

Board Meeting Minutes: 16 December 2021

Location: 89 The Terrace

Present: Ann Smith (AS, Chair), Greg Grant (GG), Catharine Sayer (CS, secretary), Malcolm Thomas (MT) Russell Henderson (DA)

The meeting opened at 5.30pm.

1. Minutes of previous meeting

The minutes of the meeting of 23 November 2021 were **approved** as a true and correct record.

MT/CS

2. Conflicts of interest

Conflicts were declared by all members in relation to venue selection for various district events.

3. Matters Arising

Open items were either deferred to January or dealt with in scheduled meeting business.

4. Finance

The Board **noted**-

- that the only upcoming December payment were the contracting fees of the DA; and
- that AS and DA need to visit a Westpac branch to organise transaction approval rights for the DA.

A draft budget was presented. The Board **noted** that it was a conservative budget forecasting an approx.. \$10K surplus, notwithstanding the inclusion of a second labour unit and a vehicle purchase.

The Board **noted** that budget management would involve monthly monitoring of expenditure due in the next month against actual income and adjustments to intended spend where income was less than anticipated for reasons other than timing issues.

The Board **agreed** that members should supply MT with additional items (income or expenditure), such as additional grants, no later than one week before the next Board meeting to facilitate presentation of another version for approval at that meeting.

The Board **discussed** the prudence in principle of obtaining liability insurance cover for the Board and indemnity insurance for Board members. To inform any purchase, the Board agreed that members should enquire of the level of cover taken out by clubs with which they were associated. Thereafter GG would contact the Marsh insurance broker for quotes.

Action #2021-35 All board members

Regarding year end financials, the Board noted that Shane Johnstone would prepare SW 2021 accounts for the final time. The Board discussed presentation, preferring to present a more consolidated format albeit with more detail in the notes.

5. Operations

District tournament venues

The Board managed the declared conflicts by club members not participating in voting on decisions for which their club had made an expression of interest.

The Board **agreed** (subject to confirmation from the venues) the locations for 2022 SW events as follows:

Doubles: Hutt City

Open: Hutt City

Junior Open: Kāpiti

Masters: Island Bay

Superchamps B-grade: Tawa

Superchamps C-grade: Khandallah

Superchamps D-grade: Wainuiomata

Superchamps E-grade: Squash@Upper Hutt

The Board **discussed** the need for DA liaison -

- with the hosting clubs on the Board's preference for hosting venues to raise sponsorship for the prize pool from its local connections;
- with Wairarapa clubs on the desirability of Wairarapa clubs to host district events and any barriers to hosting that SW could remove.

Financial advisory service

The Board **agreed** to procure a financial function review by Nuku Ora in order to achieve optimum efficiency of day-to-day financial operations, subject to SW ensuring that Nuku Ora would be providing direct assistance on system improvements rather than simply making recommendations.

Squad fee waiver/refund requests

Re Rhonda Christensen request for a fee waiver on account of injury, the Board noted the inaccuracy of the application (that she had not participated in any training session) but nevertheless granted the waiver on account of similarity with previous cases.

Re Emma Brown request for a refund, the Board heard that members had been told that an element of the \$150 fee was refundable were the player not selected for the team hence would not need SW apparel. Accordingly the request was granted.

The Board **agreed** that for future squads, players should not participate unless and until the fee was paid and that refunds or waivers should not be granted except by the Board in exceptional circumstances.

Sponsorship

The Board **noted** that the emailed sponsorship documented had not, after 1 week generated significant interest, but that social media was yet to be deployed. The Board had a brief discussion on the ideal parties with which to partner.

Levy model

The Board **noted** that the SNZ levy model had been approved by all but 3 districts (SW dissenting) but that the SNZ CEO had offered in writing to work with SW if it changed its decision by March 2022.

The Board **agreed** to discuss the issue in detail at a workshop at GG's residence on Thursday 6 January 2022. Other items would be sponsorship planning, budget finalisation, Club Kelburn and operational structure.

Club Kelburn

The Board deferred discussion on Club Kelburn until 6 January 2022.

Superchamps reputational risk

The Board **agreed** that-

- players and referees should be reminded of the 'always play to win' rule in the SW Code of Conduct at the start of the season; and
- that SW should be proactive in vetting players entered for Superchamps and be prepared to rule out players for ineligibility prior to teams raising protests, such power to be notified to club captains at the start of the 2022 season.

SW squads

The Board **noted** the participant feedback from the Junior and Senior Squads. The Board **agreed** to maintain the squads in 2022, subject to player co-funding, and with the adjustments recommended in the paper.

The Board **agreed** to seek expressions of interest for squad coaches, using a brief to be agreed by AS, CS and the DA, those three to also comprise the selection panel.

Action: #2021-36 DA, AS, CS

SW Representative teams

The Board **did not agree** to modify its representative team selection policy that players need to have been squad participants to be eligible for selection, by reason of wishing to rebuild the prestige and strength in the district through building a strong team culture throughout the season.

Operational structure

The Board thanked MT for his preparation of a strawman operational structure but deferred consideration of it to 6 January 2022.

The meeting closed at 7.40pm.

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 Jan meeting	CS	Query district and club liability issue with SNZ CEO re SNZ complaints policy
2021-32	Closed	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 Jan 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	Closed	23 Nov 2021	Dec meeting	MT	List governance, management and operational tasks entailed in SW's work
2021-35	Open	16 Dec 2021	Jan meeting	All	Obtain level of club liability and indemnity cover to inform SW insurance procurement decisions
2021-36	Open	16 Dec 2021	Jan meeting	DA, AS, CS	Prepare brief EOI for squad coaches (J, S, M) and meet to make selection.