

Nga Kaihoe O Aotearoa (Waka Ama New Zealand) Inc
Board Meeting Minutes Summary
Sunday 17th June 2012 9.30am – 4.00pm
Novotel Auckland Airport, Ray Emery Drive, Auckland International Airport

Chair: Paora Howe
Minutes: Debbie Sellar

Attendance: Danielle Rouse, Paora Howe, Paul Dahl, Tim Marshall, Lara Collins

Apologies: Meka Whitiri, Ralph Ruka, Caren Fox

Meeting Opened 9.35am

1. Opening Karakia / Welcome – Paora Howe

Welcome to Debbie Sellar, new staff member
Acknowledgement to Lara for preparation and circulation of Board agenda and papers

2. Minutes of Board Meeting 29 April 2012

Board approved the minutes of 29 April 2012

AROCA letter and response tabled

The Board Commitment Letter and Conflict of Interest Declaration was read and signed by attending Board Members. This is signed annually and will be due again in June 2013.

Debbie to send this to Caren, Ralph and Meka to complete and return.

A summary of the April Board Minutes are now on the website – received by Board.

<http://www.wakaama.co.nz/pages/view/13>

3. Financial Report

The financials were presented by Lara

The current auditors (Gilbert Accountants) have advised they longer audit accounts and we will need to find a new auditor.

The Board agreed to appoint a new auditor for this year's accounts and notify the members at the AGM in.

Lara to circulate potential Auditors to the Board once found

The Financial Report was received by the Board

The Budget for 2012/13 was approved by the board.

Paora thanked Lara for preparing the financial documents.

11.11am Hoturoa Kerr arrived. Discussed No. 6 International Va'a Federation on the Agenda

See No. 6 below for the minutes

12.00pm Lunch Break , 12.40pm Meeting resumed

4. Board Report – Lara

Report received from Lara

Lara briefly spoke of the Waikato role and monthly meetings with Conan. He is going extremely well and the Waikato role is a good model that could successfully be taken to other regions.

The Regional Meetings were well received and Lara has enjoyed engaging with the clubs and can see the

benefits in the taking the messages around the country (*kanohi kitea – the face that is seen*). It is a great to see some much happening around the country and helping wherever possible.

Confirmed Maori TV coverage of the Nationals 2013. We are currently working with them on advertising packages for sponsors.

Calendar to be produced and sold online.

Affiliation document to be updated on website with new wording

5. Annual Planning

The Annual Operation work plan was presented, Paora suggested it should go on the wall, good working document for the office, it highlighted the increasing workload.

6. International Va'a Federation – Hoturoa Kerr, Vice President

Paora welcomed Hoturoa to the meeting, Hoturoa responded.

Hoturoa outlined IVF history, voting history and process of being an A, B or C Member determining how many votes you get based on how much you pay. It is not a registered entity and lacks strategic vision. The Charter is currently being reviewed with Lara on this committee.

Discussion around the upcoming IVF Elections and the IVF in General and the good work that has been done by Hotu, Lara and other kiwis involved at that level.

He thanked Hoturoa for coming in and also his previous work for the organisation, Waka Ama NZ, and helping lead it to where it is now.

Hoturoa left the meeting 12pm.

7. Sanctioning

Lara reported the lawyers are happy with the sanctioning document so far and are working through it for us. Waiting for responses from Water Safety NZ and the lawyers; Lara will implement the timeline presented and report back the sub committee and Board as progress is made.

Lara will circulate final draft to Board in July and then send back to the lawyers to confirm .

8. Strategic Planning

Feedback to date presented.

Lara - Response to feedback will be drafted before 2nd draft of plan is circulated, in keeping with agreed timeline of action.

9. Race Rule Review – Update

Submissions are being received and process is working well.

10. Communications Plan (updated draft)

Lara presented draft Communications Plan. Discussion around the following points:

- Images
- Media plan to be added as more work is done in this area.
- Board Member communication
- Policy development - Chair/Board to sign off, Operations - role of the CEO.

The Board felt the plan contained useful messages for all and should be put on the website.

E-Newsletter first edition was sent in early June to all affiliated clubs and individuals could sign up for a subscription via the link on the website. Very successful E-Newsletter

11. AGM

AGM Date confirmed for Saturday 13th October, Auckland

After discussion it was agreed that an AGM club race & corporate race be introduced.

Reminder that this year on the 8th December will be the 25th Annual Regatta at Pawarenga, where the national association was founded.

12. Secondary School Nationals Report

Lara outlined that Te Wairiki Porea had done a fantastic job and the Board commented on the quality and fullness of the report.

13. Coaching Framework up date

Report from Corrina was presented

Some further work to be done at this stage and then next step is to engage with experts in waka ama coaching to get their feedback.

14. Long Distance Nationals – Report from Hoe Tonga

Report was discussed including feedback and recommendations.

The Board considered the report was a good guiding document representing a very high standard of reporting and acknowledged the event was run to a high standard.

This report will be passed on to the AROCA region as the next organisers of LDN.

Lara is to prepare an MOU for the Long Distance Nationals moving forward.

15. General Business

- Amiria Mita, AUT Student, outlined part of her project with Waka Ama NZ in testing selected teams at the Millennium Institute of Sport laboratory
- Lara showed the Prezzi.com presentation that she took to the regional meetings (which had been prepared by Amiria)
- Mailchimp mail out for June – topics are to include the role of Head Office, updates reiterating same messages re affiliation process
- The Board resolved that funding applications will be completed regularly to secure funds and a standard format for Resolutions to accompany the applications will be prepared, then signed by Paora Howe when required. The Board agreed to this process.
- Closing Karakia - Paora

Meeting closed 3.50pm

Next Meeting TBC