

# Board Meeting Agenda

**Date:** 11<sup>th</sup> July 2019

**Location:** Thorndon Club

**Present:** Bradley Watts (BW) (Chair) Barry Ryan (BR), Brett Simon (BS), Ann Smith (AS), Catherine Sayer (CS) Willie Bicknell (DM).

**Apologies:**

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## 1. Review of Minutes of Previous Board Meeting

True and correct record of the minutes

BS recalled some minor amendments he wanted to mention however to the best of his recollection they did not materially change the presented minutes. BS intended to contact BR to make the require amendments.

Moved by BW and Seconded by BR

## 2. Conflicts of Interests

To be raised as required

None identified.

## 3. Board Governance

- Squash Wellington Policy overview provided by John Kirkup.
  - JK was welcomed and presented a template for the Squash Wellington Governance Manual. Spoke to the importance of the document to provide good governance. JK will assist the board to complete and develop areas.
  - Spoke briefly about the policies place and recommended a schedule of review and add additional policies where necessary.
  - Attached appendix will include Board members consent to all Board Policies and Processes (this will be scanned and kept on record)

**Action Point:** CS to initially complete in conjunction with BW. CS to provide template for Board members to sign stating that they have read and understood the policies.

Each Board member will be expected to confirm in writing that they have read and understood the policies at the following board meeting on **8 August 2019 (action deferred)**

This action will be deferred until the Governance Manual has been produced and ratified). In the meantime, it will be minuted at the following board meeting that all board members have reviewed and understand each Board policy and process

- Update on assigned workstreams.
  - Ann – Roles and Responsibilities  
To liaise with Willie to start developing a R & R document which will provide some content for the Governance Manual
  - Brett/Catharine – Complaints Process  
Catharine to draft a Complaints process and provide to Brett for peer review
  - Catharine – Code of Conduct Review (in conjunction with Complaints process)  
To be part of the wider Complaints process review
  - Barry – Finance  
Work continues to provide better visibility of how our funds are currently used. This will provide the board and clubs with a better understanding when it comes to making decisions. Under the current budget there is very little room to make radical changes without impacting other areas
  - Brad – DM Development & Capability  
Support has primarily been in relation to upcoming events Wellington Open & Superchamps. Further work is still required on getting SW DM paperless and utilising an electronic timesheet for budgeting purposes.
  - Other tasks requiring attention – Referee Development, Capturing Club Success stories others, Board profile board, other suggestions from the floor  
Not discussed in detail, no actions raised

#### **4. DM Report**

- Report taken as read
- Any outstanding points to highlight
- Decisions for action (as required)

Brief discussion about the atmosphere and whether or not the Wellington Open can regain its ranking as a prestigious event.

## 5. Financials

- Financial report from Xero  
BR delivered a report to initiate Financial awareness within the Board. Additional papers will be sent through the month.

**Action Point:** All board members to have a think about how SW can source income. Discussion point for next meeting.

## 6. Board Decisions

### Mana Open Incident (Dunbar & Singh)

(refer to board emails for further background if required)

Dropbox\Squash Wellington\Board\Complaints\Dunbar

Options to consider:

- a) The board agrees that the action held against the parties involved in the dispute stands, a brief further explanation can be provided as to why the parties were awarded their infringement if they find the report insufficient.
  - a. Decision made by board is full and final and parties are informed
- b) The board agrees to commence an independent investigation in parallel with hearing the appeals from any parties with grievances based on the board rulings.
  - a. Appeal process design would be required (2-3 weeks)
  - b. Timeline would be extended allowing investigators time to engage with individuals (1 month)
- c) Other Suggestions from the floor taking into consideration timeframes

After much discussion the board, in response to correspondence from Debbie Dunbar

- Elected Option A above.
- Clearly identify which parts of the Code of Conduct that have been complaints have been measured against and held accountable.
- Individual letters to be issued to each of the Dunbars, (Ollie, Debbie and Steve).
- Acknowledged that there is no appeals process and that the existing Complaints process is lacking specific detail required for those wishing to lay complaints and appeal complaints laid.

**Action Point:** CS & BS to produce and end to end complaints and appeals process.

### Complaints Policy Proposal

For discussion, tabled by Catharine Sayer (see attached)

To be progressed in conjunction with Code of Conduct review – BS & CS to action

## 7. Other Business

- Annual Plan
- Sport and active Recreation Organisations Survey 2019  
[https://www.surveymonkey.com/r/?sm=SGNy5jW6C8kVQmpi71mc0w\\_3D\\_3D](https://www.surveymonkey.com/r/?sm=SGNy5jW6C8kVQmpi71mc0w_3D_3D)
- Meeting Closed at 20:07. Next Meeting. 08 August 2019

## 8. Action Points

Id	Status	Raised	Due	Owner	Description
1	Open	20/06/19	20/07/19	DM	Willie to follow up with the clubs and inquire if the new volunteers are aware of the pathway for juniors.
2	Complete	20/06/19	20/07/19	DM	Provide grants schedule
3	Complete	20/06/19	27/06/19	BW	Contact Catherine Sayers and notify her of acceptance
4	Open	20/06/19	27/06/19	DM	Update the code of Conduct and distribute / Publish to clubs and SW website.
5	Open	11/07/19	08/08/19	CS / BW	Squash Wellington Board Governance Manual
6	Open	11/07/19	08/08/19	All	Sources of Income for SW.
7	Open	11/07/19	08/08/19	All	Written confirmation of read and review of Policies.
8	Open	11/07/2019	08/08/2019	CS / BS	End to End Complaints and Appeals process.