

## Board Meeting Minutes: 19 May 2022

**Location:** Club Kelburn

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

**Apology:** Emma Sanchez-Brown (ESB)

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*The meeting opened at 5.35pm with a karakia*

### 1. Introductions

The Chair congratulated R Henderson on his appointment as General Manager.

### 2. Previous meeting minutes

The Board **approved** the minutes of the Board meeting of 20 April 2022 as a true and correct record.

AH/CR

### 3. Conflicts of interest

No new conflicts of interest were declared.

AS requested that the link to the conflicts of interest register be circulated to board members for them to make timely declarations of conflicts.

**Action #2022-19 DM**

### 4. Actions arising

*MT joined the meeting at 5.40pm*

The Board discussed the items marked as Open in the meeting papers as follows:

#2022-13 (socialise Budget with stakeholders): completed through SW web publication and advised to club captains by the GM, together with the Annual Report 2021, Annual Plan 2022, draft AGM minutes and recent Board minutes.

#2022-17 (Check revised constitution against AGM minutes, file with Charities Commission and post on Squash Wellington website along with updated officers): completed with thanks to SMcK

#2022-05, #2022-10 and #2022-11 (various Club Kelburn matters for MT and GM): actions still pending owing to considerable activity at Club Kelburn that needs to run its course before Board can take stock. Completion may be possible by June Board meeting.

A request was made for the identity of the Club Captains to be updated in the business continuity plan, acknowledging that updates had been made in other places.

**Action #2022-20 GM**

## 5. Finances

MT tabled a finance report to 30 April 2022, which the Board **noted** with thanks.

**Noting** the significant amount of aged receivables, the Board heard that the GM was issuing payment reminders for them and that cash on hand was sufficient for the forthcoming payments to EWC for squad camp delivery and Nuku Ora for Awards attendance.

The Board **agreed** that future financial management reporting should comprise the Cash Summary, Profit and Loss and Aged Receivables sub-reports.

## 6. Funding updates

The Board noted the following updates with respect to grant applications:

- \$5,000 application to Pub Charity for the balance of squad coaching costs – declined on the ground of having been a recent grant recipient
- Application to Pelorus for Wellington Open costs pending
- \$5,000 application to Grassroots for Senior Rep Team travel pending
- \$50,000 to NZCT for GM salary – imminent
- C. \$3,500 for representative team apparel – in preparation

In the event of grant funding not being forthcoming for the rep team apparel, the Board discussed whether the profits of Squash Wellington merchandise targeted at stakeholders could be a revenue source to fund rep team apparel. The Board noted that for this season, the time needed for market research into demand for various items and to obtain and market such stock to generate the revenue would likely overlap with the lead-in time to order playing apparel.

## 7. Operations update

Matters in the GM's written report were **noted**.

The Board discussed the offer from sport media specialist D Worsley to provide commentary and press releases prior to and during the Wellington Open on an expense basis only. Noting its \$1,000 promotions and marketing budget, the Board **declined** the offer on the basis that there was insufficient time to develop a timely squash participation campaign leveraging from that media coverage. However, such assistance could be useful to future Wellington Opens.

The Board noted that Covid and attendance at clashing tournaments had affected attendance at Junior Squad Camps. The Board discussed whether there was an opportunity to hold a Junior Camp in the Wairarapa (following an informal parent request) given the 6 Wairarapa-based members. The Board noted that Senior camps are held on the same day as Junior camps and that no senior members were Wairarapa based, such that there was a risk, as per last year, that Senior attendance would fall short. Nevertheless, the Board signalled that further thought should be given to this suggestion for next year.

The Board noted that the Skillsoft Master of Masters sponsorship was to the value of \$1,000 (Gold level), which would fund a prize pool. In return Skillsoft would receive series naming rights, acknowledgment on tournament posters and the right to present series winner awards at the SW Awards.

## **8. Wairarapa-Thorndon complaint**

The Board discussed a complaint from the Wairarapa clubs concerning perceived over-zealousness by Thorndon in player recruitment for its Open that was held simultaneously with the Masterton Open. The Board understood that Thorndon's recruitment activities were not targetted at Wairarapa players but were the result of automated recruitment software.

The Board considered that personal data use by the software did not pose a significant legal risk to SW given that (a) deployment of the software was by Thorndon, not SW and further or alternatively, (b) the personal data in question was being used for the same reason for which it had been provided (to facilitate participation in squash).

The Board heard that the GM was mediating between the affected clubs and **agreed** that no Board action was necessary.

## **9. District events**

The GM advised that sponsorship would be required for the Wellington Masters to be held at Island Bay in July and that businesses potentially interested should be put in contact with him.

The Board heard that the GM would be overseas during District Superchamps and the Wellington Junior Open and requested a contingency plan for superchamps to ensure it would run smoothly. The Board **requested** timely publication to clubs of the Superchamps rules in early course.

**Action #2022-21 GM**

## **10. General business**

The Board **approved** expenditure of \$230 on attendance at a grant applications workshop for the GM for professional development.

The Board **approved** expenditure of \$199.06 on reimbursement of B Simon’s travel costs for attendance at the National Championships, from the referee development budget.

The Board **noted** that B Simon had accepted an invitation to referee from the quarter final stages of the Wellington Open and suggested that the opportunity to mark alongside Mr Simon be offered, to support growth of the referee development pool by enabling Mr Simon to lead post-match debriefing conversations.

On the Ōtaki Matariki Tournament, noting that N Thomas (interclub convenor) had expressed willingness to assist in preparing draws, the Board **encouraged** board members to approach other personal contacts who would be able to assist the Ōtaki club in delivering a great Te Ao Māori squash experience at this important festival.

*The meeting closed at 7pm with a karakia.*

**NEW ACTION POINTS**

<b>Id</b>	<b>Raised</b>	<b>Due</b>	<b>Owner</b>	<b>Description</b>	<b>Status</b>
2022-19	19 May 2022	31 May 2022	GM	Circulate conflicts register link to all board members	Open
2022-20	19 May 2022	31 May 2022	GM	Update identity of the Club Captains in the business continuity plan	Open
2022-21	19 May 2022	31 May 2022	GM	Advise clubs of Superchamps rules and relevant timeframes.	Open

**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 Jun meeting	DA	Prepare Board paper summarising relevant Club K information and prompting discussion on its relevance	Open
2022-10	17 Mar 2022	<del>Apr</del> Jun 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	<del>Apr</del> Jul edition	DA	Disclose Squash Wellington’s involvement in dialogue with Squash NZ regarding Club Kelburn in a newsletter article	Open

<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	Completed
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 to Board	Completed
2022-16	25 Apr 2022	30 Apr 2022	DA	Book Fraser Park Sportsville for Squash NZ affiliation fee model roadshow on 13 June	Completed
2022-17	25 Apr 2022	30 Apr 2022	DA/SMeK	Check revised constitution against AGM minutes, file with Charities Commission and post on Squash Wellington website along with updated officers	Completed
2022-18	25 Apr 2022	30 Apr 2022	DA	Circulate draft AGM minutes to Board	Completed
2022-19	19 May 2022	31 May 2022	GM	Circulate conflicts register link to all board members	Open
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