

# CONFIRMED MINUTES

## BOARD MEETING



At the **Board meeting** on **19 Aug 2020** these minutes were **confirmed as presented**.

<b>Name:</b>	Volleyball New Zealand
<b>Date:</b>	Wednesday, 29 July 2020
<b>Time:</b>	7:00 pm to 9:02 pm
<b>Location:</b>	To be confirmed, Auckland face to face
<b>Board Members:</b>	Donna Milne, Jock Murley, Jud Hadfield, Lauren Fleury, Lucy Pomeroy, Shaun Goldsbury
<b>Attendees:</b>	Dave Keelty, Toni-Maree Carnie, VNZ ADMIN
<b>Apologies:</b>	Vonnie Christian

## 1. Agenda

### 1.1 Welcome and Board only

All present were welcomed to the meeting. Apologies notes from SG. Board only discussion focused on succession planning.

The resignation of VC was tabled and thanks were expressed by all for outstanding service to the Board. VC to remain on FRAC. VCs position to be filled by election at the 2020 AGM.

JM's second term as an elected member expires in Oct 2020 and he is able, and signaled intent, to stand again. Noted that JM's term as President expires in 2020 with a potential second term to be discussed later in the year. SG's first term as an appointed member expires in Oct 2020.

The Board discussed the CV of Sila Auvaa and agreed he offered a strong skill set that was complementary to that of the current Board.

It was noted that the Chair and Deputy Chair will complete the CE performance review.

TM and DK joined the meeting.



#### VC to remain on FRAC

VC to remain on FRAC, which is a Board subcommittee, despite resignation from the Board.

<b>Decision Date:</b>	29 Jul 2020
<b>Mover:</b>	Jud Hadfield
<b>Seconder:</b>	Lucy Pomeroy
<b>Outcome:</b>	Approved



#### Notification of VC resignation

CE to notify members of VC resignation when distributing agm materials.

<b>Due Date:</b>	31 Aug 2020
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**Owner:** Toni-Maree Carnie



### **JM Board nomination**

JM to complete elected and nominated Board appointment forms

**Due Date:** 16 Sep 2020

**Owner:** Jock Murley



### **President appointment**

Board to appoint President at end of current President term

**Due Date:** 25 Nov 2020

**Owner:** Lucy Pomeroy



### **SG to confirm intent to stand for second term**

SG to confirm intent, or otherwise, to stand for second term on the Board and complete nomination form as appropriate.

**Due Date:** 19 Aug 2020

**Owner:** Shaun Goldsbury



### **Co-opt Sila Auva'a**

Board approved co-opting Sila Auva'a for a term of 1 year (29/7/20-21).

**Decision Date:** 29 Jul 2020

**Mover:** Jud Hadfield

**Seconder:** Lauren Fleury

**Outcome:** Approved



### **CE review**

Chair and Deputy to complete CE performance review

**Due Date:** 31 Aug 2020

**Owner:** Lucy Pomeroy

## **1.2 Register of interest**

New interests noted and to be added to the register: JH is assisting Pines Volleyball to allow the men to qualify for Nationals through Central zone, and the other teams through Southern Zone; DM has handed over treasurer of Southern Zone to Alissa and she is now the chair of the Otepunui Community Centre; and JM has just finished school coaching.

## **1.3 Confirm Minutes**

**Board Meeting - events 11 Jun 2020**, the minutes were confirmed as presented.



### **11 June 2020 minutes approved**

Approved. No matters arising.

**Decision Date:** 29 Jul 2020

**Mover:** Donna Milne

**Seconder:** Jock Murley

**Outcome:** Approved

## 1.4 Action List

Due Date	Action Title	Owner
16 Dec 2019	General Business <b>Status:</b> In Progress	Toni-Maree Carnie
22 Jan 2020	Awards for TT and JM <b>Status:</b> In Progress	Toni-Maree Carnie
22 Jan 2020	FRAC - tour policy and budget <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
14 Feb 2020	Follow up with Māori junior team staff <b>Status:</b> Not Started	Shaun Goldsbury
19 Feb 2020	FRAC - document 2019 turnaround <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
29 Feb 2020	Financial Risk Register <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
29 Feb 2020	Insurance <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
29 Feb 2020	General Business <b>Status:</b> Not Started	Jud Hadfield
18 Mar 2020	NZ Māori Junior teams <b>Status:</b> Not Started	Toni-Maree Carnie
18 Mar 2020	Membership principle, objectives and mapping <b>Status:</b> On Hold	Lucy Pomeroy
18 Mar 2020	Membership benefits <b>Status:</b> On Hold	Toni-Maree Carnie
25 Mar 2020	Co-opted members <b>Status:</b> In Progress	Lucy Pomeroy
31 Mar 2020	Overseas Travel <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
31 Mar 2020	Accounts Receivable Risk <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
1 Apr 2020	VNZ Board budget <b>Status:</b> In Progress	Jud Hadfield
6 May 2020	Cash reserves <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
20 May 2020	Auckland regional structure <b>Status:</b> On Hold	Toni-Maree Carnie
21 May 2020	Confirm status of ASB toggles <b>Status:</b> Not Started	Toni-Maree Carnie
31 May 2020	Financial delegations in pandemic plan. <b>Status:</b> Not Started	Toni-Maree Carnie
31 May 2020	Board members to confirm if July 4th works for next board meeting <b>Status:</b> Not Started	Lucy Pomeroy
1 Jun 2020	New template of board talk to be created <b>Status:</b> Completed on 14 Aug 2020	Toni-Maree Carnie
3 Jun 2020	Insurance <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
3 Jun 2020	Policies for Review <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
3 Jun 2020	FBT <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
10 Jun 2020	Term Deposit <b>Status:</b> Completed on 24 Jun 2020	Vonnie Christian
10 Jun 2020	Overseas Travel <b>Status:</b> Completed on 28 Jun 2020	Vonnie Christian

