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

WTTA Committee Meeting Minutes

10 September 2026 – 7.00 PM

Meeting Venue: Hub West 27 Corban Ave Henderson

Roll Call

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

Apologies: Reon Borich

Absent: None

Introductory comments

The Chair opened the meeting at 7.04 pm. It was noted Reon Borich had advised he would be absent. The committee noted the meeting was being recorded for AI assisted minute-taking.

Approval of committee minutes

The committee reviewed the draft minutes of the 13th August and agreed all items discussed should be explicitly recorded in the minutes.

Summary of Discussion & Exact Changes Required for 13 August 2026 Minutes Approval:

- **Bruce Change 1 (Solvency Email):** Clarify that regarding correspondence between [redacted] Auckland Council, and WTTA concerning solvency.
- Bruce provided financial documentation to Auckland Council, and Council confirmed they were satisfied WTTA was solvent.

  Bruce Change 2 (Homeschool Group Complaint): Clarify that regarding [redacted] complaint about no coach being present at the start of the second week of the homeschool group. It was established that although the coach was delayed, there was a coach and coaching for that second week.

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- **Denise Change 3 (Coaching Meeting Update):** Clarify the transition between the July meeting decision (to hold a face-to-face meeting with all coaches) and the August decision (to circulate two fee options by email instead). The committee was advised that organizing a

single meeting time for all coaches had proved impossible due to scheduling conflicts. It was therefore agreed to circulate two fee options by email instead.

- Discussion: The committee agreed to accept the August minutes subject to the three specified corrections.
- **Motion**: That the minutes of the Committee meeting held on 13 August 2026 be approved as a true and accurate record with the three specified corrections.
- **Mover**: Bruce Hudson **Seconder**: John Dunn **Vote:** Unanimous

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Agenda items

Matters arising

1. **Location of Water Meter and Shutoff Valve**

- Discussion: The main water meter was located by the front gate, grass cleared, and exact measurements posted in the stadium office by George Hogan. Watercare confirmed by phone that Auckland Council pays the water bill. Graeme Ford is investigating getting a donated secondary shutoff valve near the building for emergencies.

2. **Super Tag, Robot Practice, and Schedule of Stadium Fees**

- Discussion: Super Tag access rules were set up in Hello Club to allow solo light access on Table 4 for robot and serving practice ($120/year on top of tag membership). The updated Schedule of Stadium Fees was completed and prepared for distribution.

3. **National Teams (Christchurch)**

- Discussion: $960 was paid for team entries prior to the 26 August deadline. Reon Borich established a "Mega WhatsApp" group to communicate with players. Player lineups are locked in; team shirts need to be ordered, and team lists will be published on Facebook and in the newsletter.

4. **Ping Pong Parkinson's**

- Discussion: Bruce Hudson noted that due to extreme workload and travel constraints, he cannot run the event this month. The initiative to start a Ping Pong Parkinson's group at WTTA will be added to the task list as a lower priority until resources allow.

5. Alfred Dela Pena Oceania Champs Support

- Discussion: Members contributed $413 in donations toward Alfred's $440 trip, with the $27 balance covered privately. The committee discussed donor privacy, deciding to publish a general thank-you message from Alfred in the newsletter to protect donor confidentiality.

- Decision: To publish a general thank-you message from Alfred to all donors in the upcoming newsletter without releasing individual donor names.

6. Waitematā Open Tournament Report Tabled

- Discussion: Revenue reached $2,610 (close to the July forecast of $2,700). Keith Loch successfully ran Tournament Planner on Sunday. Late finishes on Saturday were caused by running doubles as round-robins, agreeing that future doubles should use direct elimination, and reviewing if any other changes to scheduling can speed up the finishing time.

7. Move Tags to Products in Hello club

Discussion: A plan to move Tags off 'Memberships' to 'Products' to remove confusion regarding membership types. Keith Loch stated he couldn't see the option in the Hello Club menus, Bruce Hudson stated the option was available. No resolution.

8. Task List Items (28)

8.1. Discussion about legal fees regarding HDCA. Letter to HL suspending engagement. **Completed**

8.2. Discussion about legal fees regarding Defamation. Letter to HL suspending engagement. **Completed**

8.3. Lease renewal. Waiting on 2025 Annual report from President, required by 28th August.

8.4. Official Association Email Address Setup

Discussion: Grant Loch noted that third-party organizations (such as NZCT and Charities) require personal identification rather than generic role emails.

