



**Annual General Meeting**  
**Minutes: 4<sup>th</sup> June 2016, 1pm**  
**Venue Meeting Rooms, Naenae Pool, Lower Hutt**

---

Meeting Chaired: Emma Manohar (NZCPA Board Chairperson)

**1. Attendance**

Lynne Russell	Palmerston North Canoe Club	PNCC
Anita Sharratt	Wairarapa Paddlers	WP
Penny Dustin	Wellington Canoe Polo Association	WCPA
Kelly Hepburn	Hawkes Bay Canoe Polo	HBCP
Megan Bolton	Horowhenua Canoe Polo Club	HCPCC
Jane Bertelsen	Otaki Canoe Club	OCC
Luke Anderson	Burnside Canoe Polo Club	BCPC
Colleen Sheldon	Kiwi Canoe Polo Club	KCPC
Jeff Wright	Auckland Canoe Polo	ACC
Tom Wiggins	Otago Canoe and Kayak Club	OCKC
Meryn Hinton	Havelock North Canoe Polo Club	HNCPC
Mike Carter	Mainland Canoe Polo Association	MCPA
Gemma Potaka	Central Canoe Polo Association	CCPA
Andrew Candy	Northern Canoe Polo Association	NCPA
Trevor Hinton	Eastern Canoe Polo Association	ECPA

Officers:

Emma Manohar (Chairperson), Michael Beauchamp (President), James Mitchell (Executive Director)  
Cameron Butler (Board member)

Observers:

Sara Jagoutz and Alex Anderson (Southland Canoe Club)

**2. Apologies:**

- Brenda Clayton (Communications Director)
- Maree Burnett (Board member)
- Ali Neilson (Board member)
- Andi Fear Ross (Board Member)
- Kirsten Demanser Wilson (Board Member)

**3. Minutes of the last meeting:**

Noted by the PNCC delegate that the reviewed Accounts for 2014 need to be circulated, as per minutes of last AGM. The Chair advised that she thought this had been done and this matter will be followed up after the AGM.

Moved that the minutes of the last meeting, taken as read, be accepted as a true and correct record.

ECP/ HNCPA CARRIED

**4. Annual Report for 12 months ending 31st December 2015**

Noted that the Annual report was only sent out to clubs on 1 June 2016. Hard copies were available at the meeting.

The Chair thanked Brenda Clayton for her hard work in preparing report and to Megan Bolton for her funding efforts (as illustrated on the final page of the report) and asked whether any regions wished to speak to their reports.

Trevor Hinton asked that the ECPA report be amended so it is attributed to him

Moved that the Annual Report for the year ended 31 December 2015 be accepted, subject to amendment of the ECPA report as noted above.

### **5. Financial Statements for 12 months ending 31st December 2015**

The Chair noted that the financial statements had been circulated prior to the AGM and were also available in hard copy for review at the AGM. The Chair acknowledged that the delivery of the accounts to the membership was late, but that they had been circulated prior to the AGM. The Chair and President briefly spoke to the financial reports provided.

The PNCC delegate expressed displeasure that once again the accounts were late. The Chair noted that the accounts are currently prepared on a volunteer basis, and should the membership wish to change accounting firm then it should be prepared to pay full market rates, and that this has been canvassed and not supported at previous AGMs. Discussion was held on the accounting method being on an accrual basis. Discussion was held around the differences between the Squad account bank balances and financial as per the note about funds needing to be returned to general accounts.

Moved that the Financial Statements for the year ended 31 December 2015 be approved.

ECP/HCPC CARRIED

### **6. Proposed Budget of Expenditure for the year ending 31st December 2017**

Proposed Budget of Expenditure for the year ending 31 December 2017 discussed. The Chair noted that the budget had been pre-circulated prior to the AGM. Hard copies were available at the AGM.

The Chair highlighted that the budget was consistent with the previous years' budget except for a proposed loss due to the additional expenses proposed to allow for International events/Infrastructure development. This expenditure was proposed by the Board given the funds currently held and the memberships desire that those funds were spent for the benefit of the sport. It was highlighted that we are hosting Oceania and World Master Games in 2017.

Members asked that the money budgeted for Development gets publicised to increase awareness of the availability of those funds.

Noted that the Budget had an addition error with budgeted source of funds. Correct figure is \$42 500 and not \$42,000 as recorded.

Moved that the proposed budget for the year ending 31 December 2016 be approved subject to amendment of the source of funds entry to \$42,500.

WP/NCPA CARRIED

### **7. Membership levy for 2017**

The Chair advised that the Board's recommendation was that the membership levies remain unchanged from the current levies.

Moved that the 2017 membership levies remain set at \$10 for primary and intermediate school members, \$15 for high school members, \$25 for other playing members, and \$0 for non-playing administrators.

ECPA/KCPC CARRIED

### **8. Ratification to amendment of Awards Policy**

The Chair noted that the proposed amendments to the Awards policy were pre-circulated prior to the AGM. The Chair discussed the changes and that they had come about as a result of a survey conducted by Peter Bolton and thanked him for this input. The changes reflected the membership's interest in re-establishing the players' awards and also the Boards desire to hold an annual Awards evening to enhance the image of professionalism within the sport.

Moved that the amendments to the Awards Policy approved by the Board, as pre-circulated, be ratified by the AGM

ECP/PNCC CARRIED

## **9. Nominations for 2016 Awards for Most Valued Coach, Referee, Administrator and NZ Canoe Polo Award**

The following nominations were received:

Nominations for Most Valued Coach :

- Carl Massarotto (Kiwi)
- Michael Ross (Wairarapa)
- Nicole Symons (Burnside)

Nominations for Most Valued Referee:

- Michael Beauchamp
- Kate Bolton

Nominations for Most Valued Administrator:

- Penny Dustin (Central and WCPA)
- Peter Bolton (Central and Horowhenua)
- Colleen Sheldon (Kiwi)

Nomination for NZ Canoe Polo Medal: Peter Bolton was nominated but as a previous recipient of this award is ineligible and therefore the vote was of no consequence.

Delegates were invited to speak to their nominations by the Chair.

The Chair confirmed that the awards were confirmed by a simple majority, except the NZ canoe polo medal which is only awarded where there is a two-thirds majority.

The Chair appointed Cameron Butler and Kate Bolton as scrutineers. The delegates voted by secret ballot.

## **10. Election of Board Members**

The Chair noted that two positions were available for election. Alison Neilson and Kristen Demanser Wilson were the Board members whose terms on the Board were up and the Chair thanked them for their service.

Five nominations were received:

- Alison Neilson
- Kirsten Demanser Wilson
- Anita Sharratt
- Greg Oke
- Colleen Sheldon

The delegates voted by secret ballot at Megan Bolton's request.

The chair congratulated Alison Neilson and Greg Oke on their appointment as board members.

## **11. Election of President**

The Chair thanked Michael Beauchamp for his service as President and as there were no other nominations received, congratulated him on his re-election as President.

## **12. Notified General Business Items**

None received.

Penny Dustin raised the need for a general forum. An open meeting was held at the conclusion of the AGM.

AGM CLOSED 2.30pm.