

Board Meeting Minutes: 19 January 2023

Location: Online (Google Meet)

Present: A Smith (AS) (Chair), Russell Henderson (GM), Emma Sanchez-Brown (ESB), Catharine Sayer (CS). M Thomas (MT)

Apologies: S McKenna (SMcK), Christine Rukuwai (CR, joined late), Aaron Hape

1. Karakia

The meeting opened at 6pm with a karakia.

2. Minutes of previous meeting

The minutes of the meeting of Monday 12 December were **approved**.

AS/MT

3. Conflicts of interest

CS advised that she is coached by J Shearer, who could potentially stand to benefit from a Board decision on investment into coach development.

4. Previous Meeting Action Items

Id	Raised	Due	Owner	Description	Status
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	Completed
2022-25	18 Aug 2022	Sep meeting	MT/EB	Assess condition of micro court and report back to Board	Decision made on disposal - see narrative
2022-32	12 Dec	Jan meeting	MT	Overreporting of salary payments in Xero to be corrected.	No progress
2022-33	12 Dec	Jan meeting	MT/GM	Credit card account to be added to Xero for reconciliation purposes	Completed
2022-34	12 Dec	Jun meeting	GM	Seek funding for the purchase of 3 rally walls, and add to 2023 draft budget.	No progress. In meantime, GM to seek loan of SNZ rally walls for SW to

Id	Raised	Due	Owner	Description	Status
					inspect. MT available in Auckland in March to collect.

#2022-25 (microcourt) The **Board** agreed to offer the microcourt and trailer as is to Squash@Upper Hutt for \$800 (given its previous enquiry); if offer not accepted offer to SW clubs at that price; if that offer not accepted, place for sale on open market.

Action #2023-01 GM

5. Financial Update

The Board did not approve the management accounts given the reported discrepancy between the salary payment reported in Xero and the actual correct payment (half of the reported payment) noted by the GM.

The Board **agreed** that AS, MT and the MG would meet to identify the issue and report back to the board within 10 days.

Action #2023/02 M Thomas/GM/A Smith

The Board **noted** that Pelorus had agreed to sponsor playing shirts for the development squads but declined the component of the application covering hoodies.

The Board **noted** that a salary request for \$30,000 to The Community Trust was pending (decision expected 16 February 2023).

The Board **noted** that resolutions to support grant applications for squad coaching fees would be sought of the Board.

The Board heard that the GM was still awaiting a decision from Nuku Ora on whether it could prepare SW's end of year accounts at a reduced rate. 13 March was the latest date for preparation. It was agreed that an accountant needed to be engaged by one week's time (26 January 2023).

Action #2023-03 GM

6. Operations Update

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

The development squad opportunities needed to be emailed to all persons interested in receiving district communications by one week's time, given that many are not active Facebook users, on which the opportunity has been advertised so far.

Action #2023-04 GM

Given that the cost of running the development programme is likely to interest stakeholders at the AGM, its total cost and funding sources should be information available for the Board to disclose at the AGM.

Action #2023-05 GM

Coach Development It was **agreed** in principle that as coach development is a priority SW activity, SW should fund it from its assets and that \$5,000 should be budgeted in FY23.

It was also **agreed** that the development squad programme should incorporate coach development for which sponsorship, player contributions or grant funding should apply if forthcoming/sufficient, otherwise the coach development budget.

It was agreed that further thought be put into a coach development scheme, potentially culminating in a call for interest by developing coaches who could, for example, be asked to design and lead on-court squash promotion initiatives. Women coaches would be afforded priority and targeted to apply for the scheme given their paucity in the district. The scheme would ideally engage with the developing coaches on the skills development they required before being locked down.

Action #2023-06 CS

It was **agreed** that one of the intended district hui be a forum of junior convenors, given the significant gap in the junior player pipeline and that expressions of interest to be a volunteer district coordinator be sought.

Action #2023-07 GM

The Board noted with thanks the joint sponsorship by Skillsoft and Yellowhammer of the Master of Masters series and Wellington Masters tournament, increasing the prizepot to \$3,500. EB, speaking as a Yellowhammer representative, was amenable to providing a small amount of additional funding towards an end-of-series party for the masters if arranged by the Masters convenor, provided the series host did not make excess profit from hosting.

Action #2023-08 GM/Bryan Smith

The Board **noted** that the GM would be working at Club K by 31 January 2023 at the latest.

The Board **agreed by resolution** to apply to Pub Charity for funding of \$10,300 for Masters, Senior and Junior development squad coaching.

AS/ESB/CS/MT

In preparation for the AGM on Monday 27 March regarding notification of Board vacancies, board members were requested to notify AS and the GM by 25 January 2023 if they were intending to resign and/or not re-stand for an additional term.

The Board discussed the draft annual plan. CS advised of a few items needing more precision, which AS and GM noted for further attention by them; CS to also make minor editorial changes directly in the Canva document.

Action #2023-09 CS/GM/AS

The Board discussed the draft budget and **noted** that the travel (to SNZ district forums) and awards items were potentially in need of an uplift. It was agreed that the budget would be revisited line by line in the next fortnight.

Action #2023-10 GM/MT/AS

The Board agreed to put a motion to the AGM that references to the District Manager in the SW Constitution be amended to the General Manager.

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The Board agreed that a revision to the Constitution to account for changes to the Incorporated Societies Act and regulations thereunder was not required at this stage, but the stakeholders should be informed of the relevant timetable and SW's intended approach, which would be to consider draft constitutional clauses for societies in the sector intended to be released by Sport New Zealand.

Action #2023-11 SMcK

7. General Business

MT would introduce his business's web guru to the GM to discuss options and provide advice on a revamp of the SW website. The Board agreed that more intuitive arrangement of information was the top priority of any revamp.

Next Meeting: 16 February 2023, 12.30 - 1.45 at Club K (alternatively, if not suitable for AH and SMcK, 5pm - 6.15pm at Club K).

The meeting closed at 8.30pm with a karakia.

Updated table of actions

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2023-01	19 Jan	Mar meeting	GM	Offer microcourt and trailer as per Jan 2023 Board minute	Not started
2023-02	19 Jan	30 Jan 2023	GM/MT/AS	Resolve Xero reporting errors	In progress
2023-03	19 Jan	26 Jan 2023	GM	Engage accountant for end of year accounts	In progress
2023-04	19 Jan	31 Jan 2023	GM	Email development squad opportunity to all stakeholders receiving SW emails	Not started
2023-05	19 Jan	Mar mtg	GM	Prepare comprehensive development squad costs and funding sources to talk to at AGM	In progress
2023-06	19 Jan	Feb mtg	CS	Prepare Coach Development scheme for discussion, in line with Jan meeting minutes	Not started
2023-07	19 Jan	Feb mtg	GM	Schedule a district hui for junior convenors	Not started
2023-08	19 Jan	Feb mtg	GM/Bryan Smith	Invite Masters' convenor to consider arranging an end-of-masters' series party	Not started
2023-09	19 Jan	Feb mtg	CS/GM/AS	Amend draft SW Annual Plan as discussed at Jan mtg	In progress
2023-10	19 Jan	Feb mtg	GM/MT/AS	Undertake detailed draft budget review	In progress
2023-11	19 Jan	Mar mtg	SMcK	Prepare brief note/slide to talk to re SW timeline and approach to Incorporated Societies Act compliance at AGM	Not started