

## Annual General Meeting MINUTES

<b>Meeting:</b>	AGM
<b>Location:</b>	Zoom
<b>Date/Time:</b>	28 February 2021
<b>Attendees:</b>	<p><b>2020 Committee members:</b> Sarah Arnold, Emma Speight, Peter Miller, Nicky Burdon, Doug Davies, Odette Fordbrierley, Sarah Daly</p> <p><b>WUHA members:</b> Abby Burdon, James Keating, Kate Diack, Nick Healy, Anton Jewiss, Devin Glover, Ben Paviour Smith, Yagiz Ilgaz Celik, Richard Maxwell, Finn Hollingworth, Tristan Reynard</p> <p><b>Proxies (by email/in writing):</b></p> <ul style="list-style-type: none"> <li>• Harriet Whitmore</li> <li>• Andrew Harris</li> </ul>
<b>Apologies:</b>	Sian van Dyk, Mathew Webster, Kathryn Davies

### Decisions

The WUHA AGM:

1. **Confirmed** the minutes from the previous AGM held on Thursday 27 February 2020.
2. 2020 WUHA Annual Report
  - a. **Noted** the WUHA Annual Report 2020
  - b. **Provided feedback** on the Annual Report
    - i. **Agreed** to capture more information on schools players to track trends (Action)
  - c. **Approved** the 2020 Chair's Report
  - d. **Approved** the 2020 Financial Report
    - i. **Agreed** to offer full year, half year, and league by league options (Action)

- ii. **Agreed** that google forms will be used to collect information for every league and send to Clubs to collect fees (Action)
  - iii. **Agreed** that in future Regionals entry fees will not be assigned to Clubs - and that implementing this change will be considered by WUHA as a matter of urgency (Action)
  - iv. **Agreed** to review the budget for 2021, and take back to WUHA Committee and Club Captains for ratification, including testing each category for alternatives and sponsorship options (Action)
  - v. **Agreed** that WUHA would further discuss the issue of travel equalisation as raised by Phoenix, prior to raising at the UWHNZ AGM (Action)
- e. **Approved** the 2020 Portfolio Report

### 3. WUHA Constitution (Emma Speight - Secretary)

- a. **Noted** that the draft amended constitution has been prepared using the “Constitution Builder” on the New Zealand Companies Office website
- b. **Noted** that the draft amended constitution includes all clauses that are “mandatory” or “recommended”
- c. **Agreed** that the following substantive changes be included in the amended WUHA Constitution
  - i. **Agreed** that WUHA registers as an Incorporated Society
  - ii. **Agreed** that the Purposes of WUHA are  
*to benefit the community by managing, promoting and fostering the sport of underwater hockey in the Wellington Region*
- d. **Agreed** that the Registered Office should be the address of the Secretary
- e. **Agreed** to the definition of a Junior Member
- f. **Agreed to add a School Member category (Action)**
- g. **Agreed** to develop a Committee Bylaw: WUHA Membership Processes to cover the process and consent required, including payment arrangements if a member is unable to pay their full fee by the due date
- h. **Agreed** that any member who has not paid their fees after 1 month of a payment date, will be considered unfinancial and have no membership rights (and will not be able to participate in competitions)
- i. **Agreed** that after non-payment for 2 months the Committee may terminate the Member’s membership
- j. **Agreed** that a Special General Meeting may be called following a written request by 50 per cent of members
- k. **Agreed** to add a Deputy President position
- l. **Agreed** to develop a Committee Bylaw: WUHA Committee Roles and Processes covering draft role descriptions for each Committee Member role (President,

Deputy President, Secretary, Treasurer, and other specified roles), appointment process, consent form, job sharing, agendas, minutes, recording of interests and conflicts of interest etc

- m. **Agreed** that the term of office shall be 2 years, that no Committee Member shall serve for more than 4 consecutive terms, and that no President shall serve for more than 4 consecutive years as President, except with the unanimous agreement of all Club Presidents
- n. **Agreed** that Secretary and Treasurer can not be held by one person (Action)
- o. **Agreed** the financial year as 1 January to 31 December
- p. **Agreed** to develop a Committee Bylaw: WUHA Financial Policies covering financial policies, including financial reporting (monthly/AGM), investment of funds, setting of fees, etc
- q. **Agreed** the detailed process for amending the Rules
- r. **Agreed** to develop a Committee Bylaw: WUHA Conduct covering Code of Conduct, Conduct Committees and Appeals
- s. **Noted** that the Constitution will take effect from the date of the AGM
- t. **Agreed** to add the escalation clause for selection decisions (Action)

#### 4. WUHA Finance Policy (Emma Speight - Acting Treasurer)

- a. **Approved** the financial policies
- b. **Agreed** to implement the policies by 31 March 2021
- c. **Noted** that WUHA has sought clarification from WRAC about entry to the pool for coaches and a plan is in place to provide coach identification, so that they are not charged when at the pool for coaching
- d. **Agreed** that financial support to coaches should be capped at one coach per team (Action)
- e. **Noted** that the Coach portfolio holder should explore how schools are supporting/costing contributions and whether there are options for further contributions from the school (rather than pushed back to students)

### Election of 2021 WUHA Committee Members

#### 5. Summary of Committee portfolios and nominees (Emma Speight - Secretary)

- a. **Noted** that the proposed Constitution states that:
  - i. The Committee will include:
    - a Chair/President,
    - a Deputy Chair/Vice President,

- a Secretary and a Treasurer, who may not be the same person, and not fewer than 4 or more than 7 other Committee Members.
- b. **Noted** that there are 11 portfolios, and that Committee members may hold more than one portfolio
- c. **Noted** the nominations as tabled at the AGM
- d. **Agreed** the following 2021 WUHA Committee members

President	Sarah Arnold
Vice-President	Tristan Reynard
Secretary	Emma Speight
Treasurer	Doug Davies
Competitions and Equipment	Peter Miller
Clubs League	Odette Ford Brierley
Social and Novice League	<b>KOM to provide</b>
Schools League	Sarah Daly
Mini League	Nicky Burdon
Referees	Sarah Arnold
Coaches	James Keating

- e. **Noted** that schools will need additional Friday support - potentially a mix of U18 players and/or another parent of a Junior team and/or Duke of Edinburgh service - this will be considered at WUHA meeting

## Other business

### 6. Other business

- Phoenix identified the importance of having strong female and male role models for coaching and club leadership across Wellington.
  - **Action:** WUHA will consider this further during 2021.
- Concerns were also raised about the current situation at KOM, with a decreasing membership, lack of clear leadership of the club, lack of contribution to developing players and contribution to club league set up and tidy up.
  - **Action:** Sarah Arnold will raise this with KOM members