



**WAIKATO HOCKEY ASSOCIATION BOARD
MINUTES**

Date of meeting:	14 December 2022	Start time:	11.04am	
Venue:	GHC Boardroom			
Present:	Board members: Robyn Polley, Jenny Barkle, Ethan Hohneck, Jamie Millar, Jason Ganley (WHCT), Ash Burkhart. Board Secretary: Shelley Bishop (online)			
Apologies:	Bevan Sam, Heather Junge			
Open meeting with Karakia by Robyn.				
	<ul style="list-style-type: none"> Welcome to Jason (WHCT) sitting in on behalf of Trust. 			
Conflicts of interest				
	The usual conflicts as per previous minutes.			
Ratification of minutes of last meeting (copy circulated)			Moved	Seconded
	The minutes from the previous meeting 23 rd November are confirmed as a true and accurate record. <i>Move to accept the previous minutes.</i>		<i>Ethan</i>	<i>Ash</i>
				<i>Carried</i>
Matters arising from minutes				
	<ul style="list-style-type: none"> Liquor licence, everything signed (Ethan WHA Chair / Des WHCT Chair) to delegation of authority of the Café to operate the Liquor licence which is WHCT name. Hemi completing. Due to expire March 2023. <ul style="list-style-type: none"> Improving systems to ensure compliance. 			
Board Member Profiles				
	<ul style="list-style-type: none"> Polley, Ethan on website Still to be updated on the website, get the information through to Ethan to add to the website. 			
Budget 2023 (circulated prior)				
	<i>Kirsten Brinkworth (WHA Finance Officer) joined the meeting to discuss the 2023 WHA Budget.</i>			
	Café <ul style="list-style-type: none"> <i>A paper for the audit folder in regard to the canteen comparisons over 6 years was distributed.</i> Background of Cafe given and history. 2022 sales up and wages up on budget. Small profit for 2022. Staff costs increased due to caravan, cleaning and moving during the renovations - this explains the spike in costs. Policy implemented to always have 2 staff on for safety reasons in the cafe caravan due to it being open in an exposed space. Wages may go up as output go up with a larger kitchen facilities. Overseeing of café to be run by Hemi/Shelley in 2023 to begin with. Documented processes to be implemented. Getting some help from Alyson Gofton for Menu. Bar profit currently distributed to the clubs. Look to have the café proceeds to still go back to the community via rebate - TBA. 2023 budget of café is conservative. 			
	Ideas <ul style="list-style-type: none"> ➤ PayWave fees – suggest to pass on this fee 			

<ul style="list-style-type: none"> ➤ Proportionate the costs to café, such as electricity. ➤ Work out if worth being open certain days. ➤ Diversify and be open to Cricket players in summer ➤ Signage. ➤ Build on the menu to increase opportunities. ➤ Hire out for conferences. ➤ Utilise the kitchen and pavilion area better. ➤ Catering. <p>Rent</p> <ul style="list-style-type: none"> • \$165,000pa is confirmed by WHCT for 2023. • This is a set fee. • If WHCT receive funding for running costs, via a grant, the trust would relook at the monthly charge to WHA. <p>Notes</p> <ul style="list-style-type: none"> • 2023 budget added to actuals and a 3 monthly update. • To look at the trends. • Accounts to change, to section into five areas: <ul style="list-style-type: none"> 1. Café 2. Sponsor/grants 3. Coaching 4. Turf – Winter affiliation fess, summer etc 5. Rep Program • Look to change and have budgets/costs against each area. • PKF to advise and help to change the account layout to make more efficient. (Kirsten, Shelley and Heather to meet with them in February/March re Xero formatting /customisation). <p>SPONSORSHIP AND GRANTS</p> <ul style="list-style-type: none"> • Turf 1 and 2 have been signed up for 3 years, New World and Lugtons. • Banners • Summary from Kirsten distributed re budget breakdown for Sponsorship and Grants. • Functions for sponsors and VIPS to be run throughout 2023. • New model/structure for sponsorship is working well. • Sharing our model with other Associations. <p>FUNDING</p> <ul style="list-style-type: none"> • Hemi had a Zoom meeting with new funders (shared sport services) today. • Passing on details of previous/current funders for them to follow up. • Fixing up the application for the Grassroots for the scoreboards. • Starting at ground zero and they will provide monthly reports. <p>BUDGET</p> <ul style="list-style-type: none"> ➤ Kirsten had distributed the budget via email. ➤ Having the commentary means we can track where we went better/wrong or different in the coming months. <p><i>Move to accept the 2023 Budget as presented by Kirsten.</i></p> <p>Shelley left the meeting and Hemi took over notetaking.</p>			
<p>Property</p> <p>Ash added to the WHA Property Committee with Jason and Hemi.</p>	<p><i>Jenny</i></p>	<p><i>Polley</i></p>	<p><i>Carried</i></p>

Report by CEO (no report circulated)			
[REDACTED]			
High performance			
<ul style="list-style-type: none"> This area has been progressing well Reiner has accepted a 24 hours a week position as High Performance Manager Talking to Ebbett to sponsor vans. 			
Health and Safety (report circulated)			
<ul style="list-style-type: none"> Report accepted. 			
General Business			
Go Hockey Emailed <ul style="list-style-type: none"> Was invited but declined, phoned. [REDACTED] [REDACTED]			
Meeting closed 12.57pm			
Board meeting schedule:			
<ul style="list-style-type: none"> 2023 TBA (next time) AGM March 2023 Date TBA (next time) 			