



## ITTF-Oceania Management Committee Meeting Minutes

**Date:** Wednesday 14<sup>th</sup> of August 2019

**Location:** Skype ITTF-Oceania MC Group Chat

**Time:** 15:00 Australian Central Time  
15:30 Australian Eastern Standard Time & PNG Time  
16.30 New Caledonia Time  
17.30 Fiji, Kiribati, Nauru, New Zealand & Tuvalu Time  
19.30 Cook Islands & Tahiti Time on Monday 15<sup>th</sup> of April

### 1. Meeting Open & Welcome by Chairman

Mr. Ho opened the meeting at 15:47 Australian Eastern Standard Time and welcomed all MC members and invited guests.

### 2. Roll Call

In attendance

- Anthony Ho, Tearoa Iorangi, Graeme Ireland, Paul Kyle, Xuan (Carolyn) Li (Treasurer), Sarah Sandley, Tearo Le Caill, Reagan Moses & George Shao. Therefore, a quorum was achieved with 9 out of 13 MC members.

Also, in Attendance

- Ryan Wiegand (Secretary), Barry Griffiths (General Manager), & Jeremy Gleeson (Sports Accounting Australia).

Apologies

- Reagan Moses, Alan Resture & Cathy Gauthier

Absent

- Choy Freddy

### 3. Minutes of Previous Meetings

#### 3.1 Minutes circulated prior to the meeting (22/06/2019).

- Via email correspondence, On 26<sup>th</sup> July Mr Houston notified Mr Griffiths and Mr Ho that the Table Tennis Australia Board resolved to pay a \$5,000 settlement amount in relation to the alleged deal between the former ITTF-Oceania Executive Director and the former Table Tennis Australia CEO for the 2018 ITTF World Junior Championships in Bendigo, Victoria, Australia – this amount has subsequently been paid by Table Tennis Australia. This was paid in the interest of moving forward and putting the matter behind them. Mr Houston noted that this payment will further delay Table Tennis Australia's ability to become debt free. Mr Houston's personal views on this matter has not changed however the Table Tennis Australia Board has agreed to pay it.



- Mr Kyle stated that the ITTF-Oceania MC was happy to receive this invoice through value in kind and that actual cash was not being requested however Table Tennis Australia have now gone and paid it.
- Mr Gleeson confirmed that Table Tennis Australia has paid this outstanding invoice and it is now closed.
- Mr Griffiths commented that Mr Sonnet (Table Tennis Australia Chairman) gave a commitment that it would be paid irrespective of what was said at the previous ITTF-Oceania MC meeting.
- Mr Kyle has sent Mr Wiegand his version of the minutes from the 22/06/2019 meeting under point 9.4. Mr Ho asked Mr Wiegand to make these changes then the minutes are approved.
- Minutes from 22/06/2019 were moved by Miss Li and seconded by Mr Kyle.

#### **4. Operational Update**

##### **4.1. General Manager update**

- Mr. Griffiths gave an update of the operations since 22/06/2019 through the different points below.
- Mr Griffiths is currently completing ITTF reports that are pressing at the moment.

##### **4.2. High Performance Officer & Communications/Marketing Officer update**

- Mr Griffiths and Miss MacAskill are currently drafting a High Performance Officer Job Description to send to the ITTF to confirm.
- The ITTF want ITTF-Oceania to create the role of High-Performance Officer however Mr Griffiths believes that the work ITTF wants implemented is only part-time, not fulltime work.
- Mr Griffiths is considering having a meeting with HWATT in Melbourne Australia to see if ITTF-Oceania can contract them to do some High Performance work within Oceania.
- Mr Griffiths mentioned how himself and Mr Ho had a discussion with Mr Dainton during the Australian Open in finding a solution on how to fund a Marketing Officer.
- Mr Ho mentioned that Mr Dainton mentioned that the ITTF could possibly provide some funding based on the budget sent to him outlining further funding needed mainly to create extra revenue through ITTF-Oceania's commercialization agreement. Mr Dainton said he would need ITTF-Oceania to put in a submission so he could run it past the ITTF Executive Committee Members.
- Mr Griffiths said we need to be very clever and tie this role in with the Australian Open as well as this role looking after all of the ITTF-Oceania's events and participation initiatives.
- Ms Sandley asked if there was a position description drafted yet. Mr Griffiths said there wasn't one in place yet where Ms Sandley replied saying she is happy to help create one as she has experience in this field as it is important to provide clarity and tightness in this job description.
- Mr Ho asked what has been decided on the Communications Officer moving forward. Mr Griffiths commented that ITTF-Oceania has



continued using Miss Sophia Dong since the Australian Open concluded and that Miss Dong is doing a good job and getting better with the more experience she has gained doing this role more frequently during events.

