

Board Meeting Minutes – 26 February 2018

The Bridge Restaurant, Prebbleton, Christchurch

Meeting Opened 7:00pm

Present

John Morrish, Matt Selen, Adam Thomas, Lou Satherley, Nick Leeming

Apologies

None

Minutes of the January 2018 board meeting

Matters Arising

MOTION [Nick] / [Lou]

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.	Done
Julie to start work on a contact database of all players in Canterbury. Lou to assist?	To Do
Convenors (Jo and Matt) to develop representative badminton policies with Megan, to be ratified by board at next meeting.	To Do
John to get a copy of the contract and get Jo and AK for them to sign and return	Done
Adam to make the junior policy match the senior policy.	Done
Nick has contacts at Ford Baker and will approach them for a quote to do a valuation of the hall.	On Hold

Current

Nick to contact Alfie and arrange a meeting to discuss his plans for the year and some issues he has.	Done
Lou to put together a “minimum requirement” for Clubs to meet to be a club and get cheap hall rather	Done
Julie to check the availability of the upstairs room for the AGM on 11th April	Done

Adam to check the diary to see if he is free on 18th March to travel to BNZ AGM	Done
Matt and Nick to draft an agreement securing a partnership for the new facility to take to Peter Zhu	In Progress
John to talk to Joe Hitchcock on Friday about his letter	Done

Board Correspondence

Incoming

- Lou's proposal
- Megan's proposal
- Kim's e-mail

Board Reports

Financials

Lou doesn't have access to MYOB yet. Financial report next meeting.

ACTION: Lou to contact David Withell to get username/password access to MYOB

Office / Operations

Jeanna has sent through a list of funding applications she would like approved. The board approved all as below:

MOTION ADAM / JOHN

THAT Badminton Canterbury Board approval is given to apply to Lion Foundation for a donation of \$18,123.00 to cover the costs of Badminton New Zealand affiliation fees

CARRIED

MOTION LOU / MATT

THAT Badminton Canterbury Board approval is given to apply to NZ Racing Board for a donation of \$10,000.00 to cover the costs of shuttlecock purchase.

CARRIED

MOTION MATT / NICK

THAT Badminton Canterbury Board approval is given to apply to The Southern Trust for a donation of \$10,000.00 to cover the costs of shuttlecock purchase.

CARRIED

MOTION MATT / ADAM

THAT Badminton Canterbury Board approval is given to apply to Pub Charity for a donation of \$3,200.00 to cover the costs of Accounting fees.

CARRIED

MOTION ADAM / LOU

THAT Badminton Canterbury Board approval is given to apply to Four Winds Foundation for a donation of \$2,000.00 to cover the costs of Electricity bills for the hall.

CARRIED

MOTION ADAM / JOHN

THAT Badminton Canterbury Board approval is given to apply to Christchurch Earthquake Recover Trust for a donation of \$6786.00 to cover costs for the U17 Team trip to the National Champs.

CARRIED

Seniors

- Training is up and running

Juniors

No report this month

MastersCoaching

No report this month

Interclub / Tournaments

- Information needs to go out to clubs on the format and costs of each grade
- Matt suggested we go straight into the box system as this would be easier than trying to run a shortened interclub then the box system
- 4 week blocks. Sign up and pay up. \$40 per person if a club member. \$48 if not.
- Doubles Wednesday night, Singles Thursday night.
- Jeanna will run the draws.

ACTION: Adam ask Julie to send out Interclub costs for Doubles 1 and Doubles 2 to clubs

Honda Cup

- Preparations are under way

Clubs

Lou has written a minimum standard for Clubs. Looks great.

Hall

- The courts are being cleaned tomorrow morning using an industrial cleaner
- Bill has almost completed the work upstairs at the hall

General BusinessPeter Zhu Facility

- Opening will be mid-April. Open to public in May.
- Some bookings coming in from clubs.
- Peter will be hands-on initially with management of the facility
- Matt and Nick have some more work to do on the agreement.

Kim Rountree's Email

- Lou has setup a notification on Facebook so that any messages left on our page generate a notification, and get an immediate auto-reply.
- Lou will respond to alarm notifications
- It was suggested that the Hall shop could be used to distribute cards

ACTION: **John** to contact Bernald about the shop being an agent for light cards.

Lou's Proposal

- All are in favour of Lou taking on office responsibilities in the Office.
- Lou will do 5-10 hours per week, commencing as soon as the paperwork is done.

ACTION: **Adam** to do a job description for Lou's position as sent by Chris Mclvor.

Megan's Proposal

- The board discussed Megan's email. A new address will be setup for Megan. We are keen for Megan to maximise her time promoting and developing badminton.

ACTION: **Adam** to get an email address created for Megan.

AGM Remit

- Nick has written a series of remits for the AGM to we are no longer required to have our books audited, as this is a costly exercise. We were advised to do this by our previous and current accountant.

ACTION: **Lou** to work with Julie to get the remits sent out to clubs, along with an explanation of why this is being done.

SheShe Email

- We will send an official response to SheShe outlining that she needs to work through the Board and Office before emails such as the one she sent goes out.

ACTION: **Adam** to draft a letter to SheShe outlining that she needs to work through the Board and Office before emailing large group of players.

Board Only Time

Meeting Closed 9:45

NEXT MEETING

26th March 2018