

Hoe Tonga Pacifica Waka Ama Association

Board Minutes

Date: 10 July

Venue: 13 Annan Grove, Porirua

Time: 7pm-9pm

No	Item	Points	Action
	Karakia	Paora	
1	Attendance	Full Board in attendance Joern Scherzer Chris Fox Tane Cassidy Paora Ammunson Denise Hapeta	
2	Apologies	NA	
3	Minutes	Minutes from previous meeting on HT website	
4	Finances	<ul style="list-style-type: none">- Verbal financial update- Draft profit loss and balance sheet report to be circulated by email by end of July (once a few outstanding payments have been consolidated)- Forecast is for a slight loss- NZCT came through with a contribution toward the cancelled MS6 event, enabling a partial recovery of costs- An outstanding payment from a school in Whanganui re the Secondary School Sprint Champs has had to be written off, as they had been sent a wrong copy of our information package (with old dates). While normally all teams get invoiced for costs, whether or not they withdraw before race day, in this case we have difficulty enforcing this given they had been sent a wrong copy.- Heretaunga club in Hawkes Bay: continued efforts are under way for recovering outstanding race fees to the amount of \$755. Joern is in discussions with their committee. They are not disputing the fee, but they appear to have some club internal issues to sort out, in order to establish what payments have been made and to whom.- Board decision: where a party has a history of non-payment, or late payment of fees, they will be asked to prepay any race fees before they can enter any events in the future.	Joern to send draft report once relevant transactions have been received/consolidated
	Regional	<ul style="list-style-type: none">- Board reconfirmed a previous decision to establish an RDO position for Hoe Tonga,	

Development Officer	<p>preferably full time if funding allows</p> <ul style="list-style-type: none"> - This position will incorporate the tasks currently carried out by the current administrator - the person we are looking for will ideally have the 4 C's as attributes <ul style="list-style-type: none"> o Collaborator o Communicator o Creative o Critical thinker - With the following skills <ul style="list-style-type: none"> o Initiative o Attention to detail (Risk) o Self manage o Team player - Hoe Tonga will seek funding from relevant funders (see funding resolution in these minutes below); once funding is secured, HT will hold a contestable process in order to identify the most suitable person for this role. The current administrator role would be disestablished. - The current administrator Gaylene Sciascia (currently engaged in a contracting arrangement) will have the right to contest for this role - Paora to pull together all relevant documentation to enable a funding application 	<p>Paora: pull together RDO documentation for funding application, and compile a draft budget for the role</p> <p>Joern: send Paora all previous documents (DONE)</p> <p>Denise to consider options for in-kind sponsorship for the RDO role (such as having the payroll function done by a sponsorship party; proving gear such as a phone etc)</p>
HT Board Composition going forward	<ul style="list-style-type: none"> - Denise Hapeta has noted her intention to resign from the Board at the next AGM - Note: According to our constitution: At the first AGM following adoption of this Constitution and at every second AGM after that, two Board Members shall retire from the Board. Note: the current constitution was adopted in April 2016, and in theory the first AGM after adoption was the one in September last year. But that was only 4 months after it had been put in place. So while not completely correct, we now have to do this at this upcoming AGM. Therefore, 2 of us need to officially retire. BUT, they can be re-appointed. - Tane has offered to formally tender his resignation, but confirmed that he would be available for reappointment: - Board discussed some potential candidates for appointment, and one person that has expressed an interest in joining the Board (so could become a Board member if elected at the next AGM) 	<p>Board prospects, including female prospects, to be forwarded to Joern by end of July</p> <p>Joern to discuss with PM and TT about standing for election/appointment, if available, will commence the relevant process</p>
Funding applications	<p>Standing item: Funding Resolution</p> <p><i>Funding applications will be completed regularly to secure funds for the organisation and a standard format for Resolutions to accompany the applications will be prepared then signed by the Board Chair, or by the Deputy Chair, when required.</i></p> <p>Motion accepted</p> <p>The Board noted its intention to apply for funding at the either or some of the following funders: NZCT, Kiwi Sport , Lion, Prime, Pelorus, TrustHouse, Hutt Mana CT, Racing</p>	

		Board. More specifically, the Board notes its intention to apply for funding for the RDO, for \$50k per year, with applications likely to target Lion Foundation, Trust House, Infinity, Todd Foundation and Sport Wellington / KiwiSport	
5	Winter Series	- Good number of entries at Race 1 organised by Hawaikinui, 5 teams more than in 2016	
6	2018 Regional Sprints	- 2018 Regional Sprint Champs now confirmed for 9 and 10 December (as opposed to in November, due to a date clash)	
13	LDN 2018	- Board confirmed its wish to swap years with AROCA, so that we host LDN 2019 in April (due to better weather at that time, and to avoid the World Sprints year) - If WANZ declines this option, then the Board confirmed that HT would not run an LDN event in 2018 (either April or October)	Joern to contact WANZ and AROCA to formalise. (done)
	AGM	- To be held before the prize giving in Whanganui, following the final HT series race	Gaylene to notify clubs
	Meeting closed	9pm	