



MINUTES OF THE BOARD MEETING

Date	8 th December 2018
Time	10.30am – 2.05pm
Place	Conference Room, Southmall, 185-201 Great South Road, Manurewa,
Attendees	Craig Nevatt, Stephen Penney, David Davies Allan Heald, Keith Rankin, Ivena Heald
Apologies	None

1. Roll Call / Apologies

2. Minutes of the previous meeting 14 October 2018

David moved that the minutes of the previous Board meeting held 14 October 2018 be accepted.

Seconded Ivena. Carried

3. Matters arising from previous meeting

No matters arising

4. Financial Report

- Jim Roberts has returned as Finance Manager
- **General Profit/Loss Statement accepted.**
Moved Allan, Seconded Ivena. Carried
- **Craig moved that McLaren Guys are approved as Auditors**
Seconded Keith. Carried

5. Junior/Youth Tournaments

Profits on Junior/Youth tournaments too high. Need to look at reducing tournament fees. It is a long-standing board policy to incur a small loss on the Junior/Youth Nationals and National Youth Teams Championships to encourage attendance.

- 6. Xero Accounting**
Work needs to be done to streamline tournament entries through Xero Accounting and other software. Craig to further investigate and consider options available.
- 7. CEO Report**
The CEO report was received and discussed.
- 8. Medal Funding**
There was a significant shortfall between the funding obtained for medals purchased during the year and the costs incurred. This was a result of the Tournament Manager obtaining two quotes for the funding as required but then purchasing the medals from the existing provider who was significantly more expensive than the second quote. The Board recommends Suppliers for medals to be sourced in Auckland or Wellington depending on the location of the respective tournament to minimize costs.
- 9. Sponsor Centre's**
Keith to send Ivena the Sponsor Centre Agreement, and point out changes to be made in the Agreement. Ivena to liaise with Jim regarding the payment terms. Need to include a note in the Agreement that only sponsor centers' will be permitted to run Grade 2 tournaments under the new ranking policy. The Board advised that they don't need to review the Agreement prior to distribution.
- 10. Senior Cup**
The Senior Cup was discussed, including its value to the Senior Nationals. A change in the format was proposed to make it more relevant. Ivena to gather information at the next Senior Nationals.
- 11. National Squads**
The Nationals Squad members need to be notified in January and the squads finalized in early February. The teams for the World Women's Championships and the World Senior Championships need to be named in March.
- 12. Sub-Committee Policies**
Policy proposals were discussed and reviewed in depth, with changes made to ensure consistency across the proposed policies.
The National Squad and Rankings policies were then approved, and the Team Selection policies and procedures were sent back to the sub-committee for final amendments.
- 13. Ratifying Teams**
Craig proposed that the Board stop ratifying team selections provided the selection policy had been adhered to during the selection process. Board approval of a team will only be required should the selectors need to go outside of the selection policy to select any team. The Selection Committee for each team is to provide a brief report explaining the recommendations of selection/ non-selection and reasons to Ivena with the team to be

named. If there are any concerns relating to the adherence with the policies, then these should be raised with the Board.

14. Policies/Agreements for Approval

Craig moved that the Drug Free Sport NZ amended Policy, and the new Safe Sport for Children Policy be accepted. Seconded Allan. Carried.

Craig also signed off the Coaching Agreement between TBA and TBNZ for the USBC Coaching Program.

STA Travel Agreement tabled, Ivena to send electronic copies to Board for review and consideration.

**15. Next Meeting 2nd to last weekend in February
16th or 17th February 2019**

The meeting closed at 2.05pm

Certified as true record of meeting held on 8th of December 2018

Craig Nevatt (Chairperson)