



**Annual General Meeting**  
**Minutes: 23<sup>rd</sup> May 2020, 10.30am**  
**Venue: online meeting: Zoom**  
**DRAFT**

Meeting Chaired: Andi Fear Ross (NZCPA Board Chairperson)

The Chair opened the NZCPA AGM at 10:35am, welcomed everyone and introduced the Board Members and ED.

The Chair noted that this was the first virtual meeting of the AGM and a little extra time was given at the start of the meeting to make sure everyone had arrived.

### 1. Attendance

Lynne Russell	Wairarapa Paddlers	WP
Oliver Maassen	Wellington Canoe Polo Association	WCPA
Kelly Hepburn	Canoe Polo Hawkes Bay	CPHB
Megan Bolton	Horowhenua Canoe Polo Club	HoCPC
Greg Dobson	Otaki Canoe Club	OCC
Phil Hart	Burnside Canoe Polo Club	BCPC
Carl Massarotto	Kiwi Canoe Polo Club	KCPC
Jeffrey Wright	Auckland Canoe Polo	ACP
Ashley Petterson	Otago Canoe and Kayak Club	OCKC
Miles Edilson	Havelock North Canoe Polo Club	HNCPA
Matt Keong	Palmerston North Canoe Club	PNCC
Kane Wyatt	Southland Canoe Club	SCC
Connor Gibson	Hamilton Canoe Polo Club	HaCPC
Karen Walker	Karamu Sports Development Club	KSDC
Mike Carter	Mainland Canoe Polo Association	MCPA
Jacqui Frost	Central Canoe Polo Association	CCPA
Alex Lowen	Northern Canoe Polo Association	NCPA
Meryn Hinton	Eastern Canoe Polo Association	ECPA
Paul Richter	Southern Canoe Polo Association	SCPA

Observers: Greg Sawyer, Grainne Broad, Lydia Nuttall, Susan Hunt,

Officers:

Andi Fear Ross (Chairperson), Michael Beauchamp (President), James Mitchell (Executive Director) Greg Oke (Board member), Jed Graham (competitions), Kat Graham (Communications), Darren Austin (Referees)

### 2. Apologies: None received

### 3. Minutes of the last meeting:

The Chair notes, the previous year's AGM minutes have been circulated electronically in line with the organisation's constitutional rules and are taken as read.

Moved that the minutes of the 2019 AGM as circulated, be accepted as a true and correct record of the 2019 AGM meeting held in Otaki.

ACP/ CPHB, CARRIED

### 4. Annual Report for 12 months ending 31st December 2019

The Chair notes the draft Annual report was circulated electronically to clubs/regions in line with the constitutional rules and are taken as read.

The Chair spoke to her report, the Executive Director spoke to his report.

The Chair thanked Kat Graham for the work preparing the Annual Report.

Moved that the Annual Report for the year ended 31 December 2019 be accepted

Chair/ WP, CARRIED

## 5. Financial Statements for 12 months ending 31st December 2019

The Chair notes the draft Financial report was circulated electronically to clubs/regions within constitutional rules.

The President spoke to the financial reports.

Moved that the Financial Statements for the year ended 31 December 2019 be accepted.

President/ PNCC, CARRIED

## 6. Proposed Budget of Expenditure for the year ending 31st December 2021

Proposed Budget of Expenditure for the year ending 31 December 2021 discussed.

The ED spoke to the budget, highlighting that the budget was consistent with the previous years' budgets. Additional expenditure noted with the carrying forward of the 2020 World championship spending into 2021; also some additional funding to support executive council activities.

Moved that the Proposed budget of expenditure for 2021 be approved.

ED/ ACP, CARRIED

## 7. Policy Changes/ Ratification

The Chair advised that there were three policies the Board had updated throughout the year that needed ratification by the membership. These had been circulated electronically to clubs/regions within constitutional rules.

