

Board Meeting Minutes: 15 April 2021

Location: via Zoom

Present: Ann Smith (AS), Catharine Sayer (CS), Malcolm Thomas (MT), Willie Bicknell (DM)

Apologies: Greg Grant (GG)

The meeting opened at 6pm.

1. Welcome to new members

On behalf of the sitting Board member CS and herself, AS welcomed new members MT and GG to the board and pleasure at the calibre of their experience and skillsets.

Action: AS to schedule a board member-only session ASAP to induct new members into Board processes and rhythms.

2. Minutes of previous meeting

Brief discussion on whether conflict of interest item had been correctly recorded (DM doubtful). AS and CS agreed that minute reflected their recollection.

Given that, and no other comments, minutes **agreed** as true and correct record.

Moved CS/Seconded AS.
Carried

3. Conflicts of interest

None declared.

4. Election of officers

Board **agreed** to defer election of officers to meeting with full complement of board members, possibly at board induction session referred to in item 1.

In the meantime, AS agreed to be acting Chair and CS as acting minute-taker.

5. Matters Arising

a) *Re Open items from Short-form table appended to Agenda*

- #2, Business Continuity Plan: CS to bring draft to next meeting based on SNZ or Sport Wellington template (DM to supply)
- #3, Instagram moderation and access rules: DM and AS to bring draft to May meeting with view to Instagram use to be encouraged by time of Wellington Open (June)
- #5, Lifting coach capability: action for DM due Feb 2021 not met; DM to action phase 2 of coach development activities (gap analysis of coach stocktake and action planning), ref Nov/Dec emails, by 13 May. DM agreed that he is clear on our expectations and his next steps.
- #6, Web refresh: action for DM/BS (recs on refresh and costings) not done, although DM had dealt with interim technical issues. Board reiterated that action related to suggesting options for major facelift. **Agreed** to accept MT's offer that

he take advice in next 10 days from a business contact at no cost to SW. Will revert at May meeting.

- #7 & #8 re Awards review: DM had taken no action. Agreed that DM should initiate planning for review (who, how, when) as he sees fit pursuant to terms of reference drafted in December 2020.
- b) *Re Open items from long-form table appended to draft March minutes*
- #12 re Letter about Superchamps expectations: to be sent by DM to club captains with rest of Superchamps information package in due course.
 - #20 re SW Vehicle sale price research: AS to action
 - #26 re National Championships change of date: no longer required as Joelle King can no longer attend on any date

6. SNZ AGM Update

AS summarised key points from the SNZ AGM as follows:

- SNZ is contemplating a shared district-national services model. Will undertake national roadshow to refine thinking in next couple of weeks (including meeting with AS and DM) then put out consultation document for our feedback 7 May. We should discuss at next meeting.
- SNZ board keen to bring districts and national body together as one ('kotahitanga').
- SNZ board faced many questions on finances owing to presentation of a consolidated finance report different to what interested parties had been used to. As they were a new board, did not have information at hand on much of the detail or rationale for legacy decisions. Agreed to provide detailed information later on request (now completed).
- Vicky Rae (BoP) and Dave Brown (Auckland) elected by districts to the two vacant elected SNZ board member positions.

Action: Chair's and CEO's report to be sent to GG and MT (AS).

DM provided additional feedback as follows:

- Appreciated Board being apologetic for some previous failed initiatives or management oversights e.g. ball supply contract; Victoria University of Wellington management of ClubK.
- Welcomes Vicky Rae's appointment as she may be able to scrutinise operations for cost-saving opportunities. Feels board needs to have greater focus on demonstrating value for spend.

7. Sponsorship strategy

Paper taken as read.

GG's feedback noted. Confirmed that this is internal document only.

Board discussed and approved the 5 strategic approaches, especially the need to look for multi-year sponsors and for board to invest small amount resource into developing and maintaining good sponsor relations.

MT spoke of significant value proposition for business owners in being associated with SW and its events. Happy to be case study.

Discussion on implementation approach: agreed with simplified approach of targeting businesses with known connection to district squash scene, subject to avoidance, if possible of poaching existing sponsors away from clubs. Discussed potential to co-benefit SW and

Clubs by offering sponsor ‘bonus’ club signage opportunity for small amount of top-up funding to be made available to sponsor-selected clubs.

Board **agreed** next step of seeking volunteer to assist in preparing external value proposition and providing advice on targeting, failing which we pay for expertise.

Actions: CS/AS/DM to liaise on ad preparation; CS to simplify strategy document in light of discussion.

CS put motion that Board invest \$500 in seed funding for reasonable expenses.

