

MINUTES (in Review)



AGM

Name:	Disability Sport Auckland
Date:	Tuesday, 27 September 2022
Time:	6:00 pm to 7:23 pm (NZDT)
Location:	Parafed Auckland Shooting Club, 28 Disraeli Street, Mount Eden, Auckland 1024
Board Members:	Mike Bishop, Andre Lubbe, Grant Sharman, Heidi Wilde, Jim Hogg, Marie Leclerc, Michael Johnson, Neelam O'Neill, Philip Steven, Lee Taniwha
Attendees:	Yann Roux
Guests:	Robert Berger (Request received)
Notes:	Lee Taniwha, Jim Hogg, Nicki Sumicz and Robert Berger will join on zoom.

1. Opening Meeting

1.1 Welcome from Chair

Mike Bishop, Disability Sport Auckland Chair welcomed everyone to the 56th Annual General Meeting.

Mike Bishop, Yann Roux (DSA CEO), Robert Berger (Parafed Trust Chair), Board Members - Michael Johnson, Andre Lubbe, Grant Sharman, Heidi Wilde, Marie Leclerc and Philip Steven in attendance in person.

Other in person attendees were Natasha Barber, Sport Development Manager from Disability Sport Auckland and potential Board member electorate Rachel Grunwell.

Board members - Jim Hogg, Lee Taniwha joined on zoom along with Parafed Trust member, Nicki Sumicz.

1.2 Apologies

A lateness apology was given by Nicki Sumicz, as she was held up prior to the meeting. Nicki joined the meeting later via zoom.

1.3 Approval of Agenda



Agenda

All approved

Decision Date: 27 Sept 2022

Mover: Marie Leclerc

Second: Philip Steven

Outcome: Approved

1.4 Call for General Business Items

Parafed Auckland Club names

Michael Johnson called for a discussion around the Para club names. He was wanting to know what was happening to clubs such as Parafed Auckland Shooting Club and what this means for the name of the club.

AGM protocols and requirements

Robert Berger would like to discuss the election of officers, AGM meeting requirements and AGM notification process. Topics to be discussed later in general business.

2. Actions from Previous Meetings

2.1 Confirm AGM Minutes



AGM 2021

RB stated the AGM minutes were not presented as true and correct. Few corrections were required in the previous AGM minutes (noted below).

Minutes were approved pending changes. After changes, minutes will be read as correct and true. Approved by All board members, Moved - Grant Sharman and seconded Marie Leclerc.

Decision Date:	27 Sept 2022
Mover:	Philip Steven
Seconder:	Heidi Wilde
Outcome:	Approved

Changes that are pending approval:

- Attendees listed - Robert Berger, Michael Johnson, Grant Sharman and Nicki Sumicz were listed as guests instead of Parafed Auckland members. Nicki's name was also spelt incorrectly.
- 1.3. The call for general business was not made.
- 2. The election of members was not listed and did not have elected/not elected next to each candidate. This is important for audit purposes, to view who was elected onto the board at the time.
- 3. There were no previous actions listed from AGM 2020. These needed to be listed, or the minutes needed to reflect that there were none to list.
- 4.1/4.2/4.3/4.4 Reporting - Chair report and CEO report was not attached within the minutes. Minutes also needed to reflect that these were presented at the 2020 AGM - this was not noted. Financial report was presented, however no financial information was given to members prior to the 2021 AGM. This was important because if there were any questions arising from the information, then it could be discussed at the right time and documented in the minutes. A Parafed Trust report was presented by Robert Berger, however it was not attached in the minutes and there was no mention of report being presented in the minutes.

- 5.1. No motions noted - this needed to be stated if there were none or if any were resolved and the outcome of this.
- Distinction between members and officers - At the AGM, the appointment of members are made, in board meetings the appointment of officers are made.

3. Officers Reports

3.1 Chairperson Report

Chair circulated Chair report prior to meeting. Robert Berger and Nicki Sumicz advised they did not receive the report.

Chair thanked CEO and staff at Disability Sport Auckland/Parafed Auckland for the work they accomplished in difficult times due to COVID. He noted the Board's gratitude to the team for pushing through with hard work and continuing to support the community through their programmes. The Chair also acknowledged the relationship he has with CEO and how useful it to have regular meetings to catch up about DSA operations.

The Chair also thanked the Project Control Group led by Grant Sharman that has been involved in the new Spinal Unit project. He also expressed thanks to everyone who has contributed so far to the project. He elaborated on the hard work and progress that has gone into the project and is looking forward to seeing the outcomes the team has wished for in the near future. He acknowledged that the combination of the Spinal Unit and DSA has created good recognition as an important aspect within the community.

The Chair also mentioned changes that have occurred within the disability sector within the year, such as the establishment of Ministry of Disabled People within the Ministry of Social Development and the appointment of Paula Tesoriero as the first Chief Executive of Whaikaha - Ministry of Disabled People.

Board member Andre Lubbe acknowledged the hard work the Chair has done throughout this year, regardless of the challenging obstacles that were presented.

3.2 CEO Report

CEO report circulated among members. Robert Berger and Nicki Sumicz advised they did not receive the CEO report.

Programmes

Eight programmes were created this year. Mainly involving the school sector, which has been successful within South Auckland. The choices offered within the programmes were made by members of DSA/PA, through various surveys sent out during the year.

Had excellent success within Boccia. A team of 6 athletes travelled to Hamilton in July for a Boccia competition, their first one outside of Auckland. DSA were able to provide support around this event. One of the highlights for the families was being able to see their loved ones participate in a sport at a competition other than the Halberg Games. This gave them more experience and opened up a door of opportunities for the new athletes.

2021 Parafed Auckland Awards Afternoon

The Awards Afternoon held in April this year (postponements due to Covid) was very successful and will likely happen again in 2023. The Awards Afternoon versus the Night, provided good insights. It was more accessible for families, as it was smart casual attire and was more appealing

to attend with the low cost. The time of the event was more suitable for families with younger children.

Inclusion programs in schools and communities

This initiative has been successful. It allowed children with disabilities to play with their fellow class friends on similar playing fields (e.g. all playing in wheelchairs). This created a positive environment that allowed the kids to create their own rules and to socialise with one another, while enjoying some fun and games. This programme has helped to facilitate more friendly, welcoming and inclusive environments for all.

The CEO mentioned there is a plan to expand the programmes within specific areas - the Far North, Far South and the rural areas around Auckland. Surveys and feedback have shown one of the barriers to sport participation has been travel and the availability of sport/recreation within their residing area. Adding various programmes within these deprived areas will help bring sport and recreation to those who currently aren't able to participate or struggle to on a weekly basis.

Current successful initiatives include the Hui Katoa Project for cricket and now, canoe racing and softball.

DSA is also wanting to run an overnight sports camp in 2023 and is currently working with Rotary Club on how this will work.

General

New strategy covers from 2022 until the 2025. The aim for DSA is to grow memberships, support and resource growth by finding sustainable funding streams.

From social media viewpoint, communication statistics from Facebook show a good 10-12% engagement. This means every post/video made by DSA has a good engagement rate, which was made through likes and comments. The engagement statistics show that the content being shared on DSA provided quality and the targeted audience was responding to the present content. Other social media outlets such as Instagram, LinkedIn, Newsletter and the DSA website have shown a huge influx of views/engagements since rebranding Parafed Auckland to Disability Sport Auckland.

Parafed Network

Sport NZ have approved funds for the Network, which mean some of the projects that have been planned can go ahead.

The Network is planning a Network Forum in Christchurch, in February 2023.

Since the Parafed Network has been established, there have been 1400 members nationwide and the Network has been able to provide help to the smaller regions who do not have a Parafed equivalent such as Hawkes Bay and Southland. This support has been beneficial, not only for sports and recreation within those areas, but also providing potential members opportunities within these areas, that were not offered before.

CEO also thanked the board members for their support throughout the year and acknowledged and thanked the Chair for the support and guidance he has given over the past year.

3.3 Finance Report (Treasurer)

Jim Hogg delivered the financial audit report. Nicki Sumicz stated that she did not receive financial report prior to the AGM.

Overall, the cash flow of \$120,000 was better than last year, due to the successful grant applications. Unexpended grants has caused an increase in income, however nothing of concern from the records.

One concern is the liabilities are double than last year. This is mainly due to staff costs and depreciation. We also need to also be conscious of debts that are owed and their age. Wages

increased during lockdown as 8 programmes were created and executed, resources were needed to run the programmes.

DSA's asset position is good and is chiefly made up of equipment and the vehicles. Another intangible asset is the rebranding, However this is unable to be quantified as it is difficult to measure at this stage.

There is \$89,000 in grant funds that will be carried over to next year, as these have been received but not yet spent. This will create a good start to the next financial year. The increase in grant funds have come from the Disability Inclusion fund, an annual fund, which will carry through until 2024.

The Board Chair commented on the Annual Leave and will talk to CEO on how to manage this better for the next year. It's been difficult for the staff to take leave during the lockdown period as they are a small team and were pushing through to keep programmes and DSA running within difficult times.



All approved and Chair thanked Treasurer for the work he has cont...

All approved and Chair thanked Treasurer for the work he has contributed throughout the year.

Decision Date: 27 Sept 2022
Mover: Jim Hogg
Seconder: Mike Bishop
Outcome: Approved

3.4 APPD Trust Report

Robert Berger presented the APPD Trust report and report has been added to the minutes after AGM.

Investment with Newton Ross

The slight decrease in funds is due to the fluctuations in Financial Market, caused by Covid. The Trust has decided to continue with the current investment portfolio, as it has been invested for 6 years and has a net Portfolio return of 28.10%. The current total of the investment is at \$756,752.00.

Jim Hogg asked about the loss of funds due to fluctuation. Robert advised that currently, the market is in a good place, compared to this time last year. As it is a managed fund, the market will seesaw, however if the Trust decided to pull out and invest it in a Term Deposit instead, they would be doing it at a loss compared to the 28% profit they've made so far, being a managed fund. Therefore, keeping it the same will show promise as long as the market continues to get better over time.

Allocated funds

The Trust has dispersed funds for the initial design of the new proposed Spinal Unit, of \$10,000 to Jasmax Architects. Robert acknowledged that the team from Jasmax Architects have donated a lot of their time, at no cost.

The Trust also supported the 2022 Parafed Auckland Awards afternoon by contributing 50% of members' ticket prices, totalling \$5,700. This was a great contribution which lowered financial burdens for associated families and also increased ticket sales for the event. This meant prices of tickets went from \$70.00 to \$40.00, which was greatly appreciated by members.



All approved the APPD trust report.

All approved the APPD trust report.
Decision Date: 27 Sept 2022
Mover: Grant Sharman
Seconder: Jim Hogg

Outcome: Approved

4. Election of Board Members

4.1 Election of Board members

There were 7 applicants for the position of Board member and there were 5 positions available. The Chair noted that all candidates were excellent and would bring a diverse skill set to the Board, he suggested that if two potential Board candidates would like to be considered to be co-opted onto the Board instead, then under the constitution, a vote would not need to take place. Co-opted Board members can serve for one term.

There was discussion around the differences between a full Board member and a co-opted Board member, the Chair noted that the constitution stated that Co-opted Board members shall have the same rights to vote and decide on the business of the Board as the other office bearers. The Chair also noted that under terms of the constitution, there can be a maximum of 8 Board members with a further two members being able to be co-opted. Robert Berger noted that the Board needs to have a range of people with different backgrounds. There was also discussion about potentially altering the constitution to have a clearer understanding of requirements, that are better suited to meet the needs of the Board.

Marie Leclerc and Andre Lubbe volunteered to be considered as co-opted Board members. Members then voted (by hand raise) on the 5 people elected onto the Board.

Election for DSA Board Members, by acclamation:

- Lee Taniwha - Elected
- Rachel Grunwell - Elected
- Michael Johnson - Elected
- Jim Hogg - Re-elected (after ending 2 year term)
- Philip Steven - Re-elected (after ending 2 year term)

Nicki Sumicz abstained from voting.

The new Board is to meet after the Annual General Meeting to elect the new Chair and Treasurer of DSA.

5. Notice of motions

5.1 Vote - Change the official charity name

The Chair proposed a motion to change the official charity name and not just the trading name from *Auckland Paraplegic and Physically Disabled Association Incorporated* to *Disability Sport Auckland Incorporated*.

There was discussion regarding whether the change was for the legal name or trading name. CEO confirmed that this vote was for changing the legal name for practical reasons. The charity name would align with the trading name when applying for funding applications, as the current name is too long and some online applications were not allowing the full name of the current legal name, due to word count limits on applications.

Robert Berger stated that the trading name was the only motion moved in the last Board meeting and it wasn't advised that the name change was going to happen legally with the trust. He stated the reason for change was not justified and that the Association has had its name since 1966. He also stated that by adding the words physical disability into the name, helps to trigger emotions of the funders.

