

## Board Meeting Minutes: 24 February 2022

**Location:** Videoconference (recorded)

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

**Apology:**

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*The meeting opened at 5.38pm.*

### 1. Conflicts of interest

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

### 2. Actions

2022-03 (Draft constitutional amendments) – close as complete

2022-04 (Encourage attendance at AGM and Board member nominations) – close as complete

The Board **agreed** to add a Club Kelburn discussion to the agenda as a standing item.

The Board requested the DA to summarise the business information supplied by Club Kelburn into a Board paper that prompts discussion on the main aspects of Board interest regarding some type of SW involvement in running Club Kelburn.

**Action #2022-05 DA**

### 3. Finances

The Board discussed its financial position and cashflow. The Board noted that the only upcoming payment that it needed to make was PAYE to IRD and that this was affordable from cash at hand.

The Board heard that clubs had been invoiced for the provisionally agreed levies rates in instalments although two clubs preferred to pay as a lump sum. One club (Otaki) disputed the timing of the calculation (January grading list) and advised that it would have dropped members had it known of the date. The Board discussed that its non-advertisement of the date avoided opportunities to manipulate the list and thereby created a level playing field.

The Board noted that a salary application to contribute towards salary for March 2022 and beyond would be required and noted that a resolution confirming this would be circulated for agreement by email.

M Thomas advised that he had received preliminary F21 accounts from S Johnston that were accompanied by questions. The Board agreed that the questions would be considered by AS, MT and the DA separately on 25 February 2022.

**Action #2022-06 MT, AS, DA**

The Board agreed that the process for approval of the accounts would be as follows:

1. Circulation of draft accounts to board members
2. Discussion of any queries and amendment if necessary
3. Each member to approve-
  - a. the accounts and
  - b. their signing by the chair and one other (named) board member
4. Accounts to be signed by the chair and the named board member

If possible, the approved accounts should be circulated to clubs by 5 March 2022.

The DA sought advice on the purchase of balls for SW-led competitions. The Board advised that a large order should be placed now rather than staggering smaller order.

#### **4. Operations**

The DA advised on the number of applications for the Junior and Senior squads. The Board heard that a good number of juniors had applied (sufficient to cover the projected user-pays element of the program) but that senior applications were thin. Accordingly the Board agreed that the DA should personally contact all B1 seniors who had not applied to discuss the opportunity.

**Action #2022-07 DA**

Further on squads, the Board agreed:

- That it was acceptable including a homegrown player in the squad who was based out-of-district (R Barnett) provided the player made reasonable effort to attend at least 2 training sessions
- To invite two junior squad applicants of very high playing ability (M-L Coe, O Dunbar) to train with the senior squad provided they remained available for junior squad selection and would act in a junior squad leadership role with responsibilities to assist the up-and-coming juniors.

The DA advised that he had produced some district 'overview' notes for SNZ to include in its next annual report.

The DA advised that much of his contracted hours had been spent on Covid-related advice.

GG declared a potential conflict of interest in his new membership of Kapiti Squash Club.

GG advised that Kapiti was intending to allow unvaccinated players at weekends then, after a deep clean, to be a vaccinated-only club during the week.

The Board confirmed its vaccinated-only policy for interclub, and, noting team entries from Ōtaki (the latter of which had previously informed SW of its policy against mandatory

vaccination), requested the DA to reiterate that policy with club captains and ensure that Ōtaki had suitable playing venues to the interclub convenor.

**Action #2022-08 DA**

## 5. Funding applications

The DA advised that-

- NZCT had agreed to contribute \$3,600 towards salary by way of grant.
- Pelorus had rejected the application for squad costs owing to insufficient funds to cover all applications; and
- Pub Charity had agreed to contribute \$4,000 towards squad and representative team apparel.

The Board **agreed** to reapply for squad costs and would sign a resolution circulated by email.

## 6. AGM

The Board discussed the upcoming agenda.

With regards to the proposed new SNZ levy model, the board agreed that the purpose of the item was to obtain the club's feedback on SW's 'no' vote, noting that SNZ had offered unsupportive districts an opportunity to work with it to achieve a workable solution.

The Board checked that the draft agenda covered items required to be included by the SW Constitution and noted that the AGM needed to put the proposed F22 levy to the clubs for endorsement.

The board considered the draft constitutional amendments and made the following changes to the draft to be put to the AGM:

- The number of board members should not be expressed as a range (5-7) but as a maximum number (7), leaving the quorum at 3.
- The chair's right to a casting vote should not be qualified should there be only 2 voting members and one abstaining; in this circumstance it was at the chair's discretion whether to exercise the casting vote or convene a new vote at a better-attended later meeting.

The Board **agreed** to put these and all other draft amendments to the AGM.

Relevant motions for each item needed to be drafted and in the case of proposed constitutional amendments, should be separate for each proposed amendment.

**Action #2022-09 MT/AS/DA**

## 7. General business

The Board **noted** that members would be asked to provide resolutions for grant applications by email.

The Board **noted** the chair's intention to give an update to club captains of the recruitment process for a district general manager.

*The meeting closed at 7.30 pm.*

### **NEW ACTION POINTS**

<b>Id</b>	<b>Raised</b>	<b>Due</b>	<b>Owner</b>	<b>Description</b>	<b>Status</b>
2022-05	18 Feb 2022	Mar meeting	DA	Prepare Board paper summarising relevant Club K information and prompting discussion on its relevance	Open
2022-06	18 Feb 2022	25 Feb 2022	MT, AS, DA	Consider accountant's questions regarding preliminary draft F21 accounts	Open
2022-07	18 Feb 2022	Mar meeting	DA	Contact all B1 seniors who have not applied for senior squad to discuss the opportunity	Open
2022-08	18 Feb 2022	28 Feb 2022	DA	Communicate vaccinated-only policy for interclub with club captains and request Ōtaki to advise on its intended playing venue to the interclub convenor.	Open
2022-09	18 Feb 2022	28 Feb 2022	AS, MT, DA	Draft AGM motions for circulation	Open

### **ALL ACTION POINTS**

<b>Id</b>	<b>Raised</b>	<b>Due</b>	<b>Owner</b>	<b>Description</b>	<b>Status</b>
2022-01	6 Jan 2022	Feb meeting	DA, CS, AS	Devise a schedule of appropriate In the Swing advertising rates for approval by the chair and publicise them on social media and to named businesses with an interested in targeting squash players (as per list recorded by the DA).	Open – table of rates devised and approved
2022-03	6 Jan 2022	14 Feb	CS	<del>Draft proposed constitutional amendments</del>	Completed
2022-04	6 Jan 2022	7 Feb	DA	<del>Encourage club captains to attend AGM and consideration of suitable board member nominees</del>	Completed
2022-05	18 Feb 2022	Mar meeting	DA	Prepare Board paper summarising relevant Club K information and prompting discussion on its relevance	Open

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