

**MINUTES OF A MEETING OF
THE BOARD OF CLUBS NEW ZEALAND INCORPORATED
HELD AT LEVEL 5, ANZAC HOUSE, 181 WILLIS STREET, WELLINGTON
COMMENCING AT 1.35PM ON FRIDAY, 5 DECEMBER 2025**

Present:	Terry Ray	President and Chair
	Neil McDowall	Area Board Member
	Graeme Olson	Area Board Member
	Maurice Nutira	Area Board Member
	Mike Cassidy	Area Board Member
	Royce Tunbridge	Area Board Member
	Dave Tilley	Area Board Member

In attendance: Lucy Waterreus Chief Executive

1. ADMINISTRATION ITEMS

1.1 Welcome and Apologies

The President welcomed everyone to the meeting.

1.2 Apologies

That the Board accept the apologies of Dave Dalton.

Moved

Carried

1.3 Additional Items for General Business

There were no other additional items for general business.

2. MINUTES OF PREVIOUS MEETINGS

2.1 Minutes of Previous Board Meeting

That the minutes of the Board meeting held on 12 September 2025 be approved as a true and correct record of that meeting.

Moved

Carried

2.2 Matter Arising from Minutes

There were no matters arising that were not covered elsewhere on the agenda.

3. FINANCIAL RISK AND AUDIT REPORT

3.1 Year-to-date Update

Overall, the financial position continues to track well, projecting a \$150,000 surplus, however this is likely to adjust following audit and income tax.

Information has been required from CNZI as aged commission payments is now sitting in excess of \$200,000 dating back to May. Depending on the feedback from CNZI we may look to move a portion of this to provision for doubtful debt.

Outstanding Capitation Update

Following the September meeting, suspension notices were issued to 16 clubs. Of these, eleven have since paid their outstanding balances or entered into time payment arrangements. The remaining five clubs have been suspended, and their accounts have been referred to debt collection.

3.2 Fraud Event

The Chief Executive described the fraud event which occurred in November and resulted in \$76,000 being stolen from Clubs New Zealand's accounts and provided the board with the following update:

- 70% of the stolen funds have been covered by Westpac.
- Insurance is covering the remaining balance minus \$2,500 excess.
- Full forensic review of Lucy and Michelle's computers have confirmed no operational systems, member data or internal platforms were compromised. All passwords have been changed.

3.3 2026 Budget

The 2026 Budget was presented and discussed. Adjustments have been made to more accurately reflect current operations, with the Chief Executive drawing the Board's attention to the following key changes:

- Conference and AGM cost allocations.
- The revised structure and associated expenditure for the Gambling Compliance Package.
- Forecast increases in regional travel. Koru membership was also discussed noting that we anticipate price increased from April 2026.
- The introduction of a Regional Events Fund of \$2,000 per area. Board members will have discretion to allocate this funding to sports or events they consider beneficial to member clubs and/or their members. This initiative will be supported by the development of an application form and accompanying criteria.

3.4 Capitation 2026

A discussion was had on capitation with the board agreeing to make the following recommendations to the 2026 Annual General Meeting:

- 2026 capitation will be held at \$4.50 + GST per financial member, and
- The discount for Clubs New Zealand Insurance members will be held at 0.30c per financial member.

3.5 Board Honorarium and Mileage

A discussion was had on Board Honorarium and Mileage Rates with the board making the following recommendations:

- Board honorarium be held for the 2026 financial year, and
- Mileage rates be increased to \$1.17 effective 1 January 2026 as per IRD recommended rates.

That the Board accept the Financial Risk and Audit Report.

Moved
Carried

4. PRESIDENT'S REPORT

The President reported, as follows:

- Attended the Clubs Australia AGM in Sydney alongside the Chief Executive.
- Completed the Chief Executive's annual performance review and expressed satisfaction with her first year in the role.
- Provided an update confirming the completion of the Hamilton Cosmopolitan Club's amalgamation with Masse Incorporated. Clubs New Zealand has received correspondence from Masse's lawyers, Clubs New Zealand has engaged Quigg Partners for advice.
- Attended the Nelson/Marlborough/Buller/West Coast Area Meeting at the Motueka Memorial RSA with Ginger.
- Attended the Greater Wellington/Hawkes Bay/Poverty Bay Area Meeting at the National Service Club with Dave and Leigh.
- Attended a lunch meeting with the Chief Executive, Michelle, Michael Markham and Trevor Deed.

