



**Minutes for Executive Group Meeting
Wednesday 13th December 2017**

Date and Time:	Wednesday 13 th December, 8am
Location:	Kolmar, Papatoetoe, Auckland
ADMINISTRATION ITEMS	
Attendees:	G Marshall (Chairman), N King, J Dempsey, A Jameson, S Allan, R Patterson, S Kent, E Pilkington (in attendance)
Apologies Received:	N/A
Acceptance of Previous Minutes and Matters Arising:	The previous minutes were accepted unanimously.
Decisions Made Since Last Meeting:	N/A
PERFORMANCE ITEMS	
Item 1:	Financial Report – E Pilkington (as at 1st December 2017)
Matters	<p>2017 Affiliations (as at 12/12/2017) 517 Members & 29 Clubs</p> <p>2018 Affiliations (as at 12/12/2017) 39 Members & 5 Clubs</p> <p>November Payments \$2,500 Membership Database Fee (One Sport Technology) \$49.94 Phone Bill \$2,658.89 Vanuatu Pacific Mini Games Payment \$74.75 Xero \$212.75 Kolmar Catering \$2,748.82 GST Payment to IRD for period up to 31/08/2017 \$100 Pack & Send Tauranga (Postage for trophies & prizes to Nelson for Masters Nationals) \$247.92 T-Shirt Invoice Vanuatu \$282.15 Masters Team Entry Fees to AWF \$3,197 Uniform Invoice for International Events</p> <p>Refunds \$200.00 Amanda Gould – Overpaid Vanuatu Costs \$200.00 Callan Helms - Overpaid Vanuatu Costs</p> <p>Masters Team Prize Money \$24.49 Womens Prize Money p/p \$54.61 Mens Prize Money p/p</p> <p>Note that not all team members have requested their prize money and majority would like it to be a donation towards OWNZ.</p>

	<p>Upcoming December/January Payments</p> <p>\$575.00 Kingston Accounting – Tax Assistance</p> <p>Upcoming Funding</p> <p>\$11,625 USD (deposited before April 2018) Olympic Solidarity Activities Programme Funding</p> <p>Account Balances (as at 1st November 2017)</p> <p>00 Account - \$1,357.96 (Everyday)</p> <p>01 Account - \$68.91 (Affiliations)</p> <p>02 Account - \$4,593.90 (Salary)</p> <p>03 Account - \$3,170.87 (High Performance/Event)</p> <p>90 Account - \$25,008.43 (Savings)</p>
Decision or Recommendations	G Marshall moved to accept this report, seconded by J Dempsey. Passed unanimously.
Item 2:	General Managers Report – E Pilkington
Matters	<ul style="list-style-type: none"> - Updated our registration database for 2018 Membership Subscriptions and Club Affiliations to go live on 1st December 2017. These links were sent out via Newsletter & website has been updated. - Created the online 2018 Recreational Member Form for Clubs to use for first time competitors that are not OWNZ members, access will be given on the 1st January 2018 - Finalised the 2018 Selection Policy for International Events document, along with EOI online forms for both athletes & support staff - Drafted the 2018 Masters Information Booklet for International Events - On going work with Callan Helms to ensure our team was prepared to depart and compete at the 2017 Pacific Mini Games in Vanuatu - On going work with Tina Ball to ensure our team was prepared over at the 2017 IWF World Championships, especially relating to media enquiries - A press release was sent out post competition of Laurel winning 2 silver World Championships Medals. Special thank you to the NZOC for their assistance with this and to Simon Kent for taking media enquiries. - A meeting was set up with Laurel, the NZOC, Simon and myself last Friday to discuss potential media opportunities leading into the 2018 GC Commonwealth Games. Laurel took the opportunity to address the media while she was in Auckland and conducted 7 interviews. This went extremely well and we are happy with the coverage received. - On going work with our Commonwealth Games athletes to lock in airfares to the Gold Coast and plans for our 2018 Training Camp which will be held in Tauranga from 31st January – 4th February 2017 - On going work with Accountant and Auditors to finalise our GST and Accounts - Preparation for 2017 December EG Meeting
Decision or Recommendations	G Marshall moved to accept the report, seconded by A Jameson. Passed unanimously.
OPERATIONAL ITEMS	

