



Board Meeting Minutes: 12 December 2022

Location: Online (Google Meet)

Present: A Smith (AS) (Chair), S McKenna (SMcK), M Thomas (MT), Russell Henderson (GM), Christine Rukuwai (CR, joined late)

Absent: Emma Sanchez-Brown, Aaron Hape,

Apologies: Catharine Sayer

1. Karakia

The meeting opened at 6:04pm with a karakia.

2. Minutes of previous meeting

The minutes of the meeting of Tuesday 18 October were **approved**. The notes pertaining to the planning session on Sunday 27 November were **approved**.

S McK/MT

3. Conflicts of interest

No new conflicts of interest were declared.

4. Previous Meeting Action Items

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	Closed — will not progress at this stage.
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

Id	Raised	Due	Owner	Description	Status
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	Closed—refer to meeting minutes. 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

CR joined the meeting at 6:13pm

Galloway family. No update, as letter has not been sent. **The Board** agreed that enough time has now passed, and with no further word from the Galloway family, this action should be closed off, with the decision minuted accordingly.

Microcourt: yet to be fully assessed.

5. Financial Update

MT reported that due to a glitch in Xero, GM's salary is being reported twice, hence the over reporting of this figure in the profit & loss document, and the cash summary document. This is due to an issue with the Xero Payroll module, where the salary is being recorded, as well as the physical salary payments to GM and PAYE payments to IRD. MT is investigating and will resolve. The actual amounts paid to the GM and IRD are correct.

Action #2022/32 M Thomas

Credit card account is in credit in Xero, and showing incorrect balance. MT to download forms to allow reconciliation of credit card account in Xero.

Action #2022/33 R Henderson/M Thomas

In train funding requests: Two currently in train (salary and squad uniforms) with no word from either grant funder as yet.

One more request will be made shortly for squad coaching costs, with resolution to be circulated via email.

6. Operations Update

The GM's Operations Update was taken as read, with decisions on the following

Rally walls: GM made recommendation to seek funding in order to purchase rally walls via Squash NZ. Board approved this recommendation. GM to investigate suitable funders for 3 rally walls and add to 2023 Draft Budget. Cost may also be alleviated through sale of microcourt, and/or trailer.

Action #2022/34 R Henderson



Development Coach Selection: GM made recommendation to offer the position of Development Coach (subject to funding) to Jack Shearer, on the strength of Jack's recent performance as an up-and-coming coach, and winning of Squash NZ Development Coach of the Year. Board approved this recommendation.

Development Coach Funding: GM asked board for decision on whether Development Coach role should be subject to funding only, or whether this can proceed regardless, with costs being swallowed as part of the Development Programme as a whole. Decision parked for time being, as not enough detail is available on costs and coaching structure.

Office Space at Club K: MOU now signed by both parties.

MT provided update on office space. Old carpet has now been removed, with new flooring to be installed on 19-20 Jan 2023. MT to donate most of required furniture; desk, chair, couch. GM to let coaches, refs, etc know about update, and then to circulate to wider community.

7. Actions From Planning Session

Squad Programme Development: GM met with CR & EB to discuss Squad Programme and selection criteria. Details in accompanying paper. Fundamental criteria remains unchanged, with some refinement to wording in booklet and communications to ensure full comprehension by potential players and families. Rewording also to reflect updates to powers of selectors, re: action #2022/27 CS (complete – see October Minutes)

Revised Enablers to Deliver Annual Plan: AS advised revisions to Draft 2023 Annual Plan. Board to look over in time for final version, to be circulated in Feb 2023, ahead of AGM.

Updated Selectors Policy: Pushed until January meeting as CS absent.

2023 Budget Update: Revised amounts for rep team travel. Reservations about incurring vehicle purchase, but any purchase would be subject to funding. Finalised budget to be circulated next month.

Final MOU and Desired Standards. These have been completed by AS, and sent to all 2023 host clubs by GM

Other Business

AGM: AS term ending at 2023 AGM. All other Board Members to continue on 3 year terms unless advising otherwise.

Website: To include in ops plan. Advertise for web designer. May need to be incorporated in budget, depending on level of revision.

Next Meeting: Confirmed for 19 January, 2023

The meeting closed at 7:19pm with a karakia.

Updated actions

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2022-32	12 Dec	Jan meeting	MT	Overreporting of salary payments in Xero to be corrected.	New
2022-33	12 Dec	Jan meeting	MT/GM	Credit card account to be added to Xero for reconciliation purposes	New
2022-34	12 Dec	Feb meeting	GM	Seek funding for the purchase of 3 rally walls, and add to 2023 draft budget	New