

NZIHA Board Meeting held 08 August Wellington

Board Present	Barbara Baker (Chair), Sue Kennedy, Angela Prendergast, Zach Beardman , David Carrington, Tim Horne, John Hornal (Independent), William Guzzo (Independent – partial attendance)
Operations Present	Krystyna Beardman, Claire Bruin
Independent Advisor Present	Yes
Apologies Update	
Transition	<p>Update on transitional arrangements position to Paul Cameron</p> <p>Independent Advisor with Appointments panel require board to take ownership of the transition,</p> <p>Barb allocated oversight of achieving the transition Cash within the month responsibility to Dave and Zac at Board portfolio level</p> <p><u>Cash Committee</u> Dave would supply budget Krys – day to day payments and accounts – approved by Dave and Angela Mark Sutton – (should sign a confidentiality agreement) Person in charge GST, reports, budgets, inputting, invoices review, – approx. 3 hours per week - Julia Craig – helping Krys – maybe collecting money at trials etc Nicole Grimme – grants – would need to report to Krys directly Hayley McLean is available to help where she can do remotely via internet. Someone to co-ordinate fundraising NZIHA need to have some fundraising for themselves so that it can be shown to funders, i.e. raffles, sausage sizzle, making small amount on uniforms (need to tell players that a small profit is being put on it). Invoices to players say what the breakdown of items are for. Need break down in accounts where it goes. All board members agreed to this structure Put MYOB in drop box, Krys, Mark, Zac and Dave all to have access. Dave and Krys thought handover within a month Appointments panel require board to take ownership of the transition, Barb allocated oversight of achieving the transition within the month to Dave and Zac at Board portfolio level. Krys to liaise with Nicole Grimme on grants. Ask Nicole if want to do fundraising.</p> <p><u>Competition:</u></p>

Claire Bruin & Pete Shields to head up committee.

Event Based

Operations manager setting calendar

Pete shields had indicated to Barbara he was happy to work with Competition with Claire and had an interest in discipline.

Volunteers – Wendy McLean, Karen Fuller, Karen Walker, Matt Smith, Tony, Simeon Hill (discipline) etc as per AGM (Cheryl Alleman, Malcolm Thomson).

Sub committee for events i.e. nationals, regional events (i.e trials) – not international Krys has indicated she wants to retain (Board level special projects)

Krys to liaise with Claire and Pete for decisions – will not go to board – i.e transfers

Coaches and selectors for international events put under international projects

Need to have clear policies – will be flexible for the good of the game to make up teams

Training new people – i.e. score bench officials

Scope for managers

Referees and draw

Tenders and sanctioning

Uniforms – Krys wants to retain (Board level special projects)

Date of implementation – Claire & Pete transition from now. All three to look at training, sanctioning

Achieving the transition and ensuring implementation occurs by 1 October Angela and Tim at board level.

Community:

Brand, Marketing, imaging. Any form of communication with internal and external stakeholders.

Jenny Henry community chair

Internal – website, facebook, emails, phone calls – finding best ways of communication

External – Sport New Zealand, Skate NZ, Funding agencies, Internationals etc

Anna Carrington and Matt Chan (Marketing – digital strategy etc) , Karen Fuller, Karen Walker, Tony Vernal , and William Guzzo has said prepared to help in this area (volunteers as per AGM)

We need to raising the profile particularly with external stakeholders and broader communities .

Karen to help with communications –could start with newsletters.

Krys to supply data to Karen to put into a newsletter and to commence information exchange

Krys to receive and answer emails – have generic address ie. ops@nzih.org.nz.

And establish one for each committee etc. Agreed Sue, Barb, Claire, Krys to liaise.

Communications – New database – Sportsgrand for registrations. Able to send emails to different groups. Social

	<p>media rationalisation. Date: 1 October Transition and ensuring implementation occurs by 1 October Barb & Sue at board level.</p>
Operations	<p>Sportsground - \$1500-2000 to set up will take 4-6 weeks Weekly reporting to operations changed to fortnightly Oceania's – have one month to decide. Under 21s may not want to go to Oceania's. Survey to determine interest. Go back to Australia and confirm all grades but say not sure on U21 Trial dates: Has to be last weekend in November as Hamilton has Secondary schools. Dispensations - charge a dispensation application fee of \$100. If you do not make team \$20 admin fee still charged as administrative processing has occurred. Applications need to be in at least 1 week before trial. Inter-regionals - All regions maybe difficult for U18s and U21s. This will be U19s and U21s. 0800 number – have to have a business account \$199 to set up \$64 per month Skype – 5 members then pay for more on top – could do groups together in venues, i.e. all Wellington board members on one call, New Plymouth etc . Krys to investigate costs and revert. Nationals – 8 in seniors and Prems, Womens 4 or 5, Juniors 6. Teams want to play over 3 days. No place games, top 4 only. Minimum games will be 4.</p>
Finance	<p>FIRS and Oceania's – should not have made loss – haven't done full figures yet Honarium – owe Krys \$2500 to end of July.</p>
Growth	<p>Krys has prepared a plan for universal open day that she was going to give to Tim Horne as part of 'Grow the Game' everything club through NZ to have co-ordinated open day. Board told Krys she didn't need to bring this to board meeting to ask, she just needed to give the information to Tim as portfolio owner.</p>
Next Meeting	<p>30/31 August 2014 Wellington – Carry Forward Agenda Items</p>