

**DRAFT MINUTES OF THE 2022 ANNUAL GENERAL MEETING OF**  
**CLUBS NEW ZEALAND INC.**  
**HELD VIA ZOOM ON FRIDAY 18 MARCH 2022 COMMENCING AT 9.30 A.M.**

**Present:** 63 member clubs, and:

**Life Members:** 0

**Area Board Members:**

Terry Ray	President / South Waikato / Bay of Plenty
David Dalton	Deputy Chair / Wellington / Wairarapa / Horowhenua / Hawke's Bay / Poverty Bay
Neil McDowell	Otago / Southland
Bryan Ferguson	Waikato / Thames Valley / King Country
Maurice Nutira	Canterbury / North Otago
Roly Reardon	Greater Auckland
Royce Tunbridge	Wanganui / Taranaki / Manawatu

<b>In Attendance:</b>	Michelle Mazey	Finance Manager / Executive PA
	Lucy Waterreus	Operations Manager
	Kate Smith	Sports Adviser
	Dave Tilley	General Manager Northern
	Keith Ballantyne	General Manager Southern
	Leigh Williams	Technical Manager
	Angela Sheehan	Minute-taker

**1. Welcome and Apologies**

The President, Terry Ray, welcomed everyone to the 2022 Annual General Meeting.

Apologies were received from Tom Fisher (Life Member), John Taylor (Life Member), Caroline Kellaway (Life Member), Graeme Olson (Area Board Member), and 27 Member Clubs.

*That the apologies be accepted.*

Moved: Porirua Club  
Seconded: Papanui Club  
Carried

**2. Confirmation of the Minutes of the 2021 Annual General Meeting**

*That the minutes of the 2021 Annual General Meeting, held at the Richmond Club, Christchurch on 22 March 2021, be confirmed as a true and correct record.*

Moved: Papanui Club  
Seconded: Waitomo Club  
Carried

**3. Matters Arising**

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

**4. President's and Chief Executive's Reports**

The President highlighted the following points from his written report:

- Because of COVID-19 and its variants, the hospitality industry was operating in challenging times. It has been particularly difficult for the Auckland and Waikato regions because they had been suffering extended lockdowns and closures. It was pleasing to see all clubs working as best they can to embrace the challenges in these unprecedented times. Let's keep thinking of and sharing new ideas to help each other get through. National Office had been doing a great job getting out to clubs information on the Government's various relief payments.
- Trials of the ClubPOS till system had proved successful, and it was envisaged its roll-out to clubs will start later this year.
- COVID-19 had shown the advantages of banding together with other like-minded organisations such as RSAs. Of the 103 RSAs nationwide, 98 were now members of Clubs New Zealand. The synergies between the two organisations need to be explored further, with a view to building a closer relationship. That was a work in progress.
- Clubs were encouraged to take advantage of social media tools, particularly Facebook, to keep in touch with members about the great events they had coming up. The Technical Manager, Leigh Williams, was always happy to help.
- Thank you to Deputy Chair, Dave Dalton, and the Board for their support.
- Thank you also to the team at Head Office. Clubs New Zealand was very fortunate to have such a group of like-minded people working for the association, especially during these COVID times.

The Vice President, Dave Dalton, gave a brief report on Area Meetings. A total of 17 had been held during the year, and colleagues had reported very good attendance, despite the current difficult circumstances.

The Chief Executive said it had been a challenging year. On behalf of the staff, he thanked clubs very much for "hanging in there" and supporting the office with great feedback. He highlighted the following points from the Annual Report:

- A new governance training programme had been developed, based on the successful Australian model. It will be a certification-type course and provide formal training on the core competencies such as finance, human resource management, and strategic planning.
- Staff were looking forward to catching up in person with key contacts across the agencies with which they work.
- The investment in technology had been significant. The ClubPOS system will be a game-changer for clubs' financial management systems and third-party integrations.
- Sport had been most affected by COVID-19 because there had been no workable solution from the Government. The staff will be looking to increase their support for sport.
- Thank you to those who participated in the national census. A draft will be available shortly. It will give a great feel for what clubs do in their communities.

*That the Annual Report be adopted.*

Moved: City Club  
 Seconded: Waitomo Club  
 Carried

5. **2021 Financial Report**

The Financial Statements for the year ended 31 December 2021 had been circulated. The General Manager Northern spoke to the highlights, noting that they had finished the year with a surplus, after tax, of \$629. He answered the following question:

*What is staff travel and training?*

It is Clubs New Zealand staff travel to perform training for clubs.

