

# MINUTES (in Review)

## VNZ BOARD MEETING -IN PERSON



<b>Name:</b>	Volleyball New Zealand
<b>Date:</b>	Saturday, 29 February 2020
<b>Time:</b>	9:30 AM to 2:35 PM
<b>Location:</b>	To be confirmed, Auckland face to face
<b>Board Members:</b>	Donna Milne, Jock Murley, Lucy Pomeroy, Shaun Goldsbury, Vonnie Christian, Lauren Fleury, Jud Hadfield
<b>Attendees:</b>	Toni-Maree Carnie
<b>Apologies:</b>	Dave Keelty

### 1. Agenda

#### 1.1 Welcome

LP welcomed members to the meeting, particularly those who traveled to attend in person. Noting the key agenda items of the membership modernisation project and VNZ investment options.

#### 1.2 Board only

The following items were noted: Board member terms and succession planning, Board member portfolios, and CE development meeting post Board meeting.

#### 1.3 Register of interest

No new interests noted.

#### 1.4 Confirm Minutes

**VNZ board meeting 29 Jan 2020**, the minutes were confirmed as presented.



#### Board minute administration

TM to assign administrative support to load signed November 2019 and January 2020 minutes to VNZ website and Board pro governance documents, enter upcoming Board meeting dates through to June in Board pro and send calendar invites to Board members.

**Due Date:** 25 Mar 2020  
**Owner:** Toni-Maree Carnie

## 1.5 Matters arising & Actions documentation



### NZ Māori Junior teams

TM to continue to contact coaching staff, with SG and LF involvement as required, and if not progressed then consider open letter to athletes.

**Due Date:** 18 Mar 2020  
**Owner:** Toni-Maree Carnie

Noted - no response from associations regarding potential nominees for AVC positions.



### Board skills documents

Seek updated self-assessments from Board members and finalise Board competencies document and skills matrix.

**Due Date:** 25 Mar 2020  
**Owner:** Donna Milne

Board members noted that overall the Board member skills matrix mapped to the VNZ Board competencies framework. The opportunity to increase cultural diversity, in addition to the two Māori members, was noted.



### Co-opted members

Follow up with potential co-opted members and seek interest in Board involvement.

**Due Date:** 25 Mar 2020  
**Owner:** Lucy Pomeroy

## 1.6 Action Item List

All recently completed and ongoing actions noted as per the agenda.

## 2. Board work

### 2.1 Board workplan

Noted Board workplan format updated to align with Board pro template. Upcoming items include BoardTalk and Delegation of Authority review to be led by VC. FRAC meeting date confirmed as first weekend in May.

### 2.2 Financials

Noted FRAC agenda and meetings open for all Board members and TM to contribute to or attend, respectively.

The Board received the FRAC February 2020 draft meeting minutes. Matters arising included the following: discussion about the financial risks within the risk register, non-financial compliance risks confirmed as outside of FRAC scope, significant workload to review financial policies to be prioritised and spread over 2year timeframe, potential for additional office financial management capacity discussed with TM.



### FRAC recommendations

FRAC to review corporate car policy, office to purchase car fuel cards and logbooks.

**Decision Date:** 29 Feb 2020  
**Mover:** Jud Hadfield  
**Seconder:** Donna Milne  
**Outcome:** Approved



### **Risk register management**

TM owner of VNZ risk register with JH Board lead for financial and non-financial governance updates. Risk register included as standard Board agenda item with Board to note any new risks, any item with a change in risk category, and any critical level items.

**Decision Date:** 29 Feb 2020  
**Mover:** Lucy Pomeroy  
**Seconder:** Jud Hadfield  
**Outcome:** Approved



### **January 2020 financials**

January 2020 financial statements discussed.

**Decision Date:** 29 Feb 2020  
**Mover:** Vonnie Christian  
**Seconder:** Jud Hadfield  
**Outcome:** Approved

Noted ongoing strong financial performance with item later in the agenda to discuss level of cash reserves and investment recommendations.

TM confirmed where income is generated from age group trials this is reinvested in the same team (at the next camp or tour).

