

# Board Meeting Minutes – 2 October 2017

147 Trices Road, Prebbleton, Christchurch

Meeting Opened 7:15pm

## Present

John Morrish, Matt Selen, Adam Thomas, Trevor Campbell, Lou Satherley, Nick Leeming, Julie Rademaker

## Apologies

Sarah Burt

## Minutes of the 5 September 2017 board meeting

Matters Arising

### MOTION TREVOR / JOHN

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

### CARRIED

## Action Items

### Carried Over

|                                                                                                                                           |             |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Lou</b> to work with <b>Julie</b> to setup a spread sheet we can use to capture our progress on strategic measures.                    | In Progress |
| <b>Julie</b> to start work on a contact database of all players in Canterbury. Lou to assist?                                             | In Progress |
| Convenors ( <b>Jo</b> and <b>Matt</b> ) to develop representative badminton policies with Megan, to be ratified by board at next meeting. | In Progress |

### Current

|                                                                                                                                                                                                                        |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Julie</b> and <b>Megan</b> to work on the funding application to Sport Canterbury                                                                                                                                   | Done        |
| <b>John</b> to get a copy of the contract and get Jo and AK for them to sign and return                                                                                                                                | Not signed  |
| <b>Nick</b> 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 |
| <b>John</b> will contact Alan Spinks and let him know we would like to look at installing something like this next year.                                                                                               | Done        |
| <b>John</b> to arrange a time to meet with Megan and review her role and responsibilities                                                                                                                              | Done        |

|                                                                                                                                                                      |      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>Megan</b> and <b>AK</b> to produce promotional material for the term four sessions to be run at the Lincoln Event Centre through Term Four, Wednesdays 6pm – 8pm. | Done |
| <b>Megan</b> and <b>AK</b> create a policy and player contract to submit to the Board for approval                                                                   | Done |
| <b>Adam</b> to add KPI's / Strategic Plan to the next agenda                                                                                                         | Done |
| <b>Adam</b> to send an email and let each of these coaches know the new private coaching rate.                                                                       | Done |
| <b>John</b> to contact AK with the Board's decision on her additional expenses.                                                                                      | Done |
| <b>Trevor</b> and <b>Nick</b> to meet with Alfie and discuss what chargeable hours he has, and what his vision is for his coaching                                   | Done |

## Board Correspondence

## Board Reports

### Financials

The budget and actuals were presented to the board.

Trevor has used last year's actuals as this year's budget. There is an \$11,000 application currently with KiwiSport.

Over all we are currently down \$25,000 for the year.

There are some big bills coming in at the end of month, with little income expected.

We have \$13,000 worth of shuttles in hand.

**ACTION:** **John** to contact Joe Hitchcock and Ian Willens to begin negotiating lower BNZ affiliation for Canterbury

### Office / Operations

Nothing to report this month.

### Seniors

Nothing to report this month.

### Juniors

Players are playing Nationals and end of year tournaments. Some good results so far. Matt has been posting on Facebook.

### Masters

Nothing to report this month.

## Coaching

### **Alfie**

He will do 15 hours per week, and will send through a more detailed plan to the Board. He plans on running summer training and is very keen. Trevor asked him to submit invoices for the work he has done so far.

## Interclub / Tournaments

### Clubs

Nothing to report this month.

## Hall

### **Improvements**

Bill and Julie have worked out how much paint is required to spruce up the lounge. The working bee will be on 4<sup>th</sup> November, 8:30am start. Bring brushes and rollers. Same day as the AGM. Bill is doing prep work.

Bill has looked at the problem with the ladies' showers being inadequate. Upgrading the existing system isn't feasible. He is considering alternatives and will come back with prices.

## **General Business**

### Strategic Plan /KPI's

Carried Over

### The Youth Town proposal from BNZ

BNZ want us to sign the YouthTown proposal. We get \$3000 to go and sell ShuttleTime into schools. Going ahead could jeopardise funding applications we put through to YouthTown, as they would already be funding badminton via this programme.

#### **MOTION JOHN / LOU**

THAT we sign up to the YouthTown proposal offered by Badminton New Zealand.

#### **CARRIED**

**ACTION:** Adam to write to BNZ accepting the YouthTown proposal

### Proposed changes to Div. 1 and 2 format along with Alfie's and AK's recommendations

Alfie's comments were forwarded to Badminton New Zealand by John.

### BNZ Service Agreement

Questions for BNZ:

1. Are there any penalties if we don't meet the SLA criteria?
2. What is the content of the SLA?
3. What's in it for us?

**ACTION:** Adam to write to BNZ and say that in principle have agreed to sign up as a tier 2 Association, but have the questions (above) raised at the Board Meeting. The reason

we can't consider being a tier 1 Association as we will not be able to afford the coaching and development requirements. The 19K affiliation is a big factor.

### AK's Junior Policy

We made a start at pruning it down a bit, but decided this would be better taken away and done by one person

**ACTION:** Adam to shorten the junior policy and email to the board before the end of the week

### Pay2Play Court Booking System

Adam and Julie to ask more questions of the Pay2Play people

**ACTION:** Adam and Julie to email questions through to Pay2Play.

### BNZ Conference

This is on 24<sup>th</sup>, 25<sup>th</sup> November in Auckland. John and Trevor attended last year.

Megan and Trevor will attend.

### Delegates for the Mainland Meeting

Matt, Julie and Trevor will attend the meeting.

### Peter Zhu Centre

It was agreed that we propose the following court hire rates to Peter Zhu for his new facility:

#### **Club / group rates.**

|                                              |                                |
|----------------------------------------------|--------------------------------|
| Senior Clubs                                 | Existing standard rates apply. |
| Clubs with Seniors and active Junior section | \$6 / hour / court             |
| Junior only club                             | \$5 / hour / court             |
| Schools                                      | \$5 / hour / court             |

#### **Individuals card holders.**

|         |                      |
|---------|----------------------|
| Seniors | Existing rates apply |
| Juniors | \$5 / hour / court   |

#### **Booking rules:**

Maximum 1 court per card. Max 3 hours booking time per day. The junior card holder must be involved in the session booked.

#### **Junior coaching**

Individual Junior card to be used for booking coaching sessions to encourage more coaching.



## Administration

Managed by BC. The same booking system will be used for both venues. Option will be for Julie to spend some of her week at Wigram. Costs to be invoiced to Peter Zhu ie. Weekly - 40% of Julies wages (to be reviewed monthly)

**ACTION:** Matt will discuss hire rates for the new facility with Peter Zhu.

## Board Only Time

Meeting Closed 9:30pm

**NEXT MEETING**

13<sup>th</sup> November 2017