



Board Meeting Minutes – 13 November 2017

147 Trices Road, Prebbleton, Christchurch

Meeting Opened 7:15pm

Present

John Morrish, Adam Thomas, Trevor Campbell, Lou Satherley, Nick Leeming

Apologies

Sarah Burt, Matt Selen

Minutes of the 10 October 2017 board meeting

Matters Arising

MOTION NICK / TREVOR

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
Convenors (Jo and Matt) to develop representative badminton policies with Megan, to be ratified by board at next meeting.	In Progress
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

Current

John to contact Joe Hitchcock and Ian Willens to begin negotiating lower BNZ affiliation for Canterbury	Done
Adam to write to BNZ accepting the YouthTown proposal	Done
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 is we	In Progress



will not be able to afford the coaching and development requirements. The 19K affiliation is a big factor	
Adam to shorten the junior policy and email to the board before the end of the week	Done
Adam and Julie to email questions through to Pay2Play.	To Do
Matt will discuss hire rates for the new facility with Peter Zhu.	??

Board Correspondence

- Resignation from Trevor
- Resignation from Sarah
- Matt standing down from Junior Convenor

MOTION ADAM / Lou

THAT Badminton Canterbury Board accepts the resignations of Trevor and Sarah.

CARRIED

ACTION: **Adam** to write a thank you letter to Sarah and Trevor

ACTION: **Adam** to ask Lance to update the board mailing list

At a recent meeting with John, Megan has agreed to stay on as Coach and Development Coordinator, and she will take on most of the Junior Convenor duties.

Board Reports

Financials

We need a new accountant to:

- Maintain the accounts
- Prepare financial reports
- Run payroll
- Authorise payments

ACTION: **John** to approach Troy to see if he will take on accounting duties for the Board.

Trevor suggested we could remove the requirement for an audit from the constitution. This would remove a burden from the Association, but we would need to maintain a level of integrity – e.g. having a chartered accountant do our books.

The budget and actuals were presented to the board.

We are down about \$4,800 for the month, but we have \$16,000 owing, with quite a percentage of that 90 days or more.

Lou agreed to act as a signatory for our accounts and sign-off bill payments.



MOTION MATT / JOHN

THAT Lou Satherly is added as a signatory to the Badminton Canterbury accounts and that she is given authority to approve accounts payable.

CARRIED

Office / Operations

No report this month

Seniors

Jo submitted a new senior policy. Aside from a few minor adjustments, the board agreed it has a good level of detail.

ACTION: **John** to give Jo the amendments

ACTION: **Adam** to make the junior policy match the senior policy.

Juniors

No report this month

Masters

No report this month

Coaching

Trainings are going well. These will continue two night/week. Players are still keen to keep going. They will be pay-as-you-go.

Megan will have a plan for next year by the end of the term.

Interclub / Tournaments

No report this month

Clubs

No report this month

Hall

Matt is meeting with Peter Zhu on Thursday to discuss the proposed charges for the new hall.

General Business

Hall Insurance

Trevor is concerned our insurance is less than ideal, particularly in the event of an earthquake.

He has spoken to a friend who is in insurance, and asked him for recommendations. One suggestion that has been made already is getting our valuation reduced. Given the new Zhu centre is being built for \$3.3M, it follows that Badminton Hall is worth a similar figure. Not over \$5M.

If the hall was valued significantly less, we could potentially fully insure it.

ACTION: **Nick** has contacts at Ford Baker and will approach them for a quote to do a valuation of the hall.



Joe Hitchcock Visit

The board will meet with Joe Hitchcock on 4th November in the evening at Badminton Hall.

He will meet Jeanna, Julie and Megan earlier in the day.

BNZ Conference

John will represent Badminton Canterbury at the conference in Auckland

Mainland AGM – Report

Next year the South Island events will be combined teams and individuals to be held in August. It will be hosted by Canterbury in 2018.

In 2019, the South Island Masters and Vets will be held in Canterbury in the new Peter Zhu centre as Timaru isn't available.

Honda Cup

Julie is aiming for 14th April to run this next year. It is/was a Canterbury vs Otago annual event.

Board Only Time

Meeting Closed 9:00pm

NEXT MEETING

29 January 2018

Adam Thomas
Secretary
Badminton Canterbury