



MEETING MINUTES #1 Tuesday 29 January 2019

Meeting held at Sport Southland Meeting Room 2 in Stadium Southland, Invercargill 6pm

1. **WELCOME** - Janette Collins (President & ESHA) welcomed Jo Macgregor (Appt), Julie Bensemann (Appt), Rob Michelle (IHA) and Tracey McCall (GM)
2. **APOLOGIES** - Graham McBeath (ESHA), Wendy Ryan (guest) (lateness, 7.15pm)
3. **STRATEGIC PLANNING:**

The survey has been completed and summarised by going through each division and taking out all points. The points have then been colour coded if they have come up within more than one division and those points have been mentioned by more than one respondent in the division have a number beside them.

Next Steps:

- Tracey to pull out the consistent view points across the divisions into a final summary to action, come up with ideas and garner feedback from Associations and Clubs. A copy to go to Emma for the Umpires group. Apply these to governance or management issues and into the strategic plans.
- Senior Division 1 men's and women's meetings to be held 12th or 13th Feb in Gore for players, coaches, managers to go over survey results and ideas, Dunedin Competition and team competitions. 6pm Men, 7pm Women with Jo to chair, Wendy and Janette plus SWCC to attend.

HS DRAFT Strategic Plan

Please find a copy in the meeting folder this is in draft form.

Next Step: Janette and Tracey to work on an A3 size document for Hockey Southland

Four way Strategic Planning Meeting to be organised for the week of the 18th Feb (Wed, Thurs or Fri) in Gore. Tracey to email the representatives to inform and collate a date that suits the majority.

4. **ACTION POINTS LAST MEETING:**

Update on Xero and Westpac Trust -

Based on the recommendation from Lynley Pryde from Launch office solutions recommendation to use Crystal Payroll \$199+gst annually.

MOTION VIA EMAIL:

Motion: Hockey Southland to use Crystal payroll"

Moved by J Collins

Seconded by J McGregor

Yes: 6

No: 0

Motion passed

Tracey has been in contact with Lynley and she will set Hockey Southland up and have us ready to go for the next pay cycle. Tracey attended a Crystal training on Pay Day filing while on holiday and they have indicated to try using it from early March but will let everyone know when the final links to IRD system ready to go.

Update on Jamie and Financial Review - the letter of engagement has been signed and sent to Jamie for the review of the 2018 accounts.

Can HS go ahead with their Signage? - Wendy not available to discuss at this point of the meeting.

5. CONFIRMATION OF MINUTES OF MEETING HELD 10 December 2018 (In Folder)

Minutes were confirmed as true and correct.

Julie Bensemman/Janette Collins

Matters arising - Rob asked if any hours of work and a request for payment have come through from IHA for work Sue did on mid week competitions. Nothing has come through and Rob will follow up.

6. GENERAL BUSINESS:.

Resolutions for Funding for 2019 season:

" Hockey Southland resolve to apply to Community Trust South for funding for the senior teams to attend National tournament and for general operations RSO funding for the 2019 season"

" Hockey Southland resolve to apply to TTCF for funding towards Hockey Southland Staff salaries for the 2019 season"

" Hockey Southland resolve to apply to the ILT for funding for general operations for the 2019 season"

" Hockey Southland resolve to apply to the ILT Foundation for funding for general operations for the 2019 season"

Motions moved by Janette Collins

Seconded by Jo Macgregor

Passed

Resolution for General Manager to be IRD Executive Office Holder

“Hockey Southland resolve that the General Manager, Tracey McCall, become the Executive Office Holder to the Inland Revenue Department to manage Hockey Southland affairs”

Moved by Janette Collins

Seconded by Jo Macgregor

Passed

Managers/ Coaches Review:

Tracey gave a summary of points at the last meeting of changes to be made to processes and procedures.

Brooke Neal - is only wanting to commit one day in February so suggested to her we go for July holidays and she was keen for that. We will look to get Anita McLaren again and have an attackers and defenders focussed clinics in July. This was discussed and decided that Anita and her proposal had more to offer to more of the hockey community.

