & Accounting	1,173.00	450.80	92.00
Fencing Equipment	497.76	0.00	0.00
General Expenses	3,252.36	843.15	628.91
Insurance	1,731.70	1,674.40	920.00
Light, Power, Heating	6,452.28	4,369.79	6,228.40
Member Entertainment	0.00	0.00	751.27
Printing & Stationery	1,243.59	1,293.75	0.00
Prize Money	440.00	100.00	400.00
Refund	1,765.00	0.00	737.00
Refund Group Class Term 2	371.00	0.00	0.00
refund group classes Term 1	136.00	0.00	0.00
Refund-Group Class Term 3	60.00	0.00	0.00
Refund-Holiday program	116.00	0.00	0.00
Refund-membership	550.00	0.00	0.00
Refund-mistake payment	325.00	0.00	165.00
Rent	12,097.93	8,792.94	12,038.47
Repairs and Maintenance	725.26	1,476.10	2,083.78
Subscriptions	1,270.49	0.00	0.00
Telephone & Internet	617.72	103.18	1,321.35
Tournaments Per Diem	265.00	0.00	0.00
Travel - National	0.00	0.00	1,096.25
Total Operating Expenses	64,720.10	24,900.85	26,545.85
Net Profit			
	13,079.59	27,846.64	20,197.04

From: Melanie Morris TBL <melanie@trainingandbeyond.co.nz>
Sent: Wednesday, 25 August 2021 12:42 PM
To: Chris Aynsley; The Fencing Institute; Yvette Liu
Subject: The Fencing Institute Xero review our ref TBL002791
Attachments: The Fencing Institute Xero review.docx

Kia ora koutou

Thank you for the opportunity to review your financials in Xero for year ending July 31st 2021.

During our zoom call today we discussed the attached Xero review findings and recommendations. To this end 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 for Melanie](#)

Nomination of Fencing Institute Committee Member

I wish to nominate _____ for the position of Club
Captain (Male):

Name of Nominator _____

Date: _____

Signed: _____

Nomination of Fencing Institute Committee Member

I wish to nominate _____ for the position of Club
Captain (Female):

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: _____