



Victoria University Netball Club

2025 Annual General Meeting Minutes

Date: Saturday 15th November 2024

Time: 11-2PM

Location: RHMZ02, Mezzanine Floor, Rutherford House, Victoria University of Wellington Pipitea Campus.

Chair: Danii Mintrom

Attendees: Danii Mintrom, Alex, Eva, Tina, Veronica, Sylvie, Lily Slater, Nadia, Rem, Simone, Tiana,

Apologies: Marly, Ruben

1. Agenda

- The Chair went through the agenda for the annual general meeting.

2. Apologies

- The Chair noted the apologies received from the committee.

3. Review of 2023 AGM minutes (Chair)

- Attached as **Appendix 1**
- Minutes reviewed and approved (Moved by Sylvie, Seconded by Alex)

4. 2024 President's Report (Chair)

- Attached as **Appendix 2**
- The chair ran through the report thanked our sponsors
- Minutes reviewed and approved (Moved by Eva, Seconded by Sylvie)

5. 2024 Financial Report (Treasurer)

- Attached as **Appendix 3A and 3B**
- Summary:
 - Treasurer noted it was a positive financial year for Team Vic
 - The Treasurer thanks Veronica for her work with securing grants.
 - Some reporting discrepancies existing, accounting issues with

- soft wear, Alex experience came in useful. The lib remains in a positive financial position, Alex will take sometime going over the finances over summer.
- iv. We had previously been reporting at a higher threshold than to the organisation of our size
 - v. overall it has been a good season sticking to budget.
 - c. Report reviewed and approved (Moved by Danii, Seconded by Tina)

6. 2025 Committee Election

- a. Election of 2025 Committee (where nomination(s) were received)
 - i. **President**
 - 1. Danii Mintrom re-elected as President (note that President is a two year term, no other nominations received.)
 - a. This will be a 1 year term and we will look to bring in a VP to support the president's role and to look for contingency of the club. (Moved by Eva, seconded by Sylvie)
 - ii. **Secretary**
 - 1. No one elected into position; role will be advertised through club channels.
 - iii. **Treasurer**
 - 1. Alex Tahau nominated and elected (Moved by Tina, Seconded by Sylvie)
 - iv. **Club Captain**
 - 1. Tina nominated but was elected to Coaching Lead (see 6.a.vii for motion)
 - 2. No one elected into position; role will be advertised through club channels
 - v. **Selection and Trials Administrator**
 - 1. Tina was nominated from the floor. (Eva seconded Alex)
 - vi. **Trials Officer**
 - 1. No nominee; role will be advertised through club channels
 - vii. **Coaching Lead**
 - 1. Tina Parker nominated and elected (Moved by Veronica Adams, Seconded by Rueben Radford)
 - viii. **Coaching Liaison**
 - 1. No nominee; role will be advertised through club channels
 - ix. **Gear and Facilities Officer**
 - 1. Eva Huang nominated and elected (Moved by Tina, Seconded by Alex, third by Rem)

- x. **Communications Officer**
 - 1. No nominee; role will be advertised through club channels
 - xi. **Grants Officer**
 - 1. Veronica Adams nominated and elected (Moved by Eva, Seconded by Tina)
 - xii. **Sponsorship and Fundraising Officer**
 - 1. No nominee; role will be advertised through club channels
 - xiii. **Social Officer**
 - 1. No nominee; role will be advertised through club channels
- b. **Action:** Brigit/Danii to advertise unfilled roles through club channels.

7. Other business

a. Overall Season Summary Coaching from Tina

The club experienced another positive and rewarding netball season. The Coaching Lead acknowledged the significant contributions of all coaches, managers, players, and committee members.

i. Teams

- 1. 11 teams in total
- 2. 1 Premier
- 3. 4 Premier Reserve
- 4. 5 Senior Grade

The season ran smoothly overall.

ii. Training Model

A new shared-court training model was trialled, pairing similar-grade teams to encourage collaboration and coach support.

This worked well for most teams with mixed skill levels.

Feedback: Premier team requires higher-intensity training and a full court.

Recommendation for 2026: Allocate full-court, two-hour training sessions for teams requiring higher performance environments (e.g., Premier).

1. **Coach Development** Information about Netball Wellington courses was circulated to coaches.
2. Two coaches participated in the Netball NZ Coach Gold programme:
 - a. **Former** – achieved full accreditation.
 - b. **Labour** – continues to work toward completion.

These were self-funded initiatives; the club may consider supporting funding requests in future.