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
10 Jun 2020	Accounts Recievable <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
24 Jun 2020	Integrate original and COVID-19 workplan documents <b>Status:</b> Not Started	Lucy Pomeroy
27 Jun 2020	Event discussion follow up <b>Status:</b> Not Started	Lucy Pomeroy
30 Jun 2020	Overseas Travel <b>Status:</b> Completed on 28 Jun 2020	Vonnie Christian
30 Jun 2020	2020 VNZ fees <b>Status:</b> Not Started	Lucy Pomeroy
30 Jun 2020	Risk deep dive <b>Status:</b> Not Started	Lucy Pomeroy
1 Jul 2020	Grant Reporting <b>Status:</b> Completed on 28 Jun 2020	Jud Hadfield
16 Jul 2020	Finance Manual <b>Status:</b> In Progress	Toni-Maree Carnie
29 Jul 2020	Map of Board skills <b>Status:</b> In Progress	Donna Milne
29 Jul 2020	VNZ Constitution update further to AGM <b>Status:</b> Completed on 29 Jul 2020	Toni-Maree Carnie
29 Jul 2020	Policies <b>Status:</b> On Hold	Donna Milne
29 Jul 2020	Board skills documents <b>Status:</b> In Progress	Donna Milne
29 Jul 2020	Grant Reporting Update <b>Status:</b> In Progress	Toni-Maree Carnie
29 Jul 2020	IRD receipt review <b>Status:</b> Completed on 28 Jun 2020	Donna Milne
29 Jul 2020	Add the flow-chart from previous board communication document to this document <b>Status:</b> Completed on 24 Jun 2020	Vonnie Christian



### **Check with Alani Samia's attendance at Club Champs**

Jock to check with Leina

**Due Date:** 7 Aug 2020

**Owner:** Jock Murley

## 2. Board work

### 2.1 Board workplan

The updated work plan was noted with minor comments. Discussion focused on the addition of the SNZ strengthen and adapt work programme and an update was provided from LP, DK and TMC's attendance at the 'first wave' kick off meeting with the ten other national partners Sport NZ have targeted. This opportunity will be the focus of work through to October. TMC Sport NZ will provide support (including resources) to enable Volleyball NZ to succeed. The next step is to map out how this work will proceed.



### **Version 2.0 of Board work plan approved**

Approved, subject to rewording of 'priority areas 1, 2 and 3'

**Decision Date:** 29 Jul 2020

**Mover:** Jud Hadfield

**Seconder:** Lauren Fleury

**Outcome:** Approved



### **Strengthen and Adapt MOU signed with Sport NZ**

Ratified subsequent to previous online approval

**Decision Date:** 29 Jul 2020

**Mover:** Jock Murley

**Seconded:** Donna Milne

**Outcome:** Approved

## **2.2 Finances**

JH presented a summary of FRACs work including the minutes from the June and July meetings, recommendations related to the April, May and June financials, budget oversight work and preparing for the end of year audit. Discussion about the June financials being submit to audit and therefore not yet approved. Discussion about the flexible, principle based approach to budget oversight involves monthly review by FRAC.



### **April and May 2020 financials approved**

April and May 2020 financials discussed and approved, noting FRAC recommendation to approve

**Decision Date:** 29 Jul 2020

**Mover:** Lauren Fleury

**Seconded:** Jock Murley

**Outcome:** Approved



### **Budget to December 2020**

Budget to December 2020 approved as a benchmark, noting that this will change as VNZ's financial situation evolves relative to COVID-19

**Decision Date:** 29 Jul 2020

**Mover:** Lucy Pomeroy

**Seconded:** Jock Murley

**Outcome:** Approved

## **2.3 AGM**

The Board discussed the rationale for holding an online AGM centred on accessibility (enabling fair access given different parts of NZ may be in lockdown and a virtual meeting was more accessible than face to face weekend) and the need to be financially responsible given current circumstances. Legal considerations included appropriate terminology for remit to constitution to allow for AGM's to be online in exceptional circumstances and also to confirm voting process. TMC noted financial requirement for members to vote and that Board decision required about what this means given earlier decision about fees.



