Minutes of the Executive Meeting held on Saturday 10 October 2017 in Queenstown at 9:30 hours

Present
President Dave Christie, Senior Vice President Matt Jones, Junior Vice President Jesse Wilcox, Executive Member Mark Donald, Immediate Past President Gordon McLennan, Treasurer Andrea Russell, Secretary Joanne Daly, Patron John Grenfell, Technical Panel members Greg Harper, Kevin Daly, Wayne Ferguson.

President Christie welcomed all and opened the meeting at 9:30 hours.

Minutes of the Previous Meeting
The minutes of the previous Executive meeting held on Saturday 5 August were circulated.

That the minutes of the previous Executive meeting as circulated be accepted as a true and correct record. Moved G McLennan, seconded J Wilcox. CARRIED

Matters Arising from the Previous Meeting
Constitution and Rules
Mr Jones reported that the UFBA are working on a template for constitutions and rules regarding the change to FENZ. Therefore he recommends that OSPFBA hold off on changing ours.

Discussion was held on waiting to change the name until the template is done.

Online Registrations
Mr Ferguson reported that the facility for online registrations is almost ready to go. Discussion was held on registrations and that this year there will be a closing date for registrations.

Reviewer of Accounts
Ms Russell said that she had approached Rosemary Crump, an accountant, who is happy to act as the reviewer of the OSPFBA accounts. Discussion was held on remuneration for Ms Crump.

That a donation of up to $200.00 be given to Ms Crump for reviewing the OSPFBA books. Moved M Donald, seconded M Jones. CARRIED

National Drivers Challenge
A letter was received from the UFBA letting us know that the OSPFBA application to host the National Drivers Challenge has been declined. For the drivers challenge the track needs to be 12 metres wide and the Teretonga track is not this width.

Discussion was held on that the National Technical Panel knew this information regarding the track width and that Teretonga wasn’t suitable but this information hadn’t been passed on and that a lot of work went into preparing an application to host the challenge that was unnecessary. A letter is to be sent to the National Technical Panel and cc’d to Nigel Lilley.
**RCR Challenge**
Oamaru is prepared to host an RCR Challenge. It is proposed that an OSPFBA event be held at least a month prior to the National South Island RCR event. Therefore the RCR would need to be held in the 2 or 3rd weekend of May, depending on the availability of the venue. Mr McLennan to follow up on the availability of the venue and Oamaru to host at that time.

**Challenge Truck COF and Registration**
The pre-inspection for the challenge truck is to be held this coming week. Once this is done the registration we taken out for six months.

**Correspondence**
A list of correspondence was circulated.

That the inward correspondence be received and the outward correspondence endorsed.  
Moved D Christie, seconded G McLennan

**Dan Vena Visit**
An email is to be send to Ceara Owen-Perry regarding Dan Vena’s visit as he has already being in Southland and further information is to be sought. Dan is from the FENZ volunteer Resilience team and is to travel across New Zealand to visit as many brigades and rural fire forces to better understand what volunteers want.

**Finance Reports**

**Statement of Income and Expenditure**
Ms Russell presented the Statement of Income and Expenditure.

**Schedule of Fixed Assets**
Ms Russell presents a schedule of Fixed Assets which was reviewed.

**Accounts for Payment**
The following accounts were presented for payment:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canterbury PFBA</td>
<td>Hire of Combat Challenge equipment</td>
<td>$200.00</td>
</tr>
<tr>
<td>D Christie</td>
<td>Reimbursement for lunch</td>
<td>200.00</td>
</tr>
<tr>
<td>K Daly</td>
<td>Travel</td>
<td>230.00</td>
</tr>
<tr>
<td>M Donald</td>
<td>Travel, golf entry fee</td>
<td>818.00</td>
</tr>
<tr>
<td>W Ferguson</td>
<td>Travel</td>
<td>79.00</td>
</tr>
<tr>
<td>G Harper</td>
<td>Reimbursement for challenge truck expenses</td>
<td>42.13</td>
</tr>
<tr>
<td>M Jones</td>
<td>Travel</td>
<td>335.00</td>
</tr>
<tr>
<td>G McLennan</td>
<td>Travel</td>
<td>362.00</td>
</tr>
<tr>
<td>A Russell</td>
<td>Travel</td>
<td>178.00</td>
</tr>
<tr>
<td>J Wilcox</td>
<td>Travel</td>
<td>193.00</td>
</tr>
</tbody>
</table>

That the accounts totalling $2637.13 be passed for payment.  
Moved A Russell, seconded J Wilcox.  CARRIED

**105th AGM/Conference and Waterways Challenge**
Senior Station Officer Terry O’Connell and Kathryn Lamont from the Queenstown Fire Brigades AGM/Conference organising committee joined the meeting.

The budget for the upcoming AGM/Conference and waterways challenge was presented as well as a copy of the proposed registration costs.

