

New Zealand Inline Hockey Association

April 2022

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Board Meeting Agenda:

Wednesday 24 May 2023

8.00 pm

Video Conference Call

Present:

Cameron McIver, Colin Brown, Cam Rock, Eraina Harbour, Debby Chiplin, Sheree Anderson

Apologies:

Nole Wilson, Rochelle Middleton

Agenda Item	Responsibility	TimeFrame
Review of last week's minutes and changes made to the minutes in the interim period by Eraina to the Referee items that were signed off. - The referee budget is required to have 2 quotes for accommodation as per the Financial policy. - Cam has provided a budget with a +/- of 10%. This budget has the majority of singular items under \$1000. Anything above that would need a quote.		

- Cam has questioned the provision of quotes for his budget and will print off the quotes from the internet and provide these.
- Colin pointed out the budget has been approved and this is all covered in the approval given last week and via the financial policy.
- Cameron clarified that the minutes from last week would align with the requirements and with Cam providing quotes this would now cover off the financial policy's requirements
- Cam stated that all his receipts are attached to his Expense claim and is then recorded in Xero against the reimbursement made.
- The policy states \$1000 maximum and this is within the policy and is the budget.
- Discussion around the storage of policies and for these to be reviewed by all Board members in regard to their relevant roles and responsibilities so they are across these.

Minutes from 18 April 2023:

Motion

That the minutes of 18 April 2023 are accepted as true and correct.

Move Rochelle

Second Colin

Motion Passed

Minutes from 26 March 2023:

Motion

That the minutes of 26 March 2023 are accepted as true and correct

Move Rochelle

Second Colin

Motion Passed

Outstanding Items:

Motion

That the budget and plan for a board member to be present at each club be removed.

(Noel – 18 February 2023 to be completed by 28 February)

Move Cam

Second Colin

Motion Passed

Motion

Thats the Referee Reimbursement proposal and budget for 2024 be developed by July 2023 for review for the 2024 season.

(Eraina/Debby – 31 March)

Move Cam

Second Debby

Motion Passed

2024 Calendar Review

<p>No feedback received to date with the Conferences to review this and looking at booking for next year.</p> <p>Portfolio Chairs to ensure they have these responsibilities all signed off and ready by 31 August 2023 with all events, tournaments and dates to be confirmed.</p>		
<p>Health and Safety</p> <ul style="list-style-type: none"> • Nothing to report to date 		
<p>Finance</p> <p>Motion: To rescind the \$2500 operational purchase allowance and operate under the 2019 Financial policy</p> <p>Move Eraina Second Cam</p> <p>Motion Passed</p> <p>A cashflow summary report to be prepared for the Board to ensure we are across all contingencies going forward. Sheree mentioned in the past few years we have had peaks and troughs across the season and need to account for this</p> <p>With the conference draw out a budget is to be developed for each conference to ensure costs are as accurate as possible</p>	ER/RM	30/05/2023
<p>Portfolio Reports:</p> <p>Conference:</p>		

<ul style="list-style-type: none"> Falcons – see correspondence received from the Falcons <p>Motion That Cam Rock to provide a letter to the Falcons that no affiliation can be accepted until a decision has been made until a legal decision has been made. A letter will also be sent to Jamie Hyslop stating no games to, be scheduled in Kokako conference pre-season games schedule</p> <p>Move Cameron Second Cam Motion Passed</p> <p>Cameron to respond to the latest correspondence received and forwarded to the Board</p> <p>Cameron again clarified to the Board that going forward, until the club is affiliated to IHNZ and the current issues are solved, including having two clubs in such a small area, then the Falcons are not able to play in IHNZ events.</p> <p>Cam and Colin commented on having viable teams within the areas and the issues this would cause for clubs.</p> <ul style="list-style-type: none"> Transfers – see also correspondence received form Vipers and emails sent. Letter to be sent to Vipers, detailing the times event notices etc were sent out and importance of not playing players up and players playing out of conference Rule of Playing up – see also Correspondence received from Panthers – rule to go out to all 	<p>CM to respond to RB</p> <p>CR to call & follow up with email</p> <p>CM</p> <p>RM to draft a letter & send to Vipers + response to Panther's email</p>	<p>25/05/2023</p> <p>25/05/2023</p> <p>25/05/2023</p> <p>25/5/23</p>
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<ul style="list-style-type: none"> • Regions – see correspondence received from Stingrays regarding a Discussion Group about changing this rule – this was voted on at the February meeting and as Cam mentioned should not be raised . • Further correspondence has been received from Vipers in regards to this. • InterConference Selection Process – see correspondence received – no dates, no process, no advising those who weren't successful and no consistency – should have had one document for all to follow. 	<p>Doc available for all conference chairs to reference.</p> <p>SA to respond from the Board</p> <p>As per the letters RM to send</p>	<p>25/05/2023</p>
<p>Board:</p> <ul style="list-style-type: none"> • Roles and Responsibilities and Workload Plans • Communication and response expectations <p>Issues around timeliness when items are having to come back to the board which slows decision making down</p> <p>All Board members have roles and responsibilities assigned to work to Board members to list the subject and time frame in the subject line or “for information only” to provide clarity to all and give clear guidelines on response times that are required</p> <p>Budgets need to be developed and signed off by all.</p> <p>The portfolio groups need to be able to fulfil their roles and responsibilities assigned to them</p>		

