Minutes of the Manawatu Badminton Association Board Meeting - [02 2020]

Held on 17TH February 2020

Held at Sport Manawatu

Meeting opened at 7:10pm

1. Present and Apologies		
Board Members	Attendees	Apologies
David Reardon (Chair)	James Veitch	Sujay Prabakar
Simon Allan	Janice Cudby	Sandra Lynch
Callum Hill	Jessica Rich	

	2. Previous minutes and matters a	rising
- Read and approved they are a true and accurate record		
M	oved: David	Seconded: Simon

3. Operational Reports

Development Report:

- Term 1 schools started
- 58 teams 15 teams less but every team has 3 players not 2 players (years 5 8)
- \$90 + GST
- Lots of younger teams from 9 different schools
- Running a new secondary school comp in term 3 will include singles
- Super league start: 22 teams decent start, 8 registered through the website
- Arena floor is new in B&M centre
- Ball room will be done by end of February
- Load of disruption to Thursdays
- Losing 2 rounds looking for implementing singles ladder event at Cornerstone or somewhere else.
- Can't use PNINS or Massey on a Thursday night
- Most of it will be separate to Thursday Night Badminton League
- Juniors will be affected for 5-6 trainings throughout the season
- Badminton courts lines have been painted underneath other lines has been brought to attention will see what it like for NZJTC
- Let Badminton New Zealand know about this
- Earmark that we follow this up with Badminton New Zealand that lines be painted, and others be taped over
- Really keen to see something on results sheet like a survey of some sort about the quality of the facility
- Rate the state of the floor or the venue its self-5 being outstanding 1 being terrible
- Rainbow Club is a bit of a worry as no alternative venue for them
- David to write letter to Arena about disruption to get voice heard from Badminton
- Need to ask the question if Thursday is the day, we have our big league
- Other associations in Manawatu are heavily impacted like basketball, netball and write the letter on behalf of all so we could get heard
- David, Sandra and James to meet with basketballs equivalent to discuss if it is an issue for them like it is for us.

- Doesn't line up with councils' policies of active lifestyle
- Delay letter till found out from other codes and how it is affecting them first, might be more beneficial to write a group letter of some sort?
- Manawatu Open: 6th + 7th March will have B and C grades so more people can play more badminton
- U17 open 3 weeks later in PNINS and Cornerstone
- U13 Championship as well not sanctioned, doesn't count for national squads and no player points

Financial Report:

- Currently at auditors
- Making about \$35,000 as at last meeting
- Still looking at profit of \$27,000 for the year
- Reports should be finished in time for AGM
- This year we must be more careful with 20 hours more in salary/wages a week
- \$20,000 in cheque account
- Term Deposit = \$100,000ish
- Liabilities not many now to pay as it is the start of the season
- Compared with this time last year an extra \$15,000 in the bank
- With the disruption from the arena etc. have done well

4. Junior Teams Event 2020 - new terms of contract

- Would only get \$3,000 usually to run it
- Manawatu will have to pay their own tie fees and shuttles as well
- Increased the amount to \$6,000
- Can now apply for funding earlier
- Moved that the board agree with this policy and implement it for the Junior Teams event 2020.
- Moved: Simon: Seconded: David

5. Annual General Meeting

- 27th Feb downstairs
- Put it out through email and Facebook
- It should be constitutional not operational
- Have asked for any items from clubs that they want to address
- Sent out to clubs via email and to super league database
- If items are not sent in, they are not to be discussed at the AGM
- Annual meeting is a constitutional meeting not for complaints from clubs
- Items may be considered but not discussed depending on what the item is
- Asked for nominations for service awards
- Simon was appointed on the board
- Callum is effective and has an intelligent knowledge on finance
- Sandra has suggested that instead of having them reviewed instead of audited, in theory having Wendy as acting in advisor role off the board
- We are paying Wendy for last year's accounts and the same next year
- Callum could still take finance portfolio on the board
- More of an advisor role, Callum is keen to do this
- Heading into the AGM elect him as a normal member than he can have the portfolio
- What about Michelle??
- Callum to be left as elected easier to be appointed later
- Janice idea with biannual audit and review every other year will not affect trust

