**Waitemata Table Tennis**
72A Seymour Road, Sunnyvale, Auckland 0612

# WTTA Committee Meeting Minutes

### 19 March 2026 - 6:36 PM

Meeting Venue:  Hub West, 27 Corban Ave, Henderson.

## Roll Call

**Present:** Denise Kent, Rodney Bygrave, Bruce Hudson (Chair), Keith Loch (Secretary), John Dunn, Ralph Marrett, Val Jones, and Grant Loch (Treasurer).

**Apologies:** Paul Carter

**Absent:** None

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## Introductory comments

The Chair welcomed the committee to the second meeting of the new committee, noting the meeting was being recorded for AI assisted minute-taking. The Chair noted a very full agenda again.

## Approval of committee minutes

**Minutes of meeting held on 12 March 2026**

**Discussion:** The Chair asked for corrections; two were raised. Grant should be added to the conflict of interest register, and the time Rodney left the meeting was moved to above item 9.

**Motion:** That the minutes of the Committee meeting held on 12 March 2026 be approved as a true and accurate record, with the noted alterations. Mover**:** Bruce Hudson. **Seconder:** Grant Loch. **Vote:** In favour: Unanimous Decision**: Motion passed**.

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## Matters arising from previous minutes

1. **Urgent SGM preparation**

   Grant Loch reported that he had reconciled the expenses in Xero and is now concentrating on revenue. The report should be ready for the auditor by early next week. There was a brief discussion on how Stripe fees were historically incorrectly recorded in relation to GST claims.

2. **Conflict of interest Register**

Keith Loch will maintain physical copies of the register in a lockable cabinet, and a digital copy will be uploaded to Wtta's server.

3. **Financial Investigation Update**

The committee discussed the lack of documented authority for some historical related party payments. Bruce Hudson noted that professional fundraiser Cliff Freeman requires these issues to be resolved before it is any use him trying to assist the club, and to ensure there are no other unresolved issues with past grant givers.

4. **Lease Renewal and Official Address.**

Keith Loch advised that Auckland Council had been advised WTTA no longer has any interest in any rights to the carpark and for Auckland Council to prepare a standard lease.

5. **Security and Camera Provisioning**

Keith Loch reported that the existing NAS units didn't appear to be recording the cameras. He would attempt to reset the systems, although the committee remains committed to purchasing new hardwired cameras, subject to available funding or a grant.

6. **Fundraising and Grant applications**.

Discussion: Cliff Freeman suggested the club could secure up to $20,000 for operational costs, such as affiliation fees and power.

**Motion 1:** That John Dunn take point on grant applications with a 24 hour 'cooling off' period for committee members to raise objections or comments via email before applications are submitted.

**Mover:** Bruce Hudson**. Seconder:** Ralph Marrett. **Vote:** Unanimous **Decision: Motion passed.**

**Motion 2:** That Grant applications (headed by John Dunn) be separated from 'Fundraising/raffles' (headed by Denise Kent) as distinct committee functions. **Mover:** Denise Kent**. Seconder:** Bruce Hudson. **Vote: Unanimous.  Decision: Motion Passed**

## Agenda Items

## Reports

7. **President's Report**

Bruce Hudson expressed concern over the spike in legal debt to $31,046 following the February hearing. A Judicial Settlement Conference for the defamation case is scheduled for 1 April 2026.

8. **Treasurer's Report.**

Bank authority with BNZ is nearly complete. Grant Loch will send forms to officially remove Tina Zheng and Judy Hinton from all accounts.

9. **Secretary's Report**

Correspondence: The committee revisited the refund for [redacted]

**Motion 1:** To pro-rata refund the memberships [redacted]

**Mover:** Bruce Hudson**. Seconder:** John Dunn. **Vote:** Unanimous **Decision: Motion passed.**

However, a quick check in Hello club indicates nothing is owed [redacted]

Correspondence: [redacted] has applied to transfer [redacted]

**Motion 2:** To notify TTNZ that there are outstanding matters and the WTTA does not approve the transfer of [redacted] at this time. **Mover:** Bruce Hudson. **Seconder:** Val Jones. **Vote:** Unanimous. **Decision: Motion passed.**

Correspondence: Tanya Young requested the robot remain set up on table 4.

Motion 3: That John Dunn write to Tanya Young congratulating her on being able to set up and use the robot and advising her that fees for use are currently under consideration.

**Mover:** Bruce Hudson. **Seconder:** Keith Loch. **Vote:** Unanimous. **Decision: Motion passed.**

## Outstanding Items from 12th March

10. **2025 WTTA closed Results**

Denise and/or Bruce to update tournament records

11. **Outstanding Minutes (June/July 2025)**

Denise and Bruce to complete.

12. **New Eftpos Machine.**

Still waiting. John Dunn advised, according to his contacts, it appears to be a countrywide problem.

13. **Hello Club Templates**

The committee discussed TTNZ's branding requirements, which Bruce argues conflict with Statistics NZ standards for ethnicity data and WTTA's lack of employees. No motion was passed.

14. **Electronic Session Sheets**

**Motion:** To trial electronic session sheets using a tablet provided by Bruce Hudson. **Mover:** Bruce Hudson. **Seconder:** Denise Kent. **Vote:** Unanimous. **Decision: Motion Passed.**

15. **Letters to Potential Affiliated Members**

Grant Loch asked what's in it for them.

