

**Board Meeting Minutes:**

**Wednesday 15 July 2020**

**Time: 6.30 - 8pm**

**Present:**

Alethea Stove, Cameron Mclver, Michelle Wood, Tara Fox, Sheree Anderson, (Administration)

**Apologies:**

Gary Toa (present from 7.00pm - 7.40pm)

Agenda Item	Responsibility	Timeframe
<p><b>Minutes from 17 June 2020</b> That the minutes from 17 June 2020 are accepted as true and correct <b>Move</b> Michelle <b>Second</b> Cameron <b>Motion Passed</b></p>		
<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>- A document outlining whether a potentially Injured Player Policy is needed from the Referee Chair with a discussion around the best way to deal with these types of incidents and whether clearance is needed to re enter the game</li> <li>- Game management processes to be better defined and ensure medically trained people are on the bench, scorebench etc as the first line of assistance</li> <li>- Referee Panel to look at reinforcing player injury expectations</li> </ul>	<p>MW to speak with AK and to define further</p>	

<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- Balance Sheet and P/L Report presented and discussed</li> <li>- In summary a large drop due to Oceania's refunds and the collections process is about to start for those who owe IHNZ money</li> <li>- 10 people still to pay a refund to, those who owe money will be getting an email to remind them of this and the offer to start a payment plan so the majority can be paid off prior to Nationals</li> <li>- Airline Credits - use of these for teams for internal travel to be discussed further</li> <li>- Audit Information still being asked for from RSM Hayes and a last few items are required prior to sign off</li> </ul>		
<p><b>AGM</b></p> <ul style="list-style-type: none"> <li>- Information Pack to be prepared for all participants</li> <li>- Culture and the expected standards of communication and the process to follow</li> <li>- Social Media behaviour to also be highlighted and the policy reiterated to all</li> </ul> <p><b>SGM</b></p> <ul style="list-style-type: none"> <li>- Discussion around latest progress for this meeting</li> </ul>		
<p><b>Nationals 2020</b></p> <ul style="list-style-type: none"> <li>- Junior Women and the draft blocking schedule communication received to date</li> <li>- 31 July 2020 is final date for National team entries with a reminder to go our 1 week prior on 24 July</li> <li>- Reminder to all clubs at the AGM</li> <li>- Event Notice - Rule 5.6 and discussion around the subsequent club communication received to date regarding further clarification of this</li> </ul>	<p>SA to email the clubs involved</p> <p>MW to prepare the draw as per the current blocking schedule</p>	<p>-</p>

<p>rule and guidance for the Dispensation Panel whilst going through these applications</p> <ul style="list-style-type: none"> <li>- Planning to commence: Start to allocate people to roles and Gary to form a committee to look at the day to day running of the event Draw - Michelle Referee - Andrew Board Liaison/Management - Gary Medals, Banners, Plaques - Scorebench - All ready to go by 31 August 2020</li> </ul>		
<p><b>InterRegionals 2020</b></p> <ul style="list-style-type: none"> <li>- Event Notice - clarification around the JW age grades and the age span</li> <li>- Clarification around the Masters age grade and JW grades to go out to clubs</li> <li>- Planning - Sue Gillespie appointed as the Event Manager and will appoint a committee to help run the event</li> </ul>	<p>Further discussion around the Event Notices to be added to the General Business section of the AGM</p> <p>SA to contact Sue</p>	
<p><b>Dispensation</b></p> <ul style="list-style-type: none"> <li>- Documents sent to all clubs that highlight the Dispensation process to be used</li> </ul>	<p>AS/SA to review for club</p>	
<p><b>Regional Committees</b></p> <ul style="list-style-type: none"> <li>- Updating of Regional Committee Document</li> </ul>	<p>To be delayed until the next meeting</p>	
<p><b>Coaching Proposals</b></p> <ul style="list-style-type: none"> <li>- Coaching Committee Applicants were discussed and reviewed</li> <li>- The Board happy to ratify the applicants with the next steps being a draft plan, timeline and budget to be developed</li> </ul>	<p>TF to review</p>	

<ul style="list-style-type: none"> <li>- This group is to concentrate on the paperwork and development of the product and be overseen by the board</li> <li>- The board will review the delivery side and potential people to do this</li> </ul>		
<p><b>Oceania's 2020</b></p> <ul style="list-style-type: none"> <li>- Payments and refunds currently in hand and being processed</li> </ul>		
<p><b>Affiliation Fees 2020</b></p> <ul style="list-style-type: none"> <li>- Update on Club and Player Affiliation Payments to date</li> </ul>		
<p><b>IHNZ Constitution</b></p> <ul style="list-style-type: none"> <li>- Version 2 to be sent out after the AGM</li> <li>- Feedback to be provided by the clubs by 31 August</li> <li>- Potential of looking at a SGM to review this if need be at Nationals</li> </ul>		-
<p><b>Christchurch Lions</b></p> <ul style="list-style-type: none"> <li>- The Board was unanimous in agreeing for the Lions to make use of the boards</li> </ul> <p><b>Motion</b> That Christchurch Lions are given the IHNZ portable boards to use and the Board to cover the shipping costs on provision of a freight quote</p> <p>Move - Cameron Second - Alethea Motion Moved</p>	<p>SA/AS to get a quote for freight</p> <p>SA to email Shane a response to his request</p>	
<p><b>Regional Meetings</b></p> <ul style="list-style-type: none"> <li>- No meeting scheduled but will review after the AGM</li> </ul>		
<p><b>NZSSC 2021</b></p> <ul style="list-style-type: none"> <li>- Application information received</li> </ul>		

<p><b>Contract Renewal</b></p> <ul style="list-style-type: none"> <li>- Sports Administrator</li> <li>- Look to pursue a funding application for this as well as the MBIE subsidy</li> </ul> <p><b>Motion</b></p> <p>To renew the sports administrator contract on the same terms and conditions and back date to the date of expiry</p> <p>Move - Cameron Second - Alethea Motion Moved</p>		
<p><b>Club Presidents Meeting</b></p> <ul style="list-style-type: none"> <li>- No meeting scheduled but will review after the AGM</li> </ul>		
<p><b>Skating in Schools</b></p> <ul style="list-style-type: none"> <li>- <a href="http://kellysports.co.nz/">http://kellysports.co.nz/</a></li> </ul>	SA to further investigate	
<p><b>2020 Meeting Dates</b></p> <ul style="list-style-type: none"> <li>- Next meeting scheduled for Wednesday 12 August, 6.30 - 8pm</li> </ul>	SA to send a reminder out	
<p><b>Police Vetting and Checking</b></p> <ul style="list-style-type: none"> <li>- Grace Harrison has expressed an interest in developing further our process and documentation in this area</li> <li>- Grace is currently looking at developing this draft further and will present to the board in due course</li> </ul> <p><b>Meeting closed at 9.30pm</b></p>		