



Board Meeting Minutes: 18 October 2022

Location: A-Z Flooring

Present: A Smith (AS) (Chair), S McKenna (SMcK), M Thomas (MT), Christine Ruakai (CR), Aaron Hape (AH), Russell Henderson (GM)

Absent: Emma Sanchez-Brown

Karakia

The meeting opened at 6pm with a karakia.

Minutes of previous meeting

The minutes of the meeting of Thursday 15 September were **approved**.

S McK/AS

Conflicts of interest

No new conflicts of interest were declared.

Actions arising

Id	Raised	Due	Owner	Description	Status
2022-05	18 Feb 2022	Mar Apr Jul Oct meeting	DA	Amalgamate ClubK actions into one to brief Board on opportunities and options for the district re ClubK	Open
2022-10	17 Mar 2022	Apr Aug Sep 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	Closed
2022-11	17 Mar 2022	Apr Jul Sep edition	DA	Disclose Squash Wellington's involvement in dialogue with Squash NZ regarding Club Kelburn in a newsletter article	Closed

Id	Raised	Due	Owner	Description	Status
2022-22	16 Jun 2022	Sep 2022	GM	Explore alternative sponsors to SportCo for Women's and Junior series (or a better deal with SportCo) for 2023 season	Complete
2022-23	16 Jun 2022	30 Jun 2022	All board members	Review the recommendations in the SNZ selection policy review terms of reference and submit views by email	Remove as SNZ has adopted a revised policy
2022-24	16 Jun 2022	July meeting Oct meeting	GM/MT/CS	Negotiate terms with SNZ/Club K management for access to SW meeting/office space within the Club Kelburn facility	In progress
2022-25	18 Aug 2022	Sep meeting	MT/EB	Assess condition of micro court and report back to Board	Court retrieved but not yet examined; MT to organise with ESB
2022-26	15 Sep	Oct meeting	AS/MT/CR	Respond to Galloway family regarding Miss Galloway's recent request and the suggestion that the outcome was not aligned with a 2021 representation decision	MT had set up face-to-face meeting with M Galloway but Board directed that the letter be sent as agreed to minimise opportunity for misinterpretation
2022-27	15 Sep	Nov meeting	CS	Provide brief paper regarding Board/selection panel division of responsibilities	Completed – on agenda

The Board **agreed** to arrange a strategy session in November.

Squash New Zealand

M Dowson, SquashNZ CEO joined the meeting at 6.20pm.

Mr Dowson discussed the following points:

- NZ Open: significant interest and leverage to be gained from it for future years
- Affiliation model: changes to be discussed with districts



- iSquash replacement: delay in rollout and functionality changes
- Facility plan – SW requested to provide feedback on plan's consistency with local knowledge
- Trends in Membership numbers (although some Wellington clubs yet to file data)

M Dowson left the meeting at 6.45pm

Finances

R Henderson spoke to the financial information provided in the Board pack and took questions.

A Smith advised that a grant application to the Lion Foundation for \$30K in respect of the GM's salary was pending.

The Board **noted** the information presented.

The Board agreed that a 2022 budget reforecast should be prepared for use at the November planning meeting with a view to being able to agree a draft 2023 budget at that meeting from which a schedule of grant funding applications can be prepared.

Action #2022/28 R Henderson/M Thomas

Operations

The Board **agreed** to provide clubs with awards nominations on request to support the making of strong nominations in future years.

The inaugural powhiri for the Inter-District Teams event hosted by Hutt City Squash was reported to have been enthusiastically received.

Use of Club K for SW office

The Board discussed the draft MOU for use by SW of the Club K office space. The Board requested further information from Squash New Zealand on their actual operational expenses to be able to estimate the dollar amount of SW's proposed 5% share.

Action #2022/29 R Henderson

The document should be revised and recirculated to incorporate minor amendments discussed at the meeting.

Action #2022/30 C Sayer

On whether Club K was obliged to pay affiliation fees to Squash Wellington, the Board did not have the relevant information at hand to resolve whether the anecdotal 3% of profits had been enshrined in a binding agreement. The GM was requested to follow up.

Action # 2022/31 R Henderson

General business

The Board discussion paper on roles and responsibilities regarding selection decisions was deferred for consideration. The Board **noted** that role descriptions already exist so that the proposed task of



drafting role descriptions for selections could be downgraded to merely amending those descriptions, if required.

November Planning Meeting

The Board agreed to discuss at least the following matters in a half-day planning session on 27 November at 3pm – 7pm at Club K:

1. Budget with a view to sharing in early February 2023 ready for a March AGM;
2. Selection roles and responsibilities
3. Annual Plan 2022 – traffic light and sense check

The GM advised that he would be on leave for most of the following 5 working days.

The meeting ended at 7.40pm with a karakia.

Updated actions

Id	Raised	Due	Owner	Description	Status
2022-05	18 Feb 2022	Mar Apr Jul Oct meeting	DA	Amalgamate ClubK actions into one to brief Board on opportunities and options for the district re ClubK	Open
2022-24	16 Jun 2022	July meeting Oct meeting	GM/MT/CS	Negotiate terms with SNZ/Club K management for access to SW meeting/office space within the Club Kelburn facility	In progress
2022-25	18 Aug 2022	Sep meeting	MT/EB	Assess condition of micro court and report back to Board	Court retrieved but not yet examined; MT to organise with ESB
2022-26	15 Sep	Oct meeting	AS/MT/CR	Respond to Galloway family regarding Miss Galloway's recent request and the suggestion that the outcome was not aligned with a 2021 representation decision	MT had set up face-to-face meeting with M Galloway but Board directed that the letter be sent as agreed to minimise opportunity for misinterpretation
2022-27	18 Oct	Nov planning mtg	GM/MT	Prepare 2022 budget reforecast	Dne

Id	Raised	Due	Owner	Description	Status
2022-28	18 Oct	Nov planning mtg	GM	Obtain information on Club K actual opex to inform SW of estimated 5% share	
2022-29	18 Oct	Nov Board mtg	CS	Revise and recirculate Club K MOU re use of office space	
2022-30	18 Oct	Nov planning mtg	GM	Determine any SNZ liability to pay SW affiliation fees	