

Board Meeting Minutes

Date: 20th June 2019

Location: Thorndon Club

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

Apologies:

1. Review of Minutes of Previous Board Meeting

True and correct record of the minutes

Moved by BW and Seconded by BR, no objections

2. Conflicts of Interests

To be raised as required.

No conflicts identified.

3. Board Governance

- Update on assigned workstreams
 - Ann – Roles and Responsibilities
 - In progress and will need some time with the DM to flesh out further. BW suggest halting progress until after the mid-year Districts (Presidents) meeting as it may influence the focus.
 - Brett – Complaints Process
 - Have recommend the adoption of a police template which should future proof the complaints process for SW.
 - Barry – Finance
 - Compliant with policies.
 - Working on attribution of income against expense.
 - Recalculation of income sourced from clubs and identified 8k variance due to grading list being over stated. There is a concern in relation to the organisations grant dependency and the Grants process not allowing for future planning. This continues to be an ongoing risk to the organisation however further work is required to secure other streams of revenue
 - Brad – DM Development & Capability
 - Weekly meetings with Barry and the DM to help identify trends and analyse data for understanding outcomes.
- Board tenures (confirmed) – To be ratified
 - BR has volunteered to accept the 1 year tenure.



- Board vacancy applications – Please review
 - One application received from Catharine Sayers, Island Bay
 - Board declared acceptance of the application
 - **Action Point** BW to contact Catharine Sayers and notify her of acceptance and provide initial induction

4. DM Report

- Report taken as read
- Any outstanding points to highlight
 - BR enquired as to why participation in the 9Hundy series has dropped by 50%. WB replied that there were scheduling issues,(public holiday weekends, Mother's day) in addition to a change of guard at key clubs.
AS enquired if the series had out lived its purpose?
BR articulated that the preceding years was strongly subscribed. 2016 – 35, 2017 – 45, 2018 – 40 and so far in 2017 – 22
 - **Action Point** WB to follow up with the clubs and inquire if the new volunteers are aware of the pathway for Junior competitions. In addition to consider the scheduling on the Calendar for 2020.
- Decisions for action (as required)
- Verbal update – Wellington Masters & Planning for Wellington Open
 - Wellington Masters was another fantastic event. Over 110 entries from as far North as Auckland and south as Kaikoura. Hospitality, (including food throughout the weekend). Free food throughout the weekend was well received
 - Tawa are happy for another club to host the Wellington Masters in 2020, DM believes Tawa would continue to host if no other club applied. Tawa will continue with their Tawa Masters tournament, delivering same hospitality and format which has proven popular in the past

5. Financials

- Financial report
 - 20k Variance to June 2018 which relates to the contribution to FPS.
 - Outstanding affiliation fees from the following clubs:
 - Mana
 - Tawa
 - Hutt City Squash

Note: Mana & Tawa have current payment plans in place

- Grant for Venue Hire for Wellington Open to Pelorus Trust was unsuccessful WB Has resubmitted.



NB Pelorus granted 300k to FPS and also reject funding for Upper Hutt Squash junior programme.

- BW enquired of the applications could be made sooner and any flexibility around that.
Action Point – WB to provide Schedule of grants.
- Ongoing Finance reporting.
 - BR asked the Board to be mindful that SW may have to consume some of the reserve in order to meet some of the programs. If this arises the board will be asked to ratify the decision as previously raised by the DM This is an ongoing risk in relation to grant funding within the budget

6. Board Decisions

- Dunbar Complaint
 - See attached item.
 - BS read findings and recommendation to the board.
 - All parties accountable for a level two infringement and written warning to be issued to the parties involved.
 - The match result will stand.
 - Code of conduct to be recirculated to all clubs.
 - iSquash Tournament description to include the following under terms and conditions. “All players & spectators are subject to the Squash Wellington Districts Inc Code of Conduct.
 - The Chair acknowledge a thorough job and extended appreciation for such efforts.
 - To be adopted in principle and ratified before publication.
- **Action Point** WB to update the Code of Conduct and distribution / publish to clubs and SW website.
- Board Resolution
 - The SW Board resolved to seek funding of \$7,048.68 from the New Zealand Racing Board for the Squash Wellington Masters Representative Team.
Moved by BW and Seconded by BR. No objections to resolution.

7. Other Business

- Annual Plan
items discussed passively via the DM report. Funding, participation and Wellington open.

Meeting ended at 19:50

Next meeting on July 11th. John Kirkup to attend and cover governance.



Summary of action points

Raised	Due	Owner	Description
20-Jun	20-Jul	WB	WB to follow up with the club and if the new volunteers are aware of the pathway for Juniors
20-Jun	20-Jul	WB	Provide grants schedule
20-Jun	27-Jun	BW	Contact Catherine Sayers and notify her of acceptance
20-Jun	27-Jun	WB	Update the Code of Conduct and distribution / publish to clubs and SW website.