



Management Committee Meeting Minutes

Date: Wednesday 12th of September 2018
Location: Skype MC Group Chat - Please click on this link:
<https://join.skype.com/OKU6jnJNRIJM>
Time: 16.00 Australian Eastern Standard Time
18.00 Fiji Time
20.00 Tahiti Time on Wednesday the 12th of September

1. Meeting Open & Welcome by Chairman

Mr Ho welcomed all participants and emphasised how happy he was to see so many members in attendance.

2. Roll Call

In attendance

- Anthony Ho, Paul Kyle, Graeme Ireland, Carolyn Li, Tearo Le Caill, Cathy Gauthier, Jessica Macaskill, George Shao and Christian Holtz. Therefore, a quorum was achieved with 8 out of 12 MC members.

Absent

- Alan Resture, Choy Freddy, Tearoa Iorangi, and Reagan Moses.

3. Minutes of Previous Meetings

3.1 Minutes circulated prior to the meeting.

The MC discussed the need to follow up on some items:

- Create an induction kit for staff and MC members
- Create a conflict of interest register.
- Create a visual representation of the hierarchy of ITTF-Oceania and lines of communication.

Regarding conflicts of interest, the MC discussed whether meetings should start with an update of the conflict of interest register and how conflicts will be managed by the MC.

4. Induction of MC Member

4.1 Scott Houston CEO of Table Tennis Australia

ITTF-Oceania received one nomination to fill the vacant position in the MC. Table Tennis Australia nominated Scott Houston.

The MC discussed whether professional staff from National Associations should be eligible to join the MC, as it leads to clear conflicts of interest. MC



members should always act for the good of ITTF-Oceania rather than the good of individual National Associations. The concern is that staff of National Associations are employed to achieve the objectives of the respective National Association, and as CEO of Table Tennis Australia, Scott Houston has a clear conflict of interest.

The current constitution does not prevent paid staff from National Associations to join the ITTF-Oceania MC, but this may be addressed by the governance review. Therefore, the MC resolved to accept Scott Houston as a member. Subsequently, the total number of MC members increased to 13.

Resolution #1:

Scott Houston was accepted as a member of the ITTF-Oceania Management Committee.

5. Event Reports

5.1 Oceania Cup

A report was circulated to the MC prior to the meeting. The MC thanked Ryan Wiegand for his efforts delivering the event and the report.

Mr Ireland added that the event went well and maximised the legacy from the Pacific Games in terms of equipment, venue and human resources. Mr Ho agreed with Mr Ireland's comments and thought the Oceania Cup ran very well.

Mr Holtz mentioned that the Vanuatu Ministry of Youth and Sports Development has yet to pay the AU\$10,000 contribution to the ITTF-Oceania Cup. ITTF-Oceania has a written contract however they need more time to pay this invoice.

The Vanuatu Table Tennis Federation has indicated a willingness to host the ITTF-Oceania Cup again. They have also submitted expressions of interest to host the ITTF-Oceania Tour and the ITTF-Oceania Para Championships.

5.1.1 ITTF-Oceania Cup Bids

Bids were circulated to the MC prior to the meeting. After careful consideration, the MC conditionally approved the bid from Tahiti to host the 2019 ITTF-Oceania Cup. The rationale is that hosting major events around



the region can have a positive impact on the development of the sport. However, due to the costs involved in traveling to Tahiti, the MC requests more information from the LOC to provide athletes with travel/hospitality support.

Resolution #2:

Tahiti's bid to host the 2019 ITTF-Oceania Cup has been conditionally approved.

*Due to other commitments, Cathy Gauthier left the meeting at 5pm AEST.

5.2 Oceania Junior Championships & World Junior Circuit

A report was circulated to the MC prior to the meeting. Mr Ho mentioned that Ryan Wiegand's report reflects positively and that the events went okay however there were some issues that needed to be recorded for future benefit/awareness such as;

- The players could not train on the Sunday before the World Junior Circuit event due to it being a religious day in the Cook Islands. No sport is to be played on a Sunday.
- Sport presentation was not good enough with no banners inside or outside the venue.
- There were not enough local umpires.
- Mr Ireland said that the event went okay however arrangements were made to hold an umpire's course but only two showed up.

