

MINUTES (in Review)

BOARD MEETING



Name:	Volleyball New Zealand
Date:	Wednesday, 13 May 2020
Time:	7:30 PM to 9:29 PM
Location:	Teams Meeting, Online
Board Members:	Donna Milne, Jock Murley, Jud Hadfield, Lauren Fleury, Lucy Pomeroy, Vonnie Christian
Attendees:	Dave Keelty, Toni-Maree Carnie
Apologies:	Shaun Goldsbury

1. Agenda

1.1 Welcome

The Board was welcomed to the meeting. It was noted this meeting was a rescheduled meeting from the end of April, and the change was to allow FRAC to meet first.

The purpose of the meeting was stated as looking at Volleyball NZ's current position, particularly with respect to finance and risk, with forward planning the focus of the next meeting.

Apologies noted from SG.



Calendar invite for board meetings needs to be in boardpro as well as regular calendars

Dave will speak to Renee to ensure this is actioned

Due Date: 14 May 2020

Owner: Dave Keelty

1.2 Register of interest

No new interests or significant interests with respect to agenda items.

1.3 Confirm Minutes

Board meeting 25 Mar 2020, the minutes were confirmed as presented.



March 25 Minutes approved

JM moved, JH seconded - minutes approved, subject to minor alternation re apologies.

Decision Date: 13 May 2020

Mover: Jock Murley

Seconded: Jud Hadfield

Outcome: Approved



Include confirmation of financial roles from the board for EZI Debit application

Dave to amend

Due Date: 14 May 2020

Owner: Dave Keelty

1.4 Action Item List

A brief update was provided re a potential co-opted member to enhance the skills and diversity of the Board and a CV will be tabled for consideration if, and when, appropriate.

The CE updated the board that she is still searching for a policy that is fair and equal in relation to international player rules; that a way to celebrate the life member award was being developed given this was to be awarded at NZSS which now postponed

2. Board work

2.1 Board workplan



Integrate original and COVID-19 workplan documents

Non urgent action to integrate original and COVID-19 workplan documents

Due Date: 24 Jun 2020

Owner: Lucy Pomeroy

Covid-19 workplan adjustments discussed and noted.

2.2 Health & Safety

The CE presented what she and the staff of Volleyball NZ have been doing in terms of health and safety and the Board noted the information in the CE report and supporting documents on return to work, wellbeing and playing guidance under level 2. The CE confirmed the return to work plan aligned with guidance from worksafe and MOH. Also, that staff have agreed to stay working from home until after May 25th with only one staff member approved to return to the office at this time.

The CE confirmed there are no concerns with staff health and safety arising from home working environments or morale. It was asked if the board needs to consider payment/reimbursement for internet and power for staff who have been working from home, and there was general agreement this was something to be considered in future budgeting.

The discussion shifted to member wellbeing and it was confirmed that staff continue contacting and connecting with associations as a priority. Management of this area is ongoing with no specific concerns to note.

2.3 Financials

The FRAC Chair presented the summary of FRAC activity and findings and the accompanying financial information. Given the significant amount of work, the Board agree the summary document was useful, but in normal circumstances the FRAC minutes are sufficient.

The March accounts were approved with specific items discussed as follows: confirmation of leave plans for the CE, status of the Gerflor court payable as March 2021, confirmation of AirNZ flight credits for planned NZSS staff travel, the small additional Beach Tour loss due to additional equipment (that won't need to be bought again)

The draft FRAC May meeting minutes were received with matters arising as follows: confirmation the decision on VNZ's term deposit is to be pushed back to June pending ongoing financial review; FRAC recommendation to consider IPC beach and NZSS Beach as loss leaders to be discussed at the next forward planning meeting; FRAC review of the 2019 audit report with no issues noted, support for FRAC staff pay recommendation.

There was general discussion to clarify that there is no significant additional risk around Volleyball NZ's financial controls with staff working from home. Additionally the Board was satisfied with the financial delegations when the CE is away.

The Board noted the updated worst and best case budgets through to June and December 2020, including discussion of assumptions with respect to fees, events, grants and contracts. The cash flow modelling was noted as true worst case given e.g. it did not include the term deposit or income from accounts receivable. The Board noted the need to revisit the budget regularly as the COVID situation in NZ evolves and priorities are revisited. The CE noted the NZCT grant received in advance (through to October) and efforts are ongoing to sure up this income stream past that date. The Board delayed any new decision re VNZ fees, particularly pending clarity about regional access to resilience funds for fees.

The Board thanked FRAC for their ongoing work.



Write pay to play policy for our events

Clear guidance is required that must include consideration of access and options for flexibility given the current financial situation for members due to COVID-19.

