

# Board Meeting Minutes

**Date:** 20 February 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).

**Apologies:**

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## 1. Review of Minutes of Previous Board Meeting – 19 December 2019

True and correct record of the minutes accepted in principle subject to minor modifications as discussed to be made by BR.

Moved by CS      Seconded by BS

## 2. Conflicts of Interests

N/A

## 3. Board Governance

- For Review & Adoption in February 2020 – **Deferred to March 2020 meeting**
  - 4.1 SW Risk Management Policies
  - 4.2 SW Fraud Management Policies
  - 4.3 SW Legal Advice Policies
  - 4.4 SW Insurance and Business Continuity Policies
- Any updates should be recorded directly online where possible and comments section used to record relevant information.
- Board vacancies
  - *With the recent resignation of Barry Ryan has created a vacancy on the Board. Agreement reached that the Board will not seek to back fill the role due to the upcoming AGM where two (2) vacancies will be filled. Barry Ryan's tenure was one year only.*
  - *In addition to above vacancy Board needs a Finance and Secretariat duties to be fulfilled.*
  - *AS volunteered to take minutes for March Board meeting and AGM*
  - *Financial reports to be provided by DM and BW in the interim.*

## 4. Annual Plan

- Accepted with KPI refinement – ready for distribution.

## 5. Budget

- Discussion point around SW Masters and agreed that a review of the Masters Teams rep model is required.
- 2020 Budget to be updated based on discussion, overall accepted.
- Key discussion points
  - Based on external contract with Tim to which opens capacity of DM it was agreed that there is potential for DM to pick up Interclub Conveyner tasks rather than paying a resource, i.e existing conveyner. ACTION: DM to check with NWT if she is happy to continue FOC. If not, DM to manage interclub going forward.

## 6. Club K

- See summary by Catharine Sayer

## 7. DM Report

- Report taken as read
- Host clubs for HEAD 800 confirmed. Will start loading in iSquash
- Rep booklet reviewed by EW. Notes included. Discussion around Wellington Coach confirmation. EW quote provided to progress funding request.
- Agreement that SWN need to be seen to provide everyone an opportunity to put forward expression of interest. ACTION: AS/WB to review rep booklet and Coach PD.

## 8. Other Business

- Board Admin

## 9. Action Points

Id	Status	Raised	Due	Owner	Description
1	Open	11/07/19	Ongoing	DM	WB to follow up with the clubs and inquire if the new volunteers are aware of the pathway for juniors.
3	Open	11/07/19	19/03/20	CS / BW	Squash Wellington Board Governance Manual – To be revisited
4	Open	11/07/19	Ongoing	All	Sources of Income for SW
5	Open	11/07/19	16/03/20	All	Written confirmation of read and review of Policies, March Policies and Procedures requiring adoption before board sign off
6	<del>Open</del>	<del>12/09/19</del>	<del>20/09/19</del>	<del>All</del>	<del>Review Financial policies</del>
7	<del>Open</del>	<del>12/09/19</del>	<del>15/10/19</del>	<del>AS</del>	<del>Case for Board Roles and responsibilities</del>
8	<del>Open</del>	<del>12/09/19</del>	<del>15/10/19</del>	<del>CS-WB</del>	<del>Survey Clubs before Captains meeting</del>
9	Open	14/11/19	15/12/19	DM	Template for Reports (Reps, Coach etc)
10	<del>Open</del>	<del>14/11/19</del>	<del>15/12/19</del>	<del>DM</del>	<del>Letter of appreciation to volunteers</del>
11	<del>Open</del>	<del>14/11/19</del>	<del>05/12/19</del>	<del>DM</del>	<del>Charitable Funder Tim – Superseded by Action Item 18</del>
12	<del>Open</del>	<del>16/12/19</del>	<del>12/02/20</del>	<del>DM</del>	<del>Update conflicts register (C Sayer re design services and Thorndon members re Club K)</del>
13	<del>Open</del>	<del>16/12/19</del>	<del>30/01/20</del>	<del>BW</del>	<del>Seek and collate feedback on Annual Plan and recirculate</del>
14	<del>Open</del>	<del>16/12/19</del>	<del>28/12/20</del>	<del>DM</del>	<del>WB to produce background paper for SW Board on Club Kelburn</del>
15	<del>Open</del>	<del>16/12/19</del>	<del>20/12/19</del>	<del>DM</del>	<del>WB to send out AGM notice to clubs</del>
16	Open	16/12/19	19/03/20	BW	Board member and DM bios to be circulated with Christmas message from the chair. To be circulated after AGM with new board members
17	Open	16/12/19		BR, DM	Instigate planning for SW hui on 9 Feb - deferred
18	<del>Open</del>	<del>16/12/19</del>	<del>30/01/20</del>	<del>DM, CS</del>	<del>Contract Matter of Sport for grant applications on reasonable terms</del>
19	Open	12/02/20	21/02/20	AS	Finalise board minutes and distribute for feedback

<b>20</b>	Open	12/02/20	18/02/20	DM	Update budget based on feedback from board meeting
<b>21</b>	Open	12/02/20	14/02/20	DM	Check in with Jackie Steventon on Central Fixture
<b>22</b>	Open	12/02/20	18/02/20	DM	DM to follow up with Tim at Matter of Sport
<b>23</b>	Open	12/02/20	21/02/20	AS	Engage with DM on preparing Rep Team Spec
<b>24</b>	Open	12/02/20	19/03/20	CS	Collate Club Kelburn feedback for SW Strategy Next steps
<b>25</b>	Open	12/02/20	19/03/20	AS/CS	Discuss and document requirements for Honorary Life Membership application process, bring back to board for feedback and ratification