That the Board accept the President Report

Moved
Carried

5. CLUBS NEW ZEALAND INSURANCE

The President provided an update on the insurance scheme and confirmed a couple of additions to the scheme.

Overall, the scheme remains in a positive position.

That the Board accept the Clubs New Zealand Insurance Report

*Moved
Carried*

6. CHIEF EXECUTIVE'S REPORT (including staff reports)

6.1 General Update

- The advocacy space remains busy, with Clubs New Zealand able to celebrate a small win in relation to the Sale and Supply (Sales on Anzac Day Morning, Good Friday, Easter Sunday, and Christmas Day) Amendment Bill.
- Membership has dropped following the suspension of several clubs; however, individual club membership appears to be holding steady.
- Katrina has finished her employment with Clubs New Zealand as at 24 October 2025.

6.2 Marketing a Promotion

Social Media

The work with Rebecca is now well underway and we are seeing an incredibly positive response from clubs and members.

While slow to get underway the first of the My Club campaign updates will be going out this month.

Mystery Shopper

The Mystery Shopper campaign is now underway. Approximately 80 clubs will be included in the campaign with each receiving 2 visits. Clubs New Zealand will receive the reports from each shop allowing us to get a fresh perspective on what it is like to enter a club today.

6.3 Sports

- The tier system working well with positive feedback received from convenors.
- The Chief Executive highlighted concerns raised by the Sports Administrator regarding low participation in several sports tournaments and recommended that the board agree to discontinue the following tournaments:
 - South Island Ladies Golf
 - National Mah Jong
 - South Island Petanque.
- The Chief Executive also discussed the \$2,000 Prezy Card draw which has been in place for a long time and recommended that this be discontinued in 2026.

- The future of Clubs New Zealand Darts was also discussed after the 2025 event failed to attract any entries. It was agreed that if the tournament was to be held in 2026 the date will need to be confirmed asap.

That the board accept the recommendation to discontinue the above-named Clubs New Zealand tournaments, and the \$2,000 Prezzy Card Draw for 2026.

6.4 2026 Conference, AGM & EXPO

The Chief Executive provided an update on the 2026 Conference, AGM & EXPO noting:

- Registration numbers low despite early bird pricing.
- The confirmed speakers to date.
- 2027 expressions of interest have been received from Upper Hutt Cosmopolitan Club and Richmond Club.

That the Board accept the Chief Executive's Report and staff reports

*Moved
Carried*

7. GOVERNANCE ADMINISTRATION

7.1 Interests Register

The Chief Executive proposed further updating the Interest Register to record the member clubs with which Board members are directly involved.

7.2 Succession Planning

Succession planning remains a permanent agenda item, with the Board reaffirming its commitment to proactively identifying and developing future leadership.

8. AREA UPDATES

Area Board Members gave verbal updates on activities in their areas.

Common themes highlighted were:

- Recent area meetings have been mostly well attended and positively received.
- Board members raised and discussed several club challenges they have provided advice or support within recent months including internal disputes and financial challenges.
- Tournament hosting successes and challenges noted across regions.

9. GENERAL BUSINESS

9.1 Complaints

Clubs New Zealand has received two serious complaints requiring investigation:

1. Invercargill: Woolston Club disciplinary process on hold due to personal circumstances.
2. Palmy Sports Club: Awaiting additional documentation from complainant.

Process requires proper investigation before any tournament bans are issued.

10. NEXT MEETING

The next meeting will be Friday 13th February 2026 – Wellington.

The meeting concluded at 3.25pm

Confirmed as a true and accurate record:



T Ray
President

13 February 2026

Date

Actions	Responsible
Follow up with CNZI regarding aged commission payments and consider moving a portion to doubtful debt depending on feedback.	CE
Develop an application form and criteria for the new Regional Events Fund.	CE
Discontinue the South Island Ladies Golf, National Mah Jong and South Island Pétanque Tournaments	CE
Discontinue the \$2,000 Prezzy Card Draw from 2026.	CE
Confirm the 2026 Darts Tournament dates urgently if the event is to proceed	CE / Board
Update Interest Register to include member club with which Board members are directly involved.	CE
Investigate the two complaints and gather required documentation before determining tournament bans.	CE