

**Nga Kaihoe O Aotearoa/Waka Ama New Zealand
Board Meeting Minutes Summary**

Hotel Grand Chancellor, Airport Oaks, Auckland
Sunday 12th February 2012 9:05 am

Chair: Paora Howe

Minutes: Chrissie Cobb

Attendance	Danielle Rouse, Caren Fox, Meka Whitiri, Paora Howe, Paul Dahl, Tim Marshall, Lara Collins
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Opening Karakia and Welcome - Paora Howe	
Meeting protocols outlined	
1. Agenda Items: Moving forward as a Board Acknowledgements to Lara for preparing Board papers at a busy time; Lara, Alex & Dani for their contribution to a successful 2012 Nationals and the Board for their presence at Nationals.	
2. Minutes of NKOA Board Tele-Conference – 19/12/11 Sport Waikato Pilot Development Position contract signed by Paora, PD & KPI's drafted and sent to Sport Waikato Resolved: Amended minutes from the Teleconference 19 th December 2011 be received	
3. Minutes of Special General Meeting, Lake Karapiro – 19/01/11 Nomination date should be extended to 17th February and a reminder notice sent out to clubs	
4. Financial report discussion: <ul style="list-style-type: none"> • Nationals Accounts are likely to be complete by end of March • Profit and Loss, Balance Sheet: Lara prepared updated documents with Alex • Long Distance Nationals, Gisborne - Costs reflect 2 years' worth of medals Management Report, Balance sheet, Profit & Loss, Aged Receivables received by Board In future Lara to produce a one page financial summary report for the meetings	
5. Draft overview budget 1 March 2012 – 31 June 2012 was received and Lara to prepare the final budget.	
6. Development – Coaching strategy <ul style="list-style-type: none"> • Lara & Corinna Gage have been working on this over the past year. • Lara to prepare a Coaching development plan for the board to review, to include development of steering 	
7. Events - Auckland University Great Waka Race, 25th March 2012 Lara is working with Auckland University with a view that a long term link with tertiary providers will lead to event options for youth.	
8. Other Costs – IT and Website <ul style="list-style-type: none"> • Alex prepared a document laying out website service agreement and who owns what services. Alex to outline what he currently does and future web/IT developments and costs to do these. • Board agreed Lara to seek some market place quotes for IT services to understand value of service provided by Alex, Lara and Paora to discuss with Alex. 	
9. Draft budget – 1 July 2012 – 31 June 2013 <ul style="list-style-type: none"> • Lara to prepare once National's accounts are complete. • Meka Whitiri/Paora Howe to find out who is the best contact in TPK and advise Lara as now is best time to apply for funding. 	

10. **Funding resolutions**

Lara will continue to apply for as many grants as she can.

It was resolved on 12th February 2012 that the following applications be made:

- \$40,000 to the Lion Foundation for Salary and Wages
- \$40,000 be made to Pub Charities for Salary and Wages
- \$10, 000 to the Nautilus Foundation for costs associated with the 2012 Worlds Qualifying Event
- \$10,000 to Trust Waikato for costs associated with the 2012 Worlds Qualifying Event

11. **Accounts System**

The Board agreed to establish a Finance sub-committee to work with Lara, Alex and Danielle to produce a draft plan detailing the financial systems that the Board should adopt by 18th March 2012

Sub-committee: Lara Collins, Danielle Rouse, Meka Whaitiri, Paul Dahl

12. **Board Administration Matters**

- **Proposed External Board Communication Protocols**

Board panui to be signed off by the Chair or Deputy Chair

Lara to contact Alex to action area on Waka Ama website to house Board profiles, panui and information.

- **Communication Plan:**

The GM will update and present a Communication Plan draft to the Board

The Board resolved to accept the Board Communication Protocols with one amendment to the summary information posted on the website - change from 48 hours to 7 days

- **Board Members who will drop off the board after 2 years**

The board resolved to defer the decision to decide which elected and appointed Board members shall retire until June 2013

- **Board Meeting Schedule - Confirmed dates for Board meetings:**

- 12th February
- 18th March
- 29th April (Rotorua)
- 17th June
- 29th July
- Skype (or similar communication) between meetings

- **AGM Date and Venue**

It was resolved that the 2012 NKOAGM be held in Auckland with the possibility of holding an event at the same time or looking for an event to plan it around. Lara to come back with suggested date

13. **2012 New Zealand Post Waka Ama Sprint Nationals Brief Overview Report discussion.** Lara to submit the full report in April 2012

14. **Summary from Online Survey:**

- Great feedback includes some positive suggestions
 - Look to invite other organizations in future
 - Survey our rangatira differently, as opposed to an online survey, suggestion box at Nationals, survey on Facebook
 - Website development - functionality to text all results to paddlers via mobiles at Nationals

Lara to post a summary of the survey on the website to advise paddlers of some of the measures that will be taken, report to the board with suggestions for the board to adopt. Any issues that have arisen from the survey will be commented on in Lara's full report

