



# Board Meeting Minutes

**Date:** 16<sup>th</sup> September 2020

**Location:** The Thorndon Club – 5.30pm

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

**Apologies:** Brett Simon (BS)

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## 1. Review of Minutes of Previous Board Meeting – 20<sup>th</sup> August 2020

True and correct record of the minutes

Moved by CS      Seconded by AS

## 2. Conflicts of Interests

None identified

## 3. Operational update

DM's report taken as read. Discussion held on progress with annual plan activities and likelihood of KPI attainment. In particular:

- Re Squash Your Way, Board **confirmed** that it had not previously been removed from the 2020 Annual plan although it was now too late in the season to deliver it.

Action #26: DM to instead focus activity for remainder of year on socialising the concept with the clubs and planning implementation with them for the optimal delivery period next season.

- Re refereeing activities, no action on annual plan activities had occurred. Board **affirmed** retention of activities in annual plan.

Action #27: AS to discuss with M Galloway how to seek expressions of interest for district referee status from stakeholders and commence their development

- Re improving coaching resources in the district, no local coaches had attended SNZ regional coaching workshops to DM's knowledge and DM advised that SNZ would be handling coach development directly from now on. To that end, SNZ had engaged E Williams as its Wellington coach developer. The Board **noted** that it would be difficult to meet its coaching KPI (that 4 coaches attend regional coach workshops) or more generally have input into the district's coaching needs without data on local uptake of coach development.

Action #28: DM to seek district coach numbers

- Re improve district player development, DM confirmed that he had engaged E Williams to deliver coaching to the junior squad but no obligations regarding individual development



plans (IDP) had been included, notwithstanding the KPI being to ensure that 25% of squash members have an IDP). The Board **agreed** that future contracts could and should encompass IDP-related activities depending on future annual plan content.

Action #29: DM to ascertain how many junior squad members have an IDP and encourage those without to complete the template.

- Re communications, the Board **affirmed** retention in the annual plan of Instagram account creation, particularly as positive imagery could ensue from the forthcoming National Superchamps campaigns. The Board discussed the benefits of a social media policy to apply to parties given administration rights. No conclusion was reached although the Board **acknowledged** a need for some interim ground rules to enable immediate uptake at no reputational risk.

Action #30: DM to create SW Instagram account in time for National Superchamps

Action #31: AS and DM to determine access rights and interim ground rules for Instagram.

- Also re communications, the Board **agreed** that the dormant Women's 800 Series FB page had met its objectives hence could be closed and the users encouraged to use other relevant SW-controlled or -aligned social media channels.

Action #32: AS to close the Women's 800 FB page

- Re delivery of SW Masters' singles tournament at Mana (10-13 September), the DM reported variable feedback on the format/duration. The Board **agreed** that recommendations on the event format would be entirely within scope for the forthcoming Masters Working Group. The board also agreed that changes to the masters' offerings could be socialised with attendees at the forthcoming hui

Action #33: DM note issue as potential Masters WG agenda item and potential session at hui re Masters' WG recommendations

- On ways to minimise volunteer burnout, the Board discussed several club operating models that had worked well at times and **agreed** that the topic would be ideal for discussion at a club hui. Useful case studies (Wainuiomata, Masterton and IB/Tawa were identified).

Action #34: DM to note *club operating models* as potential hui item

- Re District Collaboration, the Board agreed to remove the KPI of 2/3 clubs taking up SW offer of a club visit, since no offers for SW to make a visit had yet been made.

#### 4. Annual plan progress review

Owing to time constraints, there was insufficient time for the Board to undertake its monthly traffic light review of annual plan progress. The Board **agreed** that this would be estimated in draft by C Sayer and amended in the light of board feedback by email out-of-session.

Action #35: C Sayer to estimate progress with the annual plan in the traffic-light table and circulate for feedback by email.

#### 5. Board Governance

The Board briefly discussed the constitutional divide between strategy and operations. It was acknowledged that, interpreted strictly, the constitution precluded Board members initiating



involvement in operational matters and that they should only be involved as a volunteer at the DM's invitation. However, the Board did not consider it a priority to undertake another constitutional review and that common sense should prevail to enable efficient attainment of the annual plan.