Item 3:	Ratification of National Records
Matters	Please find attached at the bottom of these minutes.
Decision or Recommendations	N King moved to accept these national records, seconded by S Allan. Passed unanimously.
Item 4:	General Manager's Position – E Pilkington
Matters	<p>Annual Leave</p> <p>26 days owing to E Pilkington as at 12/12/2017</p> <p>E Pilkington will take 6 days annual leave over the Christmas/New Year period: 27th, 28th, 29th December & 3rd, 4th, 5th January</p> <p>Also, taking 1st & 2nd of March off for family holiday, which means she has 18 days remaining annual leave for 2018.</p> <p>Resignation</p> <p>E Pilkington has sadly decided to resign from her position as General Manager in 2018, with her last day of work being Friday 20th July 2018. She looks to travel to London on a two year working visa.</p> <p>Under her employment agreement she must give a minimum of 6 weeks notice, however, she would like to use the start of 2018 to advertise the position for potential candidates and work the Executive Group in finding a suitable replacement with as little stress as possible.</p> <p>January/February – Announce E Pilkington's Resignation effective July to the OWNZ Community</p> <p>March/April – Finalise the role and responsibilities (if change is needed) & advertise position</p> <p>May – Finalise candidates & source funding for both current and future GM (as there will be an overlap in handover period)</p> <p>June – Conduct interviews & appoint position</p> <p>July – Handover to new GM</p>
Decision or Recommendations	E Pilkington to send current Employment Agreement & Job Description to all EG Members & suggest changes that should be made. Sub-committee of N King, J Dempsey & S Allan to bring recommendations to the February EG meeting.
Item 5:	Review of Officer Positions – E Pilkington
Matters	<p>Treasurer</p> <p>- Seek an OWNZ member that is a qualified accountant or E Pilkington to discuss potential costs with current Accountant, Toby Kingston.</p> <p>An-ti Doping Officer</p> <p>- N King has volunteered to take on this role. All EG members approve. E Pilkington to arrange hand over & job description.</p> <p>High Performance Manager</p> <p>- S Kent discusses the challenges with this role being unpaid. S Kent to meet with HPSNZ about future funding after the recent success of our athletes at the 2017 IWF Senior World Championships & potential success at 2018 Gold Coast Commonwealth Games.</p> <p>Selectors</p> <p>- Commend the work that T Ebert, J Mason and J Fanning have done with the selections required for 2017 International Events and the work required for the</p>

	<p>sports tribunals. Job description to be drafted & agreed upon by all parties for future reference.</p> <p>Referee Examiner</p> <p>- G Marshall happy to continue in this role however the workload has & will decrease when the online exam and referee video exam will launch in the new year. Job description to be drafted & agreed upon by all parties for future reference.</p> <p>Statistician</p> <p>- All EG members commend the work that R Mann does with our sports statistics. E Pilkington to contact R Mann to upload his valuable documents of our history to the OWNZ Google drive.</p> <p>Secondary School Coordinator</p> <p>- Job description to be drafted to clarify R Everest's role. New league coordinator role to be established for both inter-school league and club champions league for 2018.</p>
Decision or Recommendations	
STRATEGIC ITEMS	
Item 6:	2018 High Performance Items – E Pilkington & S Kent
Matters	<p>2018 International Competition Selection Policy</p> <p>After discussion on the final draft, the following additions will be made:</p> <ul style="list-style-type: none"> - 2018 Australian Open will have a B Grading for Senior athletes and the qualification period will be 01/01/2017 – 31/12/2017 - 2018 Pacific International Cup will be added to the policy with grading and qualification period TBC once we have a better understanding of what the 2020 Tokyo Olympic qualification criteria looks like <p>Kurashiki, Japan Training Camp</p> <p>E Pilkington & S Kent presented to EG members the proposal from Kurashiki's sports department on building a strong relationship leading into the 2020 Tokyo Olympics.</p> <p>All EG members agree that this is a great opportunity for our athletes and advise E Pilkington & S Kent to continue the work in developing this relationship with Kurashiki.</p> <p>2020 Tokyo Olympic Games Qualification Criteria & Bodyweight categories</p> <p>The EG discussed the recent documents released by the IWF. Unfortunately there are still a lot of questions about this process that are unanswered. OWNZ to work with the Oceania region to provide feedback on this and how it potentially has a negative effect on our athletes qualifying for the next Olympic Games.</p>
Decision or Recommendations	
Item 7:	2018 Masters Athlete Items – E Pilkington & N King
Matters	<p>International Masters Competition Information Booklet</p> <p>Draft version was circulated to all EG members for feedback.</p> <p>After discussion, it was agreed that all masters athlete entries are now to come through OWNZ who will pay in bulk to the organising committee & complete entries. This is to ensure OWNZ has full records and commitment</p>