## **2.3 Morning Tea**

## **2.4 Membership project**

The Board noted the document collating Board member comments on membership fee considerations and highlighted the following: importance of transparency, a single member fee (separate to event and tour fees), membership definition considerations, and the benefits of a phased new fee model.

Comments were invited from all members on the draft membership modernisation consultation document, specifically noting what information needs to be conveyed to and received from members during the consultation. Various discussion, particularly about the membership map graphic.

The Board noted that member consultation feedback, financial modelling, constitutional considerations and association member definition/fee mapping was required to make a decision about the next step of project implementation.



### **Membership principle, objectives and mapping**

Update the consultation document to reflect Board feedback on the principles, objectives and mapping.

**Due Date:** 18 Mar 2020  
**Owner:** Lucy Pomeroy



### **Membership benefits**

Document membership benefits targeted for each membership group and include in consultation document.

**Due Date:** 18 Mar 2020  
**Owner:** Toni-Maree Carnie

## 2.5 Board communications

VC noted the importance of Board communications and invited suggestions for BoardTalk content. The Board discussed the benefits of information flow and transparency.



### Board comms plan and BoardTalk

Draft Board communications plan and BoardTalk to be included in March Board meeting agenda.

**Due Date:** 18 Mar 2020  
**Owner:** Vonnie Christian

## 2.6 Health & Safety

TM confirmed monitoring MOH, MFAT and SNZ advice about COVID-19 and in communication with members, schools and associations. Current advice that public events can proceed so VNZ events will be dealt with on a case by case basis as will NZ tours. Office management planning underway.



### VNZ events and tours

Board and CE to make joint risk assessment of planned VNZ events and tours on case by case basis before each proceeds, or otherwise.

**Decision Date:** 29 Feb 2020  
**Mover:** Lucy Pomeroy  
**Seconded:** Donna Milne  
**Outcome:** Approved

## 3. Lunch

### 3.1 Lunch

## 4. Management update

### 4.1 CE report

The Board received the CE report with the following matters arising: national team transgender policy to be guided by event specific regulations for relevant tour and if not in place then by VNZ transgender policy, consideration being given to changing NZU23 to NZ A team, office working with MAV to complete administrative requirements and connect with local clubs with a wider Auckland meeting planned for March, MAV constitutional considerations tabled, endorsed Sport Chaplaincy MOU.



### Auckland regional structure

TM to consult about VNZ's intention to restructure Auckland regions and provide recommendation to the Board.

**Due Date:** 20 May 2020  
**Owner:** Toni-Maree Carnie

## 4.2 VNZ Investment

The Board discussed the level of cash reserves and TM presented options for investing in new staff focused on regional capability and development which was supported by the Board. It was noted that the SNZ decision about the level of ongoing VNZ funding is due early March and is a significant variable affecting financial forecasting.



### Cash reserves

Cash reserves to be maintained at current level until SNZ funding confirmed.

**Decision Date:** 29 Feb 2020  
**Mover:** Lucy Pomeroy  
**Seconder:** Jud Hadfield  
**Outcome:** Approved



### Cash reserves

FRAC to make recommendation about the appropriate level of cash reserves.

**Due Date:** 6 May 2020  
**Owner:** Jud Hadfield

## 4.3 Items for ratification



### Continental Cup phase 1 teams

Selectors' recommendation for CCup phase 1 NZ teams approved as follows: Julia Tilley and Shaunna Polley, Olivia MacDonald and Francesca Kirwan, Tom Hartles and Alani Nicklin, Sam O'Dea and Mike Watson. The Board noted this was a reselection due to cancellation of original event in December and that due to the late withdrawal of Ben O'Dea from injury the selectors considered three athletes for the second men's team. LP abstained due to selector role.

**Decision Date:** 29 Feb 2020  
**Mover:** Lauren Fleury  
**Seconder:** Donna Milne  
**Outcome:** Approved

## 4.4 Funding



### Grant funding

Grant funding applications approved as per the agenda.

**Decision Date:** 29 Feb 2020  
**Mover:** Donna Milne  
**Seconder:** Jock Murley  
**Outcome:** Approved

## 5. Closing statement

### 5.1 General Business

No general business items noted.

### 5.2 Close the meeting

**Next meeting:** Board meeting - 25 Mar 2020, 7:30 PM

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

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