Resolution: That when a new official wtta.nz email address is required, a request be sent to the committee email group, and upon majority approval, Keith Loch will create the address.

Mover: Bruce Hudson **Seconder:** Grant Loch **Vote:** Unanimous.

8.5. Coaching plan. Continuing to gather data for analysis and decision.

8.6. Financial Investigation Scope and Update

Discussion: The subcommittee (Bruce, Keith, Grant) gathered historical data dating back to 2017. Questions are being compiled for former building committee members, Auckland Council, and past officials regarding missing building contracts, unminuted transactions, and DFA agreements prior to the AGM.

8.7. Building Warrant of Fitness (BWoF) & Compliance

Discussion: The stadium currently operates under a B-RaD because a BWoF was not obtained in previous years and failed on some fire safety issues. The stadium will operate under the normal BWoF system from June next year. Monthly IQP inspections are and will be conducted by Active Fire Consultants. All inspection records and compliance logs are maintained in a dedicated folder in the stadium office. **Completed.**

8.8. Private Coaching Equipment Use & Payment Proposal

Discussion: Bruce Hudson committed to circulating two facility usage fee options ($10/hr or $5/hr with swipe tags) to all coaches for feedback within the next 7 days.

8.9. Table Hire, Family Rates, and Session Management

Discussion: Confusion exists regarding 50% family discount applications in Hello Club and cash handling. The committee clarified that Session Managers act as overall Stadium Managers during their shift and are responsible for recording every person playing in the building on the session sheet.

8.10. Session Managers (lack of) Session managers job descriptions and eftpos manual required. Assigned to Ralph Marrett.

8.11. Computerise session sheets with a tablet. Proposed by and assigned to Bruce Hudson.

8.12. Vero Insurance claim for some legal fees. Under review by Broker.

8.13. New Bylaws/handbook. Under way and 40% completed. Assigned to Bruce Hudson

8.14. Letters to schools. Assigned to Bruce Hudson. 90% complete.

8.15. Representative criteria to be included in handbook. Assigned to Rodney Bygrave. **Completed.**

8.16. Faulty Heat pump. Assigned to Val Jones. Applied for grant to fix/replace. Will get result in October.

8.17. Historical Member Accounts and Unpaid Fees Audit.

Discussion: Keith Loch and Rodney Bygrave audited historical member accounts, finding that missing payment records prior to late 2024 were largely due to incomplete records, system setup errors, and unminuted complimentary memberships.

Resolution: To close the audit of historical membership records prior to November 2024, acknowledge that past records were incomplete or inaccurate, and ensure clean records moving forward via Hello Club.

Mover: Bruce Hudson **Seconder:** Grant Loch **Vote:** Unanimous.

8.18. Fire monitoring in stadium. Awaiting advice from Active Fire Consultants as to whether a 'cheap' smoke alarm system installation will affect the BWoF. Assigned to Keith Loch.

8.19. Review Hello Club processes. Hello Club User Group & Training

Discussion: As official Hello Club training is unavailable, Bruce, Val, and interested committee members scheduled an internal user meeting for Thursday the 17th September to document system procedures and resolve queries.

8.20. Security Cameras. Assigned to Keith/John. Buy and install another cheap camera to view the blind spot in the carpark.

8.21. Tournaments Manager job description. Assigned to Rodney Bygrave. Completed and sent to committee of comment.

8.22. Constitution wording tidy-up. Assigned to Keith. Will promulgate before next AGM.

8.23. Stadium Advertising & Signage

Discussion: A tiered pricing structure for stadium advertising was confirmed last month ($600 for red floor outside wall, $400 for red floor inside wall, $350/$300 for wooden floor walls). Bruce was tasked with producing a rate sheet/layout last month, and Denise Kent was tasked with contacting potential advertisers. Denise Kent informed the committee she has begun collating email addresses of West Auckland businesses in order to send out information. Bruce advised he would write the cover letter. Denise advised she had not yet received the cover letter from Bruce.

8.24. Outstanding minutes (June /July 2025). Assigned to Bruce Hudson. No Progress.

8.25. Fans operation. Solution found to regulate speed of fans. Costed by John Dunn at $136 plus GST X 2. **No further action taken.**

8.26. Uniform Ordering Process. Full ordering process, apart from the website ordering page, only known by Bruce Hudson. Process needs to be documented by Bruce Hudson.

