



## **Minutes of Physical Education New Zealand (PENZ) Board meeting.**

**Cabin Room, Auckland Domestic Airport, 9:00 am – 4:30pm 3 May, 2014**

Present: Margot Bowes (MB) [Acting President/Chair], Mel Young (MY), Darren Powell (DP), Trevor Garrett (TG), Katie Fitzpatrick (KF) Alan Ovens (AO)

In Attendance: Trevor Garrett (TG), Ross Merrett (RM).

Apologies: Lisette Burrows

### **1.0 Minutes of previous meeting**

The Minutes of the previous Board meeting dated 22 Feb. 2015 be confirmed with amendments as an accurate record of that meeting.

Moved: Margot                      Seconded: Mel                      *Carried.*

### **2.0 Matters Arising** from previous minutes of 22 February 2015

To be addressed in course of today's agenda

### **3.0 Board went into committee 9:15 am Board came out of committee 9:54 am**

Actions: Margot to circulate outcomes/suggestions for moving forward.

### **4.0 Financial Reports**

#### **4.1 2014 EOY Financial Reports**

Draft 2014 EOY Financial Reports be received

Moved: Chair                      *Carried.*

#### **4.2 2015 Jan - March Financial Reports**

Financial Reports for Jan – Mar received

Moved: Chair                      *Carried.*

#### **4.3 2015 Jan - March Accounts Paid 2015**

Jan - March Accounts Paid 2015 received and approved

Moved: Mel                      Seconded: Alan                      *Carried.*

#### **4.4 Draft 2015 P&L Budget Presented**

2015 P&L Budget received and approved subject to the amendments discussed. Net Profit \$1,350

Moved: Katie                      Seconded: Darren                      *Carried.*

### **5.0 Succession planning** (Board Members serve 3-year terms).

Appointment dates: Margot 2013; Melissa 2012; Darren 2012; Lisette Burrows 2012

Confirmation of interest to stand for nomination: Darren, Mel.

RM to place notice on web site re upcoming President/Board elections + e-notice to members as supplied by Margot. Nominations to close 5 pm 12 June 2015.

Moved: Darren                      Seconded: Mel                      *Carried.*

### **6.0 Board Annual Work Plan.** Board Evaluation. Discussion on December meeting. Decided to combine Oct and Dec meetings in favour of a mid Nov. meeting. Meeting date TBC by incoming Board following July elections.

### **7.0 Appointment of subcommittees.** Policy, Awards, Audit & Finance, CEO Management (Journal editorial), Advocacy.

Journal/Editorial – Lisette, Katie, Darren (strategy)

Audit/Finance – Margot/Trevor

Policy – Mel

Awards - Darren

Advocacy – TBC by new Board  
Maori Advisory Group - TBC by new Board  
PLD Advisory Group - TBC by new Board  
Moved: Chair      *Carried.*

- 8.0      **Policies** – consideration of ICT, Privacy, Presidents Lunch and Annual Leave  
TBC – by Policy sub committee
- 9.0      **Review of Previous Board Minutes** 2014/15 – Minutes from the previous meetings; 3 March 2014, 25 May 2014, 6 June 2014, 17 August 2014, 16 November 2014 and 22 February 2015, reviewed, sign, date, approved for publication on PENZ web site.
- 10.0     **Awards – 2015** - nominations for Te Iho-Takaro Ringawera Award.
- 11.0     **AGM preparation.** - Deferred to next meeting
- 12.0     **ACHPER feedback** – Margot provide brief summary.
- 13.0     **Presidents Lunch** – confirmation of nominations supplied by Bevan Grant. Thanks to Bevan Grant. Other names tabled include?
- 14.0     **Report against Business Plan and Stakeholder contact.**  
Business Plan Approved subject to amendments regarding sponsorship, EONZ/NZHEA as stakeholders, prioritising actions within the business plan. Thanks from the Board re development of the Business Plan.  
Moved:      Alan                      Seconder:      Katie                      *Carried.*
- 15.0     **Professional learning**  
15.1      National Conference 2015 – CEO, in additional written report provided verbal update  
15.2      Board roles at conference – Deferred to next meeting  
15.3      Workshop update 2015 – CEO provided verbal update on Secondary/Primary/Combined workshop development and delivery against budget and business plan.
- 16.0     **Sponsorships/Partnerships** – Discussion - Board approved that the CEO instigate initial discussions with prospective sponsor/s.
- 17.0     **Publications** - Physical Educator – Editor. Editorial Committee? Issue 49/1 Feb 2016 – Water Safety. Deferred to next meeting
- 18.0     **Risk register** – discussed need to use the complete tool to fully appreciate potential consequences. CEO to include in next report
- 19.0     **CEO Job Description** – to be reviewed and developed between the CEO and Margot.

#### **Other business**

- 20.0      Request to share constitution with Religious Studies Subject Association. Agreed to provide as requested.

#### **Next Meeting – 14 June – AKL Airport**

Moved:                      Seconder:                      *Carried.*