

Board Meeting Minutes of Normal Meeting: 18th February 2021

Location: Squash @ Upper Hutt Club

Present: Ann Smith (AS) (Chair), Bradley Watts (BW), Brett Simôn (BS), Catharine Sayer (CS), Willie Bicknell (WB) (DM), Darin Galliers (DG) via teleconference

Apologies: Nil

1. **REVIEW OF MINUTES OF PREVIOUS BOARD MEETING** – 21st January 2021
True and correct
Moved by CS seconded by BS

2. **CONFLICT OF INTEREST:**
Nil Declared

The meeting moved directly into item for the agenda being operational update district manager

3. **OPERATIONAL UPDATE - DISTRICT MANAGER**
Report submitted by WB – in Dropbox – Tabled:

- Shane hasn't yet completed review of accounts
- Some questions about GST claims
- Profit \$12K vs \$13K in 2019 – 2020 season
- Awaiting report to be signed off & distributed with AGM docs

ACTION POINT:

WB: to send out Agenda along with Nomination & Life Membership. Advise recipients that Financials will be sent out. 10 working days for financial reports.

Superchamps Hosting

Discussion was held around methodology of allocation Host Clubs for this year's Superchamps.

Previously, host clubs have been named at AGM. However, some issues were raised last year (2020) with an unusually large number of entries being received, making scheduling difficult.

A possible solution suggested was to name host clubs AFTER entries are received and numbers known, or that they could be done in regions - e.g., Wairarapa host B-Grade, Kapiti: C-Grade, Hutt Valley: D-Grade, etc. NOTING – B & C Grade Nationals are being held in deep South – so this may affect entry numbers

Discussion carried on with other suggestions being that hosting clubs for the large(er) entries (nominally C & D grade) could be limited to complexes with 4+ courts.

BS raised the point that players/teams enter knowing full-well the time commitments required from teams, and the fact that Upper Hutt had hosted the Men's & Women's C-Grades with no real issues – and the matches were all over by 7.00pm (ish) on the Sunday which isn't late for 2020. An option of an earlier start on the Friday had been offered to the teams – and none took this offer up.

BS stated that all clubs should be eligible to apply to host any Grade – but the information sent out with hosting applications should give a guide as to numbers of players etc.

WB's recommendation: *to leave how I have previously done, send out EOI form now to clubs and finalise venues before 22nd March. **CARRIED***

Squash Your Way (SYW) Promotion

CS asked what the Clubs are doing for SYW, and do they know what the requirements are etc?

- Facebook marketing going out
- Launch date: 8th March 2021
- To run for a 2-month period - run-time is reviewable
- Measurement requirements to be established
 - Check-box / tick-list enquiries vs participation
 - Monthly returns

ACTION POINT:

WB: to send out Info Packs to all Wellington District Clubs

Grant Funding

- WB Spoke to Nicola (A to Z Flooring) re sponsorship opportunities
- Newsletter to include details offering opportunities for sponsorship
- Discussion around options for sponsorship carried out
- BW advise that Thorndon has a document they can share around offering sponsorship options

ACTION POINT:

CS: Will do some background into what / where / how

BW: to assist CS (Strategic approach)

Report back for next meeting (March 2021)

AS: Add info re sponsorship opportunities into pending newsletter

Ball Adoption / Sales

- Squash Wellington (SW) will support Squash NZ (SNZ) ball sales.

- Acknowledged that SW are not out to compete against or subsidise other outlets i.e., Thump Sports
- SW has ordered 20 dozen balls

Affiliation Fees

- Follows on from SNZ emails around a combined national affiliation fee proposal
 - Other clubs have voiced concerns around the timeliness of these proposed changes
- Agreed: The way forward is to wait, as it is too soon with no information to clubs.

