



PHYSICAL EDUCATION NEW ZEALAND

TE AO KORI AOTEAROA

BOARD MEETING MINUTES

Date and time Monday 6 March 2017- 5.30pm

Venue Online via Zoom

Attendees Margot Bowes (Chair), Lisette Burrows, , Ian Culpan, Trevor Garrett, Sue McBain, Nichola McColl, Natasha Powell, Kane Wilson, Richard Van der Jagt (CEO)

Apologies Alan Ovens

Agenda items	
Welcome & Karakia	<p>Nichola Special welcome to Richard van der Jagt, our new CEO and Natasha Powell</p> <p>Motion: That Kane Wilson be removed as signatory on accounts and Richard van der Jagt be added as a signatory as the new CEO. Moved from the Chair (Approved)</p> <p>Signatories on the accounts are: President (Margot); CEO (Richard) and Accounts (Qionne Algra- Q Plus). Two signatories are required on all transactions.</p>
Minutes of the last meeting and Matters arising from the minutes that are not on today's agenda	<p>Moved: The 6 November 2016 minutes be taken as 'in committee' (Approved)</p> <p>Motion: Board approves minutes of 6 November 2016 (passed unanimously)</p> <p>Moved The Special Board Meeting on 20 February as 'in committee' (Approved).</p> <p>Motion: Board approves minutes of Special Board Meeting on 20 February as true and accurate record (Moved: Ian & seconded Lisette) (unanimously passed)</p> <p>Matters Arising</p> <p>Melissa Young is offering professional learning and development process support with MOE (via Sue)</p>

	Margot will check the Advocacy update involving Susie and Rochelle.
Notice of AOB	NIL
1. Welcome	Richard was welcomed to the Board. Appreciation for his willingness to attend this meeting at such short notice. Lisette was thanked for her acting president duties and Margot resumed the role of 'president' with Lisette returning to a co-opted Board member position.
2. Correspondence	<p>Margot, Lisette and Sue will work together on Waikato's proposed new degree response from PENZ. This is due 31 March 2017-03-06.</p> <p>Kane discussed his role with Active Auckland as PENZ representative working on the Young People's Plan. He is about to attend his third meeting with this group. Kane will continue to report back to Board on this as and when needed. At this stage there does not seem to be any conflict of interest regarding PENZ involvement in this. Moved: Kane takes up this offer to work with Active Auckland.</p> <p>Correspondence In:</p> <p>17.01.17 Teacher Refresher Course Committee: Preparing courses from 2018. Seeking our input on PLD.</p> <p>27.01.17: Hamish Crocket: Email: Recently staff teaching in the Bachelor of Sport, Health and Human Performance (formerly Sport and Leisure Studies) have been working to redevelop the degree with a view to creating targeted majors (under our previous degree name, Sport and Leisure Studies, we had only a single major). We are proposing to introduce three specific majors, namely Community Health, Human Performance Science, and Sport Development and Coaching.</p> <p>14.02.17: Chris Caws: Email: Young People Manager at Active – Auckland Sport and Recreation asking for Kane to be part of the Young People Action Group as a representative of PENZ. The focus of the group is to develop and write an Auckland Approach Young People Plan that will be a "live" document and one that we hope will evolve over time.</p> <p>15.02.17: Margaret and Meagan Stothart: Email: Thanks for Tributes for Bob.</p> <p>21.02.17. Harko Brown: Email. Re Ashton Wiley book awards for NTT2, publication of Te Mara -Hupara-30</p>

	<p>Ancient Maori Artefacts for Play Learning Exercise and NTT Quals</p> <p>03.03.17: Stephen Porter- Email: Hart Sport- Acknowledging my letter re alleged fraud- Vote of support</p> <p>03.03.17: Paula Ryan: Email Invitation to Anniversary of Play.sport. Trevor Garrett to attend.</p> <p>03.03.17: Lisa Gibson: Email Manager, SNZ Business Capability, Partnerships & Communication- Meeting with Richard and Margot 30 March</p> <p>01.03.17: Jo Colin: Email: SNZ Young People Lead. Meeting with Margot and Richard 20 March 1-2pm</p> <p>Correspondence Out:</p> <p>28.02.17: Richard van der Jagt: Offer of CEO position</p> <p>01.03.17: Letter to Members re Fraud</p> <p>02.03.17: Letter to SNZ re Fraud</p> <p>02.03.17: Letter to ANZ re Fraud</p> <p>02.03.17: Letter to ACC re Fraud</p> <p>02.03.17: Letter to Hart Sport re Fraud</p> <p>02.03.17: Letter to MOE re Fraud</p> <p>02.03.17: Letter to HPA re Fraud</p> <p>Motion: That correspondence in and out was approved. Passed unanimously</p>
3. Police Complaint	<p>Moved into committee (6.10pm) to discuss what is required in terms of moving on with a police complaint. Kane, Sue, Lisette and Margot will work on gathering the information to support the Police complaint. The computer with evidence can be given to the police to support this process. Qionne will be needed to source some of the information required. Lisette will co-ordinate a working group comprising Margot, Lisette, Sue and Kane to progress this at earliest convenience.</p>
4. Members and Stakeholders Responses to Letter	<p>Margot will send Board copy of the letter as most Board members did not receive it. Checking out the data base and sending out invoices to the renewed membership list is a matter of priority.</p>
5. Financial Position	<p>\$31,000 in our Bank account. \$20,000 due on 6 April from SNZ. Hart Sport have been invoiced for \$5000 which will</p>

