



Minutes of the Annual General Meeting

Saturday 16th May 2015

Minutes of the Annual General Meeting held at the Studio Room, Waterworld, Hamilton, at 2:00pm on Saturday 16th May

Emma Manohar (Chairperson) welcomed everyone to the meeting.

1. Attendance

Delegates:

Carl Duncan	Central Canoe Polo Association	CCPA
Hamish Dugdale	Mainland Canoe Polo Association	MCPA
Penny Dustin	Wellington Canoe Polo Association	WCPA
Paul Roundtree	Northern Canoe Polo Association	NCPA
Trevor Hinton	Eastern Canoe Polo Association	ECPA
James Mitchell	Kiwi Canoe Polo Club	KCPC
John Richardson	Havelock North Canoe Polo Club	HCPC
Jane Bertleson	Otaki Canoe Club	OCC
Kirsten Demanser-Wilson/ Meryn Hinton	Hawkes Bay Canoe Polo Club	CPHB
Andrew Candy	Auckland Canoe Polo	ACP
Lynne Russell	Wairarapa Paddlers	WP
Carl Duncan	Palmerston North Canoe Club	PNCC
Tom Neilson	Burnside Canoe Polo Club	BCPC

Officers:

Emma Manohar (Chairperson), Michael Beauchamp (President), Anita Sharratt (Executive Director) Sean Thompson (Referring Director), Cameron Butler and Maree Burnett (Board members)

Observers:

Kate Bolton

2. Apologies

- Brenda Clayton (Communications Director)
- Peter Bolton (Board member)
- Megan Bolton (Funding Director)
- Ali Neilson (Board member)
- Gemma Potaka (WCPA)

3. Minutes of the last meeting

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

WCPA/ CPHB CARRIED

4. Annual Report for 12 months ending 31 December 2014

The Chair noted that the Annual Report had been circulated in advance electronically and hard copies were available for meeting participants.

The Chair thanked Brenda Clayton for hard work in preparing report and to Megan Bolton for funding efforts (as illustrated on the final page of the report).

The Chair highlighted the key points from her report and invited the regional representatives to report verbally on regional activities. None of which spoke to their reports.

Moved that the Annual Report for the year ended 31 December 2014 be accepted, subject to amendment of a correction to the U21 Women's team list for the 2014 World's campaign to include Ella Richardson.

WCPA/ACP CARRIED

5. Financial Statement for 12 months ending 31 December 2014

The Chair noted that the financial statements had not been circulated prior to the AGM but were available in hard copy for review at the AGM. The Chair noted that the financial reports were subject to review by the Board and the accountant. The Chair briefly spoke to the financial report provided.

A discussion around the need to provide accounts earlier was had. Penny Dustin queried the effectiveness of the current process.

Penny Dustin queried the figure of \$235.00 to be written off as a bad debt to Deep South Canoe Polo. The Chair did not know the explanation but a response will be sent to Penny Dustin on this point.

Moved that the Financial Statements for the year ended 31 December 2014 be approved subject to review by the Board and the membership.

KCPC/ECPA CARRIED

6. Proposed Budget of Expenditure for the year ending 31 December 2016

The Chair noted that the budget had been pre-circulated by email prior to the AGM. Hard copies were not supplied at the AGM so the budget was reviewed electronically by most.

The Chair highlighted that the budget was consistent with the previous years' budget with changes made to allow for an awards ceremony and sports development projects.

Penny Dustin queried the title of "Executive Director Honorarium" as it was a salary was it not? The Chair confirmed this would be amended to "Executive Director Remuneration"

Moved that the proposed budget for the year ending 31 December 2016 be approved subject to amendment of "Executive Director Honorarium" to "Executive Director Remuneration"

KCPC/ECPA CARRIED

7. Membership levy for 2016

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

Moved that the 2016 membership levy 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/ BCPC CARRIED

8. Ratification to amendment of Selection Guidelines

The Chair spoke to changes to the Selection Guidelines approved by the Board. The intent is to allow the team coach/es a discretion to advise incumbent players of non-selection prior to selection announcements. It is not a requirement but a discretion.

The proposed amendment had been pre-circulated via email. Hard copies were not available at the AGM.

*11.5 No information on selection decisions may be passed onto any person outside the Selection Panel and Squad Director prior to the selection Announcement other than in accordance with clause 11.5A.
11.5A The Team Coach may, after advising the Selection Panel and Squad Director of their intention to do so, advise an incumbent player of that player's non-selection prior to the selection announcement but must not advise of any other information.*

Moved that the updated clause 11.5 be amended, and clause 11.5A be added to the Selection Guidelines as circulated to allow the team coach to advise an incumbent player of their non-selection prior to the selection announcement.

WCPA/OCC CARRIED

It should be noted that as this was an amendment to guidelines, and not a policy or the constitution, AGM approval was not necessary but considered appropriate in the circumstances.

9. Association Awards 2015

The following nominations were received (Wairarapa Paddlers, Horowhenua, Otaki and WCPC):

- Nominations for Most Valued Coach
 - Kate Bolton
 - Peter Housiaux

- Nominations for Most Valued Referee
 - Michael Beauchamp
 - Andi Fear-Ross
 - Greg Oke

- Nominations for Most Valued Administrator
 - Megan Bolton
 - Penny Dustin

- Nomination for NZ Canoe Polo Medal
 - Kirsten Demanser-Wilson

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.

A general discussion around the NZ Canoe Polo Medal was had.

The Chair appointed Anita Sharratt and Sean Thompson as scrutineers.
The delegates voted by secret ballot.

10. Election of Board Members

The Chair noted that two positions were available for election. Cameron Butler and Peter Bolton were the Board members whose terms on the Board were up and the Chair thanked them for their service.

Three nominations were received, Andi Fear-Ross, Cameron Butler and Peter Bolton and a vote was undertaken.

The delegates voted by secret ballot at Penny Dustin's request. The chair congratulated Andi Fear-Ross and Cameron Butler on their appointment as board members.

Election of President

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

11. Notified General Business Items

The Chair thanked Maree Burnett for her long term service to NZCPA as Executive Director and James Mitchell for service his long term service to NZCPA as Competitions Director. The long service gift was presented to James Mitchell at the presentation and that knife that was chosen for him was very well received by James.

WCPA then spoke to the items it had circulated by email. The Chair noted to the AGM that as the items were only recently received they had not been circulated to the delegates prior to the AGM.

The Board's effectiveness was raised by WCPA.

The Chair stated that the Board is made up of 4 elected members and it is through those elections that effectiveness is tested. The AGM was the appropriate place for informed discussion and the Board also undertakes a regular self-evaluation exercise.

The late circulation of the financial report was raised by WCPA but had been previously addressed so was no-longer pursued here.

A lack of communication from the Board was raised by WCPA.

The Board is willing to discuss any matter with any member at any point and is welcoming and encouraging of an open dialogue. A regular newsletter was discussed and it was confirmed that the quarterly newsletter was still being produced. Circulation of Board minutes was also discussed and if requested the Board would circulate but it was not its standard practice to circulate in absence of such a request.

The Chair thanked the meeting participants and officially closed the meeting at 3:20pm.