

# Board Meeting Minutes

**Date:** 15<sup>th</sup> May 2019  
**Location:** Thorndon Club  
**Present:** Brad Watts(BW) (Chair) Barry Ryan (BR), Ann Smith (AS) Willie Bicknell (DM)  
**Apologies:** Brett Simon

---

## 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  
None

## 3. Board Governance

### Update on Assigned Work Streams

AS spoke about documenting the roles and linking them back to the SNZ and SW strategy and plans. BW spoke about the need of a formal complaints register as delegated to Brett Simon. A fully documented process is necessary for continuity.

BR spoke about the finance obligations and stated that this is covered in the Governance policies. BW is assisting the DM with implementing processes and procedures for operational delivery. With a focus on creating more effective templates for delivering outcomes including moving away from a paper-based model to fully cloud based.

### Board tenures

No volunteers for the one-year tenure. Note Brett Simon was not available for consultation. Of the four Board members one is required to step down at the end of the year. It was suggested a name be drawn from a hat as the only fair alternative. AS name was drawn to determine the one-year candidate. AS found the result disagreeable and will have a conversation with the Chair off line to remedy the solution.

### Board Vacancies and Co-Opted members

BW will send a communication to the clubs seeking candidates as per his email to the board (experience in governance, events, legal and regulatory)

## 4. Financials

### Financial report

P n L and Balance sheet attached to board Papers. No question asked. BR stated that he will put something in more detail together but will happily adjust according the Board member's needs.



Group discussion regarding funding. BR highlighted that the Grants are a risk and actual sustainable funding is the growth and depth in membership.  
BR to work on a Wealth Growth Plan.

#### District Manager Report

DM delivered his report.

DM recommended that we affiliate Hutt City Squash

### **5. Board Decisions**

#### Actioned

BW motioned to affiliate Hut City Squash.

BR seconded the motion

No objections.

DM to send the relevant information to Squash NZ and to communicate the result to our new Club.

### **6. Annual Plan**

#### How are we tracking

Discussion regarding the Women's 800

BR asked how the implementation attributes were measured as the product is supposed to be a bottom end (F grade) up (low E grade) development of women in squash.

Core product attributes, Club women's program & advocate, deploy Coach Force Women's module in clubs, Provide Support (Coaching Refereeing) support during 800 matches,

BR stressed that a product should not be changed until all attributes have been measured for successful implementation.

#### Planning for 2020

BW reminded the board that we need to continue to look at what will be required to develop our annual plan for 2020. Key learnings from this year and previous years will be the key to ensuring that we are doing the best for the district. DM feedback is important.

### **7. Other Business**

No other business.

### **8. Meeting Closed at 19:43**

### **9. Next Meeting Thursday June 13 @ Thorndon Club**