

**MINUTES**  
of the  
**BADMINTON OCEANIA CONFEDERATION**  
**Post-AGM Executive Meeting**

held at

**Ellerslie Motor Inn, Wilkinson Road, Ellerslie, Auckland, New Zealand**

**11:15am on Sunday 21<sup>st</sup> February 2016**

**1. Present**

Geraldine Brown (President and Chair), Nigel Skelt, Loke Poh Wong, Michelle Hollands (Deputy President), Dr Amanaki Fakakovikaetau, Gail Eraio, Julie Carrel (Chief Operating Officer), Lynne Nixey (Administration Manager)

**MOVED:** President

**2. Welcome from the Chair**

Geraldine welcomed the new board and especially the new board member from Tonga – Dr Amanaki Fakakovikaetau

**Leo Cucuel – Board withdrawal**

Leo proposed he withdraw as he will become a full time employee of Tahiti Badminton. The suggestion was tabled that the Executive Board co-opt Michael Alezrah from Tahiti as a replacement. This was agreed to in line with constitution rule 18.5. Geraldine thanked Leo for the work that he had done for the Board. Leo Cucuel then left the meeting.

**3. Constitution Review**

A number of points have been raised. Michelle suggested two board members to lead the review for Oceania Badminton and seek an individual review of the constitution. Michelle is happy to lead this and would seek someone else's support. Dr Amanaki is also happy to assist this process. Julie requested an estimate of costings for an independent so that we can source funds from the BWF – to include another face-to-face meeting.

Strategic plan could also come as part of this review

**4. Communication and Responsibilities**

Need to know what the purposes of committees are. Need Terms of Reference for all committees. Michelle advised that we should also have a Board Charter? Julie to

source what documents that we do have and forward these to the committee for consideration. Could look to other Oceania confederations to see what they do have in place and other BWF confederations. BWF has a blue-print for these and Michelle can utilise this to assist with policies. Geraldine queried do we need to appoint people to committees or put in place the Terms of Reference first? It was agreed that a Policy sub-committee needed to be put in place.

Events – Julie Carrel and Loke Poh Wong

Finance, Audit and Risk – Nigel Skelt and Loke Poh Wong

WIB – Michelle Hollands, Gail Eraio, other members to be from outside the Executive – they should be asked first

Technical Officials – Peter Cocker, Lynne Nixey, Geraldine Brown, Julie Carrel, David Turner, Trish Gubb, Greg Vellacott (BWF Assessor rep).

Policy – Michelle Hollands and Dr Amanaki Fakakovikaetau

Need more regular SKYPE meetings. What does the Board require from Julie with regards to reports etc? SKYPE meeting to be held every two months. Board Update reports to continue quarterly and monthly financials to be sent to Board.

Michelle commented we are missing a link in that there is no opportunity to have questions on the activity report. 6 monthly report to BWF to be forwarded to the Board. The board needs to know if we are on track for our KPI's and where there are potential issues. Julie to identify any issues and ensure that the board is aware of these before they are reported on.

Julie to set a calendar of meetings for the year either via SKYPE or other and forward this to Board Members.

Amanaki and Michael to be given all reports/plans etc so they are brought up to date - Existing strategic plan to be sent through.

Remember – communication is two-way.....always

## **5. Australia's Proposal**

Discussion held around the following proposal:

'No person shall be eligible for election to Council if they are a paid employee of a Continental Confederation'

Agreed – and Oceania Badminton will put this forward to the BWF for consideration at the AGM on behalf of Australia.

## **6. Staff**

Do we have enough staff and is the work-load acceptable?

There is money in our budget for additional assistance if required.

Do we require additional staff – potentially – but feel we will be in a better place at this time next year when we have had a year of working the system we currently have.

### **Annual plan of board's activities and responsibilities**

Julie to look at dates for this and to ensure that the board is aware of what is coming up and what they should be discussing when a meeting is coming up.

### **BWF AGM**

What is the expectation from Oceania?

BWF does not fund the Continental Confederation (ie Julie and Nadia)

Believe we should send Julie and Nadia to meet with members. Need to ensure we have the right people there who can discuss operational/activity requirements.

Would be ideal if countries could send their Board member as their delegate if possible. No point in sending the President there if the President does not know what is happening at the operational level.

Would like to see that BWF will support CC staff to attend this meeting in the future.

New Caledonia are only an Associate Member – Oceania has budgeted money to get one person from there to the AGM as they are not eligible for funding from the BWF.

Meeting finished: 12:08pm