	<p>come in before 20 March. \$13,510 coming from MOE in 30 March. We have a cash-flow problem but we do have some monies coming in. Membership invoices need work. We calculate approximately 15% in so far. Richard discussed ways to deal with end of year accounts. The process of seeking donations and how to reward those who donate was discussed. Richard offered several initial ideas regarding revenue generation, which will be elaborated on in future meetings.</p> <p>Richard's discussion on finance:</p> <ul style="list-style-type: none"> - Richard will meet with Qionne to access and discuss the zero accounts as a matter of urgency. - Richard will develop a month by month budget for the next 10 months for consideration by the Board in the next fortnight. - The year-end accounts need to be completed as soon as possible to plan for going forward and to assist with the police complaint - Office space is very important. Richard has offered his offices free of charge for next 2-3 months and thereafter once the administrative staff member is on board, we will pay market rents for the office based on the Orchard. - The administrative person needs to be employed at a higher rate (perhaps \$22 or \$23 per hour) to ensure we attract an experienced administrator rather than a novice that may require extensive supervision. Richard imagines it could take 2 months to recruit and appoint an administrator. <p>Motion: The board to approve Richard's two recommendations for changes in the IEA. Passed unanimously.</p>
6. President Matters	<p>Margot is travelling to Tauranga on Wednesday 15 March to assist with Richard's transition to CEO. Ian and Lisette are happy to stay on the Board to assist until the PENZ AGM, although both will be overseas for substantial periods of time through until mid-July and August respectively, 2017.</p>
7. Awards	<p>Planning for 2017. Natasha is working on this in liaison with Sue and Suzie. She suggested it might be fruitful to engage Nichola with her on this task to enhance the culture of awards ceremony.</p>
8. Maori Advisory Group	<p>A video encouraging Māori to come forward to form an advisory group is available to view on share-point.</p>
Management Decisions: Report Against Business	

Plan	
1. Update on Database/Membership Invoicing	Richard is working with Qionne to fix the data base and ensure letter and invoices are sent from this single data base. Renewed thanks to Sue and Dave for their assistance in cleaning up our data base. Their tireless work on this task is much appreciated
2. Update on PLD/ Subject Advisors work	<p>Sue reported on</p> <ul style="list-style-type: none"> - a flyer about centrally funded PLD for all schools is being worked on with Susie, with assistance from Melissa. - Athletics New Zealand – Sara Hayward has picked up this contract – get set go resource – ANZ want to develop an on-line resource. Sara and Catherine at Athletics NZ are in touch about this, doing a SWOT analysis - ACC – Response to work Michelle has done there. Age and stage and primary and culturally responsive lens needed here - SNZ need an end of year report and April 2017 -
3. Update on Conference Planning	Thanks, recorded for Sue for her extraordinary work on the PLD portfolio, together with Sara and Susie for their sterling work. Susie and Sara, plus Rachael and Libby have been momentum here. They have been doing a lot of administrative and management work around conference. Now that Richard is present, we will need to ensure the committee members liaise with him regarding these matters.
4. Update on Communications and Publications	Journal will be on line. Once Richard is up to speed with other tasks, he will attend to matters regarding the journal. Concerns raised about meeting advertising commitments with late journal due to transitions. Richard to follow up with organisations who have booked advertising with us.
5. CEO Key Tasks	As above
6. AOB	<p>Lisette will co-ordinate police complainant meeting at earliest convenience.</p> <p>A resounding ‘thankyou’ was expressed to Margot for her sterling leadership and the extraordinary amount of work she has, and continues, to do on behalf of PENZ in this challenging time.</p>
7. Date of Next Meeting	Potentially April 27 and May 4, 2017. Margot will send out a doodle poll
8. Closing Karakia	Kane led the Board in a closing Karakia

Date of Next Meeting

Schedule of Meetings for 2017: April, June **Monday21/28**), July (Pre- Conference- Sunday 9th July), August **Cutters Cove 18-20**(2 Days), October **18/ 25** , December **8th or 10th**)

Meeting closed : 7.25pm