



WAIKATO HOCKEY ASSN BOARD MEETING

Date: Tuesday 12 April 2016 7.30am

Venue: GHC

Present: Truman Wee, Robyn Polley, Mike Ward, Stuart McIntyre
Declan Wyndham-Smith (CEO), Denise Hill (minute secretary)

Apologies: Nil

Opened meeting at 7.56am

Conflicts of Interest declared:

Truman – Midlands's solicitor

Ratification of Minutes

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

The minutes are to be released for the website.

Truman/ Mike – Carried

Matters Arising

Nil

Stu McIntyre was welcomed onto the Board. The Governing Processes document was tabled, discussed and adopted for a further 12 months.

Declan called for nominations for Chairperson.

Mike nominated Truman Wee

Mike/ Stu - Carried

CEOs Report

CEO's report tabled.

Points highlighted

- Infrastructure – There are 3 major projects in the pipeline (listed in priority).
 1. Turf 1 upgrade and replacement
 2. Pavilion extension adding showers / changing rooms
 3. Water 2 lights upgradeThe Trust are currently obtaining plans and quotes
- Staff Changes. New staff structure tabled –
 1. Stuart Pitu – Development Manager players
 2. Sam Brown – Development Manager clubs and volunteers
 3. Kelc McKenzie – administrator
- Board Member recruitment. There was discussion on what skills would be needed from potential Board members. It was established that Marketing and Finance would be beneficial. Robyn will discuss with some potential members.
- The new APP has been launched
- Sponsorship / Fundraising Position proposal presented by Declan. Truman moved acceptance of the proposal and tasked Declan to see to fill the position

Truman / Mike – Carried

A handwritten signature in blue ink, consisting of a stylized, cursive 'J' or similar character.

- Extended Development Committee Proposal. It was proposed to form this committee with volunteers with the right skills, including both Midlands and Waikato in the mix. This will ensure that programs are complimentary. Truman agreed to be the representative Board member on the committee.
- Change in financial reporting. It is now a statutory responsibility that NPOs are required to report non-financial statistics in financial reports. BDO have been guiding us through the process.

Finances

Proposed that accounts tabled are a true and accurate record.

Moved Truman / Stu—Carried

Accounts requiring approval

- \$3163.50 Midlands affiliation
- \$2639.25 Admor Promotion (6 aside tshirts)
- \$25813.38 HNZ
- \$26,339.55 HNZ

Approved for payment *Truman / Mike – Carried*

Health & Safety – Nothing to report

Finance and Risk Management Committee – Terms of Reference are to be written for this committee. Truman will approach Owen to write TOR and ask if he will chair. Truman moved that this committee be formed to report directly to the Board.

Truman / Robyn - Carried

Meeting closed 9.21am

Next meeting 18 May



Chairperson