

WAIKATO BADMINTON ASSOCIATION (Inc)
held 16 January 2023 at 7.04 pm at Eastlink Badminton Stadium

PRESENT: Stu Morgan (President), Susannah Leydon-Davis, Dominic Buckell, Kenneth Yew (On line), Thomas Walther (CEO), Loloma Foster (Financial Controller).

APOLOGIES: Were received from Rupinder Virk (overseas)..

MINUTES: Moved S Leydon-Davis/S Morgan THAT the minutes of the Board meeting held on 19 December 2022 as distributed with the alterations are a true and correct record. **CARRIED**

MATTERS ARISING:

- Grassroots Trust application : changes made and has been resubmitted.
- Staff Resignation:
 - M Bramley: It had been agreed that M Bramley's salary increase be effective as at 1 January 2023. Recognition of the extra hours worked over the past 7 months to be acknowledged.
 - T Hallam and M Bramley budget for a gift and farewell to be advised.
- Health & Safety: Stairs behind court 1 to upstairs room removal discussed in length. Options could be removal of bottom steps, blocking off mezzanine stairs and boarding up the room doors. D Buckell to address the issues and report back.
- Done Safe: T Walther has accessed the program but unable to review the incidents that have been processed in the past.
- Fire Evacuation Drills : These are required to be held on a regular bases and recorded.

HEALTH & SAFETY: T Walther expressed his concern regarding the stairs to the upstairs 'Committee' room which is used solely for the storage of uniforms. Eastlink Badminton Society to be advised of the H & S concerns and Done Safe to be updated as to the risk. The necessity of a second fire alarm exit from the room to be reviewed at its next meeting.

FINANCES:

- 2023 Budget: T Walther tabled a draft budget for discussion. He questioned and commented on the following:
 - The various numbers in particular the stadium and Inter Association income and expenditure over the past 2/3 years.
 - Unsatisfactory Pay2Play and Xero programs reporting.
 - Increase of stadium and training fees effective April 2023
 - Options to increase income eg vending, coffee machine, updating stadium will lessen cleaning, increase room rental.
 - Grant reliability for funds.
- Vending Machine : 5% commission pa.
- Business Club: An example for sponsorship such as Mitre10 Mega stadium name sponsors for furniture etc.

- Lion Foundation and Grassroots yet to receive their decisions.
- Tu Manawa report due 31 December 2022 submitted on time. L Foster expressed concern as a number of mileage and coaching delivery accounts were not received and paid in time to be included.

STADIUM IMPROVEMENTS:

- Dehumidifier: R Downs had undertaken to check out the existing equipment. T Walther suggested that two more dehumidifiers be purchased.
- Ablution Block : D Buckell updated the next steps to take.
- Fitness and Physio Room: Bar/social room upstairs could be updated and used instead of paying First Place Fitness Te Rapa club fees for a few players.
- CCTV: A second camera ideally be installed, perhaps at the top of the stairs.

GENERAL BUSINESS:

- Staff Resignations: L Foster suggested that the discussions and decisions regarding recruitment applicants be held at the conclusion of the meeting.
- Clubs: T Walther has a meeting with clubs scheduled 26 January 2023

NEXT MEETING: Monday 13 March 2023 at 7pm.

Meeting closed 8.40 pm

Confirmed this day

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Chairperson

