



Waikato Hockey Association Board Meeting

Tuesday 10th November 2009

Sport Waikato, Brian Perry Sports House.

Present: Owen Embling, Seddon Polglase, Mike Ward, Doug Sommerville, Suresh Chimanlal, Gregg Brown, and Erin Hood (minutes)

Denise Hill (WHA Manager), Kirsten and Jack.

Apologies: Nil

Opened meeting at 12.00pm

Ratification of Minutes

The minutes of the Waikato Hockey Association board meeting held on 13th October 2009 were unanimously accepted as correct and are to be posted on the website.

*Nominated by Owen
Seconded by Doug
All in favour, carried.*

Carried forward from the previous meeting minutes.

Staff – Time-on-lieu

Discussed requirement for procedures around recording/approval of time-in-lieu for staff. Important for budgeting purposes go forward. While a liability has been accrued due to past practices, we therefore have an obligation to pay for time-in lieu accurate to date, going forward we want a better understand as to the policies and procedures relating to time-in-lieu so we control and report such expense / liability

*Agreed to pay time-in-lieu to Kirsten of 145hrs.
Gregg to discuss the current status & procedures re over-time with Denise*

Executive officer review

As a result of our executive officer recruitment program Gregg and Owen recommended for the role Declan Wyndham-Smith. A draft contract had been developed along the lines of New Zealand Hockey's executive officer contract, with some amendments. A draft was circulated for review, and has not yet been given to Declan.



Today at 12.15pm Declan will be present for a discussion as he is the preferred candidate for the position.

12:25 p.m. Declan arrives and is introduced to the board, he provides some personal discussion on his background, his strengths, his background and his passion for hockey.

12.35 p.m. The board is given time to put questions to Declan and discuss his views on a path forward with opportunities for the hockey community. These discussions were very fruitful as Declan had prepared some notes and was well briefed on the Waikato hockey Association.

12:50 p.m. Declan leaves the boardroom and the board have a review discussion, the Board agree to offer Declan the CEO position.

A resolution proposing that we offer Declan the Chief Executive Officer position with a base salary and bonus scheme with 4 weeks holiday commencing 1st of December 2009.

Gregg Brown proposes the resolution,
Seddon seconds the resolution
The resolution is passed unanimously.

Waikato Hockey report and finances.

1:15 p.m. Kirsten, Jack and Denise arrive.

Kirsten presented the accounts for the period ending the 31st of October 2009. It was agreed that the budget for 2010 would be completed during late November and early December, for sign off at the next board meeting.

1:30 p.m. Denise presents her managers report.

Denise to circulate the SPARC PowerPoint presentation.

It was agreed we needed more discussion around hockey New Zealand's regionalisation programme and that Denise would maintain contact with Hillary to further understand the regionalisation impact.

It was agreed Owen would make contact with Hillary at Hockey New Zealand on a regular monthly basis to ensure good communication lines, from the Board.

Discussion was held around the performance of the canteen, it agreed it was the best season from a canteen point of view, and we thank Boys high for this.

It was agreed we would go back to Boys High and offer them the same deal as last year and if they declined the offer that would be passed on to clubs on the same terms and conditions.

General business.

The following resolutions were proposed by Owen seconded by Seddon and passed unanimously.

It was resolved that a request be made to Pelorus trust for rep uniforms, Hatch and Collier, for the value of \$2,274.14

It was resolved that a request be made to Producers Trust for rep uniforms, Shirts, track pants, for the value of \$3,198.94

It was resolved that a request be made to Constellation communities trust for rep uniforms, shirts and shorts or the boys aged groups, for the value of \$4,442.67

It was resolved that a request be made to Trillian trust for rep uniforms, shirts and shorts or the boys aged groups, for the value of \$4,798.22

It was resolved that a request be made to Nautilus foundation towards the wages of the administration staff to the value of \$5,000.

There was general discussion around coaching of teams and Doug suggested a manual for coaches for each level of play with guidelines.

Hockey Association coaching and development plan 2010 - presented by Jack Clayton.

Jack presented his coaching and development plan for next year and was agreed this was an excellent development plan for next year, and that this would be available on the website review.

Next meeting set for the 15th of December 2009 Sport Waikato at 12:00 p.m.

Meeting closes 2.15 p.m.

A handwritten signature in black ink, appearing to read 'Owen', with a long horizontal flourish extending to the right.

Owen Embling
Chairman Waikato Hockey.