The board acknowledged that it is appropriate for Board members to inform each other of circumstances that alter the impact or effect of previous Board decisions.

## 6. Masters Review

The board **noted** that a terms of reference for a review of the Masters service offerings had been prepared and was ready for circulation. It was **agreed** that recommendations should be received by the date of the club hui with a view to discussing them with stakeholders at that event.

Action #36: DM to commence Masters review.

## 7. Squash Wellington Awards

The Board acknowledged that the usual Awards criteria may not be wholly relevant and **agreed** to review criteria by close of business on 26 September to give sufficient time to call for nominations before decisions needed to be made.

Action #37: DM to circulate awards criteria out-of-session for board member input and finalisation by  
26 September 2020

## 8. Survey

The Board **agreed** with the recommendations on the scope of a stakeholder survey.

Action #38: DM to initiate stakeholder survey with a view to using results for annual plan 2021 planning  
(November 2020 board meeting).

## 9. ClubK

The Board **agreed** that in view of the maintenance of the board's squash in the Capital committee, where possible, a committee member should attend discussions with SNZ on ClubK matters.

Action #39: The Chair to sound out Dame Susan Devoy about a committee member joining a possible meeting in Wellington on the topic of Club K the weekend of 19/20 September 2020.

## 10. District hui

The Board **affirmed** its intention to hold a hui prior to year end to further engagement between SW and stakeholders, provide practical guidance on topics of interest to clubs and discuss priorities. Potential dates and timings were mooted. The Board would give direction on content in due course.

Action #40: DM to circulate potential dates and timeslots for approval out-of-session.

## 11. SWN and SNZ relationship

The Board discussed the state of its relationship with SNZ. Board members were unable to describe with precision its nature or status and generally felt that it was vague, uncertain and confused. Members sought a relationship of trust, transparency and respect. SNZ's general hard-working and well-meaning efforts were acknowledged. The Board was hopeful that recent personnel changes



would bring about the desired relations and were in a positive mindset about future prospects. Invitations to meet between SW personnel and SNZ personnel could be constructive.

The Board **agreed** that-

- operational communications between the entities should be between the SW DM and the SNZ staff and;
- governance matters should be dealt at board-to-board level, for which SW engagement would generally be undertaken by the SW Chair.

Action #41: Chair to initiate contact with SW board members to share information on SW and SNZ strategic objectives and SW business generally.

## 12. Other Business

Insufficient time remained for the Board to review the status of action items.

Action #42: Chair to review status and circulate out-of-session.

Other item to carry over to next meeting due to time constraints: Effect of conceding ties on future Superchamps eligibility

## 13. Next meeting

The Board confirmed that 22 October 2020 as its next meeting date, to be held at Hutt City Squash. A videoconference would also be convened for the Board to make decisions on award recipients.

Meeting closed at 7.40pm.

## 14. 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 Update: To be completed for 2021 season. Prepare for Board review November meeting.
2	Closed	19/03/20	23/04/20	AS	Update Health & Safety policy regarding Risk Register <b>Completed – to be removed.</b>
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>



Id	Status	Raised	Due	Owner	Description
4	Open	11/07/19	Ongoing	All	Sources of Income for SW
5	Open	11/07/19	Ongoing	All	Written confirmation of read and review of Policies
6	Open	14/11/19	15/12/19 <b>Ongoing</b>	DM	Template for Reports (Reps, Coach etc)
7	Open	23/04/20	04/06/20 <b>23/07 20/08</b>	DG	Investigate potential sponsorship opportunity for DM vehicle
8	Closed	<del>25/06/20</del>		AS	<del>Liaise with BW for Hello/Goodbye email</del> <b>Completed 23/07/2020 To be removed</b>
9	Closed	25/06/20	Not set	AS/DM	To complete and disseminate updated selection criteria for Junior Rep Programme <b>Completed – to be removed</b>
10	Closed	25/06/20	16/09/20	DM	Review Squash Your Way Program and bring to next Board meeting as to how it works etc <b>Carried to #26</b>
11	Closed	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>No longer required – to be removed.</b>
12	Closed	23/07/20	20/08/20	DM	Sound out Shane Johnson if he would be interested in the position or has any suggestions/recommendations <b>Determined as not required at this time. To be removed</b>
13	Closed	23/07/20	20/08/20	DM	Advise Convenors names for Junior Elite Squad & availability of t-shirts etc <b>Completed – to be removed</b>
14	Closed	23/07/20	Not Set	DM	Approach KH, TH & IB to a meeting forum for options with Club K Shutting down



