



**Physical Education New Zealand- Board Meeting
Meeting Room, Auckland Domestic Airport
3 March 2014
MINUTES**

1. Introduction

Present: Lisette (LB), Ross (RM), Melissa (MY), Dayna (DN), Margot (MB)

Apologies: Kirsten, Darren
Karakia, Waiata and mihi

2. Minutes of the last meeting 20 October 2013:

Taken as true and accurate record. Moved: Lisette, 2nd Margot. Passed

Matters Arising: Discussion of Conference location regarding venue change from Queenstown to Christchurch (due to accommodation costs). Discussion regarding the perception that a focus solely on Te Ao Maori as the theme may limit the numbers of attendees.

Recommendation: The 2014 National Conference be hosted in Christchurch.

Action: Management team and Christchurch Conference Team continue planning and preparation of conference, **Action:** RM, Time Frame: ongoing until July 2014.

3. Report back from 6 December 2013 meeting:

Present: Lisette, Libby, Dayna, Margot

Apologies: Melissa, Gordon, Kirsten, Darren

A quorum of the Board was not present so the formal Board meeting was replaced by an update ACHPER Conference attended by Libby in December 2013.

4. Financial Position as a 31 December 2013:

Taken as part of 2014 draft budget discussion. Refer to 6 below.

5. Accounts paid as at 19 December 2014:

Approved with discussion of NZ Wallplanners Ltd- \$442.75 expense to be clarified. **Action:** RM to report back at next Board meeting.

New format for presentation and information of accounts paid to include notes. These to be distributed to Finance Committee prior to Board Meeting

Action: Ross to present new format at next Board Meeting.

6. Draft Budget 2014:

RM presented draft budget for 2014 based on Gordon's preparation of the draft budget for 2014. Points for discussion:

Income:

Income for 2013 was under budget by \$40 k due to delayed SNZ funding which will appear as 2014 income, i.e. \$120 SNZ income for 2014.

Sports Distributors pledged \$10 k - last year – amount received less

Regional Workshops: Budget more realistic at \$30,000 rather than \$50,000 based on 2013 performance.

Leadership Workshop – Fees- more realistic at \$15,000.00

Increase in income projected at 15% increase.

Expenses:

Computer – Review of systems- Computers out of date and backing up an issue. Accounts being backed up. Ross has organised a review of computer hardware: Back up in Cloud. Database still to be backed up on Cloud. ICT critical to success of organisation.

Accounts: Bank accounts changed to organisational with 2 signatories/ passwords.

Financial position as at 31 December 2013: -\$59, 285.66 (less -\$40,000 from SNZ that should have been paid in 2013 = -\$19, 285.66)

Recommendation: RM proposed acceptance of his proposed budget for 2014, i.e. Total Income \$397,600.00 less COGS \$1,5500.00 and Total Expenses \$387,060.00, providing a surplus of \$9,040.00 Moved: Margot, 2nd: Lissette. Passed.

7. Report against Business Plan:

Discussion of Business Plan performance in 2013.

Action: Confirm Board Sub-Committees and how they relate to Business Plan RM to comeback at April Board Meeting with new format that reflects priorities, actions, tasks and timeframe.

RM to access board sub- committees from August 2013 Board Meeting Minutes.

8. Sponsorship: Sport New Zealand:

Ross provided an update on the schedule and the signing of the schedule. Robust discussion around potential partnerships – agreed set of principles around setting up partnerships with potential sponsors; Furnware, Nike, NZ Post are needed.

Recommendation: The signoff of investment schedule with SNZ be approved by the Board.

9. Other Sponsorship Possibilities:

KooGa- had not responded to requests for ongoing discussion

Sports Distributors: Biz Hub, Nike Teamwear, Furnware.

Discussion occurred around Partnership/ sponsorship principles.

Key Questions for Sponsorship:

What is the possible risk to PENZ?

Profile Positive, Profile Neutral, Profile Negative

Change- a profile from profile negative to profile positive - how can we change

Four Key Points suggested:

Need to be able to clearly and simply articulate what we stand for in PE

Synergy between our values and their values

Where possible a relative win, win

Longer term than one year

Transparency with our constituency.