- Mr Ho stated the reason he asked is that ITTF-Oceania needs more visibility and that there have been no newsletters since earlier this year which was previously getting distributed every month. Also, there have been no news articles written on all the ITTF-Oceania development initiatives and Smash Down Barriers recently.
- Ms Sandley supported Mr Ho's comment as some of this Communications work could help improve our stakeholders' perceptions of ITTF-Oceania for the future. It would be a good investment.
- Mr Ho raised the point that Mr Griffiths will need to look at whether ITTF-Oceania contracts a company to do both these roles in the future or hire staff to do these two roles.
- Mr Kyle mentioned he gave Mr Griffiths a contact and that ITTF-Oceania needs to work out what to do as it is a really important area within the organisation.
- Ms Sandley mentioned to Mr Griffiths that she has a contact in publishing that could help with creating marketing materials and is quiet reasonably priced for the work she does. Mr Griffiths will look into it.

#### **4.3. Operational Plan review**

- Mr Ho mentioned to Mr Griffiths that in the ITTF-Oceania dropbox folder there is a document that lists the strategic plan and how to implement the strategic plan operationally with a traffic light system. There was a revised document created in October 2018 for work to be done in 2019.
- Mr Griffiths will review this document.

## **5. Competitions**

### **5.1. 2019 Australian Open financial result and 2020 Tournament Director**

- Via email correspondence, Mr Houston mentioned that if the final figures end up as a \$124,000 AUD profit, then this is an outstanding result and Barry and his team are to be congratulated.
- Mr Griffiths mentioned that Mr Gleeson has not been provided with the last big invoice that needs to be paid for the 2019 Australian Open which is the venue invoice.
- Mr Gleeson gave an overview of the Australian Open profit and loss statement and said that currently it is looking like a healthy profit however he was not aware there was the venue invoice still to come.
- Mr Griffiths has been working on a budget that Mr Davis produced and it is indicating a loss with the venue invoice still to come plus adding in Mr Griffiths and Mr Wiegand's salary from time spent working on the 2019 Australian Open.
- Mr Gleeson mentioned to wait until it is all in Xero before we get ahead of ourselves and forecast a loss as at the moment it is looking like a healthy profit.



- Mr Davis is interested to again do the Tournament Director role in 2020.
- Mr Gleeson gave Mr Griffiths a new ticketing company to look into.

### **5.2. 2023 World Table Tennis Championship bid and future ITTF Challenge Series, ITTF World Veterans Tour and ITTF World Veterans Championships bids**

- Via email correspondence, Mr Houston mentioned that there are multiple Australian cities/State Governments who have expressed interest in bringing the event to Australia. Table Tennis Australia released a statement in relation to this recently. There was some discussion around whether a joint ITTF-Oceania/Table Tennis Australia bid could be considered, however this is not the preference of Table Tennis Australia.
- At the 2019 Australian Open, Mr Griffiths met with Mr Dainton and the Victorian Government with the potential possibility of moving the Australian Open to Melbourne from 2021 as well as the possibility of Victoria hosting the 2023 ITTF World Table Tennis Championships in Melbourne. The Victorian Government were quite enthusiastic about this event and are very keen to bid for it.
- Mr Griffiths mentioned that ITTF-Oceania should proceed with an expression of interest with Table Tennis Australia, but ITTF-Oceania needs to be certain that this event will be profitable before going any further after the expression of interest stage. However, Mr Griffiths mentioned that Scott has mentioned that Table Tennis Australia are not in favour to do a joint bid with ITTF-Oceania.
- Mr Ho asked Mr Griffiths if he can contact Mr Sonnet and ask whether Table Tennis Australia would reconsider preparing a joint bid.
- Mr Ho and Mr Griffiths noted that there was email correspondence in 2018 that mentioned Table Tennis Australia was open to submitting joint bids for future events.
- Ms Sandley asked Mr Griffiths to contact Major Events New Zealand.

### **5.3. 2019 Pacific Games review, 2019 ITTF-Oceania Junior Championships review & upcoming events**

- Mr Griffiths mentioned that he attended the recent ITTF-Oceania Junior Championships in Tonga and that he would like to congratulate Tonga Table Tennis Federation through Ms Netina Latu and her team on hosting a professional and wonderful event. He mentioned that Mr Wiegand was the Competition Manager and that the event ran smoothly.
- Mr Griffiths stated the standout performance was from Australia winning 13 out of the maximum 14 events and that he is impressed with the gains Table Tennis Australia are making in their development and hopes that other countries within Oceania start improving like Australia are. Mr Griffiths is making time when he goes to Melbourne next time to meet with Mr John Murphy (Table Tennis Australia Head Coach) and Mr Simon Gerada (Owner of



HWATT) to see how their program can work in other Oceania Countries.

