

Minutes of the Meeting of the Board of Fencing New Zealand Incorporated

DATE	9 June 2024
START/FINISH	7 – 8.48 pm
LOCATION	Teams
CHAIR	Stephen Peterson
ATTENDEES	Stephen Peterson (Treasurer), Kyle MacDonald (Selectors Commission), Amanda Hopkins (Secretary General), David Elder President FeNZ), Will Bishop (President Fencing Central), Alice Corin (Health and Safety Commission), Peter Butler (President Fencing North), Simone May (Development Officer), Alex Dong (President Fencing South), Hanna Choi (Athletes Commission), (late) and Jane Parrett – minute taker.
APOLOGIES	Lee-Bin Tee

	ITEM	INFORMATION AND RESOLUTIONS	OWNER	ACTION
1	Quorum	. Yes	David	
2	Minutes of previous meeting	2.1 Minutes of meeting 7 April 2024 – taken as read. Accepted and carried unanimously.	David	
3	Financials	<p>3.1 Financial Report – reports taken as read.</p> <ul style="list-style-type: none"> • Commonwealths – invoicing majority of entrants, numbers about 350 individuals – teams down slightly on what was estimated. • Have received more sponsorship than anticipated. –looking at a small surplus approx. \$25,000 - looking positive. • Surplus goes back to Commonwealth Fencing Federation and then balance split between Fencing New Zealand and Mid-South Fencing. • FeNZ Balance of accounts up to date – Examine FeNZ core profit and loss. Core revenue includes membership nomination fees and profit sharing. Direct costs include Admin role, Competition systems some direct travel. Surplus around \$12,000 forecast for 2024. Headroom to look at what resource we might be able to afford as per recommendations from the Workshop. <p>Stephen moved financial statement be accepted. David seconded, carried unanimously.</p>	Stephen	
4	Commonwealths	<p>4. Junior and Cadet Commonwealth Fencing Championships Update</p> <ul style="list-style-type: none"> • 76 teams entered 349 individuals and 12 countries • 80 fencers for day 1 	David Stephen	

		<ul style="list-style-type: none"> • TFI and Piwakawaka as training venues prior. • Visas seem to be on route..... • Good level of volunteers • Equipment now in country • Lee-Bin away currently with a death in the family <p>Matters arising</p> <ul style="list-style-type: none"> • Discussion around who are the Dt's for the competition occurred with David indicating confirmation of lead DT to be imminent??? • Board agreed to entry numbers being shared publicly. • Action: Jane to convert entries matrix into an update for people. 		<p>David</p> <p>Jane</p>
5	Event and Operational monitoring	<p>5. Event and Operational Items https://trello.com/b/fAIOjOX8</p> <p>5a. 2024 Planning Workshop Introduction Report</p> <p>Recommendations included that the Board:</p> <ul style="list-style-type: none"> • Approve sending out an expression of interest for developing a Communication Plan for presentation to the Board. • Endorse the development of new Operations Manager Role subject to a responsible funding plan. • Confirm that they support a refresh across all Commissions and Selectors of the terms of reference and opening expressions of interest in the refreshed roles. <p>It was agreed to consider each recommendation separately.</p> <p>Main points of the following discussion included:</p> <ul style="list-style-type: none"> • Can we do more with our current resource? A resounding no was the answer. • Better communication between commissions. What does that look like? • Reduction of duplication. • Should a funding plan be developed before looking to pay for additional resources? • What would the operations manager role look like and what would the person specifications be? • If change is wanted, doing the same thing will not bring about the desired change – things need to be done differently. • The role of the current Commissions. Are they the Commissions we require? This needs to be evaluated before the terms of reference are rewritten for the current Commissions. <p>Will and Simone volunteered to start work on the Commissions item, noting that Simone was currently very busy with the Commonwealths until its completion.</p>		