**Motion:** That Paul Carter and Rodney Bygrave research the practicality and benefits of drafting letters for schools, clubs, and businesses to invite affiliation with the WTTA. **Mover:** Denise Kent. **Seconder:** Keith Loch. **Vote:** Unanimous. **Decision Motion passed.**

16. **Maintenance Report.**

John Dunn advised a quote from Albany Heat Pumps quoted $2739.13 + GST. Committee decided that the quote would only be accepted if funds or a grant became available in the future.

**17. Subcommittee Appointments**

The committee confirmed the following subcommittee leads.

- **Finance:** Grant Loch, Bruce Hudson, Rodney Bygrave.
- **Coaching:** Bruce Hudson, Rodney Bygrave.
- **Tournaments**: Rodney Bygrave.
- **Maintenance and Security:** John Dunn.
- **Health, Safety and Welfare:** John Dunn (Chair) Val Jones.
- **Promotions:** Denise Kent (Chair), Ralph Marrett, Val Jones.
- **Selectors:** Rodney Bygrave (Chair) Val Jones.
- **Outreach:** Rodney Bygrave.
- **Legal and Compliance:** Bruce Hudson, Keith Loch, Grant Loch.
- **Session Managers:** Ralph Marrett.

**Motion:** To approve the subcommittee appointments as amended. **Mover:** Bruce Hudson. **Seconder:** Denise Kent. **Vote:** Unanimous. **Decision: Motion passed**.

**18. Bylaws/Handbook Specifics**

Keith Loch queried whether the current Hello Club system could process family discounts, Bruce Hudson advised it could.

**Motion 1:** (Annual Membership fees) For members under 65 $45, Veteran members (65+) $25. That a family membership discount be set at 50% for subsequent members living at the same address. **Mover:** Bruce Hudson. **Seconder:** Keith Loch. **Vote:** Unanimous. **Decision: Motion passed.**

**Motion 2:** (affiliation fees) To set annual affiliation fees at $20 for not-for -profit and $100 for profit organisations. **Mover:** Bruce Hudson. **Seconder:** Grant Loch. **Vote:** In favour 7. Against 0. Abstain 1. **Decision: Motion passed.**

**Motion 3:** (affiliation grace period) To offer free affiliation for the first three months to encourage sign-ups. **Mover:** Bruce Hudson. **Seconder:** Grant Loch. **Vote:** Unanimous. **Decision: Motion passed.**

**Motion 4:** (Registration) To remove the requirement to fill out a membership form for renewals if member details not changed. **Mover:** Bruce Hudson. **Seconder:** Grant Loch. **Vote:** Unanimous. **Decision: Motion passed.**

**Motion 5:** (Refund policy) All membership subscriptions and event fees are non-refundable, except for a 14 day cooling-off period for new members, administrative errors, or at the discretion of the

Committee. To remove the statement on the Hello Club template that says Membership fees are not refundable. **Mover:** Bruce Hudson. **Seconder:** Keith Loch. **Vote:** Unanimous. **Decision: Motion passed.**

**19. Awards**

**Motion 1:** (Recipients) To approve award recipients of 2025. Kairos (Most improved) Alfred (Best Male) Payton (Best female) and [Redacted] (helper of the year). **Mover:** Bruce Hudson. **Seconder:** Ralph Marrett. **Vote:** Unanimous. **Decision: Motion passed.**

**Motion 2:** (Event) To nominate Denise Kent to organize a combined awards and 60$^{th}$ birthday evening.

**Mover:** Bruce Hudson. **Seconder:** Grant Loch **Vote:** Unanimous. **Decision: Motion passed.**

20. **Junior Development**

**Motion:** To establish a new Junior League on Fridays (Starting April 4, 430.PM)
**Mover:** Bruce Hudson. **Seconder:** Rodney Bygrave **Vote:** Unanimous. **Decision: Motion passed.**

**Rodney Bygrave left the meeting at 9.35PM**

**21. Junior Representation at Committee Meetings**

To invite Vichelle Manalo to attend committee meetings in a non-voting capacity starting in May 2026.
**Mover:** Bruce Hudson. **Seconder:** Val Jones **Vote:** Unanimous. **Decision: Motion passed.**

**22. New Website**

**Motion:** That Bruce Hudson continue development of a WordPress based website for future committee review. **Mover:** Keith Loch **Seconder:** John Dunn **Vote:** Unanimous. **Decision: Motion passed.**

**23. Drinks Machine**

**Motion:** To replace the existing noisy drinks machine with a quieter, more efficient model (contract threshold $1,400) **Mover:** Bruce Hudson. **Seconder:** Ralph Marrett **Vote:** Unanimous. **Decision: Motion passed.**

**24. Insurance.**

No update from Bruce this meeting.

**25. Google Workspace.**

Keith Loch reported we are still trying to prove WTTA is a not-for-profit to Goodstack so we can get a free Google workspace.

26. **New Business**

**Motion 1:** (Brain Health Day) To pre-approve a budget of $200 for the Brain Health “Have-a-Go Day” on 11 April. **Mover:** Bruce Hudson. **Seconder:** Grant Loch **Vote:** Unanimous. **Decision: Motion passed.**

**Motion 2:** (Letter to Tina) To send an official letter of thanks to Tina Zheng for her service as Treasurer

**Mover:** Bruce Hudson. **Seconder:** Denise Kent **Vote:** Unanimous. **Decision: Motion passed.**

**Meeting Closed:** At 10.07PM

**Next Meeting:** 9th April 2026