



WAIKATO HOCKEY ASSOCIATION BOARD MINUTES				
Date of meeting:	Wednesday 20 th March 2024	Start time:	11:10am	
Venue:	GHC Boardroom			
Present:	Board members: Robyn Polley (President), Ethan Hohneck (WHA Chair), Jamie Guthrie, Ash Burkhart, Jason Ganley (guest), Des Meads (WHA Trust) Interim CEO / Board Secretary: Shelley Bishop			
Apologies:	No apologies			
Conflicts of interest				
The usual conflicts as per previous minutes.				
Ethan: Website development (Emtel) Jason: WHCT Board Member				
Ratification of minutes of last meeting (copy circulated)		Moved	Second ed	Action
<i>The minutes from the previous meeting 7th February 2024 are confirmed as a true and accurate record.</i> <i>Move to accept the previous minutes.</i>		Ethan	Polley	Carried
Matters arising from minutes				
Pergola update Working with Culswick and HCC on suitable outcome for WHA.				
Premier Women's team. SD approval, invite all Prem Reserve players. Suggest WHA impartial shirts. Discussion around fees. Dispensation required. Shelley and Nathan working with SD and relevant teams around this.				
Interim CEO Report (report circulated)				
<ul style="list-style-type: none">• Café Staff Discussion.• Café Manager to be advertised as a fixed term position, possible renewal (advise from Employsure). Venue and Services Supervisor (working title).• Family hockey – social – play with your kids – need to promote this more.• HEALTH AND SAFETY – fill in forms! Follow up – Umpires responsible to check. Especially Head injury and ruling. Reminders to go to clubs/managers.• Funding – discussion around combining with Trust and SSS.• Festival day – feedback is to have another one – Matariki weekend (whanau & Kai weekend)? Price discussion.• SD – support reserve to play on a Saturday? Prem final on Sunday?• Documented deliverables – lead – platform – Ethan looking at an online system• Camera discussion - Security cameras – to check contracts before changing. As we have some additional cameras (x10) available to instal.• Window not on charge• Watchu – review on cameras and 24/7 monitoring• Lights – LED on corners on T1 – fix the halogen in the middle.• Stocktake – monthly• Forecasting of sales, purchases• Lighter issue in cafe• SD – club presidents – volunteer time as Bar manager suggestion.				

<ul style="list-style-type: none"> Secretary has Bar Licence? Shelley to check with HCC Liquor Licence. 			
Financial reports (reports circulated)			
<p>Kirsten joined the meeting</p> <ul style="list-style-type: none"> Auditors are happy with accounts and will be stamped. <i>Reports – will be sent through in due course.</i> Kirsten ran through the PKF recommendations and her notes Processes for umpire reimbursements to be refined (signature on issuing) Relatable party contracts for conflicts of CEO and CFO – to be signed by the board Overview of the recommendations from the auditors. Kirsten to review policies and procedures and to send to the Board in the next couple of weeks. Cashflow – billed out what we can to increase income. Manage the risk of the cashflow – Equity is low. Withholding of activities? How can we reduce costs. Increase advertising. And sponsorship. Funding is a concern for 2024. Need to look at the grants and relationships. – Monthly reporting. WHCT – Jan and Dec paid at the old rate. Accrual for the \$9k owing and the increase in Jan/Dec, Payment to the WHCT in April (old rate) and May (old rate). Excess of the difference in the old/new rates is being accrued and will be paid in May. 			
<i>Move that the financial reports be accepted.</i>			<i>Carried</i>
WHCT (Des)			
Nothing to table			
Health and Safety (report circulated)			
Scan the code reminder to teams			
General Business			
Board Members / AGM			
<p>Nominations. Ethan tabled applications x3.</p> <p>Ethan has notified JD and SD presidents of the committees of the nominations. And informed of the voting process.</p> <p><i>Jason states his conflict of interest in the discussion re his secondment for 18 months and abstains from this part of the meeting.</i></p> <p>WHA Board members 2024</p> <p>WHA Board moves to seconder Jason Ganley for 18 months on the WHA Board for 2024/25.</p> <p>Moved Ash Seconded Polley Carried</p> <p>Ethan to present Jason with a letter.</p>			
Meeting closed 1.51pm			
Next Meeting: 17 th April 2024, 11am @ GHC			