

MINUTES (in Review)

FULL BOARD MEETING



Name:	Squash New Zealand
Date:	Wednesday, 24 February 2021
Time:	5:00 pm to 8:00 pm
Location:	Zoom, Link below
Board Members:	Cheryl Gush, David Hawes, Kyle Pontifex, Shiree Hart, Dame Susan Devoy
Attendees:	Martin Dowson
Apologies:	Liz Young

1. Opening Meeting

1.1 Confirm Minutes

Board session 27 Jan 2021, the minutes were confirmed as presented.

1.2 Interests Register

1.3 Minute out of meeting resolution

No out of meeting resolutions

2. Board Only Time

2.1 CEO Performance



CE end of 6 month Performance Appraisal

Due to be completed by the end of March 2021.

The CE Sub Committee is Cheryl and Kyle.

Due Date: 31 Mar 2021

Owner: Cheryl Gush



CE Performance Appraisal Framework

Develop / apply weightings then distribute to the board to agree the Performance Appraisal Framework.

Due Date: 14 Mar 2021

Owner: Cheryl Gush

2.2 Board Dynamic

SD - suggest let's wait to use the \$15k funding until we get the new board members on board

SD - If individuals want specific development areas we can look to fund this.

DH - Once the new board members are on board let's look to having a face to face

KP - An overnight Board bonding session is probably looking too hard to schedule / agree so we could look to dinner or similar instead.

3. Review action list

3.1 Update on actions from previous meetings

Due Date	Action Title	Owner
9 Oct 2020	Named authorities on accounts Status: In Progress	David Hawes
12 Nov 2020	Set up a Board meeting for the sole purpose of addressing Club K Status: Completed on 27 Jan 2021	Dame Susan Devoy
12 Nov 2020	Club K Pand L Status: Completed on 27 Jan 2021	Dame Susan Devoy
19 Nov 2020	Board members to review roles and responsibilities in operational plan Status: On Hold	David Hawes
19 Nov 2020	Identify base policy list Status: Completed on 24 Feb 2021	David Hawes
23 Nov 2020	David to update the Board calendar Status: Completed on 24 Feb 2021	David Hawes
30 Nov 2020	Martin to investigate options for balls going forward Status: Completed on 24 Feb 2021	Martin Dowson
3 Dec 2020	Cheryl to support budget forecasting Status: Completed on 27 Jan 2021	Cheryl Gush
16 Dec 2020	Planning templates Status: Completed on 24 Feb 2021	David Hawes
20 Jan 2021	Commercial sub committee Status: Completed on 24 Feb 2021	David Hawes
20 Jan 2021	Update Health and Safety for Board Meeting Status: Completed on 24 Feb 2021	Martin Dowson
20 Jan 2021	Club K Operational Help Status: Completed on 24 Feb 2021	Dame Susan Devoy
20 Jan 2021	Directors Policy Handbook Status: On Hold	Kyle Pontifex
20 Jan 2021	Upload of historical Board documents Status: Completed on 24 Feb 2021	Cheryl Gush
5 Feb 2021	Create commercial Committee in Board Pro Status: Completed on 24 Feb 2021	Cheryl Gush
5 Feb 2021	Notify WCC and stakeholders of the boards decision on Club K Status: Completed on 24 Feb 2021	Martin Dowson
5 Feb 2021	Up load HS documents to BP Status: Completed on 24 Feb 2021	Kyle Pontifex
23 Feb 2021	Appointment of Squash Patron Status: In Progress	David Hawes
23 Feb 2021	update Zoom location Status: Completed on 22 Feb 2021	Kyle Pontifex
17 Mar 2021	Induction of new Directors Status: Completed on 16 Mar 2021	Shiree Hart

4. Major Decisions and Discussions

4.1 Audit Update

Martin Noted...

- At 2:07 Pm today 24 Feb the auditors signed off
- Indications are it is a clean Audit
- Observed that Tim (from Active) was outstanding, thorough, had great attention to detail
- As a Tier 3 (not for profit) sport we are not obliged to have full disclosure on all detail.

Kyle Noted...

- It was great to get the qualified opinion
- The hardest aspect was getting the auditors access to the board minutes from last, next year would be access to Board Pro
- Financial notes can be and are fairly broad as industry best practice.



Financial Note wording approved by email

Approved

Decision Date: 24 Feb 2021
Mover: Kyle Pontifex
Seconded: Dame Susan Devoy
Outcome: Approved

4.2 Club K Repairs

Susan will send a more fulsome update on Club K this week as a lot has happened recently.

There is a launch at Club K on April 16th - attended by the Minister of Sport/Finance - Susan would like more board members there too.

In summary from Susan Club K is on track.

Feb was the first month in history that Squash bet Fitness for income.

The advisory group has requested if any funding can be "pre-approved" to book in items such as the roof repairs, in good faith that the WCC Lease would be approved.

MH - can we start spending some of the \$300k approved by the board in advance of the repair.

ie. the Roof at \$155k



Board approved that some funding can be released to fund urgent repairs needed to Club K

Move we approve the roof and the asbestos repairs funding be released in advance of the WCC Lease approval - its seen very low risk the release would be denied.

Decision Date: 24 Feb 2021
Mover: Dame Susan Devoy
Seconded: Kyle Pontifex
Outcome: Approved

5. Management Reports

5.1 CEO Update



Decision to freeze fees for coming financial year

Decision to freeze fees for coming financial year

Decision Date: 24 Feb 2021
Mover: David Hawes
Seconder: Kyle Pontifex
Outcome: Approved

The board supports the trial of "buy a grade" in the Auckland Region.

The RFP for the IT Platform is going out Thursday 25th Feb.



We adopted the CEO report

Adopted

Decision Date: 24 Feb 2021
Mover: Kyle Pontifex
Seconder: Cheryl Gush
Outcome: Approved



Acceptance of the Dec - Jan financials for Club K, and December for SNZ

Accepted

Decision Date: 24 Feb 2021
Mover: Shiree Hart
Seconder: David Hawes
Outcome: Approved

5.2 Health & Safety Review



We adopt the Health and Safety report

Adopted

Decision Date: 24 Feb 2021
Mover: David Hawes
Seconder: Kyle Pontifex
Outcome: Approved

5.3 2021 AGM

6. Other Business

6.1 Selection Policies

Quarantine arrangements were discussed, and the board will leave Shelley and Martin will resolve/discuss with athletes and parents.

6.2 BAP for Elected Positions

KP

We have advertised and completed a strong push to identify as many applicants as possible.

We received 5 nominations;

INTERVIEWED SO FAR

1. Vicki Becker
2. Gareth Van Coller
3. Ricard Francis

TO GO

1. Dave Brown (North Shore)
2. Willie Bicknell (Wellington)



The board Appointments panel is approved

The Board Appointments panel is made up of,

- Don Cotter (a squash life member)
- Paula Thompson (BOP Regional councilor)
- Kyle as board Chair

Decision Date: 24 Feb 2021
Mover: Shiree Hart
Seconder: David Hawes
Outcome: Approved

6.3 Governance Policies



Cheryl to come up with an action plan to updating our policies

David has offered to help.

Due Date: 17 Mar 2021
Owner: Cheryl Gush

6.4 Meeting review

Consensus is we like 5:00pm start time

Was great to have Shelley along to the meeting to give us updates, and encourage staff present to the SNZ Board.

7. Close Meeting

7.1 Close the meeting - Good and Welfare

Next meeting: Squash NZ Board Session - 24 Mar 2021, 5:00 pm

Signature: _____

Date: _____