

Poverty Bay Hockey Association

Meeting Minutes

Monday 6th November 2017

6pm

Present: Julie Hollamby (Committee), Louise Teneti (GMC/Committee), Maija-lee Gooch (Administrator), David Preddey (LOB/Chairperson), Ngaio Haenga (GMC/Committee), Wade Manson (Rep Coach), Josie Morete (THC/Committee)

Apologies: David Mackey (YMP/Vice Chairman)

Previous Minutes:

Previous minutes read as a true and accurate record 18th September 2017. Julie Hollamby/David Preddey, Carried.

Matters Arising:

Any matters arising have been added to the agenda in General Business.

Correspondence:

- *Mai to update and send through. To be approved via email.*

Reports:

1. Financial Report

General Income is up on budget.

- Operating Profit is \$63,000 – dugout and fence contribution to come out of this..
- Central Bill – 2017 numbers are still to come in.
- Manutuke Paid twice and are sitting in credit until bank details are received.

Moved accounts be paid and report is accepted. Julie Hollamby/Louise Teneti, Carried.

May to check on other liquor suppliers.

2. RDM Report

There will be no report until the position is filled.

3. Small Sticks in Schools Report

Numbers are looking good for 2018, it is going to be a busy year. Louise may need to bring in someone to help.

Can her job review be completed please.

There will be some work up the coast. It is going to be cheaper to stay overnight – Louise will work with the schools to combine the times to make it work.

We need to look at using other locations for Year ½ and ¾ Winter Grades

- Turf is outgrowing the numbers we have.
- We could allocate pools to other locations
- There would be an increase in the volunteer base required.

Report accepted Julie Hollamby/Buck Rogers, carried.

Rachel arrived 6.31pm

4. U15 Girls Manager's Report

- There is a stigma around the name Poverty Bay which was raised while the team were away.
- Girls uniforms is still an issue.
- In general the trip was fantastic.

Thank you to Va for your hard work with reps this year.

Congratulations on your result and for the way in which your team welcomed guest players.

Report accepted. Ngaio Haenga/Julie Hollamby. Carried.

5. U15 Girls Coaches Report

- Umpiring – The quality of umpires is an issue. What is HNZ's procedure on approving umpires? HNZ need to look at the umpiring situation. The level of umpires needs to be higher. What are the levels? Where does the \$1000 go to if teams pay instead of taking an umpire? Umpires had to be approved by HNZ for secondary schools tournament. Teams shouldn't just take someone to take someone.

- Free Turf Time and access to equipment still needs to be looked at.

May to draft a letter to HNZ regarding umpires.

Thank you to Louise for your hard work with reps this year.

Congratulations on your result and for the way in which your team welcomed guest players.

Report accept Julie Hollamby/David Preddey. Carried.

6. U15 Boys Coaches Report

- Suggested that PBH allows for an assistant coach role with rep teams.
- Developing captain's role needs to be looked at.
- Wade indicated his interest for 2018. He will need to reapply.
- Need to look at the process of Coaches and Managers.
- Advertising of Rep Positions should be done end of Jan/beginning of Feb.

Thank you to Wade for your hard work with reps this year.

Congratulations on your result and for the way in which your team welcomed guest players.

Report accepted. Josie Morete/Julie Hollamby. Carried.

Managers report still to come.

7. U13 Girls

nil

8. U13 Boys Coaches Report

- There needs to be some education for coaches/managers around action week.

Report accepted. Julie Hollamby/Josie Morete. Carried.

General Business:

1. Steve Candy - Dugouts

Plans for the dugouts are finished for council purposes, just require confirmation on the viewing tower as it may require further changes.

- Two bays with centre tech bench, continuous roof, lean to out the back.

Viewing Platform.

- There must be stairs with handrails. The stairs would sit outside the security fence area.
- The main poles could be included in preparation for the additional funding being sourced.

- The price of engineering without the roof, platform only is approx \$28,000
- The 8 structural poles would be approx \$5,000
- Mai to confirm with HNZ if there is a specific location for video towers required for events.
- Can we put the posts in at a later time? No they would be part of the dugout structure and a different strength to just dugout framing.

Steve to talk to Calvin about the structural poles and fixing temporary platforms to it.

- It will require a change to the plan

Moved that Steve to include the 8 strengthened poles into the dugout design. Julie Hollamby/Ngaio Haenga. Carried.

- A Fire Report is included with the submission to council - a letter outlining the number of people, that it is a metal structure etc
- It will be at least 5 weeks for a result from council. Once approved Steve will look at a start time. It will not be Pre Christmas.

2. PBCA/PBHA Meeting

Minutes of the PBC/PBH Meeting tabled.

PBH would like to improve the running of the Pavilion.

PBH envision the redeveloping of the Building Committee and working on the development of the Pavilion as a whole..

- Apply for funding to upgrade
- Re-work the bar and canteen
- Working on the running of the building

May to organise a meeting with the PBCA and the PBHA specifically around the Pavilion.

