

Board Meeting Minutes

Date: 24 April 2020

Location: Online – via Zoom

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

Apologies:

1. Review of Minutes of Previous Board Meeting – 19 March 2020

True and correct record of the minutes

Moved by BW seconded by BS

2. Conflicts of Interests – BW to raise conflict at Club K item

3. Board Governance

▪ Risk Policy & Risk Register Review (note two separate attachments)

- Draft started – Board to review and add comments by 28th April, DM to continue to as per BAU going forward.
- BW added that Risk Register to be discussed during Board meeting
- DM – Conduct a review and provide a brief with a recommendation relating the current investment with Booster and any alternative

Actions:

Board to review Risk Policy and Risk register by 28th April

- Catharine to check our obligations for 7 year holding documents for audit purposes.

4. Operational Plan – District Manager

▪ Review final draft including Status Update (attached)

- Overall discussion was that it is a good starting point.
- CS how are the traffic lights are determined – noted that most of the tasks were completed yet light was amber. Board agreed that tracking system needs refinement
- AS observation there were a lot of activities across a broad spectrum of areas, does the Board think this is realistic to achieve?
- CS observation that there did not appear to be any clear activities related to Annual Plan, e.g Communication activities as outlined in the plan. Board agreed to separate BAU activities and Annual Plan activities to ensure agreed actions to achieve the Annual Plan are progressed.

Actions:

AS to work with Willie to refine the report as per feedback noted.

5. 2020 Season Post COVID-19

- Traffic Light Review (Annual Plan)
- Discussion on Annual Plan deliverables – SW Response planning
- Draft plan 1 July – honour as is and plug the gap.
- Clubs within the district are getting prepared – pack utilising resources available through Sport NZ, SNZ, MOH.

Actions:

- DM to prepare a pack for Clubs that the Board can distribute post 11 May announcement.

SW SEM discount

- Board agreed to approve rebate in principle based on tentative figures provided.
- Final approval to be sought by Board once details are finalised based on actual 'closure' time, once known.
- **Moved BW, Second BS**

Squash NZ Update

- SNZ looking at rebate for clubs. Details to follow
- Some districts have indicated they will not be providing rebate as they have been able to continue to provide services to their clubs.
- SNZ will communicate to clubs re SNZ rebate – districts to communicate separately regarding individual arrangements with rebates.
- SNZ are still working through their resource plan
- Feb 2020 meeting, roles district board and clubs. Work has not progressed with Covid 19
- SNZ expectations of Board, clubs to get a more aligned synergy.

6. Club Kelburn – Squash in the Capital Strategy

▪ SNZ MOU

- Board agreed that the revised MOU from SNZ did not meet expectations and will not be signing the revised MOU, however, SW will send SNZ the Revised Annual Plan once completed.

- BW indicated conflict of interest at this point as discussions moved forward to the overall Squash in the Capital Strategy. (Paper attached to agenda)
- BW proposed that CS take the lead on behalf of the Board along with support from the District Manager on the Squash in the Capital Strategy to explore opportunities within the Wellington district. Full Board support this nomination.
- This included approaching Wellington City Council regarding the land on which Club K is situation.
- AS cautioned the Board on this approach as that relationship clearly sits with SNZ as building owners. This is in direct conflict with the MOU and could be seen as undermining SNZ. If SW intend to pursue, at a minimum SW should make their intentions clear to SNZ.
- BW noted that the Board have a responsibility to the district to explore opportunities for the betterment of squash in the district, which was acknowledged. AS reminded the Board that the betterment of squash also includes maintaining a strong working relationship with the National body.
- AS requested that it be noted that while she supports further exploration of alternative opportunities within Wellington, she does not support approaching Wellington City Council in relations to Club K site without SNZ being notified of the Boards intention to do so.

Actions:

- BW to respond to SNZ Chair that SW will not be signing MOU, but will look to find a constructive way forward
- CS to explore further opportunities, including discussions with interested Parties including Massey University, Wellington City Council, and other nearby sport facilities

7. Other Business (5mins)

- AGM (if required) – did not discuss
- Review Action Points - BW to review and update.
- Next Meeting – 21 May 2020 (via Zoom)
 - Note Willie made submission to MSD for wage subsidy due to lock out – GROSS \$7029 provided for 3 months. Further information in relation to this submission will be provided by DM and loaded into dropbox.

7. 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	21/05/20	BW	Draft Business Continuity Plan for Board review under Insurance & Business Continuity policy. Sport NZ have provided a template for populating
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)
11	Open	16/12/19	21/04/20	BW	Board member and DM bios to be circulated with Christmas message from the chair. Delayed due to AGM postponement