



Fencing New Zealand

(Fencing New Zealand Incorporated)

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

DATE	Sunday 7 May 2023
START/FINISH	7.00 pm / 9.05 pm
LOCATION	Teams
CHAIR	David Elder
ATTENDEES	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, Lee Bin Tee
APOLOGIES	Steve Martin

	ITEM	ACTION	OWNER	DUE
1	Quorum	Confirmed. Welcome to Lee-Bin Tee, the new President of Mid South, and to Simone May – our new National Development Director	David	
2	Minutes of previous meeting	Minutes of meeting 12 February – Confirmed Matters arising: <ul style="list-style-type: none"> - Concussion Policy – circulated – will review and compare with previous policy - Safeguarding and processes – to review work done and further below - Mid South to upload their events into Calendar 	Stephen/David Carried	All
3	Financials	Report received – taken as read.	Stephen/Amanda Carried	
4	Health & Safety	Report as read <ul style="list-style-type: none"> - All Fencing NZ policies are being reviewed by law firm (no cost) - Also using a parent in Wellington who has experience in Safeguarding. Will go to consultation – May – review in June/July. August is estimated date for completion. 	Alice/Sam Carried	Alice

5	Event and Operational monitoring	<ul style="list-style-type: none"> - Report as read - Events – National Camp to proceed in July – organised by South and Simone. Call for coaches posted with quick turnaround. Entry form to be posted as soon as possible - North Island Championships to take place on the original weekend in July – waiting for written confirmation from the venue (Mt Albert Grammar) before posting - Website – upgrading to Joomla 4 through our website designer - Registered coaches – waiting for platform to provide real-time information – WIP. List of endorsements necessary for registration – Martin to send to David. - Commonwealth Cadet& Junior Championships – EOI to hold the 2024 tournament in NZ – North – not keen, South – no, Central – no, Mid South – keen to investigate further. <ul style="list-style-type: none"> ▪ Not in our plan – may become all consuming ▪ Business case for running the championships needed ▪ Mid South to provide a plan that Fencing NZ can endorse – including detailed budget, downside risk (limited to \$20k maximum), risk assessment, when, where, implementation milestones, advantages, disadvantages, potential risks ▪ Identify the team of people committed to organising the competition, plus CHCH council supportive of the event ▪ Mid South to provide a business case by 4th June - AGM Minutes – circulated – agreed as an accurate record (to be presented and voted on at AGM in 2024) Amanda/Stephen Carried - Profit share for National Tournaments – as read. Budget to be signed off by Treasurer. P&L to be driven by actuals – paper to be updated - Administration Officer – agreed to advertise for a contractor to assist with the day to day administration of Fencing NZ. Starting a recruitment process – plan on \$1,000 per month at market rate. Reporting to Stephen. Amanda/ Sam Carried - Asian and World Senior Championships selections have been made – will be posted on website shortly. Discussed whether ratification by Board necessary. Ratification should be that the correct process has been followed 	<p>Simone</p> <p>Martin</p> <p>Lee-Bin</p> <p>Stephen</p> <p>Stephen</p>	
6	Commission and Regional reports	<ul style="list-style-type: none"> - Athletes' Commission – congratulations to new members – Zoe Congalton (Junior), Sam McArthur (Senior), Zach Dobson (Veteran). Hanna and Sheldon to remain. Grant to attend the first introductory meeting. New Chair to be selected – group to discuss - Thank you to Anna Chalton and Grant Tweddle for all the work over the past few years. - South – report as read - National Development – welcome to Simone who has been appointed and is straight into the role – to assist with the organisation of the National Camp and to develop strategy 		

NEXT MEETING – 11 June