

Minutes of the Manawatu Badminton Association Board Meeting – [05 2019]

Held on 20th May

Held at Sport Manawatu

Meeting Opened at 7:03pm

1. Present and Apologies		
Board Members	Attendees	Apologies
Simon Allan Sujay Prabakar Callum Hill	James Veitch (GM) Jessica Rich	Josh Curry Sue McDowall Janice Cudby David Reardon

2. Previous minutes and matters arising
Minutes from previous meeting were a true and accurate record
Moved: Simon Seconded: James

3. Operational Reports
Development Report
<ul style="list-style-type: none">- <u>Thursday Night Badminton League</u><ul style="list-style-type: none">• 2 teams dropped out and 2 teams came back in so numbers haven't changed• Feilding League went well, not as many people as hoped – this is due to the NZ Open.• Waiting for arena to reply to David's letter about disruption- <u>Representative Tops</u><ul style="list-style-type: none">• Getting quotes for new tops• Don't have enough tops for representative players anymore• Trying to find potential sponsors for that looking at around \$45 each + GST• Would be able to pay for them unless they are sponsored• Need new tops across all age groups• Planning it to be a necessity for next season – will be able to apply for funding for this from Pub charity or NZCT• People can own tops if they want to in addition to the one included in the rep fees• James to share potential designs- <u>Arena Update</u><ul style="list-style-type: none">• Currently a week behind schedule doing the floor because the floor hasn't arrived. They have a 3-4-week buffer• Hopefully to hear back next week regarding David's letter• TNBL is back this week with minimal disruptions- <u>Funding Update</u><ul style="list-style-type: none">• 23.5K from Pub charity been granted• Didn't fully fund national team entries• Just waiting for IRD form so can apply for another pub charity grant
Financial Report

- All rep fees have been invoiced and payments starting to come in
- IRD payments including PAYE (paid 20th May) and GST payable on 28th May
- Payment to Sandra to be processed once clarification on amount and how to do it – Janice to discuss with Wendy
- Balance Sheet (As at 31st May)
 - Cheque Account = \$36,046
 - Accounts Receivable = \$19,196
 - Accounts Payable = \$5,138
- Payables (May 2019)
 - IRD = \$1,680
- Receivables (May 2019)
 - \$5270 – Badminton New Zealand
 - \$435 – Josh has been paid
 - \$1,438 – Monrad for shuttles
 - Sport Manawatu – funding James received, Sport Manawatu haven't paid yet
- Profit/Loss (1st Nov 18 – 31st May 19)
 - Total Income: \$132,898
 - Total Operating Expenses = \$84,929
 - Total Net Profit = \$47,969

4. Policy Update

Funding Policy:

- Budgeting – Have you got this in place as we haven't done this well in the past?>
- Will be done from the finance committee which would be James and Janice at this stage
- Financial year – this will be done, get this out prior to October meeting
- Add in the policy about audit/review process
- Adopt as draft form
- Moved: Simon Seconded: James

5. Strategy Update

KPI Amendments

- There are 2 amendments
- KPI 7 – training = 60% training, remove the word external and increase percentage to 100%
- So, everyone gets training related to what their role is on the board
- Keep 60% and change next year
- KPI 6 – number of coaches – change to the training of 10 BWF Level 1 Shuttletime or Youth Leadership Coaches in a 12-month period
- We have nowhere near 15 coaches
- 15 is anyone that has been on the ShuttleTime teaching course including teachers etc.

Junior Player Pathway

- Not a lot of update on this
- Callum to catch up with Josh prior to next meeting so more update then
- Template will be used for other things as well e.g. Para Badminton

6. HR and Workforce Update

General Manager Performance Review (From David's email)

- For the sake of ease and clarity, the Performance Agreement will be directly and primarily linked to
 - The GM job description
 - The Key Performance Indicators (KPIs) of the Association
- A timeline will be agreed to which is likely to involve
 - The development and signing of the agreement (likely to be early in the calendar year)
 - A mid-year reviews
 - And an end of year review
- The GM and Chairperson will also meet routinely, at which time there is likely to be discussions directly linked to Performance Agreement
- It is not intended for the GM to do anything extra to provide evidence of his performance in the role. There will be multiple sources and perspectives (about the GM's performance) naturally occurring. There will be considerable evidence in such things as
 - Performance of players
 - Written communication
 - Financial performance
 - Event management
 - Development of procedures etc.
- Prior to mid and end of year review, and with the GMs approval there may be value in seeking further direct feedback from a small group of players or associates
- Following the full cycle, a final summary report will be completed by the Board Chairperson and shared with the GM. This will identify and celebrate accomplishments/highlights and identify any areas for further development in the following cycle.
- If there are any issues with James performance, let David know
- At the end of the year we will review the process and set up a procedure for it going forward

7. General Business

Website Stats:

- Number of visits after Manawatu Open was more than double before
- Has been a notable effect from March onwards
- Doubled the amount of people visiting
- Facebook nearly at 1000 likes – 998 likes
- Average post on Facebook reaches 500-1000 people
- Using it to boost Central Region page

Feedback:

- Every month or so target a different group with surveys e.g TNBL, juniors
- Possibly add feedback section on website
- James is adding more news articles about tie results onto website

The next meeting is set for Monday 10th June at 7pm at Sport Manawatu
Meeting Closed: 7:51pm