

Board Meeting Agenda

Date: 12th September 2019

Location: Thorndon Club

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

Apologies:

1. Review of Minutes of Previous Board Meeting – 08 August 2019

True and correct record of the minutes

Moved by CS Seconded by AS

2. Conflicts of Interests

To be raised as required

None

3. Board Governance

- Policy Under Review – Please review and provide any feedback

3.1 SW Delegated Authority Policies

3.2 SW Budgeting and Monitoring Policies

3.3 SW Accountability, Internal Controls and Review Policies

3.4 SW Capital Expenditure, Fixed Asset, Investments and Reserves policies

Board papers were not reviewed by all Board members.

Action point raised by BW to review and confirm if any issues by Friday September 20th.

4. Update on assigned workstreams

- Ann Board Roles & Responsibilities with recommendations.
Submitted paper for Board to review. Some issues and confusion articulate. AS to document a case for clarification.
- Brett/Catharine Complaints Process
Nothing to report. Complaints process is complete.
- Barry Finance. (deferred to section 6).
- Brad DM Development & Capability

5. DM Report

- Report taken as read
- Any outstanding points to highlight
- Decisions for action (as required)
 - Resolution accepted by the Board and signed by the Chair. BW.

6. Discussion on Annual Plan

- CS Discussion Documents
 - InterClub
 - Robust discussion. Survey Clubs assigned to CS and WB.
 - Development Initiatives
 - Great discussion about initiatives and investment versus return.
 - Paper was not fully read by some participants.
 - Board to be better prepared for next meeting reading material and discuss again.
- BR Feed back on Financials
 - Lead on Sponsor for 2020 WJO
 - Professional opinion on sponsorship and licensing on Squash by Di Papadopoulos
<https://www.linkedin.com/in/dianapapadopoulos/?originalSubdomain=nz>
 - DM following up with professional funder for proposed initiatives.
 - Initial analysis could suggest a change in the regional affiliation fee as follows
Junior from \$25 to \$15
Senior from \$50 to \$52.
Further ongoing analysis is required.
An aggregate increase of 14 graded members during August.
Aggregate Female 5 (+7 -2). Aggregate Male 9 (+9).

○

▪ BW Discussion Points

Delivery to our Stakeholders – Tiered response

1. High Performance Players – Squads & Nationals
 - a. Juniors
 - b. Seniors
 - c. Masters
2. Participation Players B-F Grade – Superchamps Squads (training & travel)
 - a. Superchamps - Premium product for all levels
3. Intro to Squash
 - a. Schools programmes delivered (targeted approach)
 - b. Follow up with Clubs in targeted area

District Manager Deliverables

- Define DM role (Updated JD & contract review)
- What are the expectations from our clubs
- Inform our stakeholders what the DMs role entails

National Body (Squash NZ)

- Alignment of Annual plans and deliverables for country wide participation
- Collaboration and clear communication
- SEM review – what are the clubs expectations for SNZ & SW collected funds

Communication

- All operational communication needs to be channelled through the DM, with the exception of volunteers who should put
- All governance communication needs to be channelled through the Chair, with the exception of delegated authority from the board

Due to time constraints BW did not get an opportunity to go through section 6 in full. Next meeting to be discussed in full.

Events

- Annual calendar confirmed – dates & venues confirmed and released in the calendar
- District events – Tournaments, Forums, AGM, Awards (included in calendar)

○

7. Board Decisions

Resolution for application to Fund DM salary.

8. Other Business

- Wellington Rep Squad Withdrawals (both Galloways cannot afford the fees and are unsupported by Parent Matey Galloway).

Board acknowledged how sad these circumstances are.

- Matey Galloway has sent out comms to the public at large regarding his removal from the SW Board. No action required.
- Next Meeting 15 October 2019

9. 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.
3	Open	11/07/19	08/08/19	CS / BW	Squash Wellington Board Governance Manual
4	Open	11/07/19	08/08/19	All	Sources of Income for SW.
5	Open	11/07/19	08/08/19	All	Written confirmation of read and review of Policies.
6	Open	12/09/19	20/09/19	All	Review Financial policies
7	Open	12/09/19	15/10/19	AS	Case for Board Roles and responsibilities
8	Open	12/09/19	?	CS WB	Survey Clubs before Captains meeting