Grant Sharman mentioned changing the name of the Association would resolve various issues that may occur with the different trading name. Robert stated this would also call for a change in the constitution, which he didn't see was necessary. Andre Lubbe stated that the change is more than just a ministry of convenience, it showed that the organisation has moved with the changes in time. The current name *Paraplegic and Physical Disability* doesn't encompass the full services and support that the Association currently provides and lacks the inclusion that the name Disability Sport Auckland would stand for. The CEO added that not all members are either paraplegic or with a physical disability.

Nicki Sumicz stated the constitution was not being followed with the name change process. She stated that agenda sent on the 17th September did not specify the name change. Andre responded advising there is a clause in the constitution that allowed for changes to be made.

Jim Hogg shared that the history of the Association was to create a support mechanism. This came with highs and lows and had sub-committees for various sports which then were expanded. Parafed Auckland (at the time) was set up to obtain funding support for people wanting to get involved with disability sport, specifically for paraplegics and the physically disabled. However, the organisation's focus has shifted since then and the inertia is towards the new change, of embracing all disabilities. The original intention has changed and needs to look towards the future of what is going to best align with the organisation and where they are heading.

The Motion was then put to a vote:

- Supported change - CEO, Heidi Wilde, Andre Lubbe, Jim Hogg, Lee Taniwha, Michael Johnson, Grant Sharman, Marie Leclerc
- Opposed to change - Robert Berger, Nicki Sumicz
- No abstained votes.

The Motion was carried by majority vote.



Vote - Change the official charity name

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Decision Date:	27 Sept 2022
Mover:	Mike Bishop
Seconder:	Heidi Wilde
Outcome:	Approved

Add-on following the November 2022 Board Meeting:

Mike Bishop and Philip Steven supported the name change.

6. General Business

6.1 General Business Item

Change to club names

Michael Johnson sought clarity on what happens to clubs such as Parafed Auckland Shooting Club, who use the old trading name in their club name and what the new name change means for the clubs. the CEO advised he will be having a meeting with the president of PASC next week to discuss the name. He further stated that clubs will have the option to either keep their existing name or to rebrand it to match Disability Sport Auckland.

Election of Officers

Robert Berger stated the Election of Officers are the vote on positions of Chair, Treasurer and Secretary on the Board, which is made by the current Board members.

The Board currently doesn't have a secretary and there is confusion about who is responsible for sending out documentations to other Board members. The Chair stated that there will need to be a change to the constitution to remove Secretary role, as this role has been retired and unused since

the inception of the CEO role. He stated that in the constitution the word 'Secretary' should be replaced with 'Chief Executive' this will need to be actioned at a Special General Meeting.

Notifications to memberships

Robert Berger stated that the constitution regards all paid members when it comes to notifications. He noted that they need to be communicated with to inform them what is happening with the Association. Robert further stated that as a life member, he should be receiving reports, agendas etc. well in advance, and not being emailed them on the day of the meeting.

The Chair acknowledged the points made and noted this for the future.

Calling of nominations to join the Board

Robert Berger advised that he was only given 14 days notice for nominations to join the Board. He stated that according to the constitution, nomination forms are then invalid, as they need to be sent 4 weeks prior to the AGM. The nominations should have 1 week to respond, 1 week to vote and then to be discussed at the AGM. He further stated that If nominations are not advertised to the wider member list, there won't be many nominations. Andre Lubbe noted the clause 5 u. of the constitution allows for the proceedings or decisions of AGM to be validated.

AGM meeting announcements and process, notification of AGM process

Nicki Sumicz mentioned if a secretary is not required, then in her opinion the Board requires another Board member. Heidi Wilde stated the secretary is currently not part of the number of Board members and so do not need to add another board member. NS stated that when a new incorporated society starts, they will run into issues if they cannot find specific information on past Board minutes. The Chair noted that this was a discussion for another time.

Nicki Sumicz and Robert Berger stated that the Board Secretary is important for communication purposes. The constitution currently states the role and duties of a secretary and if the Board hasn't had one for two years, they are not abiding by the constitution.

The Chair suggested that changing the constitution to delete the Secretary role and replace it with the Chief executive role will rectify the issue to better align with the current Association's needs.

7. Close Meeting

7.1 Close the meeting

Next meeting: Board Meeting - 8 Nov 2022, 6:00 pm

Signature: Michael Bishop

Date: 10/10/2023