

Hikurangi Sports Collective Working Party

AGENDA/MINUTES

26/05/2021; 7PM – Hikurangi Bowling Club

1. ATTENDEES

Blue Mauchline, James Scrivener, Kirsta-Lee Freeman, Sharlene Morris-Ross, Amanda Richards, Alex Smits, Alan Donaldson, Ryan Maraki.

2. APOLOGIES

Maryanne Vogt

3. NOMINATIONS FOR CHAIR AND SECRETARY

Chair Nominated: Alex Smits

Moved by: Ryan Maraki

Seconded by: Sharlene Morris-Ross

RESOLVED

Secretary Nominated: Ryan Maraki

Moved by: Kirsta-Lee Freeman

Seconded by: Alan Donaldson

RESOLVED

4. REVIEW THE TERMS OF REFERENCE

Motion: That 'Hikurangi Sports Collective Working Party Terms of Reference' (attached below) is adopted.

Moved by: Blue Mauchline

Seconded by: Alan Donaldson

RESOLVED

Discussion: With reference to the rule around attendance, can we send someone else to sit in our position on the committee as a representative?

Action: To be put on the Agenda for discussion at the next meeting.

5. PRIMARY AGENDA ITEM FOR THE NEXT MEETING: **Project Plan**

Action: Ryan to distribute project plans for review and discussion

6. NEXT MEETING: 23rd June, 7.00pm, @ Hikurangi Golf Club

Introduction

This document outlines the initial scope of work to be undertaken by the Hikurangi Sports Collective Working Party (HSCWP). The HSCWP is a body that is enacted to ensure the smooth development of the Hikurangi Sport & Recreation Hub.

The WP has 5 primary roles:

1. Establish a HSCWP Chair and Secretary (Coms Officer)
2. Develop a project plan.
3. Develop a Sports and Recreation Hub proposal and investigate its feasibility
4. Establish a governing entity (incorporated society and/or trust) that will manage the governance of the Hikurangi Sports Collective.
5. Establishment a board that will lead the newly developed organization and complete the Hikurangi Sports Collective project.

Scope of Work of the Working Party

The WP has a limited life, please refer to: **Dissolution of the WP (Section two)**

- 1) Establish a HSCWP Chair and Communication Officer.
- 2) Review and amend this document should it be deemed required by the group.
- 3) Develop and continually review a project plan. The following steps should be considered:
 - a. Gather Research
 - b. Identify Hikurangi Sports Collective programs and facility needs
 - c. Evaluate the proposal
 - d. Fully develop the proposal document.
 - e. Seek Funding
 - f. Establish a Constitution
 - g. Establish a Governing Entity
 - h. Establish a Governing Board
- 4) Engage a consultant to develop a Sport and Recreation Hub proposal and investigate its feasibility:
 - a. Gather Research:
 - Use local sources to identify issues.
 - Collect data via multiple sources and mediums.
 - Seek feedback from all cohorts in the community.
 - b. Identify programs (refers to facility and community programs and club operations) and facility **needs** based on comprehensive data collection as outlined in 4.
 - c. Select and develop programs to a proposal level.
 - Investigate similar programs operating in other similar regions/facilities.
 - Outline program purposes, target audience, goals and proposed outcomes
 - Outline basic program content
 - Outline program potential partners
 - Outline resources (Human/ physical) required

