



BADMINTON NORTH HARBOUR
Minutes of the Board meeting
Held via zoom on Tuesday 9th November 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, and Mark Werman

Apologies:

Chris Davis, Connie Cheng

Absent:

In Attendance:

Glenn Cox (Chief Executive), Annabelle Galvez

Approval of Minutes:

The minutes of the meeting held on 14th September 2021 were accepted and approved as true and accurate records by the Board.

Matters Arising:

Insurance Liability – Chief Executive mentioned everything is covered and nothing to do at this point. He will talk to Julie regarding how to link to our website.

Correspondence In/Out:

None

Financial Report: August and September 2021 as circulated.

The financial report was approved by the Board.

Chief Executive's Report: Verbal Report

Staff zoom meeting twice a week is still ongoing to make sure everyone is all good. Some staff position manuals are done, and some are still ongoing. Received around 9 job applications for Mani's position.

A meeting with the company regarding kitchen repairs and will discuss how to utilise the money allocated from the insurance company. Someone from soccer is interested in our kitchen equipment and another option is to put it on auction.

NH squads are still on zoom fitness training four to five times a week.

The Chief Executives report was accepted by the Board.

Health and Safety:

none

General Business:

Strategic Plan - Karen

Proposed the strategic plan to be revised every year, the Board to let her know if they have any questions, once revised, and updated, should be uploaded on our website.

A query on the date of finding a new facility which is in 2022. Confident it will happen and to be discussed in the General Business.

Covid 19 - Glenn

Based on the government's new traffic light system we must make a call or a decision on what's going to be mandated at our facility. Some parents are asking if our coaches are double vaccinated and our status with vaccination. Under our Health and Safety policy, we must ensure a safe and healthy environment.

All staff, coaches, and squads are 95% fully vaccinated. He asked the board to make a mandate as to what we are doing and how to enforce it.

The board said that if we looked at doing the mandate we have to realistically support and assist the staff and as CE suggested to put a security guard initially. Kati to talk through with him about the process.

No ruling from BNZ, but CE mentioned that Oceania is mandating that anyone involved in any of their event should be double vaccinated.

The board is all in agreement that they will mandate and will wait for more information from the government.

Policies

The Board approved and passed the following updated policies.

BNH – Manager/Officials Code of Conduct

BNH - Court Booking Policy

BNH - Health & Safety

BNH - Staff Induction Policy – H & S Website

BNH - Return to Work Policy – H & S Website

The first two are now ready to be uploaded to the website. The last three will be on policy files in the admin section.

Insurance Claims

Received quotes from two companies around 22k + GST and the insurance company agreed to go with the more expensive quote as it starts earlier which is on the 15th of November.

The office will be done first and once completed they will do the kitchen. Glenn discussed details on the process, materials, etc. with no major structural changes. The kitchen which will be converted to a meeting room can also be used as a study area for squads/players when they come from school for training with unlimited Wi-Fi available. TV and heat pump to be installed in the meeting room.

A work in progress, unsure of the total cost but with the budget amended, the 35K for vehicle upgrade was re-allocated to the office/kitchen upgrade, and 35K will be coming from Council as part of repairs and maintenance grant this year. All changing rooms are now completed and after the kitchen/meeting room is done, mostly all repairs in the facility have been achieved.

An independent person formerly from Harbour Hockey is doing an Asset Management Plan and looking at Replacement Policy over a 1, 2, 5, and 10-year plan that we must put in place as part of council requirement.

Active Badminton Centre

ABC was trying to open the facility as they are struggling and don't have the same ability to claim any assistance from the government as we do.

In good faith, CE to look at assisting with the rental cost of the facility next month. He mentioned Chris has been supportive of his proposal and Karen asked the Board if they have any suggestions or whether they agree on the idea. The figure involved is from \$5,000 to \$6,500.

A discussion regarding whether the said proposal will be a loan or a donation/gift, where the funds will be coming from, the legal implications of using corporate funds for a charitable contribution, and if there is a contract or obligation to support ABC. A suggestion was to get the amount from gala dinner funds, which is not part of our corporate assets, in a way helping to fund the players to keep playing at the Active Badminton Centre facility.

The Board has agreed to support Active Badminton Centre to help them carry on and to support badminton in general.

Karen and Glenn to talk to Chris and Mark with the final decision as to where the funds will be coming from.

Grants received from NZCT, Council and waiting for another 20K from Aktive, income-wise we have a strong month.

Facilities - Glenn

As a result of the grant with regards to the expression of interest for the 15M/year Council Development Fund, CE received a call from Tennis Northern vice-chair Tom Jackson.

They agreed to progress with the facilities plan and will meet with the architect of Kristin School's new tennis court building. Will explore the land options and architect to draft a building plan so they have an indication of the cost and how it will look before they approach the Local Board and apply for the grant.

As there was no further business, the meeting closed at 7.48 pm.

The Board went to an in-committee meeting.

The next Board meeting is scheduled for 27 January 2022.

Chairperson: 

Dated: