

Approved Board Meeting Minutes

Date: Thursday 16 September 2021 at 5:30pm
Location: 89 The Terrace
Present: Ann Smith (AS) (Chair), Catharine Sayer (CS), Malcolm Thomas (MT), Greg Grant (GG), Russell Henderson (DA)

AS welcomed the new DA to the team.

Minutes

The board approved the minutes of the board meeting of 16 August 2021.

GG/MT

Conflicts of interest

MT advised of a conflict in the provision of commercial services to Club Kelburn, a Squash New Zealand owned and operated squash facility.

AS advised of a conflict re Superchamps coaching invoice.

The Board agreed that the conflicts of interest register held in dropbox should be updated accordingly.

Action #2021/29 MT/AS

Actions

The Board discussed and dealt with the open actions as recorded in the following table.

Id	Status	Raised	Due	Owner	Description/update
2020/02	Close	Sep 2020	May Jun Jul Oct meeting	contractor	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.
2021/15	Open	May 2021	Nov meeting	AS/DA	Schedule, when convenient, strategic discussion on Wellington Open prize pool
2021/18	In progress	May 2021	Oct meeting	MT	Continue work with Leona Palmer on web refresh project as per her proposal. <i>Add DA to Tue 21 Sep meeting.</i>
2021/19	Completed	Jun 2020	Out of session	AS	Circulate strawman response to Awards Review terms of reference to board for comment and agreement.
2021/22	Completed	Aug 2021	Oct meeting	GG	Review and rationalise Dropbox. Close. DA to continue as sees fit.
2021/23	Open	Aug 2021	Dec meeting	New DM/Board	Develop tournament policy and (wider) district funding strategy
2021/24	Closed	Aug 2021	19 Aug 2021	CS	Complete DM JD as discussed at the meeting
2021/25	Open	August 2021	Oct meeting	MT/DA	DA AND MT to document physical assets recovered from former DM (balls, IT apparatus, apparel etc)

Id	Status	Raised	Due	Owner	Description/update
2021/26	Completed	August 2021	31 August 2021	GG	Khandallah TSC can host Club Captains' Meeting on 19 October 2021 in person subject to Covid restrictions. If not at L1, hold virtually
2021/27	Open	August 2021	Oct meeting	DA	Finalise Club Captains' meeting agenda with N Thomas
2021/28	Completed	August 2021	Sep meeting	AS/CS	Prepare and circulate 'save the date' to desired Club Captains' Meeting attendees

Financial update

Westpac banking mandates for transaction approvals still need to be updated.

Action #2021/30 MT/AS

Xero P&L

No report received. MT will give DA a guided tour of Xero at a time of mutual convenience.

Upcoming payments

- DA's salary: DA to remind GG to make salary payment on time.
- Squad coaching invoices

Outstanding invoices and actions taken

Nil

Operational update

Upcoming events

SW Masters: decision on whether to cancel/postpone to be deferred to Monday 20 September when next NZ Covid restrictions to be announced. The Board agreed in principle that if Wellington to remain at L2 the event to be postponed to 15 Oct but that if Wellington will still be at L2 by then the event will be cancelled.

Re NZ Seniors Teams Inter-District competition (Hutt City, end November) and NZ Senior Individuals will go ahead. AS will make introductions between DA and Hutt City club captains re event support (likely to be minor as event is SNZ event) and discuss the support DA needs to provide our squad.

Calendar

Board noted that AS has prepared a draft district event calendar populated with SW event dates.

Agreed that DA to manage the process by channels of his choosing of fully populating the calendar with club events. Suggestion is to pre-populate with up to 3 events per club (e.g. one Open, one B&below, one 'Other' (e.g. Junior/Masters/Doubles) based on 2021 calendar and seek club feedback. Further events per club to be arranged in a second round once the first 3 per club have been accommodated.

Agreed that to seek expression of interest for hosting SW events (Open, Junior Open, Masters) and 1 national event (National Superchamps B grade) – event criteria are available in Dropbox for circulation.

Action #2021/31 DA

The Board agreed to recommend to SNZ that 2021 hosts of cancelled events should have first right of refusal for hosting the same in 2022.

Action #2021/32 MT/AS

The Board had a brief discussion on whether SW should seek a Wellington advocate on the SNZ board.

Club Captains' meeting

Agreed that if we were at Covid level 1, the meeting could be held face to face at Khandallah, otherwise virtually. Decision to be made 1 week in advance.

SW awards

Categories

SW award categories to Refer to 'man' and 'woman' not 'male' and 'female'

Agreed to introduce 4 new categories:

- best club or district initiative
- best use of social media
- most competitive player (based off isquash data)
- most competitive club award (based off isquash data)

Process

Social/fun categories to be selected by DM, guided by the supporting paper, to be run on social media, publicly voted and announced at event.

Other categories and the 4 new categories to be run as usual (by seeking club nominations).

Venue/date

13 November.

Timeline

11 October – club nominations in

21 October - award decisions by Board (SNZ cut off 27th October)

VC with SNZ (Martin, Dame Susan, Kyle) @ 6.50pm

AS invited SNZ to express synergies between SW and SNZ.

SNZ board: success depends on in situ person who has vested interest in success of squash in Wellington. Is about the enthusiasm, person, programmes and initiatives. ClubK could be a district base for SW admin and court-based activities. Fun junior, student and lunchtime market ripe for development. Benefit of Club is not for SNZ but for squash in Wellington. Capable of generating c. \$100k p.a.

SNZ does not have a formal facilities strategy and operating model at present, but it should be developed to avoid SNZ and clubs putting facility development/maintenance in 'too hard basket' and leading to legacy issues. Broadly speaking, SNZ should not be owning facilities but growing the game.

Parties keen to explore alternative operating models involving SW including a pilot/trial model. Other than students to do day-to-day facility operational tasks, programme design/delivery for activities to take place at ClubK probably needing only 0.5 FTE, potentially freeing up a person to do 0.5FT on SW programme-related work.

SW: one nice-to-have is that SW is self-funding through ClubK. However, SW needs to consider whether asset management would be a distraction to achievement of its objectives.

Next steps:

SW to work up operating models for discussion with Dame Susan on her visit to Wellington 28 September.

General business

In the Swing

DA profile; DA to gather other articles.

Nuku Ora meeting

Still to be organised.

The meeting closed at 7.45pm

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2021/29	Open	Sep 2021	Oct meeting	MT/AS	Update conflicts of interest register in light of Sep meeting disclosures.
2021/30	Open	Sep 2021	Oct meeting	GG	Update access to Westpac bank account and Charities Commission officer names
2021/31	Open	Sep 2021	Oct meeting	DA	Manage 2022 SW annual calendar production
2021/32	Open	Sep 2021	Oct meeting	AS/DA	Recommend to SNZ that 2021 host clubs of national events that were cancelled be given first right of refusal for 2022 hosting.

This is a true and correct record of the minutes

Moved by _____ seconded by _____