



WAIKATO BADMINTON

Eastlink Badminton Stadium
30 Old Farm Road, Hamilton 3216
e. office@waikatobadminton.co.nz
w. www.waikatobadminton.co.nz
p. 07 856 3049

WAIKATO BADMINTON ASSOCIATION (Inc) Board meeting held 5 October 2020 at 7 pm

PRESENT: Stu Morgan (President), Luke Lee, Rupinder Virk, Carol Leydon-Davis, Dominic Buckell, Kenneth Yew, Meera Bala, Julie Bryan, Marianne Loh (CEO), Loloma Foster (Financial Controller).

WELCOME: S Morgan welcomed Board members to the meeting.

APOLOGIES: Susannah Leydon-Davis, Graham Roberts.

MINUTES: Moved K Yew/M Bala THAT the minutes of the Board meeting held on 3 August 2020 as distributed are a true and correct record. CARRIED

EASTLINK COMMUNITY HUB (ECH) UPDATE: P Paterson (ECH Board member)

- Board structure with 4 independent appointed and 3 elected by sports within the Hub.
- Developing strategic plan and budget
- One part-time employee
- ECH to deal directly with Hamilton City Council (HCC) for improvements and/or other issues regarding the leased land. HCC rates and rent costs are shared between the various sports. The leased land renewal is due 2025 but any variations to the existing agreement should be advised prior to the due date.
- HCC recognizes ECH as servicing the Hamilton community and will communicate only with the Hub, not the individual sports.
- M Loh asked what were some of the short to mid-term priorities for ECH at which P Paterson mentioned delivering Racketlon and Holiday programs.
- WBA is welcome to have a representative attend next ECH Board meeting and AGM at which M Loh indicated her interest in attending.
- D Buckell asked ECH to consider to find a common ground for all sports on site to help improve decision making and collaboration.
- WBA to advise the ECH of any future facility needs and/or projects. The 2018 feasibility study for WBA expansion plans could be presented to the ECH Board as a starting point for consideration.

S Morgan thanked P Paterson for the comprehensive report and as a WBA Life Member invited him to remain at the meeting.

HEALTH & SAFETY:

- R Virk provided an update to the WBA H&S Manual pointing out the various changes to regulations, terminology, and Work Acts. M Loh to forward this updated draft to the Board.

CEO REPORT:

- M Loh covered :
 - Financial sustainability:
 - WBA received \$4.8K of the Community Resilience Fund (2nd phase) from Sport New Zealand (as distributed by Sport Waikato)
 - WBA funding application for Association Development submitted to Trust Waikato
 - WBA to submit application for Tu Manuwa Active Aotearoa Funding to Sport Waikato
 - Strategic Plan : M Loh to capture workshop outcomes and send a draft plan to the WBA Board for consideration before the AGM. If necessary a Zoom meeting could be arranged.
 - Stadium Income : Eastlink court bookings now set at a maximum of two hours per user. D Buckell asked if there were any other purpose-built badminton facilities WBA where Pay2Play could be implemented to help increase this income. Cambridge being the only one – M Loh would need to table this for discussion with the Cambridge Badminton Club. Considerations must include how much additional demand it might create, along with the set up, maintenance and administration costs, and how the income might be allocated.
 - Stakeholder Engagement: M Loh requested assistance for the social function on 20 October which is anticipated to engage over 130 participants from the Harmonia Jamboree and Business Challenge. M Loh also requested Board Members to RSVP for the WBA Awards Function 21 November. The WBA Board agreed to hold its AGM 7pm on Sunday 6 December.
 - WBA Awards : Clubs to be encouraged to submit nominations acknowledging their members' engagement across all the award categories. Closing date 16 October. The nominations to be distributed by email for the Board decisions. If necessary a Zoom meeting could be arranged.
 - Sport Waikato Awards : M Loh outlined the nominations being put forward for 1. Community Connection; 2. Outstanding Active Space; 3. Commitment to Diversity and Inclusion; 4. Service to Sport; 5. People's Choice Sporting Moment; 6. People's Choice Sports person. The categories due to Covid-19 cover different recognition to the community and sport.
 - WBA AGM:
 - Elected Board Member terms expiring : K Yew, L Lee, G Roberts.
 - Independent Board Appointment terms expiring: S Leydon-Davis and J Bryan.
 - Co-opted Member: M Bala could apply for either appointed or elected board positions, or remain co-opted by the Board post AGM.
 - Recycling: Following BNZ's attempt to improve recycling, WBA will begin recycling shuttle tubes, cardboard, paper at all events. WBA can also look into fixing a PVC tube beside the umpire stands to collect used shuttles.

8.16pm R Virk left the meeting with apologies.

FINANCES:

- P&L : End of year financials could show a surprise net profit due to grants and income received in advance. With WBA migrating to Xero this week, the process begins to adjust and reconcile the final accounts for presentation at the AGM.
- Budget : M Loh presented the second draft of the WBA budget which was discussed in length. K Yew suggested budgeting 2021 against the 2019 actuals (seeing as it was a full year without Covid disruptions) rather than the 2020 budget/actuals.
- Salary Reviews: M Loh presented options for staff salary reviews for the 2020-2021 financial year and the Board discussed these in length to ensure salaries align with market standards of each the position, and not simply based on current personnel. L Lee suggested looking into how bonuses could be paid but this was not considered an option because majority of staff salaries are funded through grants that require fixed amounts to be contracted through each period. M Loh acknowledged that the CEO and CDM roles currently include a vehicle as part of their employment package but advised there is more work to be done on developing a future roadmap for salaries and a finance policy to ensure WBA can grow sustainably whilst also recognising staff for their positive contribution to the organisation.

Moved D Buckell/S Morgan THAT a new salary cap for WBA staff be increased by \$14K, effective for the full 2020-2021 financial year, following performance reviews. CARRIED

NEXT MEETING: Sunday 6 December at the conclusion of the AGM.

There being no further business the meeting closed at 9.04 pm.

Confirmed this day

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Chairperson