Nationals: <ul style="list-style-type: none"> Update on project plan and where at Medal design reviewed; ribbon colour changed to reflect Whanganui colours 	To update with RM	
Junior Inter Conference: <ul style="list-style-type: none"> Update on project plan and where at Medals design reviewed and numbers to be confirmed for orders Budget to be done Contract to be completed and sent Unregistered players will be ineligible to play under rule 3.1 but there are options with other clubs in the conference Event Manager to be appointed 	DC to pass over to SA EH to speak with JH	26/05/23
Dispensation Process: <ul style="list-style-type: none"> Dispensation Panel 2023 of Colin, Cameron and Cam working through them as they arrive To be shared with the relevant event managers and coordinators as necessary 	CR/CM/CB	
Referee Update: <ul style="list-style-type: none"> Mercy Rule – Cam to look at putting a proposal to the Board for future use Look at a 10 goal spread for a mercy rule and the game is completed but the game plays out with no further goals added Also review the 5 minute major rule with a game misconduct for the next game 	CR to write up the proposals for review	30/05/2023
Matariki: <ul style="list-style-type: none"> Matariki leadership teams and coaches to review and select 2023 teams for the event. 	SA	

<ul style="list-style-type: none"> • Uniforms to be ordered • Grant completed • Cam to confirm referees • Budget to go to the Board 	CM	
<p>Gameday:</p> <ul style="list-style-type: none"> • Funds to be deposited each Thursday from Gameday into the IHNZ account • Schedules/draws to be reviewed and imported via a template • Payments and communication need to be sent to all via the system 	CB to follow up	
<p>NPL:</p> <ul style="list-style-type: none"> • 7 teams currently in the pool for both rounds 2 and 3 • Budget is currently being put together, main costs around referees travelling, accommodation etc • Funding application being completed • Skate Cave providing a prize for round 2 • Monetary prize from Stingrays offered in round 3 		
<p>NZSSC Event:</p> <ul style="list-style-type: none"> • 2024 Event – tender to go out in August • 2023 Report to be reviewed next meeting 		
<p>Police Vetting:</p> <ul style="list-style-type: none"> • Reminder has been sent to all clubs/conferences • IHNZ currently pay all extra requests over the free number we receive via our agency 		
<p>Electronic Score Sheet System:</p> <ul style="list-style-type: none"> • Hockeyshift being trialled over KBT • Gameday capability to be further explored and if suitable IHNZ need to review this and the cost for this to be purchased and implemented 	CB to look at further	

Grants: <ul style="list-style-type: none"> • 4 grants and their resolutions were minuted at the last meeting to be completed • 2 grants for Matariki and Coaching and Development grants have been submitted to date • Interconference grant has missed its deadline with the Charity to be applied through • Eraina to review for the next grant period to complete other grants 		
Coaching Roles: <ul style="list-style-type: none"> • Confirmation of Roles went out last Friday 		
Development Camps: <ul style="list-style-type: none"> • Womens - Report came back in regards to the camp and a number of items were listed that need to be completed better for the next camp. Concern raised at the lack of preparation for the camp and no instructions were provided • Need the attendees to be there to show interest • Each portfolio needs to be responsible for their plan and development 		
Jersey Tender: <ul style="list-style-type: none"> • Tenders are in and will be sent via a template to all 		
Marketing: <ul style="list-style-type: none"> • Instagram up 1200% largely due to NPL and NZSSC event • Facebook has concentrated this past fortnight on the NPL and camps for all • This week will focus on the NZSSC once information received • KBT , NPL and Conference leagues to be focused on 		

Correspondence Received: Vipers: - Dealt with under Conference Panthers: - Dealt with under Conference Stingrays: - Dealt with under Conference Falcons: - Dealt with under Conference		
General Business: <p style="text-align: center;">Meeting Finished at 11.10 pm Next meeting Wednesday 21 June 2023 at 8pm</p>		