



Management Committee Meeting Minutes

Date: Thursday 21st of February 2019

Location: Skype ITTF-Oceania MC Group Chat

Time: 15:30 Australian Eastern Standard Time & PNG Time

16:00 Australian Central Daylight Time

16:30 Australian Eastern Daylight Time & New Caledonia Time

17:30 Fiji, Kiribati, Nauru & Tuvalu Time

18:30 New Zealand & Tonga Time

19:30 Cook Islands & Tahiti Time on Wednesday 20th of February

1. Meeting Open & Welcome by Chairman

Mr Ho opened the meeting at 15:52 Australian Eastern Standard Time and welcomed all MC members. Mr Ho emphasised the importance of having all MC members attend these meetings due to a quorum needing to be reached at each meeting to vote on important matters. Since the last ITTF-Oceania MC meeting in October 2018 there have been many things that have happened, and this is a very important meeting as we proceed into 2019. Mr Ho thanked Mr Wiegand for taking on the responsibilities of Secretary for ITTF-Oceania given the resignation of the former Secretary and welcomed him to the meeting.

Resolution #1:

The ITTF-Oceania MC endorse Mr Ryan Wiegand as the new ITTF-Oceania Secretary.

2. Roll Call

In attendance

- Anthony Ho, Paul Kyle, Scott Houston, Carolyn Li, Tearoa Iorangi, George Shao, Jessica MacAskill and Tearo Le Caill. Therefore, a quorum was achieved with 8 out of 13 MC members.

Also, in Attendance

- Ryan Wiegand (Secretary)

Apologies

- Graeme Ireland and Choy Freddy

Absent

- Alan Resture, Cathy Gauthier and Reagan Moses.



3. Minutes of Previous Meetings

3.1 Minutes circulated prior to the meeting.

Mr Kyle noted that there needed to be some amendments to previous minutes, and this is why they are not yet posted on our website. Mr Wiegand now has a copy of the amendments and has been requested to make amendments to these previous meeting minutes.

Mr Ho to seek draft minutes and amendments from the three prior meetings (one skype meeting in September 2018 and two meetings in April/May 2018 Halmstad) from the former Secretary and have these provided to Mr Wiegand.

Once this information is provided and amendments have been made, Mr Wiegand will send to Mr Kyle for further proofing before tabling to Mr Ho to confirm.

4. MC Charter

4.1 Already circulated. Will have additional comments by President

Mr Ho commented that there are several suggested amendments in the document that was circulated and that the ITTF-Oceania MC Charter be adopted and voted on.

Resolution #2:

The adoption of the ITTF-Oceania MC Charter was passed by the ITTF-Oceania MC.

Mr Kyle suggested that Mr John Lea (TTNZ Executive Director) who has good analytical skills could be approached on a contract basis outside of his normal TTNZ contract and present a final document once completed for a final review before publishing.

Resolution #3:

Mr Kyle to ask Mr John Lea if he is available to do this.

5. Finance and Incentive Policies

5.1 Already circulated.

Mr Kyle commented that these detailed policies should be promoted ahead of the other documents which have been circulated and remained unapproved by the MC for over 9 months.



Resolution #4:

The ITTF-Oceania MC agreed that all policies approved at this meeting are to be transferred into the format circulated, but the language needs to be consistent throughout.

Mr Ho said he would like to see all policies collated in one document but each policy under one chapter.

Resolution #5:

The adoption of the ITTF-Oceania Financial Policy was passed by the ITTF-Oceania MC and will incorporate all other policies passed in this meeting into one document.

Resolution #6:

The adoption of the ITTF-Oceania Separation of Duties Policy was passed by the ITTF-Oceania MC.

Resolution #7:

The adoption of the ITTF-Oceania Schedule of Delegations Policy was passed by the ITTF-Oceania MC.

In the interim, the President can approve payments up to \$10,000, the President and one other MC Member can approve payments from \$10,001 - \$100,000 and anything over \$100,001+ needs ITTF-Oceania MC approval. These approvals relate to both income/sponsorships and expenditure.

Once the General Manager (GM) is appointed, the GM can approve payments up to \$10,000, the GM and President or one other MC Member can approve payments from \$10,001 - \$100,000 and any payments over \$100,001+ needs ITTF-Oceania MC approval. These approvals relate to both income/sponsorships and expenditure.

Staff can approve payments up to \$2,000 except for Travel which is included in the Travel Policy.



There was further discussion on budgets and delegations. Mr Ho stated that the MC should seek to approve an annual budget with an accurate three-month plan for travel and all costs associated from each staff member.

Mr Ho with MC approval recently approved \$3,000 for individual staff (Mr Fajerman & Mr Wiegand) pre-approval of expenses, subject to reconciliation by way of all invoices and expense schedule at the next possible meeting.

