



## WAIKATO HOCKEY ASSOCIATION BOARD MINUTES

<b>Date:</b>	Wednesday, 17 August 2022	<b>Start time:</b>	11:02am	
<b>Venue:</b>	GHC Boardroom			
<b>Present:</b>	<b>Board members:</b> Jenny Barkle, Ethan Hohneck, Bevan Sam, Heather Junge, Robyn Polley (online), Jamie Millar, Ash Burkhart. <b>WHA:</b> Hemi Webber (WHA CEO) <b>Board Secretary:</b> Shelley Bishop			
<b>Apologies:</b>				
	Welcome to Ash. Round of introductions.			
<b>Conflicts of interest</b>				
The usual conflicts as per previous minutes.				
<b>Ratification of minutes of last meeting (copy circulated)</b>			Moved	Seconded
The minutes from the previous meeting (27 <sup>th</sup> July 2022) are confirmed as a true and accurate record. <i>Move to accept the previous minutes.</i>			Bevan	Ethan
				<i>Carried</i>
<b>Matters arising from minutes</b>				
<b>Liquor Licence Review</b>				
<ul style="list-style-type: none"> <li>○ WHCT is undertaking a Liquor Licence review with Anna Suckling from Harkness Henry Lawyers to provide clarity around the structure around this. Heather to provide updates as available.</li> <li>➤ Report received from trust from Harkness Henry Lawyers. Previous meeting cancelled due to covid. WHCT still to discuss. Heather to discuss at next meeting.</li> </ul> <p>UPDATE: Trust was confused about the licencing. Concerned that the licence was in Trust but operated by WHA. Harkness Henry checked if compliant and advised on the structure.</p> <p>Report received with recommendations – Heather to forward to the WHA Board. Aspects discussed had six were good and one aspect problematic. Regarding training protocols is the key area that WHA Board and Employees need to report monthly on. Vicki (café manager) is compiling systems regarding this.</p> <p>Legal review – trust deed and WHA rules – Trust can delegate to WHA; an agreement needs to be drawn up in regards to this. Authority to delegate has been completed and signed by Kris. Memorandum of understanding being drawn up to show who is responsible for what.</p> <p>Suggestion to have a yearly review between Trust / WHA to help bridge the gap. Re-sign and review the documents annually.</p> <p>Liquor licence review in March 2023 – 3-month process, so needs to begin soon.</p> <p>Discussion: Insurances has been reviewed for WHA and Trust to ensure no double-ups and everything is covered. Rolled over with Crombie Lockwood.</p>				
				Heather
<b>Incorporated Societies Act 2022: Sub-Committee Update</b>				
No meeting held just yet due to changing staff structure at WHA. The meeting agree to remove Hemi from the sub-committee and to add Ash. Kris has been removed from sub-committee due to change in staffing structure. Meeting to be scheduled before next meeting.				
			Ethan	Bevan
				Ethan, Bevan, Jamie, Polley, Ash
<b>Deck extension proposal: Update (2nd quote, visual presentation, Hemi/Ethan)</b>				

<ul style="list-style-type: none"> <li>○ <i>Second quote to come in, measurements have been done.</i></li> <li>○ <i>Visual presentation to come through.</i></li> <li>○ <i>Ned to complete a walk through with the board after the meeting</i> <ul style="list-style-type: none"> <li>➤ Ethan presented a few pictures. A few tweaks to be made. Then present to the community and put a poll on the website for the options (option A, option B, neither, both)</li> <li>➤ <b>Update TALK in CEO Report.</b></li> </ul> </li> </ul>			Hemi/ Ethan
<p><b>Cultural capability:</b> Update (Ethan/Polley) Polley and Ethan have been working on some Maori for the upcoming secondary tournament booklet for the president welcome.</p> <p>Polley has a document that has been forwarded to Ethan in regard to simple ideas that can be implemented.</p> <p>Next week Maori Language Week, looking to implement a few items for the week.</p>			Ethan, Polley, Ash  Ethan/ Shelley (website)
<p><b>Operations and Competitions</b></p> <ul style="list-style-type: none"> <li>○ <i>Process to be implemented about 'how to complain' for the community.</i></li> </ul> <p><b>UPDATE:</b> Hemi update. Complaints have been ongoing in the last couple of weeks. Processes aren't being followed with complaints coming direct to WHA rather than through schools.</p> <ul style="list-style-type: none"> <li>• Looking at options to mitigate for next season.</li> <li>• Ensure that the processes out to the community – flowchart for each group, school/club etc.</li> <li>• Suggestion of a School code of conduct.</li> <li>• Complaints process on the website, alongside with an FAQ. To try and solve problems before they are raised. I.e. Have you spoken to your club captain?</li> <li>• Code of conduct for players suggested for clubs/schools. Hold players accountable.</li> <li>• SD is working through the process with Ned.</li> <li>• Look to build a form on the website to direct it to the correct person (i.e. SD, Ned)</li> <li>• Display the consequences, with examples. I.e. one match standdown for certain behaviour etc.</li> <li>• Workshop to create the process of complaints and consequences.</li> </ul>			SD/WHA
<b>Financial reports (reports circulated)</b>			
<p>Discussion around grants being down \$50k due to one being declined, it has been back in for next round due to a technical glitch of information not getting through.</p> <p>Coaching revenue is down \$19k. Feedback with kids being busy with other commitments and not taking up extra hockey coaching.</p> <p>Budget has been reset for the year.</p> <p>Look to compare to the past 3 years and see what is realistic and compare actuals of past 3 years and reasons behind differences.</p> <p>Sponsorship is more reliable than grants and needs to be built up. Looking at options to brand banners with Turf 2. Have priority areas and different values.</p> <ul style="list-style-type: none"> <li>➤ Operational and Hemi is working on this.</li> </ul> <p>Discussion around WHA Salaries and the changes of staff.</p>			
<p><i>Move that the financial reports be accepted.</i></p>	Jenny	Jamie	Carried
<b>Second Beneficiary owner of bank account has been requested by Westpac.</b>			

