



Board Meeting Minutes

Date: 23 December 2020 at 6:00pm

Location: Online-Zoom

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

Apologies: Darin Galliers (DG)

1. Review of Minutes of Previous Board Meeting – 12 November 2020

True and correct record of the minutes

Moved by AS seconded by _____

To be accepted Off-line

2. Conflicts of Interests:

- Nil declared

3. Draft 2021 SWN Annual Plan (30 mins)

- Taken as read
- AS gave an overview.
- BW asked general questions about the who and what.
- AS: Final draft to be ready for the January meeting - one that WB can operationalise
- CW: do we need a final plan for the AGM?
- AS: does not need to be presented at the AGM
- BW: Final draft for this final discussion and ratification in the January meeting
- Discussion point:
 - need for cut-off for next board meeting for comments for your draft
 - AS to supply BW with some notes

4. Recommendations paper / Masters Working Group

- Papers taken as read
- WB gave overview of final draught
- WB added Masters (5) commitment to calendar
 - Representative part:
 - not discussed in depth
 - Needs to be open new paragraph need a coordinator
 - Formats to be more inclusive
 - A Masters rep for clubs would be a bonus - leaving Club Captains free to concentrate on other matters / tournaments etc
 - CW: concerned about funding (fully)
 - BW: agrees that requires a financial commitment from the SW



- The Board agreed half user pays for 2021 season and to be reviewed annually
- BW: asks about how do we ensure previous issues are not repeated? Nothing has been formalised on this. Is there a criteria – if so, what is it?
- There a still the opportunity to tweak criteria and continue to review
- Selection criteria:
 - a blank canvas for the working group should be available to formulate a criteria
 - SW to have final say / overview
 - working group as report back with their findings
 - SW to endorse the working group and task to draught criteria first draught to squash Wellington by February meeting
- Masters Interclub
 - This has been endorsed by the board
 - Great concept
 - What day is most suitable?
 - choice of the days left to DM

 - Sits under SW umbrella for interclub convenor

 - DM to operationalise the concept

 - Point 3
 - Discussion on driving participation - what is the goal?

 - Three additional Masters tournaments: Wairarapa - Wainuiomata - Khandallah

 - some measures required to evaluate the plan

 - Working group to formulate measures of success
 - DM to have some input / assistance

 - SW will promote initiative
- Masters Club Shield
 - WB - not at this point-too soon
 - Board members present unanimously agree with this

5. Operational Update – District Manager

- DM report tabled by WB
 - AGM 2021: Tawa
 - Awards 2021: Island Bay



- A general discussion around the appropriate venue was held
- Review of criteria for awards to be done prior to pinpointing the venue.
- This will be dependent on number of issues of feedback. is. sit down meal
- Agreed - hold venue to be confirmed
- AGM docs to be sent out.
- Date to be confirmed
- AS to draught a one-page report about criteria of board members
- AREAS OF FOCUS
 - Squash Your Way (SYW) promotion
 - Board agrees with concept
 - Clubs to run own program
 - Support the clubs running it
 - Be good baseline with only a few clubs picking it updated
 - Commence February 2022
 - Coach database
 - Updated in Dropbox
 - What is the plan moving forward and dates?
 - What are the needs and what are we planning?
 - Club overview document
 - Website update
 - BS to assist WB (see spreadsheet)
 - Coaching:
 - No update
- Draft Budget
 - Needs annual plan first
 - SYW will take some money as will new website and MailChimp
 - BW: recommends a nominal figure be set
 - CS: allocation to three pillars and contingency across all three
 - BW: all dependent on grants being successful
 - General discussion continued
 - WB: to provide average income / expenditure for the last three years prior to the January meeting
 - NOTE: the figure of \$104,000 was tabled by WB



