

# CONFIRMED MINUTES

## VNZ BOARD MEETING -IN PERSON AUCKLAND



At the **VNZ board meeting** on **29 Jan 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	Volleyball New Zealand
<b>Date:</b>	Saturday, 23 November 2019
<b>Time:</b>	10:00 AM to 3:30 PM
<b>Location:</b>	Auckland, Level 1, Millennium Centre, Phase II Building C, 600 Great South Road, Greenlane, Auckland 1051
<b>Board Members:</b>	Donna Milne, Jock Murley, Lucy Pomeroy, Shaun Goldsbury, Jud Hadfield, Lauren Fleury
<b>Attendees:</b>	Claire Stewart
<b>Apologies:</b>	Vonnie Christian, Toni-Maree Carnie

### 1. Opening Meeting

#### 1.1 Welcome & Board composition

Meeting opened and all members welcomed, noting apologies from VC and TM. Letter from Board Appointment Panel noted and received. Special welcome to LF and JH joining the Board for their first terms and to DM and LP for their second terms - thanks to all for volunteering their time.



#### Thank you for BAP

Thank you letter to BAP

**Due Date:** 20 Dec 2019  
**Owner:** Toni-Maree Carnie



#### Board Chair vote

Board unanimously voted in support of LP as Board Chair

**Decision Date:** 23 Nov 2019  
**Mover:** Donna Milne  
**Second:** Shaun Goldsbury  
**Outcome:** Approved



#### Board Deputy Chair vote

Board unanimously voted in support of DM as Deputy Chair

**Decision Date:** 23 Nov 2019  
**Mover:** Lucy Pomeroy  
**Second:** Shaun Goldsbury  
**Outcome:** Approved

SG tabled resignation as FRAC Chair which noted and received.



### FRAC Chair vote

The Board unanimously voted in support of JH as FRAC Chair

**Decision Date:** 23 Nov 2019  
**Mover:** Lucy Pomeroy  
**Seconder:** Donna Milne  
**Outcome:** Approved

Honorary positions of Patron and President noted as ongoing.

The position of Board secretary has been raised with TM to consider whether there is an appropriate staff member to do this role.

Discussion about the Maori and Youth Advisory panels being established by TM to support these two key areas of activity and engagement - the Board noted volleyball is a multicultural sport with bi-cultural responsibilities, particularly associated with receiving Government funds.

Discussion about value of Pasifika representation at Board level to be progressed in wider context of Board 'skills' mapping.



### Youth and Maori Advisory TOR

Youth and Maori Advisory TOR to be prepared

**Due Date:** 22 Jan 2020  
**Owner:** Toni-Maree Carnie



### VNZ Board Skills matrix

VNZ Board skills matrix approved subject to minor changes.

**Decision Date:** 23 Nov 2019  
**Mover:** Donna Milne  
**Seconder:** Jud Hadfield  
**Outcome:** Approved



### Map of Board skills

Map Board skills to new matrix to identify and critical gaps

**Due Date:** 14 Feb 2020  
**Owner:** Donna Milne

## 1.2 Interests Register

LF verbally tabled her personal and playing interests.

The Board noted the importance of interests being actively managed and responsibility of members to note related interests as items arise so these can be managed appropriately.



### LF interests

LF to update interests in BoardPro  
**Due Date:** 22 Jan 2020  
**Owner:** Lauren Fleury

## 1.3 Minutes and matters arising

**VNZ board meeting -September 24 Sep 2019**, the minutes were confirmed with the following changes:

*Month to be specified in financial approval details*

## 2. Actions from Previous Meetings

### 2.1 Action Item List

The Board noted the current action list as outlined in the agenda, in particular the significant work and actions closed out over the past two months related to the AGM and FRAC.

Discussion about actions arising from the AGM to be moved to action list.



#### **Awards for TT and JM**

Date/time for awards for TT and JM to be confirmed. JH to assist regarding possible Nelson dates/times for TT award.

**Due Date:** 22 Jan 2020  
**Owner:** Toni-Maree Carnie



#### **VNZ Constitution update further to AGM**

To liaise with lawyer RF regarding VNZ Constitution updates as approved at the AGM

**Due Date:** 14 Feb 2020  
**Owner:** Donna Milne



#### **Comms about VNZ awards and new Board members**

Comms about VNZ awards and new Board members to be added to social media and the next newsletter

**Due Date:** 20 Dec 2019  
**Owner:** Toni-Maree Carnie

## 3. Decisions/Approvals

### 3.1 Board workplan priorities & planning

CS joined the meeting for this item.

The Board workshopped the 2020 workplan, building on the 2019 workplan template.



#### **Draft 2020 Board workplan**

2020 Board workplan to be drafted and circulated to members for review, with meeting dates/times being established as a priority

**Due Date:** 22 Jan 2020  
**Owner:** Lucy Pomeroy

The Board noted and received the draft Membership Model project plan - noting this work sits right at the core of the purpose of VNZ and the Board has defined responsibilities associated with membership. Discussion focused on the objective, scope, terminology and the resource and risk

implications. There was support for the phased approach, noting the roles of the Board and staff, and for an individual membership approach. Fee structure not discussed. VC comments tabled.

