

<b>Minutes of the Meeting of the Governance Board of Fencing New Zealand Incorporated</b>	
<b>DATE</b>	7 December 2025
<b>START/FINISH</b>	7.00 – 9.50 pm
<b>LOCATION</b>	Teams
<b>CHAIR</b>	David Elder
<b>ATTENDEES</b>	David Elder (President FeNZ), Jules Congalton (Treasurer), Liam James (Fencing Central), Amanda Hopkins (Secretary), Peter Butler (President Fencing North), Alex Dong (President Fencing South), Grant Tweedle (Independent Board Member), Patricia Aiyenuro (Guest Speaker), Yinka Samuel (Guest Speaker)
<b>APOLOGIES</b>	Caroline Birdsall (National Fencing Administrator)

	<b>ITEM</b>	<b>INFORMATION AND RESOLUTIONS</b>	<b>OWNER</b>	<b>ACTION</b>
1.	<b>Quorum</b>	Quorum of 5 required – 7 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>	<p>Minutes of meeting 5 October 2025 – taken as read. Moved David – Seconded Jules. <b>Accepted and carried unanimously.</b></p> <p>Matters Arising:</p> <p><b>Timeliness of Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>• Concern raised about delays in receiving meeting minutes.</li> <li>• Agreement that draft minutes should be circulated to all attendees shortly after each meeting.</li> <li>• Purpose is to improve action tracking and accountability.</li> <li>• President to advise Carol of the agreed process.</li> </ul> <p>Outstanding Actions:</p> <p><b>Actions Closed:</b> Item 5.6 – Proposed Expenditure: IT Integration, Item 6.1 – Hamish Appointment Confirmation, Item 5.0 – Transformation Introduction Item 8.0 – Strategic Planning Agenda (meeting delivery)</p> <p><b>Actions Remaining Opened:</b> 4.1 – Code of Conduct Reminder, 5.5 – 2026 Fees &amp; Budget, 6.2 – Policy Register, 7.0 – Commission Review, 9.0 – Ranking System, 9.2 – Competing Needs for a Ranking System, 10.1 – Selection Policy Review.</p> <p><b>Actions On Hold:</b> 4.7 – Funding Mental Health Support Programme</p> <p>Matters Arising: <b>AGM Date:</b> After discussing multiple options and tournament clashes, the Board resolved to hold the AGM on Sunday, 15 March. It was noted that 60 days’ notice will require AGM notice to be issued in early January.</p>	David	Administrator

		<p><b>Presidents Corner:</b> A pre-Christmas update is planned. Board members were invited to submit bullet-point items for inclusion.</p>		
4.	<b>Financials</b>	<p><b>Item 4.1 – Treasurer’s Report</b>  Treasurer tabled financials: loss \$16.8k, forecasting \$18k, with an expected \$20k loss for the year; membership 714.</p> <p>President noted \$17k outstanding debt in Sporty. Treasurer confirmed accrual accounting; most debt &lt;30 days, with only \$1k–\$2k considered relatively lower risk.</p> <p>Board discussed the need for direct follow-up on long-standing debts.</p> <p>Treasurer advised the deficit is largely driven by previously committed \$20k legal costs not included in the original break-even forecast, plus timing/offset items (e.g., insurance recoveries).</p> <p>Tournament profit-share discussed (as agreed at 10 July 2022 board meeting). \$2,750 budgeted YTD, \$1,033 received. Treasurer to review monitoring and applicable tournaments</p> <p>Matters arising:</p> <ul style="list-style-type: none"> <li>• Send communication on updated affiliation fees and confirm Sporty setup.</li> <li>• Review tournament profit-share tracking and application.</li> <li>• Continue debt follow-up, including overdue organisations/federations.</li> </ul> <p>Moved Jules - Seconded Peter  <b>Accepted and carried unanimously.</b></p> <p><b>4.3 2026 Budget</b>  The Treasurer proposed adoption of the 2026 Budget, noting it largely reflected prior versions.</p> <p>The Board went through the budget in detail, with extensive discussion on assumptions, risks, and alignment with organisational priorities.</p> <p>Significant discussion focused on whether to include a provision for legal fees, recognising the risk of legal costs arising from ongoing complaints and welfare matters. Several members supported explicitly including a legal provision to ensure transparency to members and to acknowledge organisational risk, even if this resulted in a planned deficit.</p> <p>The Treasurer expressed reservations about approving expenditure without clarity on purpose, benefit to members, and funding source, and noted that cash reserves had reduced materially in the current year.</p> <p>The Board concluded that including specific provisions in the budget would clearly communicate intent, risk, and preparedness, and allow the organisation to respond appropriately if costs arise.</p> <p>Welfare support funding was also discussed. The Treasurer advised that</p>	Jules	

