



## WAIKATO HOCKEY ASSOCIATION BOARD MINUTES

<b>Date:</b>	Wednesday, 28 September 2022	<b>Start time:</b>	11:01am
<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>			
<b>Conflicts of interest</b>			
Bevan new job working at Sport Waikato from mid-October as an Analyst. Plus 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 (17 <sup>th</sup> August 2022) are confirmed as a true and accurate record. <i>Move to accept the previous minutes.</i>		Jamie	Jenny
			<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> </ul>			
UPDATE: Review is completed and finished. Now applying for current liquor licence (expires March 2023). Presented document delegation of right to manage liquor licence on behalf of WHA Trust which expires in March 2023 with the licence and will be re-signed with new liquor licence. Trust is moving the authority to manage everything over to WHA. CEO becomes the beneficiary. Licence is held by the trust as they own and run the buildings. Delegation will be signed by CEO, WHA Chair and Trust.			
<i>Meeting moves to agree that the delegation will be put in place between WHA and WHCT.</i>		Heather	Ash
Report from WHA to WHCT displaying any issues from the Bar.			Heather
<b>Incorporated Societies Act 2022:</b> (Ethan, Bevan, Jamie, Polley, Ash)			
UPDATE: No meeting yet.			
<b>Deck / Café</b>			
UPDATE: Kitchen renovations - awaiting on formal quotes to come in. Sponsors secured. Discussion with the Trust to firm up a start date. UPDATE: Deck on hold.			
<b>Cultural capability:</b> (Ethan/Polley/Ash)			
UPDATE: Polley is working on a Cultural capability strategy and making it more fit for purpose.  WHA Board meeting to implement a mihi, as we come together as a group each time. Open with a karakia.  Waikato Maniopoto Maori Hockey and WHA have recently signed a partnership. WHA will become their 'home'. Formalised partnership in place, MOU is in progress.			

<p>HNZ in discussions with NZ Maori hockey and looking to form a similar partnership.</p> <p>Polley to forward mihi to Shelley to send to WHA staff.</p> <p>Look to update/add signage around the facilities. Remembering to include all cultures.</p>			
<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>UPDATE: In Progress – online to form a better process.</p>			
<b>Financial reports (reports circulated)</b>			
<p>Shelley learning accounts from Kirsten. Added access to Xero.</p> <p>Hemi, Shelley, Kirsten meeting fortnightly to discuss financials.</p> <p><b>Grants</b></p> <ul style="list-style-type: none"> <li>● Query re the grant amounts received. Discussion around this and why is it lower.</li> <li>● Projection of grants – graphic to show where/when grants are applied/paid, conversion of applications vs grants received.</li> <li>● Awaiting confirmation of some grant applications.</li> </ul> <p><b>Sponsorship</b></p> <p>Discussion around sponsorship and the move forward of offerings by WHA.</p> <ul style="list-style-type: none"> <li>● Lodge has ceased to sponsor Turf 1.</li> <li>● Suggestion to phone/touch base with sponsors more frequently to keep relationships positive and communications open.</li> <li>● Formalising agreements for sponsorships going forward.</li> <li>● New sponsors are being acquired from the media sent last week.</li> <li>● Database of grants, dates etc for all organisations within Waikato Hockey.</li> </ul> <p>Trust needs to know WHA strategy so can move forward and on par with communication.</p> <p><b>Feasibility study discussion</b></p> <ul style="list-style-type: none"> <li>● Trust had submitted feedback to the company.</li> <li>● Revised document has been received by the Trust, along with the Trusts feedback, Heather to forward.</li> <li>● To discuss at October meeting.</li> </ul> <p><b>Budget</b></p> <p>Budgets are in process for next financial year.</p> <p>Summer league numbers still to come for Pre-Xmas Leagues.</p>			
<i>Move that the financial reports be accepted.</i>	Jenny	Heather	Carried
<p><b>Beneficiary owner of bank account has been requested by Westpac.</b></p> <ul style="list-style-type: none"> <li>○ <i>Move that the beneficiary owner is the CEO of WHA.</i></li> </ul>	Ethan	Polley	Carried
<p><b>Financial Policy Review</b></p> <p><i>Move to accept the changes in the financial policies with the change on policy 13 to \$1000</i></p>	Polley	Bevan	Carried
<b>Report by the CEO (report circulated)</b>			
<ul style="list-style-type: none"> <li>○ Proposal in with HNZ for NHC for 2023.</li> <li>○ Positive move forward within WHA. Great feedback with change/additional staff.</li> <li>○ Portacoms will have concrete paths.</li> </ul>			

<b>High performance structure (Hemi)</b>			
<ul style="list-style-type: none"> <li>○ Reiner helping selected u18s/u21s to train.</li> <li>○ HNZ is looking to change direction of High Performance.</li> <li>○ Reiner moving to pathways and mentoring programs at WHA. Including mental wellbeing, nutrition etc as well. Nicky will be heavily involved in this.</li> </ul>			
<b>Health and Safety (report circulated)</b>			
<ul style="list-style-type: none"> <li>○ Ethan and Polley to work with / mediate with David Gray on improving processes with WHA.</li> <li>○ <b>WHA board members have met with David. Minutes circulated from the meeting along with action points.</b></li> <li>○ Flowchart in dugout about what to do with head injuries. i.e. inform if past injury and what to do. 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> </ul>			
<b>Board Member Portfolios (Ethan)</b>			
UPDATE: Adding information about board members to the website.			
<b>Portfolios</b>			
Polley: Umpires – Introduction at their last meeting. Received well from the committee.			
Jamie: Trust – nothing to report. Staff – to come to a Monday meeting.			
Bevan: Discussion with Melville about their grass pitches.			
Ethan: Cultural, SD no report, H&S no report.			
Ash: Nothing to report			
Heather: Finance / sponsor – met with Kirsten.			
Ash – HCC liaison to go to Hemi.			
Hemi in liaison with Karen Kwok, looking to reduce points of contacts.			
Lease of WHA expires in 2025.			
Feasibility study to be presented to them.			
<b>Sponsorship</b>			
<ul style="list-style-type: none"> <li>● Discussion around what value should be presented to the Board for sign off in relation to sponsorship.</li> <li>● Suggestion of commitment register and to table what is likely to impact the WHA. What the length of contract and the dollar value attached.</li> <li>● Summary of what is happening each month regarding sponsorship, hooks/pros.</li> <li>● Policy could be implemented around this to safeguard CEO and Board.</li> </ul>			
Ethan meeting with Hemi regularly and will be reporting monthly as well.			
<b>General Business</b>			
○			
Meeting closed: 1.00pm			
Meeting moved to in-committee			
Next meetings:			
<ul style="list-style-type: none"> <li>● Wednesday 26th October</li> <li>● Wednesday 23rd November</li> <li>● Wednesday 14th December (WHA Board Xmas lunch)</li> </ul>			