### 3.2 Annual Report

The Board noted this was presented at the AGM - no action required.

### 3.3 Lunch

### 3.4 Finance Report

The Board discussed the August and September financials noting in particular the YTD budget variance, increased % of receivables >30days and annual leave balance with a number of items discussed for FRAC to action.



#### Financial results for the months of August and September 2019

Financial results for the months of August and September 2019 approved

**Decision Date:** 23 Nov 2019  
**Mover:** Jud Hadfield  
**Seconder:** Donna Milne  
**Outcome:** Approved



#### FRAC - tour policy and budget

FRAC to review player payment policy and budgets for tours

**Due Date:** 22 Jan 2020  
**Owner:** Jud Hadfield



#### FRAC - monthly financial statements

FRAC to review timing of availability of monthly financials

**Due Date:** 22 Jan 2020  
**Owner:** Jud Hadfield

The Board noted and received the Report to Board members from the auditor - the report being positive about financial processes and staff involved.



#### Audited Performance Report 2019

The Board approved the Audited Performance Report for the year end June 2019

**Decision Date:** 23 Nov 2019  
**Mover:** Jud Hadfield  
**Seconder:** Donna Milne  
**Outcome:** Approved



#### FRAC - Audited Performance Report

FRAC to review the Audited Performance report for year end June 2019

**Due Date:** 22 Jan 2020  
**Owner:** Jud Hadfield



### **FRAC - document 2019 turnaround**

FRAC and CE to record key learning points related to turnaround of financial position to be shared with associations

**Due Date:** 19 Feb 2020

**Owner:** Jud Hadfield

The Board noted the term deposit taken out to cover 4 months of expenses will be in October financials.

The Board noted the FIVB beach volleyball coaching grant and the Volleyfest funding as new initiatives and noting the FIVB grant does not include overheads and the SNZ grant includes management in partnership with the relevant associations.

The Board discussed the objective and composition of FRAC. Comments from VC tabled with general agreement that FRAC should be a Board subcommittee only and the TOR remain tightly financial focused while financial sustainability remains a focus.



### **FRAC TOR**

FRAC ToR membership section to be reviewed

**Due Date:** 22 Jan 2020

**Owner:** Jud Hadfield



### **Thank you to FRAC members**

Letter from LP and JH to SR and MW thanking them for their contribution to FRAC.

**Due Date:** 20 Dec 2019

**Owner:** Lucy Pomeroy

## **3.5 Overseas staff travel**

The Board noted and ratified DK's travel to LA as a business development initiative

## **3.6 Tabled items for decision/approval**

## **4. Management items**

### **4.1 Health & Safety Review**



#### **H&S update**

TM verbally confirmed to LP there were no H&S items to note

**Decision Date:** 23 Nov 2019

**Mover:** Lucy Pomeroy

**Seconder:** Donna Milne

**Outcome:** Approved

The Board noted staff wellbeing remains a key item, including CE leave plan.

### **4.2 CE Report**

The Board noted that no written CE report was requested (meeting focus being on Board planning) and only items under a 'no surprises' approach required reporting with no items received.

## 5. General Business

### 5.1 Sport NZ

The Board welcomed Buck Anderson, SNZ Relationship Manager for VNZ, to the meeting to present on the SNZ Strategic Direction 2020-2032.

### 5.2 General business

The Board noted the general business item as outlined in the agenda - SNZ paper on Why Do Boards Exist?

Additionally, the Board noted that CCup beach volleyball selections made for phase 1 in December.

Christmas wishes were expressed to VNZ staff, members and stakeholders.

## 6. Close Meeting

### 6.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

### New Actions raised in this meeting

Item	Action Title	Owner
1.1	Thank you for BAP <b>Due Date:</b> 20 Dec 2019	Toni-Maree Carnie
1.1	Youth and Maori Advisory TOR <b>Due Date:</b> 22 Jan 2020	Toni-Maree Carnie
1.1	Map of Board skills <b>Due Date:</b> 14 Feb 2020	Donna Milne
1.2	LF interests <b>Due Date:</b> 22 Jan 2020	Lauren Fleury
2.1	Awards for TT and JM <b>Due Date:</b> 22 Jan 2020	Toni-Maree Carnie
2.1	VNZ Constitution update further to AGM <b>Due Date:</b> 14 Feb 2020	Donna Milne
2.1	Comms about VNZ awards and new Board members <b>Due Date:</b> 20 Dec 2019	Toni-Maree Carnie
3.1	Draft 2020 Board workplan <b>Due Date:</b> 22 Jan 2020	Lucy Pomeroy
3.4	FRAC - tour policy and budget <b>Due Date:</b> 22 Jan 2020	Jud Hadfield
3.4	FRAC - monthly financial statements <b>Due Date:</b> 22 Jan 2020	Jud Hadfield
3.4	FRAC - Audited Performance Report <b>Due Date:</b> 22 Jan 2020	Jud Hadfield
3.4	FRAC - document 2019 turnaround <b>Due Date:</b> 19 Feb 2020	Jud Hadfield
3.4	FRAC TOR <b>Due Date:</b> 22 Jan 2020	Jud Hadfield
3.4	Thank you to FRAC members <b>Due Date:</b> 20 Dec 2019	Lucy Pomeroy

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_