



Management Committee Meeting Minutes

Date: Wednesday 24th of October 2018

Location: Skype MC Group Chat

Skype link: <https://join.skype.com/OKU6jnJNRIJM>

Time: 16.00 Australian Eastern Standard Time

18.00 Fiji Time

20.00 Tahiti Time on Tuesday the 23rd of October

1. Meeting Open & Welcome by Chairman

Mr Ho welcomed all MC Members to the meeting and highlighted Scott Houston who is joining the Management Committee.

2. Attendance

MC Members in Attendance

- Anthony Ho, Tearoa Iorangi, Paul Kyle, Graeme Ireland, Tearo Le Caill, Jessica Macaskill and Scott Houston. Therefore, 7 out of 13 MC members were present, and a quorum was reached.

Apologies

- Carolyn Li.

Absent

- Reagan Moses, Choy Freddy, Cathy Gauthier, Alan Resture and George Shao. Mr Ho emphasised that he had emailed everyone who is absent, but they have not responded.

Also, in Attendance

- Christian Holtz

3. Minutes of Previous Meetings

3.1 Minutes circulated by email.

A number of changes were proposed by the MC and these were submitted verbally and in written form. A new set of minutes will be circulated alongside the minutes from this meeting.

Mr Iorangi stated that he did not agree with the comments made about the events held in Cook Islands. Particularly the comment about having no support from the Government of Cook Islands which provided office space for the event. Mr Iorangi will circulate an event report also.



4. Induction of MC Member

4.1 Scott Houston CEO of Table Tennis Australia

Mr Houston was welcomed by the Management Committee and he commented that he looks forward to working with the MC. Mr Houston highlighted that as a former Development Officer he feels strongly about Oceania and that he's confident the he and MC will be able to manage any perceived conflicts of interest.

The MC discussed the need to create an induction package for MC members and staff which could include:

- Copies of the 2017 – 2020 Strategic Plan and Constitution
- A commitment letter
- Copies of all the policies and MC Charter
- Copies of the operational plan
- Copies of the annual budgets and read access to Xero
- Copies of the previous meeting minutes

5. Finance Report

5.1 Profit & Loss Statement and Balance Sheet circulated by email

The MC discussed that the information presented looks well and is very detailed. However, the statements circulated do not provide an accurate picture of ITTF-Oceania's current financial position as some accruals and deferrals may need to be recorded. Mr Houston commented that the level of detail doesn't provide enough information.

The Executive Director asked for the MC to provide a criterion indicating how the budgets should be presented such as budgets versus actuals, year to date reports, lists of all transactions, etc.

Mr Houston suggested to include:

- A balance sheet with a comparison to 31 December the year prior
- Profit and loss statements with actuals vs budgets for the months in question, actuals vs budget year to date.
- A full list of aged receivables and aged payables

In relation to budgeting, Mr Houston suggested:

- An annual budget to be approved prior to the year commencing including cash position
- Quarterly budget updates including cash position
- A rolling long-term budget, at least 3 years in advance and updated annually.



6. Any Other Business

6.1 Updates

6.1.1 Future Events Working Group

Mr Ireland could not attend so Mr Holtz represented ITTF-Oceania at an ITTF meeting to discuss the qualification process to the 2021 ITTF World Table Tennis Championships (WTTC) and beyond.

The discussions of the Future Events Working Group (FEWG) centred around a continental qualification process leading to the continental championships, with progression to the WTTC. The ITTF will invest US\$1 million to this process. This would mean all Member Associations of ITTF-Oceania will have a pathway to the World Championships. Each continent will be able to determine, in conjunction with the ITTF, their own qualification process. The ITTF will establish global windows for simultaneous regional, continental and intercontinental qualification to alleviate the calendar of events.

The FEWG also voted in favour of having a repechage system matching teams from different continents, with the winners qualifying to the WTTC.

