

Board Meeting Minutes: 21 June 2021

Location: Offices of OSPRI, Willeston Street, Wellington;

Present: Ann Smith (AS, Chair), Catharine Sayer (CS, secretariat), Malcolm Thomas (MT), Greg Grant (GG), Willie Bicknell (DM) by zoom

The meeting opened at 5.30pm.

1. Conflicts of interest

No new conflicts beyond those already noted in the conflict of interest register were declared.

2. Matters Arising

Actions arising were dealt with as noted in italics in the table below with the due dates for open items also amended as shown.

Id	Status	Raised	Due	Owner	Description	June 2021 comment
2020/01	In progress	Mar 2020	May-Jun Jul meeting	DM	Business Continuity Plan: DM to populate the factual content into a v0.2 for June meeting when substantive content (key risks and operations) to be discussed.	Some action. DM to continue to populate all items within his knowledge.
2020/02	Open	Sep 2020	May-Jun Jul meeting	AS and DM	DM to prepare draft access rights and content rules, using AS as sounding board if required, based on May board discussion of topics to consider moderating e.g. content denigrating SNZ, SW or clubs.	No action.
2020/03	Open	Dec 2020	May-Jun meeting	DM	DM to formulate some indicator for informing board of club coaching health and district coaching health and recommendations for SW activity to improve the outcomes. How do we leverage SNZ Coaching Framework within Wellington to ensure sufficient	Complete - remove

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					awareness and how to track and ensure practicals are available for individuals who have completed the online modules.	
2020/05	In progress	Dec 2020	May meeting 28 May	DM	DM to use social media to make further call for awards review volunteers and failing that, shoulder tapping people not already overburdened with club committee business.	Mark as complete. DM has commenced thoughts on specific awards. New action: DM to continue making recommendations on all aspects of terms of reference then work with AS prior to July report back
2021/10	Open	Apr 2021	Thur 22 Apr-Jun meeting	DM	Publish revised Annual Plan on web and signpost it in next newsletter. Also DM to publish 2021 budget as promised at AGM.	Complete - remove
2021/12	Open	May 2021	Jun meeting	DM	Urgent progress with Island Bay referee night request	Complete - remove
2021/13	Open	May 2021	Jul meeting	DM/GG	Determine format of Board finance reporting to meet governance needs, inc cashflow monitoring, from readily accessible sources.	No action
2021/14	Open	May 2021	31 May 2021	MT	Seek accountant's advice on incorporated society's tax liability for asset disposal in excess of book value (re vehicle)	Complete - remove
2021/15	Open	May 2021	-	AS	Schedule, when convenient, strategic discussion on Wellington Open prize pool	No action
2021/16	Completed	May 2021	31 May 2021	DM	Research whether dispensation formally required by D Galloway to represent a district other than Wellington.	Complete - remove
2021/17	Open	May 2021	Jun meeting	MT	Low-key chat with D Galloway to understand her concerns with SW.	Complete - remove
2021/18	Open	May 2021	Jun meeting	MT	Commission Leona Palmer, on SW's behalf, to	In progress

Id	Status	Raised	Due	Owner	Description	June 2021 comment
					proceed to 'website review' stage of web refresh project as per her proposal.	

3. Finances

The Board noted provision of an aged receivables report and **agreed** to write off the debts accruing from the 2021 development squads. On the levies due from Tawa and Red Star the Board heard from the DM that Tawa had made an arrangement to pay in instalments but Red Star had made no such arrangement. The DM expressed confidence in Red Star's ability to pay.

The Board **noted** that no information to provide an informed understanding of the Board's cashflow and viability had been provided.

4. Operations

The DM spoke to his operational report.

The Board **agreed**, by resolution that an application for grant funding be made to cover the costs of the Squash Wellington Junior Representative Squad's participation in the 2021 Junior Inter-District Competition in Timaru.

Action 2021/20 DM

5. DM intended resignation

In view of an email to the Board from the DM on the morning of the meeting setting out the DM's intention to resign, AS invited the DM to share his reasons and provide thoughts on how long he was willing to remain employed by SW.

The DM explained that the current grassroots sporting environment was challenging, that working with volunteers was challenging and that squash in particular was "collectively a bit lost" with excessive "silo thinking" that warranted a structural review. The DM also expressed his feeling that the needs of the role had changed since he commenced work 10 years ago and that his skills were no longer a suitable match such that SW should have the opportunity to try something and someone different.

The DM indicated his willingness to remain in post until 1 October 2021.

The DM advised that he had not applied to the NZCT for a contribution towards his salary given the possible hiatus between the cessation of his appointment and the start of the next.

6. Minutes of previous meeting

The minutes of the 20 May 2021 Board meeting were **agreed** as true and correct record.

Moved AS/Seconded MT.
Carried

7. The meeting closed at 6.20pm.

ACTION POINTS

Id	Status	Raised	Due	Owner	Description
2020/01	In progress	Mar 2020	May Jun Jul meeting	DM	Business Continuity Plan: DM to populate the factual content
2020/02	Open	Sep 2020	May Jun Jul meeting	AS and DM	Social media protocols: DM to prepare draft access rights and content rules, using AS as sounding board if required, based on May board discussion of topics to consider moderating e.g. content denigrating SNZ, SW or clubs.
2021/13	Open	May 2021	Jun Jul meeting	DM/GG	Determine format of Board finance reporting to meet governance needs, inc cashflow monitoring, from readily accessible sources.
2021/15	Open	May 2021	-	AS	Schedule, when convenient, strategic discussion on Wellington Open prize pool
2021/18	Open	May 2021	Jun meeting	MT	Commission Leona Palmer, on SW's behalf, to proceed to 'website review' stage of web refresh project as per her proposal.
2021/19	Open	Jun 2021	July meeting	DM	Make recommendations on all aspects of the Awards Review terms of reference
2021/20	Open	Jun 2021	ASAP	DM	Apply for grant funding for attendance at the Junior Inter-district comp in Timaru