



Waikato Hockey Association Board Meeting

Tuesday 13 October 2009

Sport Waikato, Brian Perry Sports House

Present: Owen Embling, Mike Ward, Doug Sommerville, Suresh Chimanlal, Gregg Brown, Kirsten (Accounts) and Janice Ritchie (minutes)

Apologies: Seddon Polglase, Denise Hill (WHA Manager)

Opened meeting at 12.20pm

Ratification of Minutes

Agreed that Minutes will not be posted on website until ratified.

Amendments to minutes made, spelling mistakes corrected. Minutes accepted.

*Nominated by Mike
Seconded by Doug
all in favour, carried*

Finance Report (Kirsten)

Following meeting with Gregg, Kirsten has clearer picture of Board expectations for presentation at meetings. Debtors were not in last schedule – now included. Balance Sheet, P & L and Bank Account break-down presented.

Debtors: \$25K September, less than last year. Variance due to \$7K billed to sponsorship for Centenary.

SMB Turf Fees: More favourable this year. Denise more conservative with WH estimate; staggered start to games and season length.

Casual Turf Fees: Midlands turf fees outstanding some months

Overdue Debtors: 69% total 60 days+ is Midlands.

Denise to follow up

Grants Received: \$7.5K from Lion Foundation.

Canteen Operation: Discussion held around how the canteen operates. Run by Boys High, using WHA eftpos facility (because of liquor license has to go through WHA). No formal contract currently in place. Financial statements are due to Denise this month. Owen met with Sue & Ros last event and will complete notes in preparation for review. Review to be undertaken before end of year (sooner than later) to put formal structure in place. It has been a good result from a service point of view this year.

Investments: Funds in Westpac. Discussion re bench-marking against other Banks to ensure best rate achieved.

Balance Sheet: Suspense Account – distorted by Debtors (will be fixed in new year); also currently matching rep team invoices to travel accounts. To be completed by end of November. Kirsten has spoken to all but 3 Managers.



Discussion held re time required by Kirsten to reconcile /manage each team's accounts.
Consideration to invoice each team from WHA at the start of each year through invoicing system.
Planning required prior to Christmas.

Board Approval:

St Pauls School – use of turf	\$9,051.50	<i>Nominated by Gregg Seconded by Doug all in favour, carried</i>
Boys High – canteen	\$6,600.33	
Boys High – canteen	\$4,797.18	<i>Nominated by Owen Seconded by Mike all in favour, carried</i>
St Peters – use of turf	\$2,653.00	

Next two months:

Expected expenses for last two months of financial year are wages; payment to Trust for Turf; GST, Depreciation and Rep programme. No capital items planned. NZ Hockey are changing end of their financial year – affiliation fees billed November – though doubt will fall in this financial year.

Depreciation estimate - Capital expenditure this year was upgrade to computers; new laptop and new TV.

Season has finished with turf summer league and business house underway. Business house on Monday night has record entries. Revenue approximately \$7K.

Club nights are Thursday/Friday, \$450 per team. Pay convenors in petrol vouchers.
J & B, Intermediate, Secondary School summer league not likely to go ahead.

System Training: Planned for 17th November, 10am-1pm via remote access session. Cost \$120+GST ph, for 2-3 people.

Kirsten requested that she may set up a monthly AP for \$50.63 to use Cash Manager on-line.

Audit: Last year held in February, look at doing last week in January perhaps.
Accounts will be with Auditors (BDO Spicers) by 20/12. Gregg requested review prior to sending.

WHA Manager Report

Circulated. Matters arising:

Grant Applications

A request is to be made to Pub Charity for 2 sets of goal nets \$1,350.00

A request is to be made to Southern Trust for funding of uniforms \$16,553.20

A request is to be made to Youthtown for coaching resources and equipment for RDM School visits \$3,000.00

*Nominated by Owen
Seconded by Suresh
all in favour, carried*

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*

General Business

WHA Directors meeting with Hillary Poole (CEO NZH) 8th Oct:

Overview of the meeting was tabled and general discussion was held around opportunities. The implementation of unified systems was discussed at the EA meeting with positive feedback from Hillary – potential to use WHA as a model then roll out across NZ Hockey. The question of regionalisation was not commented on.

Midlands Proposal:

Suggested that Midlands are requested to present to the Board their activities and discuss the proposal.

*Owen to arrange evening meeting with Geoff Balme and team
– suggested date 22nd October.*

Executive Officer Update:

To be further advertised Wednesday and possibly Saturday this week also. 5 candidates to date. Targeting 30 October for initial interviews.

Gregg to ask Hillary if can be circulated NZ Hockey.

Next meeting 10th November 2009 12.00 at Sport Waikato.

Meeting closed at 2.00pm

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

Owen Embling
Chairman Waikato Hockey.