

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

<b>DATE</b>	10 August 2025
<b>START/FINISH</b>	7 – 9.23 pm
<b>LOCATION</b>	Teams
<b>CHAIR</b>	David Elder
<b>ATTENDEES</b>	David Elder (President FeNZ), Jules Congalton (Treasurer), Will Bishop (Fencing Central), Hamish Clarke (representing President Fencing Mid-South), Amanda Hopkins (Secretary), Peter Butler (President Fencing North), Kate Brill (Independent Board Member), Alex Dong (President Fencing South), Grant Tweedle (Independent Board Member), Caroline Birdsall (National Fencing Administrator), Rachel Wyatt
<b>APOLOGIES</b>	Stephen Clarke – resigned 9 <sup>th</sup> August 2025

	ITEM	INFORMATION AND RESOLUTIONS	OWNER	ACTION
1.	<b>Quorum</b>	Quorum of 5 required – 9 Voting members present - approved. Advised that meeting was being recorded for accuracy of Minutes	David	
2.	<b>Conflicts of interest</b>	No conflicts	David	
3.	<b>Minutes of previous meeting</b>	Minutes of meeting 8 June 2025 – taken as read. Moved Jules – Seconded David. <b>Accepted and carried unanimously.</b>  Matters arising: <ul style="list-style-type: none"> <li>• Item 3. – Amend name to Stephen Petersen</li> <li>• Selection Policy: Grant noted that he is not the owner of the ranking issues, which sit with the Ranking Review Working Group. It was agreed that the Ranking Review Working Group will address the two points outlined in Will’s response to the Option A issue and incorporate the required changes to the ranking system as signalled in the Selection Policy. Follow-up action required.</li> </ul>	David	Alex
4.	<b>Financials</b>	<b>Treasurer reports, taken as read</b> 4.1 Treasurers Report - 31 July 2025 <b>Participation:</b> Treasurer’s report tabled with updated participation data from eight clubs, estimating 2,231 total fencers nationwide (29% affiliated). Discussion highlighted the potential to increase affiliations for funding and sponsorship benefits. Possible duplication in participation counts was noted but not considered significant enough to alter the overall findings.  4.2 Financial position and report (Balance Sheet & Project and Loss)  Moved Jules – Seconded Grant. <b>Accepted and carried unanimously.</b>	Jules	

		<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Jules to update participation statistics at the next meeting.</li> <li>• Item to be added to the next meeting agenda for in-depth discussion on strategies to increase affiliation</li> </ul>		Administrator
5.	<b>Transformation Introduction</b>	<p>David presented a PowerPoint outlining difference between Governance and Management.</p> <p>A constitution review is required by April 2026 next year. As the organisation's core governance document, it defines purpose, authority, membership, Board structure, and relationships with regions and clubs. It underpins commissions, committees, and policies, with small wording changes having major impacts.</p> <p>Purpose is agreed, Constitution largely drafted, commission structures in progress, and some policies already in place.</p> <p>Board to prioritise governance discussions to finalise foundation documents and meet the April deadline, as failure to do so would prevent the organisation from operating.</p>	David	David
6.	<b>Constitution Review</b>	<p>Review required to comply with new Incorporated Societies Act; deadline 5 Apr 2026.</p> <p>Extensive consultation completed; three documents prepared: national constitution, regional template, club template (with Sport NZ guidance notes).</p> <p>Minor legal tweaks still required to regional and club constitutions so they align with national version.</p> <p>Implementation will require operational policy updates and compliance checks on regional constitutions before adoption.</p> <p>The Board approved that the National SGM should be set for 28th Sept 2025; and the secretary general to advertise this to the general public as soon as possible; registration targeted for Mar 2026.</p> <p>Board acknowledged significant work of the Constitution Review Committee.</p> <p>Moved Amanda – Seconded Will</p> <p><b>Motions passed unanimously:</b></p> <ol style="list-style-type: none"> <li>1. Approve proposed Fencing New Zealand Constitution and call Special General Meeting.</li> <li>2. Endorse and recommend regional/club constitution templates (subject to minor amendments) for adoption.</li> </ol>	Grant/ Amanda	Amanda

