

**MINUTES**  
**of the**  
**BADMINTON OCEANIA CONFEDERATION**  
**EXECUTIVE BOARD MEETING**  
**held via Zoom**  
**7:30pm on Wednesday 13<sup>th</sup> April 2022**

**Present:** Geraldine Brown, Nigel Skelt, Loke Poh Wong, Glenn Cox, Karyn Gibson, Johanna Kou, Ngaoa Ranginui, Secretary General – Julie Carrel.

**Apologies:** Nil

Meeting commenced at 7:35pm.

Geraldine welcomed all to the Meeting.

**Confirmation of Minutes**

The minutes of the meeting held 26th January 2022 were approved via email.

**Matters Arising**

Nil

**Correspondence**

Report presented of all correspondence sent to Executive Board between meetings

**Items approved via email between meetings**

- Change of date for BOC AGM to 30<sup>th</sup> April 2022

**Secretary General's Report**

Report Received

With NZ changing to COVID Alert Orange level, staff will return to the office from Tuesday 19<sup>th</sup> April as long as they are feeling well and not isolating. The staff have the option of working a combination of time in the office and working from home as agreed on an individual basis. All staff to be present in the office on Wednesdays (unless on leave/overseas) for a staff meeting.

Scrutineers for AGM – as this is a voting meeting, there is a requirement for independent scrutineers. The services of a lawyer (Pierce Lucas) have been obtained and he will be the scrutineer along with Tom Leonard - BOC staff. The scrutineers will verify the voting process and the results. Approval is sought from the Executive Board to appoint these scrutineers.

**Moved: Glenn Cox    Seconded: Loke Poh Wong**

**Approved**

Heather Robson Presidents Award was discussed. One nomination has been received however it does not meet the current criteria for the award. Agreed that this would not be awarded for the 2021 year and would be deferred to 2022 (to be presented in 2023). The criteria for the award to be looked at and re-defined. Glenn Cox to lead this process, any recommendations for the new criteria are to be sent to him. Julie Carrel to advise the nominating MA who submitted the nomination that their nomination did not meet the criteria.

History document has been updated for 2021. This document is updated once a year and will be printed in hard-copy next time we have a face-to-face AGM.



### **Financial Report**

End of year accounts were received from the auditor today. The audit has been very drawn out due to changes in the way the reports were to be presented. Outstanding issue with Fiji is to be finalised before these can be signed off.

The report for end of year accounts is a 'qualified' report due to the way in which we handle our operating/offset costs. We have discussed with the accountant we consult with, and we can see no other way to do this – will be discussed further for next year. As there are no other issues raised with the accounts, we are comfortable with this report as a qualified report.

All agreed to accept the Audited accounts as shown.

**Agreed by Consensus**

Surplus of \$35,919 has been reported for the financial year to end of December 2021.

\$17,960 from the surplus is to be placed into our Reserves as per our Reserves policy. Recommended that an additional \$10,000 be put into the Special Project reserve account.

**Moved: Nigel Skelt    Seconded: Johanna Kou    Approved**

Accounts for period January to March 2021 were presented.

A discussion was held on the possibility of holding some of our reserve funds in Term Deposits and some in Managed Funds. Julie Carrel, Nigel Skelt and Glenn Cox (as they are all based in NZ) to form a working group to look into this.

TEAM Up are looking to advance our funds for the year due to the upcoming Australian election. In addition, the funds that have been advised for the PNG players to travel to the Oceania Para Championships will also be advanced early for the same reason.

### **Annual General Meeting**

On 30<sup>th</sup> April at MSAC at 2pm (Melbourne time). Lynne Nixey to operate the Zoom meeting and polling. Tom Leonard will be there to assist with IT issues and Julie Carrel will be present to run the actual meeting with Geraldine Brown.

Anyone who will be at the meeting 'in-person' will need to ensure that they have a Laptop to join the meeting in order to be able to vote.

Each Executive Board Member has a vote plus one delegate from each Member also has a vote. Everyone only has one vote – Executive Board members cannot vote as a Board member and as their country delegate.

There will only be one vote held. Nigel Skelt has withdrawn from the President nominations leaving only two nominees. As they are both from Australia, this will mean that Nigel Skelt will automatically become Deputy President as this position must be from a different country to the President. There are three nominations for two positions on the Executive Board – one of these nominees will take up the President position effectively leaving two nominees for the vacant board positions.

Annual Report recordings will be available Tuesday next week along with profiles of the nominees for elections.



## General Business

A Risk Register needs to be established by the Board. Nigel Skelt to start work on this The SG advised that for each program / activity or tournament that is run by the staff a RAMS (Risk Analysis and Management System) document is put in place

Conflict of Interest register to be updated after the Annual General Meeting. The SG has provided an updated form to be used

NZ Open is going ahead later this year and Badminton NZ will be putting an EOI in for the next 4 year cycle.

World Junior Championships (2024) and World Senior Championships (2025) to be held in NZ – Badminton NZ will be looking to include Badminton Oceania in the planning group for these events.

Other events in the region that are confirmed - 2026 Commonwealth Games in Victoria, Australia, 2027 Pacific Games in Tahiti and 2032 Olympic Games in Brisbane.

Karyn Gibson spoke regarding the equipment that is being held in Fiji and the cost of storing this. A container to store equipment could cost around FJD4-6,000. Badminton Fiji would request funds from Badminton Oceania to assist with the cost of purchasing a container and any ongoing costs for having the container on a site. Badminton Fiji would like to use the net posts at Yat Sen where they are currently stored.

Karyn Gibson requested to leave the meeting due to a conflict of interest– 20:30pm

Meeting went into Committee – 20:31pm – 20:52pm to discuss the issue around the equipment and storage in Fiji with the decision being:

Equipment held in Fiji to be donated to Badminton Fiji for their use. This equipment is to be available for the use of Badminton Oceania if required. Badminton Fiji to be asked to pay the current outstanding invoice (FJD2511.99) – if required a payment plan can be established to assist. Julie Carrel to advise Badminton Fiji of this.

## Next Meeting

AGM on 30<sup>th</sup> April – 2pm, (Melbourne time) and EB Meeting on 20<sup>th</sup> July 2022 - 7.30pm (New Zealand time)

Meeting closed: 20:53pm

Minutes Approved by Executive Board via email – 29<sup>th</sup> April 2022

Signed:



Name: Geraldine Brown, President

