

Board Meeting Minutes

Date: 16th December 2019

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

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

Apologies:

1. Review of Minutes of Previous Board Meeting – 14 November 2019

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

Moved by Brad Secoded by Brett

2. Conflicts of Interests

Myles Sayer – Calendar Design Contractor

The matter was discussed, and it was deemed that Myles was identified as a well-priced and suitable service provider. Any conflict moving forward with Catharine, his wife as a board member would need to be managed however no further action was sought and it would be recorded on the Conflict of Interest register. The board were all in agreement on this matter.

CS Raised a conflict with regards to Club K & Thorndon members BW & DM. Suggested that ongoing discussions with SNZ should include a board member who is not a member of Thorndon. Any official meetings or planning discussions will include another board member. This will be recorded on the Conflict of Interest register. The board were all in agreement on this matter.

3. Board Governance

- For Review & Adoption in February 2020
 - *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*
- *BW noted as homework for 2020*

4. Annual Plan

- BW tabled the draft Annual Plan for feedback
- Feedback from the board was that further work was required and some of the key concepts were lacking further detail

- Detailed feedback on the Annual Plan was required and an action was agreed to provide this to BW to collate and redistribute in Jan 2020

5. Budget

- Discussion point around SW Masters team being removed from the 2020 Annual Plan however consensus not reached. This will be revisited in the New Year
- BR provided detailed commentary regarding background to several SW products
- BW suggested affiliation fees increase based on CPI, however consensus was not reached; to be revisited in the New Year in time for February 2020 invoicing.

6. Squash NZ AGM & Forum

- Update from Chair & DM
 - BW & WB provided detailed overview of the Forum, AGM & awards
 - Key discussion points were around culture change and growing the game
 - Identifying pain points with the operational team and how to best resolve them
 - Change in the board with the Chair, Roz Vickerman resigning her role
 - SW continues to deliver a consistent message that funding is tight, and we need to ensure we are getting the best for clubs' money as representatives. Further review of the strategy and operations at national level will lead to ongoing success and positive district feedback
- Club Kelburn
 - SNZ have requested SW to be part of discussions to come up with a vision for the future of squash in Wellington at Club Kelburn. SW requested to provide feedback into a framework to assist SNZ on deciding their way forward. Funds are an important factor in terms of leverage.
 - Thorndon has been identified as a potential partner in a development however no further engagement had been made with the club
 - DM to produce a paper for the board on Club Kelburn's history to better understand the current climate and support debate on how SW can best assist

7. DM Report

- Report taken as read
- AGM Notice to be sent out
 - WB to send out AGM notice ahead of Christmas Break

BW noted positive feedback from the Juniors Nationals trip to Auckland, good to see parents are involved and engaged. This provides a good touch point for the board when considering teams that require funding for future events.

8. Board Decisions

- Confirm board support Participation Programme Discovery with funding request
 - Support confirmed
- Confirm board support for 2020 Annual plan
 - Further action sought
- Confirm board support for 2020 Budget
 - Further action sought

9. Other Business

- Board Admin
 - Update Bio document – BW to check dropbox and emails for board information
 - Christmas Message – BW to prepare bio to be attached to Christmas message
- Next board meeting date suggested 27th Jan
- SW Hui date confirmed for 9th Feb – BR to discuss with DM for planning
- Matter of Sport – BR asked should other service providers be investigated, BW noted that there was a provider in Waikato however they no longer carry out this type of work despite being very successful with Hamilton Tennis & Squash Club. The Board agreed to contract Matter of Sport for 12 months from February 2020 for grant application services on the proposed monthly rate and on other terms that give SW sufficient clarity and value for money. CS to assist DM in contract drafting.

10. Action Points

Id	Status	Raised	Due	Owner	Description
1	Open	20/06/19	20/07/19	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	08/08/19	CS / BW	Squash Wellington Board Governance Manual – ON HOLD
4	Open	11/07/19	08/08/19	All	Sources of Income for SW
5	Open	11/07/19	14/11/19	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	Complete	12/09/19	15/10/19	CS-WB	Survey Clubs before Captains meeting
9	Open	14/11/19	15/12/19	DM	Template for Reports (Reps, Coach etc)
10	Open	14/11/19	15/12/19	DM	Letter of appreciation to volunteers
11	Open	14/11/19	05/12/19	DM	Charitable Funder Tim – Superseded by Action Item 18
12	Open	16/12/19	12/02/20	DM	Update conflicts register (C Sayer re design services and Thorndon members re Club K)
13	Open	16/12/19	30/01/20	BW	Seek and collate feedback on Annual Plan and recirculate
14	Open	16/12/19	28/12/20	DM	WB to produce background paper for SW Board on Club Kelburn
15	Open	16/12/19	20/12/19	DM	WB to send out AGM notice to clubs
16	Open	16/12/19	20/12/19	BW	Board member and DM bios to be circulated with Christmas message from the chair
17	Open	16/12/19		BR, DM	Instigate planning for SW hui on 9 Feb
18	Open	16/12/19	30/01/20	DM, CS	Contract Matter of Sport for grant applications on reasonable terms