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**WAIKATO BADMINTON ASSOCIATION (Inc)**  
**Board meeting held 6 December 2021 at 6.30 pm**

**PRESENT:** Stu Morgan (Chair), Susannah Leydon-Davis, Kenneth Yew, Luke Lee, Meera Bala, Rupinder Virk, Tom Jarman, Marianne Loh (CEO), Loloma Foster (Financial Controller).

**APOLOGIES:** Were received from Dominic Buckell, Graham Roberts.

**APPOINTMENTS:** Moved S Morgan, S Leydon-Davis THAT the Board appoints M Bala and T Jarman as WBA Board Members for a 1 and 2 year period respectively **CARRIED**

The Board also agreed that D Buckell, S Leydon-Davis, T Jarman were to join S Morgan on the Eastlink Badminton Society Committee in 2022.

**MINUTES:** Moved K Yew, S Morgan THAT the minutes of the Board meeting held on 4 October 2021 as distributed are a true and correct record. **CARRIED**

**MATTERS ARISING:** No matters arising.

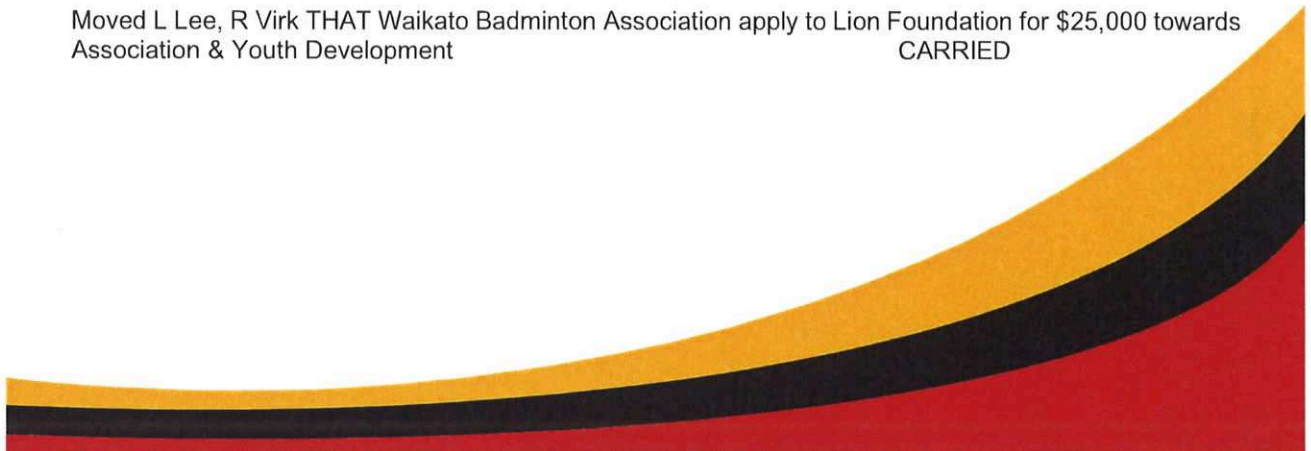
**HEALTH & SAFETY:** S Morgan thanked M Loh for arranging floor resurfacing at Eastlink Badminton Stadium to occur over Level 3 lockdown. M Loh noted that damage was noticeable as soon as the first day of returning post lockdown. R Virk commented that casual / drop-in players tend to play with incorrect footwear. K Yew welcomed the idea around collecting pre-loved court shoes for casual hire.

**FINANCES:** With WBA staff salary lagging behind sector market rates, M Loh suggested that WBA's staff capability, coach development value and participation rates continuing to improve over the past year (despite Covid-19) helps justify an increased level of support requested from funders.

- Grants approved: Trust Waikato (\$5,000 Association & Youth Development)
- Grants awaiting outcome: Tu Manawa (\$30,000 Community Programs & Events)
- Grants to apply: Grassroots Trust (\$35,000 Coaching & Development Manager Salary); Lion Foundation (\$25,000 Association & Youth Development)

Moved L Lee, R Virk THAT Waikato Badminton Association apply to Grassroots Trust for \$35,000 towards Coaching & Development Manager Salary **CARRIED**

Moved L Lee, R Virk THAT Waikato Badminton Association apply to Lion Foundation for \$25,000 towards Association & Youth Development **CARRIED**