- Mr Ho mentioned how this year's ITTF-Oceania Junior Championships was a total transformation from previous years. Mr Ho said this year's event was unbelievable for a country that has only got more involved in Table Tennis in the past two years.
- Mr. Ho asked if Miss MacAskill could provide a report from the Pacific Games due to Mr Wiegand not being in attendance. Mr Ireland & Mr Ho gave a quick update and mentioned that Samoa did a great job only having a couple of years to prepare.
- Via email correspondence, Mr Houston mentioned that if there is to be any change to the Pacific Games Table Tennis schedule for 2023, that his strong preference would be to hold the 2024 Paralympic Qualification tournament as part of the Pacific Games. This would be in addition to the existing Pacific Games events, not as a replacement. This would allow three main benefits – 1) allow Australia and New Zealand to compete at the Pacific Games (in Paralympic Qualification only), thereby assisting the Pacific Games Council to meet their goal, 2) it would allow for more participation at the Paralympic Qualification event given more funding is typically available for Pacific Games, thereby increasing the chance of more Oceania countries being represented at the Paralympic Games, and 3) it would not diminish the strong culture and tradition of the existing Pacific Games events.
- Mr Ireland, Mr Ho, Mr Griffiths and Mr Wiegand are to get back to the Pacific Games Council and Mr Andrew Minogue with this suggestion.
- Mr Ho, Mr Ireland and Ms Sandley had a discussion on provisional classification and that this needs to be mentioned a lot clearer in future Pacific Games charter documents.
- Miss MacAskill is looking at ways in getting more para classification into all Oceania countries.
- Mr Wiegand gave an update on upcoming events for the rest of the year that ITTF-Oceania are involved in. Mr Wiegand has been asked to be the ITTF Competition Manager for the World Veterans Tour in Townsville Australia which has been accepted by ITTF-Oceania.

## **6. High Performance & Development**

- Mr. Griffiths and Mr. Ho met with Mr. Steve Dainton (ITTF CEO) during the Australian Open and commented how he was happy with how ITTF-Oceania was going in certain areas since the Fiji meetings in March 2019.
- Mr Griffiths mentioned that the ITTF have now accepted Miss MacAskill into her role and that she is to stay on in the role she is doing currently with ITTF-Oceania and that the employment issue they raised previously is now dealt with.
- Mr Griffiths mentioned that Miss MacAskill is in constant email exchanged with Mr Nicolas Petit from the ITTF. There is still lots of work to be done in this area.



- Mr Gleeson mentioned that the ITTF High Performance agreement payment from the first quarter was still outstanding. Mr Gleeson is waiting for this payment to be received before invoicing for the second quarter. The ITTF deducted an amount from the first quarter invoice due to there being no High Performance & Development Manager in place and that the same will happen in quarter two.
- Via email correspondence from Miss MacAskill;
- Miss MacAskill is in the process of organizing an Olympic Solidarity course in Palau that did not take place back in February 2019 and is aiming for it to happen in September.
- In September there will be the launch of the Bounce it Back program and a Referee course to coincide with the ITTF-Oceania Tour in Fiji.
- Vanuatu Table Tennis Federation has agreed to have a training and development visit as part of Smash Down Barriers. Miss MacAskill is still working on the dates with them and it is likely to be in September/October 2019.
- Tonga Table Tennis Federation has requested a part extension from last quarter in regard to coach education so that they can locally upskill coaches and train people in communities in possibly October 2019.
- The 2019 ITTF World Cadet Challenge planning is well underway. Players/Countries will receive emails very soon as Miss MacAskill is finalising documents to be sent out. The pre camp will be staged at loops in Melbourne, Australia and then the team will head to Poland for the event. Miss MacAskill has been confirmed as the Team Manager for the 2019 ITTF World Cadet Challenge which was selected by Mr Ho, Mr Ireland & Mr Griffiths. Miss MacAskill will email Mr Ho, Mr Ireland & Mr Griffiths to proceed with the appropriate coach selection process.
- Two more development courses Miss MacAskill is hoping to proceed with are activities in Samoa to leave a legacy post Pacific Games and possibly do a short coaching course in the Cook Islands. If all of this is achievable then we will tick off a lot of requirements for 2019.
- One activity that won't be completed is the Bounce it Back launches in other countries other than Tonga and Fiji due to the end of year approaching and school exams taking priority.
- There are also plans in place for para activity in November which is awaiting a response from classifiers to then plan further.
- Mr Griffiths mentioned that there is a lot of activities planned and in progress.