- applications
- Could save \$3,500 a year if we do it this way
- Might save \$1,000 for having a review instead of an audit
- A suggestion is to leave it open so board can have audits done when they deem necessary, so not name a timeframe in the constitution
- Other sporting associations have made the change no feedback yet
- With Wendy doing the accounts the level of confidence would still be high
- Need to hold a special general meeting to make the change for the audit/review as it is in the constitution
- We could have an Audit than a review and then look at the decision to do this
- Get advice from Wendy about the cost and effectiveness of changing
- Review/Audit process to reassure funders of financial integrity. The details of accounts not as important (profit/loss).
- Going to raise it at the Annual General Meeting and will have a Special General Meeting soon to make the change to a review of the annual accounts
 - Affiliation fees
 - One more club to consider
 - Clubs be charged the same as last year
 - Will be better off by another \$600
 - Some clubs a bit of a worry
 - Affiliation fees remain unchanged for 2020 season
 - The clubs are about the broad membership of badminton and for the greater good of badminton

6. Badminton New Zealand Annual General Meeting

- AGM is on March 20th 21st
- Janice has agreed to go to it
- Why do we need to go to this?
- Answer: because of networking opportunities & maintain Manawatu interests in national programmes/competitions
- What can we put forward to Badminton New Zealand?
- Networking is more for the annual Badminton New Zealand conference (Oct/Nov)

7. Finance Discussion

- Finance Discussion
 - o Investment of term deposit funds
 - Interest rates low still have money for term deposits
 - Something not too risky
 - Suggest that for 50% of term deposits
 - Depends on time frame
 - Maybe 4 year one slightly riskier than a term deposit
 - Not a minimum time frame if less than 4 years it's not worth because you
 make a loss and end up with less money
 - Term deposits 3.4%
 - Rates: 6%
 - What about benefits for not for profit
 - Building fund to start rolls over on 19th Feb
 - Let it roll over and do it when we want to
 - Callum to send Janice information about the investment plans
 - Given this present moment and when deemed applicable we decide to

invest \$30,000 in an investment fund decision to be made by Callum and Janice and email thread to confirm this decision

- Moved: Callum Seconded: Simon
- Curtains nearly end of summer so should we leave it for September to worry about.
- Can we rename the building fund to an asset development fund or a development fund?
- Need to get a written agreement stating we can be a tenant for X number of years. At PNINS if we are going to install curtains.
- Janice to explore whether we can rename the building fund to an investment fund
- Janice to tell bank on Wednesday she wants to break building fund

Budgeting plan:

- Budget needs to be broken down into months
- Can put it into Xero if need to
- James to send it to Janice to get it broken down into months in terms of cash flows
- Break down for events James done a template already for this
- Janice to work on this with James
- Possibly by next meeting or within the next 2 months tracking it in Xero
- Leaving it to Janice and James

Shuttletime role

- Potentially in increasing hours and going into Oroua and Horowhenua
- The role should be self-sustaining
- Want to see if it is making money or not
- Could be part time for Horowhenua and Oroua and cost recovering hours
- BNZ gave us \$1,500 to spend down in Horowhenua
- Look into this as growth etc.
- Only one active junior club where are they all going to go with all the work being done
- Only other option is Rainbow club, so much potential
- Should Manawatu run a junior club over a few nights a week? Association could have a club at 4pm say for example so it is afterschool. Ballroom availability is an issue
- Make the junior club an item for the next meeting
- How do we grow the juniors what's the players pathway
- Think tank topic for next month junior club, rainbow cub etc.
- People not willing to give up their time, need to be paid, is an issue at club level (Palmy club)
- You pay someone good money to get a good quality product
- Have a fund for example
- Think thank and proposal for next meeting

o Finance approach for 2020

- Getting accounts a week in advance for the meetings
- Have a proper reading of them a week before
- End of the previous month are usually what the reports are
- We usually meet every 2nd week of the month

8. Board Reflection Discussion

- Park this item for next meeting.

9. General Business

- o Uniforms
 - Due to be delivered end of February
 - Week delay because of coronavirus
 - Delivered before first masters tie if not they can wear the old ones
- Senior rep teams
 - Had some non-Manawatu residents show up at rep trials
 - Horowhenua players have received it

Meeting closed: 9pm

Next meeting: Monday 16th March 2020 at 7pm at Sport Manawatu