

Board Meeting Minutes: 23 November 2021

Location: Videoconference (Zoom)

Present: Ann Smith (AS, Chair), Greg Grant (GG), Catharine Sayer (CS, secretariat), Malcolm Thomas (MT)

Apology: Russell Henderson (DA)

The meeting opened at 6.30pm.

1. Minutes of previous meeting

The minutes of the meeting of 27 October 2021 were **approved** as a true and correct record.

AS/CS

2. Conflicts of interest

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

3. Matters Arising

2021-29: SNZ still working on traffic-light guidance for clubs and districts. In the meantime the board expressed preliminary support for SW events to be for double-vaccinated attendees only.

2021 – 30 – closed

2031 – 31 – CS to speak to SNZ CEO on enforcement policy when convenient

Follow-up information sought by Board members on information supplied by ClubK in response to SW queries

Action #2021-32 DA

4. Operations

Financial update

Discussion held on volume of input needed from board on GST, payroll and budget and preference for automated or low-input manual processes to be used for routine transactions.

Banking mandates

AS agreed to pick up implementation of bank mandates.

Upcoming payments

Trophy engraving and EWC invoices - pending board member authorisation for payment – **noted**.

GST

Board **agreed** that DA to be given SW's IRD login to process PAYE and GST transactions. Board **agreed** to write off selected debts (undertaken 'live' during the meeting in Xero) and GST return for the quarter was generated using Xero during the meeting.

NZ Inter-district teams classic

Board **noted** SW seedings (no. 1 for men and no. 8 for women) for the Friday 26 and Saturday 27 November teams event (missing Northland, Auckland, Waikato and Central) at Hutt City.

Awards

SW to email apologies to the 3 clubs whose interclub teams did not receive the division-winning trophies owing to a data interpretation error. Board **agreed** to communicate the full list of correct winners via social media and monthly newsletter.

Board agreed to host the 2022 event on a Friday night in November, venue TBC.

Calendar

Board approved in principle a SW doubles tournament subject to sponsorship, potentially 11 Feb. SW to seek sponsors in In the SWing and social media.

The Board **agreed** to formally nominate Tawa as venue for SNZ B-grade superchamps (MT declared a conflict of interest).

The Board **agreed** to club venues for SW tournaments and district superchamps to be specified as TBC on the calendar to enable its publication by end November.

5. Website

The Board discussed its content and feel. Agreed that platform to mainly (80%) be a static information repository (event/venue information, award and results) with integrated social media to carry information principally relevant in the short term.

The Board **agreed** to spend \$250 on web mock-up and MT to convey these thoughts.

6. Document sharing

The board discussed Board information sharing platforms and considered accessibility, functionality and cost to be the relevant factors. The board **agreed** to transfer from Dropbox to GoogleDocs but not before a clear document structure had been agreed by the Board. The Board requested that a timeline for transition to be developed and that it factor in the time to correctly migrate content. The Board agreed that the DA should liaise with a contact at PWC as to whether pro bono advice on storage and migration options could be procured.

7. General business

Board Dinner Thur 2 Dec – The Board **agreed** that SW should to pay for a dinner at which partners welcome at their own cost.

Board governance/management interplay

The Board agreed that to support a review of the appropriate Board role and member responsibilities, it would commence by identifying the full suite of tasks entailed in SW governance, management and operations and the person/role currently performing them.

C Sayer left at 7.20pm

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Meeting closed at ?

ACTION POINTS

Id	Status	Raised	Due	Owner	Description
2021-29	Closed	27 Oct 2021	Nov meeting	DA	Seek SNZ’s guidance on application of vaccination requirements for those present at district hosted squash events
2021-30	Closed	27 Oct 2021	1 Nov 2021	AS	Request written plan from Kāpiti specifying how it intends to comply with the SportNZ active recreation rules of 19 October 2021
2021-31	Open	27 Oct 2021	Nov Dec meeting	CS	Query district and club liability issue with SNZ CEO re SNZ complaints policy
2021-32	Open	23 Nov 2021	Dec meeting	DA	Provide feedback to Board on ClubK’s response to SW questions re ClubK operations
2021-33	Open	23 Nov 2021	Dec meeting	DA	Progress plan for document storage platform transfer from Dropbox to Googledocs, procuring PWC pro bono expertise if possible and including draft file storage plan.
2021-34	Open	23 Nov 2021	Dec meeting	MT	List governance, management and operational tasks entailed in SW’s work

