



Physical Education New Zealand – Board Meeting
Meeting Room, Auckland Domestic Airport
25 May 2014

Minutes

No Money No Mission

Present: Lisette, Margo, Dayna, Darren, Ross, Kirsten, Melissa

1. Karakia, Waiata
2. Minutes of the last meeting: 3 March 2014
Taken as true and accurate record. Moved Margot, 2nd Lisette. Passed
3. Financial Position as at EOY
 - Rationalisation of bank accounts
 - Fixed assets – recorded as any item in place for more than year. Ross only include items over \$1000. Has little impact on balance sheet.
 - Holiday pay accrued – represents approx. 5 weeks for one staff member and 3 for another (from last year). Huge liability for PENZ, and a compounding issue. CEO has implemented a process where one staff member is taking leave of one day a week for remainder of the year.
Recommendation for CEO:
 - Revisiting policy to ensure that staff carry through no more than 50% - would like to see in policy, to avoid the position we are in.
 - Also revisiting leave over Christmas, New Year shutdown period.

Moved policy changes to Annual Leave policy and practices – ‘as stated above’ by Lisette, 2nd Mel – carried.

 - PNL
 - NO \$40,000 FROM SNZ
 - Loss of sponsorship a concern
 - Expenses went up not down

Ross – at a business management approach, so endeavouring to rationalise expenses, e.g. additional mailboxes – stripped back approx. \$7000 through a ‘tidy’ up process.

Margot, acknowledgement of the management of the budget. Endorsed by board.
4. April Financials
 - Currently down by \$12,428 in terms of income. Given income tracking down, and in accordance expenses also down, which is the positive and means out profit margin is
 - Key concerns – loss of income from workshops
 - Staff/relationships meetings – covers meetings with stakeholders and external organisations. Change title to better reflect the budget line.

- Coding could be done better to help budget planning.

CEO initiated a range of initiatives to streamline financial practice that is just good process and safe guard board and employees.

- Change of auditor
- Visa cards (\$5000 limit) – receipts must be furnished, otherwise cards will be removed.
- CEO will send a copy his visa card statement to board and will expect sign off from either Lisette or Margot.

Moved by Lisette that we accept financials – carried.

5. Succession planning

- Kirsten's position on the board ends at this AGM, and will not re-stand. Leaves one board member position vacant.
- Lisette acknowledged that she will not be available for an extended period during next year as she will be on study leave. Which has implications for President role.
- Auditor General changing policy for trust (which PENZ is treated in the same manner), which will require us to have an external board member who does not have a 'vested' interest.
- For future consideration – need to consider some form of regional representation.
- How do we think about leadership – increasing our collective knowledge! Drawing people in – maybe for 2 hours for a board meeting.

Task - Notice for AGM – one board position vacancy. At AGM Lisette to acknowledge that there will need to be a 'deputy' for a period in 2014. New board will have to discuss the role of president

What skill set are we looking for in a new board member: Te Ao Māori (shared responsibility)/Academic, Financial Nour, primary rep, policy, cross-agency rep/cross-sector knowledge – partnership, ability and preparedness to challenging and debating positions perceptions (a disposition), and teachers.

6. Sport NZ – re School Sport Futures Practice

- Discussion of the good, bad, interesting about Discussion Doc two from SNZ.
- Some of the solutions....

Roger Wood and Lisette Rawson welcomed to meeting to Sport Futures Project. SNZ agenda for the meeting – strategic =plan and community sport strategies from SNZ coming to table Sept. Work done previously identifies issues, but not much has changed. Making sport and PE at forefront of new plan. Solutions focused project – effective, coordinated plan, developed in conjunction with key organisations. PE is part of this as it makes a difference to sporting participation. Outcome – briefing papers to Ministry of Sport, and Education (possibly Ministry of Youth Development)

Opportunity to share our thoughts re documents and response to broader questions from Roger. They will continue to liaise with us to move forward. Decided to have two slots at PENZ for sharing 'solutions' document and gather feedback.

- Meeting with PENZ tertiary group on Wednesday 28th May, with an intended focus on ITE solutions

7. Water Safety NZ

Discussion re engagement with Water Safety NZ. PENZ to attend a meeting for Water Safety NZ re their basic aquatic programme (even though they are no longer responsibility for deliver – instead they are supposed to be leadership). Working with EONZ, and WAI re a *River Safe* aquatics programme.

8. National Conference

- Dayna has taken lead in this: Powhiri as opposed to a Mihi Whakatau – Board on Tāngata whenua, Papanui High Kapa Haka. A waiata to be sent with lyrics – to learn (Ma Wai Ra). Manuhiri to be sent link to their waiata and be in the book.
- Need Morning tea to finish Powhiri. So order Powhiri, morning tea, welcome, conference opening.....
- Master of Ceremonies – Brent not available, so who else?
- Keynotes x 4 – Ihirangi Heke, Katie Fitzpatrick, Sam Johnson, Jenny Robertson – potential to use ‘younger’ members to thank and/or sum up.
- Key to have a liaison person tagged to each keynote.
- Need more PE abstracts, and more in primary. In future years need to also consider early childhood.
- Imbalance of PE in keynotes – a potential solution is to have the ‘panel’ session (Darren’s abstract) in one line for entire attendance.
- Shifting attitudes amongst the ‘non-attenders’
- Cafē Crawl – shift in funding to make it happen. Good opportunity to trial.
- Conference dinner – Mel got all this sorted!
- Vanessa – conference dinner theme to advertise: Earthquake ‘Recovery’

9. Awards

- How user friendly is the form, who does it miss – it is elitist. Electronic submission. How well do the deadlines work. Start the process later in year proceeding to draw broader nominations.
- No nomination for fellow, outstanding individual,
- Three outstanding physical education awards – Awards Committee to manage (to Margo for process)
- Two for Alex Gillies Medal Nominations – in committee (no minutes) – to go to Awards Committee, explore having an ‘elder’ as part of the decision making process.
- Te Iho-Takaro Ringawera award – Val Irwin (Kirsten to check accommodation and confirm with Ross, and we will need to talk to Val about attending)
- Gift for Gordon – Glasses, and a nice wine (Margo to organise – Darren to bring) – Lisette to lead this
- Barbara Hollard – check if she is Chch located, Margot details to Ross
- KP to anchor the awards
- Note the discussion with Health teachers occurred last year re awards and that they have no awards. There is the possibility of a member of the health teachers association to be part of the presentation to Barbara.

10. CEO report

Presented matters not yet discussed.

- Workshops not really working – need to be discussed. Nothing has gone ahead this year. It’s not looking good. Approach been too reliant on one individual – need to rethink planning, marketing approach.
- Office move –
- August meeting in Tauranga
- Publications – need to encourage contributions from a range of levels – teacher voice and student voice.
- Risk register

Board report adopted – carried by Board.

11. Branch Activity at a national level – for future discussion

- What can happen in the branches that impacts nationally. More we can do to support the regional development but measured with detraction from national organisation.
- Make use of systems that we already have in place – online registration.
- Auckland branch interested in profit share if held in Auckland. What does it give over and above normal conference practice? Sponsorship?
- Leadership conference need to be in top ½ of north Island 2014, and where National Conference next year (2015) – Waikato, Auckland, Palmerston North. 2015 Annual conference possibly in conjunction with YMCA.

12. Advocacy – a clearer process about who to go to

13. Thanks to Kirsten for her outstanding contribution to the Board and work of PENZ .

Margaret Bowles (Acting President)
3/5/15