

**Board Meeting Minutes:**

**Monday 25 January 2021**

**Time: 7.00pm - 8.30pm**

**Present:**

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

Agenda Item	Responsibility	Timeframe
<p><b>Minutes from 11 January 2021:</b> That the minutes from 11 January 2021 are accepted as true and correct <b>Move</b> Cameron <b>Second</b> Gary <b>Motion Passed</b></p>		
<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- Annual report has been started</li> <li>- GST return completed and filed</li> <li>- P&amp;L showing a loss but need to reflect the Airline credits, journal entries to be made</li> <li>- Operational account has \$10k in presently,</li> <li>- Current T/Ds \$49,726.85 &amp; \$41,182.50</li> <li>- Airline credits as at 31 Dec 2020 \$89,046</li> </ul>	<p>MW</p>	

<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>- A Board update has been sent out to all clubs encouraging members to continue the use of Covid Tracing, and a reminder of best practice at rinks and venues</li> <li>- Youth Protection Policy - review draft with an implementation plan to be developed further</li> </ul>	<p>CM to contact Grace and Matt</p>	
<p><b>Correspondence Received</b></p> <ul style="list-style-type: none"> <li>- Files sent to the Board 24/01/2021</li> <li>- Board in Committee for further discussions around the correspondence received</li> </ul>	<p>CM/GT to put together a plan to investigate further</p>	
<p><b>Insurance 2021</b></p> <ul style="list-style-type: none"> <li>- Insurance has been placed for 2021</li> </ul>		
<p><b>Board Member Update</b></p> <ul style="list-style-type: none"> <li>- Board Announcement has been drafted and will be sent to all clubs</li> </ul>	<p>SA to send 25/01/2021</p>	
<p><b>Referee Courses</b></p> <ul style="list-style-type: none"> <li>- Referee Training dates and participants are being finalised</li> <li>- Rule Book has been digitally updated for use on the 2021 referee courses in line with World Skate amendments</li> <li>- “Those in Stripes” campaign - release has come through from posters and looking to have these printed. An explanatory flyer is being drafted to go out with the posters to clubs</li> <li>- Referee Reimbursement Policy 2021 - to be finalised ready for the league season start</li> <li>- Headset/Radio Request - approved and purchase to be made once a proposal and outline received from Andrew</li> </ul>	<p>SA to resend to the Board</p> <p>SA to follow up with AK</p>	

<ul style="list-style-type: none"> <li>- Polo shirts designed and purchased for our 3 main referee trainers for wearing at the referee courses</li> </ul>	<p>Order has been placed, lead time of 2 weeks</p>	
<p><b>Events 2021</b></p> <ul style="list-style-type: none"> <li>- Planning session to be held for alternate plans/contingency as necessary</li> <li>- EOI to go out for Event Director position for Nationals 2021, including Position Description</li> <li>- Alternate venue/plan/date for Nationals/ InterRegionals as needed and relook at regional options as per 2020</li> </ul>	<p>SA to send to clubs</p> <p>NW to draft a proposal for the Board</p>	
<p><b>Club Affiliations 2021</b></p> <ul style="list-style-type: none"> <li>- Form /Affiliation Invoices and Certificates 2021, to be completed by 31 January 2021 To be reviewed, an Invoice sent with payment date 31 March 2021 (Seven affiliations completed to date)</li> <li>- Oceansias outstanding payments - those who haven't paid or entered into a payment arrangement will not have IHNZ membership approved so will be ineligible to play in sanctioned events</li> </ul> <p><b>Events 2022:</b></p> <ul style="list-style-type: none"> <li>- A plan developed for 2022, timeline for teams, squads, National and international dates to be set</li> <li>- Applications to go out for an organising committee and Chef De Mission to develop this plan</li> </ul>	<p>SA to review all applications and forward to the board</p> <p>SA/CM to look at last process and update for 2022</p>	
<p><b>Coaching and Development</b></p> <ul style="list-style-type: none"> <li>- Progress meeting scheduled for 7.30pm Thursday 28 January</li> <li>- Regional Skills Training Sessions draft to be reviewed</li> <li>- Cameron and Tara to attend from the Board</li> </ul>		

