



Nga Kaihoe O Aotearoa Waka Ama New Zealand
Board Meeting Minutes Summary
Novotel Auckland Airport, Ray Emery Drive, Auckland Airport
Sunday 3 March 2013 9.30am-3.00pm

Chair: Paora Howe
Minutes: Debbie Sellar

	<p>Attendance: Caren Fox, Danielle Rouse, Paul Dahl, Tim Marshall, Meka Whitiri, Lara Collins</p> <p>Apologies: Ralph Ruka</p>
1	<p>Meeting opened 9.30am</p> <p>Opening Karakia / Welcome from Paora Howe</p>
2	<p>Minutes of Board Meeting December 2012 Minutes of Special AGM</p> <p>Move to receive December and SGM Minutes – CARRIED</p> <p>Lara advised that the implications in moving the financial year (as passed at the SGM at Nationals) are that the election process for the Board should start in October, for voting before Nationals in January 2014. Board will need to decide how that process will happen.</p> <p>ACTION: Add Board Election Process to Agenda at the 3rd Meeting (October 13 – Auckland)</p> <p>The Cultural Room at Lake Karapiro would be suitable to hold the AGM under our constitution. Caren asked to add an Agenda Item under General Business – Secondary School Medals</p>
3	<p>Financial report</p> <ul style="list-style-type: none"> - XERO Reports - Forecast - Budget - Financial Summary & Recommendations for year to end of June 2013 <p>ACTION: Finance Committee to meet to approve 2014 budget before next Board Meeting which is on Sunday 26 May, and also a forecasted budget for 2015</p> <p>Caren moved a vote of thanks to Dani and Debbie for work done on the Nationals accounts, having up-to-date figures at meeting gives a clear picture where we are at.</p> <p>Accounts Receivable</p> <p>Recommendation that clubs with outstanding accounts (more than 3 months) are advised they cannot enter national events until the accounts are paid. Communication process already in place with regular communication to club followed by letter from CEO and then involving the Region.</p> <p>Recommendation moved and carried by Board</p> <p>ACTION: Lara to put together a Pie Chart breakdown of what entry fees cover for nationals etc. Add Communication Plan on website</p> <p>Administration</p> <p>Recommendation to continue Debbie's current contract Board agreed to extend Debbie contract for 2 years to April 2015 - offered and accepted subject to signing Employment Contract.</p> <p>Paora acknowledged the excellent work that Debbie has done as a valued member of our team.</p>

	<p>Workload Recommendation to contract Amiria (or AUT) student part time to complete various projects Board agreed with Lara's recommendation (Tim Marshall Abstained from Discussion)</p> <p>National Development Manager (Position will be subject to funding) The job description is complete. If funding comes through we will need to act quickly to advertise position and appoint.</p> <p>Employment process needs to be transparent; the website is effective and efficient rather than via printed advertising. Possible secondments may be an option to consider in future.</p> <p>International Va'a Federation Meeting May 2013 See notes below in 9 of the Minutes</p>
4	<p>CE Update Report</p> <ul style="list-style-type: none"> - Lara presented her report including Nationals and Super 15 Rugby Launch. - Takapuna Beach Cup largest international event in New Zealand, invited to add letter of support to programme, important to have a presence at this event. Using this event as the guinea pig for the sanctioning process which the organisers were happy to implement. - General discussion around events and the sanctioning process and when in place, this will become the policy for all types of events. Caren, Paul and Lara to carry on working on through sanctioning process. - Paora requested we collate hard data, show on website what the membership trends and other statistical trends are in our sport through pie charts or graphs. - Affiliation numbers – we need to re-set targets? Currently the target is 5% participation increase each year and has already reached 20% increase in 6 months. <p>Board received the CE report - with comments noted</p>
5	<p>Nationals Summary Report and Survey Summary</p> <p>Motion to recommend the new trial races at Nationals 2013 are made official races in the Nationals Programme from 2014. CARRIED</p> <p>ACTION: <i>Add the new races to the 2014 National Programme, including medals</i></p>
6	<p>Nationals 2014 (25 Year Nationals Celebration) recommendations</p> <p>Ideas were discussed for the 25th Year Celebration - formal dinner, commemorative medals, celebrity race, book, just highlighted at Nationals or throughout the year.</p> <p>It was decided to form a committee to gather further ideas, formulate the purpose of the celebration (internal or external parties) and set some goals.</p> <p>ACTION: <i>Committee of Paora, Caren, Tim & Lara to have teleconference in April to set goals</i></p>
7	<p>Hall Fame/ Lifetime Achievement process</p> <p>Paora/Paul presented their paper and questions for discussion. Paora's paper to be emailed to the Board Members. Further questions from board to be asked and Lara to collate Board responses and determine process moving forward.</p> <p>ACTION: <i>Lara to collate responses on the paper for the Board to determine process</i></p>
8	<p>World Sprints 2014 – Proposed Selection Structure Options (On the proviso that the Club and Elite are separate as planned by IVF)</p> <p>Lara presented the recommendations from the World Advisory Meeting, a capable group highly respected in the sport, who met to discuss the best options for this process.</p> <p>The recommendations made by the Worlds Advisory Group were accepted by the Board who thanked the group for their work on the options</p> <p>ACTION: <i>Worlds Advisory Group to meet again by Teleconference if necessary for more discussion</i></p>

