



Board Meeting Minutes

Date: 19 March 2020

Location: Thorndon Tennis & Squash Club, 4 Katherine Avenue, Thorndon

Present: Bradley Watts (BW) (Chair) Ann Smith (AS), Catharine Sayer (CS) Brett Simon (BS), Willie Bicknell (DM) Darin Galliers (DG)

Apologies: Rob Walker

1. Review of Minutes of Previous Board Meeting – 19 March 20

True and correct record of the minutes

Moved by BW Secoded by BS

2. Conflicts of Interests

N/A

3. Board Governance

- For Review & Adoption in February 2020
 - 4.1 SW Risk Management Policies – where is the Risk Register. AS to add wording around Health policy to add to this register. CS suggested with to table quarterly for meetings.
 - Operational Risk – Drop box has everything but should also add in BCP.
 - 4.2 SW Fraud Management Policies – accepted.
 - 4.3 SW Legal Advice Policies – Board agreed to strike this policy. Advice will be sought on case by case basis, when needed.
 - 4.4 SW Insurance and Business Continuity Policies – BR to draft BCP plan for Board to review.
- Finance signatory required for Westpac with recent BR leave. Board to accept Brad to be an approver and signatory. Board accepted.

4. Club Kelburn

- Rob Walker email
- BW provided background for (DR).
- Awaiting David Hawes (Chair SNZ) feedback to MOU
- WB to pass on special thanks to Rob Walker

5. BR proposing SWN state – motion by Brad

Commented [BW1]: This is relating to SW COVID-19 Response with Club stand down period awaiting further Govt announcements (I think?)



- CS voted against the motion.

6. AGM

Quorum – 10 people from at least 5 clubs

Propose a date change, due to the circumstances

Go to clubs with recommendation to clubs to move AGM to 4 May.

Comms should include the Constitution states no later than 31 March propose changing to 1 May.

Teleconference call

WB – Zoom to details to club.

Comms alternative – zoom meeting

Commented [BW2]: Board agreement to host the AGM via Zoom. BW to communicate clubs are happy to amend AGM date contrary to SW Constitution

7. DM Report

- Report taken as read
- Super Champs D Wainui/E Mana rest as per DM report
- BW moves SWN – take straight from report. Second CS
- Vehicle – Darin to explore car sponsorship options

8. Other Business

- Discussed Honours Board proposal by Tony Naughton. Acknowledged as a great suggestion and agreed that an electronic Board on the Squash Wellington website would be sufficient in the absence of a SWN physical location. Catharine to respond to Tony Naughton Honours Board
- Rep programme feedback
 - Note that dispensation is not selection, dispensation maintains eligibility
 - Discretion of selectors
 - Players **may be** expected to stay with their team for the duration of the teams event – compulsory. **In some instances, it will be necessary for players to stay with the team while competing in the individual events.**
 - Zero Tolerance drug & alcohol policy – players 18 years of age and over must abide by the **Squash NZ Rules** that alcohol is banned from all Junior events **for all competitors**



9. Action Points

Id	Status	Raised	Due	Owner	Description
1	Open	20/02/20	23/04/20	AS/DM	Rep programme – feedback received AS to update with amendments Coach PD review to be completed AS
2	Open	19/03/20	23/04/20	AS	Update Health & Safety policy regarding Risk Register
3	Open	19/03/20	23/04/20	BW	Draft Business Continuity Plan for Board review
4	Open	19/03/20		CS	Respond to Tony Naughton Honors Board request.
5	Open	20/06/19	Ongoing	DM	WB to follow up with the clubs and inquire if the new volunteers are aware of the pathway for juniors.
6	Open	11/07/19	08/08/19	CS / BW	Squash Wellington Board Governance Manual – BW to pick up and report at next meeting
7	Open	11/07/19	Ongoing	All	Sources of Income for SW
8	Open	11/07/19	Ongoing	All	Written confirmation of read and review of Policies
9	Open	14/11/19	15/12/19	DM	Template for Reports (Reps, Coach etc)
10	Open	16/12/19	12/02/20	DM	Update conflicts register (C Sayer re design services and Thorndon members re Club K)
11	Open	16/12/19	21/04/20	BW	Board member and DM bios to be circulated with Christmas message from the chair. To be circulated after AGM with new board members

Next meeting 23 April 2020