



WAIKATO HOCKEY ASSOCIATION BOARD MINUTES

Date of meeting:	15 May 2024	Start time:	11:09 a.m.
Venue:	GHC Boardroom		
Present:	Robyn Polley (President) - Remote, Ethan Hohneck (WHA Chair), Jamie Guthrie, Ash Burkhart, Jason Ganley, Ping S'ng, Heather Junge (WHA Trust) Interim CEO / Board Secretary: Shelley Bishop		
Apologies:	None		

Conflicts of interest

The usual conflicts as per previous minutes.

1. Ping disclosed from the Interest Register

Ratification of minutes of last meeting (copy circulated)

The minutes from the previous meeting 17 April 2024 are confirmed as a true and accurate record.

MOTION: Move to accept the previous minutes.

Moved By: Ping **Seconded:** Jamie **Result:** Carried

Matters arising from minutes

1. Interest register template – Ping
 - a. Awaiting 1 Board Member
2. Police checking Board Members
 - a. To be done online, Board to fill form out, Shelley to give us form, Board to give Drivers Licence to be copied
3. Dugout Extension update
 - a. COC being applied for
4. Strategic Plan
 - a. Shelley chatted to Tauranga Hockey
 - b. Ethan chatted to key people
 - c. Aim is to plan a closed Pre-meeting
 - d. Jason – Megan from Tauranga is offering to come to present to the board. Megan was the consultant who drove the process for Tauranga Hockey
 - e. Shelley to send all info to the Board
 - f. Aim for Public meeting
5. Minute Taker
 - a. Shelley relieved, Ethan to take up
6. HNZ AGM
 - a. Went well, 1 of our votes got in

Interim CEO Report - Report by interim CEO tabled

1. Shelley took the board through the report
2. Robyn – Volleyball has a time frame and a fee \$50 when putting in a complaint.
3. Shelley/Ping – possibly a fee for SD
4. Current Complaints process is that it comes from the Club Presidents and to Shelley to determine where it goes.
 - a. Ned and Jamie started a Complaints Process intending to be the online form
 - b. Heather – huge factor on the Complaints Process as part of the new Constitution, Workflow
 - c. Conditional Logic form to manage the complaint
 - d. Work out where it should go
 - e. Fee for game related
 - f. Shelley delegated to Nathan and Bevan to manage some complaints

ACTION: Ethan to build the IT Form

ACTION: Jason and Ash to assist Shelley with the Complaints Process and forward to all Board Members

5. Café Manager applications going well
6. Staff worried about direction

ACTION: Ethan to chat to Nicki after meeting

7. Shelley to get staff to write monthly report

Financial reports (reports circulated)

Overview from Kirsten.

1. Financials (reports distributed)
 - a. Approve HNZ affiliation fees – Yes

MOTION: Accept the Hockey NZ Affiliation fees

Moved By: Ash **Seconded:** Ping **Result:** Carried

ACTION: Ethan to sign the resolution of paying Hockey NZ Affiliation as it's over the Delegated Authority

2. Ping, cashflow is fine at the moment, from the forecast is it looking, ok?
3. Kirsten, sponsorship may assist and help

ACTION: Ethan to send draft Sponsorship resources to the Board before the next board meeting.

4. Ethan and Heather to have read access to Xero to draw data out to analyse for the 3rd Turf Business Case and the Strategic Plan

MOTION: Xero access given to Ethan and Heather as Read Only to export data from Xero for analysis for the 3rd Turf Business Case and the Strategic Plan

Moved By: Jason **Seconded:** Polley **Result:** Carried

5. May not get everything out of Xerom Ethan and Heather will have to put some

MOTION: The finance report is accepted Moved: Ping Second: Jason

Moved By: Ping **Seconded:** J **Result:** Carried

ACTION: Kirsten to put together a visual brochure of WHA for funding applications

6. Grant applications are going full steam ahead
 - a. New funder Rano – Shelley built the relationship
 - b. One Foundation contact via Ethan, grant submitted
 - c. Some Grant Funders don't like funding running costs but may be programs and fixed assets

ACTION: Kirsten will send the Trust info on Grant Funders who will fund Fixed Assets

WHCT Report – Heather

1. Turf 2 Carpet repairs are finished
 - a. GrassRoots funding came through for repairs and we may have to refund some money
2. Lights – funding applications have half the cost, and others to make up more money - 2 phases
3. Turf 2 replacement
 - a. Blair from Tiger Turf for proposal on repairs
 - b. HCC conversations for lease
 - c. Des – pet project
4. Water cannons
5. Walk-through for the facility, Truman, Heather, Shelley
6. Need WHA to say what is important from the list

ACTION: Heather to send checklist to WHA Board

Health and Safety (report circulated)

1. Email issue fixed now so online information should flow through
2. People filling out the form

General Business

1. Board Members Portfolio (any updates to report)
 - a. Ping – Financials, Processes
 - b. Jason – From Jamie – Trust & WHA Staff, Strategic
 - c. Ethan – From Jamie – WHA Staff, and Processes
 - d. Ash – has Café now as well
2. Jamie leave of absence
 - a. Presented gift
 - b. Will stay in contact
3. Ping: What Policies and Procedures do we have
 - a. Nothing

ACTION: Ethan to share his list of 20 processes that will lead into Policies and Procedures

4. Jason: What is the board's appetite for improving the WHA Board? Know someone who can come in and help.

ACTION: Jason to give us options about having a speaker come and chat to us

5. Jason: Reserve Grade Hockey on a Saturday?
 - a. SD have a lack of information
 - b. Analysis may

ACTION: Shelley to do the survey about Reserve grades playing on Saturday.

Meeting closed

Meeting closed at 12:38pm

In committee

1. WHA analysis
2. FBT Vehicles
3. CEO/GM role

Next Meeting: 26 June 2024 12:00 p.m. at GHC Boardroom