

**MINUTES
of the
BADMINTON OCEANIA CONFEDERATION
EXECUTIVE BOARD MEETING
held at The Parnell Hotel and Conference Centre
10am on Saturday 20th August 2022**

Present: **In Person** Loke Poh Wong, Nigel Skelt, Geraldine Brown, Glenn Cox, Johanna Kou, Ngaoa Ranginui
 Via Zoom Secretary General – Julie Carrel.

Apologies: Karyn Gibson

Meeting commenced at 10:00am

Loke Poh welcomed everyone to the meeting and noted that it had been some time since we were able to have a face-to-face meeting with all Executive Board members able to attend.

Confirmation of Minutes

The minutes of the meeting held 20th July 2022 were approved.

Moved – Glenn Cox

Seconded – Nigel Skelt

Approved

Matters Arising

- Managed Funds and Risk Register to be discussed during meeting
- NZ Open – committed for the next cycle 2023 - 2026
- Fiji – on-going challenges around communication and lack of follow-up from the BOC staff visit were discussed.
- - Money owed by Badminton Fiji has been cleared
 - Equipment has been sent to Fiji to the Sports Commission for them to distribute and utilise in their Shuttle Time programmes

An in-committee meeting regarding Fiji was then held. Due to the conflict of interest with our Board Member, Karyn from Fiji will not be included in the distribution of the in-committee minutes.

Correspondence

Report presented of all correspondence sent to Executive Board between meetings

Items approved via email between meetings

- Nil

Secretary General's Report

Report Received and discussed

- BOC to receive TAH, COK and WLF MA Grant payments and then pass onto TAH and COK. BOC manages the expenditure for WLF as they do not yet have a bank account
- Consideration is being given to re-allocating our CCHR positions for 2023. This needs to be discussed with BWF including securing some additional CCHR funding. The SG proposes an Operations and Events Officer – FT role based in head office. EB is concerned about amount of leave owing to Secretary General and current workload of all staff.



- BWF Certificate of Commendation to GHD was presented at the Oceania Para Badminton Championships for the PSP Programme run in Tonga.

- **Oceania Championships**

A financial report from the 2022 Championships was received and discussed

The final accounts were within the approved budget of \$10,000 deficit – excluding prizemoney

Secretary General is leading a discussion with Pan Am and Africa regarding the funding of CC Championships and Grade 3 tournaments

In 2023 we are holding the Team and Individual Championships, team and individual events over 10 days at NH in NZL.

As part of the funding, we receive to run the Team Championships, BOC offers some of this to the winning country as a grant towards travel to the Finals – whilst not a requirement of the funding received from BWF it was agreed we should continue to do this

Recommended that a subsidy of \$5000 to be given to winner of the Oceania Team Championships to go to the Sudirman Cup Team Finals in 2023. This subsidy will be AUD for Australian teams. For all other countries the subsidy will be NZD

Agreed by Consensus

Term Deposits v Managed Funds

Julie spoke to Craigs Investment Partners in NZ

Due to BOC having EB Members from countries outside of NZ this creates several challenges which due to our relatively small amount to invest mean we are best to focus on securing good rates for Term Deposits.

Recommended that we keep our funds in Term Deposits

Agreed by Consensus

Recommended that our smaller Term Deposit stays on a 6-month investment cycle. The larger Term Deposit should be re-invested for a term of 6 months when this becomes due at end of October 2022 to enable us to add funds in April next year as per our Financial Policy – if there is a surplus from 2022 After this we should lock in the larger Term Deposit for 12 months to maximise interest SG to monitor

Agreed by Consensus

Policies to be Reviewed

Child & Vulnerable Adult Safeguarding Policy

Current policy is very thorough. This policy to be reviewed annually.

Recommended that no amendments be made to this policy and the current policy be retained for another year.

Moved – Nigel Skelt Seconded – Geraldine Brown Approved

All countries are required to have a Safeguarding policy in place in 2023 to receive funding from Badminton Oceania – previously agreed in 2022 by BOC EB. This has been advised to all countries several times. Assistance from BOC (Ian Bridge) has been offered to all countries to enable this to be put in place.

BOC has a quick link at the bottom of their website to report any issues.



The process for reporting diagram to be added to the website policies section so that it is easier for people to see without having to read the full policy.

Social Media Policy

Updated Social Media Policy document received.
Next review due 2024.

Recommended that amendments as received are incorporated into the Social Media policy.

Moved – Ngaoa Ranginui Seconded – Johanna Kou Approved

People involved with our events should be reminded of our policies and directed to the website to ensure they are aware of these.

Risk Policy

Draft of Risk Policy received.
Next review due 2024.

Risk policy framework to be adopted the working document to be worked on at EB meetings.

Recommended that the Risk Policy as received is adopted.

Moved – Nigel Skelt Seconded – Glenn Cox Approved

Conflict of Interest register.

Only changes are to be noted in the meeting minutes.

Conflict of Interest register to be sent out with these minutes

The EB then worked on the Risk Matrix - Financial Risk.

Meeting broke for lunch at 12:45pm

Meeting resumed at 13:30pm

Julie Carrel presented the BWF Planning and Reporting document as submitted to BWF as our half yearly reporting.

Further work on the Risk Matrix – Compliance and People.

The Policy Register is to be updated to include any new policies and to clarify when policies will be reviewed. Policy reviews to be added to meeting agendas.

Recommendation for a Drug and Alcohol Policy (which may be covered under Health and Safety) and a Complaints Policy. NS to send information on the Drug and Alcohol Policy, SG to provide a draft Complaints Policy before the next meeting

Loke Poh Wong concluded the meeting and thanked everyone for attending.

Next Meeting: To be confirmed

Meeting closed: 17:10pm



Minutes Approved by Executive Board via email –

Signed:



Name: Loke Poh Wong, President

