

Board Meeting Minutes: 17 March 2022

Location: Videoconference

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

The meeting opened at 5.45pm.

1. Conflicts of interest

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

2. Minutes

The minutes of the Board meeting of 24 February 2022 were approved.

3. Actions

2022-05 (*Prepare Board paper summarising relevant Club K information and prompting discussion on its relevance*) – not done – change due date to April meeting.

2022-07 (*Contact all district B-graders who had not applied for the senior squad to seek expressions of interest*) – close as complete. The DA had completed this exercise and identified only one new applicant.

2022-08 (*Communicate fully vaccinated only policy for interclub*) – close as complete

2022-09 (*Draft AGM motions for circulation*) – close as complete (AS had included a link to the motions with the AGM agenda)

4. 2021 financial report

The Board discussed the draft financial report prepared by S Johnston, accountant. GG and MT agreed to review the report, in particular the notes, by close on Friday 18 March 2022 and confirm their satisfaction or otherwise.

The Board edited its narrative in the draft report regarding the year's result live during the meeting.

The Board agreed to apportion its \$95,096 expenditure between the 5 existing categories of spend as follows:

- a. Growth, promotion, marketing: \$2,500
- b. Coaching \$19,300
- c. Representative teams \$5,296
- d. Awards, AGM, other competitions \$5K

- e. Administration and Management \$63K, with a note added that this item now included 100% of salary costs, as distinct to previous years where salaries had been split between categories.

The Board also **agreed**:

- a. Not to publish the profit and loss account, as it was not a standard required and an unnecessary amount of detail for a society with this low level of turnover;
- b. Contingent liabilities should be nil; and
- c. The treatment of the vehicle should be as per a sold capital asset (for \$1,000).

5. AGM administration

The Board **agreed** that introduction of each item at the AGM would be led by the following person:

- a. Financial report – MT;
- b. Constitutional amendments – CS;
- c. Election of officers – AS
- d. Levy matters – RH (noting that J Fletcher of Squash NZ would give a presentation);

The Board agreed to offer attendance by videoconference to accommodating any voting members wishing to participate who were in mandatory Covid isolation.

6. Operational report

Squads

MT declared a conflict of interest, having agreed on behalf of A-Z Flooring Gold level sponsorship of the development and representative squads.

The Board **noted** that payment in advance, as requested, of senior and junior squad members was incomplete and agreed that payment needed to have been made before the first squad session.

The Board **noted** that A-Z had agreed sponsorship (of the squads) to the value of \$7,500 and that Pelorus Trust had agreed a grant of \$2,820 towards the coaching costs of the senior squad.

The Board **agreed** to maintain its original decision not to appoint a development coach unless and until a grant to the value of its intended honorarium (\$1,050) had been received.

Events

The Board was comfortable in the DA determining the prize pool allocation for the Master of Masters series, **noting** that his recommended allocation was sound.

The Board noted that some clubs were dissatisfied with the Autumn interclub draws, despite the draws meeting requests made at the 2021 Club Captains' meeting. The Board supported the interclub convenor's approach, in particular the retention of flexibility to select a draw size most suited to the particular teams entered.

Club Kelburn

MT declared a conflict of interest relating to a commercial opportunity by A-Z Flooring to lay flooring at Club Kelburn.

The Board **agreed** to-

- a. establish a working group to advise it on decision-making related to any issues brought to it by Squash New Zealand relating to Club Kelburn;
- b. appoint M Thomas (subject to suitable management of his conflict of interest) as its representative on the working group
- c. specify a list of skillsets required amongst the working group's members and to identify suitable members from direct requests and public calls-to-action

Action #2022-10 MT/DA

- d. disclose Squash Wellington's involvement in dialogue with Squash NZ regarding Club Kelburn in a newsletter article; and

Action #2022-11 DA

- e. draft terms of reference for the working group.

Action #2022-12 CS

Squash Smart

The Board noted a Squash NZ initiative named Squash Smart and advised that it be publicised via In the SWing.

Squash NZ Forum

The Board noted an upcoming Squash NZ forum of national and regional staff and that while the DA would be on leave, AS would attend on behalf of Squash Wellington. C Sayer would send draft replies to Squash NZ questions on district activity to AS to assist in her preparation.

DA leave

The Board noted that the DA would be on leave from Wednesday 23 March – Monday 28 March inclusive.

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

| Id | Raised | Due | Owner | Description | Status |
|-----------|---------------|-------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 2022-10 | 17 Mar 2022 | Apr meeting | MT/DA | specify a list of skillsets required amongst the working group's members and to identify suitable members from direct requests and public calls-to-action | Open |
| 2022-11 | 17 Mar 2022 | Apr edition | DA | Disclose Squash Wellington's involvement in dialogue with Squash NZ regarding Club Kelburn in a newsletter article | Open |
| 2022-12 | 17 Mar 2022 | Apr meeting | CS | Draft terms of reference for Club Kelburn working group | Open |

ALL ACTION POINTS

| Id | Raised | Due | Owner | Description | Status |
|--------------------|------------------------|----------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 2022-05 | 18 Feb 2022 | Mar Apr 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 | In progress |
| 2022-07 | 18 Feb 2022 | Mar meeting | DA | Contact all B1 seniors who have not applied for senior squad to discuss the opportunity | Completed |
| 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. | Completed |
| 2022-09 | 18 Feb 2022 | 28 Feb 2022 | AS, MT, DA | Draft AGM motions for circulation | Completed |
| 2022-10 | 17 Mar 2022 | Apr meeting | MT/DA | specify a list of skillsets required amongst the working group's members and to identify suitable members from direct requests and public calls-to-action | Open |
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