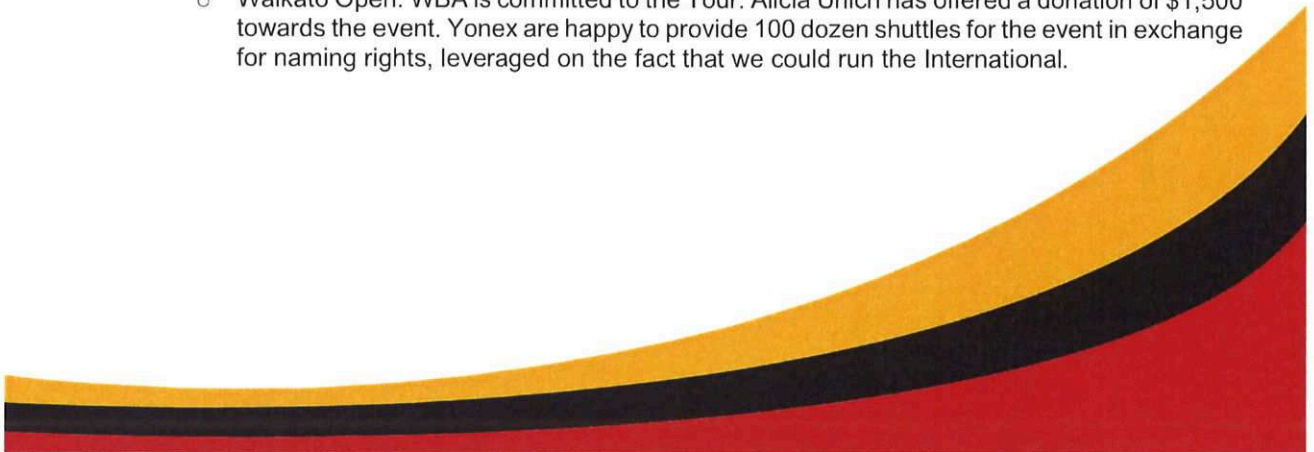


## **CEO REPORT:**

- M Loh provided an update on programs and activities that continued during Alert Level 3 lockdown including coaching and 2022 calendar planning. M Loh acknowledged Alert Level 3 was a difficult time for the team to be motivated throughout the period and will ensure the team is recognized before the office shutdown period beginning Friday 17 December. The team plans return to the office on 5 January 2022.
- M Loh advised the Board that WBA is eligible for the final Wage Subsidy payment and will be applying as such.
- M Loh thanked the Board for their discussion, advice and decisions regarding the new Covid Protection Framework in application to WBA's operations and gave an update on how transitioning to Orange traffic light has worked thus far.
  - Staff have received training to perform pass verification and update on Pay2Play system. Many Pay2Play users have also made successful attempts to update their profiles and have been verified.
  - Only a handful of people throughout the first day forgot their vaccine passes, and a couple did not have the correct documentation. All were supported to either download a copy of their vaccine passes, or referred to a pharmacy to receive one.
  - Only a handful of players have formally advised that they shall not be participating under the vaccine pass requirement.
  - A consideration can be made to operate without a vaccine pass requirement for special hours, after which a full clean of the facility would need to be arranged before switching back to a vaccine pass requirement.
  - S Leydon-Davis recommended that M Loh make enquiries about and/or partner with any other venues operating badminton without a vaccine pass requirement so that WBA can refer players to these sessions for those who prefer to participate without a vaccine pass requirement.
  - M Bala asked how much it might cost for a deep clean. K Yew asked if cleaning contracts can also be reviewed to ensure we comply with H&S requirements and also receive the best value for money. M Loh agreed to follow up on these points.
  - M Loh thanked S Morgan for accepting position of President, and referred to 2022 as a good time for the Board to review the WBA Strategic Plan developed at the end of 2020, consider a succession plan for Board members alongside reviewing skills required and any other processes that might be required in the future (eg. Board Appointments Panel).
  - S Morgan offered to host the WBA Board at his residence for such a strategic brainstorming / review session, Saturday morning was a preferred option, aiming for 3-4 hours, before the end of February. M Loh asked the Board members to consider tabling contents to work through in advance, as it was agreed that an external facilitator would not be necessary at this stage.

## **GENERAL BUSINESS:**

- Review of commitment to Waikato Open and Waikato International
  - Waikato Open: WBA is committed to the Tour. Alicia Urlich has offered a donation of \$1,500 towards the event. Yonex are happy to provide 100 dozen shuttles for the event in exchange for naming rights, leveraged on the fact that we could run the International.



- Waikato International: M Loh felt more comfortable with budget because BNZ agreed to waive player levies, and Yonex have offered to provide shuttle sponsorship. This has reduced the worst-case financial risk to around \$8k instead of \$15k. K Yew asked about projecting Reserves, and what might happen if WBA was not to receive grant funding for salary, and experienced a financial loss of \$8k on the International in the same year. Noting that this is a risk in the 2022-2023 financial year, there is time for WBA to work on its capability and capacity to find further partnerships, build a financial buffer through other programs and events, and deliver the International with a minimal loss as possible and protect its Reserves. The Board also discussed options to cancel an agreed event 3 months prior to the event date, but determined that this option should not be taken if the WBA Board has already calculated and accepted the financial risks. The Board saw value in hosting the International as it helps WBA build event capability, brand awareness, and performance pathway. The Board agreed that WBA is to do everything possible in its control to attain the funds and partnerships required to support the event, and agreed in principle to hold the International subject to the following conditions:
  - Event to take place across no more than 4 days
  - Full event shuttle sponsorship at no cost to WBA
  - Badminton NZ waiving 100% of player levies for the event
  - Badminton Oceania to provide financial subsidy of at least \$2k to host the event
  - In addition to the financial support above, request either Badminton NZ and/or Oceania to underwrite any financial loss of more than \$4k which WBA is willing to accept. At the same time, WBA agrees to profit-share with the underwriting organization(s) if the event is run at a surplus.
- M Bala asked if there were any upcoming events/programs that could be of interest to the media, key community leaders and politicians to bring their awareness to WBA's availability and services to all communities. M Loh responded that external networking will need to become a bigger focus in 2022 for the CEO.

**NEXT MEETING:** To be confirmed via email.

There being no further business the meeting closed at 8.00 pm.

Confirmed this day 16-12-2021

  
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Chairperson

