

# Board Meeting Minutes – 2 August 2018

Badminton Hall, Pages Road, Wainoni, Christchurch

Meeting Opened 715pm

## Present

John Morrish, Matt Selen, Lou Satherley, Nick Leeming, Kathryn Hiso, Tegan Weston, Allan Spinks

## Apologies

Adam Thomas

## Minutes of the July 2018 board meeting

Matters Arising

### MOTION MATT / KATHRYN

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 hand
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### Current

<b>John</b> 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.	Done, and paid
<b>Lou</b> to complete employment contracts for Jo and Barry	Done/In hand
<b>Lou</b> 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.	Done
<b>Kathryn</b> to organise catering for the awards night	In hand
<b>Adam</b> to coordinate speakers for the awards night	In hand

## Board Correspondence

Incoming:

- Voice of the Participant – Badminton New Zealand e-mail. Survey sent to database twice. Numbers responded while still very low are over double last years.

- Document from Trevor Ballard – some valid points, some in already underway/planned. Lou is going to talk to Trevor informally, and keeping email contact to support Social Grade.
- Video and Live Streaming Service – Martin Allen. Review next year – get website sorted first.
  - Action: Lou to reply, interested for next year, need to get website sorted first.
- Workforce Meeting. Discussion around effectiveness of Mainland. Lou and Julie going. Report back next meeting.

## Board Reports

### Financials

The budget and actuals were presented to the board. Noted fewer debts being owed, and accounts being paid in a more timely manner.

- Action: Lou to email reports to board within 5 days of end of month, so board has a chance to review prior to meeting.

### Office / Operations

- Update on website given re downtime, future updates. Lou and Lance have developed a new site plan moving forwards, and Lou is currently working on content
- Update on database, will develop on Google Sheets initially as this is free, user friendly, and easy to import to a CRM solution in the future when we are able to move to one. Template set up, and aim is for data to be collated from various sources by next board meeting

### Seniors

Email from Jo, suggesting BC covers training fees for winning Div 3 team who will be playing off to go to Div 2.

#### **MOTION MATT / ALLAN**

THAT as a reward for winning Division 3, Badminton Canterbury contributes towards the travel costs of Canterbury 2 to travel to the finals, for an amount of \$500

#### **CARRIED**

- Action: John to ask Jo to follow up – rule 15b of Inter-association bylaws to seek clarification from BNZ about splitting travel costs with host association

Canterbury 1 went to Widen, played under new format. Professional, good atmosphere, but not many games for some players all week.

Div 3 played in Christchurch. Some issues raised at event for Referee/Umpire/Service Judges at the event. Lou has discussed situation with Sam at BNZ. As interim measure until we can get qualified Referees here it has been decided that the person running the tournament is to be sufficiently trained to act as a Tournament Referee and is to carry rule book. They are also to conduct Managers meeting at the start of tie.

- Action: Lou to talk to Richard Bramley about running an umpires course
- Action: Lou to ensure resources are available to Tournament Controllers

### Juniors

Interest for SI Age Groups good – designed as a development age group. Canterbury should have representation across all age groups. Players don't need to attend weeknight training, but are to attend Sunday mornings 3 weeks out to competition.

Club Policy for Juniors: Lou to put some concepts around club policy for juniors to go to clubs. At this stage, Children do not need to be members of clubs to play in Canterbury squads.

Tegan aiming to run a Parent/Child Summer League, working on ideas at the moment

### Masters

Date set for supervets. Vets in 2 weekends time, Doug has arranged teams

### Coaching

As per detailed report from Jo. Coaches are all booked, running very well

### Interclub / Tournaments

Complaint from Megan re fill-ins in Doubles 1. Acknowledgement that we haven't updated rules on interclub, however existing rules were still in place and decision to default games will stand.

Action: John to arrange reply from board to Megan

### Clubs

Lou to get frames and start getting club information up in hall

### Hall

Zhu facility still waiting on COC.

Approach from bowls to hire facility. Mon-Thur 7am – 430pm. Suggest \$50 per hour for hall, plus \$25 per hour to open bar. Possibility for juniors to run kitchen for fund raiser.

### Strategic Plan Review

- Action: Lou to email SWOT form for next meeting for all board members to complete.

## **General Business**

### Health and Safety Committee

In the interests of updating the H&S with minimal hold ups, we will move to a H&S Representative rather than committee. Rep will start as Lou while policy is still being developed and updated. Lou to circulate policy to all appropriate parties.

#### **MOTION JOHN / MATT**

THAT Badminton Canterbury Board adopts the Child Protection Policy that is in use by BNZ as their own, with Jo Christie as the BC Child Protection Officer (CPO)

#### **CARRIED**

### Awards Night

Need to purchase trophies to match awards we have. Kathryn/Lou to arrange. New award category "Club Coach of the Year" – Keep Coach of the year for Rep and Shuttletime coaches.

Awards night now 28<sup>th</sup> September. Awards decided at 20<sup>th</sup> board meeting. Nominations to close Sunday 16<sup>th</sup>. Nominations will be available online, and information to go out to clubs as soon as website is back up running.

- Action: Lou update categories, load on website
- Action: Julie to email to clubs once updated

### Sponsorship

Breo – Kathryn said they are wanting to get more involved with BC. Suggest next tournament is the SI Juniors, Tegan and Kathryn to talk further regarding this

### Policies to be ratified by the board

#### **MOTION ALLAN / NICK**

THAT Badminton Canterbury Board adopts the Senior Policy and this is made available to all interested parties

**CARRIED**

#### **MOTION MATT / ALLAN**

THAT Badminton Canterbury Board adopts the Player Pathway diagram, and this is advertised on our website

**CARRIED**

It is noted that ratified policies may have minor updates made from time to time without the need to seek board approval. Board approval should be sought for any substantial changes. Policies to be circulated to the board, and all policies as adopted will be kept in central cloud storage on BC computers, with access given to appropriate staff and convenors.

### **Board Only Time**

None

Meeting Closed 10pm

**NEXT MEETING**  
Thursday September 20<sup>th</sup>