



## ITTF-Oceania Management Committee Meeting Minutes

**Date:** Wednesday 8<sup>th</sup> of April 2020

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

**Time:** 15:00 Australian Central Daylight 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 Tuesday 7<sup>th</sup> of April

### 1. Meeting Open & Welcome by Chairman

Mr. Ho opened the meeting at 15:33 Australian Eastern Standard Time and welcomed all ITTF-Oceania MC members.

### 2. Roll Call

#### 2.1. In attendance

- Anthony Ho (President), Tearoa Iorangi, Graeme Ireland, Paul Kyle, Xuan (Carolyn) Li (Treasurer), Sarah Sandley, Scott Houston, Alan Resture & George Shao. Therefore, a quorum was achieved with 9 out of 13 MC members.

#### 2.2. Also, in Attendance

- Ryan Wiegand (Secretary) & Barry Griffiths (General Manager).

#### 2.3. Apologies

- Cathy Gauthier & Tearo Le Caill.

#### 2.4. Absent

- Choy Freddy & Reagan Moses.

### 3. Minutes & Actions

#### 3.1. Minutes of Previous Meeting – 12<sup>th</sup> February 2020 MC Meeting

- Minutes from 12/02/2020 were moved by Mr Ireland and seconded by Ms Carolyn Li.

#### *Resolution #1:*

12<sup>th</sup> February 2020 ITTF-Oceania MC Meeting:

The ITTF-Oceania MC Members approved the 12<sup>th</sup> February 2020 ITTF-Oceania MC Meeting minutes.



### 3.2. Schedule of Actions from Previous Meeting

- The ITTF-Oceania MC Meeting went through the previous schedule of actions still outstanding that were covered in the below points.

No.	Matter Arising	Date Requested	Action Owner	Date Required	Comments/Status
1/2019	2020 ITTF-Oceania Budget	9/10/2019	Barry Griffiths	31 <sup>st</sup> October 2019	<b>Resolution 5 passed to adopt the 2020 ITTF-Oceania Budget V6 at 15<sup>th</sup> January 2020 MC Meeting.</b>
2/2019	President's Honorarium	9/10/2019	Ryan Wiegand	25 <sup>th</sup> October 2019	<b>Resolution passed via email correspondence on 23<sup>rd</sup> October 2019. ITTF-Oceania MC Meeting 9/10/2019 - Resolution 2 was voted Yes.</b>
3/2019	Constitution Review	9/10/2019	Sarah Sandley	11 <sup>th</sup> December 2019	<b>Resolution 2 passed to put on hold making any proposed changes to the ITTF-Oceania Constitution until after the ITTF has finished making their changes to the ITTF Constitution at 15<sup>th</sup> January 2020 MC Meeting.</b>
4/2019	2020 Australian Open Sponsors	9/10/2019	Barry Griffiths	11 <sup>th</sup> December 2019	<b>Resolution 5 passed to conduct 2020 Australian Open and lock in potential sponsors at 11<sup>th</sup> December 2019 MC Meeting.</b>
5/2019	ITTF-Oceania Insurance	9/10/2019	Barry Griffiths	11 <sup>th</sup> December 2019	<b>Ongoing</b>
6/2019	President's Honorarium for October – December 2019 & 2020	11/12/2019	Ryan Wiegand / Barry Griffiths	23 <sup>rd</sup> December 2019	<b>Resolutions passed via email correspondence on 21<sup>st</sup> December 2019. ITTF-Oceania MC Meeting 11/12/2019 - Resolution 3.1 was voted No, Resolution 3.2 was voted Yes, and Resolution 3.3 was voted No.</b>
No.	Matter Arising	Date Requested	Action Owner	Date Required	Comments/Status
1/2020	Questionnaire on ITTF-Oceania Constitution to be distributed to all ITTF-Oceania Member Associations	15/01/2020	Sarah Sandley	18 April 2020	<b>Questionnaire to be drafted in late February / early March, for intended distribution in March.</b>



2/2020	Historic ATO liability	12/02/2020	Paul Kyle	Non-urgent & On-going	<b>Mr Kyle, Mr Griffiths and Mr Gleeson progressing solutions.</b>
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### 3.3. Conflict of Interest Register

- No additions or amendments.

## 4. Governance

### 4.1. ITTF-Oceania AGM update including Audit & Annual Report update

- It was discussed that Mr. Griffiths find an alternative solution for the 2020 ITTF-Oceania AGM so that it can be held as soon as possible via electronic means due to the unknown international border closures.
- Mr. Griffiths advised that the audit is almost complete with some final ANZ bank account checks needed before the Auditor will sign off.
- Mr. Griffiths is concerned how long it has taken the auditor to finalise the audit as it should have been completed at the end of March. If the 2020 ITTF-Oceania AGM was to have been held on the 18<sup>th</sup> April 2020, the Annual Report including the Financial Report would be late due to the Auditor.
- Mr. Griffiths advised that staff are finalising the Annual Report.

## 5. Finance

### 5.1. March 2020 Financial Report

- Mr Ho and Mr Griffiths gave an update on the ITTF-Oceania March 2020 Financial Report.
- Mr Houston asked why there was \$161,000 under the Novotel Geelong for the 2020 ITTF World Tour Platinum Australian Open in Aged Payables. Mr Griffiths advised that this amount is for the invoices due in the payment plan. Mr Griffiths is in preliminary discussions with the Novotel Geelong in regard to the cancellation of the event and getting the deposit money refunded from Novotel Geelong under the force majeure clause in the contract.
- Ms Sandley asked if the \$10,000 under Vanuatu Government will ever be paid considering it has been in Aged Receivables since April 2018.
- Mr Griffiths advised that due to the recent Cyclone in Vanuatu and the current government elections, it is unknown who to speak to on this matter. Mr Griffiths will follow up.



- It was suggested that ITTF-Oceania takes a conservative approach on this and write this debt off if it continues to drag on.

*Resolution #2:*

March 2020 Financial Report Update:

The ITTF-Oceania Management Committee Members ratified the March 2020 Financial Report.

## **5.2. 2020 ITTF-Oceania budget update**

- It was mentioned that due to the 2020 ITTF World Tour Platinum Australian Open cancellation that the loss projected for this event has been significantly reduced.
- Due to the Coronavirus, Smash Down Barriers funding applications through GHD have not been confirmed as of yet. It was asked if Smash Down Barriers budget contains staff salaries. Mr Griffiths advised that it does with a 50% split between the ITTF Development budget and Smash Down Barriers budget.
- It was advised that the Smash Down Barriers budget is breakeven. GHD has asked ITTF-Oceania to consider staff training and planning which is valid activity in this case and would not request for the grant money to be returned to them.
- It was suggested that risk mitigation needs to be investigated with a rolling four-week plan on what budgets will look like. Also the need to redeploy staff into other roles if required.
- It was agreed that three budget scenarios be created based on international borders being locked down for at least six months with no events or development activities being conducted currently. The budget scenarios should cover best case, likely case and worst-case scenarios.
- Mr Griffiths has advised that he has already been working on a best case and a worst-case scenario budget and will share it with the Finance Committee once completing the likely budget. Once the Finance Committee approve, it will be circulated to the MC for comment.

*Resolution #3:*

2020 ITTF-Oceania Budget Position:

The ITTF-Oceania MC requested Mr Griffiths to supply three ITTF-Oceania budget scenarios with endorsement from the ITTF-Oceania Finance Committee.



### 5.3. ATO disclosure process update

- Mr Kyle advised that Mr Griffiths largely covered this matter in his previous General Manager Reports in February and March 2020.
- Mr Kyle advised that he has been researching options. Each option has positives and negatives. Self disclosure is likely to result in an automatic requirement to pay approximately \$43,000 to the ATO (non-recoverable) and does not allow for mitigation.
- Mr Kyle advised that he has had only one meeting with Mr Gleeson, and that he is to formulate a more detailed paper for the MC.
- Mr Kyle advised that he is working to protect new, current and past MC members in this matter and in the interim, the \$113,000 needs to be set aside until the liability has concluded in 2026. This liability has been accounted for within the ITTF-Oceania Accounts, but they need to be separated from General Funds and as part of reserves recorded as advanced against or similar.
- It was moved by Mr Kyle that ITTF-Oceania places \$113,000 into a separate Interest-Bearing Bank Account with annual rollover and was seconded by Ms Sandley.

*Resolution #4:*

ATO disclosure:

The ITTF-Oceania MC agreed to place \$113,000 into a separate Interest-Bearing Bank Account with annual rollover.

### 5.4. 2018 & 2019 Australian Open invoice from Double Fish update

- This invoice related to the printing costs of the Match Courts and Practice Courts surrounds at the 2018 and 2019 ITTF World Tour Platinum Australian Open.
- Mr. Griffiths advised that after speaking with staff from these events, it was never quoted or agreed upon to pay this expense and that it was assumed that it was part of Double Fish sponsorship of this event.
- Mr Griffiths advised that he has put questions to Double Fish including why they have taken nearly two years to send such an invoice. Has not had a response as of yet.
- It was moved by Mr. Houston that ITTF-Oceania will not pay this invoice due to it being over two years old and that a quote



was never submitted before this equipment was sent and was seconded by Ms. Sandley.

*Resolution #5:*

2018 & 2019 Australian Open invoice from Double Fish:

The ITTF-Oceania MC agreed to decline payment of the Double Fish invoice.

## **6. General Manager Report**

### **6.1. General Managers Report as circulated**

- Mr Griffiths gave an overview of his report to the ITTF-Oceania MC that was circulated before the meeting.
- The ITTF-Oceania MC greatly appreciates the work being done by Mr. Griffiths, Mr. Wiegand & Miss MacAskill in difficult and trying circumstances.

## **7. Events**

### **7.1. 2021 World Table Tennis EOI update**

- Mr. Wiegand gave an update on how the 2021 World Table Tennis initiative works within the new structure of events and that the current ITTF Men's & Women's World Cups will be merged into this new format.
- World Table Tennis and Table Tennis Australia are looking at holding a World Table Tennis event in Australia themselves.
- Mr. Wiegand advised that he has been in touch with New Zealand Major events as well as Christchurch Council to get another World Table Tennis event in the Oceania region.

*Resolution #6:*

2021 World Table Tennis EOI:

The ITTF-Oceania MC agreed for Mr Griffiths and Mr Wiegand to continue with the process of submitting an EOI for a World Table Tennis event within the Oceania region.



## 8. Human Resources

### 8.1. Corentin Bonnegent (intern) health update

- Mr. Griffiths advised that Mr. Bonnegent was feeling unwell and most likely had contracted Coronavirus (COVID-19) from his house mates.
- The ITTF-Oceania MC expressed concern for Mr. Bonnegent and would like to wish him all the best for a speedy recovery to be conveyed with a small gift.

## 9. Other Business

### 9.1. ITTF-Oceania Finances with Sports Accounting Australia

- Mr. Griffiths advised that the ITTF have offered to process ITTF-Oceania's accounting functions to save costs. The ITTF feels that it's not prudent for ITTF-Oceania to be spending this much money on accounting structures in the current environment.
- Mr Houston advised that having an external set of eyes is best practice and that he does not support this idea.
- The ITTF-Oceania MC agreed for Sports Accounting Australia to continue operating ITTF-Oceania's finances and for Staff to input data as required.

### 9.2. ITTF-Oceania Insurance Update

- Mr Griffiths gave an update on the status of ITTF-Oceania Insurance policies being worked on.
- Mr Griffiths has put on hold the Travel and Volunteer Insurance at this stage whilst no travel and events are being conducted due to the Coronavirus.
- Mr Griffiths advised that Association Liability Insurance is now confirmed and in place. It is a comprehensive package and is the type of insurance that Ms Sandley was discussing when she first came onto the MC.
- It was noted that nothing will ever protect a Director or MC Member from insolvency if there has been reckless behaviour. It will however protect the MC from any legal action brought upon by multiple parties.

## 9. Date of Next Meeting

Wednesday 10<sup>th</sup> June 2020

## 8. Meeting Closed

16:57 Australian Eastern Standard Time

Approved:  
  
15/06/2020