	<p>Put story on the website and ask members for their feedback, general comments or ideas on World Sprints 2014</p>
9	<p>IVF Meeting – May 2013</p> <ul style="list-style-type: none"> - Discussed the best way to support Lara at the meeting as the Federation is dysfunctional, and whether one or two of the Board Members also attend (Paora/Meka) - Meka and Caren saw this as a leadership opportunity and for New Zealand to have input into the world events. - Lara/Paora/plus anyone else required, can present to the IVF our structure for Waka Ama in NZ. No one else in the world is doing what we do. <p>ACTION: Committee of Dani, Meka, Paora and Lara will form a plan, this may require resources</p>
10	<p>CE KPI review and Appraisal process – Paora Paora has this in hand will have review with Lara and will make recommendations to the Board</p> <p>ACTION: Paora to conduct CE appraisal process and review KPI's and make recommendations to the Board</p> <p>Board Agreed: CARRIED</p>
11	<p>Sanctioning Process – Update</p> <p>Discussed some of the process under the CEO Report – see the notes in 4 above. Lara circulate to Caren and Paul for discussion and plan to move forward.</p> <p>ACTION: Caren, Paul & Lara teleconference meeting for Sanctioning Process update on Sunday 10th March 7.30pm.</p>
12	<p>Annual Plan – Board Discussion to determine and prioritise Annual Plan</p> <p>Lara requested the Board prioritise items to action in the Annual Plan. Paora suggested it was not something to hurry and set a teleconference in April, requesting that all Board Members be well prepared for this discussion.</p> <p>Lara to circulate a draft annual plan ACTION: Board teleconference set for Sunday 14th April (TBC)</p>
13	<p>General Business</p> <p>World Masters Games – Board update letter attached Look forward to more information regarding this opportunity on a world stage</p> <p>Outward Bound Letter Lara advised the Board that Outward Bound give us 2 placements but would support more candidates if we thought them worthy of a place.</p> <p>NZ Secondary School Medals Last year's medals not cool for kids, wooden hook design. There will be a new design for this year and they are a standard round medal design.</p> <p>Alcohol and Drug Free Events Many events are now alcohol and drug free. Should we be looking at this for our events like the Nationals? What would the members be missing out on if there was a social but no alcohol? Perhaps a survey of members might help with this decision?</p>
	<p>Karakia whakamutunga from Meka Whaitiri</p> <p>Meeting closed 2.00pm</p>
	<p>Next Meetings May 26 - Auckland August 4 - Auckland October 13 - Auckland December 15 - Teleconference</p>