



WAIKATO BADMINTON

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WAIKATO BADMINTON ASSOCIATION (Inc) Board meeting held 3 August 2020 at 7pm

PRESENT: Stu Morgan (President), Susannah Leydon-Davis, Luke Lee, Carol Leydon-Davis, Dominic Buckell, Graham Roberts, Kenneth Yew, Marianne Loh (CEO), Loloma Foster (Financial Controller).

WELCOME: S Morgan introduced and welcomed Julie Bryan as an Independent Board member and Meera Bala who has been co-opted to the Board. Julie and Meera both informed the Board of their experiences and strengths which will enhance the Board's structure, governance, marketing and management.

APOLOGIES: Rupinder Virk

MINUTES: Moved C Leydon-Davis/Susannah Leydon-Davis THAT the minutes of the Board meeting held on 8 June 2020 as distributed are a true and correct record. CARRIED

MATTERS ARISING:

- Business Continuity Plan & Policy (*as suggested by C Leydon-Davis*)
 - For lockdown/secure the building, add Eastlink Badminton Society as an alternative option.
 - For delegation of authority to work, Stu and Carol require training, to be arranged as necessary.
 - For essential equipment: add associations/clubs/schools or purchase new equipment/stock as alternative options.
- Pandemic Plan & Policy (*as suggested by S Leydon-Davis*)
 - Any regular travel be included in the travel register.
 - Communication plan updated to include the Board, and that urgent updates be done via phone.
- Health & Safety Policy: (*as suggested by S Morgan, J Bryan*)
 - Wellbeing to be included in the Policy.
 - R Virk indicated to M Loh (prior to the Board meeting) that Wellbeing may be better as an Appendix, that some of the references may be outdated and will provide feedback by next meeting.
 - Bi-annual meetings and reporting may not be sufficient to meet Worksafe requirements – H&S be tabled at every Board meeting as necessary with separate review completed six-monthly.

M Loh thanked the board for their feedback on the policies discussed.

CEO REPORT: M Loh spoke to her report covering:

- Stadium usage: High uptake of stadium hire in July, including positive Rush Hour timeslots which may be made available again in the future.
- School competitions: Less teams due to schools prioritising curriculum.
- Financial sustainability: WBA not eligible for wage subsidy but will explore new grant applications for the spring/summer period.
- Affiliations: All but one club have affiliated with one new club registered.
- Coaching & Development: T Hallam contract variation and job description updated and signed.
- Tournaments: Juniors taking the opportunity to play many tournaments, with several experiencing success.
- Shuttle Time: Youth leadership and coaching course was attended by 12.
- Stakeholder Engagement: Craigs Investment Partners and Werder Rackets renewed sponsorship. GDC Consultants onboard as new stadium signage sponsors.
- Facilities: Ongoing discussions for November stadium hire for Stormforce (Thai Boxing Club). Other non-badminton bookings still being taken.
- Events: Harmonia Jamboree (Waikato's version of Atalanta) scheduled 20-22 October for NZ based players. Waikato was to host an international para invitational tournament late 2020 but that is now deferred due to COVID. Doubles ladder to be scheduled post Interclub as Interclub entries were low. D Buckell and K Yew suggested having the opportunity to nominate reserves so that new pairs (with one like-for-like substitute) are not starting from the bottom. Summer League should also take place according to usual schedule.
- Other: Regarding Pat Dallinger, it had been agreed to have a plaque displayed in the stadium foyer and M Loh asked for information of Pat's involvement with WBA.
- Sport Waikato: WBA had been advised of the intended restructure but no date or specific information has been received as to how it may affect sports.

FINANCES:

- Overall financial situation is healthy since operations resumed fully at Alert Level 1. However, the forecast shows that WBA may still experience a small loss of up to \$5K in the annual accounts (30 Sept).
- Grants: NZCT approved \$15,000 towards the DOC Salary. M Loh to seek resolutions at a later time for application for administration salaries, other costs and programs. Trust Waikato, Lion Foundation to be explored along with the second round of Community Resilience Funding.

GENERAL BUSINESS: Strategic Plan meeting reminder: Saturday 8 August, 9.15 am Escapist, Level 1/36 Bryce Street, Hamilton. M Loh to open, Sport Waikato representatives will facilitate the session. M Loh will forward documentation that the Board are requested to re-acquaint themselves with. Additional resources included should the Board choose to read further.

NEXT MEETING: Monday 5 October: 7pm

There being no further business the meeting closed at 8.23 pm.

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Chairman

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Confirmed this day