		<p>After a fruitful discussion the recommendations were revised and voted on as follows:</p> <ol style="list-style-type: none"> 1. Approve an EOI for developing a FeNZ Communication Plan for presentation to the Board. 7 for and none against. Carried unanimously. 2. Develop a new Operational Manager Role (position description) including a responsible funding plan. 7 for and none against. Carried unanimously. 3. Accept Will Bishop and Simone May's offer to 'Review the structure and terms of reference regarding the FeNZ Commissions. Note Simone to provide support after completion of the Commonwealths event.' 8 for and none against. Carried unanimously. <p>Action: Amanda to send through documentation relating to current commission terms of reference to Will.</p>		Amanda
6	Regional Reports	<p>6. Regional Reports taken as read.</p> <p>6a. Fencing North Minutes – Peter Butler apologised for sending the minutes of previous meeting as opposed to the report. Depth of work acknowledged,</p> <p>6b. Fencing South Report – Alex confirmed that South would be registering as an Incorporated Society.</p> <p>Matters arising: None</p>		
7		<p>7. Commission Reports</p> <p>7a. Athletes Commission Report</p> <p>The Board considered 3 requests from the Athletes Commission:</p> <ol style="list-style-type: none"> 1. Equipment standards and reducing barriers to competition – that FeNZ doesn't step back from looking at this issue. The Board agreed it was an issue to keep current but acknowledged it was complex with many contributing factors, which would take time and resources to address. Action: David to forward additional research papers to add to the current collection of papers provided by Hanna. 2. Selection Policy – The Board resolved to feed the material into the Commission Review. 3. Resignation from Hanna Choi from the Athlete's Commission noted. Stephen Peterson proposed a vote of thanks to Hanna for all the work she has put in. Seconded by David. Passed unanimously. 		David Jane All

		4. Inaccurate details on the website. Action: Jane to update according to report details.		Jane
		The Meeting agreed to consider the Safeguarding report next.		
9		<p>9. Governance Issues</p> <p>9a. Ratification of safeguarding policies</p> <p>The document presented in the agenda incorporated feedback from the consultation phase and has been subsequently signed off by Luke Cunningham & Clere.</p> <p>Resolutions</p> <p>That the Board:</p> <ul style="list-style-type: none"> - adopts the Disputes, Complaints, Dispute Resolution and Raising Concerns Policy and repeals the Appeals and Conduct Policy and Procedures - adopts the Child and Young Persons Safeguarding Policy and Member Protection Policy and repeals the Safeguarding Policy - requests a review of the Policies before the end of 2025. <p>The resolutions were considered as a whole and passed unanimously.</p> <p>9b. Administrative Amendment issue</p> <p>The changes to the Constitution made in 2019 at the Special General meeting (to reflect obligations to Drug Free Sport New Zealand (DFSNZ)) were not legally registered by publication in the Public Register at that time.</p> <p>Subsequent discussion resolved the Board should:</p> <ul style="list-style-type: none"> - Highlight the issue to Members - Invite members to contact us if they have any material concerns with the constitution that contains the changes from 2019 and - If they can't be addressed run a special AGM to pass the changes - Write a letter to MBIE advising them of our actions e.g. assessment, Board discussion, publication to members and consideration of feedback. <p>10b. Affiliation termination and Implications for Clubs</p> <p>It was agreed that if a fencer/coach has had their affiliation terminated by FeNZ and a club continues an association with said person, that FeNZ would question the clubs' continuing relationship with that person. Should the club continue to support the individual in question, despite knowing they have had their affiliation cancelled, FeNZ would revoke their</p>	Stephen	Amanda

		<p>association with the Club and remove the link to that club on the website. FeNZ has a duty of care to its members.</p> <p>Action: In this instance the Board has requested the Secretary General to draft a letter to Invictus Fencing Club to ask them to confirm that Neil Young is not coaching, and if he continues to do so, that their association with Fencing New Zealand be revoked. Letter to be passed through for Lawyer's approval before sending.</p>		
		<p>The Board resolved to carry over the remaining agenda items to the next meeting.</p>		
		<p>Meeting closed 8.48</p>		