

## UPDATED AGENDA

### Waikato Lacrosse Association – Executive Committee Meeting (WEC) Meeting Thursday 19 May, 6.30pm

**NEW VENUE : Tamahere Community Centre (upstairs in School Hall) & Zoom**

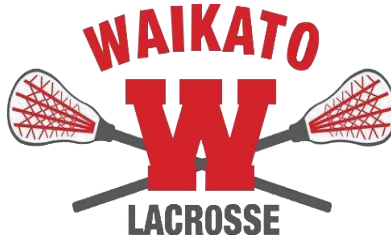
1. Attendance Register & Apologies
2. Vox Pop (*Clubs and Players can raise any WLA matter WEC -5min allocated speaking rights at discretion of Chairperson*)
3. Confirmation of Minutes & Resolutions By Email
4. Matters Arising from previous minutes
  - a) Recruitment of Rep coaches and League Directors – Josh
  - b) Update on NZL Strategy plan ***-no further comms received from NZL other than acknowledgement of our points being received and discussed at their Excec meeting on 10 May 2021. New budget proposal being worked on;***
  - c) Covid-19 Policy: **new wording to be adopted -MS**
  - d) Eye protection: **new wording to be adopted -MS**
  - e) **Consumption of alcohol : new wording to be adopted -MS**
  - f) Privacy policy -MM
  - g) Player contract review
  - h) Rep season reviews
  - i) WLA Trailer -WOF current to 12/06/2024 & rego renewed for 11/6/2023 expiry
  - j) Lanyards for medals update -AB
  - k) Player of the Day (Sal's vouchers) -AB searched WLA lockers: not located.
5. Correspondence IN
  - a) CRM option -Quote from Friendly Manager (JM to discuss and Leon will provide technical reflection); AB notes potential conflict of interest may arise so withdraws from consideration of quote
  - b) Bertrand re: CHS running Intermediate School games along side HS League
  - c) Sport Waikato Newsletters

Correspondence OUT

  - d) Feedback to NZL on their proposed strategy document
6. Operations positions/reports:
  - a) Lee Baker – Health & Safety (stepping down)
  - b) Leon Green -publicity
  - c) Neil Taylor – High School League Co-ordinator

- d) Ursula Johnson -Officials update
- e) Kathie Harris – equipment (women’s side)
  
- 7. Officiating annual plan -need clarity around refs and umpires available and intended plan/strategy for development for officials (new and existing)
  
- 8. President’s update – Michael Smith
  
- 9. Chairperson’s update- Aksel Bech
  
- 10. Treasurer’s update & Financial Report– Joelean Mayall
  
- 11. Receipt of Audited accounts documents (to May 2021)**
  
- 12. Other Board Member’s update –
  - a) Mark Freemon
  - b) Moshe Malal
  - c) Joshua Muller
  
- 13. IN COMMITTEE – WEC only

Date of Next Meeting – 16 June 2022



MINUTES – 19 May 2022  
6:30pm – Online Meeting

**Waikato Lacrosse Association – Executive Committee Meeting (WEC)**

**Present: Michael Smith (MS until 10:10pm), Moshe Malal (MM), Aksel Bech (AB), Neil Taylor (NT), Cliff Brown, Leon Green (LG from 7pm to ), Ursula Johnson (UJ until 8:05pm), Dean Forman (DF until 8:05pm), Kathy Harris (KH until 7:15pm), Joelean Mayall (JM from 7:15pm), Joshua Muller (Josh)**

**Apologies: Mark Freemon**

1. Vox Pop *-no engagement.*
2. Confirmation of Minutes & Resolutions By Email  
**Prior Minutes accepted Moved Josh, JM seconded -passed.**
3. Matters Arising  
**No matters arising other than as described elsewhere**
5. Correspondence IN
  - a) **Sport Waikato general update newsletters**
  - b) **NZL Strategy feedback acknowledged (Toby Delamore)**
  - c) **Friendly Manager quote for integrated player registration/competition management/Xero integration etc system (see 6f below for consideration outcome)**
  - d) **Bertrand Salmi seeking in principle to run independent league for additional game time for boys; support in principle but if running adjacent to High School boys or girls timing, needs to adhere to same Management Plan principles that WLA has filed with Council as well as same WLA Health and Safety Plan. AB to communicate that back -then liase directly with NT for available fields etc.**

Correspondence OUT

6. WLA Operations Committee (WOC) report and Matters Arising
  - a) **Rep Head Coaches and League Director roles for 2022/23 to be advertised ASAP -Josh leading. Josh to circulate wording then advertise this month (May 2022) for an appointment process in June; current appointments expire end June. Becoming urgent.**
  - b) **NZL Strategy and budget formal feedback yet to be received; Toby Delamore has informed WLA that affiliation fee being re-considered (no commitments as to outcome though)**
  - c) **Covid-19 new wording adopted (following government requirements) as circulated. Moved MS, Seconded AB -passed. See 13a below.**

