



**WAIKATO HOCKEY ASSOCIATION BOARD  
MINUTES**

<b>Date of meeting:</b>	24 May 2023	<b>Start time:</b>	11.04am	
<b>Venue:</b>	GHC Boardroom			
<b>Present:</b>	<b>Board members:</b> Ethan Hohneck, Ash Burkhart, Jamie Guthrie and Heather Junge, <b>WHA CEO:</b> Hemi Webber <b>Board Secretary:</b> Shelley Bishop			
<b>Apologies:</b>	Bevan Sam, Robyn Polley ( <i>late 11.13</i> ).			
<b>Conflicts of interest</b>				
The usual conflicts as per previous minutes.				
<b>Ratification of minutes of last meeting (copy circulated)</b>			<b>Moved</b>	<b>Second ed</b>
The minutes from the previous meeting 26 <sup>th</sup> April 2023 are confirmed as a true and accurate record.				
Move to accept the previous minutes.			Ethan	Carried
<b>Matters arising from minutes:</b>				
<ul style="list-style-type: none"> <li>○ Stocktake in café done, to be discussed in financials.</li> <li>○ Heather had issued template to Kirsten re sponsorship/grants.</li> </ul>				
<b>BOARD POSITION</b>				
Bevan has requested leave from the Board till after u18s tournament (July). Board members have approved this. At this stage Bevan will return in July.				
Ethan is mindful that the Board has a lot on the plate at this stage and will look to fill spaces.				
<b>CEO REPORT (report circulated)</b>				
Discussion of report. <ul style="list-style-type: none"> <li>• Funding for NHC strip – approved (Aotea gaming trust).</li> <li>• Sponsor with PT Forma Insights. Have started 20 individual sponsorships.</li> <li>• Negotiating Physios as well.</li> <li>• Scoreboards are up. Funded by grassroots, including the upgrade to the silver package. Training ongoing for new umpires and managers. Very simple to use.</li> <li>• Grassroots have funded us \$27k for next 2 months of running costs.</li> <li>• Turf 1 camera up and running again (resume paying the running cost through Pixellot). Hemi speaking to HNZ about funding Turf 2 camera for NHC.</li> <li>• Water cannons awaiting still for them to come for trial.</li> <li>• Changing rooms, awaiting builders.</li> <li>• No issues to report in café (food or liquor related).</li> <li>• Café going great, new BM employed Julia.</li> <li>• PlayHQ running well – a few teething issues, to be expected.</li> <li>• <b>Need to up comms</b> about SD when semis etc and what is required I, e. Shoot-outs. Also, about the promotion/relegation what is happening. Format of the comps.</li> <li>• SD meetings need to increase meetings – quarterly during the season.</li> </ul>				

## Financial reports (reports circulated)

- **Café financials** presented by Kirsten.
  - Discussion around the weekly turnover.
  - Stock figures end of November \$6k approx. Up to date figures done \$11k approx. mid-May.
  - Stocktakes are being down end-monthly going forward.
  - Socks/Merchandise are being removed from café figures.
  - April is traditionally lower due to holidays and prems starting later.
  - May, café open fully now 7 days. Tracking to make profit for May.
  - PayWave & Credit Card fees to be on charged, awaiting on the new terminal and merchant number.
  - Discussion around service offering, not for profit vs commercial – where are we wanting the café to sit?
  - Wage costs to be added to the weekly sales spreadsheet.
- **Grants** - Spreadsheet presented and discussed by Kirsten.
  - Four Winds – has come under WHA for Whistle Up program.
  - On track for the year.
  - Some of the grants are termed assets and some costs.
  - Elaine (SSS) has been a real help in increasing the applications and making these more professional.
  - Grants for wages are harder to come by now, however still applying.
  - Te Manawa Grants – In-school programs has been running.
  - Looking at options for funding operational costs going forward to not being reliant on grants and if this is possible.
- **Budget**
  - Reviews are happening this week between Kirsten and Hemi.

### Hockey numbers

- Discussion about people dropping off from Secondary to Club hockey – How to look after the ones that stay. A lot of the drop off are social issues that are out of our control.
- How do we reduce fees to bring back players who have the barrier of costs being an issue when choosing to play sport.
- Capturing data about players, including ethnicity and age. This data can be used for grants. Bringing in capturing the is data is being introduced for Intermediate and Mini over the next year.

### Turf 3

- Business case starting for Turf 3.
- Forecasted numbers, financials etc will be needed to create for the case.
- Working out the extra running costs.
- Building of the Turf is likely to be funded.

### Other

Heather has requested Read-Only access to Xero. – **Ethan to confirm with Kirsten**

*Motion to move to pay the invoice as presented for HNZ affiliation fees.*

*Moved Ethan, Seconded Polley*

### Sponsorship

- Bayleys sponsorship come in.
- Flashpoint invoiced.

<ul style="list-style-type: none"> <li>○ HCC have granted some funding towards NHC.</li> </ul> <p><b>Invoicing</b></p> <ul style="list-style-type: none"> <li>○ Schools have all been invoiced.</li> <li>○ Accounts Receivable has reduced.</li> </ul> <p>April accounts discussed. Kirsten ran through the Profit and Loss and Balance Sheet. Current liabilities is high as items get apportioned over time.</p>			
<i>Move that the financial reports be accepted.</i>	Ethan	Polley	<i>Carried</i>
<b>Health and Safety (report circulated)</b>			
<ul style="list-style-type: none"> <li>○ Poster completed and displayed. <ul style="list-style-type: none"> <li>○ Why to complete – so we can improve hockey, property etc.</li> <li>○ Log near misses</li> <li>○ Send to managers/coaches/social/website – Shelley.</li> </ul> </li> <li>● Follow on – Fryer has been repaired.</li> <li>● Showers – parked</li> <li>● Re sign the changing rooms.</li> <li>● Park – looking at options.</li> </ul>			
<b>General Business</b>			
<b>WHA Handbook</b>			
<ul style="list-style-type: none"> <li>○ To be reviewed before AGM</li> </ul>			
<b>Strategic Plan</b>			
<ul style="list-style-type: none"> <li>➤ Needing to be revised and reviewed.</li> <li>➤ Suggestion of workshops later in Nov and Feb, facilitated by 3<sup>rd</sup> party (Robyn?)</li> </ul>			
<b>WHCT</b>			
<ul style="list-style-type: none"> <li>➤ Ethan attended meeting – positive discussions and future positive relationships.</li> <li>➤ Business case for 3rd turf is the most crucial at this stage. Committee being formed to build this.</li> <li>➤ Participation numbers for players – broken into female and male. And add Cambridge Mini numbers.</li> </ul>			
<b>Meeting closed:</b>			
Next Meeting: 28 June 2023			