

WAIKATO BADMINTON ASSOCIATION (Inc)
held 17 October 2022 at 6.35pm at Eastlink Badminton Stadium

PRESENT: Stu Morgan (President), Susannah Leydon-Davis, Rupinder Virk, Graham Roberts, Kenneth Yew, Tom Jarman, Luke Lee, Loloma Foster (Financial Controller).

APOLOGIES: Were received from Dominic Buckell.

MINUTES: Moved K Yew/S Morgan THAT the minutes of the Board meeting held on 6 September 2022 as distributed are a true and correct record. **CARRIED**

MATTERS ARISING:

- Court Hire: K Yew will follow up the loss of income as reported. A Copy of the transactions to be forwarded.
- 2023 International: S Leydon Davis brought the Board up to date with dates, WBA's preference to follow North Harbour's tournament. The Board were unanimous with a positive decision to host a 2023 international in November 2023.
 - Tournament Budget and sponsorship. S Leydon-Davis has copies of the 2021 details to work from.
- ParaFed Badminton scheduled 5 November.
- BNZ Hui : 12/13 November : Wellington at which WBA to be represented. RSVP requested before 26 October.
- Askatechi IT Report: G Roberts summarized the recommendations which were:
 - Laptops (2) : Service required if possible.
 - Main PC: Replace with updated equipment.
 - Build a cupboard under the stairwell to house all the wiring and modems.
 - Kiosk PC to be serviced.
 - Booking system to be serviced.
 - Transfer all files from CEO laptop onto cloud.
 - Two quotes to be sourced for PC or laptops replacement/s if required.

HEALTH & SAFETY: M Smith has been in contact with HCC to ensure if any problems arise this week with sewerage blockages/problems it would be attended to promptly.

CEO REPORT: S Leydon-Davis brought the Board up to date with the new CEO who is experiencing difficulties in receiving guidance from NZ Immigration. R Virk to forward two Immigration adviser contacts who maybe able to assist with advice. Currently the time frame would be early December.

- Team Assistance :Operational :
 - Leadership guidance to lessen the workload on M Bramley in particular was discussed. S Morgan to hold a staff meeting with suggestions for the team to share ongoing work load
- 2022 AGM:
 - Health & Safety policy to be updated.

R Virk

- 2022-2023 Budget. To be updated with the new CEO to review in due course.
- Annual Report: T Hallam and S Morgan to submit time for printing.
- Prize Giving/Awards :
 - Awards criteria to S Leydon-Davis/S Morgan
- Board nominations :
 - President : S Morgan standing down but would be available as a Board member.
 - Vice President : S Leydon-Davis could be available if a vacancy occurred.
 - Board Members : Available for Re-election: K Yew
Undecided : G Roberts.
Standing Down : Luke Lee

Ideally another female nomination to be sought.

- Security Camera: Luke Li outlined the options available but *S Morgan* to liaise with Ralph Blackburn.
- Grant Applications : Any further applications for 2023 season should be done prior to Xmas.
 - Tu Manawa grant application resolution was omitted from 6 September minutes.
 - Moved S Morgan/S Leydon-Davis THAT Waikato Badminton Association Inc. apply to Tu Manawa for \$40,000 towards delivery, mileage, administration including salaries of shuttle time sessions, junior tournaments and coaching expenses. CARRIED
- Sponsorship:
 - Stadium signage : Existing sponsors to be contacted regarding supporting 2023 sponsorship. 2022 cancelled sponsors to be revisited.

GENERAL BUSINESS:

- Evacuation Scheme: Overdue and to be updated.
- L Lee tabled the WBA rebranding which was agreed to early 2022. To discuss the MOU with new CEO.

NEXT MEETING: Monday 14 November at 6.30pm.

There being no further business the meeting closed at 7.07pm

Confirmed this day

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Chairperson

