

Board Meeting Minutes:

Monday 01 March 2021

Time: 7.30pm - 9.00pm

Present:

Cameron McIver (Chair) Michelle Wood (Treasurer) Gary Toa, Noel Wilson, Todd Velvin
Sheree Anderson (Administration)

Apologies

Tara Fox

Agenda Item	Responsibility	Timeframe
<p>Minutes from 25 January 2021: That the minutes from 25 January 2021 are accepted as true and correct Move Cameron Second Noel Motion Passed</p>		
<p>Finance</p> <ul style="list-style-type: none"> - Annual Report first draft has been sent to the auditors - Look at the \$40 fee and will do some analysis on what it is actually spent on (Insurance, Audit fees, Administration etc) and what is needed going forward - Can be reviewed at the next meeting and make a proposal to the AGM - Approx \$12K in the operating account, 2 term deposits - To be invoiced is the referee courses to date, 2021 affiliation fees - Xero regarding subsidiary accounts 	<p>MW</p>	

<ul style="list-style-type: none"> - Regional information to be included in the audit - Sign off of miscellaneous expenses for operational needs - Oceans outstanding payments - 2 on payments plans, 3 still to pay, reminders are still being sent 	SA within the budgeted amount	
<p>Health and Safety</p> <ul style="list-style-type: none"> - Online Privacy Act Training has been sent out to all clubs and regional committees to complete - The next newsletter/update sent out to all clubs will have a reminder around tracing and Covid- 19 protocols and an update on where IHNZ is currently at in regards to planning etc for 2021 	SA	
<p>Correspondence Received</p> <ul style="list-style-type: none"> - Files sent to the Board 24/01/2021 - the Board has continued to work through the correspondence - Discussion was held on the summary of the information received 	CM/GT	
<p>Insurance 2021</p> <ul style="list-style-type: none"> - Insurance final fees are scheduled for payment on Friday 19 March - The new broker/policies have given us more cover for a lesser premium 	SA	
<p>Referee Courses</p> <ul style="list-style-type: none"> - “Respect the Stripes” campaign - 2 sets were printed for feedback at Hamilton and Nelson tournaments. The feedback is currently being worked through and posters reviewed. - A draft explaining the campaign has been drafted for the clubs - Courses in Nelson, Hamilton, Kerikeri and New Plymouth have taken place with the feedback being very positive 	SA	

<ul style="list-style-type: none"> - Numbers and registrations are currently being reviewed for the Levin course scheduled in mid March, at this stage the course will be postponed - Review the Articulate 360 software for potential online training packages - Funding of Referee Courses and Support - to be reviewed after the analysis work is complete 	<p>SA to discuss with AK</p> <p>TV to send through</p>	
<p>Business Plan and Covid Protocols</p> <ul style="list-style-type: none"> - Documents to be signed off file - Contingency for both the Nationals and Inter Regionals Events and an alternate plan developed - Review of regional protocols and potential tournaments - A date to be set of April 15th for teams to be fielded for InterRegionals with a decision to be made by the end of the month 	<p>NW/SA to the Board</p>	
<p>Events 2022:</p> <ul style="list-style-type: none"> - A plan developed for 2022, timeline for teams, squads, National and International dates to be set - EOI for CDM role to close next Friday 12 March - Position to be confirmed by Wednesday 31 March - The coaching and development committee to develop a process for selection of coaches, managers and players with the board to review - The plan to be developed and put in place and if we need to cancel due to Covid we can 		
<p>Club Affiliations 2021</p> <ul style="list-style-type: none"> - At present 16 Clubs have affiliated - Invoices have been sent to all clubs 		

<p>Coaching and Development</p> <ul style="list-style-type: none"> - Progress meeting scheduled for Thursday 4 March, Cameron and Tara to attend from the Board - Pelorus Trust Grant of \$4k has been successfully sought. Tara is currently working through best value items to add to coaching packs and is going to discuss further with the coaching group - Regional Skills Training Sessions draft to be reviewed - The coaching and development committee will develop a process for selection of coaches, managers and players for the board to review 		
<p>Regional Committees</p> <ul style="list-style-type: none"> - Regional Committee Chair meeting was held Monday 15 February with Gary and Cameron in attendance - Regional Committee Policy is still being reviewed with extra information/processes etc to be added - Board went into committee to discuss further 		
<p>Club President Meeting</p> <ul style="list-style-type: none"> - Meeting was held Wednesday 3rd February, with Gary and Cameron in attendance 		
<p>IHNZ Constitution</p> <ul style="list-style-type: none"> - Third and final draft has been sent to clubs, with feedback needed by 5 March - Further review to be looked at by Gary and Todd 		
<p>MYL System Demonstration</p> <ul style="list-style-type: none"> - A plan developed around our processes and systems required with a view to use as a mock up for a tournament to test 	NW to draft	April
<p>Documentation Update</p> <ul style="list-style-type: none"> - Date for feedback in the 4 documents currently with clubs has been extended to Friday 5 March 		

<p>2021 Meeting Dates</p> <ul style="list-style-type: none">- Next meeting - update only - 15 March 7.30pm <p>Tentative Dates to be confirmed:</p> <ul style="list-style-type: none">- AGM Date - Mid May to early June period to be looked at- Agenda to be developed- Looking at both Wellington and Auckland availability	SA	
<p>General Business</p> <ul style="list-style-type: none">- Email from Mark Sutton re Skating Events - sent to Board 17/01/21 - SA contacted Mark and he is still awaiting feedback from the council and will be in touch asap.- <p>Meeting finished at 10.15 pm</p> <p>Next Meeting: Monday 15 March 7.30pm</p>		