8.27. Honours **Hello Club Kiosk App:** Kiosk hardware and app replaced. **Completed.**

8.28. Honours Boards update. **Completed.**

Officer reports

9. President's report

- **Financial Outlook:** Reported that despite low cash reserves, the association remains in a reasonable position and is not in danger of insolvency.
- **Tournament Revenue:** Highlighted that total revenue from the Waitematā Open reached **$2,610**, close to the initial forecast of $2,700.
- **Operational Progress:** Noted that significant progress has been made on committee tasks, though a large volume of work remains ongoing.

10. Treasurer's Report

- **Cash Flow & Deficit Risk:** Presented a cautious financial assessment, warning that current cash flow budget projections indicate reserves will reach zero by the end of November 2026.
- **Unbudgeted Liabilities:** Reported a $3,300 retrospective coaching payment accrued in August, forming part of an unbilled $8,000 coaching fee liability.
- **Bank Reserves:** Confirmed bank balances stood at approximately **$19,000** at the end of August but warned that major upcoming spring expenses threaten liquidity.
- **Insurance Payment Restructuring:** Recommended switching the **$8,000–$9,000 Fire & General insurance premium** from an annual lump sum to monthly instalments of approximately **$800/month** to preserve cash reserves through October and November.
- **Accounting & Audit Fees:** Confirmed settlement of prior accounting fees, with **$3,000** budgeted for upcoming audit and financial investigation expenses.
- **Legal Fees Position:** Confirmed that $44,000 remains scheduled to be paid in the 2026 financial year. There is still a current outstanding balance of $46,580.41.
- **Vero Insurance Premium Payment Structure**
    - Discussion: Fire & General insurance ($8,000–$9,000) is due. To protect cash flow through October/November, the Treasurer recommended switching from an annual lump sum to monthly payments (~$800/month), which preserves cash reserves and enables future grant applications.
    - **Resolution:** To switch the Vero Fire & General insurance premium payment to monthly instalments to maintain positive cashflow.
    - **Mover:** Bruce Hudson **Seconder:** John Dunn **Vote:** Unanimous.

New Business

11. Member Conduct and Abusive Behaviour Policy

- Discussion: Val Jones raised an incident from 31 August where Tanya Young verbally attacked Natalie following a session. The committee reaffirmed a zero-tolerance policy for abuse, noting that formal disciplinary action under the constitution requires a written complaint.

12.After-School and Saturday Kids Table Tennis Program

- Discussion: Val Jones and Denise Kent proposed launching an after-school and Saturday junior program starting in Term 4 (12 October), engaging Tim as coach. Discussion covered session pricing ($10/casual or $80/term) and marketing to primary/intermediate schools.
- **Resolution:** That Val Jones take the necessary steps to implement an after-school fun/coaching program for kids on Mondays and Saturdays starting Term 4.
- **Mover:** Grant Loch **Seconder:** Rodney Bygrave **Voting outcome**: Carried (In favour:7; Against: 1, Abstentions: 0).

13. **Maximum Building Occupancy Certification**

- Discussion: The current posted building limit of 68 is incorrect; research, which hasn't been confirmed, appears to indicate approximately 150. John Dunn spoke with Joe Oge from Active Fire Consultants (IQP), who can engage a fire safety expert for a formal council assessment.

14. **TTNZ Club Coach Certification Course**

- Discussion: WTTA has the opportunity to host a TTNZ ITTF/Club Coaching certification course facilitated by Shane Laugesen (~$100/person) to upskill school champions, teachers, and club volunteers.
- **Resolution**: To approve hosting a TTNZ Club Coach Certification course at the WTTA stadium with Shane Laugesen later in the year.
- **Mover:** Bruce Hudson **Seconder:** Grant Loch Voting outcome: Carried (In favour: 7; Abstentions: 1; Against: 0).

15. **Reinstatement of [redacted] Membership**

- Discussion: In April [redacted]
- Resolution: To approve the reversal of [redacted] membership resignation and continue his full WTTA membership.
- **Mover:** Bruce Hudson **Seconder:** Keith Loch **Voting outcome:** Unanimous.

Meeting Closed: At 10.49 PM

Next Meeting: 8th October 2026

Location of water meter and valve for 72a Seymour Road