- Financial Report – BW
 - Is tracking pretty well

6. SWN Annual Plan check-in

- Traffic light review
- Actions

7. General Business

- Referee Programme (BS/AS)
 - Update given to the board by AS
 - Start at Club ref level in uplift
 - EOI's leading to Individual development plans leading to District Referee accreditation
 - Matey to be the District Referee convener
 - Quarterly reviews (process for administration) to be completed
- Representative Program
 - WB reports
 - AS/WB - Evan Williams group
 - EW made recommendations
 - AS gives overview of the plan
 - Ticks boxes for increasing participation as well as other areas of our strategic plan new paragraph will require further funding
 - Unanimous agreement by board
- SNZ Forum update
 - AS & WB gave verbal report
 - **Action point** for AS / WB: what's to add / remove to bring to Kohikotanga(?) to life?
- Club Hui update (AS/WB)
 - CS gave verbal report of successful Hui.
 - Feedback has been very encouraging.
 - AS gave overview and positive spin-offs.
 - Club engagement folder is in Dropbox
- C - grade Elimination issues
 - Report from BS revisited dated 16th September 2020.
 - Board agreed with sanctions as recommended in report.
 - **Action point**: BS and CS to formulate letter to presidents of clubs outlining the issue and sanctions that will be placed commencing this season



- AGM Notification
 - Covered in Operational Update

8. Next Meeting: 6.00 pm - 21st January 2021 – Venue to be confirmed

9. Meeting Closed: 8.35 pm

10. Action Points (To be updated post Board review of completed actions)

* Denotes new item

Id	Status	Raised	Due	Owner	Description
1	Open	20/02/20	Feb 2021	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	Feb 2021	AS	Draft Business Continuity Plan in New Year, in place for new 2021 SW Board Sport NZ have provided a template for populating
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*	Closed	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*	Closed	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



Id	Status	Raised	Due	Owner	Description
					Closed 23/12— expression of interest to be socialise via social and via email. MG to create
28*	Closed	16/09/20	Oct meeting	DM	Seek district coach numbers See #48 for next steps Spreadsheet provided 23/12— DM to verify names, IB were inaccurate at time of meeting.
29*	Closed	16/09/20	Oct meeting	DM	Ascertain how many junior squad members have an IDP and encourage those without to complete the template Have not met— as per Annual plan tracker
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	DM	Close the Women's 800 FB page DM to close
33*	Closed	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 Majority of recs endorsed at 23/12 meeting. DM to notify WG.
34*	Open	16/09/20	-	DM	Note club operating models as potential hui item
36*	Open	16/09/20	21/09/2020	DM	Commence Masters review
38*	Closed	16/09/20	Results by November 2020 board meeting	DM	Initiate stakeholder survey Completed
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.



Id	Status	Raised	Due	Owner	Description
					<p>Update: Not available November meeting – will look to lock in December.</p> <p>Update 23/12 - will look to see availability in the NY.</p>
42	Closed	22/10/20	27/10/20	DM	Put out Save the Date for hui and organise planning meeting
43	Open	22/10/20	Dec meeting	DM	Contact Mike Currie for website remedial work
44	Open	22/10/20	Dec meeting	DM	<p>Seek EOI for District Referee pathway training</p> <p>As per #27 – Matey to draft initial comms for January comms. AS to contact MG to inform of endorsement of revised programme.</p>
45	Closed	22/10/20	w/e 30/10	AS/DM	Arrange board dinner with SNZ personnel. Done
*46	Open	23/12/20	February	DM	<p>Launch SYW with pilot group – clubs that responded.</p> <p>Clubs to run their own initiative, SW to ensure website and email drops are ready to go as per plan.</p>
*47	Open	23/12/20	24/12/20	DM	EOI to be sent out for Squash Wellington Development Programme
*48	Open	23/12/20	February Board meeting	DM	<p>SW Lifting Coach capability recommendation – where are our gaps and how can we address these?</p> <p>How do we leverage SNZ Coaching Framework within Wellington and ensure our people are aware of the framework and how to track and ensure practicals are available for individuals who have completed the online modules.</p>
*49	Open	23/12/20	January Board meeting	BS/CS	Create letter to clubs regarding Super Champs expectations as per Upper Hutt incident.



Id	Status	Raised	Due	Owner	Description
*50	Open	23/12/20	February Board meeting	DM/BS	Website refresh – recommendation on what and how this will be done. Include resource and costs associated.
*51	Open	23/12/20	Not Set	AS /WB	What is needed to add/remove to bring Kohikotanga(?) to life (from SNZ forum)