ACTION POINT:

AS / WB to reply to SNZ of SW stance

Masters Group

- Documents sent out to Board a while ago
- Meeting of Working Group to be held next week (22nd – 26th Feb)
- Criteria: Still needs to be finalised & sent out (see below)
- Amendments agreed:
 - Need to be a FULL financial member of a SW Club
 - Must compete in rather than enter
- Eligibility Criteria (B) & (E):
 - Selection – Last member of Selection Panel shall be a Board Member or DM – rather than SW appointed member

4. SW ANNUAL PLAN CHECK-IN

Coach Development: WB accountable to Board across all areas

5. GENERAL BUSINESS

AGM Docs

- Nomination for Life Membership to SW submitted for John & Judy Harrison on behalf of Squash @ Upper Hutt. – For voting on at AGM
- Board Nominations: Brad Watts & Ann Smith
- Remainder of Agenda looks good

Draft Newsletter

- CS – Liked the content & is pitched at the right level
- Date of distribution: Agreed that Last Friday of the month
- Cut-off for submissions / articles etc: 3rd Monday of the month
- To be carried out as a collaborative tasking under the DM (WB) role
- Items for inclusion:
 - Sponsorship opportunities
 - Addition / re-instatement of Senior F-Grade in SW District
 - Club Referee exam to be done by all interclub players (ideally) before commencement of Winter Interclub

Vehicle

AS to provide figures for next meeting

ACTION POINT

AS to provide figures for 18/03/21 meeting

Superchamps Letter

Completed – for Board review

- **Squash New Zealand Board Nomination**
WB spoke as to why he would like to submit his application for this role
- CS raised issues about managing conflict
- Meeting deferred decision for discussion ‘In-Committee’
 - Decision: SW will support WB’s application for SNZ Board – AS to advise

6. BOARD ONLY SESSION

Board went into committee at 8.58 pm

7. Meeting finished at 2145 hours

Attendance Notes:

DG – left teleconference at 8.00 pm

WB – Left meeting when Board went into Committee

Next Meeting: 19th March 5.00pm

Location: ZOOM

45-minute meeting (Pre-AGM)

8. ACTION POINTS (renumbered as at 17.03.2021)

Id	Status	Raised	Due	Owner	Description
1	Open	20/02/20	Feb 2021	AS	Coach PD review to be completed AS
3	Open	19/03/20	April 2021	AS	Draft Business Continuity Plan in New Year, in place for new 2021 SW Board Sport NZ have provided a template for populating
4	Open	20/08/20	16/09/20	DM	Feasibility of a Road-show report

5	Open	16/09/20	22/09/20	AS and DM	Determine access rights and interim ground rules for Instagram
6	Open	16/09/20	-	DM	Note club operating models as potential hui item
7	Open	16/09/20		AS	Initiate contact with SW board members to share information on SW and SNZ strategic objectives and SW business generally. Update: Not available November meeting – will look to lock in December. Update 23/12 - will look to see availability in the NY.
8	Open	22/10/20	Dec meeting	DM	Contact M Currie for website remedial work
9	Open	23/12/20	February	DM	Launch SYW with pilot group – clubs that responded. Clubs to run their own initiative, SW to ensure website and email drops are ready to go as per plan.
10	Open	23/12/20	24/12/20	DM	EOI to be sent out for Squash Wellington Development Programme
11	Open	23/12/20	February Board meeting	DM	SW Lifting Coach capability recommendation – where are our gaps and how can we address these? 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.
12	Open	23/12/20	January Board meeting	BS/CS	Create letter to clubs regarding Super Champs expectations as per Upper Hutt incident. Letter completed – For Board Review / Approval at March Meeting
13	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.
14	Open	23/12/20	January Board meeting	BS/CS	Create letter to clubs regarding Super Champs expectations as per Upper Hutt incident.
15	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.
16	Open*	18/02/21	10 days before AGM	WB	Send out AGM Agenda along with Nomination & Life Membership info. Advise recipients that Financials will be sent out prior to AGM
17	Open*	18/02/21	Pre 8 th March	WB	Info packs sent to Clubs re SYW

18	Open*	18/02/21	March Meeting	CS / BW / AS	Background into what/where/ how for Grant Funding/sponsorship. BW to assist strategically AS to include in Newsletter
19	Open*	18/02/21	Pre March-Meeting	WB / AS	Advise SNZ of SW stance on Combined Affiliation Fees
20	Open*	18/02/21	March Meeting	AS	Provide figures for SW vehicle