



**Annual General Meeting**  
**Minutes: 12<sup>th</sup> May 2018, 1pm**  
**Venue: Northshore Canoe Club, Takapuna**

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Meeting Chaired: Andi Fear Ross (NZCPA Board Chairperson)

**1. Attendance**

Lynn Russell	Wairarapa Paddlers	WP
Penny Dustin	Wellington Canoe Polo Association	WCPA
Kelly Hepburn	Hawkes Bay Canoe Polo Club	HBCPC
Peter Bolton	Horowhenua Canoe Polo Club	HCPC
Jane Bertelsen	Otaki Canoe Club	OCC
Phil Hart	Burnside Canoe Polo Club	BCPC
Cameron Gurney/Greg Oke	Kiwi Canoe Polo Club	KCPC
Jef Wright	Auckland Canoe Polo	ACP
Matthew Wadsworth	Otago Canoe and Kayak Club	OCKC
Rachel Mackay	Havelock North Canoe Polo Club	HNCPC
Nicole Symons	Mainland Canoe Polo Association	MCPA
Cameron Gurney/Peter Bolton	Central Canoe Polo Association	CCPA
Alex Lowen	Northern Canoe Polo Association	NCPA
Karen Walker/Meryn Hinton	Eastern Canoe Polo Association	ECPA
Shannen Howard	Hamilton Canoe Polo Club	HCPC
Tom Wiggins	Southern Canoe Polo Association	SCPA
Matt Saunders/ Meghann Corbett	Karamu Sports Development Club	KSDC
Cole Hawkins	Palmerston North Canoe Club	PNCC

Officers:

Andi Fear Ross (Chairperson), Michael Beauchamp (President), James Mitchell (Executive Director) Greg Oke (Board member) Alison Neilson (Board Member- audio conference link), Colleen Sheldon (Board Member)

**2. Apologies:**

- Megan Bolton (Funding Director)
- Cameron Butler (Board)

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

Moved that the minutes of the last meeting, taken as circulated, be accepted as a true and correct record.  
HCPC/ HBCPC, CARRIED

**4. Annual Report for 12 months ending 31st December 2017**

Noted that the draft Annual report was sent to clubs within constitutional rules. Hard copies are not being distributed.

The Chair thanked Margaret Haverland for her hard work in preparing report and asked whether any regions wished to speak to their reports. It was noted that Northern and Southern regions have not supplied reports, players listed in the U21 Men's team were incorrect. Squad reports missing from Oceania and World Games. Noted that Karamu Sports development club was missing from clubs listed.

Moved that the Annual Report for the year ended 31 December 2017 be accepted, with the above corrections and additions as noted.

ECPA/MCPA, CARRIED

## 5. Financial Statements for 12 months ending 31st December 2017

The Chair noted that the draft financial statements had been sent to the clubs within constitutional rules, though without the review report and notes. The President spoke to the financial reports provided. Points noted were the increase of funds employed related to increased squad activity and squad activity in progress. Fixed assets are now at \$0 being fully depreciated. Noted that Penalties and Interest item was under investigation.

Further discussion was held noting that the competitions ran at an overall loss of \$9000. The Chair and ED noted that this was due to hosting Oceania and Inter-Regional Champs in the financial year. It was noted that the funds were budgeted for under the Events and Infrastructure listed item, however coded in the financials under competition costs.

HCPC requested a breakdown on the following costs and expenses be provided to the membership:

- Overall Competition costs
- Inter-Regional costs
- Function income and costs
- Financial review notes

Moved that the Financial Statements for the year ended 31 December 2017 be approved.

HCPC/HBCPC, CARRIED

## 6. Proposed Budget of Expenditure for the year ending 31st December 2019

Proposed Budget of Expenditure for the year ending 31 December 2019 discussed. The Chair noted that the budget had been circulated prior to the AGM.

The Chair spoke to the budget, highlighting that the budget was consistent with the previous years' budget except for:

- spending to pay for World's coaches airfares. Dropped to \$0 for the 2019 year as it's an Oceania year
- increase in NZCF levy to \$3000
- Addition of \$5000 Administration Support. Chair noted that additional funds were shown to support the work needed to fulfil membership requirements as the ED has noted his high workloads in the last year.
- Decrease noted in the expected Charity gaming grants. This is reflecting the greater use of outdoor facilities for our national competitions (which limits the amounts applied for) and limited opportunities to receive grants for overseas travel (NZ squads).

Discussion was held by the members primarily around the Admin support funding and the use of outdoor facilities and its effect of charity gaming grants. Membership requested Executive director's time analysis breakdown, particularly in relation to wanting additional Administration resource.

Amendment: Move that the budget removes the Administration Support amount

WCPA/ HCPC, DEFEATED

Amendment: Move that the \$5,000 for Administration Support stay in the budget, but the Board provides clarity to the membership via email and an SGM email vote takes place prior to this money being spent. Thus the proposed budget for the year ending 31 December 2019 be approved.