		<p>prior urgent welfare support expenditure was approximately \$1.5k, and recommended including a provision. The Board agreed to separate the decisions into two motions.</p> <p><b>Resolutions:</b></p> <p>Motion 1: Adopt the 2026 Budget including \$2,500 for welfare support. <b>Accepted and carried unanimously.</b></p> <p>Motion 2: Adopt the 2026 Budget including an additional \$10,000 for legal fees. <b>Accepted and carried (4 in favour / 3 against)</b></p> <p>Matters arising:</p> <p>The adopted budget reflects a potential planned deficit arising from the inclusion of legal and welfare provisions; the Board noted the importance of clearly communicating the rationale to members.</p> <p>The Board noted the need to improve sequencing between strategic planning, programme development, and budgeting, including earlier identification of funding needs and grant opportunities aligned to organisational priorities.</p>		
5.	<b>FeNZ Organisational Structure</b>	No discussion was had, Peter advised he will have provide his report before Christmas or January 2026.		
6.	<b>Constitution</b>	<p><b>6.1 Re-registering under the Incorporated Societies Act</b> Fencing New Zealand has already re-registered under the Incorporated Societies Act.</p> <p>Most regions are complete or near completion; Central has re-registered and Southern is in progress.</p> <p>FeNZ North will complete re-registration following its AGM next weekend.</p> <p>Focus is now shifting to supporting affiliated clubs to re-register.</p> <p>A club communication paper will be put back on the agenda for the February 2026 Operational meeting.</p>		Jules
7.	<b>Commission Restructure</b>	<p><b>7.1 Coach Development Framework Proposal</b> Alex Dong presented a Coach Development Framework to address low incentives for coach registration and certification.</p> <p>The framework proposes a mix of incentives and requirements, supported by a recommended ~\$35k budget for professional development and online delivery.</p> <p>Strong support for registering coaches, publishing a list of certified coaches, and recognising clubs with certified coaches.</p> <p>The Board agreed certification should not be mandatory until access to</p>		

		<p>training is improved.</p> <p>Any future requirement for certified coaches, including in schools, is subject to system readiness and accessibility.</p> <p><b>Actions:</b> Board to provide feedback to Alex Dong on the draft framework by Christmas.</p>		
8.	<b>Strategic Planning Meeting</b>	<p>Delayed to next Governance Meeting</p>		
9.	<b>Ranking System</b>	<p>The Board agreed that development of a ranking system should begin with a clear strawman outlining its goals, before any detailed design work proceeds. It was noted that structured consultation with key stakeholders (including commissions and selectors) is essential prior to Board approval, and that starting from a common strawman would avoid conflicting views.</p> <p><b>Actions:</b></p> <p>President to draft a strawman document setting out the goals of the ranking system.</p> <p>Liam to co-ordinate consultation once the draft strawman document is approved by board, Alex to assist with structure of the ranking system.</p>		<p>David</p> <p>Liam/Alex</p>
10.	<b>Senior Champs - Nigeria</b>	<p>The President updated the Board on concerns about the Commonwealth Senior &amp; Veteran Championships in Lagos, Nigeria and confirmed a CFF letter/risk response (facility moved) was included in the board pack.</p> <p>Organisers Patricia Aiyenuro (UK) and Yinka Samuel (Nigeria) joined to address safety concerns: event based in Lagos (Eko Atlantic/Victoria Island), described as secure/gated, with venue and hotels close together, airport pickup/transport, and use of an international security provider.</p> <p>Organisers advised previous Lagos events have run safely; main health precautions noted were malaria prevention and standard travel measures (e.g., bottled water).</p> <p>Board discussion emphasised FeNZ's duty of care, the need for more detail on risk protocols, and the challenge of insurance cost/availability for fencers.</p> <p>Patricia advised likely attending nations include England, Scotland, Wales, with indications from India and Jamaica (Australia not yet confirmed).</p> <p>Agreement: FeNZ must complete a formal risk assessment before confirming support/participation.</p> <p><b>Actions:</b></p> <p>Grant to update the risk assessment framework/template.</p> <p>Liam to begin the risk assessment work, with a target to complete by end of January.</p>		

		Consider medical/security input (e.g., Steve Fish, other relevant advisors; include Simone in discussions).		
11.	<b>Other Business</b>	<p><b>10.1 Presidents Congress Report – taken as read</b> New abuse and harassment reporting obligations may affect FeNZ; these to be reviewed by the Welfare Committee.</p> <p>Obligations relate to officials and coaches attending FIE events.</p> <p>Key Congress outcomes noted:</p> <p>Termination of Mexico (noted as potentially political).</p> <p>Vitali Logan changed affiliation to Mexico but is ineligible for FIE Presidency.</p> <p>Junior Olympic quota spots were successfully secured for FeNZ.</p> <p><b>10.2 Transgender Policy</b> FeNZ currently has a Transgender Policy in place.</p> <p>Recent FIE rule changes and potential IOC updates may require a review.</p> <p>The issue was noted and deferred for discussion at a future meeting.</p> <p><b>10.3 FeNZ Managed Teams Calendar &amp; Guidelines Update</b> Grant presented an initial draft table outlining considerations for FeNZ-managed teams (support levels, risk, accommodation, participation agreements, referees, costs).</p> <p>The document is intended as guidelines, not rigid policy, supported by existing or updated frameworks (including risk assessment).</p> <p>The draft is a first cut and has not yet been reviewed by Amanda, Simone, or Kate.</p> <p>Agreement to carry the item forward to the next meeting; current practices continue meanwhile.</p> <p>Grant to follow up with Amanda and Simone for initial feedback before further development.</p>		

11.	Other Business			
		<b>Meeting closed 10.20pm</b>		