The ED spoke to the membership and highlighted the key changes and the reasons where needed.

- a. Competition Policy \_ with extra change "biennial" as opposed to "biannual" in 4.1

Moved that the Competitions Policy as circulated be taken as read and changes be ratified, with the above amendment.

ED/ WCPA, CARRIED

- b. Management Policy

Moved that the Management Policy as circulated be taken as read and changes be ratified.

ED/ CPHB, CARRIED

- c. Child Protection Policy

- I. Amendments proposed by WCPA, correct indenting under "Principles" after 9 it becomes points a-f
- II. under "Review" point 3 change "biannually" to "biennially"
- III. under Responsibilities point 5. WCPA representative will edit policy text to ensure the meaning is clear around the use of the work "themselves". Clarity needed. WCPA rep to edit policy.
- IV. Ollie Maassen to check correct terminology

Moved that the Child Protection Policy as circulated be taken as read and changes be ratified, with the above amendment.

ED/ CPHB, CARRIED

## 8. Membership levy for 2021

The Chair advised the membership that the Board's recommendation was that the membership levies remain unchanged for 2021. The Chair asked the ED to note the current membership levies:

The 2021 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.

There was a brief discussion from members that the levies had remained unchanged for over 10 years and there was openness for them to be increased by the inflation levels as a minimum. The Board will consider this for 2022.

## 9. Election of Board Members

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

Two nominations were received prior to the AGM:

- Greg Oke

- Andrew McFadzean

Voting took place by a show of hands

CARRIED

The Chair welcomes the two re-elected members to the NZCPA Board.

### 11. Election of President

The Chair thanked Michael Beauchamp for his service as President.

One nomination was received.

- Michael Beauchamp

Voting took place by a show of hands

CARRIED

The Chair congratulates Michael on his re-election.

### 12. Membership Notified General Business Items

- Central Region: *After seeing all the changes in dates for other canoe polo events we were wondering if there will be any changes to IR's in 2021?*  
ED updated the membership that currently plans are underway to host the 2021 IR championships in Hawkes Bay in October; with perhaps December being a secondary option if we need to host Oceania at this time.

#### Membership Other General Business Items

- HoCPC: *suggested that perhaps regional representatives may be added to the board.* Points raised include:
  - o Chair noted that this used to be the way the Board was structured and was changed
  - o It would help represent the views of the smaller regions in discussions
  - o Allow lesser known people to be voted on the board from the small regions
  - o Professional board structure vs. a representative board structure
  - o ED noted that the smaller regions already suffer administrator shortages, extra workload of board work could have impacts. Change away from a Professional structure would not necessarily address specific skill shortage on the board.
  - o Alternative methods around input to board discussion/ decisions discussed
  - o Chair notes that the board will investigate and include topic at next Board Meeting.
- MCPA: *note the use of Policy vs. Guidelines for use of documents like Code of Conduct may not provide the association with the ability for enforcement.*  
ED noted that our constitution currently allows rules to be enforced that are not Policy based. ED to ensure follow up with legal advice to ensure correct interpretation. The Chair noted that the guidelines are still seen as rules and are not optional.

### 13. Board Notified General Business Items

- Funding Director: *How should the association proceed if this role continued to be unfilled?*  
General discussion was around this query:
  - o Former funding director (Megan Bolton) noted: need to ensure we were clear around funders rules regarding paying a volunteer. Large retained earnings of the association may also act as a deterrent for some funding bodies
  - o ED highlighted some concerns around paying for this role when all out other volunteers are not paid; especially the key roles of executive managers, our national coaches squad managers and board members.
  - o Suggestions that an employed person could be a short-term solution and they could train up a new volunteer to take over the role. Megan Bolton reiterated her ability to train up a volunteer and share historical applications.
  - o The Chair re-iterated the importance of willing volunteers needed to support our sport.

AGM CLOSED 12.38pm

Board members and ED stay on for general discussion with the membership.

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