



# Fencing New Zealand

(Fencing New Zealand Incorporated)

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

<b>DATE</b>	Sunday 12 February 2023
<b>START/FINISH</b>	7.00 pm / 9.00 pm
<b>LOCATION</b>	Teams
<b>CHAIR</b>	David Elder
<b>ATTENDEES</b>	David Elder (Chairman), Peter Butler, Nicole Martin, Amanda Hopkins, Heather Claydon (Officiating Commission), Martin Brill (Coaches Commission) Hanna Choi (Athletes' Commission representative), Grant Tweddle, Stephen Peterson, Sam Parish, Alice Corin, ,
<b>APOLOGIES</b>	Kyle Macdonald (Selectors Commission) Steve Martin, Rachel Rowlands

	ITEM	ACTION	OWNER	DUE
1	<b>Quorum</b>	Confirmed.	David	
2	<b>Minutes of previous meeting</b>	Minutes of meeting 11 December – Confirmed  Matters arising: <ul style="list-style-type: none"> <li>- Concussion Policy – WIP – due March</li> <li>- Safeguarding/risk documents have been posted on website</li> <li>- Risk &amp; incident form has been completed and circulated for comment</li> <li>- Megan Ball (Central) has agreed to look at the documentation and processes for our complaints etc</li> </ul>	Carried All	
3	<b>Financials</b>	Report received – taken as read. Olympic Solidarity Coaching Course in December a success and audit completed and accepted by NZOC Annual draft statements prepared on an accrual basis. To be sent to Chatfield (accountant)	Amanda/Sam Carried	
4	<b>Health &amp; Safety</b>	No incidents to report. <ul style="list-style-type: none"> <li>- Risk assessment and Incident Form completed</li> <li>- Procedure on risk assessment used at camp in Christchurch</li> <li>- Concussion – discussing with Heather</li> </ul>	Alice/David Carried Heather/Alice	

5	<b>Event and Operational monitoring and Endorsement</b>	<ul style="list-style-type: none"> <li>- Mid South to provide their ranking tournaments to OC</li> <li>- Calendar 2024 – 2030 – proposed calendar to be provided – OC</li> <li>- NZ Juniors in Dunedin will be the Oceania Juniors</li> <li>- Oceania Cadets will take place in Tahiti</li> <li>- 2024 Commonwealth Juniors and Cadets – India has withdrawn. Decided to send letter to Commonwealth Confederation expressing interest to hold the tournament in NZ. David to send</li> </ul>		
6	<b>Commission and Regional reports</b>	<p>Taken as read.</p> <ul style="list-style-type: none"> <li>- FN website having problems. LeeBin Tee reviewing sports websites</li> <li>- Wayne Stewart reviewing the insurance policies for fencing</li> <li>- Affiliations – clubs are asking if they can have a collection of details that can be uploaded. To be investigated.</li> <li>- Coaches Commission – Level 1 Epee online coaching course open for applications</li> </ul>		
7	<b>Board procedures and new appointments</b>	<p>New Board and operational processes proposed by Stephen through Trello to be adopted. Trello provides a platform for the Board and Commissions to be kept updated</p> <ul style="list-style-type: none"> <li>- If Commissions/Regions wish to put forward proposals to the Board, need to send in just over a week before the meeting</li> </ul> <p>Grants and Funding Officer</p> <ul style="list-style-type: none"> <li>- Proposed that Janis Hill be appointed as the Grants and Funding Officer. Janis has been very successful in receiving an Olympic Solidarity Grant to assist our Youth fencers in 2023. Still awaiting outcome of further Olympic Solidarity grant to assist with our National Camp.</li> </ul> <p style="text-align: right;">Moved Amanda/David Carried</p> <p>Development Director</p> <ul style="list-style-type: none"> <li>- Applications have been received. Selection Panel to be formed to discuss and follow up with candidates</li> </ul>		
8	<b>AGM</b>	<p>AGM Agenda to be posted. Voting papers to be sent out following week.</p> <p>New motion –</p> <p>Resolution by the Board that the Constitution be amended to make the Treasurer a Board Member of Fencing New Zealand with full voting rights.</p> <p style="text-align: right;">Amanda/David Carried</p> <p>David to propose changes to the Constitution for the upcoming AGM.</p>		

NEXT MEETING – tbc