

# Board Meeting Minutes

**Date:** 25<sup>th</sup> June 2020

**Location:** Zoom Meeting

**Present:** Ann Smith (AS) (Chair), Catharine Sayer (CS) Brett Simon (BS),  
Willie Bicknell (DM)

**Apologies:** Darin Galliers (DG) Bradley Watts (BW)

## 1. Review of Minutes of Previous Board Meeting – 4 June 2020

True and correct record of the minutes

Moved by CS seconded by BS

## 2. Conflicts of Interests

Nil identified

## 3. Board Governance

### i. Board positions elected

- Chair

*BW tendered his revised intention NOT to stand for re-election.*

*AS elected as Chair Accepted by AS & Board*

- AS gave a short overview of why she was interested in the role:
  - *Passionate about the sport*
  - *Wanting to give something back to squash*
  - *Continue what we are doing & move forward*
  - *Keen to show we are all one-unit & should remain that way*
  - *Wanting to provide transparency of the Board to stakeholders*
  - *Remain non-judgemental in all matters*

### ii. Communicating Change

- *AS spoke to a penned email to clubs advising of change of Chair-holder and a short over-view of the direction of Squash Wellington (SW) moving forward*
- *AS noted that BW requested to put an email together advising of change and a 'farewell' advisory from the role as he hands over to AS*

**Action Point:** AS to liaise with BS to formulate and distribute email

## 4. Operational Plan – District Manager

### i. Ops Plan Update

- *Discussion around tabled report from AS*
- *CS asked what it would relate to. AS clarified WB would use it, as would SW & back-briefed this*

- *AS submitted the Annual Plan Tracker – reviewed & explained. CS asked how this would be measured*
  - *AS advised that this would be a SW document to be updated on an on-going basis*
  - *WB would also be accountable to it with monthly meetings with Board Chair*
- *Discussion held around current Action Points to separate ‘Completed’ and ‘In Progress’ matters*

**ii. ‘Squash Your Way’ – Promotional Programme**

- *Overall discussion was positive, good concept and agreement reached to explore further to see how this concept could be adopted in Wellington.*
- *AS asks how SW is going to progress this in Wellington District. WB suggests to wait until August to let everything settle down & maybe launch with International Squash Day*
- *BW in support (by email) of SYW initiative & coaching funding rather than Rep Teams*
- *CS asks if this is a new program completely, or does it mesh with something else?*

**Action Point:** AS/WB to review & bring to next Board Meeting as to the how etc

- *CS asks about costs incorporated in SYW – would this be a better return than putting money into Premier Teams?*

**iii. Representative Program/s**

- *WB advises:*
  - *Comments back – everyone is keen*
  - *Not happy with money/funding – but can move on with it*
  - *Good buy-in from stake-holders*
  - *Maybe 8 Districts going to participate – but not expected to be any more than that*
  - *SW could subsidise up to 50%*
    - *BW (via email) not in support due to lack of money (particularly after COVID-19 issues)*
    - *BS asks what is our funding availability?*
      - *WB advises that SW can afford the expenditure*
    - *BW believes (via email) SW should commit to Juniors – especially as SW is not committing to Master’s this year (via email)*
  - *Need 10 players per team*
  - *CS indicates that it should be an All-or-Nothing from SW & funding should be available to assist those for who funding maybe an issue*
    - *WB advises payment plans are available for anyone who has financial affordability issues – they can approach SW – in writing for assistance to pay & SW will assist*
  - *BW in support (by email) of SMW initiative & coaching funding rather than Rep Teams*

*Would this be a better return than putting money into Premier Teams?*

- *WB raises contributing parents put into Junior Rep Matters (?)*
  - *Support Teams:*
    - *5 x Boys*
    - *5 x Girls*
  - *But they will need to provide 50% funding each player*
- *Selection Criteria:*
  - *Keep fairly 'loose' due to COVID-19*
  - *WB updating criteria by group discussion*
  - *Majority agree 50/50 funding from SW will support the Team moving forward.*
  - *Funding will still be sought*
    - *A Matter of Sport (AMoS) nominated to carry this out (?) - Carried*

**Action Point:** AS/WB to complete & disseminate selection criteria

**iv. COVID-19**

- *BS reports nil need for further Contact Tracing - this is covered by being a member, court bookings, interclub schedule etc*

**v. Funding**

- *WB gives Update. Tim from A Matter of Sport (AMoS) will review grants etc. Still awaiting his (AMoS) monthly update reports as per contract*

**5. Squash NZ**

- *Club K*
  - *Brad forwarded email from David Hawes (SNZ)*
    - *SNZ want to move on & will call SW if they want us*
  - *SW will continue to work with SNZ since resignation etc of CEO*
    - *Have passed our thoughts to them*
    - *Will continue to monitor what is happening*
      - *WB: This needs to be the time to Stop – Pause – Re-group for SNZ*
      - *BS: This is an ideal time to restructure/Re-vitalise the SNZ Governance/Leadership – has the CEO vacancy been disseminated by SNZ?*
      - *AS: Will advise Board of developments as they are known/come to hand*

**Action Point:** CS to review report before forwarding to Board to distribute

## 6. Discussion

- **Club K Update**
  - *See above discussions*
- **Junior Events in District**
  - *Not discussed*
- **Funding**
  - *WB gives Update. Tim from A Matter of Sport (AMoS) will review grants etc. Still awaiting his (AMoS) monthly update reports as per contract – they state they are busy until August*

## 7. Other Business (5mins)

- *BW asks about update for wage subsidy for District Manger under COVID-19*
  - *WB replies: Hasn't applied yet as awaiting outcome of a different grant application that has been applied for (asked in application of a wage subsidy has been applied for – responded: No")*

- **Review Action Points**

Id	Status	Raised	Due	Owner	Description
1	Open	20/02/20	23/04/20 <b>23/7</b>	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 <b>Brad to report 23/07</b>
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 <b>On-going</b>	DM	Template for Reports (Reps, Coach etc) <b>15/08</b>
11	Open <del>Cancelled/</del> <del>Completed</del>	16/12/19	21/04/20 <del>–23/07</del>	BW	Board member and DM bio's to be circulated with Christmas message from the chair. Delayed due to AGM postponement
12	Open	23/04/20	04/06/20 <b>23/07</b>	DG	Investigate potential sponsorship opportunity for DM vehicle
13	Open	25/06/20		AS	Liaise with BW for Hello/Goodbye in regards to email to be distributed

<b>14</b>	Open	25/06/20	Not Set	AS/WB	AS & WB to complete & disseminate Updates Selection Criteria for Junior Rep Program
<b>15</b>	Open	25/06/20	25/07/20	AS/WB	AS & WB to review Squash Your Way Program & bring to next Board Meeting as to the how it works etc
<b>16</b>	Open	25/06/20	25/07/20	CS	Review Report to SNZ re Club K before forwarding to Board (SNZ) to distribute

- **Next Meeting** – 25 June 2020 via ZOOM at 1930 (7.30PM) to allow CS time to get home from domestic flights (business)

- **Meeting Closed 7.27 PM**

**i. Funding**

- *WB gives Update. Tim from A Matter of Sport (AMoS) will review grants etc. Still awaiting his (AMoS) monthly update reports as per contract*