Professional Development - Christchurch 15-18 Feb

Ant will be attending a Canterbury Advanced Coaching workshop and Tracey and Ant attending a HNZ Umpires forum. Travel via HS Car.

Otago Hockey GM Andy bought new Pathways manager Hymie Gill down to visit and get his bearings. He was given an overview of the Southland Hockey landscape/structure and then what was happening in the development space this year. He was happy to be involved and will coordinate with Ant on dates he can help. Having Hymie in the Southern area is a fantastic resource and discussions to be had about how this might all work. Andy and OHA will be in contact with more details and how this will work on the ground and financial cost.

7. REPORTS: Circulated

Umpires Coordinator Emma Currie asked on behalf of Richard Perica whether or not Hockey Southland could help with funds for him to go to Masters tournament. This funding comes from Associations not Hockey Southland so he could apply to IHA. However Hockey Southland is happy to help Richard apply to outside funders for financial help.

OPERATIONS Circulated and read

HEALTH & SAFETY REPORT: Circulated and read

Both reports above moved by Jo and seconded by Julie.

Discussion around state of injury reporting documents in Invercargill and will look to develop an incident reporting document on the App and get a more professional folder for club rooms.

ESHA:

- Presentation to be completed with CTOS on Thursday 7th as part of the application process.
- ESHA AGM will be held on 11 Feb at 7pm at Gore Hockey Pavilion

IHA:

- There has been no meeting since the last HS meeting but of interest is the competition formats and retention of players by clubs
- Development work to be undertaken by IHA to be worked on
- IHA wants Ant to work right through to conclusion of Monday and Tuesday competitions

**Southern Report to Hockey Southland
29 January 2019**

Southern Domestic Calendar for 2019 is being compiled by Tory.
Tory will finish at the end of 2018.

Southern have sent a proposed RDC plan to HNZ to apply for funding for 2019. In this plan are included coaches, players, umpires and administrators.

There is a desire for the 5 associations to continue working together in 2019. Need to look at the specifics about how this will look. Looking to compare our strengths.

U18 Skill Clinics will be held in Gore, Cromwell and Dunedin. (No dates yet). Coaches yet to be appointed but several applications.

Need to make players aware of clinics and upcoming trials and encourage them to look at Facebook for updates.

U21 Trials will be set once coaches are appointed.

Looking to advertise Southern at O Week and at SIT.

Looking to have Clive Daniels at U18 Clinics where/if possible.

Turf Costs for Tournaments in Southern are to remain the same as in 2018.

Year 5 & 6 –Looking to have 6 aside and 1 goalie.

8. OPERATIONAL BUDGET:

Tracey and Janette complete the first draft on 29 Jan. A meeting with Jo, Tracey and Janette on Monday 4th Feb to complete the budget and to present to the board at the next meeting.

9. FINANCIAL REPORTS: Circulated

Reports moved Janette Seconded by Julie

IHA financial commitment to HS for 2019 for Small Sticks Programmes was discussed. IHA believe that due to the source of funding that the coverage of these programmes are within Hockey Southland. This will be discussed with IHA at their next meeting for further clarification.

ESHA financial commitment to HS for 2019 small sticks programmes amount to be confirmed after discussion at their next meeting.

Due to the process of employing a YHF Hockey Southland IHA commitment of \$2000 will not be requested for the 2018 financial year.

10. CORRESPONDENCE RECEIVED:

- Turf Trust Letter re Administration and Management Costs
- MOU with ATT - including turf time for clinics being free, Rent paid for HS office space
- Letter from Collegiate and Central Club
- Letter of resignation from financial reviewer Mike Wallace

11. CORRESPONDENCE OUT:

- Letter to ATT with Job description and MOU
 - Letter to Collegiate and Central Club
- Letters to be tidied up then sent by Janette

12. DATE & VENUE OF NEXT MEETING:

Tuesday 26th 6pm Gore at Smith Wood and Woods Lawyers

CLOSURE 8.15pm

Chairperson _____

Date: