



ITTF-Oceania Management Committee Meeting Minutes

Date: Wednesday 8th of December 2021

Location: Microsoft Teams ITTF-Oceania MC Group Chat

Time: 15:30 Australian Eastern Standard Time, Guam & PNG Time
16:00 Australian Central Daylight Time
16.30 Australian Eastern Daylight Time & Vanuatu Time
17.30 Fiji, Nauru & Wallis & Futuna Time
18:30 New Zealand Daylight Saving Time, Samoa & Tonga Time

1. Meeting Open & Welcome by Chairman

- Mr. Ireland opened the meeting at 15:36 Australian Eastern Standard Time and welcomed everyone in attendance.

2. Roll Call

2.1. In attendance

- Graeme Ireland (Interim President & ITTF Board Member), Xuan (Carolyn) Li (ITTF Board Member & Treasurer), James Ji Jr (ITTF Board Member), Scott Houston (ITTF Board Member), Sarah Sandley (ITTF-Oceania Ordinary Member), George Shao (ITTF-Oceania Ordinary Member), Anolyn Lulu (ITTF-Oceania Ordinary Member), Reagan Moses (ITTF-Oceania Ordinary Member), Joh Fifita (ITTF-Oceania Ordinary Member), Frankie Cai (ITTF-Oceania Ordinary Member) & Charles Gaveau (ITTF-Oceania Ordinary Member).
- Therefore, a quorum was achieved with 11 out of 12 MC members in attendance.

2.2. Also, in Attendance

- Ryan Wiegand (Secretary) & Barry Griffiths (Chief Executive Officer).

2.3. Apologies

- Trevor Hirth (Athletes Commission Representative).

2.4. Absent

- Nil.

2.5. Conflict of Interest Register

- Nil.

2.6. 20th October 2021 MC Meeting Schedule of actions follow up

- On-going.



2.7. MC only time – MC Members only

- The meeting went “in committee” from 15:39 until 16:00 Australian Eastern Standard Time.
- Mr. Wiegand and Mr. Griffiths left the meeting during this part of the meeting and returned at 16:00 Australian Eastern Standard Time.

3. Matters for Decision

3.1. Approval of October & November 2021 Management Reports

- Mr. Griffiths gave an update on the ITTF-Oceania October and November 2021 Management Reports.
- Management Reports up to 30th November 2021 were moved by Mr Ji and seconded by Mr Shao.

Resolution #1:

October & November 2021 Management Reports:

The ITTF-Oceania Management Committee Members ratified the October & November 2021 Management Reports.

3.2. ANZ Bank Signatories – remove Anthony Ho & Christian Holtz from all ANZ Bank accounts

- Mr. Ireland advised that Mr. Anthony Ho & Mr. Christian Holtz were still listed as signatories on the ITTF-Oceania ANZ bank accounts.
- It was agreed that Mr. Ho & Mr. Holtz were to be removed from all ITTF-Oceania ANZ bank accounts.
- Moved by Ms. Sandley and seconded by Mr. Shao.

Resolution #2:

Remove Mr Anthony Ho & Mr Christian Holtz from all ITTF-Oceania ANZ bank accounts:

The ITTF-Oceania Management Committee Members unanimously removed Mr. Anthony Ho & Mr Christian Holtz as signatories from all ITTF-Oceania ANZ bank accounts.

3.3. Approval of the updated Financial Policy and MC Charter including various Terms of Reference in the MC Charter starting on page 25

- Mr. Ireland advised that Ms. Sandley and Mr. Griffiths spent some time tidying up the ITTF-Oceania Financial Policy and the ITTF-Oceania MC Charter including various Terms of References in the ITTF-Oceania MC Charter so that each person’s role in a committee



was clear. The number of people on each committee was reduced from four down to three.

- It was advised that unnecessary items in the ITTF-Oceania Financial Policy and ITTF-Oceania MC Charter were removed that were not needed so that ITTF-Oceania can move forward in a positive direction.
- Moved by Mr. Ji and seconded by Mr. Shao.

Resolution #3:

ITTF-Oceania Financial Policy and MC Charter including various Terms of Reference in the MC Charter:

The ITTF-Oceania Management Committee Members unanimously approved the ITTF-Oceania Financial Policy and MC Charter.

3.4. Call for members to volunteer for sub-committees

- Mr. Ireland advised that we need volunteers (MC Members or external candidates) to sit on the ITTF-Oceania sub-committees especially on the Audit & Risk Committee.
- It was mentioned that the Audit & Risk Committee needs to be formed at this meeting due to the audit getting underway before the next MC Meeting in February 2022.
- Miss Li was nominated to be on the Audit & Risk Committee and accepted the nomination.
- Mr. Houston was nominated to be on the Audit & Risk Committee but was hesitant to accept due to his fulltime job with Table Tennis Australia and being on the ITTF Board of Directors now.
- Mr. Ji was nominated to be on the Audit & Risk Committee and accepted the nomination.
- Ms. Sandley moved, and Mr. Ireland seconded that Miss Li and Mr. Ji are on the ITTF-Oceania Audit & Risk Committee with one more position available if someone with the required qualifications can be found.
- Mr. Ireland and Ms. Sandley are current members of the Governance Committee and agreed to continue being Governance Committee members. There is no need for the HR Committee to be formed at the moment.
- Mr. Ji moved, and Miss Li seconded that Ms. Sandley and Mr. Ireland are on the ITTF-Oceania Governance Committee



Resolution #4: Members for the Audit & Risk Committee:

The ITTF-Oceania Management Committee Members unanimously approved Miss Li and Mr. Ji to be members of the ITTF-Oceania Audit & Risk Committee.

Resolution #5: Members for the Governance Committee:

The ITTF-Oceania Management Committee Members unanimously approved for Ms. Sandley and Mr. Ireland to be members of the ITTF-Oceania Governance Committee.

3.5 Approval of the 2021 – 2024 Strategic Plan

- Mr. Ireland thanked everyone who contributed to the 2021 – 2024 ITTF-Oceania Strategic Plan.
- Moved by Ms. Sandley and seconded by Mr. Ji.

Resolution #6:

Approval of the 2021 – 2024 Strategic Plan:

The ITTF-Oceania Management Committee Members unanimously approved the ITTF-Oceania 2021 – 2024 Strategic Plan V6.

3.6 Approval of the 2022 AGM date of 30th April 2022

- Mr. Ireland advised that the ITTF-Oceania MC needs to set the 2022 ITTF Annual General Meeting date which needs to happen before the 2022 ITTF Annual General Meeting.
- Mr. Wiegand will send out a notice and call for nominations in the next couple weeks.
- Moved by Mr. Shao and seconded by Mr. Ji.

Resolution #7:

Approval of the 2022 ITTF-Oceania AGM date:

The ITTF-Oceania Management Committee Members unanimously approved the 2022 ITTF-Oceania AGM date for Saturday 30th April 2022.



4. Matters for Discussion

4.1. Draft budget for 2022

- Mr. Griffiths gave an update to the ITTF-Oceania MC Members on the draft 2022 ITTF-Oceania budget.

4.2. Papua New Guinea to present topics of interest in their region and an update of the table tennis situation

- Mr. Shao gave an update on the Papua New Guinea Table Tennis Federation (PNGTTF).
- Mr. Shao advised that PNGTTF held a training camp back in September following COVID-19 protocols.
- PNGTTF are going to hold their National Championships on the 17th & 18th December 2021.
- PNGTTF have a development plan however due to COVID-19, cannot act on it.
- Ms. Sandley had to leave the meeting at 16:42 due to another commitment.

5. Matters for Noting (discussed only if requested, otherwise taken as read)

5.1. CEO Report

- Taken as read.

5.2. 20th October 2021 MC meeting Minutes were approved by email

- Taken as read.

5.3. ITTF-Oceania Risk Register

- Taken as read.

5.4. ITTF-Oceania Ranking policy draft will get further consultation and a survey will be presented to our MAs so that the policy can be presented at the February 2022 MC Meeting

- Taken as read.

6. Meeting Close

6.1. Any other business

- Mr. Griffiths advised that he is still working with ITTF to finalise Mr Wiegand's contract for 2022.
- Mr Ji asked if we could change the way minutes are approved for future Management Committee meetings as the current approval process makes Mr Wiegand follow up each Management Committee Member if they forget to reply. Mr Ireland agreed and said we could work on an opt out system instead of an opt in system so that if no one replies then it is taken as the minutes being approved after the deadline.



6.2 Next MC Meeting

- 9th February 2022.

6.3. Meeting Close

- 16:53 Australian Eastern Standard Time.

Julian

30/12/2021