### **6.1. Australian Government reporting**

- Mr. Griffiths mentioned that ITTF-Oceania was able to submit all Smash Down Barrier country reports to GHD by the 31<sup>st</sup> July. Mr Griffiths has had a positive response from GHD since sending the report through and await a more formal response from them.





## 6.2. Equipment Storage update

- Mr. Griffiths mentioned that the plan was to move the equipment from the Gold Coast storage centre to Waikato Table Tennis Association due to no staff being on the Gold Coast anymore. Unfortunately, ITTF-Oceania would be charged a lot of tax and duty due to ITTF-Oceania not being a New Zealand entity.
- The second option was to move the equipment to Fiji being central to a lot of countries in Oceania however the storage costs that have come through already are not competitive so at this stage this option is unlikely.
- The third option would be that the equipment moves into the storage container in Geelong with the Australian Open equipment.

## 6.3. Vanuatu Para Table Tennis Tripartite initiative

- Mr. Griffiths believes that the Vanuatu Table Tennis Federation has signed an agreement with the Vanuatu Government, Vanuatu Council of Churches and Vanuatu Paralympic Committee in getting this program started in communities outside of Port Vila. They have asked ITTF-Oceania to help with sending some equipment to help launch this program which can be accessed with GHD/Smash Down Barriers funding.

\*Due to other commitments, Mr. Kyle left the meeting at 17:55 AEST.

## 7. Finance

### 7.1. Financial report until 31st July 2019

- Mr. Gleeson gave an update of ITTF-Oceania's financial report since 22/06/2019.
- There was lots of internal discussion on the financial report by the ITTF-Oceania MC members.

#### *Resolution #1:*

July 2019 Financial Report Update:

The ITTF-Oceania Management Committee Members unanimously ratified the July 2019 Financial Report

### 7.2. ITTF Commercialization & Marketing Agreement budgets and cashflow projections

- Mr Gleeson has sent a budget to Mr Michael Brown as requested and the Finance Committee needs to make a decision on how ITTF-Oceania reserves are used.



- There was discussion on how to start generating profit, so we do not eat into ITTF-Oceania's reserves too much.
- Mr Ho asked Mr Gleeson to roll out the final cashflow projection for ITTF-Oceania MC and ITTF staff to comment on.

### **7.3 New Zealand Bank Account to pay ITTF-Oceania employees update**

- Mr Gleeson mentioned that due to ITTF-Oceania being an Australian entity and that ITTF-Oceania has two employees currently in New Zealand, Mr Gleeson has been trying to create a New Zealand Bank Account to then link with the New Zealand IRD. Mr Gleeson is having issues creating a New Zealand bank account due to ITTF-Oceania not being registered in New Zealand which is due to anti-laundering laws between Australia and New Zealand.
- Mr Kyle has a contact within the IRD that is assisting Mr Gleeson work around this situation where all ITTF-Oceania MC members need to give Mr Gleeson Full name, Address and their Tax Information Number within your country of residence.

## **8. Governance**

### **8.1. Constitution Review Committee appointment update**

- Mr Ho mentioned this was a continuation from the last ITTF-Oceania MC meeting and was not sure if Ms Sandley was willing to accept the position on this committee. Ms Sandley mentioned that it was okay and that she was just trying to get a snapshot of where the organisation was at so she can now push on to start working on this Governance/Constitution review committee.
- Mr Ho mentioned that Mr Holtz and Mr Ireland had done some work on a new ITTF-Oceania Constitution in 2018 and just recently Mr Kyle did some work on it was well.
- Mr Kyle will send the work done on this matter already to Mr Ho and Ms Sandley so they have it.
- Ms Sandley is happy to help the team and is happy to draft a terms of reference for this committee. Mr Ireland will try and get the current terms of reference that the ITTF are using currently for their Governance Review Committee and pass onto Ms Sandley.

## **9. Other Business**

### **9.1. ITTF-Oceania Insurance Update**

- Mr Griffiths has been in discussions with a few insurance companies gaining quotes on different kinds of insurance coverage. The ITTF-Oceania MC agreed that once Mr Griffiths has comparable quotes that he can email circulate the quotes without bringing it back to another ITTF-Oceania MC meeting.





**10. Date of Next Meeting:**

Wednesday 9th October 2019

**11. Meeting Close**

18:50 Australian Eastern Standard Time

*Andrew Ho*  
*14/10/2019*