



BADMINTON NORTH HARBOUR
Minutes of the Board meeting
Held via zoom on Tuesday 14th September 2021

The Board meeting was called to order by Karen Blank at 7.00 pm.

Present:

Karen Blank, Dorothy Callister, Kati Turver, Simon Joe, Kerrin Harrison, Chris Davis, Connie Cheng, and Mark Werman

Apologies:

Absent:

In Attendance:

Glenn Cox (Chief Executive), Annabelle Galvez

Approval of Minutes:

The minutes of the meeting held on 8th July 2021 was accepted and approved as true and accurate records by the Board.

Matters Arising:

None

Correspondence In/Out:

A letter from the auditors and some changes were put in place that put us in a not ideal position. The fees went up by 35% and we were asked to follow a template. Glenn said that we will therefore run with the Auditors requirements so that we can have the accounts completed and signed off for our Annual Report and AGM. Chris Walker will be assisting Karen on filing the information on the template.

The Board has agreed to postpone the Badminton North Harbour AGM around mid-February or until such time as accounts are completed and audited and able to be presented.

A letter coming from the Board will be circulated to all clubs and general membership.

Financial Report: June and July 2021 as circulated.

In summary, Glenn mentioned the turnover was strong and we had a reasonable result compared to previous year.

The Pro shop also had good results with strong sales in footwear and is trading very well.

He updated the board of grants approved:

NZCT - \$110k to push to next financial year
Auckland Council Facilities Fund - \$100k for three years

The financial report was approved by the Board.

**Chief Executive's Report:
Update from David**

The Board congratulated the North Harbour teams' great results this year. BNZ inter-association ties format was discussed with some suggestions for more matches/games and number of teams for Wisden.

Glenn mentioned some events we are hosting under BNZ but will decline some to prioritise the clubs and community.

The Chief Executives report was accepted by the Board.

Health and Safety:
none

**General Business:
Budget 2021 – 2022**

Glenn presented the Budget for 2021-2022.

The Board resolves that the 2021 Budget is hereby approved and shall be allocated.

Policies Approval –

The Board approved and passed the following five updated policies.

- Child Protection Policy
- Motor Vehicle Policy
- Coach's Code of Conduct
- Remotely Working from Home Policy
- Audit and Risk Policy

The first three are now ready to be uploaded on the website. The last two will remain as a live document and open for amendments.

With the Child Protection Policy, Glenn will ask Lisa to gather the coaches together and make sure the coaches understand. He will have to ask Chris Bright later to discuss and highlight the dos and don'ts.

Discussion on Accident/Incident of Farah Thien

Simon gave an overview of the incident:

He reported that a couple of players who travelled to Rotorua for Senior Division Inter-association ties went out late at night to grab some milk for the following day at a nearby service station. On their way the car hit some ice and went off the road and hit a tree.

Police visited the area and the driver of the car, who was safe was allowed back to the accommodation and played at the competition the following day.

Glenn asked the board as to what North Harbour does in this sort of scenario.

The Board suggested on the following:

- To look at the Players Code of Conduct and make sure responsibility and accountability as NH player should be put in place
- To look at the liability policy insurance cover
- Code of conduct should be available and accessible to NH players online

Survey

The survey result was discussed. There were at least 187 replies and is quite disappointing that we didn't get more according to Karen. It is a good starting point and the next one will be ready so we can move forward with the database. She thanked Lisa and Ross Barnett for helping and asked the board to have a look at the link.

Covid 19

Glenn is looking to be getting back in October.

Some plans and new guidelines at Delta Level 2 were discussed:

- Base on the 50 numbers allowed, only 44 players on court

- Opening hours 8am to 10pm
- Lock front doors and open only on the hour
- Court lights will turn off at 55 minutes
- Warning sirens will turn on and off at 30 seconds to give time for players to exit the facility at court 1 and allow next players to enter the front doors
- Face covering is required upon entering and around the facility, can only be taken off while playing
- A 2-meter distancing

Staff rostering might be implemented to abide with 2-meter distancing in the office. Glenn and Lisa will visit the facility to check and set up new signages in preparation to Level 2.

Glenn mentioned the facility is being cleaned and some minor cleaning of white lines on courts are being done.

As there was no further business, the meeting closed at 8.06 pm.

The next Board meeting is scheduled for 9 November 2021.

Chairperson: 

Dated: