



Waikato Hockey Association Board Meeting

Monday 7 September 2009

Sport Waikato, Brian Perry Sports House

Present: Seddon Polglase, Owen Embling, Mike Ward, Doug Sommerville (arrived during the meeting), Suresh Chimanlal, Gregg Brown and Rosie Morrison (Sport Waikato administrator to take minutes)

Opened meeting at 12.10pm

Ratification of Minutes

Amendment to minutes: Kirsten was not paid in product but in money which was used to purchase a printer that she needed.

Minutes accepted.

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

Structure discussion

Reference was made to strategy maps from independent review and Doug provided a revised structure for discussion (please see attached document).

Doug outlined rationale for his proposed structure which includes a finance structure/hierarchy.

Gregg advised to go for simplicity in terms of structure and highlighted that the appointment of a CEO was fundamental as it would affect structure beneath them and also noted the likelihood of their wishing to have input into structural design.

Seddon identified the potential to use the North Harbour structure as a model.

Discussion around the pressure area of Reps, and the suggestion of a High Performance Manager or Committee was put forward.

General discussion around reception of changes by divisions.



Complexity of current finance structure highlighted and discussion around simplification of financial controls and account keeping.

Role and responsibilities of the E/O discussed and also potential make up of salary package and how to cover it.

- Defined skill set required and character qualities need to be articulated.

Seddon has sourced job descriptions from other similarly sized associations for template consideration.

Pre-Christmas placement would be ideal, advertisement required ASAP. To include identity of role in general terms, submission of CV and cover letter required, interview process to inform the development of the job description writing.

Decided that an informed and experienced external party should handle the initial call for applications and short-listing; Gregg Timms and Co recommended to solicit and shortlist applicants for the Board's consideration

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

Seddon to forward sample employment contracts.

Greg to liaise with Gregg Timms.

Seddon to get other EO Job Descriptions.

Owen and Mike to deal with Gallaghers

Doug to speak with Matt Cooper about considerations in selection.

A 2 month appointment process is expected; maintain status quo until EO is appointed.

Doug proposed a directive to go to the Reps that expenses pre-Christmas get sent to the Board for sign off.

Discussion clarified the need for documented processes.

Suggestion that a directive be given to the Hockey Manager notifying that a review of the Rep organisation would be starting which includes solicitation of feedback on current processes and invitation for suggestions.



Suresh presented on the remit process briefly, and highlighted that it involved strategic matters but was handled by divisions.

Board discussed the need to clarify with the Hockey Manager:

- What processes they would like followed
- What limits are on her authorisation
- What needs to go before the Board?
- reiterate what is in her current contract and look to add further detail.

Discussion around the umbrella format of the organisation and how this impacts on the running of accounts.

Key strategic focuses for the next year were ordered as:

1. Appointment of EO
2. Restructure of finance processes
3. Trust/Funding applications

Owen to write memo to cover current focus, structure revision and intention to appoint EO to be constructed

General business

Owen to draft Chair's report for next meeting.

Rosie to shift future room bookings to Board Room.

Meeting closed at 2.00pm