Moved MT/Seconded AS

Carried

8. Operational update

DM’s operational report taken as read. Board addressed decision points only as follows:

- a. Board **agreed** by resolution (to be signed by AS as acting chair) to apply to the Pelorus Trust for \$2,000 in grant funding for the Wellington Open.

Moved CS/Seconded MT

Carried

- b. Selector for Senior SW team: owing to lack of EOIs, actions agreed as follows:

- DM to shoulder-tap Mark Millar, Jeanne Yells and Paras Khanna by Friday 23 April with a view to all joining the panel
- Board to select its representative on panel (also its Junior SW Team selection panel member) by email by same date.

- c. Skillsoft Sponsorship – DM to ask K Greenhough of Skillsoft if she wishes to put her \$1,000 sponsorship offer into Wellington Open; failing that, to suggest Wellington Masters.

9. EOI for coach for Masters team

DM confirmed that SW budget had made provision for \$2K support of SW Masters team.

Board noted Masters’ Group recommendation to spend this on coaching and to recruit through seeking expressions of interest. GG’s comment that coach to supply session plans **noted**; concept already covered in EOI doc.

Board **agreed** with funding proposal and directed DM to put EOI out via web, social media and to known coaches by email ASAP.

10. General business

SNZ circular re club revenue opportunity (use of kitchens)

Action: DM to circulate by 20 April with request for clubs to get in touch with SNZ if interested.

Defibrillator training

Board **noted** that DM had circulated training opportunity details (following M Green tip) to clubs.

Development Squad – camp reports

Reports – whose content was informative, comprehensive and positive - **noted** with thanks to E Williams.

Individual board members were pleased to accept opportunity to attend the junior and senior camps on Sunday 18 April and be professionally photographed.

Annual Plan

GG’s pre-meeting comments on wording **noted**; Actions: CS to amend terminology accordingly and DM to place revised version on web and signpost it (and the budget) in district newsletter.

.Newsletter content April edition

- Introductions to new board (AS)
- Squash 101 (CS)
- Signpost to Sport Wellington awards (DM)
- Referee pathway plug
- Awards refresh (DM)

Action: draft to be circulated by DM by 26 April.

11. Next meeting

Thursday 20 May 2021, in person, venue TBC.

Meeting closed at 8.22pm.

ACTION POINTS (renumbered as at 16.04.2021)

Id	Status	Raised	Due	Owner	Description
2020/01	Open	Mar 2020	May meeting	CS (new)	Draft Business Continuity Plan using a suitable template.
2020/02	Open	Sep 2020	May meeting	AS and DM	Determine access rights and interim ground rules for Instagram
2020/03	Open	Dec 2020	May 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 to ensure sufficient awareness and how to track and ensure practicals are available for individuals who have completed the online modules.
2020/04	Open	Dec 2020	May meeting	DM/MT	Website refresh – recommendation on options to improve look and feel. Include type of provider and cost estimate.

Id	Status	Raised	Due	Owner	Description
2020/05	Open	Dec 2020	May meeting	DM	Action TOR for Awards refresh – starting by determining review participants
2021/01	Open	18/02/21	May meeting	AS	Provide figures for SW vehicle
2021/02	Started	Apr 2021	30 Apr 2021	AS	Schedule a board member-only session ASAP to induct new members into Board processes and rhythms
2021/03	Open	Apr 2021	May meeting	AS	Send SNZ Chair's and SNZ CEO's reports From SNZ Annual report to GG and MT
2021/03	Open	Apr 2021	May meeting	CS	Simplify sponsorship strategy to target businesses already owned/operated by squash club members
2021/04	Open	Apr 2021	May meeting	DM/CS/AS	Advertise for volunteer marketing assistant re sponsorship opportunities
2021/05	Open	Apr 2021	Friday 23 April	DM	Invite Mark Millar, Jeanne Yells and Paras Khanna to joint senior squad selection panel
2021/06	Started	Apr 2021	Friday 23 April	AS	Select Board representatives on senior and junior selection panels by email
2021/07	Open	Apr 2021	Friday 23 April	DM	Publish Masters' Coach call for expressions of interest (web, social media and direct email to known coaches)
2021/08	Open	Apr 2021	Tues 20 Apr	DM	Circulate to club contacts SNZ call for interest in club kitchen revenue earner; require further comms to be direct to SNZ.
2021/09	Open	Apr 2021	Tues 20 Apr	CS	Make minor terminology amendments to Annual Plan as per GG comments by email
2021/10	Open	Apr 2021	Thur 22 Apr	DM	Publish revised Annual Plan on web and signpost it in April newsletter
2021/11	Open	Apr 2021	Mon 26 Apr	DM	Circulate draft newsletter to Board for comment