Resolution #8:

The adoption of the ITTF-Oceania Theft and Fraud Prevention Policy was passed by the ITTF-Oceania MC.

Resolution #9:

The adoption of the ITTF-Oceania Travel Policy was passed by the ITTF-Oceania MC.

Resolution #10:

The adoption of the ITTF-Oceania Credit Card Policy was passed by the ITTF-Oceania MC.

Resolution #11:

Mr Houston is to send to Mr Wiegand Table Tennis Australia's Travel Policy. Mr Houston will also investigate Debit/Credit Card option.

Resolution #12:

Mr Holtz to be removed as a signatory on ITTF-Oceania's ANZ bank accounts and Mr Houston to become a signatory with Mr Graeme Ireland in the interim until the General Manager is appointed.

The Incentive Payment Policy was circulated. There was some discussion around what other entities do. Mr Houston discussed what Table Tennis Australia do. Miss Li and Mr Ho provided an insight into what their experiences are in this regard.



Resolution #13:

The adoption of the ITTF-Oceania Incentive Payment Policy was passed by the ITTF-Oceania MC based on staff KPI's performance and ITTF-Oceania's overall financial performance. It was agreed that staff KPI's need to be agreed with urgency and that half yearly reviews are to occur.

Mr Kyle suggested that Mr John Lea (TTNZ Executive Director) could be approached on a contract basis outside his normal TTNZ contract to integrate the policies together and present a final document once completed for a final review before publishing.

Resolution #14:

Mr Kyle to ask Mr John Lea if he is available to do this.

6. Organisation Structure and Changes

6.1 Termination of contract - of Executive Director

MC moved to "in committee" at 16:35 and out of "in-committee" at 17.05

6.2 Non-renewal of contracts by High Performance Officer and Communications Officer

Mr Holtz had previously informed the MC that the ITTF-Oceania Communications Officer Mr Wade Townsend was not going to renew his contract and was going to pursue other interests.

The ITTF-Oceania MC have recently been informed that the ITTF-Oceania High Performance Officer Mr Patrick Wuertz has also decided to not renew his contract and has subsequently not taken up an offer of employment tabled by Mr Houston on behalf of the ITTF-Oceania HR sub-committee.

Mr Kyle raised objections on the article written by Christian Holtz stating that Wade Townsend and Patrick Wuertz had resigned when in fact they had decided not to seek an extension of their contract and requested that the article be removed from the ITTF-Oceania website and Facebook page. Christian's termination of his contract as Executive Director and Secretary was accepted by the ITTF-Oceania Management Committee.

The ITTF-Oceania MC likes to wish Mr Holtz, Mr Townsend and Mr Wuertz all the very best for their future endeavours.



6.3 Contracts for Events and Participation Officer

Mr Ho thanked Mr Fajerman and Mr Wiegand for their patience during the contract renewal process and their increased communication with MC Members.

6.4 Positions to be advertised

ITTF-Oceania is going through a restructure by way of introducing a new position of General Manager, together with out-sourcing some of the functions including payroll and various financial duties as a result of Mr Holtz's termination of contract. Mr Ho mentioned that the ITTF requests that they are involved in the recruitment process for the recruitment of the new General Manager role-. Mr Houston was to follow up with the ITTF on who the person will be so that the advertisement can be done urgently.

6.5 President meeting with ITTF in Singapore

Mr Ho detailed discussions of a meeting he had in Singapore between ITTF CEO Mr Steve Dainton, ITTF CFO Mr Michael Brown, ITTF Secretary General Mr Raul Calin and ITTF-Oceania Executive Director Mr Christian Holtz that resulted in termination of contract by Mr Holtz who also resigned from his Secretarial functions immediately.

7. Continental Forum and Special General Meeting

7.1 Travel itineraries

Mr Ho urged the ITTF-Oceania MC to urgently provide their flight itineraries in order for him to know who is attending so that all costs can be finalised with the view of having a strong attendance of both ITTF-Oceania MC members and National associations delegates at the ITTF continental forum and ITTF-Oceania Special General Meeting which will be next month in Nadi, Fiji.

7.2 Update by President

Mr Ho updated the ITTF-Oceania MC on how the subsidies will be distributed and asked Miss MacAskill to speak with Tonga Table Tennis Federation to confirm if Joh Fifita was going to attend. Miss MacAskill asked if a subsidy would also be available for Tonga Table Tennis Federation CEO Netina Latu to attend. Mr Ho said the subsidy was only for one person per National Association, but he would follow up with the ITTF.

8. Finance Report and 2019/2020 Projections

8.1 Profit & Loss Statement and Balance Sheet circulated by email

The ITTF-Oceania MC are not comfortable with the reporting and allocation of costs over recent past events.



