



## **Minutes of Squash NZ Board Meeting**

- Held:** Friday March 14, 2014. Jet Park Inn, Auckland. 12.00pm
- Present:** Tony Johnston (Chair), Linda Kenny, Tony Alexander, Greg McKeown, Steve Dunbar, Matt Taylor and Jim O'Grady (Chief Executive)
- Apologies:** None
- Conflict of Interest:** None
- Minutes:** The minutes of the meeting held January 31, 2014 were accepted as a true and correct record  
Moved: SD / LK Carried
- Matters Arising:** Item 3 – Facilities. Amendment to read - “There was support for the concept that SNZ provide development assistance to clubs”.
- Resolutions:** An out of meeting resolution for \$3,000 of Capex expenditure at Club Kelburn was approved by the Board.
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### **1. Club Kelburn**

A proposal had been received from Rob Walker for a targeted Club Development campaign. The Board recorded its thanks for the proposal but suggested that a template / programme could be developed for every club to use.

It was agreed that:

- SNZ develop a sustainable programme for all clubs
- The national office must have the capability to support the programme
- The programme should bring together the regional staff network
- Club development days could be held around the country
- It would be an agenda item for the presidents meeting

### **2. Marketing and Branding**

GSA Design had provided a quotation for the SNZ rebranding project at \$20,864.00 + GST.

Design	\$7,200.00	(SNZ expense)
Production	\$13,200.00	(District expense)
Style Guide	\$464.00	

The individual cost per district was \$1,200.00 + GST. The Board acknowledged receipt of the project expenditure quotation noting and approving the SNZ expenditure with the balance to be recovered from the districts.

Moved: LK / TJ Carried

A marketing / promotional campaign around the 2014 CWG was discussed. Suggestions included advertising the playing times for all NZ matches, exposure on Breakfast TV and promotional giveaways. MT offered to develop some ideas and send to the national office for further development.

### 3. Affiliation

A discussion paper had been circulated prior to the Board meeting with a number of possible affiliation options. In addition a “fixed fee” model was put forward at the meeting by SD. Using current figures the levy would be fixed for five years with annual CPI adjustments – the method would offer income protection and certainty for the short term.

While there was some support for the proposal including acknowledgement of income certainty and ease of administration it was also felt that such a model might lock in inequities for five years rewarding clubs whose membership grew and penalising clubs whose membership declined. It was agreed concerns about revenue certainty must be addressed before the adoption of any new affiliation levy model.

TA, TJ, GM and LK preferred Option D - Hybrid SEM / GLL while MT was concerned that there might be a preoccupation with affiliation models at the expense of growing the game. After further discussion it was agreed to adopt Option D and seek feedback from the districts before the next meeting.

Moved: GM / LK Carried

### 4. Priorities for the Year

The following were identified as priorities for the remainder of the financial year –

Growth	Increasing playing numbers in schools, universities and clubs
Programmes	Kiwi Squash and Coaching Framework
Connection	2014 Roadshow and Governance
Marketing	SNZ rebrand, PR, iSquash database includes all retired members
iSquash	New competition features - possibly including Ladders and leagues

The Board annual work plan should incorporate future changes and be updated at each meeting. It was proposed that the annual work / finance planning could commence in May with direction setting led by CE with board input. The plans would continue to be developed through the year to be adopted in August/September with a summary presentation at the mid-year presidents meeting.

The current three year SNZ Strategic Plan would expire September 2015. The review and development of a new plan for 2016 -2018 would take place in 2015.

The draft 2013 NSC year-end financial accounts were received. It was recorded that the debt of \$293,073 was still owed to SNZ and while provision had been made for the forgiveness of debt the loan had not been written off. The Board discussed the development of a plan for the future of the centre in conjunction with Squash Auckland and the NSC trustees.

## 5. Board Questions

It was agreed the Board would devote time at each meeting to a self-review process using governance questions from Sport NZ. AT this meeting the following were discussed –

Is the “Role of the Board” clear? It was agreed there was adequate material available through the induction process to provide Board members with a clear understanding of roles and expectations.

Does the Board and Management have a common and agreed view of our role and the value that it adds? It was agreed to discuss this further at the next Board meeting.

Who is the Board accountable to? To its members being the clubs in the first instance then districts and other stakeholders.

Do we measure and hold ourselves accountable for our performance as a Board? Sport NZ have previously conducted surveys of the SNZ Board and this information has been used to review performance. It was suggested the NZ Rugby weighted scorecard model was worth consideration for the SNZ Board. JO to forward previous survey results to the Board.

## 6. Sponsorship / Membership Survey

JO to forward sponsorship matrix to MT listing the SNZ properties that could be available to potential sponsors.

MT had developed a survey questionnaire designed to gather more detailed information about the squash membership. It was agreed MT would work with JO to operationalise and implement the survey. Districts to be consulted before the survey is conducted.

## 7. General Business

The Board approved a funding request from the Hall of Fame for \$10,000 as follows –

\$5,000 to host the SNZ 75<sup>th</sup> Jubilee in 2014

\$5,000 annual grant to the HoF in 2015

Moved: SD / TA

Carried

It was noted that both items were in the 2014 – 2015 SNZ budget and the annual grant was an existing budget item. Future Hall of Fame funding grants would be subject to Board review.

Board members were reminded to provide district buddy reports in writing prior to each Board meeting.

The Board agreed to review the constitution so that the rotation and continuity of Board members might be improved. HR Committee to review.

THE NZSSA had requested associate membership of SNZ. JO had requested additional information from NZSSSA to understand what their expectation would be for membership of SNZ.

Board reports from the programme directors (High Performance, Development, Squash and Coaching), having been circulated prior to the meeting, were received. There were no matters arising from the reports and the Board expressed their thanks for the reports.

The Audit & Risk Committee would review Board policies to update and incorporate into the director's policy handbook including - assets, reserves, delegated authorities and capex.

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## **8. Finance**

The financial reports for SNZ and Club Kelburn, having been previously circulated, were accepted a true and correct record.

Moved: TJ / TA                      Carried

The draft 2012 – 2013 annual accounts for the National Squash Centre were received.

A five year budget projection for SNZ had been circulated prior to the meeting.

A response to the 2012-2013 audit had been sent to the auditors and acknowledged.

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## **9. Motions to Apply for Funding**

The SNZ Executive Council agrees to apply for funding as and when required.

Moved: TJ / TA                      Carried

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## **10. Next Meeting**

Friday May 9, 12.00pm – 5.30pm. Squash New Zealand Office, Auckland

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## **11. Meeting Closed 5.00pm**