

Board Meeting Minutes – 5 September 2017

147 Trices Road, Prebbleton, Christchurch

Meeting Opened 7:15

Present

John Morrish, Sarah Burt, Matt Selen, Adam Thomas, Trevor Campbell, Lou Satherley

Apologies

Julie Rademaker, Nick Leeming

Minutes of the 8 August 2017 board meeting

Matters Arising

MOTION MATT / ADAM

THAT the minutes are a true and accurate record of the previous meeting.

CARRIED

Action Items

Carried Over

Lou to work with Julie to setup a spread sheet we can use to capture our progress on strategic measures.	In progress
Julie to start work on a contact database of all players in Canterbury. Lou to assist?	In progress
Adam to send Jeanna a thank you letter for running the Canterbury Open and B Grade Open	Done
Convenors (Jo and Matt) to develop representative badminton policies with Megan, to be ratified by board at next meeting.	In progress

Current

Julie and Megan to work on the funding application to Sport Canterbury	In progress
Matt to contact Anne Wang and explain the sponsorship arrangement.	Done
Matt to ask his girls if they would like some work running the Friday sessions	Done
John to get a copy of the contract and get Jo and AK for them to sign and return	In progress
Nick will talk to players in A Grade and come up with a few different formats for that grade – and perhaps B Grade too. We will then send out a MailChimp survey asking players what their preference would be.	In progress

Adam to email Selwyn Maister's report to Nick and Trevor	Done
John to get quotes to paint the lounge from Bill Tredinnick and one other painter.	Done
Adam to carry KPI's / Strategic Plan over to the next agenda	Done
Julie to reply and decline the offer to service the CCTV gear.	Done
Julie to contact Chris from BNZ and suggest we meet him at 7:30pm on 19th September at the Committee Room at the Hall.	Done
John and Matt to arrange a meeting with Peter Zhu to discuss in more detail what our involvement is.	Done

Board Correspondence

Incoming:

- Sponsorship proposal from AK Yap
- Coaching accreditation proposal from AK Yap
- Response to Private Coaches court hire email from Chris Chen and Graeme Sercombe

Outgoing

- Thankyou letter to Jeanna Riley for her work running tournaments

Board Reports

Financials

The budget and actuals were presented to the board.

Office / Operations

MOTION TREVOR / MATT

THAT Badminton Canterbury Board approval is given to apply to NZCT (New Zealand Communities Trust) for a donation of \$21,288.75 to cover the costs of upgrading to LED lighting in Badminton Hall.

CARRIED

Seniors

Juniors

Masters

Coaching

The Board is happy to pay both Jade and Kira at their agreed rate of \$15/hour to run both Friday night sessions together provided they are delivering coaching during the sessions.

MOTION JOHN / LOU

THAT Badminton Canterbury reimburse Jade and Kira at their agreed rate of \$15/hour to run both Friday night sessions together provided they are delivering coaching during the sessions.

CARRIED

Interclub / Tournaments

Clubs

Hall

We have a good number of volunteers who will help paint the lounge upstairs. Bill Tredinnick will fill cracks etc. before the painting starts.

Alan Spinks has submitted a proposal for a large plastic printed sheet to completely cover the end wall of the room. It will be printed with an extremely large shuttle and racquet. The cost would be about \$3000. It looks quite impressive.

ACTION: John will contact Alan Spinks and let him know we would like to look at installing something like this next year.

Matt and John met with Peter Zhu last week to discuss the new facility. Peter still wants us to run the facility for him and has no hidden agenda or desire to make money from it. He just wants to fill it with kids playing badminton.

- He has given commitment to provide Badminton Canterbury 500 court hours per year for ten years.
- He will provide six courts free of charge each morning to primary schools for the next ten years.
- He has a budget of \$4000 per year to pay for a junior coach for the next ten years.
- Senior clubs will pay the full rate for the facility. Senior clubs with juniors get a significant discount.
- He would like to piggy back on our Sports Manager II system for booking and swipe card access.
- Due to be open in March 2018

There is a good prospect for running a weekly Intermediate school's competition at the hall next year. Badminton Canterbury need to commit to leading this, and respond so we get the competition listed in the competition guide.

We also want to run a junior interclub and become involved in the High School Wednesday winter sport competition.

General Business

Awards Night

Sarah is overjoyed to run the Awards night again this year. Tickets will be free.

John's Thoughts – Future Direction

Megan is going to have a think about how better to focus her role as she has become spread thin and is finding it harder to make good progress in areas she wants to.

It has been a year since Megan signed her contract.

ACTION: John to arrange a time to meet with Megan and review her role and responsibilities

John is keen to get the Selwyn Term 4 sessions up and running at the Event Centre

ACTION: Megan and AK to produce promotional material for the term four sessions to be run at the Lincoln Event Centre through Term Four, Wednesdays 6pm – 8pm.

When asked about her availability, AK noted that with Badminton Canterbury support she can apply to extend her working visa which will allow her to do more than 20 hours per week – she would be happy to take on a full-time role.

Strategic Plan KPIs

To be carried over

ACTION: Adam to add this to the next agenda

AK Yap's Proposals

AK gave us an overview of her experience in Malaysia and here in New Zealand. She played to a high level there, and was in a development squad.

In Malaysia, she also was involved with the professional league, working with one of the clubs involved in that competition. She did administration, recruitment, sponsorship.

She is on a pathway to gain Level 4 Coaching accreditation from BNZ. Level 4 is targeted to be available in 2020 and requires a tertiary qualification to achieve it.

John:

What would you like to ask of us?

AK:

Would like player contracts or a policy relating to their squad training which outlines what the Association requires and expects of players and their parents in terms of attendance, discipline and behaviour.

ACTION: Megan and AK create a policy and player contract to submit to the Board for approval

Lou noted that Sport Canterbury would likely have information that would be helpful for developing the policy and contract.

John

How do you envisage the plan for accredited coaches working with Badminton Coaches

AK

Believes that offering coaches an accreditation process which gives them cheap coaching hire, promotion in return for hours volunteered. She sees this as a way for the Board to meet coaches in the middle a bit. If they don't want to go down this path, they can pay the usual rate for court hire.

MOTION

THAT coaches will be offered an \$11 per hour flat rate court hire. Coaches included are AK Yap, Graham Sercombe, Chris Chen, Kim Rountree and Alfred Wong.

CARRIED

ACTION: Adam to send an email and let each of these coaches know the new rate.



Contract

AK noted that her time and transport costs aren't adequately covered, and that she is going through a lot of strings on her racquets.

MOTION ADAM / TREVOR

THAT the Board offers coaches 50c per kilometre for travel expenses to deliver BC Coaching. She can submit her travel on her timesheet – subject to review.

CARRIED

ACTION: **John** to contact AK with the Board's decision on her additional expenses.

ACTION: **Trevor** and **Nick** to meet with Alfie and discuss what chargeable hours he has, and what his vision is for his coaching

Board Only Time

Meeting Closed 10:45

NEXT MEETING

2 October 2017