

**The Minutes of Meeting of the Board of Motorcycling New Zealand
Friday 24th February 2017 from 9am until 5.15pm**

Present Glen Williams (*President*), Dean James (CGO and Meeting Chair), Ray Broad, Noel May, Seth Devereux, Carmen Davidson, Helena Henare- Coolen (*Minute Taker*)
Virginia Henderson (GM)

Apologies: Hamish Barham

Quorum In accordance with Clause 6.4.6 of the Constitution, a quorum was declared

Open Forum

The Chair welcomed Virginia Henderson MNZ new GM.

An open forum was declared and members invited to add to the agenda. Nothing new was added.

Welcome, Roll Call

All members were recorded as present with apologies from Hamish Barham. The meeting was officially declared open.

Conflict of Interest Register

Comments added where required

Registration of Gifts

There were no gifts to be registered.

Meeting Notes

The board requested Virginia arrange for the meeting pack to be sent at least 10 days in advance. Preferable to have a copy emailed followed up by a courier hard copy.

The board held a discussion around a proposed rule changes the timing and the process and if it was a constitutional change.

The board officially recorded that they received notification of GM resignation on the 2nd of September 2016 and last day of employment was the 2nd of October 2016.

Virginia Henderson commenced employment as the GM on the 13th of February 2017. This was confirmed as a requirement for both bank authorisations purpose and audit requirements.

MNZ to reinstate current GM mobile number which has historical record attached to it.

The President formally recognised Deans contribution over the past months and the board joined in expressing their gratitude.

Minutes of Previous Meeting of 14th November 2016

It was moved that the minutes of the Board meeting held on 14 November 2016 be accepted as a true and accurate record

Financials

A statement of the financial performance to date is to be added to the board pack.

The board noted and approved in the minutes a Carnet request.

2017 Budget Review

A budget forecast was furnished to the board which the GM and President had prepared with notes and assumptions against each item for review.

In the future the budget preparation will commence in October in consultation with the Commissioners.

It was noted there were significant costs around insurance and printing and the GM was collecting comparative quotes and funding opportunities.

A discussion was held in regard to the discipline expenses and income versus outgoings. The GM will provide an analysis/ estimate breakdown per code.

It was agreed in the future each code would have their own profit and loss statement. And that these figures can then be applied to the budget.

The GM is also in the process of validating the insurance costs.

The following notes were made from line items on the presented budget.

Action: GM is to send a copy of the revised budget.

Motocross Incident Report Review – Dated 12 December 2016

The board members read the report and noted the recommendations detailed on page 12 of the report.

Action: Minor alterations to report were made, and report along with recommendations to be actioned by GM

Office IT Update

The GM advised there had been a number of IT issues arise.

MNZ IT provider is up for review. GM will undertake a full review and make operational recommendations to the board in regard to future proofing MNZ IT requirements.

Oceania Update

Oceania has been restructured. It has been agreed that two members from each country will represent. One is nominated by the board and the other is from the office, plus a President, that will alternate between NZ and Australia.

Australia- Peter Doyle and Simon Maas

New Zealand- Glen Williams (President) and Ray Broad and Virginia Henderson (Office)

It was advised these roles are for a period of four years and are voluntary.

Members of the board congratulated Glen on his appointment as President and thanked Virginia for volunteering in her role.

AGM Update

The board discussed and agreed the changes to the AGM agenda. The board also held discussion around the Constitutional changes to be presented at AGM

Hall of Fame Nominations

Hall of Fame nominations were heard

Strategic Plan 2016-2019

It was discussed and agreed the board supports the GM to socialise the strategic plan and intent as appropriate with different stakeholders. The GM advised she will be aligning staff performance objectives to achieving the strategic goals.

MNZ Organisation Structure

The board held a discussion around the MNZ organisational structure and the role and responsibility of the co-ordinators.

Funding Applications

The board considered three rider funding applications

QR Application Update

The Chair advised things are progressing well. The application is under development and he hopes to be able to present some wireframes of the app at the AGM.

General Business

The board discussed Financial Authority/ Security and asked the GM to review the policy and procedure to ensure both staff and GM have safe and auditable practice.

Discussion around introduction of technology to office, telephone systems and management of these.

Next Board meeting date

The next board meeting will be a face to face meeting in Wellington on Friday the 7th of April 2017.

Meeting closed 5.15pm.