<ul style="list-style-type: none"> <li>○ <b>UPDATE</b></li> <li>○ <i>Move that the beneficiary owner is the CEO of WHA.</i></li> <li>○ <i>Ethan to amend Craig Webbers contract and Craig to contact Westpac.</i></li> </ul>	Ethan	Polley	Carried
<i>Move that the limit of purchases for authority for CEO is \$10,000 instead of \$2,500 (which has been that for 17 years).</i>	Ethan	Polley	Carried
<b>Report by the CEO (report circulated)</b>			
<ul style="list-style-type: none"> <li>○ Hemi working through operational staff contracts</li> <li>○ Water cannons being upgraded</li> <li>○ Portable changing sheds, temporary ones for tournament and 2023 looking to lease to buy going forward.</li> <li>○ Kitchen, compliance issue, looking to upgrade the café kitchen area (not a conflict for Hemi as was in pipeline prior to Hemi being on Board/Staff).</li> <li>○ Scoreboards on Lodge 1 has been hit by lightning, in with insurance.</li> <li>○ Lights - suggestion to talk to HCC. Or Genesis for sponsorship.</li> <li>○ Video towers – resource consent, engineers etc required for a permanent structure. Looking at options.</li> <li>○ Facelift – general things being done.</li> </ul>			
<b>WHCT - Heather</b>			
Trust has been working on a 10-year plan. <ul style="list-style-type: none"> <li>○ Buildings, Turf replacements, Lights etc.</li> </ul>			
HCC: Ethan to contact for who to contact			Ethan
<b>High performance structure (Hemi)</b>			
<ul style="list-style-type: none"> <li>○ Reiner and Hemi working on this.</li> </ul>			
<b>Health and Safety (report circulated)</b>			
<ul style="list-style-type: none"> <li>➤ High number of head injuries in the past few months.</li> <li>➤ Discussion in regards to Campbell Gray's injury. Jamie has been involved as the University Club president. Ethan has been involved as WHA Board Chair and in discussion with his Father, David Gray. Vicki's report has been tabled as she was onsite.</li> <li>➤ Injury is unpreventable in this sport.</li> <li>➤ Looking to improve the processes of reporting of injuries and the processes.</li> <li>➤ Ethan and Polley to work with / mediate with David Gray on improving processes with WHA.</li> <li>➤ Flowchart in dugout about what to do with head injuries. i.e. inform if past injury and what to do.</li> <li>➤ Information to be circulated by email with draft processes.</li> <li>➤ Report injuries in match day card.</li> <li>➤ Poster around the venue with QR code to report injuries and shows the 'what to do' and the seriousness of the injury and if hospital required/suggested.</li> <li>➤ Head injury workshop at the start of the season for all to attend, alongside the current first aid course.</li> <li>➤ Look at school policies and procedures.</li> </ul>			Ethan/ Polley  Shelley (Poster)
<b>Board Member Portfolios (Ethan)</b>			
<ul style="list-style-type: none"> <li>➤ Board members to be immersed into their portfolio. Give an update at the meeting each month.</li> <li>➤ Ethan to circulate these by email, approx 10 topics.</li> <li>➤ Update the website with an 'about' of each board member.</li> </ul>			
<b>General Business</b>			
<ul style="list-style-type: none"> <li>○ Truman Wee's fee for Hemi's contract.</li> <li>○ General tidiness reminder to people.</li> </ul>			
Meeting closed: 1.02pm			
Meeting moved to in-committee			
Next meeting: 28th September 2022			