The MC discussed that greater efforts should be made to better prepare National Associations to host ITTF World Events. For example, the LOC could have benefited from assistance related to understanding the directives, the event presentation and sourcing local umpires. Mr Holtz mentioned that there was no communication between the Cook Islands Table Tennis Association and the Cook Islands Government. There was no form of government support for these events who only found out through a newspaper article promoting the event. This impacted the presentation and organisation of the event. It was commented by the MC that Ryan Wiegand did an amazing job considering he only started with ITTF-Oceania a month before this event.

ITTF-Oceania made the decision to combine the budgets of the Oceania Junior Championships, the World Junior Circuit and the Road to Buenos



Aires events to provide financial assistance to the Cook Islands Table Tennis Association. This resulted in ITTF-Oceania absorbing a loss. Mr Kyle asked why there are no financial reports tabled for both the Oceania Cup and Cook Islands events? Mr Holtz will provide a consolidated financial report for both events.

5.3 Oceania Tour | Tonga, Australia and Fiji

Oral reports were provided by Mr Ho and Mr Holtz, with Ryan Wiegand to send written reports after this meeting.

The ITTF-Oceania Tour is a new addition to the calendar this year and it is the sole qualification pathway to the ITTF-Oceania Cup. The MC was informed that the ITTF-Oceania Tour is proving to be a popular concept among the top athletes in the region. 3 out of 6 events have been hosted by Tonga, Australia and Fiji, and athletes from 8 countries have taken part in the tour. The Australian event was not as well supported due to players not wanting the results to affect their TTA rating system. This event was held in conjunction with the Gold Coast Open. Mr Ho was happy with the Oceania Tour | Fiji event.

5.4 Australian Open

A report and updated budget were circulated to the MC prior to the meeting. Mr Holtz provided a verbal summary of the event.

ITTF-Oceania hosted the 2018 Seamaster ITTF World Tour | Australian Open for the first time. Having a platinum event in the Oceania region was deemed beneficial for the development of the sport, supporting current athletes and inspiring the future generation of athletes. Unfortunately, some notable players (e.g. Ma Long, Zhang Jike, and Wang Menyue) withdrew from the event due to injury and the Asian Games. This had a minimal impact on the feasibility of this year's event, but it damages the image of the event moving forward.

The event was supported by the ITTF, the Government of Victoria, the City of Greater Geelong, GoDaddy, DHS, Double Fish, Stag, Geelong Arena, the Rydges Hotel and Deakin University. ITTF-Oceania has a 3-year contract with the ITTF, the Government of Victoria and the City of Greater Geelong. Deakin University has committed verbally to sponsor the event in 2019.

The 2018 Australian Open made a profit of AU\$32,658.50 and secured equipment for the development programs of ITTF-Oceania. Money is still owing from ITTF, The Government of Victoria, Seamaster and Stag.



The MC also discussed why was the ITTF host contribution reduced by USD 6,750. Mr Holtz explained this was done as a result of the post tournament evaluation. The ITTF-Oceania MC have asked Mr Holtz to go back to the ITTF and ask why this contribution was reduced. Furthermore, the MC was informed that anti-doping tests were not required at this year's event. Finally, the MC decided to defer to the end of this meeting the discussion of whether commissions would be paid to staff based on the cash sponsorship secured from Deakin University.

Mr Holtz asked whether commissions from cash sponsorships would be paid to the operations team. The MC agreed to discuss this "in-committee" at the end of the meeting.

5.5 World Junior Table Tennis Championships

Mr Holtz provided the MC with a progress report. The MC was informed that preparations to host the 2018 World Junior Table Tennis Championships are going well. Mr Jens Lang resigned from the position of Event Manager and the duties were divided between Ryan Wiegand and Mr Phil Davis. Mr Wiegand will manage all the hospitality requirements and Mr Davis will take on the role of Tournament Director. Mr Holtz will continue to supervise the events and manage the finances of the event.

6. Finance Report

This item was deferred to the next meeting. The MC asked Mr Holtz to provide a Year to Date Report.

Resolution #3:

Operations to provide a YTD financial report to the MC prior to the next meeting in October 2018.

