



Management Committee Meeting Minutes

Date: Monday 30th of April 2018
Location: "Europe" Room, Halmstad, Sweden
Time: 16.00 – 18.00

1. Meeting Open & Welcome by Chairman

- MC Members in attendance: Mr Anthony Ho, Mr Tearoa Iorangi, Mr Graeme Ireland, Mr Paul Kyle and Mr George Shao.
- Also in attendance: Mr Phil Males (AUS), Mr Gary Williams (NZL), Mr Gérald Huioutu (PYF) Mr James Morris (ITTF EC), Mr Michael Brown (ITTF), Mr Nicolas Petit (ITTF), Mr Glenn Tepper (ITTF), Mr Jens Lang and Mr Christian Holtz (ITTF-Oceania).

2. Apologies

- Ms Carolyn Lee, Ms Cathy Gautier, Ms Tearo Le Caill, Ms Jessica Macaskill, Mr Alan Resture, Mr Reagan Moses and Mr Choy Freddy.
- A Quorum was not reached.

3. Minutes of Previous Meetings

- No business arose from the previous meeting.

4. Roles of MC & MC Members

4.1 Responsibilities

- The MC discussed the possibility of adopting a Management Committee Charter; a policy document that clearly defines the roles, responsibilities and authorities of the MC, both individually and collectively, and management (e.g. staff) in setting the direction, the management and the control of the organisation.
- The MC also discussed the need of an induction process when new members join the MC.

4.2 Conflicts of Interest

- In addition to a Management Committee Charter, the MC considered the need to have a Conflict of Interest Register with the aim of disclosing conflicts of interest.
- Furthermore, the MC clarified that members of the MC represent the interests of ITTF-Oceania as a whole (e.g. all 24 National Associations) rather than those of an individual National Association.

4.3 Travel Subsidies

- The MC reviewed the Finance Policy updated in April 2018, with particular attention to the travel subsidies of MC members.
- Key changes in the policy include
 - an indemnity for MC members of AU\$30 per day calculated from one day prior to an ITTF-Oceania approved activity until one day after the activity.
 - BoD traveling to ITTF AGM will receive reimbursements of 50% of an economy airfare.



5. Treasurer

5.1 Appointment of Treasurer

- In accordance with the ITTF-Oceania Constitution 11.6.3:
 - A vacancy arising in the post of Treasurer shall be filled by an ordinary Management Committee member as decided by a simple majority vote at a Management Committee meeting.
 - All 5 MC Members present in this meeting and Ms Macaskill who attended this part of the session only (electronically in order to achieve a quorum), all voted unanimously for Ms Carolyn Lee to be appointed as Treasurer.
 - Appointment is therefore accepted.

6. Operational Plan

6.1 Review of Operational Plan and progress report.

- The Executive Director presented a progress report of the Operational Plan in "traffic light" form.
- The Operational Plan will be circulated to MC Members after this meeting.
- The Executive Director explained that the Operational Plan will be reviewed and updated at the upcoming Staff Meeting taking place in June 2018.
- The MC discussed the importance of updating the Strategic Plan for 2019 & 2020, as the main tool to provide strategic direction for the staff.
- A need to adopt formal KPIs for staff was identified. The MC proposed that Michael Brown (ITTF) and Anthony Ho worked with the staff to set appropriate KPIs, with staff KPIs set by the Executive Director.

7. Budget

7.1 Presentation of updated 2018-2020 budgets

- The MC reviewed the 2018-2020 budget. The Executive Director explained that there are a number of additions that need to be made, including:
 - funds secured from the Australian Government to design and develop a new Oceania Schools Program;
 - funds carried-over from 2017 to roll out a TTX project to promote TTX and the 2018 World Junior Table Tennis Championships; and
 - minor commitments like a provision for umpire scholarships, staff meetings, website hosting, public liability insurance and rent for a storage unit.
- The MC also discussed the impact of:
 - having 5 ITTF-Oceania Tour events in the same calendar year;
 - differences in budgeted and actual salaries; and
 - adding a provision for staff bonuses based on KPIs.
- The meeting agreed that the budget between Development/Participation and HP should be broken down further. The Executive Director showed a detailed budget, which helped to clarify the differences, but in the future these should be shown as separate areas.

8. Any Other Business

8.1 President's 2018 travel schedule

8.2 Role of Participation Officer

- Due to time constraints, these topics were deferred to the next meeting.

8.3 Academy in PNG

- Mr Shao provided an update that the Chinese Government is in advanced discussions to set up an academy in PNG with an agreement to be signed by the end of May 2018.

8.4 Oceania Veterans Open



- Mr Morris reported that Guam was interested in hosting a Veterans tournament in late 2018 or early 2019.

9. Date of Next Meeting

Thursday 3rd of May 2018 after the BoD Meeting in Hotel Tylösand, Halmstad, Sweden.

10. Meeting Close