Id	Status	Raised	Due	Owner	Description
					<b>Completed – no further action required at this stage. To be removed.</b>
15	Closed	23/07/20	Not Set	AS	Liaise with BW & put out release regarding closure of Club K <b>No longer required – to be removed</b>
16	Open	23/07/20	Not Set	CS/DM	Discuss other options with closure of Club K
17	Closed	23/07/20	20/08/20	AS	Letter to go to Masters Group re SW position of not funding Team <b>Completed – to be removed</b>
18	Closed	23/07/20	20/08/20	AS/CS/WB	Formulate Process for Masters – terms of reference etc <b>Completed – to be removed</b>
19	Closed	23/07/20	Not Set	DM	<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> <b>Completed – to be removed</b>
20	Closed	23/07/20	Not Set	All	Consideration of re-running 2016 survey to make comparison <b>Agreed – refer #21. #20 to be removed</b>
21	Closed	23/07/20	20/08/20	CS+DM	Review 2016 Survey & report back via email prior to next meeting with recommendations <b>Completed – to be removed</b>
22	Closed	20/08/20	10/20	DM	Liaise with Deanna Forsyth (SNZ) re Masters Hosting <b>Completed – confirmed for WLG to host 2021. To be removed</b>
23	Closed	20/08/20	16/09/20	DM	World Squash Day promotion Update <b>Completed – to be removed</b>



Id	Status	Raised	Due	Owner	Description
24	Closed	20/08/20	16/09/20	DM	Report back re Zoom Call about Auckland perspective of Squash Your Way (SYW) Program <b>Completed – to be removed</b>
25	Open	20/08/20	16/09/20	DM	Feasibility of a Road-show report
26*	Open	16/09/20	Oct meeting	DM	Focus growth/participation activity for remainder of year on socialising the Squash Your Way concept with the clubs and planning implementation with them for the optimal delivery period next season.
27*	Open	16/09/20	Nov meeting	AS & M Galloway	Discuss how to seek expressions of interest for district referee status from stakeholders and how to commence their development
28*	Open	16/09/20	Oct meeting	DM	Seek district coach numbers
29*	Open	16/09/20	Oct meeting	DM	Ascertain how many junior squad members have an IDP and encourage those without to complete the template
30*	Closed	16/09/20	22/09/20	DM	Create SW Instagram account <b>Completed – to be removed.</b>
31*	Open	16/09/20	22/09/20	AS and DM	Determine access rights and interim ground rules for Instagram
32*	Open	16/09/20	Nov board meeting	AS	Close the Women's 800 FB page <b>Unable to close as AS only has Editor access – Admin (WB) to deactivate page.</b>
33*	Open	16/09/20	-	DM	Note (1) duration SW Masters comp as potential Masters WG agenda item and (2) Masters' WG recommendations as potential session at hui
34*	Open	16/09/20	-	DM	Note club operating models as potential hui item



Id	Status	Raised	Due	Owner	Description
35*	Closed	16/09/20	Oct board meeting	CS/Board members	Estimate progress with the annual plan in the traffic-light table and circulate for feedback by email. <b>Completed to be removed</b>
36*	In progress	16/09/20	21/09/2020	DM	Commence Masters review
37*	Closed	16/09/20	26/09/2020	DM/Board members	Circulate awards criteria out-of-session for board member input <b>Completed – to be removed</b>
38*	Open	16/09/20	Results by November 2020 board meeting	DM	Initiate stakeholder survey
39*	Closed	16/09/20	23/09/2020	DM/Board members	DM to circulate potential hui dates and timeslots for approval out-of-session <b>Completed – Decision 22 November</b>
40*	Open	16/09/20	-	AS	Initiate contact with SW board members to share information on SW and SNZ strategic objectives and SW business generally.
41*	Closed	16/09/20	-	AS	Review status of actions in this table and circulate out-of-session <b>Completed – to be removed</b>

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

**16. Meeting Closed: 6.20 pm**