



## Board Meeting Minutes: 20 April 2022

**Location:** Club Kelburn

**Present:** Emma Sanchez-Brown (ESB) (*from time noted*), Aaron Hape (AH), Russell Henderson (DA) Storm McKenna (SMcK) Ann Smith (AS), Christine Rukuwai (CR), Catharine Sayer (CS), Malcolm Thomas (MT),

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*The meeting opened at 5.30pm with a karakia*

### 1. Introductions

The Board members introduced themselves to each other.

### 2. Election of officers

The Board elected officers as follows:

Chair:	Ann Smith	CS/MT
Finance:	Malcolm Thomas	MT/AS
Secretariat:	Catharine Sayer	MT/AS

### 3. Board roles and responsibilities

The DA gave an overview of the role of the Board vis-à-vis district initiatives, district clubs and Squash NZ.

AS identified that Squash NZ kept in touch fortnightly with all districts as well as holding bi-annual hui.

The DA identified that his main channels for communicating with district stakeholders was one-on-one with club captains (email or phone), group emails to club captains, hui, social media and the In the SWing newsletter.

The Board noted that board meeting minutes should be maintained on the SW website.

### 4. Annual plan

The Board **discussed** the pre-circulated draft annual plan and **agreed it in principle**, subject to addition and discussion (by email) of key performance indicators.

*E Sanchez-Brown joined the meeting at 6.15pm*

### 5. Budget

The Board discussed the draft budget, noting that some income items were projected, such as grants and sponsorships, as were the expenditure items.

The Board discussed the projected spend on salaries, being 1.5FTE and noted that hiring another labour unit or part unit would be subject to funding.

Noting the projected surplus of around \$10,000, the Board **approved** the draft budget and recommended its socialisation with stakeholders.

**Action #2022-13 DA**

## **6. New member onboarding**

The DA encouraged new members to have a good look around Dropbox, used as the cloud filing system for Board documentation, for which he would provide access as soon as possible.

**Action #2022-13 DA**

All members were encouraged to read the Board policies and procedures on Dropbox and undertake the Governance in Sport 101 online tutorial found via Sport Tutor, for which CS would supply a link.

**Action #2022-14 CS**

New members were encouraged to make appointments for one-to-one inductions on specialist topics.

## **7. New member onboarding**

The DA encouraged new members to have a good look around Dropbox, used as the cloud filing system for Board documentation, for which he would provide access as soon as possible.

**Action #2022-15 DA**

## **8. Board operating rhythm**

The Board **agreed** to meet monthly, ideally on the third Thursday and mostly in person, for which papers should be provided 1 week in advance. In-person meetings would be at 5.30pm and online meetings at 6.30pm.

The Board noted that some decision-making would need to occur by email or instant messaging.

*The meeting closed at 7.30 pm.*

## **9. Squash NZ membership levy/affiliation fee update**

The DA advised the Board that at the recent club hui on the Squash NZ affiliation fee model, the clubs supported Squash Wellington endorsing the model in principle so that it could have

a role in refining the model, on the understanding that if refinement was not to the district's satisfaction, Squash Wellington could decline to participate. The DA advised that one club that was not present at the hui opposed the model.

In light of majority feedback in favour from the clubs, the Board **endorsed** the model in principle.

The DA and chair would meet Squash NZ representatives in the w/c 26 April for an informal discussion and Squash NZ sought another district roadshow on the model in June. The Board **agreed** to Monday 13 June to enable Board deliberation on the discussions on Thursday 16 June while the matters were still fresh.

The Board agreed to host the roadshow at Fraser Park Sportsville, if available, to optimise attendance from the Wairarapa.

**Action: #2022-16 DA**

## **10. Grant applications**

The Board **agreed** by resolution to apply to the Pelorus Trust for \$2,500 for Wellington Open venue hire costs.

The Board agreed by resolution to apply to Grassroots Central for \$8,000 for accommodation and travel associated with the Senior representative team's participation in the 2022 Inter-District Team Championship.

The Board agreed by resolution to apply to Pub Charity for \$5,000 for junior squad coaching.

## **11. General business**

Regarding bank transaction approval permissions, the Board understood that G Grant (previous board member) would be removed and the DA and MT added.

Regarding the constitutional updates passed at the AGM, the revised constitution (once checked against the AGM minutes) should be filed with the Charities Commission and posted on the Squash Wellington website. Lists of officers should also be updated where appropriate.

**Action: #2022-17 SMcK/DA**

The Board discussed whether, when and the content of a district hui for which an agenda item could be the governance arrangements for the district. The Board **agreed** to further this discussion after reviewing the AGM minutes, given that the request for a hui was raised at the AGM. Accordingly, the draft minutes from the AGM should be circulated to the Board members.

**Action: #2022-18 DA**

*The meeting closed at 7.10pm with a karakia*

**NEW ACTION POINTS**

<b>Id</b>	<b>Raised</b>	<b>Due</b>	<b>Owner</b>	<b>Description</b>	<b>Status</b>
2022-13	25 Apr 2022	May meeting	DA	Socialise Budget with stakeholders	Open
2022-14	25 Apr 2022	30 Apr 2022	DA	Provide new board members with Dropbox access	Completed
2022-15	25 Apr 2022	30 Apr 2022	CS	Supply link to Sport Governance 101 course	Completed
2022-16	25 Apr 2022	30 Apr 2022	DA	Book Fraser Park Sportsville for Squash NZ affiliation fee model roadshow on 13 June Confirmed – Upper Hutt	Completed
2022-17	25 Apr 2022	30 Apr 2022	DA/SMcK	Check revised constitution against AGM minutes, file with Charities Commission and post on Squash Wellington website along with updated officers	Open
2022-17	25 Apr 2022	30 Apr 2022	DA	Circulate draft AGM minutes to Board	Completed

**ALL 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	<del>Mar</del> Apr meeting	DA	Prepare Board paper summarising relevant Club K information and prompting discussion on its relevance	Open
2022-10	17 Mar 2022	Apr meeting	MT/DA	Re Club Kelburn working group, 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
2022-17	25 Apr 2022	30 Apr 2022	DA/SMcK	Check revised constitution against AGM minutes, file with Charities Commission and post on Squash Wellington website along with updated officers	Open