



# Board Meeting Minutes

**Date:** 12<sup>th</sup> November 2020

**Location:** Zoom – 6.00pm

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

**Apologies:** Darin Galliers (DG)

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## 1. Review of Minutes of Previous Board Meeting – 16<sup>th</sup> September 2020

Reviewed but Not Moved as True and correct record of the minutes  
Moved by NIL Seconded by AS

## 2. Conflicts of Interests

Brett declared conflict of interest in regards to Vicky Webster's complaint

## 3. Operational update

DM's report taken as read.

- \$20,000 has been approved from Lion foundation
- Awards Night  
Good turn out with approximately 120 people present  
Doubles tournament went well  
The venue ended up being a little small due to the number of attendees  
Some good learning points about pre-setup were made  
Great to see Life members present  
Good to hear some information from behind the scenes in regards to the nominees for Awards
- Junior Nationals  
Reports were tabled/distributed from Evan Williams and the Managers  
Nil discussion – taken as read
- Senior Nationals 2021  
Moving ahead in Wellington played at Hutt City around 25th June  
Enquiries are being made to have the glass Court installed at the Ricoh Centre  
WB is currently working with SNZ etc re logistics for this  
Consideration will be needed for dates for the Wellington open it could possibly use the Glass Court over this time.



Tawa Masters dates may also be affected

Some consideration remasters tournaments and interclub dates to be looked at

- Calendar
  - Send a draft version to clubs
  - Advise the clubs of moving dates that may be required
  - AGM date: 22nd March 2021 to be locked in**
- Grading list discussion
  - Overview of GLAG made
  - Action Point:** WB to make contact with Deanna at s NZ in regards to submissions
- SNZ visit coming
  - CEO and Club visit and dinner to be held
- Club K & Squash in the City
  - Appears there has been no movement with the working group for Club k
  - No meetings either physical or virtual
  - Squash in the Capital working group is that which Dame Susan put together
  - Ray Lindsay is on this working group
  - Wellington City Council have made their position known?
  - Appears the sub-working group haven't progress anything such as building costs etc either
- Squash Your Way
  - Survey has shown some results
  - Need to know what clubs want
  - SYW is a marketing concept but the question is what is next step?
  - Taken offline.
  - Action Point:** WB, BW, & AS to brainstorm
- Survey Results
  - Need to be extracted and reviewed
  - Action point
  - William and Catherine to review results
  - need to go back to the clubs with the results afterwards

#### 4. Annual Plan Check-in

- Coaching
  - Need a list of what clubs currently have in if they are qualified or not
- Programs
  - Squash away by February 2021
- Club Development



Hoping after next year will be able to progress that  
Needs more promotion

**Action Point:** WB to talk to others about Club development at the Hui

- Respond to survey responders to come to Club Hui
- Referees  
This is moving along  
AS & BS to meet offline and discuss

## 5. Proposed Hui Agenda

- To be held at Khandallah.  
Hasn't yet been confirmed but will go with it anyway at this venue  
WB CS RG AS will facilitate

## 6. Masters working group

- WB/AS to review off line
- Recommendations paper to be carried to December meeting for review and decision.

## 7. Complaint – Vicky Webster

- Letter received from Vicky & distributed to Board Members by AS in regards to raised issues on Annual Awards evening. Letter of complaint taken as read.
- BS declared conflict of interest
- CS  
Agreed. No recognition made was incorrect and should apologise for this oversight. Refutes the slight against Campbell and he got player of the year last year.  
Photo could have been better but wasn't in spite of Campbell or as a wind up
- WB  
Agrees with CS  
Has supported Campbell in numerous things especially with fall out with Debbie Dunbar when Campbell was selected over Kobe a couple of years ago.
- AS  
Advises tried to make contact with Vicki to acknowledge receipt of her complaint but had minimal response from Vicky

**Action Point:** AS to formulate a response and circulate to board before sending to Vicki.  
A response in writing will also be made to Campbell and Diana Galloway.



Following from this a Facebook post will be made for the SWN page to acknowledge both Diana and Campbell over the last 12 months

## 8. General Business

- AS: Annual plan  
Working on this aiming for a draught available for end of the month.  
May follow up with Wazza from Caravelle  
  
Meeting on the 25th with SNZ will do next month.
- SNZ Update  
Dame Susan report re Club K has high praise for Gary Murdoch  
Working on a case to be taken to SNZ board. Will share with district board cheers once ready
- HP survey findings  
Tasked to Martin (CEO) and Shelley Kitchen
- End of year forum (SNZ)  
This will be held in Wellington 12th of December

- CS

Not happy with the completeness of the Master's report. **BW raised similar concerns at the time of selection asking for clarification around the selection criteria and management expectations**

One member was declined access to playing as a reserve and then restricted a second time and then protested against when offered a role in the Central districts team. He had already played as an individual at his own expense and was there and available to play in the team.