<p><b>Regional Committees</b></p> <ul style="list-style-type: none"> <li>- Northern Region AGM held on 16 January 2021. Minutes are in the Regional AGM 2021 folder</li> <li>- Regional Committee Policy to be reviewed with extra information/processes etc to be added</li> <li>- Regional Committee Chair meeting scheduled for 7.30pm, Monday 15 February</li> <li>- Gary and Cameron to attend from the Board</li> <li>- Funds held at regional committee levels, need to be reflected at the AGM</li> </ul>	<p>CM to draft changes SA to send to clubs</p> <p>MW to speak with Xero regarding extra licenses</p>	
<p><b>Club President Meeting</b></p> <ul style="list-style-type: none"> <li>- Meeting scheduled for Wednesday 3rd February, 7.30pm</li> <li>- Gary and Cameron to attend from the Board</li> </ul>		
<p><b>IHNZ Constitution</b></p> <ul style="list-style-type: none"> <li>- Third and final draft changes to be sent to clubs, with feedback needed by end of February</li> <li>- SGM to be set up in April via conference call to be ratified</li> <li>- Appointment Panel to be finalised from here and process used to select</li> </ul>	<p>CM to redraft SA to send out</p>	
<p><b>25th Anniversary of IHNZ</b></p> <ul style="list-style-type: none"> <li>- Life Member Appointment Process to be clarified in the new Constitution</li> <li>- Raise at the next Club Presidents meeting</li> <li>- Announcement to go out with the AGM notice and process to be coordinated by the Nationals committee</li> </ul>		
<p><b>MYL System Demonstration</b></p> <ul style="list-style-type: none"> <li>- To be discussed further with a full board and a plan developed around our processes and systems required</li> </ul>	<p>NW to draft</p>	<p>Late February</p>

<p><b>Documentation Update</b></p> <ul style="list-style-type: none"> <li>- To be discussed further with a full board</li> <li>- Folder labelled Documentation to be signed off by the Board</li> </ul>	<p>Changes to SA via email</p>	<p>Friday 5 February</p>
<p><b>Grants to be applied for</b></p> <ul style="list-style-type: none"> <li>- Coaching Packs</li> <li>- Accomodation and Venue Hire for Skills Camps</li> <li>- Accomodation for Coaches at Training camps</li> <li>- Assemble the grant ready for early February submission</li> </ul> <p>Resolution attached below</p>	<p>SA</p>	
<p><b>2021 Meeting Dates</b></p> <ul style="list-style-type: none"> <li>- Next meeting - Monday, 1 March, 7.30pm</li> <li>- Online Planning session - TBA</li> </ul> <p>Tentative Dates to be reviewed but are not confirmed:</p> <ul style="list-style-type: none"> <li>- Board Meeting - Friday 28 May 7pm - 10pm.</li> <li>- AGM Date - Saturday 29 May 11am - 3pm</li> <li>- 2 venues being currently looked at regarding dates</li> </ul>	<p>SA to send out a reminder</p>	
<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>- Email from Mark Sutton re Skating Events - sent to Board 17/01/21</li> <li>- Discussion around future plan to purchase a portable rink. A business case to be developed for this</li> </ul> <p style="text-align: center;"><b>Meeting finished at 10.15pm</b></p> <p style="text-align: center;"><b>Next Meeting:</b> Monday 1 March, 7.30pm</p>	<p>SA to contact MS</p>	

## **RESOLUTION FOR FUNDING APPLICATION**

It was resolved and approved on 25 January 2021 by the Inline Hockey New Zealand Board:

That the IHNZ Administrator on behalf of the IHNZ Board, makes an application to the Pelorus Trust for the provision of coaching materials and to the total value of a maximum \$9000.

<https://www.pelorustrust.net.nz/gaming-partners/venue-list>