

# MINUTES (in Review)

## SQUASH NZ BOARD SESSION



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

### 1. Opening Meeting

#### 1.1 Confirm Minutes



##### Minutes Moved

Moved as accepted

**Decision Date:** 24 Mar 2021  
**Mover:** Cheryl Gush  
**Seconders:** Dame Susan Devoy  
**Outcome:** Approved

#### 1.2 Interests Register



##### Board Discussed Dame Susan is given a time bound contract for sup...

Board Discussed Dame Susan is given a time bound contract for supplying services as she is full time managing Club K.

**Decision Date:** 24 Mar 2021  
**Mover:** Kyle Pontifex  
**Seconders:** David Hawes  
**Outcome:** Approved



##### Martin to develop a contract for services agreement

Martin to get this to Susan

**Due Date:** 31 Mar 2021  
**Owner:** Martin Dowson

### 1.3 Minute out of meeting resolution



#### Out of meeting resolution - Adoption of EOY Financials

Recorded in Board Pro as a flying minute in board Pro  
No other resolutions

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



#### We adopt Martin's recommendation for the 2021 selectors

Moved

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

### 1.4 Attendance at this meeting

Attended this meeting

Kyle, David, Cheryl, Dame Susan, Shiree, Martin

Did not attend Liz.

## 2. Review action list

### 2.1 Update on actions from previous meetings

Due Date	Action Title	Owner
9 Oct 2020	Named authorities on accounts <b>Status:</b> In Progress	David Hawes
19 Nov 2020	Board members to review roles and responsibilities in operational plan <b>Status:</b> On Hold	David Hawes
19 Nov 2020	Identify base policy list <b>Status:</b> Completed on 24 Feb 2021	David Hawes
23 Nov 2020	David to update the Board calendar <b>Status:</b> Completed on 24 Feb 2021	David Hawes
30 Nov 2020	Martin to investigate options for balls going forward <b>Status:</b> Completed on 24 Feb 2021	Martin Dowson
16 Dec 2020	Planning templates <b>Status:</b> Completed on 24 Feb 2021	David Hawes
20 Jan 2021	Commercial sub committee <b>Status:</b> Completed on 24 Feb 2021	David Hawes
20 Jan 2021	Update Health and Safety for Board Meeting <b>Status:</b> Completed on 24 Feb 2021	Martin Dowson
20 Jan 2021	Club K Operational Help <b>Status:</b> Completed on 24 Feb 2021	Dame Susan Devoy
20 Jan 2021	Directors Policy Handbook <b>Status:</b> On Hold	Kyle Pontifex
20 Jan 2021	Upload of historical Board documents <b>Status:</b> Completed on 24 Feb 2021	Cheryl Gush

<b>Due Date</b>	<b>Action Title</b>	<b>Owner</b>
5 Feb 2021	Create commercial Committee in Board Pro <b>Status:</b> Completed on 24 Feb 2021	Cheryl Gush
5 Feb 2021	Notify WCC and stakeholders of the boards decision on Club K <b>Status:</b> Completed on 24 Feb 2021	Martin Dowson
5 Feb 2021	Up load HS documents to BP <b>Status:</b> Completed on 24 Feb 2021	Kyle Pontifex
23 Feb 2021	Appointment of Squash Patron <b>Status:</b> In Progress	David Hawes
14 Mar 2021	CE Performance Appraisal Framework <b>Status:</b> In Progress	Cheryl Gush
17 Mar 2021	Induction of new Directors <b>Status:</b> Completed on 16 Mar 2021	Shiree Hart
17 Mar 2021	Cheryl to come up with an action plan to updating our policies <b>Status:</b> In Progress	Cheryl Gush
31 Mar 2021	CE end of 6 month Performance Appraisal <b>Status:</b> Not Started	Cheryl Gush

### 3. Major Decisions and Discussions

#### 3.1 Finance Update

Discussion and general questions from the board to Martin



##### **Financial reports accepted**

Moved

**Decision Date:** 24 Mar 2021  
**Mover:** David Hawes  
**Second:** Dame Susan Devoy  
**Outcome:** Approved

#### 3.2 Commercial Sub-committee

Discussion on progress on the Commercial SubCommittee

Discussion around integrated approach to funding opportunities and ensuring we have a joined up approach between Squash NZ and Club K

#### 3.3 AGM Prep



##### **Kyle will arrange a note to be sent to the districts regarding the club K decision**

To do

**Due Date:** 25 Mar 2021  
**Owner:** Kyle Pontifex



##### **The board agrees to publish Minutes from 2021 onwards onto the Squash NZ Website**

Approved

**Decision Date:** 24 Mar 2021  
**Mover:** Shiree Hart  
**Second:** Kyle Pontifex  
**Outcome:** Approved



**Feedback to Shiree on the Club K One pager to Shiree by 10am Thursday morning 25th March**

To do

**Due Date:** 25 Mar 2021

**Owner:** Shiree Hart



**Will seek a squashie volunteer to be a scrutineer at the AGM to monitor the votes coming in by Slido**

This can be done remotely, Cheryl and Martin will try to find a squashie to do this.

**Due Date:** 26 Mar 2021

**Owner:** Cheryl Gush

## 4. Other Business

### 4.1 Audit Report - Governance



#### Acknowledgments

Acknowledge Paula and Don for their time on the board appointments panel as we would like to use them again.

And Rachel and Graham for their time on Risk and Audit for us.

And come out of the governance Budget

**Due Date:** 31 Mar 2021

**Owner:** Kyle Pontifex

### 4.2 Facilities Strategy

Presented by Martin, an expression of Interest will go out to form a working group, Minimum of 5 , max of 12 with representation from as wide as possible

### 4.3 Meeting review

### 4.4 Patron Discussion

David recommends Don Cotter as the next Patron of Squash



#### Approach Don Cotter to see if he would be happy to be nominated as our Patron

To do

**Due Date:** 28 Mar 2021

**Owner:** Kyle Pontifex

### 4.5 Invitation to the hall of fame dinner

16th April HOF Dinner

Martin, Shelly and Jono from HO will be there

Kyle and Susan from the bard will be there

David and Shiree as a tentative will confirm

## 4.6 Decision on Junior Worlds



### Decision on a team at the junior worlds

Martin will present to the board a recommendation in approx 2 weeks time to make a decision on supporting an individual or team to the Junior worlds in Egypt.

This is an operational item that Martin will put to the board so there is a clear direction.

**Due Date:** 7 Apr 2021  
**Owner:** Martin Dowson

## 5. Close Meeting

### 5.1 Close the meeting - Good and Welfare

**Next meeting:** AGM - 31 Mar 2021, 3:00 pm

### Decision made between meetings



### Move to pass the resolution for sign off of Financial documents for the AGM

I would like to move to pass the signing of the Financial documents by the Chair of the Board, Kyle Pontifex and CE Martin Dawson. Please can you either approve or not through this Flying Minute. For reference, the required documents can be found at our last Board meeting on BoardPro. Thank you

**6 Supported:** Cheryl Gush , David Hawes , Susan Devoy , Shiree Hart , Kyle Pontifex , Liz Young

**0 Opposed:**

**0 Abstained:**

**Decision Date:** 4 Mar 2021  
**Outcome:** Approved

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_