The MC was informed that the FEWG agreed that a qualification process should be formed based on the following principles:

- 31 + 1 – the host country will be guaranteed a spot.
- A fixed number of spots will be allocated based on universality to ensure global reach. This will guarantee that every continent is represented at the WTTC.
- A percentage of spots will be allocated based on results and world ranking.

Furthermore, the ITTF Competitions Department was tasked with creating a dynamic system, rather than allocating a fixed quota.

6.1.2 AGM & Continental Forum

The MC agreed to host the 2019 Annual General Meeting alongside the Continental Forum organised by the ITTF. The latest information indicates that this will take place in Fiji, most likely from the 12 to 16th of March (TBC). Mr Holtz commented that the ITTF would contribute towards this.



Resolution #1:

ITTF-Oceania to host its AGM alongside the ITTF Continental Forum to be held in Fiji in March.

6.1.3 ITTF-Oceania Cup Bid

At the suggestion of the MC, the operations team asked the Tahiti Table Tennis Federation (TTTF) whether they would be able to provide additional support to the athletes competing in the 2019 ITTF-Oceania Cup. The TTTF confirmed they are willing to provide free hospitality to the players competing in the event held in Bora Bora in May 2019.

Resolution #2:

ITTF-Oceania awards the Tahiti Table Tennis Federation with the rights to host the 2019 ITTF-Oceania Cup.

6.1.4 Governance Reform

The MC was informed that it would not be possible to engage Deloitte to assist with the governance reform or updating the ITTF-Oceania constitution. Instead, Mr Ireland proposed to consult with Jordi Serra and Raul Calin from ITTF who were directly involved in updating the ITTF's constitution. The MC also discussed the possibility of engaging an expert in Australia.

Resolution #3:

Mr Ireland will consult with Mr Serra and Mr Calin to update the ITTF-Oceania constitution.

6.2 New service provider agreements

New templates were circulated before the meeting. The MC discussed the need to offer new contracts to the operations team, but the MC wishes to strengthen the new contracts. The MC evaluated whether the new contracts should be as service providers or employees. Mr Houston explained that Table Tennis Australia recently went through this process and he's happy to share the resources with the Executive Director.



Resolution #4:

Mr Holtz to circulate new draft contracts for MC approval.

6.3 Operations Officer

A draft position description was circulated to the MC prior to the meeting. The MC assessed the need to employ an Operations Officer on a part-time or full-time basis. The Executive Director explained that there are funds available in the budget, which have not been used under the Commercialisation Agreement, that would enable ITTF-Oceania to hire an extra team member. The role will be responsible for accounting and administrative tasks.

Resolution #4:

ITTF-Oceania will recruit and employ an Operations Officer from 2019.

***Note – at this stage, Mr Ireland and Mr Holtz had to leave the meeting.

6.4 Operational plan – traffic light report

Mr Ho notes that in the previous operational plan update there were a lot of discussions and communications regarding the establishment of a High-Performance Academy in conjunction with Deakin University and the Shanghai University. The current update on the Operational Plan states that the plan for a High-Performance Academy has been suspended and Mr Ho wanted to know the reasons for suspending the High-Performance Academy were. Mr Ho also wanted to know about the status of the proposed High-Performance Academy that PNG Table Tennis are building.

6.5 MC Charter & MC Commitment Letter

Mr Kyle asked about MC commitment letter and suggested that the MC Charter already details requirements. Mr Houston suggested there being Performance reviews for the MC as well.

6.6 Finance Policy & Incentive Policy

The MC discussed that the same policies have been in circulation for 18 months and have yet to be adopted. The MC further discussed that this does not provide clear authorities and limits to the Executive Director. As there was no quorum, the MC agreed that it is imperative that these policies and the MC Charter are a priority for the next meeting.



7. Date of Next Meeting

Not discussed.

8. Meeting Close

18:30 Australian Eastern Standard Time

Andrews
21/02/2019