



Waikato Hockey Association Board Meeting

Tuesday 15th December 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.

Apologies: Mike arrives 12.30pm

Opened meeting at 12.00pm

Ratification of Minutes

The minutes of the Waikato Hockey Association board meeting held on 10th November 2009 were unanimously accepted as correct and are to be posted on the website.

*Nominated by Seddon
Seconded by Suresh
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

Declan to review and address the next meeting.

Waikato Hockey report and finances.

Kirsten presented the accounts for the period ending November 2009 and compared to last year there was a loss of \$31,000, Grants were down on previous year.

Kirsten discusses issues on the balance sheet, Masters Shirts and umpires manuals are still not selling and need to be marketed better to turn these into cash. Discussion that the umpires manuals could be sold to other associations.

Fixed assets purchased were the TV, camera and shelving. Shelving was approved to ensure better utilisation of space.

Discussion around teams paying in advance perhaps receiving a discount for early payment to assist cash flows. Discussion around the photocopier, Doug suggested a newer photocopier with better functionality, let's review for next year.



Greg suggested the fixed asset schedule must be checked physically once or twice a year.

Auditors coming 25th 26th January 2010, Kirsten to raise security of the Internet banking with the auditors as regards who has access authority and the like for Internet banking. Kirsten and Declan to discuss with the auditors.

The advertising campaign for recruitment to fill the position for chief executive officer, approved for payment at \$6,419.67. Owen proposed, Seddon seconded and all present were in favour.

Greg commented that we accept the accounts for the year as true and accurate and that it is the intention of Waikato hockey Association to have sustainable accounts going forward and losses are not acceptable. The annual accounts are okay to go to the auditors and Owen, or Kirsten or Declan will meet with the auditors next year.

Kirsten leaves at 1 PM.

Discussion around the Midlands levy going forward, roughly \$5000 across the four associations and it is generally agreed if we pay this fee then we must receive more value. Waikato hockey need to communicate with Midlands what is expected. Declan to communicate with Midlands late January everyone happy with that.

Declan provides a flowchart offering suggestions for structure for next year and it is agreed that the board will prioritise its top 10 issues for the year at a separate session.

Denise leaves at 1:40 PM.

General business.

Discussion is made around what are our top 10 priorities for the year, it was agreed we would take one day of strategic review in early January for this. Growing numbers, governance, budgets, tactics, coaching, umpires, all of these were points for review in January.

A meeting was confirmed for 19 January at sport Waikato for one day to evaluate governance and strategic direction. Matthew Cooper was invited to open the meeting providing information regards sport Waikato and the structure and governance.

Meeting closes 2.10 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.