



Draft/Board Meeting Minutes

Date: 22nd October 2020 at 6pm

Location: Ricoh Fraser Park Sportsville –

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

Apologies: Brett Simon (BS), Bradley Watts (BW)

1. Review of Minutes of Previous Board Meeting – 16th September 2020

True and correct record of the minutes

Moved by DG Seconded by AS

2. Conflicts of Interests

AS declared conflicts for the Awards agenda item, being the nominee for two awards.

3. Operational update

DM's report taken as read and discussion held on items by exception.

Participation

Discussion held on Squash Your Way. Board confirmed that for delivery commencing from February 2021, it was crucial that clubs could consider a bespoke SW concept at least by the date of the hui (previous action #26 refers).

Hui

On the hui, the topics proposed for inclusion appeared to be the same as those raised at the start of the year.

The Board agreed-

- to progress hui planning by a sub-group of AS, DG, CS (if available) and the DM in a one-hour videoconference meeting in the w/c 26 October 2020;
- that a 'save the date' message should be made through all SW's channels targeting wide participation; and
- that videoconferencing was unlikely to be an effective medium for networking by those unable to attend in person.

Action #42: Put out Save the Date for hui and organise planning meeting



Promotion/Communications

The board noted that an engagement strategy, out of which a website refresh would likely be a key action, as being a potential 2021 SW deliverable, to optimise engagement with and between new and existing stakeholders. In the interim, functionality issues should be addressed (e.g. fixing broken links).

Action #43: Contact Mike Currie for website remedial work

Awards

The Board considered that the SW Annual Awards categories, criteria, nomination and selection processes could benefit from an overhaul (not before 2021) with a view to generating better stakeholder engagement and renewing their prestige.

Masters

The Board **agreed** to nominate Tawa Squash Club as the lead host for the 2021 national masters' competitions (in conjunction with Mana), subject to construction of a fourth court having been completed by 15 April 2021.

4. SW Annual Plan 2020 - Traffic Light Assessment

The Board considered that the Refereeing item could be upgraded to Amber based on the production of a Referee pathway concept.

The Board considered that the Promotion item should reflect SW's World Squash Day supporting activities.

The Board discussed the likelihood that the opportunity to meet the District Squads KPI re individual development plans for juniors was unlikely to be met.

5. Referee development

AS presented the referee development concept as developed by her and M Galloway. Participant retention through peer support and convenor/assessor engagement (probably through informal channels) was considered to be the key enabler of success. The Board, noting that a small budget would be required to compensate assessor travel, and that attainment by 6 participants to District Referee status was ambitious yet achievable, **endorsed** the concept in principle. The Board agreed that SW should seek participant expressions of interest before the end of the season.

Action #44: Seek EOI for District Referee pathway training

6. Squash Wellington Awards

The Board noted that votes for awards had been received from BW (apology) but not BS so **agreed** that if votes were evenly split, BS would be contacted to provide the casting vote.

AS declared a conflict in the Best Coach category (having made a nomination) and two categories in which she was a nominee (Volunteer and Jade Wilson) and absented herself from the deliberation and voting. C Sayer declared a conflict in the Volunteer category as her husband was a nominee and absented herself from the deliberation and voting.

Taking into account BW's votes, the Board **agreed** the winners as follows:

Most improved girl: S Gonzalez-de Nardi

Most improved boy: O Brown



Most improved woman: S Waerea

Best Senior Man: E Williams

Most improved man: B Anderson

Best Club: Mana

Best junior girl: M-I Coe

Volunteer of the Year: M Sayer

Best Junior Boy: M Steventon

Darren Slape Memorial Trophy: M de Groot

Best Senior Woman: D Dunbar

Jade Wilson Memorial Trophy: E Kelly

Voting being evenly split, decisions on the Best Coach and Best Volunteer categories were held over for BS's casting vote.

7. General business

AS noted that SNZ had hosted a meeting of district chairs earlier in the week and provided a high level indication of agenda items. Insufficient time remained for a detailed report-back. The Board noted that the new SNZ CEO would be in Wellington on Wednesday 25 November and the Board agreed that the Chair should invite the Wellington-based SNZ board members and the CEO to dinner with the SW board that evening.

Action #45: Arrange dinner with SNZ personnel.

The meeting closed at 8.35pm.

Action Points

Insufficient time remained to discuss action items systematically. Items have been amended where updates were provided in other agenda items. Items previously marked "completed – to be removed" have been removed

* 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.
3	Open	19/03/20	23/04/20	BW	Draft Business Continuity Plan for Board review Sport NZ have provided a template for populating Brad to report 23/07 20/08
4	Closed	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	Completed	14/11/19	15/12/19	DM	Template for Reports (Reps, Coach etc)



Id	Status	Raised	Due	Owner	Description
7	Open	23/04/20	04/06/20 23/07 20/08	DG	Investigate potential sponsorship opportunity for DM vehicle
16	Open	23/07/20	Not Set	CS/DM	Discuss other options with closure of Club K
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*	Completed	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*	Completed	16/09/20	Oct meeting	DM	<i>Ascertain how many junior squad members have an IDP and encourage those without to complete the template</i> <i>DM informed Board at Oct 2020 meeting that no juniors in development squad known to possess them</i>
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 2020 meeting	AS	Close the Women's 800 FB page Unable to close as AS only has Editor access – Admin (WB) to deactivate page.
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
36*	In progress	16/09/20	21/09/2020	DM	Commence Masters review



Id	Status	Raised	Due	Owner	Description
38*	Open	16/09/20	Results by November 2020 meeting	DM	Initiate stakeholder survey
40*	Open	16/09/20	-	AS	Initiate contact with SNZ board members to share information on SW and SNZ strategic objectives and SW business generally.
42	Open	22/10/20	27/10/20	DM	Put out Save the Date for hui and organise planning meeting
43	Open	22/10/20	Dec 2020 meeting	DM	Contact M Currie for website remedial work
44	Open	22/10/20	Nov 2020 meeting	DM	Seek EOI for District Referee pathway training
45	Open	22/10/20	By w/e 30/10/20	AS/DM	Arrange board dinner with SNZ personnel