Discussion was held on the timeline for the various events. The proposed timeline for the AGM/Conference is:
8:30 am Registrations open
AGM/Conference Programme
The programme for the 105th AGM/Conference was gone through and the timeline for presentations was discussed.

Discussion was held on the election of scrutineers and that a different format be looked at for the presentations from the various Sub Associations.

Sub Association Reports
North Otago
Mr McLennan presented the report and said that the last meeting was held in Kurow. There is a small number of regulars who attend the meetings. There is a new President and Treasurer for the Sub Association. The Rural Brigades are starting to receive their Grant money and discussion was held on what to do with it. The Sub Association is trying to think outside the square on how to get more members attending the meetings. Oamaru is looking forward to hosting the waterways challenge.

Central Otago
Mr Ferguson presented a report on the Central Otago Sub Association and that there are a few regulars who are missing the meetings. There was a complaint to the Sub Association that the Central Otago waterways is normally held in November and that they are sick of the OSPFBA dictating the dates. Mr Ferguson said he explained to the meeting that the date for the waterways challenge was set to due to the availability of the grounds. The guest speaker at the last meeting spoke on the Alpine Fault. John Haig is the current President and Amber Hollis has being installed as the Vice President.
South Otago
Mr Jones attended the South Otago Sub Association AGM and there were only three brigades represented at the meeting. The Sub Association is trying to get more members along to the meetings but they are not attracting these new members due to the whinging of what is seen as the old brigade.

Western
The last meeting was held at Browns. A new constitution has being adopted with the understanding that a lot of work still needs to be done on it. Good numbers are attending and good support is received from the Area Management and the various VSOs’.

Canterbury AGM
Mr Donald reported on the Canterbury Provincial Fire Brigades Association AGM/Conference and that it is run very differently. The turnout of numbers was similar to the numbers at the OSPFBA 104th AGM/Conference. Tyrone Burrows, Rakaia was installed as President. The Canterbury Provincial do all the four competitions ie drivers challenge, combat challenge, RCR and waterways. The guest speaker was Brian McKechnie.

Technical Panel Report
Waterways
The waterways dates for the upcoming challenge round have been set. Discussion was held on the lack of liaison between Sub Associations and member brigades regarding the setting of waterways dates and venues. It was discussed that both brigades, especially those with teams who compete, and their Sub Associations need to be more proactive in liaising regarding events. Discussion was also held on encouraging more teams to enter these events.

Southern Challenge
The Southern Challenge is to be held in Mossburn on Saturday 17 February. Discussion held on the dates of the South Island event and the National Challenge and how that these impact on the necessity for us to hold our event so early and before the waterways season has finished. The Technical Panel members attending the UFBA Conference are to meet with Nigel Lilley and discuss the dates.

Officials, Coaches Meeting
A meeting was held at the Balclutha Fire Station for officials, team captains and coaches regarding the upcoming waterways challenge season. There was a good representation from both the teams and officials. Mr Lindsay, Convener of the National Technical Panel went through the changes to the rules.

Mr Christie thanked the Technical Panel for doing such a fantastic job.

GENERAL
Executive Emails
Discussion was held on the lack of response that is being given to emails that are being sent out to the Executive. Members are to respond even if it is a no.

Events Calendar
The following events have being added to the events calendar:
28 October Riverton and Colac Bay honours Jesse Wilcox to attend
4 November Ravensbourne Honours Matt Jones to attend
18 November Ohai Honours Mark Donald to attend
25 November Waikaia Honours Dave Christie to attend

The upcoming Wajax challenge date is to be added to the calendar.
Honours Boards
The Honours Board are to be updated.

Honours Night Functions
Discussion was held on explaining the importance of receiving a three year certificate and five year medal at honours functions. Discussion was also held on the protocols for honour presentations and that many brigades seem to be unaware of these and that they shouldn’t be as this information is readily available for them all.

Patron
Mr Grenfell received a letter from Bill Butzbach, UFBA CEO, seeking support from Past Presidents.

Acknowledgment Gift
That something suitable be purchased to acknowledge the 50 years’ service given to the OSPFBA waterways challenges by Geordie and Janet Ross.

Moved M Jones, seconded M Donald. CARRIED

The upcoming OPSFBA waterways challenge is to be the last at which they officiate. Mr Daly said that he would purchase something suitable on behalf of OSPFBA.

Patron’s Address
Mr Grenfell addressed the meeting and said that he is disappointed in the UFBA not letting us know that Teretonga wasn’t suitable for a national drivers challenge. He hoped that Otago Southland delegates to the UFBA Conference would be supporting Warren Maslin. The Patron’s trophy for the two person’s Good Conduct has being organised.

Mr Grenfell thanked Mr Christie, Ms Russell, Mrs Daly and the members of the Executive and Technical Panel for all their work through the year.

He told all to drive safely and wished all a merry Christmas.

Meeting closed 14:42 hours.

.................................................President
..........................................................Date