



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

<b>DATE</b>	01 February 2026
<b>START/FINISH</b>	7.09 – 9.35 pm
<b>LOCATION</b>	Teams
<b>CHAIR</b>	David Elder
<b>ATTENDEES</b>	David Elder (President FeNZ), Jules Congalton (Treasurer), Hamish Clarke (President Fencing Mid-South), Peter Butler (President Fencing North), Liam James (President Fencing Central), Grant Tweddle (Independent Board Member), Kate Brill (Independent Board Member), Simone May (National Development Officer), Martin Brill (Coaching Commission), Heather Claydon (Officiating Commission), Kyle Macdonald (Selectors Commission), Liz Stewart (Complaints Receipt Officer), Caroline Birdsall (National Fencing Administrator)
<b>APOLOGIES</b>	Alex Dong (President Fencing South), Amanda Hopkins (Secretary)

	ITEM	INFORMATION AND RESOLUTIONS	OWNER	ACTION
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>	Minutes of Operational Meeting – 2 November 2025  <b>Moved: Liam James</b> <b>Seconded: Peter Butler</b> Approved as a true and correct record, subject to a minor name correction of Board Members name  <b>Matters Arising:</b> Board members were previously asked to provide feedback on the draft budget prior to AGM. No formal feedback received; Treasurer updated budget based on December governance discussions.	David	
4.	<b>Financials</b>	<b>4.1 Treasurers Report</b>  <b>Discussion:</b> The Treasurer noted a provisional operating loss of \$5,146 for 2025, which was an improvement on the budgeted loss. The result remains subject to accountant review ahead of the AGM.  The Board noted 159 members registered to date. It was clarified that this reflects early-season registrations, with the majority of members typically registering closer to the commencement of competitions and before the constitutional deadline of 31 March.  The Board discussed the financial intent of national tournaments, agreeing that tournaments should not be planned to incur losses.	Treasurer	

		<p>Treasurer to consider whether regional tournament profit-sharing income can be more clearly reflected in future budgets.</p> <p><b>Resolutions:</b>  Resolved: That national tournaments be budgeted to break even or generate a modest surplus.  <b>Moved: President</b>  <b>Seconded: Grant Tweddle</b>  <b>Carried</b></p> <p>Resolved: That the Treasurer request budgets for all national events when the National Event Calendar is published, and that regional committees provide budgets within one month of the request.  <b>Moved: Treasurer</b>  <b>Seconded: President</b>  <b>Carried</b></p> <p>Resolved: That authority to approve national event budgets be delegated to the Treasurer, subject to:</p> <ul style="list-style-type: none"> <li>• The Treasurer informing the Board of approved budgets and assumptions; and</li> <li>• Regions reporting actual revenue and expenditure against budget with explanations of variances.</li> </ul> <p><b>Moved: Treasurer</b>  <b>Seconded: Kate Brill</b>  <b>Carried</b></p> <p>Resolved: That Fencing New Zealand adopt a common national tournament revenue and expenditure template for use by tournament organisers.  <b>Moved: Treasurer</b>  <b>Seconded: Grant Tweddle</b>  <b>Carried</b></p> <p><b>4.3 2026 FeNZ Budget</b>  <b>Discussion</b>  The updated 2026 budget, forecasting a \$7,268 operating loss, was presented.  It was noted that grant income is not included, as grants are typically tied to specific expenditure.  The Board confirmed the budget had been approved in December 2025 and will be tabled at the AGM for member review.</p> <p><b>4.4 Club Membership Process</b>  <b>Discussion:</b>  The Treasurer presented the paper outlining the proposed process for clubs to become members of Fencing New Zealand under the new Constitution. Key elements discussed included:  Requirement for clubs to make a formal application.  Alignment of club constitutions with the FeNZ Constitution.  Record-keeping and governance expectations.</p> <p>Clarification was provided that:  Individual fencers affiliate directly with FeNZ and their region, regardless of</p>		
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		<p>club status.  Non-affiliated clubs do not receive FeNZ benefits or protections.  School-based clubs may operate under school governance and do not need separate incorporation.  Board noted the importance of clear communications to clubs to manage potential concerns during transition.</p> <p><b>Resolved:</b>  That the Board approve the proposed framework for clubs to become members of Fencing New Zealand under the new Constitution, including formal application, constitutional alignment, and record-keeping requirements.  <b>Moved: Treasurer</b>  <b>Seconded: Liam</b>  <b>Carried</b></p> <p><b>Resolved:</b>  That online club membership application forms be distributed via regions as each region adopts the new Constitution, with the aim of encouraging clubs to become FeNZ members by 31 March 2026.  <b>Moved: Treasurer</b>  <b>Seconded: Peter Butler</b>  <b>Carried</b></p> <p><b>Resolved:</b> That the Treasurer’s Report be accepted.  <b>Moved: Treasurer</b>  <b>Seconded: Kate Brill</b>  <b>Carried</b></p>		
5.	<b>Event &amp; Operational Items</b>	<p><b>5.1 Communication Plan</b></p> <p><b>5.2 Commonwealth Champs - Nigeria</b>  The Board received an update on the Commonwealth Championships in Nigeria, including organiser briefings, security and logistics arrangements in Lagos, and current NZ Government travel advice. It was noted that requested written security documentation has not yet been received and that a full risk assessment is required before any commitment is made.</p> <p>The Board agreed not to commit to attendance at this stage, to progress a risk assessment as a priority, and to seek expressions of interest from fencers in parallel, clearly caveated that participation is subject to a go/no-go decision.</p> <p>The following were identified and agreed (by consensus) to form the initial programme management group for the Commonwealth Champs, Nigeria:</p> <p><b>Programme Management Group:</b> Peter Butler, Simone May, Heather Claydon, Kyle MacDonald (on a required / consulted basis)  <b>Risk Assessment:</b> Liam James  <b>Expressions of Interest:</b> Administrator</p>		

