

# Nga Kaihoe O Aotearoa/Waka Ama New Zealand Board Meeting

Rotorua RSA, 1072 Haupapa Street, Rotorua 3010

Sunday 29<sup>th</sup> April 2012 10.00am-4.00pm

Chair: Paora Howe

Minutes: Helen Messenger

Attendance:	Danielle Rouse, Caren Fox, Paora Howe, Paul Dahl, Tim Marshall, Ralph Ruka, Lara Collins Apologies from Meka Whaitiri Dallas Seymour in attendance (3pm) Mihi to Dallas and a brief outline of the meeting so far.
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Start: 10.25am

**1. Opening Karakia and Welcome** - Paora Howe

**2. Minutes of Board Meeting 18 March 2012 were approved**  
**Board agreed to go ahead with** Membership & Data Collection initiatives

**3. Financial report:**  
- Draft Budget for July to June 2013 presented. It was agreed that to July 2012 we were going to operate as normal and approve the July budget prior to July.  
- Recommendations for accounts management were presented by the financial sub committee  
- Management report was presented  
- Accounts Receivable – Statements sent to everybody - if outstanding after more than 2 months, will contact by phone.  
- XERO Reports discussed  
**Finance report was received by Board**  
**Resolution for Funding application for worlds uniforms.**  
Agreed - Waka Ama New Zealand to apply for funding for worlds uniforms: Racing strip, cap and off the water shirt for all paddlers, coaches and managers - Approx 300 people –

**4. GM Update - Received**  
- Sanctioning is progressing. Will need another sub-committee meeting. Gathering more info, i.e. from survey. - Getting a quote for insuring waka as well. **We will have something prepared to submit on 17<sup>th</sup> June**  
- Admin – Our Office is working very well and Debbie Sellar is a great addition to the organisation.  
- AUT Student–Amiria Mita is fantastic! In 4<sup>th</sup> year at AUT and blown away for her capacity for working very hard.

**5. Outward Bound Proposal to select Waka Ama representative to attend Outward Bound Course**  
Board agree that the proposed partnership between Outward Bound and Waka Ama is a good, mutually beneficial, partnership model to move forward with. It will also provide leadership opportunities and role model experience for the selected participant, who:  
-needs to be between 27-40 yrs  
- is visible in the Waka Ama community - attends regular races and is already well connected in the Waka Ama network  
- by being the ambassador, there is an expectation that the participant would look at writing an article based on personal experiences. Can be in an advisory role for future selections.  
  
Follow up: Identify the individual by requesting Regions to nominate one person, then Board to select  
  
It was suggested that process for selection is kept as simple as. **Lara to organise the process and to action getting it out to membership.**

**6. Sport Waikato position update**  
- Lara advises Conan Herbert has been successful in securing the position.  
- The hours have already been increased to 20 hours.  
- Currently organising a meeting with the Waikato clubs to introduce Conan and communicate the role of the position.

**7. Strategic Planning**  
Strategic plan committee met. Attached is the updated draft 3 year Strategic plan from 2012-2015.  
  
- Section on how the plan was put together is to be added at the end of the document  
- Mission and Values – No change  
- Will be discussing Key challenges for waka ama with regions and clubs around the country.  
-There was a full discussion and in-depth review of each area of the plan. Additions/changes were made to draft  
- Lara updated proposed action for strategic plan review - Feedback from regional meetings is to be collated for review.  
- Lara to put draft on the website and get feedback.  
- Clubs can read it and give feedback via email or at the regional meetings.

**8. Communications plan**  
Once completed should go up on the website. Also needs to include Minutes Summary and an E newsletter to clubs and members.

**9. Brisbane – Commonwealth Games meeting – Report was tabled and received**

**10. Auckland University – Great Waka Race - Report**

- Very successful event. Debrief meeting with University is to take place in 2 weeks time.
- Auckland Uni want the event to go ahead next year - possibility of opening it up to the other Universities, i.e. Waikato, Massey University Campus, etc.

**11. Secondary School Nationals**

- Debrief meeting with Te Waiariki Patea Trust to take place in May
- **Report to follow**

**12. World Sprints Report**

- Trials Report - tabled and received
- Discussion around Board representation at the World Sprints event.

**Lara to look at and come back with the actual costs**

**13. Coach Accreditation & Coaching Framework Development Proposal**

- Proposal tabled for Board to review
- Board agreed Corinna Gage is to begin phase 1 (as per proposal), and ensure it is completed before starting phases 2 and 3.

**Lara to refer to Corinna about start dates.**

**14. Regional Meeting**

**Updated schedule of meetings** Board discussion around key messages to be delivered

**15. General Business**

**SURVEY**

- AUT student has put a survey together to send out to clubs, to get an idea of what clubs have in the way of resources, e.g. waka, paddles, coaches etc...
- Data collection useful for planning ahead etc.
- It will help identify people who may have skills, i.e. operational skills, etc.
- Agreed to keep the survey simple and straight forward and build on it at another time.

**Conflicts of interest declaration**

- Paora said it was important for the Board Members and Committee Members to disclose any potential conflicts of interest and provide transparency.
- **Board Members to sign at next Board meeting**
- **Copy to be kept in office**

**Board Service Commitment Letter**

- A sample was distributed around the Board – it reminds us as Board Members what our roles are, particularly around strategic development, helps to keep the records straight and open (and also helps protect Lara's sanity, time and work well status)

- Need to sign off in the next couple of weeks -

**Lara to circulate to Board.**

**Sample lists of policies**

- Paora circulated a useful list of areas where policies could be developed for Waka Ama NZ.
- We would develop the policies and make the templates available to regions and clubs, who could develop their own policies using these templates.

- **Lara to circulate**

**GM Title name change**

- Paora discussed with the Board that the title of the operational manager of Waka Ama NZ be changed from General Manager to Chief Executive. Potential gains include more traction and credibility for our organisation.
- Legal advice has indicated that is a simple nomenclature change on the contract, but will need to make constitutional amendments too as a result. The change in title, with nothing else to be added, can be achieved by an exchange of letter
- The Board agreed to change the title General Manager to Chief Executive, and for that to take effect immediately.

- **Lara to follow up with necessary changes**

**Sport New Zealand – Dallas Seymour – In Attendance**

- Currently working on a 2-year partnership agreement. Should be ready by 1<sup>st</sup> July 2012
- A lot of credit inside Sport NZ after viewing the strategic plan and the huge successes to date, including what the sport has achieved with regards to the strategic plan and getting more athletes, volunteers, coaches, youth involved.

**Karakia whakamutunga** – Ralph Ruka.

**Next Meeting: 17<sup>th</sup> June 2012, Auckland**