3. **Special acknowledgement:** Ruben (Premier Reserve coach) was selected as Assistant Coach for the U16 Gold Red representative team — a strong recognition of his contribution and of Vic Uni Netball within the wider community

4. Player Screening & Trials

- a. College-age players were screened at trials; a few were missed in the registration screening process.
- b. Netball Wellington encourages clubs *not* to accept secondary school players, instead supporting them to remain with their colleges.
- c. **Recommendation for 2026:** Update registration form to clearly flag Under-18 players to avoid oversights.

5. Coach & Manager Engagement

- a. A preseason meet-and-greet was held for relationship-building and season planning.
- b. No mid-season check-in due to timing constraints; feedback was gathered via the coaches' WhatsApp group.
- c. Minor issues around player commitment arose but were managed with appropriate support and guidance.
- d. Facebook communication page and email channels functioned effectively throughout the season.

6. Acknowledgement

- a. Special thanks to **Hannah** for her excellent work managing Facebook communications, updating umpire rosters, and assisting with admin tasks.
- b. Coaching Lead expressed gratitude to all involved and noted it had been a pleasure serving in the role this year.

Club Constitution (motion to accept changes, motion to re-register the club as an incorporated society as per the Incorporated Societies Act 2022) Attached as **Appendix 4**

Discussion and edits lead by Veronica Adams: **Review of Proposed Constitution**

- The **Incorporated Societies Act 2022** replaces the previous Act, which our current Constitution is based on.
- Our existing Constitution **does not meet the requirements of the new Act**.
- We must:
 1. **Adopt a new Constitution**, and
 2. **Re-register under the new Act, by 5 April next year**.
- This AGM is the only opportunity this season to approve both motions.

Structure & Introductory Clauses

- Glossary moved to **Clause 1** for clarity.
- Constitution confirms:
 - Society name, purpose (unchanged from current Constitution).
 - Compliance with the Act and Regulations.
 - Registered office location.
- **New requirement:** A **Contact Person** must be appointed (must be 18+ and a NZ resident). Their details are held privately by the Registrar.
 - The contact person will be decided after the AGM.

Membership (Clause 3)

3.1 Membership Requirements

- Society must have **at least 10 members** (no issue for us).
- Members (including life members) must **consent** to becoming members.
 - We need to **update registration forms** to include consent + permission to store personal information.

3.2 Volunteers / Non-playing contributors

- Discussion held about whether volunteers/scorebench etc should be classed as members.
- If so, we must collect and store their details ourselves (Sporty is not sufficient).
- No decision made; quorum implications will be discussed later.

3.3 Fees & Non-payment

- Membership rights suspended if fees remain unpaid **2 months** after due date.
- Membership automatically terminated if unpaid after **3 months** and no communication is made.
- Committee retains discretion for members who communicate or have payment plans.
- Installments are still acceptable.

3.4 Member Resignation and Termination

- Members cease membership if:
 - They resign in writing,
 - The committee terminates membership following dispute resolution,
 - They fail to pay fees (per above).
- Former members remain liable for any outstanding fees.
- Re-admission is possible by committee resolution (or general meeting if dispute-related).

3.5 Reserve / Fill-in Players

- If they fill in a registration form, they are members.
- Non-invoiced fill-ins are not affected by non-payment clauses.

4. General Meetings

4.1 Notice

- Committee must give **28 working days' written notice** (email) of any general meeting.
 - We currently rely on Facebook; we must shift to **email notifications** going forward.
 - A mailing list will likely be created each season.

4.2 Proxy Voting

- Members may vote by **written proxy**.
- Proxies can be **non-members**, provided written permission is given before the meeting and the committee approves.
- Only **one** proxy per member.

4.3 Quorum

- Quorum is **10 members**.
- Discussion: keeping quorum at 10 is realistic and the minimum appropriate.
- Suggestion to align AGM with prizegiving in future to improve attendance.

4.4 Meeting Procedures

- If quorum is not met after 30 minutes, meeting is dissolved and rescheduled.
- Voting is by show of hands/voices or secret ballot if requested.
- Meetings may be held **in person, online or hybrid**.
- President chairs the meeting and has a casting vote.
- Members may submit motions if provided **21 days' notice** (agreement to change this to **21 days** instead of 21 working days).

4.5 AGM Business

- Confirm previous AGM minutes.
- President's report and Treasurer's report.
- Set fees (optional).
- Consider motions.
- **New requirement:** Annual review of **Conflict of Interest Register**.

