

5 July 2021

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## Board Meeting Minutes:

**Monday 05 July 2021**

**Time: 7.30 pm**

### **Present:**

Cameron McIver (Chair) Michelle Wood (Treasurer) Noel Wilson, Todd Velvin, Tara Fox, Gary Toa

### **Apologies**

Sheree Anderson (Administration)

<b>Agenda Item</b>	<b>Responsibility</b>	<b>Timeframe</b>
<b>Minutes from 15 June 2021:</b> That the minutes from 15 June 2021 are accepted as true and correct <b>Move</b> Tara <b>Second</b> Cameron <b>Motion Passed</b>		
<b>Finance</b> Balance Presented 2020 Audit in progress	MW	
<b>Health and Safety</b> The board requires Police vetting and MOJ 3rd party criminal conviction checks to be for all IHNZ committees; including (but not limited to) regional, coaching, and referees.	SA	

<p>The board requires Police vetting and MOJ 3rd party criminal conviction checks to be for all IHNZ referees.</p> <p>Investigate changing the 2022 sport form for positions requiring policy and MOJ checks to confirm no current or recent convictions.</p>		
<p><b>Referee</b></p> <ul style="list-style-type: none"> <li>- Online Sessions - Coaches to attend, Cam and Andrew advising of dates, plan is to host 3</li> <li>- Updating of Course modules - a second proposal to be sent to the Board for review in regards to the development of online modules</li> <li>- Referee Jerseys - procurement process has been undertaken for the jerseys with quotes received and board to decide on supplier in a table presented with no identifying information</li> <li>- Suggestion of a subsidy on jerseys if a sponsor can be found and have naming rights - board would to approve the sponsorship proposal.</li> <li>- Referee Code of Conduct distributed for feedback</li> <li>- Referee TOR and Changes to Panel Proposal - rejected by the board.</li> </ul>	<p>AK/CR to provide dates still</p> <p>SA to get a second quote</p> <p>To be completed this week</p> <p>Andrew and Todd to liaise to update the Code of Conduct</p> <p>Andrew and Todd to liaise to update the TOR.</p>	
<p><b>IHNZ committees</b></p> <p>Re-establishment of operational portfolios/ sub-committees to support achieving IHNZ objectives with all terms of references to be reviewed:</p> <p>Discussion should we have all these committees ?</p> <p>Eg judiciary form the committee as needed at request of board</p>		

Should we be compiling a work program? And then go to EOI for skills to complete the work.

- 2 day workshop for strategic plan & work plans
- Defer?/Nov - strategic workshop - board dates & venue

Current Priorities for the next 6 months:

- New Constitution
- Coaching programs
- Referee Training
- Regional

**Integrity - NW**

- Disciplinary/Code of Conduct
- Disputes/ Complaints
- Youth Protection

**Growth/Development - GT/CM/TF**

- Coach
- Referee
- Clubs / membership
- Marketing / advertising/ promotion

**Events - TV**

- Nationals
- IRs
- International
- Sanctioned events
- Player Contracts

**Regional Committees - GT**

- Define role of regional committees
- Regional Committee Guideline

**Financial Risk and Assurance Committee**

- Updating of the latest template version

MW

<p><b>Privacy Officer</b></p> <p>Job Description</p> <p>A Privacy statement was sent by Sheree to all using the Privacy Act information, we have 2 clubs asking if we have a Position Description or a Code of Conduct we could distribute to all clubs for this</p>	<p>NW to source</p>	
<p><b>Events</b></p> <p>IR's update</p> <ul style="list-style-type: none"> <li>- Facebook set up, medals and banners, results grids, team lists etc all completed</li> <li>- Rink assessment and H and S plan completed</li> <li>- Referee Roster complete, no extra fees or reimbursements needed as has been rearranged</li> <li>- Score bench roster 75% complete</li> <li>- Final rink clean takes place Tuesday</li> <li>- Scaffolding for the scorebench and extra seating goes in Wednesday</li> <li>- Jerseys for the skills competition have arrives and look great</li> </ul> <p>Nats 25th update</p> <ul style="list-style-type: none"> <li>- Meeting held with Event Manager and all is underway and to plan</li> <li>- Exact Stop times etc to be added to the Event Notice -</li> <li>- Clarification around the wild card process.</li> <li>- Feedback on the blocking schedule includes:</li> <li>- <i>16s and 18s to be swapped about please, we have potentially now 15 players this would affect who are Ice reps, not about choosing a sport over another at this age but will impact team entries and is an easy fix to swap about, Ice Nationals starts Saturday 9 October so if 16s can be completed by Friday lunchtime</i></li> <li>- <i>Our Feedback is the same as Every year, can we block the adult grades together please. Masters for some reason is early and finished by the other adult grades so we can't support our other teams</i></li> <li>- <i>Could 10's be swapped with 18u in the block schedule.</i></li> <li>- <i>Are the games playing time (40min) changing for the jnrs.</i></li> </ul>	<p>MW</p> <p>MW</p> <p>Swap 16u and 18U</p> <p>No - someone has to play late at night.</p> <p>No</p> <p>MW to review and</p>	

