



ITTF-Oceania Management Committee Meeting Minutes

Date: Wednesday 2nd of September 2020

Location: Skype ITTF-Oceania MC Group Chat

Time: 15:00 Australian Central Daylight Time

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

16.30 Vanutu Time

17.30 Fiji, Kiribati, Nauru & New Zealand Time

19.30 Tahiti Time on Tuesday 1st of September 2020

1. Meeting Open & Welcome by Chairman

- Mr Ho opened the meeting at 15:35 Australian Eastern Standard Time and welcomed the new ITTF-Oceania Management Committee to the first ITTF-Oceania MC Meeting since the elections took place.

2. Roll Call

2.1. In attendance

- Anthony Ho (President), Graeme Ireland, James Ji Jr, Xuan (Carolyn) Li (Treasurer), Sarah Sandley, Tearo Le Caill, Scott Houston, George Shao, Reagan Moses & Gerald Huioutu. Therefore, a quorum was achieved with 10 out of 12 MC members in attendance.
- A discussion took place whether or not ITTF-Oceania Member Associations should be invited as observers as per the ITTF-Oceania Constitution to future ITTF-Oceania MC Meetings or not due to the work that the ITTF-Oceania Staff did before the ITTF-Oceania SGM & AGM on getting ITTF-Oceania Member Associations involved in those meetings.

2.2. Also, in Attendance

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

2.3. Apologies

- Nil.

2.4. Absent

- Choy Freddy & Anolyn Lulu.



3. Minutes & Actions

3.1. Minutes of Previous Meeting – 10th June 2020 MC Meeting

- Mr. Shao advised that due to the increasing number of COVID-19 cases in Papua New Guinea that the 2020 ITTF-Oceania Cup will need to be postponed until 2021 as it is unrealistic in asking players to quarantine for 14 days before being allowed to compete.
- Minutes from 10/06/2020 were moved by Ms. Sandley and seconded by Mr. Shao.

Resolution #1:

10th June 2020 ITTF-Oceania MC Meeting:

The ITTF-Oceania MC Members approved the 10th June 2020 ITTF-Oceania MC Meeting minutes.

3.2. Schedule of Actions from Previous Meeting

- The ITTF-Oceania MC Meeting reviewed the previous schedule of actions still outstanding.

3.3. Conflict of Interest Register

- Old ITTF-Oceania MC Members were removed from the register.
- New ITTF-Oceania MC Members who have a conflict of interest added to the register.
- Mr. Ho was added to the conflict of interest register due to giving employment related advice to Fiji Table Tennis Association for the new Operations Manager.

4. Governance

4.1. Confirmation of Deputy President

- Mr. Ho asked Mr. Ireland to be the new ITTF-Oceania Deputy President. Mr. Ireland accepted.

4.2. Confirmation of Treasurer

- Miss Li to continue as the ITTF-Oceania Treasurer.
- Moved by Mr. Ireland and second Mr. Ji.

Resolution #2:

ITTF-Oceania Treasurer:

The ITTF-Oceania MC Members approved Miss Li to continue as ITTF-Oceania Treasurer.



4.3. Review what Sub-Committees are needed for the ITTF-Oceania MC

- A discussion was had in relation to what committees the ITTF-Oceania MC need to have moving forward after the new Strategic Plan is created and adopted as sub-committees are structural, which follows after strategy is determined. The MC Charter also needs an overhaul.
- It was mentioned that the current ITTF-Oceania sub-committees are informal, don't have a meeting schedule, don't meet unless there is a requirement to do so, there are no terms of reference and there are no minutes taken due to these sub-committees never meeting.
- It was agreed that the Finance payment processes continue how it was done previously with Staff and Sports Accounting Australia to submit invoices to be paid through Xero. Mr. Ireland and Mr. Houston are to continue approving payments through the ANZ online platform.
- It was mentioned that the current ITTF-Oceania Strategic Plan finishes at the end of 2020 and that it is necessary to get working on a new ITTF-Oceania Strategic Plan.
- It was mentioned that a ITTF-Oceania Strategic Plan working group should be created so that the new ITTF-Oceania Strategic Plan can be completed for 2021.

Resolution #3:

ITTF-Oceania Strategic Plan:

The ITTF-Oceania MC Members task Mr Griffiths to create an expression of interest for an ITTF-Oceania Strategic Plan working group starting with current ITTF-Oceania MC Members from all ITTF-Oceania regions then possibly finding people interested in joining the working group external to MC Members if needed. The Strategic Plan is to be a one year plan ending in 2021 inside a four year direction document due to the current COVID-19 pandemic uncertainty.

4.4. Due to contradictions in the Financial Policy, it is recommended that it is reviewed by a relevant committee

- Mr. Griffiths gave an overview to the ITTF-Oceania MC of the current contradictions in the ITTF-Oceania Financial Policy that needs to be fixed urgently.
- It was mentioned that the current ITTF-Oceania Financial Policy is too cumbersome and tight. It needs to be redone from scratch moving forward once sub-committees are in place.



- It was decided that figures shown in 3.2 of the ITTF-Oceania MC Charter are to be used within budget items instead of figures shown in 2.3 until a new ITTF-Oceania Financial Policy is created.
- Moved by Mr. Ireland and seconded by Ms. Sandley.

Resolution #4:

ITTF-Oceania Financial Policy:

The ITTF-Oceania MC Members approved that figures shown in 3.2 of the ITTF-Oceania MC Charter are to be used within budget items instead of figures shown in 2.3 until a new ITTF-Oceania Financial Policy is created.

5. Finance

5.1. Update ITTF-Oceania Bank Approvers and Signatories

- Continue previous processes and remove Mr Paul Kyle from these processes.
- Moved by Mr. Ji and seconded by Ms. Sandley.

Resolution #5:

ITTF-Oceania Bank Approvers and Signatories:

The ITTF-Oceania MC Members approved that the current ITTF-Oceania Bank Approvers and Signatories continue how it has been operating previously and remove Mr Paul Kyle from these processes.

5.2. Decision on revised Double Fish invoice

- Mr Griffiths gave the ITTF-Oceania MC an overview of the updated situation.
- It was decided out of goodwill that ITTF-Oceania shall pay the updated invoice which is for Double Fish barrier printing from the Seamaster 2019 ITTF World Tour Platinum Australian Open. Double Fish have removed the 2018 costs from the invoice.
- Moved by Mr. Houston and seconded by Mr. Ireland.

Resolution #6:

Updated Double Fish invoice from Seamaster 2018 & 2019 ITTF World Tour Platinum Australian Open:

The ITTF-Oceania MC Members approved for the updated Double Fish invoice to be paid.



6. Other Business

6.1. Australian Taxation Office (ATO) Disclosure

- Mr. Kyle sent in a report to the MC in regard to where things are at with the ATO disclosure. Mr. Kyle is not on the ITTF-Oceania MC anymore.
- It was discussed that this was already agreed in previous ITTF-Oceania MC Meetings and that the \$113,000 ATO disclosure is to be held in a term deposit for seven years and for it to be reviewed each year.

6.2 July 2020 Financial Report & 2020 ITTF-Oceania Budgets

- Mr Griffiths gave new ITTF-Oceania MC Members an update on ITTF-Oceania Finances and where current budgets are at compared to actuals.
- It was advised that the ITTF-Oceania General Manager and Staff reports are to be done every fortnight instead of weekly from now on.
- In the General Managers report, it must give commentary on whether the worst case scenario budget has worsened or if there is material change happening. ITTF-Oceania's finances are critical.

6.3 ITTF-Oceania President Complaint

- Mr. Ho, Mr. Griffiths and Mr. Wiegand were asked to leave the meeting due to the ITTF-Oceania MC going "in committee" in regard to a complaint received on the ITTF-Oceania President (Mr.Ho).

7. Date of Next Meeting

- Wednesday 14th October 2020

8. Meeting Closed

- 17:51 Australian Eastern Standard Time

Approved :
Suby Ho
20/10/2020