		<p><b>5.3 National &amp; Regional 2026 Calendar</b> Confirmed the national calendar is published and regions have entered ranking tournaments.</p> <p>A change was made to reflect South Island scheduling (South Islands swapped with a local ranking competition due to an unresolved date).</p> <p>Confirmed Nationals moved back to Labour Weekend due to conflicts with Australia.</p> <p>Calendar changes confirmed and published</p> <p><b>5.4 FeNZ Multi-level Complaint Management Framework – Update</b> Update provided by Liz, framework has been tested a couple of times.</p> <p>Stephen to amend the framework documentation to provide clearer instructions and re-trial the process.</p> <p><b>5.5 FeNZ Board / Stakeholder Feedback</b> The President noted that the Board and stakeholder feedback summary had been included in the meeting papers.</p> <p>The President advised that the feedback should be considered alongside the Communication Plan</p> <p><b>5.6 Coaching Commission Direction &amp; Support</b> The Coaching Commission advised that there has been no further progress since December on the proposed coach development initiative using the Global Fencing Master platform, primarily due to the lack of available funding.</p> <p>The Board noted the indicative cost and agreed that any progress would require further development of a detailed proposal and implementation plan to support grant funding applications, along with regional input.</p> <p>The Board noted the lack of progress to date and agreed that any next steps should align with the outcomes of the Commission Review.</p> <p><b>5.7 FeNZ Overseas Events Calendar &amp; Policy Guidelines</b> A framework for managing FeNZ overseas events was presented to guide updates to policies and procedures. The Board agreed the document should be progressed to a final draft, with Board feedback to be provided within two weeks and a final version presented at the 1 March governance meeting as a recommendation to the incoming executive.</p> <p><b>5.8 FeNZ Board Meeting &amp; Rolling Business Calendar</b> Due to time constraints, this item was not discussed and has been deferred to a future meeting.</p> <p><b>5.9 Commission Review</b></p> <p>The President noted that the Commission Review remains outstanding and raised whether it should be completed prior to the upcoming change in executive, or deferred to allow the incoming President and Secretary to provide input.</p>		
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6.	<b>Regional Reports</b>	Report presented by Fencing North – no discussion		
7.	<b>Other Business</b>	<p><b>7.1 President’s Notice</b></p> <p>The President advised the Board that he will not be standing for re-election at the forthcoming AGM on 15 March 2026.</p> <p>Nominations for Board positions were noted as closed / closing, and the formal election process will proceed in accordance with the Constitution.</p>		
		<b>Meeting closed 9:35pm</b>		