- **BW is hopeful the masters review will assist in mitigating these future issues however advised caution when naming the Masters management team for next year**

**Action point:** AS & CS to pen a letter seeking information

- WB  
We have had no contact from Head re sponsor for Hui costs  
To follow up with radar initially  
CS I will check with Miles re the Georges (Oliver equipment)

- BS  
Enquires if the junior head 900 is a different format from previous 900 tournaments



It appears that is limited to 2 matches in this round rather than the standard 3 otherwise things appear to be the same.

**GENERAL ACTION POINT:** All board members to review Brett submission in regards to the super Champs issues at C-grade eliminations.

- To be included in agenda for December meeting discussion.

## 9. 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>Handed over to AS to action</b>
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</b> <b>20/08</b>	DG	Investigate potential sponsorship opportunity for DM vehicle
8	Closed	25/06/20		AS	Liaise with BW for Hello/Goodbye email <b>Completed 23/07/2020 To be removed</b>
9	Closed	25/06/20	Not set	AS/DM	<del>To complete and disseminate updated selection criteria for Junior Rep Programme</del>



Id	Status	Raised	Due	Owner	Description
					<del>Completed – to be removed</del>
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  <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	• Liaise with SNZ re World Squash Day plans



Id	Status	Raised	Due	Owner	Description
					<ul style="list-style-type: none"> <li>• <del>Speak with other combined Tennis/Squash Clubs to see what they have planned &amp; what works etc</del></li> </ul> <p><b>Completed – to be removed</b></p>
20	Closed	23/07/20	Not Set	All	Consideration of re-running 2016 survey to make comparison <p><b>Agreed – refer #21. #20 to be removed</b></p>
21	Closed	23/07/20	20/08/20	CS+DM	Review 2016 Survey & report back via email prior to next meeting with recommendations <p><b>Completed – to be removed</b></p>
22	Closed	20/08/20	10/20	DM	Liaise with Deanna Forsyth (SNZ) re Masters Hosting <p><b>Completed – confirmed for WLG to host 2021. To be removed</b></p>
23	Closed	20/08/20	16/09/20	DM	World Squash Day promotion Update <p><b>Completed – to be removed</b></p>
24	Closed	20/08/20	16/09/20	DM	Report back re Zoom Call about Auckland perspective of Squash Your Way (SYW) Program <p><b>Completed – to be removed</b></p>
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



Id	Status	Raised	Due	Owner	Description
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*	<del>Closed</del>	<del>16/09/20</del>	<del>22/09/20</del>	<del>DM</del>	<del>Create SW Instagram account Completed – to be removed.</del>
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/WB	Close the Women's 800 FB page <i>Unable to close as AS only has Editor access – Admin (WB) to de-active page. Updated Owner 12/11/20</i>
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
35*	<del>Closed</del>	<del>16/09/20</del>	<del>Oct board meeting</del>	<del>CS/Board members</del>	<del>Estimate progress with the annual plan in the traffic-light table and circulate for feedback by email. Completed to be removed</del>
36*	In progress	16/09/20	21/09/2020	DM	Commence Masters review
37*	<del>Closed</del>	<del>16/09/20</del>	<del>26/09/2020</del>	<del>DM/Board members</del>	<del>Circulate awards criteria out-of-session for board member input Completed – to be removed</del>
38*	Open	16/09/20	Results by November 2020 board meeting	DM	Initiate stakeholder survey
39*	<del>Closed</del>	<del>16/09/20</del>	<del>23/09/2020</del>	<del>DM/Board members</del>	<del>DM to circulate potential hui dates and timeslots for approval out-of-session Completed – Decision 22 November</del>





Id	Status	Raised	Due	Owner	Description
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*	<del>Closed</del>	<del>16/09/20</del>	-	AS	<del>Review status of actions in this table and circulate out of session</del> <b>Completed – to be removed</b>
42*	Open	12/11/20		WB	Make contact with Deanna at SNZ in regards to submissions for Grading List
43*	Open	12/11/20		WB AS BW	Brain-storm Squash Your Way
44*	Open	12/11/20		WB /AS	Review Master’s Working Group off-line
45*	Open	12/11/20		WB	Talk about Club Development at Hui
46*	Open	12/11/20		AS	Respond to Vicky Websters Complaint Letter to Campbell Webster & Diana Galloway  Facebook Post
47*	Open	12/11/20		AS/CS	Letter seeking information regarding Master’s incident of exclusion
48*	Open	12/11/20	10/12/20	All	Review submission about issues at C-Grade Superchamps (For discussion Dec Meeting)

**10. Next Meeting:** 10<sup>th</sup> December 2020 - 6.00pm – Thorndon Tennis & Squash Club

**11. Meeting Closed: 8.00 pm**