<ul style="list-style-type: none"> <li>- <i>Are the 10/12's playing on the small rink?</i></li>   <li>- <i>In terms of our "No Sundays" people, we have one on the 12s team and one on Junior Women so would appreciate some sensitivity to that when it comes time for the detailed scheduling.</i></li>   <li>- <i>in the future scheduling the adult grades all in the same end of the week would be good, as it seems to be the same every year with feedback</i></li>   <li>- Cosgroves re trophies and look at 16/18/SM/Prem trophies to be recommissioned, also the NZSCC trophy and will bring ideas back to the board</li> <li>- 10/12/14/JW trophies to be looked at but need to decide with clubs what is happening with these grades going forward and whether a new trophy is relevant</li>   <li>- Working with Willy, Shane and Clyde in regards to the Exhibition game, uniforms, timings, function etc, the EOI has had a great response to date</li> <li>- Need to look at the game being the showpiece on Friday evening to take this away from finals time but still be televised</li>   <li>- Merchandise link - all updated and ready to go</li>   <li>- Newsletter is ready to go out</li>   <li>- Honours Awards/Template to go out</li> </ul>	<p>consider if 10U &amp; 12U running 15 min periods with RR no play offs.</p> <p>No</p> <p>Best efforts to minimise games for the team on Sunday but no promises.</p> <p>SA</p> <p>Leave for now</p> <p>We can only have cameras there on one afternoon</p> <p>SA</p> <p>SA</p>	
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<p><b>Dispensations Committee 2021:</b>  Clyde Jackson and Sally Williams have been contacted and for continuity purposes are happy to remain on the committee this year.  A number of requests are coming in regarding dates for Dispensations,</p> <p><b>Link to the Dispensation form is here:</b>  <a href="https://forms.gle/14HiahH1BFbjMTzn9">https://forms.gle/14HiahH1BFbjMTzn9</a></p> <p>Needs a date attached to it. (Last year was 7 August for Nationals, this year may need to be a little later due to regionals qualifiers and league not finishing till the end of August?)</p> <p>Disciplinary Committee 2021 to be formed.  - date, people and process added</p>	<p>SA to talk to Todd re procedures and guidelines</p> <p>CM/Sky</p> <p>TV</p> <p>GT</p>	
<p><b>AGM update and Presentation</b></p> <ul style="list-style-type: none"> <li>- Minutes and Powerpoint have been sent to all clubs and added to the Website</li> <li>- Scoresheet Generator has been sent to all clubs and added to the website</li> </ul> <p><b>TO DO:</b></p> <ul style="list-style-type: none"> <li>- Junior Grades going forward - a working group formed with clubs to develop this</li> <li>- Club Presidents Meeting - date and format</li> <li>- Regional Chair Meeting - date and format</li> </ul>		
<p><b>Policy Update</b></p> <ul style="list-style-type: none"> <li>- Disciplinary Process - TBC and sent to clubs so can be used for Nationals 25th</li> </ul>		

<p><b>Oceania Update</b></p> <ul style="list-style-type: none"> <li>- All information has been sent to the CDM</li> <li>- Training/camp times are being reviewed for available rink time and venues etc</li> <li>- Awaiting confirmation email from CDM re the way forward, selection process, appointment process etc</li> </ul>	SA & IW to set dates for camps	
<p><b>Coaching and Development</b></p> <ul style="list-style-type: none"> <li>- Update</li> <li>- Invoice received for payment of manuals to Dzine</li> <li>- Sandy has requested a face to face meeting for August 2021</li> </ul>	TF	
<p><b>Regional Committees</b></p> <ul style="list-style-type: none"> <li>- See above</li> </ul>		
<p><b>Club President Meeting</b></p> <ul style="list-style-type: none"> <li>- See above</li> </ul>		
<p><b>Grants to be applied for</b></p> <ul style="list-style-type: none"> <li>- LTP</li> <li>- Nationals 25</li> <li>- Still to be done and awaiting quotes</li> </ul>	SA	
<p><b>IHNZ Constitution</b></p> <ul style="list-style-type: none"> <li>- External Review still under way - WIP</li> <li>- Feedback and process to date</li> </ul>		
<p><b>MYL System Demonstration</b></p> <p>A plan developed around our processes and systems required with a view to use as a mock up for a tournament to test To be further reviewed at next meeting</p>	NW to draft	April
<p><b>Correspondence Received</b></p>	NW investigating	

<ul style="list-style-type: none"> <li>- Nick Thom - transfer</li> <li>- Received an email from Sandy regarding this - forwarded to board, this needs sorting</li> </ul>		
<p><b>2021 Meeting Dates</b></p> <ul style="list-style-type: none"> <li>- Next meeting dates for 2021</li> </ul>	<p>Next meeting 2 August</p>	
<p><b>General Business</b></p> <p>Nothing to discuss</p> <p style="text-align: center;">Meeting finished at 10:06pm</p> <p style="text-align: center;">Next Meeting: 7.30pm 02 August</p>		