

## WAIKATO BADMINTON ASSOCIATION (Inc)

Board meeting held 13 August 2018 at the Eastlink Badminton Stadium at 7.05 pm

**PRESENT:** Stuart Morgan (President), Carol Leydon-Davis, Paul Hanton, Susannah Leydon-Davis, Alison Storey, Jair Mandriaza, Dominic Buckell, Rupinder Virk, TJ Weistra (CEO) and L Foster.

**WELCOME:** S Morgan welcomed the Board members and D Wood, Patron.

**APOLOGIES:** Were received and accepted from Fiona Purdue.

**MINUTES:** Moved P Hanton/J Mandriaza THAT the minutes of the Board meeting held on 25 June 2018 as distributed are a true and correct record. CARRIED

**FINANCE:** TJ spoke to the P & L and balance Sheet reports and gave explanations of the highlighted items.

- Stadium Hire : Purchase of court scrubber and nets need to be reallocated to assets and general tournament expenses.
- Schools and Events Manager Expenses : travel costs
- Rates: Water rates based on usage plus increase in charges
- Merchandise : Extra stock received and retained.
- Shuttles : Extra shuttles ordered due to grant funding received.
- DOC Vehicle Expenses : BNZ travelling is reimbursed.
- Eastlink Sports Wages : Funded by Eastlink Sports
- Security : System change to external dialup costs.
- Savings Account : Badminton NZ affiliation fees paid.

Income: Variation in stadium hire recorded in Sport Manager vs MYOB to the tune of \$10k more in Sport Manager.

- Entry Fees: Increase in number of entries.

Grants :

- Trust Waikato donation balance distributed 1 August and accountability forwarded.
- Waiting for Grassroots and WEL Energy Trust decisions.
- Trust Waikato application closing date 23 September. Resolution required.

Moved A Storey/R Virk THAT Waikato Badminton Association Inc. apply to Trust Waikato for the sum of \$25,000 towards Administration, Junior Development including coaching, stadium hire and shuttles. CARRIED

TJ accepted an invitation to the NZ Racing Board function and received a cheque for \$8,000 approved by their board.

Moved S Morgan/R Virk THAT the financial statements as distributed and payments made and to be made be approved. CARRIED

### CEO REPORT:

- On the appointment of the new CEO, a meet and greet introduction to all funders and stakeholders to be arranged.
- AGM and Awards Function: Discussion on whether to:
  - Combine both events

- Preferred venue
- Catering

Board's decision :

- Awards : Saturday 3 November to be held offsite. P Hanton and C Leydon-Davis available to assist with arrangements.
- AGM : Sunday 9 December 7pm at Waikato Badminton Stadium

○ Results & Activities:

- Inter Association :
  - Wisden and Slazenger Cup results due to outstanding player efforts.
  - Division 4 team just missed out on promotion to Division 3
- HP Player Code of Conduct: After discussions, TJ to review WBA's contract and set up a process for player repeal.
- Stadium Roof: New leak on court 1. Paul Makuch to check out roof as M Smith is unable to safely climb onto the roof.

D Buckell's suggestion to replace roof court by court area could be the answer to the leaking problem. Eastlink Badminton Society meeting to be scheduled to confirm and approve the necessity to be more proactive in fixing the problem.

- Play2Pay: TJ will meet with the Napier programmers on Wednesday.
- CEO Vacancy: Due to TJ's resignation effective from 30 November 2018 the meeting discussed preferences for the new appointee.
  - Management qualification/s.
  - Skills and experience.
  - Sport orientation. Badminton knowledge an advantage but not necessary.
  - Existing contract and duties to be reviewed and updated if necessary.
  - Advertisement : Suggested sites to be distributed to: Sport NZ, BNZ, Seek, WBA Website, Facebook, Sport Waikato.
  - Sub committee : S Morgan, S Leydon-Davis, A Storey. Susannah to draft an advertisement for the sub committee to check before distribution.
  - Advertisement to be listed 20 August – Applications close 10 September – short list asap after that date with the new CEO start date 3 December 2018.

The CEO's Report as distributed and discussed was received and acknowledged for its contents.

8.15 pm R Virk left the meeting.

GENERAL BUSINESS:

- Stadium Extension:

Dominic brought the Board up to date:

- Hamilton City Council have given a positive reaction with some reservations as to a criminal/conservation possible area (alley between WBA extension and Karate building). With the reservations in mind, Karin Kwok has forwarded the proposal to HCC's senior planners.
- TJ has a meeting with Sport Waikato to discuss support for a funding application (\$25k available) to assist with the cost of a feasibility study. A business case is being prepared by two University of Waikato students. The funding application could be submitted by the end of the year.

D Wood thanked TJ for the commitment and leadership he has given WBA regardless of whether it has been as CEO, Coach, Stadium “caretaker”, player and mentor to many.

8.55 TJ Retired from the meeting.

At this stage S Morgan gave the staff members, T Hallam, V Harris, L Foster the opportunity to give their opinions as to the new appointee’s characteristics, expertise as well as some personal traits which would be advantageous.

**NEXT MEETING** To be advised.

There being no further business the meeting closed at 8 pm.

Confirmed this day .....

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Chairman