Recommendation: That an agreed set of principles around setting up partnerships be developed by Board/ CEO

Action: Board and CEO/ Management to develop these.

Recommendation: That potential partnerships that fit with PENZ Values and Strategic Plan be pursued.

Action: Ross will continue to follow up with SDL, KooGa/ Nike, NZ Post, Sharp, Furnware.

Action: Possibility of developing a 'product' or 'service' for sponsorship. Crucial that Libby involved. KP keen to be involved.

10.2014 National Conference:

Discussion points:

a. Venue: Ross visited Christchurch last week of February looking at venues.

Venue St Margaret's: Auditorium seating 750, Atrium, Gymnasium

Adjacent classroom block of 10 classrooms, library, motels and eatery's.

b. Christchurch Conference Committee: has been set up to assist in Conference.

c. Strand B to be pre or post Conference organisation

d. Presidents lunch: As a morning tea after powhiri and morning tea.

Posters of whakapapa to be displayed on wall.

e. Suggested Conference Theme: 'kei konei inaianei' right here, right now.

Ross to discuss with Libby/ Vanessa/ Conference Committee

f. Collaboration with Papanui HS for powhiri, Dayna to investigate collaboration possibilities between Papanui HS with St Margaret's.

g. Possible Keynote Professor Angus McFarlane/ Water safety scholars/ waka tapu/ Stuart ECE

Newsletter to membership canvassing interest for Keynotes (Ross)

h. Graphics of weave of Connections -strands/ frays- ECE, Primary, Secondary, and Tertiary

Cross stands- Te Ao Maori, ICT, Health (Dayna)

i. Possibility of an MC - suggestion of Brent Gray Lisette or Melissa to approach?)

j. Health (HTA) be invited to participate fully in Conference planning.

11. Workshop Programme Update:

Newsletter has profiled workshops to date.

12. Publications:

Journal due out March. Editor needed. Look to editorial committee.

Journal to include AS Lewis essay winner/ Photo and essay. (Margot)

13. Potential Partnership/ Stakeholders:

Ross reported back on meetings with Unicef, Massey University Wellington
Ex Science- trade displays at Conference, SNZ, Francie Benge- MOE.

14. Ministry of Education Letter:

Response addressed to Ian Culpán (on behalf of PENZ) from MOE needs responding to.

Recommendation: That Board members make individual responses, shared by email for Ross to co-ordinate response letter.

Action: Ross to re-send out copies of the letter - Board members to provide responses to Ross ASAP.

15. CEO Transition:

Went well. Gordon provided good information to new CEO.

16. ITC/ Communications

Team viewer to be set up by Moai IT (Mauricio) to facilitate Board Members access to CEO/ PENZ files. HR folder not accessible by Board Members

Risk Register:

Risks discussed. (Appendix 8) Ross explained risks and identified some changes in risks. See appendix. Possibility of looking into "Shared Intellectual Property" to be explored (Ross). Technology risks need to be mitigated.

Recommendation: That risks (high/ low/ change in status be included in CEO report.

Action: Ross to include risks in CEO Report from April Meeting

17. CEO Report

Ross presented CEO report. Discussion occurred around: Advocacy and Profile: Hugh Lawrence suggestions - Cyclic, opportunist- clear guidelines needed.

Action: Advocacy Committee of Board - Lisette, Darren has begun work on this. Enormous expertise amongst membership. Structure, systems and guidelines needed to be firmed up.

Action: RM keen to have a discussion with Tony Ryall – before he leaves office - urgency re development of a PENZ product/service to support the delivery of curriculum based PE development in primary schools by and with teachers.

18. Succession planning:

RM reported that KP would prefer to let somebody else be elected onto the Board at the end of her current tenure. KP happy to assist the Board on a project by project basis in future as required. Board to consider succession planning and co-opting of additional board members and Awards be discussed at the April Board meeting.

Meeting closed at 2.45pm

Date of next Meeting: TBA

Margot Bowes (Acting President)
3/05/15