7.	Commission Review	<p>Organisational structure review began in March; community feedback (26 responses in Oct 2024, 8 more recently) largely supported current structure with refinements.</p> <p>Limited Commission input (except Officiating) noted; need identified for clearer roles, governance boundaries, and stronger organisational vision.</p> <p>Discussion covered timing in relation to constitutional changes, Commission ownership, incorporating feedback, and possible new roles (senior coordination position, overseas athlete pathway group), with funding concerns raised.</p> <p>Structural changes must be supported by updated policies and systems.</p> <p><b>Next step recommended by Peter-Seconded Amanda:</b></p> <ul style="list-style-type: none"> <li>• Endorse work to date.</li> <li>• Peter, Simone and Grant to continue to rethink and refine the work that we have done to date.;</li> <li>• refine the document towards an organisational structure that would work and be presented at 5 Oct Board meeting</li> <li>• Hold face-to-face session in conjunction with Oceania Champs on 23<sup>rd</sup>/24th Oct to advance review.</li> </ul>	Peter /Simone	David
8.	Strategic Planning	<p>David emphasised the need to engage all members in strategic planning, starting with the Board.</p> <p><b>Strategy Meeting Costs</b></p> <ul style="list-style-type: none"> <li>• Amanda noted need to budget for travel for those flying to the strategy meeting.</li> <li>• It was confirmed that \$6,000 is allocated in the current budget for conferences/meetings to bring the group together.</li> <li>• Agreement to utilise this allocation for the strategy meeting.</li> </ul>	David	
9.	Budget Process	<p>Budget process typically begins in January; starting later in the year is not ideal but will provide a foundation for future cycles.</p> <p><b>Planning will identify:</b></p> <ul style="list-style-type: none"> <li>• Next year: desired expenditure and corresponding fundraising requirements.</li> <li>• Following years: early-stage priorities and indicative fundraising needs</li> </ul>	David	

10.	Urgent Event & Operational Items	<p>10.1 Selection Policy Review</p> <p>President agreed to proceed without his proposed amendments to avoid delays.</p> <p>Matters arising: Grant reminded the Board of a prior agreement to amend Section 3 to allow required competition attendance either in the 12 months before nominations or before the nominated event takes place; Board confirmed this change.</p> <p>Will reported minor corrections (typos, competition numbers, ranking references) following public feedback.</p> <p>Policy effective 1 Jan.</p> <p>Motion by Will to Approve new Selection Policy with Grant’s amendment – Seconded David <b>Accepted and carried unanimously.</b></p> <p><b>Communication Plan</b> Agreed next steps following policy approval:</p> <ul style="list-style-type: none"> <li>• Publish policy on FeNZ website with news item, in newsletter, on social media, and via direct email.</li> <li>• Include in President’s Corner update.</li> <li>• Hold info sessions at NZ Secondary Schools, Nationals, and President’s Cup, with regional sessions planned.</li> <li>• Involve selectors, coaches, and Commissions in promoting to members, parents, and athletes.</li> </ul>		Administrator
11.	Other Business	<p>11.1 Insurance</p> <ul style="list-style-type: none"> <li>• Renewal cost approx. \$16,000; current cover includes regions, clubs, and officials.</li> <li>• Disclosure requirements make covering all clubs/coaches impractical; safer for clubs to arrange their own cover.</li> <li>• Broker to provide revised quote for FeNZ/regions only, plus discounted option for clubs/coaches.</li> <li>• Current policy extended to 21 Aug 2025; matter is urgent.</li> </ul> <p>Jules moved approval to update insurance arrangements to member – Seconded Grant</p>	Jules	
12.	Welfare Committee Report	Postponed		
		<b>Meeting closed 9.23pm</b>		