### **online AGM**

2020 AGM to be held online on Wed 28 October, subject to approval by incorporated societies

**Decision Date:** 29 Jul 2020

**Mover:** Jock Murley

**Seconded:** Jud Hadfield

**Outcome:** Approved



### Application for online AGM

DM to apply to incorporated societies (NZ companies office) to hold AGM online.

**Due Date:** 5 Aug 2020  
**Owner:** Donna Milne



### Convene the VNZ awards panel

JM to convene the VNZ awards panel of life members to review nominations prior to AGM

**Due Date:** 21 Oct 2020  
**Owner:** Jock Murley



### Board appointment panel

Invites for board appointment panel include JM, SNZ representative and Claire Stewart

**Decision Date:** 29 Jul 2020  
**Mover:** Lucy Pomeroy  
**Seconded:** Lauren Fleury  
**Outcome:** Approved



### Board appointment panel

Invite SNZ representative and Claire Stewart to join Board appointment panel

**Due Date:** 31 Aug 2020  
**Owner:** Toni-Maree Carnie

## 2.4 VNZ Awards

JM presented his review of the current awards and comparisons to other sports and recommended combining the long and distinguished service award described in the constitution (with award levels described in regulation), adding further award categories for players, coaches, officials etc to the regulations and clarifying the criteria for all awards as described in the supporting document. Discussion about awards being a mechanism to support culture at local through to national level and that an integrated approach is required increasing opportunities to highlight contributions and achievements.



### Query about awards in constitution

DM to seek RF advice on consideration of simplifying awards as described in constitution

**Due Date:** 31 Aug 2020  
**Owner:** Donna Milne



### Awards implementation

TM to consider implementation of strengthened awards structure eg communications, process, branding, integration with local awards. Noting pending decision about simplification of service award in constitution

**Due Date:** 31 Jan 2021  
**Owner:** Toni-Maree Carnie

### 3. CE update

#### 3.1 CE update

TMC gave an update on her report, including no major issues with H & S, ongoing priority of association capability, potential for further FIVB beach vball coaching funds. Discussion about the sign off process for future proposed tours with sign off to be delegated to CE subsequent to Board approval of tour checklist. Discussion about association affiliation fee to ensure financial membership for the AGM and agreement that this needed to be flexible and trust based. Discussion about the recommendations of the performance review group noting stakeholder engagement in the process would enable smooth transition for change to U17 programme; questions about link to beach priority in current performance strategy and indoor competition structure review.

Board acknowledged the desktop review of our current priorities and capability and noted this for TMC to drive and own, highlighting support for prioritising closing gap between current and desired state in the categories of diversity and technology.



#### Tours checklist

Tours checklist to be submitted to Board for approval prior to delegated authority to CE to approve

**Due Date:** 23 Sep 2020  
**Owner:** Toni-Maree Carnie



#### Performance review recommendations

Performance review recommendations approved, subject to consideration of roll out of priority actions

**Decision Date:** 29 Jul 2020  
**Mover:** Lucy Pomeroy  
**Seconded:** Jock Murley  
**Outcome:** Approved



#### Update on performance review actions

TM to provide update in future Board report about order of addressing actions in performance review and alignment with resourcing given current limited resources in this area of business

**Due Date:** 30 Sep 2020  
**Owner:** Toni-Maree Carnie



#### 2020 Association fees

Association fees to be set at \$500-\$2500 with each association deciding what they are able to pay. TM to communicate this with associations.

**Decision Date:** 29 Jul 2020  
**Mover:** Lucy Pomeroy  
**Seconded:** Lauren Fleury  
**Outcome:** Approved



#### Updated NZOC Tokyo criteria

Updated NZOC nomination criteria approved, noting selections pending

**Decision Date:** 29 Jul 2020  
**Mover:** Donna Milne

**Seconder:** Lauren Fleury  
**Outcome:** Approved

### 3.2 Performance Programme

Discussed, approved and actioned as per above.

### 3.3 Grants

## 4. Closing statement

### 4.1 General Business

Letter from the Minister of Sport and Recreation noted.

Update from Chair discussions with Patron noted.

Next meeting dates tbc to enable responsiveness to strengthen and adapt work programme requirements. Noting this will require significant commitment over the coming 3 months.

### 4.2 Close the meeting

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

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

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