



# Board Meeting Minutes

**Date:** 20<sup>th</sup> August 2020

**Location:** Zoom Meeting – 5.00 pm

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

**Apologies:** Nil

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## 1. Review of Minutes of Previous Board Meeting – 23<sup>rd</sup> July 2020

True and correct record of the minutes – Amendment made to Point #7 in Action Point Table  
Moved by CS      Seconded by AS

## 2. Conflicts of Interests

- Nil identified

## 3. Squash in the Capital

- WB gives update
  - Emailed clubs that attended Zoom meeting re the Stay-of-Execution for Club K after details from Squash NZ (SNZ) re a new ‘review’ led by Dame Susan Devoy
    - CS ask if SNZ will get extra from WCC re the lease
    - AS advises what Dame Susan spoke about:
      - Building first
      - Will come back to Squash Wellington (SW) for thoughts moving forward
      - Working group will move quickly
    - CS advises that the Wellington City Council (WCC) may be doubtful about squash remaining sustainable financially
    - BW advises that it is still a possibility that Thorndon may still consider it (Club K) as an option
    - Board still awaiting his written updates/reports as per contract

## 4. Board Governance

- AS advises that the list of attributes sought for a co-opted financial position has not been actioned at this point
  - Still nice to have rather than need to have



- **ACTION POINT:**
  - AS to bring back for Oct meeting
  
- WB re Shane Johnson
  - Basically puts it back to his (Shanes) reports – it is what it is in regards to the financial market
  - He (Shane) can't see much else that can be done that we aren't already doing
  - World Squash Day – there is some money available for this
  
- Table Discussion:
  - CS: Maybe we are holding ourselves too high and expecting perfection. We should accept how and what we are. 80/20 Report
  - BS: We are working well together overall for moving forward and collectively
  - BW: Agrees with CS
  - DG: Agrees and apologies for not being available at some meetings

## 5. Operational Update – District Manager

- DM Report tabled (as read)
- Junior Elite Squad Update
  - Rep Program in Dropbox
  - Hunter Wyeth has withdrawn
  - Brian Stevens is a possible – WB will manage re eligibility
    - Ones outlined in red (in report) are excluded
    - Hannah Dunbar is possibly unwell & not eligible
    - Team is to be named on Sunday
- Masters Hosting
  - Expecting to see 180+ player
  - Certainly adds to increasing visibility of Masters
  - Is it right to host if not sending a team this year?
  - In support of hosting next year
  - This fits into our Strategic Plan
- **ACTION POINTS:**
  - WB to get back to Deanna Forsyth (SNZ)
- Squash Your Way



- Nicole at Thorndon is feeling burnt out.
- **ACTION POINTS:**
  - WB to follow up with some other clubs like Hutt City, Khandallah or Thorndon
  - Zoom call with others to see Auckland perspective etc
  - WB to look into a Road-Show & report back to Board
  - WB to email back re World Squash Day promotion options
  - Squash Your Way & World Squash Day fits into Strategic Plan

**6. Other Matters on Agenda to carry over to next meeting due to time constraints: (Wainui B & Below Tournament - changes brought about by Covid-19 Level 2 restrictions)**

▪ **SWN and SNZ relationship – (CS)**

- Agreement on purpose of relationship
- Tactics to improve relationship

▪ **Other Business**

- Masters team communication & SGM request (AS)
- SuperChamps Issues (BS – see email)
- Survey – Report from CS & WB
- Club Hui (if time permits)
- Table for discussion – reinstate for this calendar year to help inform 2021 Annual Plan
- Topic One – Squash in Wellington 2021 and Beyond
- Session outline template available

▪ **Review of Action Points Table**

**Action Points:**

\* Denotes new item

Id	Status	Raised	Due	Owner	Description
1	Open	20/02/20	23/04/20	AS	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



					Sport NZ have provided a template for populating <b>Brad to report <del>23/07</del> 20/08</b>
<b>4</b>	Open	11/07/19	Ongoing	All	Sources of Income for SW
<b>5</b>	Open	11/07/19	Ongoing	All	Written confirmation of read and review of Policies
<b>6</b>	Open	14/11/19	15/12/19 <b>Ongoing</b>	DM	Template for Reports (Reps, Coach etc)
<b>7</b>	Open	23/04/20	04/06/20 <b>23/07</b> <b>20/08</b>	DG	Investigate potential sponsorship opportunity for DM vehicle
<b>8</b>	<del>Open</del>	<del>25/06/20</del>		AS	<del>Liaise with BW for Hello/Goodbye email</del> <b>Completed 23/07/2020</b>
<b>9</b>	Open	25/06/20	Not set	AS/WB	To complete and disseminate updated selection criteria for Junior Rep Programme
<b>10</b>	Open	25/06/20	16/09/20	AS/WB	Review Squash Your Way Program and bring to next Board meeting as to how it works etc
<b>11*</b>	Open	23/07/20	Oct Meeting	AS	List attributes etc for co-opting a person with financial skills onto Board to assist with financial direction
<b>12</b>	Open	23/07/20	20/08/20	WB	Sound out Shane Johnson if he would be interested in the position or has any suggestions/recommendations
<b>13</b>	Open	23/07/20	20/08/20	WB	Advise Convenors names for Junior Elite Squad & availability of t-shirts etc
<b>14</b>	Open	23/07/20	Not Set	WB	Approach KH, TH & IB to a meeting forum for options with Club K Shutting down
<b>15</b>	Open	23/07/20	Not Set	AS	Liaise with BW & put out release regarding closure of Club K
<b>16</b>	Open	23/07/20	Not Set	CS/WB	Discuss other options with closure of Club K



17	Open	23/07/20	20/08/20	AS	Letter to go to Masters Group re SW position of not funding Team
18	Open	23/07/20	20/08/20	AS	Formulate Process for Masters – terms of reference etc
19	Open	23/07/20	Not Set	WB	<ul style="list-style-type: none"> <li>• Liaise with SNZ re World Squash Day plans</li> <li>• Speak with other combined Tennis/Squash Clubs to see what they have planned &amp; what works etc</li> </ul>
20	Open	23/07/20	Not Set	All	Consideration of re-running 2016 survey to make comparison
21	Open	23/07/20	20/08/20	CS+WB	Review 2016 Survey & report back via email prior to next meeting with recommendations
22*	Open	20/08/20	10/20	WB	Liaise with Deanna Forsyth (SNZ) re Masters Hosting
23*	Open	20/08/20	16/09/20	WB	World Squash Day promotion Update
24*	Open	20/08/20	16/09/20	WB	Report back re Zoom Call about Auckland perspective of Squash Your Way (SYW) Program
25*	Open	20/08/20	16/09/20	WB	Feasibility of a Road-show report

**7. Next Meeting:** 16<sup>th</sup> September 2020 - 6.00pm - Venue to be Confirmed

**8. Meeting Closed: 6.20 pm**