7. Any Other Business

7.1 Smash Down Barriers

The MC was informed that all sports were invited to apply for a 1-year extension of the Pacific Sports Partnership (PSP), with a view to continue the program beyond the term. However, the Australian Government has re-aligned the footprint of PSP which means Kiribati and Solomon Islands are no longer eligible to receive activities funded by PSP.



ITTF-Oceania was successful in its application and increased its funding by AU\$45,000 for the year. This is now one of the biggest sports in the program. The Smash Down Barriers program will continue in Fiji, Tonga and Vanuatu. Nauru will be added to the Smash Down Barriers program. The application to include Samoa was not approved.

The MC expressed a concern about the impact this change in countries will have on participation programs in Solomon Islands and Kiribati.

7.2 DNA Program in Tonga

The MC was informed that a new program is being piloted in Tonga called Developing National Associations (DNA). Thanks to the support of the Australian Government, under the Pacific Sports Partnership, ITTF-Oceania is able to invest in further enhancing the governance and increasing the capacity of Tonga Table Tennis Federation. As a result of this investment, ITTF-Oceania assisted Tonga TTF in creating a 4-year strategic plan and operational plan. Furthermore, TTF recruited a CEO to achieve the objectives set out in the strategic plan.

ITTF-Oceania hopes that this pilot test is successful in increasing the capacity, governance and sustainability of Tonga Table Tennis Federation to run development programs, host and participate in competitions, and provide pathways for high performance.

Ms Macaskill commended the selection of Netina Latu as CEO of Tonga Table Tennis Federation and believes Netina is the right person to drive this project. The MC discussed the impact of Kiribati and Solomon Islands being excluded from the Smash Down Barriers program. Kiribati Table Tennis Association benefits from having a JICA volunteer involved in its programs, while the Solomon Islands Table Tennis Federation benefits from having intrinsically motivated volunteers. However, it is expected that participation levels will drop in both countries without continued support.

7.3 Governance Reform

7.3.1 Constitution

The MC discussed the need to conduct a governance reform, starting with the constitution. Mr Ireland agreed at the previous meeting in June 2018 to lead this process. However, there's the possibility that Deloitte can be contracted by ITTF to assist Mr Ireland with the governance reform and this will be confirmed by Mr Holtz with ITTF. Further discussion was postponed until the next MC meeting in October with the intention to present a new constitution at the AGM in 2019.



Resolution #4:

Mr Holtz to approach ITTF with the intention of securing Deloitte's services, at ITTF's cost, to assist with the governance reform conducted by Mr Ireland.

7.3.2 MC Charter

The MC discussed the need to adopt a MC Charter. A draft was circulated to the MC for consideration in May 2018. Due to the level of detail involved, the MC resolved to defer this item so that the charter can be discussed further. Mr Kyle offered to circulate the charter with his comments to the other MC members.

Resolution #5:

The adoption of a MC Charter will be discussed at the next MC meeting.

7.3.3 Selection Policy for WCC

The MC expressed a concern whether an appropriate process was followed to select the coaches and team manager of Team Oceania at the World Cadet Challenge. ITTF-Oceania called for nominations seeking a coach for the girls' team but did not seek a nomination for the boys' team.

Mr Holtz explained that the process is to call for nominations of a vacant position, and the positions of team manager and boys' team coach were filled internally with current staff. The decision to do this was based on the fact that Wade Townsend has experience living and training in Japan while Patrick Wuertz, as High-Performance Officer, has been working with talented juniors under the Elevate Program and is better-suited for the role of boys' team coach.

Resolution #6:

The current policy needs to be reviewed and amended to reflect new job titles of contractors/staff and consideration needs to be given to any additional changes to policy for the World Cadet Challenge Oceania Team Management and Coaches. This should include a subcommittee composed of MC members and staff.

**Resolution #7:**

A letter will be sent out to National Associations explaining this year's selection process.

*Mr Ireland and Ms Le Caill had to leave the meeting at 7pm AEST due to personal commitments. Therefore, only 5 out of 13 MC members were present, and a quorum was not reached beyond this point.

7.4 Staff KPIs

The 2019 – 2020 Operational Plan was circulated to the MC prior to the meeting. The Operational Plan includes a list of KPIs assigned to individual staff. The intention of the MC and operations is to include some of these KPIs in new staff contracts and use these as a basis for performance appraisals.