- Drinking in the changing rooms to be raised at the meeting also.

May to sort out the dates in the minutes.

3. Turf Alarm

Each month we are getting a bill \$200, \$270 for call outs and re-setting the alarm.

- Suggested that we flyspray the alarm senses.

- Suggested that the alarm be turned off each morning. This could impact the insurance.
- Buy security cameras with a light and link to your phone. But need the internet.
- What happens if there is nothing? What happens if there is someone?
- David Preddey to be added as a call out contact along with Ngaio.

We need the internet.

Dave Mackey arrived. 7.04pm

4. RDM Job Description

An updated Regional Development Manager Job Description was sent out.

- JHC needs to be re-developed
- Need to get out Umpiring Council Up and Going.

Was an operations managers looked at in place of the Regional Development Managers role?

- The OM would report to a Board.
- The OM would have the authority to make decision on Judicial matters etc.
- The would be accountable to the board and report regularly
- The committee would no longer deal with the day to day running of Hockey, but set the strategic strategies etc in conjunction with the OM.
- There would still need to be an admin person (but this could remain a part time role).
- There would be less micro managing.

Do we give the RDM a 6 month contract while the operational manager's role is development?
Now is the ideal time to make the change to the operational managers role - have everything ready for the AGM.

- there would be an increased cost to the match the increased wages and hours.
- Something needs to change.

Ngaio to develop an Operations Manager role and board structure. Mai has sent through examples of OM roles.

- could we access Volunteers from Volunteer Centre – volunteers through duty teams?
- Go to sport Gisborne to talk to other codes about how they manage their programmes and volunteers.
- Could we meet with someone who pays the same sort of fee structure around how they manage the running of volunteers?

Where can we get a draft Strategic Plan to cover the whole of hockey?

- Hawkes Bay are a great example.
- Central Hockey.

4th December 6pm HBR Meeting Operations Manager/Board/Governance. May to organise Pizza.

11th December Committee and Christmas Meeting – Three Rivers at 6.30pm

5. Job Appraisals

Job appraisal for Wade, Mai and Louise are still to be completed.

- These need to be completed.
- A date 20th November for Mai and Wade's appraisals to be sent to committee.
- A date of 20th November for Louise's contract review to be sent out..
- Louise to resend contract

6. Rep Document Review

Mai to send through the changes to Wade and Louise and will be approved by 22nd of January.

- Friday 10th November Mai to send to Lou and Wade
- Friday 15th December first draft to PBHA
- Monday 15th January changes to Mai
- Friday 20th Jan final draft for approval out to PBH

7. Competition Rules Review

Mai to send it out to the association tomorrow to review by the 13th of November.

8. Facilities Review

May to submit based on current information.

9. Office

The option of a portable Office to continue. More permanent options can be looked into with PBC at a later stage.

- Mai to contact Garrett again.

- Mai to contact Andrew Walker if no answer from this.

Mai to also do the same for the front gate signs.

10. Funding

- **Goalie Gear.** Mai has received and submitted accountability for the goalie gear. There is one set of Rep Goalie Gear to be purchased through alternate funding. If funding for an additional set can be source the old rep gear is to added to the roster. Mai to set up the roster.
- **Wages.** Mai has submitted partial accountability for the NZCT Wages Grant based on what has been spent so far. Mai has also submitted the requested changes to the RDM role.

Moved that PBH to apply for funding for travel and accommodation for South Island Teams once the HNZ 2018 Calendar has been confirmed.

Wade to organise the accommodation and travel quotes.

11. Lock Up

Mai has started stocktake, please do not move anything.

- all master keys returned except Mai and Ngaio.

12. HNZ Conference/Inspiring Women in Sport

Mai to register Julie Hollamby and Richard Rogers.

Mai to register Julie, Louise and Mai for the Inspiring Women in Sport Forum.

13. Staff Uniform.

Mai to follow up on a shirt similar to Sport Gisborne in style.

14. Stocktake

- Lousie to bring down a clothing rack for the uniforms.

- David P, Buck, Louise and Ngaio to clean out the little room ready for the uniforms to go in.

15. Queens Birthday Weekend

Mai to confirm the previous Pavilion charges. If less than the \$230 multiple day charge an additional 20% is to be added.

16. Reports.

Mai to complete the draft reports by Friday 17th November

- HBSFT
- Funders
- Sponsors
- Neighbours - include the
- HNZ/NSSC

17. Coaches Coaching Coaches

There is only one spot available. Mai to send the information on to Nancy, Louise and Henry.

18. Central Operations Meeting.

Mai is attending the Operations Meeting. PBH wish to raise:

- Quality of Umpiring at tournaments
- Central Campaigns/camps etc
- invitations to events to come in earlier.
- what are we not doing to receive recognition? What could we do to improve.

Meeting closed 9pm. Next meeting set for 4th December, 6pm, Harry Barker Reserve.