*That the Financial Report for the year ended 31 December 2021 be adopted.*

Moved: Franklin Club

Seconded: Papanui Club

Carried

5.1 **Confirmation of Auditor for 2022**

*That the Board be given approval to appoint an auditor.*

Moved: Timaru Town and Country Club

Seconded: Paihia Club

Carried

5.2 **Capitation Fee for 2022**

The General Manager Northern said that it had been 4 years since the capitation fee had increased, and this year an increase was needed to enable the organisation to stay financially fit. He answered questions and comments as follows:

*Have alternatives to the capitation model been investigated?*

The Clubs New Zealand Insurance scheme brings in a good deal of commission. Without it, capitation would be much greater. Introducing other new income streams had been tried over the years, but had proved too difficult for a variety of reasons. Clubs New Zealand was delivering good value for money in terms of services to clubs.

*What is the increase to be used for, and is it in line with the CPI?*

The money will be invested in more training, particularly governance training. If aggregated over the past 4 years, the increase is well under the CPI.

*Many clubs are hurting. Was there any other belt-tightening before the increase was considered – for example, renting space in the Wellington office?*

Options to sublease some of the office space had been considered, but so far none were felt to be a good fit.

*When will the new capitation fee come into effect?*

Immediately.

*That the capitation fee for the 2022 year be increased as follows: for clubs that are members of Clubs New Zealand Insurance - \$3.95 for every member; for clubs that are not insured with Clubs New Zealand Insurance - \$4.20 for every member.*

Moved: Timaru Town and Country Club

Seconded: Tangimoana Boating Club

Carried 5 clubs voted against

6. **Remits**

There were no remits for consideration.

**7. Election of Officers**

There was no need to hold an election this year.

**8. Update on Future Conference, Expo, and AGMs**

The President said that, unfortunately, due to COVID-19 and delays in getting the club building ready in time, the Timaru Town and Country Club had withdrawn from hosting next year's conference and AGM. However, on behalf of the Board and Head Office he was delighted to advise that the Hornby Club will host the 2023 event from 16 to 19 March, with the AGM on Sunday 19<sup>th</sup>. The Board will visit the club for its next meeting on 11 June to review the facilities.

Head Office will be working on a host and venue for the 2024 conference and AGM. In reply to a query, the Chief Executive said that Hastings was not out of the mix for next year's conference.

**9. General Business**

**9.1 Sky TV**

Despite ongoing conversations with Sky TV, they had not offered any change to the subscription rate. They had offered access to some different programming, but those programmes were insignificant in terms of viewer numbers.

**9.2 COVID-19 Issues**

Mark McGuinness commented that the previous COVID-19 wage subsidy and resurgence support payments had been calculated on FTEs and paid weekly. Has Head Office followed up with MPs as to why the current COVID-19 support payments cover only one week? The President said Head Office will get back to Mark with an answer to that question.

**Action: Operations Manager**

The Kamo Club commented that some clubs not following the restrictions made it harder for Clubs that are. The Chief Executive said that Head Office can only send clubs official information from the Ministry of Health. It was up to clubs whether they followed it or not but, if they did not, they put their club at risk.

**9.3 On-line Voting for Club AGMs**

James from Glen Eden RSA asked whether clubs use on-line voting for their AGMs. The Chief Executive will get back to James on that question.

**Action: Chief Executive**

**9.4 TAB**

In reply to a query from the Hornby Club, the Chief Executive said that the changes to the TAB pricing/payout come into effect on 1 August, and information on that will be out shortly.

**9.5 Thank You to the Team**

Whangamata RSA and other clubs thanked Lucy and the Clubs New Zealand team for helping clubs deal with COVID-19 over the past 2 years.

**9.6 Training**

John Rowe asked whether Zoom could be used more for training, thus saving a significant amount of money and not needing to increase capitation. The Chief Executive said people much preferred face-to-face training, and Zoom training was not as effective.

### **9.7 New Incorporated Societies Act – Update**

In reply to a query, the Chief Executive said that final sign-off on the new Incorporated Societies legislation was expected soon. He will keep clubs informed.

### **CLOSURE**

There being no further business, the President again thanked everyone for attending, and closed the meeting at 10.10 a.m.

President: \_\_\_\_\_

Date: \_\_\_\_\_

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