- d) Eye Protection Policy -discussion regarding proposed wording, UJ and DF raising points about need to consider alignment with NZL and World Lacrosse rules plus ensuring any equipment named as appropriate is officially approved as safe and fit for purpose. Bring back to next meeting. MS leading.
- e) Consumption of alcohol -this requirement as part of Player Contract/Code of Conduct being reviewed: any changes to go out for wider consultation with WLA community prior to any changes being adopted. MS leading.
- f) Consideration of Friendly Manager (FM): AB declares potential conflict of interest and does not participate in discussion or decision (potential conflict arose after initial contact with FM made) -LG and JM have reviewed FM and lead discussion. Comes at a cost but may be able to gain some sponsorship support -and will significantly reduce volunteer time required across many areas of WEC and WOC activities, address privacy concerns in regards controlling access to player personal information as well as stock control, website management and integration with Xero including credit card payments and automatic generation of invoices. Contract is month by month and WLA owns all data (could be exported if stopping with FM). JM moves, MS seconds (AB abstains) -passed. AB to confirm to FM then hand project to LG. LG to run lead on Friendly Manager onboarding. See also 13b on Privacy.
- g) Rep Season Review – no progress.
- h) WLA Trailer - AB has completed re-rego (now displayed on trailer) and UJ and DF asked if WOF certificate can be located (valid until 12/6/24). Get trailer padlock (AB to action).
- i) Lanyards for HS medals 2022 -no progress (AB)
- j) Player of the Day Vouchers (from Sal's) -still not located.
- k) Kathy Harris (KH) confirms stocktake on Sunday 22 May at 4pm. AB authorised to purchase 3 x Shelving Units (on sale at Mitre10 for \$199 per each) to assist in maximising space and accessibility in lockers (purchase moved by JM, seconded MS -passed).
- l) NT reports High School league underway; only initial change is Boys Junior League folded into Prem team due to only 2 teams otherwise. Problem with Field markings (contractor failed to do in time) -NT following up with Council. Shortage of refs for boys game - communicate that each team is required to supply 3 refs and focus on developing more.
- m) UJ and Josh to share further thoughts and formalise on Officials development path (for boys and girls game) to ensure we have additional officials coming through. There is funding available to support development; important to formally document, including WLA WEC then being able to adopt so as to appropriately resource and support. Also input required in to Player Protection policy (in particular supporting on-field officials from inappropriate coach and spectator behaviour -from H&S Policy). Give thought to “Sheriff” concept; Josh to report back next meeting.
- n) DF described plans for girls U15 and U18 upcoming events -and struggles to keep U18’s motivated with their Nationals cancelled. U15 return to Perth in the pipeline (open tournament)

7. President’s update – Michael Smith  
Circulated separately.

8. Chairperson's update- Aksel Bech

**Noted WLA's thanks to Lee Baker who has stood down; Lee has made an enormous contribution to Lacrosse locally and our gratitude is recorded here (with a hope we will see her back again when her commitments permit!).**

**For reflection: with new volunteers at WOC level, need to split operational matters out from WEC meetings -and return WEC to more governance focus. To discuss next meeting.**

9. Treasurer's update & Financial Report– Joelean Mayall

**Audited Accounts received for year ending 31 May 2021; this will now be filed with Companies Office. It's a year overdue -and covers the period for the prior WEC- but at least now complete. The associated Management letter to be reviewed then actions arising discussed next meeting; this is not a public document but will be shared with our members ahead of AGM once adopted by WEC -no evidence of fraud or deliberate malpractice but a number of improvements to practices recommended. Move to Friendly Manager will greatly assist given integration with Xero -also ease of management of invoicing.**

**Agreed to retain same auditor for year ending 31 May 2022; put by JM, seconded by AB -passed. Note this period falls half under old WEC, half under current WEC -with the internal accounting controls and appropriate practices recommended now in place.**

**Treasurer's Report for May 2022 circulated separately.**

**Approval for reimbursement to AB for trailer registration (AB abstains, JM moves, MM seconds -passed). Approval for auditor fee to be paid (moved JM, second AB -passed).**

**AB to contact SportWaikato for guidance on volunteer reimbursement agreements/contracts to ensure legally compliant (and not in the nature of employment relationship).**

**JM moved motion to accept her report, AB seconded. Passed.**

10. Other Board Member's update – Moshe Malal & Joshua Muller

**MM notes we have had issue with non-responses on email resolutions; we had adopted process whereby decisions of WEC requires simple majority of a quorum to pass in person/on-line BUT requiring unanimity if by email. MM proposes email resolutions can pass with support from 5 of 6 members (not 6 for 6), AB seconds -passed.**

**MM also to communicate to NZL on disappointment over communication and general process for managing go/no-go on the Nationals (with U18 Boys going ahead in Auckland, Snr Mens hosted by WLA -but U18 Girls and Snr Women's first postponed then cancelled for same original dates).**

13. Other Business

- a) Updated Covid Policy from 6c above: MS to amend existing Policy for current government settings. Agreed in principle for WLA not to have conditions in excess of government guidelines and noting school children in High School League can not be subject to any Vaccine Pass requirements in any event (requiring a change in current WLA Policy).
- b) Privacy and protection of private details; to be resolved in move to Friendly Manager (further to 6f above) which allows for appropriate access settings during seasons/leagues, then cuts access thereafter to ensure no on-going access beyond time required.
- c) Player Contract Review – Alcohol policy at Senior tournaments; MS to circulate most recent version for adoption.
- d) AB to follow up with Sports Waikato on reimbursement for volunteers - any paperwork we can use.
- f) MM to get signwriting applied to trailer.
- g) JM has quote for insurance for trailer (comprehensive for trailer -any driver, but not covering contents of trailer). Moved that we accept quote JM, seconded MM -passed.

**Next Meeting 19 May – 18:30 start time agreed**

**Meeting closed at 22:50**