<p>15. Maori Television and general television coverage discussion:</p> <ul style="list-style-type: none"> Wayne Leonard (Maori TV programme Producer) has been in contact regarding possibilities for 2013 to ensure we are on the front foot. Lara to put a proposal together in full Overview Report outlining a Television and Marketing package using an independent film crew to act on behalf of NKOA
<p>16. Proposed Change to Nationals Race Schedule format 2013 discussion: Board approved proposed change to race format to move U19 races linked to Midgets and U16s to senior race days.</p>
<p>17. Life Time Achievement Award discussion:</p> <ul style="list-style-type: none"> The Board resolved to institute the presentation of a Life Time Achievement Award on an annual basis to be awarded at the National Sprints event. Lara to put something together around getting nominations for next year's candidate. Suggestions can be made to the Board. GM and Chair to make the final decision
<p>18. Paddle/Waka Art Exhibition 2013 discussion: Lara to prepare ideas on Paddle/Waka Art Exhibition 2013 for Board agreement</p>
<p style="text-align: center;">Board stopped for Lunch - 12.43 pm Meeting resumed - 1.40 pm</p>
<p>19. GM Appointment – Lara not present</p> <ul style="list-style-type: none"> Suggested changes mooted and discussed. Paora Howe to email all board members, re: Conflict of Interest – Lara's declarations. Board advised to come back to Paora if they have any queries <p>Lara came back into the room - 2:15 pm</p> <ul style="list-style-type: none"> She was advised of changes to be made to the document. The Board commented that they trust and have confidence in her to move forward in this new role as the General Manager. <p>Lara to seek independent legal advice from another source</p>
<p>20. GM attendance at Regional Hui discussion</p> <ul style="list-style-type: none"> As per constitution the GM is to meet with the Regions at least twice a year Notices will go out to regions with options for dates. Once dates are confirmed with regions they will be circulated to the board. Chair/Vice Chair to attend various hui to support and depending on region – any Board member to attend
<p>21. Administrator Position Overview discussion:</p> <ul style="list-style-type: none"> Lara to update the job description to include the bullet point about the Treaty of Waitangi and appoint someone to a 12 month fixed term position.
<p>22. World Sprints 2012 discussion</p> <ul style="list-style-type: none"> Worlds Sprint Committee for Calgary – Shaun Hardcastle, Corinna Cage, Marinna Millanta-Lowrey and Lara Collins Area Co-ordinator – Marinna Millanta-Lowrey Rangimarie Morgan from Turangawaewae has expressed an interest to be on the Worlds Management Committee and assist in the area of juniors It was suggested that the Board should be represented at the IVF Worlds Sprints Calgary through the Chair or Vice Chair <p>Lara to prepare a process as soon and possible inviting other people to express their interest to be on the WMC (As junior liaison) and post on the website. This would be reviewed closer to the time pending funds and availability of both</p>
<p>23. World Sprints beyond 2012 discussion:</p> <ul style="list-style-type: none"> Lara gave a summary of the information provided about the World Club Championships and World Elite Championships Board to make a decision on whether to put a joint bid for the World Sprints 2016 (Australian Venue, with NKOA providing logistics and support) at the next Board meeting in March 2012

<p>24. Strategic Planning discussion:</p> <ul style="list-style-type: none"> • Board members are to review the current Strategic Plan before the next meeting • Lara to provide more detail around the work that still needs to take place and the status of the current plan and prepare a draft template to be ready for the next meeting • After the next meeting Board is to finalise this document and post to the website and to membership so that they can be part of the process.
<p>25. Major Waka Ama events coming up</p> <ul style="list-style-type: none"> • Board to look at calendar of events and indicate any availability for them to attend to Lara
<p>26. Legal Opinion on Sports Liability</p> <ul style="list-style-type: none"> • Nigel Stirling of Gibson Sheat has prepared a very good legal opinion for clubs and event organisers to know. On completion, the Sporting Organisation Risk and Liability policy, prepared by Gibson Sheat, is to be posted to the Waka Ama website.
<p>27. Sanctioning of Waka Ama Events discussion:</p> <ul style="list-style-type: none"> • Lara gave a brief background to the sanctioning document. • Lara is to work with Nigel Stirling (Gibson Sheat) to ensure we are legally covered while this new sanctioning process is being put in place. In the meantime he is preparing a disclaimer for our website to cover our current practice. We will endeavour to do a lot of this document in-house and then send on to Gibson Sheat for guidance • The Board resolved to establish a subcommittee to held guide this through that includes: Caren Fox, Lara Collins and Paul Dahl (through Skype if required) • Insurance questions to be directed to Danielle • Defer sanctioning for the April meeting after which it is to be implemented. • Item is to be included on agenda for 18 March meeting with updates from sub committee
<p>28. NZCF/NKOA, IVF/ICF - Information for the Board</p> <ul style="list-style-type: none"> • Lara provided an overview of the current organisations and relationships • Lara to find out what role with IVF involves and provide information for next meeting with recommendation.
<p>29. 2018 Commonwealth Games</p> <p>Lara informed the meeting that the sports have been chosen for the 2018 games and waka ama will only be a demonstration sport. Still trying hard to get included.</p> <p>Lara to:</p> <ul style="list-style-type: none"> • facilitate a meeting with Maree Burnett, secretary general of the ICF and the NZCF, ICF Commonwealth games strategy team • assist Mark Forbes, Australian President of Outrigger Canoe Association, wherever possible • possibly get some support from SPARC – Dallas Seymour
<p>30. General Business</p> <ul style="list-style-type: none"> • Letters were tabled by the Board and presented to Lara Collins, Alex Ryder, Danielle Rouse and Chrissie Cobb – in acknowledgement for their work undertaken at the Nationals Sprints 2012 • Tim Marshall asked for clarification around the roles performed at Nationals and general To be re-looked at after the wash up of the nationals accounts. • Paora will prepare letters to present to all volunteers who held key roles in the different areas • Race rules review to be on the agenda of next meeting - decision to be made for the next meeting. Previously regions voted on race rules. This has been changed around the NKOA Constitution. Lara is to put something together and forward to the Board by the end of March
<p>Karakia whakamutunga - Paora Howe</p>
<p>Next Meeting - 18th March 2012</p>