

Hoe Tonga Pacifica Waka Ama Association

Type of meeting: Board

Minutes

Date: 21 April

Venue: Wharewaka

Time: 1pm -3pm

No	Item	Points	Action
1	Attendance	Joern Scherzer Chris Fox Paora Ammunson Denise Hapeta (arrived at 1:25pm) Tane Cassidy (left at 2:45pm) Gaylene Sciascia (administrator)	
2	Apologies	NA	
3	Events coming up (1)	W6 Paddla Series July – September HT is organising its first winter series, similar to existing series such as in Auckland and Rotorua. Clubs will run individual events, HT oversees the series. Focus is on encouraging novice paddlers, and preparing for Long Distance Nationals. Information on the series is available here: Series overview and roles Cost is \$20 per paddler, \$10 for novice and junior (HT takes \$3 and \$2 respectively) Joern and Lei Faletolu are working on sponsorship, appears more difficult this year. Fergs not currently interested following a change in ownership Events must be individually sanctioned, via Waka Ama New Zealand. The cost to clubs is a reduced rate of \$65 plus GST. Sanctioning covers liability insurance, individual clubs are responsible for the running of their events.	Joern to post event info on website on 24 April
4	Events coming up (2)	Regional Sprints Some discussion on event focus and operation. W1 events worked extremely well in 2015, no delays and first time that midget paddlers were able to race. Proposal is to run the event in Masterton, subject to confirming availability of W6 and transport via clubs or other entities (as none on site)	Joern to check availability of TWA W6 for event Gaylene to check availability of UCOL W6

		Board agreed to hold 2016 event in Masterton, Henley Lake, on 3 December (W6) and 4 December (W1) planning.	Paora to draft an application to Trust House re volunteer accommodation for Friday and Saturday night Joern to check other accomodation options (eg campground) Joern to report back with event plan and budget
5	Events (3)	Regional Secondary School Sprints. Proposed date 11 or 18 March Venue: Onepoto	Gaylene to check National dates and also other events that may be locked into Porirua harbour for those dates.
6	Events (4)	Mana Super 6 Ocean Challenge 2017 Date: 8 April Some discussion background of event: <ul style="list-style-type: none"> • Signature race paper • Mana Super 6 proposal from 2013 <p>Joern provided brief overview of current plans to add Cook Strait Crossing as a race course option, but dependent on Sponsorship.</p> <p>Race notices for last two years</p> <ul style="list-style-type: none"> • 2014: http://www.hoetonga.co.nz/?p=4220 • 2015: http://www.hoetonga.co.nz/?p=4795 	Joern will report back to Board by June with progress re sponsorship
7	Elections for Chair and Deputy Chair	Chair: Joern Scherzer Deputy Chair: Paora Ammunson	
8	Board Portfolios	The Board discussed how work could be split most sensibly, the following was agreed <ul style="list-style-type: none"> • Events (except Sec Schools): Joern • Funding/sponsorship: Paora / Tane • Marketing/Comms: Tane • Secondary Schools: Denise / Chris • Finance & Accounts: Joern / Chris / Paora • Para waka: Chris 	

		<ul style="list-style-type: none"> • Volunteers: Chris 	
9	Finance	<p>Need new account Signatories following change to Board</p> <p>The following people were chosen to be added as signatories for Westpac accounts</p> <ul style="list-style-type: none"> • Joern • Paora • Chris <p>Petra Melville to be removed as a signatory, but it was agreed that Petra should approve outstanding payments as at 21 April 2016</p> <p>Joern also presented a projected budget for 30 June 2016</p> <p>Brief discussion on whether accounts should be reviewed, given there is an expense.</p>	<p>Joern to arrange Westpac forms</p> <p>Agreed that Chris and Paora would check potential sponsorship by KPMG and Deloitte for reviewing accounts on annual basis</p>
10	NKOA Board Manual	Joern will send out in the next 3 weeks the NKOA Board manual document to read and submit thoughts, ideas, and track changes.	
11	Strategic Plan	<ul style="list-style-type: none"> • Current strategic plan • Current progress against it <p>Key initial focus is on identifying funding sources for regional development officer and admin role; some discussion took place on options and potential sources, could be combined with a winter sport (eg Rugby);</p> <p>need to develop an updated position description (on google drive) and be clear how we could see the role work</p>	<p>Paora to consider some options</p> <p>Chris & Denise to look role</p>
12	Appointed members	All to consider skills needed, a person with specific accounting skills would be desirable	
13	Marketing and comms	Two key means for HT to communicate with paddlers directly: hoetonga.co.nz, and facebook	Tane to develop a plan
14	Secondary Schools	Need to develop a plan of how to best to go forward with secondary schools, linked to regional development officer role	Chris & Denise to coordinate some thinking
15	Other business	<ul style="list-style-type: none"> • Tai Tonga presently not Incorporated – Gaylene to follow up with Tai Tonga • Otaki Waka Hoe – Gaylene to obtain up to date bank acc details • Currently the paddlers at Sec Schools events are not necessarily showing on the membership statistics, unless they are also club members. This means that total paddlers numbers may not be fully reflective of what's actually there. Is there a way of incorporating those, or for example is it possible to enable the system so that all sec school paddlers automatically become affiliated to NKOA? 	

		<ul style="list-style-type: none"> • Currently there is no way for us to contact individual paddlers that are on the membership system. Joern to check with NKOA • NKOA board manual: has been circulated, feedback on potential changes to Joern 	
Note	Potential future agenda items	<ul style="list-style-type: none"> • New Health and Safety legislation - impact for HT and our members • Board processes • Updating HT policies currently on website 	
	Next meeting	Date: 25 May Venue: Wharewaka Time: 12 -2pm	Joern to check Lara's availability to attend (done)
	Meeting closed	3:15pm	