

# Board Meeting Minutes – 5 July 2018

Badminton Hall, Pages Road, Wainoni, Christchurch

Meeting Opened 7:12pm

## Present

John Morrish, Matt Selen, Adam Thomas, Lou Satherley, Nick Leeming, Kathryn Hiso, Allan Spinks

## Apologies

Tegan Weston

## Minutes of the June 2018 board meeting

Matters Arising

### MOTION [Nick] / [Matt]

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

### CARRIED

## Action Items

### Carried Over

<b>Lou</b> to contact Ken Lake and ask him about possibilities for TV screens at the hall.	In Progress
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### Current

<b>Lou</b> to add the corresponding period from last financial year to the P&L sheet for future meetings	Done
<b>Adam</b> to arrange a restaurant voucher for Julie as thanks from the Board.	Done
<b>Adam</b> to email the junior policy to Tegan	Done
<b>Matt</b> to write an e-mail to Peter Zhu to explain that we want to work with him	Done

## Board Correspondence

- Follow-up e-mail to Han family regarding unacceptable behaviour at a junior training.

## Board Reports

### Financials

The budget and actuals were not presented to the board due to being unable to access them in the office. Lou summarised:

- Lou has chased up receivables, and written off a number of old debts

- Lou has changed around a lot of codes in the MYOB profit and loss. She worked out that some invoices have been incorrectly coded to cost of sales rather than income, which explains a few discrepancies in the books.
- Lou spoke to Westpac about our term deposit account. It matures on August 17<sup>th</sup>. We can lock a new rate in a week before that.
- Jonathan Smith still has debts.

**ACTION:** John to contact Jonathan and let him know he must pay off his existing debt, and setup a regular payment for new costs associated with Wisden after the tournament.

#### Office / Operations

- Julie has been asked about First Aid kits in the hall. Julie will phone Otago and see how they run their kit, and if it is generally accessible to hall users.
- Our office copier is coming off its service plan. We have been offered a new one which Lou will review.

#### Seniors

- Neill cup was played two weeks ago. We failed to promote the event adequately. Entries weren't good – Otago pulled out stating they couldn't field a team.

#### Juniors

- Tegan has sent out a newsletter regarding junior training schedules which will be at the new Zhu hall at Wigram.
- Anne Wang is doing a very good job organising juniors, including securing some sponsorship.
- The Under 17's are in Palmerston North next week.
- Under 15 trainings starting soon. Scott McLellan will be coaching.
- Graeme's junior school starting at the Zhu Badminton Facility at the end of the month.

#### Masters

- The Super Vets tournament ended in confusion. Our understanding of the date for the tournament was different from the one published by Badminton New Zealand. It was supposed to happen this month, but will likely be scheduled for September / October.
- Masters Canterbury champs are being held end of July. Promotional material has gone out.

#### Coaching

- Jo Christie has sent round her coaching report. She has been very busy and is making excellent progress with coach development, ShuttleTime programmes and is building great momentum.
- Jo is struggling a bit with reporting numbers to Sport Canterbury and Badminton New Zealand.

**ACTION:** Lou to complete employment contracts for Jo and Barry

- Jo has asked if we can make hoodies available for players to purchase. These would be the same as the COACH ones, without that written on the back.

#### Interclub / Tournaments

- 62 entries this year for the Canterbury Open – down on last year.

- Lou surveyed those who participated – we got 7 responses. We got some good feedback on some aspects of the tournament including on scheduling, gaps between games, the sound system...
- Matt suggested the Canterbury Open should be held on a Saturday / Sunday, which would make it more accessible to out of town players. Being here for a Friday evening start is difficult for those not living in Canterbury.

**ACTION:** Lou to talk to Jeanna about running the Canterbury Open on Saturday / Sunday next year. In addition, anyone late for their games are to be defaulted.

- The box draw system is working quite well. Generally players are happy with it, and it is an improvement on how A and B Grade were operating last year.
- Doubles 3 social grade has been well run by Trevor Ballard. He has been very complimentary of the help he has received from Julie. The tournament is being extremely well received by players.

### Clubs

- Windsor have lost their hall as it is being closed for repairs.
- Lou has setup a club newsletter to go out to Club committees.

### Hall

- Kathryn reported that the courts have been getting dusty and marked recently. This is particularly bad after wet muddy conditions outside.

### Strategic Plan Review

- Carry over – it is locked in the office this week.

### **General Business**

#### Peter Zhu Facility

- Peter would prefer not to sign any agreement with Badminton Canterbury, but is very happy to work with us as much as possible.
- Jo Christie has been talking to Peter about getting junior groups into the hall.

#### Awards Night Date

- No charge for the event
- Provisional date for the Awards is Friday 21<sup>st</sup> September
- Julie will organise the cups. Kathryn has volunteered to organise the food.

**ACTION:** Kathryn to organise catering for the awards night

**ACTION:** Adam to coordinate speakers for the awards night

### **Board Only Time**

None this week

Meeting Closed 8:40pm

**NEXT MEETING**

2 August 2018