Miss MacAskill made some observations and comments about the ratio of funds spent in development verses High Performance, events and other areas of ITTF-Oceania's operations. Specifically, Miss MacAskill noted that Development was \$63k underspent while it was \$75k overspent for event hosting verses what income was being received. Observations were concluded that development was suffering as a result.

Mr Wiegand informed us that the ITTF-Oceania Tour, ITTF-Oceania Championships and ITTF-Oceania Cup cost ITTF-Oceania money with no return.

The ITTF-Oceania MC commented that there was a lack of certainty/clarity with the merging of budgets with High Performance, Development and events and want this changed.

Mr Ho noted that High Performance and development in the islands are different to that in Australia and New Zealand. Miss MacAskill advised that the Elevate programme was pitched at pacific countries in Rarotonga, Cook Islands.

Resolution #15:

The ITTF-Oceania MC approves the outsourcing of its finances through a contract with Sports Accounting Australia.

Mr Kyle promoted TTNZ CEO Mr John Lea who was previously a registered Chartered Accountant in New Zealand who could review financial input and ensure coding is correct in and order that Sports Accounting Australia could present appropriate final financial reports for the ITTF-Oceania MC.

8.2 2019/2020 Projections, ITTF Funding and proposed budgets, PSP Program and budgets

The ITTF-Oceania MC agreed that the current budget is not accurate and moving forward ITTF-Oceania needs to have these in order to approve for operational certainty. Mr Ho also discussed some budgets and contracts not previously sighted by the ITTF-Oceania MC. He said he will discuss with ITTF tomorrow about pre-allocation of budgets and will seek to clarify.

There was further discussions about Free allocation from Olympic solidarity which no longer seems to be available. The MOU with the ITTF development contract has not been approved and we are restricted in what countries we can go to by SDB (Smash Down Barriers) contracts.



Mr Kyle wants to be certain that ITTF-Oceania is not cancelling the Commercialisation Agreement with the ITTF, and that updated budgets needs to include extra amounts in travel for the President, and MC out-sourcing certain operational areas.

Mr Wiegand said he has a budget template and budget for each event and that he tries to get feedback from the events Local Organising Committee on how they went financially running ITTF-Oceania events.

Mr Ho advised the ITTF-Oceania MC that he is meeting with Mr Ben Howard who is responsible for Smash Down Barriers program, on the 14th March to discuss budgets and contracts. It was agreed that if the budget allowed, that we would bring more staff into SDB program. Mr Ho will also ask about the PSP program and how other countries can benefit from it.

Resolution #16:

Mr Fajerman and Mr Wiegand to provide a breakdown of Development and Event budgets for 2019.

9. Any Other Business

Mr Ho discussed how the 2020 Paralympic Games Qualification works and how it is going to impact the upcoming 2019 ITTF-Oceania Para Championships in Darwin. A draft letter to Pablo Perez at ITTF-PTT has been circulated and ITTF-Oceania is seeking Pablo to consider changing requirements - i.e. if a para athlete competes in an ITTF-Oceania continental event then that para athlete obtains a ranking. Miss MacAskill commented that TTNZ strongly supports this letter and it was very well received by TTNZ. She commented that TTNZ and TTA are pushing for change, and while it is beneficial for both Australia and New Zealand, it is even better for Island countries in her opinion. Comments and letter fully supported by MC.

Resolution #17:

The ITTF-Oceania MC endorses the letter and approves Mr Ho sending the letter to Mr Pablo Perez at ITTF-PTT.



9.1 External accounting services - accounts review, reporting, GST, Payroll

This point was covered above in point 8.1 with resolution 12. The ITTF-Oceania MC confirmed this should be contracted as directed by Mr Ho. The ITTF-Oceania MC also mentioned that Mr John Lea is to be contacted to see if he will assist in various areas and if he agrees to keep the costs down of Sports Accounting Australia who are charging their services on a per hour basis to a reasonable level. Sports Accounting Australia will review the fee arrangement after a year once they have a full understanding of the work load involved.

9.2 Auditors

Mr Ho advised that this matter was not attended to at ITTF-Oceania's last AGM. As this is a statutory requirement, ITTF-Oceania has enlisted the support of the Queensland Administration Services and is seeking Auditors to submit an expression of interest to be the ITTF-Oceania Auditor. This expression of interest has been sent and ITTF-Oceania awaits an answer before the ITTF forum.

10. Date of Next Meeting:

Saturday 16th March 2019 - Nadi, Fiji

11. Meeting Close

18:32 Australian Eastern Standard Time

A handwritten signature in blue ink, appearing to read 'Andrew Ho', with the date '16/03/2019' written below it.