BCPA/ECPA, CARRIED

Meeting adjourned at 1.45pm

Meeting restarted at 5.25pm

Noted changes to voting members: Andrew MacFadzean for WP

## **7. Membership levy for 2019**

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

Some discussion was held around raising the levies from some of the membership.

Moved that the 2019 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.

HGPC/SCPA, CARRIED

## **8. Ratification of changes to the Constitution**

The chair spoke to this, noting this was the same amendments approved by the recently held SGM that was not fully compliant with timing requirements for an SGM. These were recirculated with the AGM documentation.

Moved that the changes to the constitution as circulated be accepted

MCPA/ HBCPC, CARRIED

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

The Chair noted that the proposed amendments to the Awards policy were circulated prior to the AGM. The Chair spoke to the policy changes noting that they needed to be current and relevant. And the changes were a direct outcome of voting from the recently held Awards evening.

Discussion was held around the Players' Player Award, noting that the recent results were often not a clear majority and a better system was needed. Membership agreed that a clear winner was needed or the award shouldn't be given out.

Moved that the changes to the Awards Policy approved by the Board be ratified by the AGM

ACP/KCPC, CARRIED

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

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

Three nominations were received, the two incumbents within the requested timeframe of four weeks prior to the AGM and the third nominee three days before the AGM:

- Greg Oke
- Alison Neilson
- Cameron Gurney

The delegates voted by secret ballot. Sian Fendall and Gemma Potaka were nominated to count the votes.

The Chair congratulated Greg Oke on his reappointment as a board member and due to a tie for the second position a second vote was taken. The Chair congratulated Alison Neilson on her reappointment as a board member.

## **11. Election of President**

The Chair thanked Michael Beauchamp for his service as President, and acknowledged his nomination was the only one received. Following a vote by show of hands the Chair congratulated Michael on his re-election as President.

## 12. Notified General Business Items

### (a) COACH FUNDING – remit withdrawn

### (b) HAWKES BAY PROPOSAL/REQUEST FOR \$30K

The remit was spoken to by Kelly Hepburn (HBCPC) then opened to discussion from the floor. The discussion was primarily around if this would set any sort of precedent or impact upon other club's ability to do something similar in the future. It was agreed it wouldn't create either of these issues and any future proposal would be looked at upon its merits at the time of application and the available funds. The President reminded members about the retained funds the association currently holds and the board's retained earnings policy of two year's operating expenses. HBCPC will advise NZCPA of hireage cost of facility at Sports Park once they have work it out.

Amendment: \$30,000 towards the cost of the new Hawkes Bay outdoor canoe polo facility be treated as an interest free loan for the period of 10 years

BCPC/WCPA DEFEATED

Moved that HBCPC request for \$30,000 towards the cost of the new Hawkes Bay outdoor canoe polo facility be granted.

HBCPC/ SCPA CARRIED

### (c) CENTRAL REGION: NOTIFIED REMIT TO DISCUSS THE APPOINTMENT OF THE NZ WOMEN'S COACH.

HBCPC further supplied at the meeting a brief outline expressing concern with the delay in appointing the NZ women's coach 7 months after the close of applications.

Two questions tabled:

1. Does the Board consider this is an acceptable way to treat our only NZ World Champion team?
2. What steps has the Board taken to ensure this is not repeated?

The Executive director spoke to these noting the following.

- At the close of the applications only one application was received. The board felt the applicant was not suitable due to several factors and subsequently the application was withdrawn.
- Many attempts were made to contact individuals that the ED and Board felt may be suitable both domestically and internationally. Help was sought through official ICF channels.
- Several suitable applicants were interested though in each case this fell through.
- Contact was also made with a number of suggested regional sporting bodies (outside of canoe polo) and the coaching staff within, unfortunately discussion with these individuals did not eventuate with any appointments.
- The Board appointed two care taker coaches to oversee the initial training camps of the NZ Squad: Andi Fear-Ross and Greg Oke.
- Phil Hart was appointed in late April as the Senior Women's Coach.

### (d) WCPA TABLED FROM THE FLOOR THE FOLLOWING:

- Lack of transparent board performance review and if it has taken place.
- Lack of transparency for Strategic Plan
- Queried the appointment at the last board meeting of the Squad director to position of travelling Squad managers and being paid 50% of his flight costs

The Chair indicated the Board evaluation review will take place in the next 3-6 months. Discussion was held around the strategic plan. It was noted that some of the clubs felt that they wanted a mechanism to contribute in a more formal manner, perhaps after the AGM or at an alternative competition. Other suggestions were to create several discussion boards where our clubs could contribute to various topics.

The Executive director talked to the appointment of David Morritt. He indicated that the final breakdown of the cost allocation for this had not yet been decided. Once it had been done this will be communicated to the players.

AGM CLOSED 7.11pm.

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NEW ZEALAND CANOE POLO ASSOCIATION • PO BOX 10037, TERRACE END, PALMERSTON  
NORTH 4441

**[www.canoepolonz.org.nz](http://www.canoepolonz.org.nz)**