



Waikato Hockey Association Board Meeting

Tuesday 15 September 2009

Sport Waikato, Brian Perry Sports House

Present: Seddon Polglase, Owen Embling, Mike Ward, Doug Sommerville, Suresh Chimanlal, Gregg Brown, Denise Hill (WHA Manager), Kirsten (Accounts) and Rosie Morrison (Sport Waikato administrator to take minutes)

Opened meeting at 12.25pm

WHA CEO appointment process

Doug has Job Description from Matthew Cooper, CEO Sport Waikato, following a meeting with him. Key points from this were:

- The job description identifies relationships, KPIs and salary structure.
- It will be easy to adapt.
- Matthew is happy to support and give guidance on policy and advice based on Sport Waikato's set up.
- Matthew has offered a session with Sport Waikato finance division to how discuss how Sport Waikato processes could be modified to fit WHA.

Mike had also spoken with Graeme Olorenshaw of Sport Waikato (Sport Development Manager) since the last WHA Board meeting and he also emphasised the amount of support and assistance Sport Waikato could provide.

Discussion followed on the advantages of using Greg Timms as previously agreed or making use of Sport Waikato's services.

Gregg suggested creating a working group incorporating Board members and objective outsiders to work on the shortlist of candidates to be presented to Board for final selection. Agreed to by Board; Gregg and Owen to be the Board reps, Greg Tims and Matthew Cooper to be asked to join.

Gregg advised Board that Greg Tim's quote for candidate recruitment service is \$3000 + GST.

Ratification of Minutes

Amendment to minutes: spelling mistakes corrected and actions italicised.

Minutes accepted.

Nominated by Mike

Seconded by Suresh



All in favour, carried.

Finance Report

Kirsten has reworked the spreadsheet to include variance and to enhance readability; also includes cash totals. She presented a summary of the month's movements in the account and gave an overview of the spreadsheet breakdown.

Gregg noted the most relevant aspect for the Board is the P & L sheet and comparative figures between years.

Kirsten went over historic process in budget entering.

Kirsten advised that at present debtors are included in the system and this can affect the income margin. The draft August accounts were tabled and discussed. Gregg to work with Kirsten on final versions; to be emailed later this week for approval from the Board.

Summary P & L and balance sheet will be required every month so that trends can be identified and state of account is known.

Chair will be re-notifying the Divisions that the Hockey Manager has the power to review Division expenditure.

Due to the new Board still being in the appraisal stage, expenditure over and above budgeted items and extraordinary items over \$2,500, these are to be ratified by the Board. This includes:

- Capital expenditure
- Operational expenditure for items over \$2,500 (excl Rep Team expenses)

Divisions are to prepare list of expenses each month for confirmation.

WHA Manager Report

Denise gave overview of her written report and also feedback from the HNZ AGM.

Discussion of potential regional management initiatives promoted by HNZ and the advantages of regionalisation. There was positive response from Board in general to the idea of operating as a Super Centre for the region. There will be a meeting on Thursday 8 October at Gregg's place running from 12-2pm with Hilary from HNZ. An invitation was extended to the whole board. Main topic of discussion will be regionalisation.

Brief talk on the advancement of plans for the Pavilion:

- Hamilton City Council relationship is healthy; this could help the funding support plan
- Charitable Trust works with HCC and Gallaghers who could potentially have interest in naming rights for the Pavilion.



Denise presented the Assistant Coach nominations for ratification.

*Nominated by Doug
Seconded by Seddon
All in favour, carried*

Focus of report turned to funding options for the next year.

Denise advised that funding for Jack's position for the next year is still to be confirmed.

Southern Trust, who have historically funded part of Jack's salary, has changed the rules of application,

\$7,500 funding has been confirmed from Lion Foundation for Rep Teams.

Discussion was had around the potential for draw management to be handled by Divisions.

Draw finance is not currently integrated into accounts.

Discussion on draw support system and admin time currently required, option of a centralised system potentially accessible online.

Conversation was had around charges and how they would be handled.

Gregg has spoken briefly with Russ on this area but wants to more clear on exact needs and processes required before giving him a directive to expand on the current package to enable advanced capability.

It was generally agreed that the current system needs to be reviewed and enhanced; at present accounting and admin for draw management is labour intensive.

Other organisations should be looked at e.g. Junior Soccer, before committing to upgrading the existing package.

Draw management discussion to be put aside for now as the Board is required to concentrate on more pertinent matters.

Grant applications

Recent requirements e.g. uniform, team gear, were not listed in grant applications submitted earlier in year.

Gregg suggested that a set strip be decided on and to bulk buy gear to on-sell to teams, creating the potential for profit margins. This initiative would need to be acted on soon if agreed to, to be in time for start of season.

Currently Divisions "own" their funds.

Review on uniform requirements to be deferred to next meeting

Doug pointed out that WHA applies for funds on behalf of the Trust, therefore Divisions do not have sole right to funds granted. Discussion followed on historic processes.

The process in Tauranga was discussed; where Divisions set budgets, apply to the Board and then Board goes through approval process. In this way the Board maintains control on the flow of money.

Some Divisions are working with a reserve rationale, where they have capital accumulating with no goals for it to be used toward while other Divisions struggle to cover base expenses.

Suggested future format was discussed where money goes into the pool but is still noted against the relevant Division so is not lost. Then Divisions submit to the Board a list of what they would like the funds to be spent on for the Board to consider for approval, and then a schedule of financial commitments for the year could be laid out.

Budget drafts and formatting to go onto next Budget. The new budgeting process will reflect the single pool idea, with the exception of grant money specifically allocated.

Owen to draft end of season memo from Board regarding what they have done and the change in financial structure.

General business

Brief conversation around bucket lists from Divisions and limited response so far.

To be reviewed again at next meeting. Chair recommended responding to bucket lists through the Budget.

Seddon will solicit feedback on Draws as they stand currently.

Division meeting set for next week, Wednesday 23 September at 7pm.

Owen to attend.

Denise sought clarification on how to phrase fund application to Trust Waikato; historic process has been labour intensive. Conditions of application were reviewed and it was advised that an application for a lump sum for general costs could be submitted.

Reminder for the Volunteer Function coming up on Wednesday 21 October.

Rosie to book Board Room for next meeting on Tuesday 13 October.

Meeting closed at 2.30pm

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

Owen Embling
Chairman Waikato Hockey.