Due Date: 24 Jun 2020
Owner: Vonnie Christian



March 2020 financials

Approved

Decision Date: 13 May 2020
Mover: Lauren Fleury
Seconder: Donna Milne
Outcome: Approved



Financial delegations in pandemic plan.

CE to confirm any reference to financial delegations in pandemic plan and make recommendation as required

Due Date: 31 May 2020
Owner: Toni-Maree Carnie



Confirm status of ASB toggles

CE to ensure appropriate staff have account access as per financial policy

Due Date: 21 May 2020
Owner: Toni-Maree Carnie



Budget through to June 2020

July to December 2020 budget will be discussed again in June board meeting when most recent financial information available

Decision Date: 13 May 2020
Mover: Lucy Pomeroy

Seconded: Lauren Fleury
Outcome: Approved



2020 VNZ fees

Original fee decision from Q1 2020 on hold, noting all associations who had paid affiliation fees have been refunded, with new decision pending.

Due Date: 30 Jun 2020
Owner: Lucy Pomeroy

2.4 Risk Management

It was asked whether there needs to be risk register for actual risks, so Volleyball NZ have a risk register for potential risks as well as a risk register for actual risks. The board confirmed the expectation is these would be reflected in the incident register managed by the CE with significant incidents reported to the Board in the CE report.

The Board received risk register version 4 and noted the ongoing risk register which is a CE document and board doesn't need to see this unless tabled by the CE. The Board noted there are no current critical level risks with two deep dives to be scheduled into high level risks in the Board work plan.



Risk register policy

The format and content of the VNZ Board risk register version 4 was approved.

Decision Date: 13 May 2020
Mover: Jock Murley
Seconded: Lucy Pomeroy
Outcome: Approved



Risk deep dive

The Board agreed 2-3 risk deep dives be added to the Board work plan.

Due Date: 30 Jun 2020
Owner: Lucy Pomeroy

2.5 Board communications

The Board discussed the new Board communications policy; noting the following. Board members may need to contact the CE or VNZ staff re matters relating to their different roles within volleyball which is fine with acknowledgement of the capacity in which the person is acting at the time. All agreed to continue to cc the Chair in to any conversations with the CE relating to member portfolios (although ongoing work on point does not require cc Chair). Discussion re potential addition to the policy about personal social media use and how that reflects on VNZ and the Board.



Add the flow-chart from previous board communication document to this document

To be added

Due Date: 30 Jun 2020
Owner: Donna Milne



Board comms policy alignment with Board charter

Check alignment and any overlap with Board charter and recommend new communications policy to stand alone or be integrated in to the charter

Due Date: 30 Jun 2020
Owner: Vonnie Christian



Board to cc Chair in to any communication with CE

Ongoing as part of best practice

Decision Date: 13 May 2020
Mover: Lucy Pomeroy
Seconder: Jock Murley
Outcome: Approved



Add addition around personal social media accounts to board communication document

VC to add

Due Date: 30 Jun 2020
Owner: Vonnie Christian



New template of board talk to be created

Draft BoardTalk to be upgraded to new VNZ template by admin and circulated to VC and LP for approval.

Due Date: 1 Jun 2020
Owner: Toni-Maree Carnie

The Chair and CE updated the Board on their recent conversation with Sport NZ as per the tabled filed note; centered on strengthening the partnership to enable VNZ to deliver a range of volleyball opportunities as sport and recreation is re-established under alert levels 1&2. Additionally, the Board received the letter from Sport NZ Chair (dated 15/4).

3. Management update

3.1 CE report

The Board received the May CE report, with the following questions and feedback arising: discussion about ongoing concerns and efforts to support MAV and stakeholders, noting the legal advice on point and VNZ planned attendance at the end of March AGM. The CE and GDM are also exploring partnership opportunities related to multisport participation and health. The Board noted these are both areas of potential leadership for VNZ. The Board noted the CE updates from the April 9, 17 and 28 were received online at the time. Upcoming 15days CE leave through to end of June noted.



CE reporting to revert to monthly

Weekly CE reporting established during the immediate COVID-19 crisis response to revert to standard monthly reporting

Decision Date: 13 May 2020
Mover: Lucy Pomeroy
Seconder: Donna Milne
Outcome: Approved

3.2 Items for ratification

No items for ratification

3.3 Funding

No funding items noted

4. Closing statement

4.1 General Business

The Board noted the shift in mindset required for the next meeting at the end of May looking at VNZ priorities over the next 6-12 months. The end of June meeting has tentatively been rescheduled for the morning of July 4th.



Board members to confirm if July 4th works for next board meeting

All board members to confirm availability

Due Date: 31 May 2020
Owner: Lucy Pomeroy

4.2 Close the meeting

Next meeting: Board meeting - 27 May 2020, 8:00 PM

Signature: _____

Date: _____