	<p>from athletes looking to compete overseas.</p> <p>It was also agreed that OWNZ is to work with the athletes & their coaches to ensure all athletes have help when competing and ensure financial assistance is provided to coaches who help multiple athletes at these events.</p> <p>Hosting an International Masters Event</p> <p>Discussion was had around potential to host an International Masters Event. N King to research into hosting costs for an event in summer 2019.</p>
Decision or Recommendations	E Pilkington to finalise documents and publish on the website & send out in the December Newsletter.
Item 8:	2018 Annual Work Plan
Matters	<p>EG Meeting Dates</p> <p>2018 conference calls at 7pm have been scheduled for the following: No January meeting, 14th Feb, 14th March, 18th April, 16th May, 13th June, 11th July, 15th Aug, 12th Sept, AGM in October, 14th Nov, 12th December in Auckland.</p> <p>2018 Calendar</p> <p>2018 National Events Club Hosts Required</p> <ul style="list-style-type: none"> - North Island Champs (potential for Northland Olympic Weightlifting to host, E Pilkington to enquire) - National Senior & Junior Champs - National Masters Champs <p>2018 OWNZ Invitational at the NZ Fitness Expo (Saturday 27th October)</p> <p>E Pilkington proposed that OWNZ hosts an invitational competition at this event as a promotion of our sport. Suggestion for there to be prize money for the top male & female athlete to encourage athletes to compete twice in October as the National Championships is usually early in the month. All agreed this is an event that we should target.</p>
Decision or Recommendations	E Pilkington to publish Calendar on website & send out via December Newsletter. A sub-committee will be established to organise the competition at the NZ Fitness Expo.
Item 9:	2018 Budget
Matters	<p>Confirmation of funding allocation</p> <p>Recommendation from the HPD that \$10,000 of the 2018 HPSNZ funding to be allocated towards the High Performance Directors role under a 6 month contractor agreement with KPI's to be met.</p> <p>Confirmation of OWNZ contributions towards National Events</p> <p>North Island Champs \$500</p> <p>South Island Champs \$500</p> <p>Secondary School Champs \$500</p> <p>National Masters Champs \$500</p> <p>National Senior & Junior Champs \$1000</p>
Decision or Recommendations	The HPSNZ allocation was approved unanimously. KPI's are to be set for this contractor role. All EG members agreed that the contribution towards our National Events should remain the same for 2018.

Item 10:	Review of OWNZ Documents
Matters	<p>Constitution & By-Laws</p> <p>E Pilkington reminded the EG that there are new regulations for Incorporated Societies constitutions being passed by the Government. This will come into effect 2019 but should be acted on now.</p> <p>G Marshall and R Mann to review the OWNZ Constitution and come back to the EG with recommendations.</p> <p>2016 – 2020 Strategic Plan External Assistance</p> <p>J Dempsey presented the proposal from Tom Downey to assist OWNZ with its Strategic Plan, Business Plan & Funding.</p> <p>After discussion, the EG agreed to network within our community for potential sponsor contacts as the costs presented by Tom Downey were too dear.</p> <p>2018 SP Outcomes</p> <p>Strategic Pillar outcomes determined by the Executive Group for 2018:</p> <p>Sustainable Organisation</p> <ul style="list-style-type: none"> - Increase Grant Funding Applications to cover OWNZ expenses - Networking with potential contacts & their businesses that could be interested in sponsorship - Effective succession planning for General Managers role & Officers of OWNZ to ensure change overs are efficient <p>Raising the Profile</p> <ul style="list-style-type: none"> - Aim to use the Gold Coast Commonwealth Games athlete training footage to develop promotional videos, sponsor these on Facebook to get a bigger social media reach - Goal to have an invitational competition with prize money at the 2017 NZ Fitness Expo in Auckland late October <p>Club Capability</p> <ul style="list-style-type: none"> - Release the online referee exam and video exams in the new year to increase the number of national level referee's our clubs have - On going competition hosting assistance for Clubs & technical officials workshops <p>Coaching & Talent Development</p> <ul style="list-style-type: none"> - Recruit a league coordinator for an inter-school league and the club champions league - Host a youth & junior training camp that collaborates with a coaches development course <p>Competitions & Events</p> <ul style="list-style-type: none"> - On going work to securing club hosts for our National Events - Execute the event at the 2018 Fitness Expo with excellence - Explore our potential capability to host a 2019 International Masters Competition <p>High Performance</p> <ul style="list-style-type: none"> - Contract paid 6 month HPD role to ensure our campaign post 2018 Gold Coast remains strong leading into the 2020 Tokyo Olympics campaign

	- On going work to secure funding to subsidise international competitions costs for both athletes & support staff
Decision or Recommendations	See above
GENERAL BUSINESS	
A Jameson	<p>Submitted a report about the National Masters Championships in Nelson last weekend. Overall feedback was there were some technical glitches but other than that it was a really well run event! E Pilkington to email the report to all EG members.</p> <p>An athlete from the south island would like some further understanding as to why one athlete was nominated under medical conditions yet another able athlete was not. S Kent explained each athlete's situation and how the selectors came to those decisions.</p> <p>Mentions the potential downfalls to an Independent Membership and how it would benefit national events if these athletes were represented under an OWNZ affiliated Club. Pro's and con's were discussed but the current memberships will remain, if changes are to be made then a constitution change will need to be suggested.</p>
S Kent	Explained that a Non-nomination appeal by Charlotte Moss occurs on Monday 18 th December with the Sports Tribunal. The national selectors and S Kent as HPD will represent OWNZ at this hearing.
Date & Time for next meeting:	Wednesday 14 th February 2018, 7pm Conference Call
Meeting ended at:	2.59pm

Male Records

Tevita Ngalu	30/04/73	105+	127.8	Masters -M40	Clean & Jerk	173	29/10/17	Oceania Masters Champs	Gold Coast-AUS
Tevita Ngalu	30/04/73	105+	127.8	Masters -M40	Total	310	29/10/17	Oceania Masters Champs	Gold Coast-AUS
Isaac Lawgun	16/05/00	77	77	Youth	Clean & Jerk	141	9/12/17	Club contest	Auckland