Mr Holtz explained that as Executive Director he already uses the operational plan, combined with performance appraisal forms, to monitor the performance of all staff.

7.5 Continental Forum in 2019

The MC was informed that the ITTF is conducting Continental Forums with the forum in Oceania to take place in February/March 2019. The forum may be held alongside a competition in Fiji, Vanuatu or New Zealand. The ITTF will contribute financially to host the forum and maximise representation from National Associations in Oceania. Therefore, it was proposed to hold the 2019 ITTF-Oceania AGM alongside the ITTF Continental Forum.

7.6 Communication Protocols

Mr Ho emphasised the need to maximize discussions within the MC and encouraged all MC members to actively take part in the discussions that occur via email, skype or in person. Mr Ho further suggested that subcommittees should be formed to engage with more MC members.

Mr Kyle expressed his frustration at having to communicate via the President to the Executive Director. Mr Kyle believes that this causes delays and filters communications. A more robust and timely communication protocol aligned to our core values would be that any MC member can discuss (by phone or email) any subject with the Executive Director pertaining to the governance of ITTF-Oceania. Protocol would call for the President to be copied into email communications out of courtesy. In addition, if MC members are seeking information and know who is likely to



hold the information, then he/she could go directly to that person. If that person is a staff member, then it would be prudent and courteous to copy both the President and the Executive Director in terms of normal business protocols and a “no-surprises” basis.

7.7 Minutes of staff meetings

Minutes of the staff meeting were circulated prior to the meeting. A staff meeting was held in June 2018 with Mr Ireland representing the MC as Mr Ho was unable to attend. Also in attendance were Mr Townsend, Mr Fajerman, Mr Wuertz, Mr Wiegand, Mr Lang and Mr Holtz. Furthermore, Mr Morgan Lander was invited to lead a workshop on Child Protection.

The main objectives of the meeting were:

1. Review of the 2017-2020 Strategic Plan and changes to the Operational Plan to achieve the objectives set by the ITTF-Oceania MC.
2. Educate and upskill the operations team in child protection best practices.

7.8 Staff Contracts

A template of staff contracts was circulated to the MC. Currently, all staff are employed as service providers operating under an Australian Business Number. There’s a concern that the current contracts should be strengthened and clarify whether staff are employees or contractors. Further research should take place to assess what is the best option for ITTF-Oceania.

7.9 Travel Policies, Finance, Commission & Incentive Policy

These discussions were deferred to the next MC Meeting.

7.10 Events Manager Position

The MC was informed that prior to the Australian Open, Mr Jens Lang resigned from the role of Events Manager. The MC wished to thank Mr Lang for his efforts in the delivery of the 2018 Australian Open.

As the role of Events Manager was created to assist with the 2018 Australian Open and the 2018 World Junior Table Tennis Championships, the duties of the role were assigned to Mr Wiegand, the ITTF-Oceania Events Officer. Furthermore, Mr Wiegand will be supported by a small team of volunteers and service providers.



7.11 New Development Agreement

The MC was informed that the ITTF has reassessed its funding formula for development. The ITTF has also created a new categorization of all 226 national associations and funding will be given in accordance with this metric. The objective is to increase the capacity, governance, and sustainability of national associations, increasing attendance to and hosting competitions, and generally develop the popularity of the sport in each national association. This is aligned with ITTF-Oceania's new pilot DNA program.

7.12 MC Reports

Mr Shao added that PNG is hosting a Hopes Week this month with Patrick Wuertz as the expert. Discussions with the China Table Tennis Association to have a training centre in PNG are progressing well. The training centre will be opening in November 2018 in Port Moresby when the President of China Xi Jinping attends the APEC summit.

*Mr Holtz left the meeting at 19:45 AEST.

The remaining MC members held an in-committee meeting to discuss:

Contracts for service providers vs employment
Contractor staff bonuses
Contractor/staff commissions
MC Charter and sub-committees
Outcome – All agreed a process forward
Out of "in committee"

8. Date of Next Meeting

24th of October 2018

9. Meeting Close

20:05 Australian Eastern Standard Time

Andrew Ho
24/10/2018