- d. Approximate proposed Hikurangi Sport & Recreation Hub programs and facility operational and capital costs.
 - e. Evaluate the proposal with feedback from a business professional to establish project viability.
 - f. Establish a sub working groups to further develop the proposal to a standard ready for presentation to potential investors/ funders.
- 5) Establish a governing entity (incorporated society and/or trust) that will manage the governance of the Hikurangi Sport & Recreation Hub.
- a. Establish a governing entity (incorporated society) which will implement the project and manage the future governance of the Hikurangi Sports Collective.
 - b. Consider membership types and clauses that ensure community representation and the inclusion of all relative organizations allowing feedback on entity development and operation. Investigate other similar trusts.
 - c. Develop entity objectives
 - d. Hold meetings to develop the entity constitution, including board composition and appointment process
 - e. Formalize and register the new body as an incorporated society.
- 6) Establishment a board that will lead the newly affiliated organization and complete the Hikurangi Sports Collective project.
- a. Develop Board Member profiles
 - b. Advertise the positions and actively seek people to consider becoming members of the board.
 - c. Identify a selection panel, process and screen applicants appropriately and determine an inaugural board for the new entity.
- 7) Develop a project plan to ensure that the project progresses at a rate that ensures that continued contribution from HSCWP members moving towards an agreed completion date. Work that may be undertaken by the WP may include but not be limited to the following;
- a. Determination of the best location for Hikurangi Sport & Recreation Hub facilities.
 - b. Consider the extent to the facility may be utilized by members, community and for services provided. In addition, extend the range of organizations that would be contributing to the facilities maintenance and continued upgrade.
 - c. Any other assets, and/or facilities opportunities that the working party wants to address.
 - d. Rationalisation of social spaces, resources, recreation equipment, working spaces, facility requirements and the like.
 - e. The development of programs or the initiation of existing programs.
 - f. To keep all HSCWP members and the community involved and informed about this project through open dialogue via email, phone and other mediums.
 - g. To determine the timing of the implementation of projects.

Dissolution of the WP

At the first board meeting after the election of the Board, the HSCWP will be constituted as a sub-committee of the board.

- 1) The terms of reference (TOR) for the committee (HSCWP) will be altered from those of the working party (as described in this document) where necessary to reflect the new imperatives. These TOR must include the following;
 - a. The exact scope of work being undertaken
 - b. The reporting structures
 - c. Limitation of powers
 - d. Any budgetary constraints or allocations
 - e. Reporting structure and timelines
 - f. A defined disbandment process i.e. completion of the project.

Composition and Operation of the Working Party

- 1) The working party will comprise of the following representatives:
 - a. No more than 10 members representative of the Hikurangi Community
 - b. No more than 1 members representative of a relative Hikurangi Sports or Recreation Club
- 2) Quorum:
 - a. No decision can be made unless a quorum is present.
 - b. A quorum for a meeting shall be five.
 - c. All members have one vote only.
- 3) Prior to its enactment as a committee of the board the WP may at their complete discretion employ, co-opt any relevant expertise it feels is required to complete its defined role.
- 4) Secretary will be charged with the following points 5 and 6.
- 5) The WP will meet as required and a set of minutes and actions will be generated from each meeting using the action list format as shown here.

Actions	Who	Report back date	Completed
<i>To write up the minutes and send out to all WP members</i>	<i>Secretary</i>	<i>2 weeks from the completion of the meeting</i>	<i>Done</i>

- 6) A process to ensure ongoing complete communication with the HSCWP members and the community must be developed.
- 7) Chair: A chair must run meetings and develop the agenda in co-ordination with the Secretary. The Chair must also keep the HSCWP on task (Agenda specific) and operating within the scope of the TOR. In the absence of the appointed Chairperson, the members present will elect a Chairperson from among their number for that meeting.

8) Establishment of meeting process: i.e. Motion moved, seconded, voted passed?

Membership

All members will commit to:

- Continuing membership for the term
- Full attendance
- Agreed work outside meetings
- Working collaboratively
- Working in an open and transparent manner
- Sharing specific knowledge and expertise
- The purpose of the work and necessary timeframes
- Bringing themselves up to speed prior to meeting attendance
- If a member of the Working Party is absent from 3 consecutive meetings their membership will be reviewed. Anyone who would like to relinquish their membership must advise the communications officer in writing via email.

Terms of Reference Amendments

Additions and/or amendments to this document can be made providing the changes are:

- a) Listed as an agenda item
- b) Discussed at a meeting
- c) The resolution to make these changes are moved and passed by majority vote.
- d) Changes are noted in an appendix section named amendments (Numbered and dated)

Hikurangi Sport & Recreation Hub - Working Party T.O.R | 2021

Members

The following members have read and understand the *The Hikurangi Sports Collective - Working Party Terms of Reference* and have agreed to join this party whilst adhering to the guidelines contained within this document.

<u>Monitoring Group Members</u>	<u>Organisation</u>	<u>Signature</u>
1. Alex Smits	Hikurangi Business Association	
2. Sharlene Morris-Ross	Friendship House Trust	
3. Don Cameron	Hikurangi Bowling Club	
4. Maryann Vogt	Hikurangi Golf Club	
5. Blue Mauchline	Hikurangi Golf Club	
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APPENDIX A
Amendments