



WAIKATO HOCKEY ASSN BOARD MEETING

Date: Wednesday 17 April 2013 7.30am

Venue: GHC

Present: Owen Embling (Chair), Truman Wee, Declan Wyndham-Smith (CEO), Mike Ward, Trish McBride, Doug Sommerville
Denise Hill (minute secretary)

Apologies: Gregg Brown,

Opened meeting at 7.42am

Conflicts of Interest declared:

Owen/Mike – Charitable Trust

Ratification of Minutes

The minutes from the previous meeting are a true and accurate record

The minutes are to be released for the website.

Mike /Truman/– Carried

Strategic planning meeting was held in March and some of outcomes included in Chairpersons annual report presented at AGM.

Matters Arising

- Nil

Finances

Proposed that accounts tabled for March 2013 are a true and accurate record.

Moved Owen/Trish-Carried

The he invoicing of clubs was completed in March 2012 and April 2013 which statement of financial position.

Declan is to alter budget taking into account the return of fulltime CEO and table at the next meeting. There was discussion on turf allocation priorities and the possibility/practicality of extending the width of the practice turf to make it more useable.

Pavilion extension update

Mike reported that the work is going well and is on track due for completion 3-4 weeks. 2 payments have been made to Fletchers and the 3rd is due at the end of April. Fletchers have been very accommodating leading up to the 4 Nations tests.

It was decided that the turf opening will be held on 25th May prior to the club Premier finals. The focus is to be on the volunteers with staff hired if required to run the event.

Discussion on the \$100,000 requested by the Trust towards the pavilion extension. Owen shared Gregg's thoughts in his absence that if not all of the \$100,000 is required that the Trust consider spending surplus on upgrading the front of the existing pavilion – perhaps a viewing deck.

It was resolved to advance \$100,000 to the Charitable Trust, the terms of which are to be negotiated.

The offer is to be made for 5 plus 5 years in return for no additional rental increase beyond the current agreement.

Doug/Truman – Carried

(Owen/Mike abstained)

Review Strategic Meeting

To be held Tuesday 30th April 7.30-9.30am

Audit Report

Responses to items highlighted for attention

-Chair will ensure that all meetings are signed

-MYOB cloud has been implemented

-Payroll package changed as recommended

-outstanding debtors are due to timing of EOY – have reduced substantially. All 90day+ debtors to be highlighted in accounts presented to the Board

- Staff leave- because the office closes over Christmas period and staff take their 4 weeks leave, the leave shows as outstanding at the EOY. A policy is required to keep leave to a minimum, however it was agreed that it is current level acceptable as long as it does not increase from year to year.

- Employee contracts – Declan to ensure alterations to agreements are recorded and authorised.

- Uniforms – rep uniform stock take completed and to be included in the asset register

- Revenue reconciliation – Doug will undertake spot checks to ensure authorisations of payments are signed by 2 signatories

Owen to respond to the auditors on each point highlighted..

CEOs Report

- Thursday 6 aside Hockey has commenced with 9 teams. Fraser tech and Te Awamutu took up the challenge to administer these teams and benefit from increased names on their database and potential 11 aside players.
- 4 Nations test matches – discussion on how to maximise crowds at such events.
- Coaching Director proposal – Declan tabled draft paper for discussion. Will discuss further as main agenda item for Strategic planning meeting next week.

General Business

Meeting closed 9.10am

Next meeting 15 May 7.30am



Owen Embling
Chairman Waikato Hockey.