4.6 Special General Meetings

- Committee may call an SGM.
- Members may request an SGM if **10% of members** support it in writing.

5. Committee (Clause 5)

5.1 Structure

- Minimum of **three officers**: President, Secretary, Treasurer.
- Majority of committee members must be society members.
- Committee may co-opt **non-members** for specific expertise (e.g., legal).

5.2 Powers

- Committee manages all operations and affairs of the club.
- May establish **subcommittees** if needed.

5.3 University Affiliation

- Question raised about whether President/Treasurer must be students under university rules.
- This has not been enforced historically.
- Action: President to confirm requirements with the University Clubs Officer (Peter).
- Any rules will not impact the Constitution itself.

6. Committee Meetings

- Quorum: **half of committee members**.
- Meetings may be in person/online/hybrid.
- Decisions by majority vote.
- Secretary must give **5 working days' notice**.

7. Record-Keeping:

- Member + financial records must be kept for **7 years**.
- Need wider discussion on financial record storage.

7.1 Financial Year:

- Society FY remains **1 Nov – 31 Oct**.

8. Dispute Resolution (New Incorporated Societies Act 2022):

- Constitution outlines types of disputes (misconduct, breaches, damage to member rights).
- Complaints must be **in writing**, outline allegations + evidence.
- Respondent must be **fairly advised of allegations** and given time to respond.
- Right to be heard (written or oral hearing).
- Committee must act **as soon as reasonably practicable**; process must be

fair, efficient, effective.

- Committee may decline complaints if trivial, no evidence, complainant disengages, already resolved, or **undue delay** (to be defined in policy).
- Complaints may be referred to subcommittee or external party (e.g., **Victoria Uni Conflict Resolution Team**).
- Operational policies needed to define terms (e.g., undue delay) and investigation process.

Background: Existing dispute wording originated after 2020–21 harassment case; updated to match Act and ensure due process.

9. Dissolution:

- Notice + GM resolution required.
- Surplus assets to Vic Uni (modifiable at vote to dissolve).

9.1 Committee Numbers / Compliance:

- If officer numbers drop, Society can continue operating; Companies Office only aware if register updated.

10. Amending Constitution:

- Members can request amendments; committee must take proposal to membership.
- Align thresholds: **5% member support** (previously 5% vs 10%).
- Notice periods (21 + 14 working days) flagged for practical review.

11. Policies:

- Committee may create bylaws consistent with Constitution + Act.
- Policies (fees, code of conduct, etc.) function as bylaws.
- Committee has final interpretation authority.

12. Transitional Clause:

- New Constitution replaces current one; existing members/officers remain valid; contracts continue.

Motion to accept Victoria University Netball Club Constitution, subject to changes (Moved by Sylvie, Seconded by Danii)

Motion to re-register Victoria University Netball Club (Team Vic) as an incorporated society as per the Incorporated Societies Act 2022 (Moved by Eva, Seconded by Sylvie)

Danii to continue minutes.....

Veronica needs:

- Financial statements (from website)
- Next committee meeting to talk about data
- Review registration form inline with new constitution
- All committee members to fill in consent form to be on committee

Design Question

Danii to create a form and send it out to all members

Start making decision even if other members aren't engaging - we need to keep this moving.

Motions: To apply for grants

- Motion for Grants officer to apply for 15k from Pelorus and Grassroots for Facilities Hire
 - Moved by Alex, Seconded by Eva
- Motion for Grants officer to apply for 10k from NZ Community Trust and Rebel Sport for equipment/uniforms
 - Moved by Alex, Seconded by Eva

Fees for 2026

Need to wait for Netball Wellington AGM for prices to confirm our 2026 fees

- Will have meeting day after via Zoom, 02 December 2025 at 5:30pm via Google Meets
- If minutes not posted, Tina to confirm with John
- Eva and Danii attempt to attend meeting

Registration for 2026

- To go out during December, after confirmation of Fees and Season dates from Netball Wellington AGM

Feedback from Eva

- Feedback Eva received were:
 - Preference was singlets instead of tees
 - Would prefer to get earlier notifications about events
 - Would like more accessible information on the season
 - Some players team still wanted Salamanca training option

To Discuss at meeting regarding recording keeping:

- Hard drive for past seasons data
- Google membership includes increase data

First 2026 Committee Meeting:

- Hybrid: 6:30pm, 14 January, Pipitea
- Get a list of things that need to happen from Tina in case she isn't back

Meeting closed at: 1:46pm