



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

**Held:** Saturday February 6, 2010  
Jet Park Inn, Auckland – 8.30am

**Present:** Wayne Werder, Neil McAra, Warren Patterson, Linda Kenny, Tony Johnston, Toni-Maree Carnie, Paul Cameron, Jim O’Grady.

**Apologies:** None

**Disclosures of Interest:** None

**Minutes:** The minutes of the meeting held 13/12/2009 were accepted as a true and correct record. WW / LK. Carried.

**Matters Arising:** There were no matters arising from the minutes.

### **Chief Executive Report 3/2/2010.**

The CE report 3/2/2010 was circulated prior to the board meeting.

#### **Items for decision:**

- Agreed to proposal to produce generic club development material.
- Affiliation advisory group ratified with inclusion of Adrian Dale. Members are Ash Brownrigg, Tony Johnston, Mike Flood-Smith, Grant Smith, Adrian Dale, Jim O’Grady. WW / TJ. Carried.
- Terminate Yardstick and data input contract at end of March 2010. PC / NM. Carried.
- SNZ pay balance of WWC tender fee and invoice WWC organising committee – to be repaid as soon as funds available. LK / PC. Carried.
- Board agreed to contingency plans for SIT project roll out as discussed.
- Dave Clarke and Anthony Ricketts ratified as coaches for CWG. WW / PC. Carried.
- SEM set at \$29.75 plus GST for 2009 – 2010 financial year. WW / TJ. Carried.

#### **Motions to apply for funding:**

The SNZ executive council agrees to apply for funding from the Lion Foundation. Moved Wayne Werder. Seconded: Warren Patterson. Carried.

The SNZ executive council agrees to apply for funding from Pub Charity. Moved: Linda Kenny. Seconded: Paul Cameron. Carried.

### **Finance Report.**

- Budget loaded and financial reports distributed to board.
- Request to abbreviate the budget variance report to one page with YE projection
- NSCT reports require dates to be changed to show correct reporting period.

- WP request clarification on provision for doubtful debts. JO to follow up.

### **General Business.**

- Circulate secondary schools and competition reviews to all districts.
- Budget breakdown required for the World Women's Championships in 2010.
- Events advisory group meeting schedule. WP
- Constitution review. WP

### **Planning Session.**

#### **Strategic Plan**

- Board reconfirmed SNZ strategic plan 2009 – 2012
- Operational plan to be developed from the strategic plan for next board meeting
- CE reporting framed around progress on strategic initiatives

#### **Stakeholders**

- A list of key stakeholders identified
- Strategy to be developed to engage and communicate with them
- Conduct annual Sparc stakeholder survey

#### **Policies**

- CE to identify all current policies both at board level and operational level
- CE and board to develop a review cycle for policies
- Board to review and update governance policies at each meeting
- CE to review and update operational / house policies ongoing as required

#### **Risk Management**

- TMC to forward copies of risk policies for evaluation
- CE review SNZ risk management plan and delegated authorities -update as required
- CE to review directors insurance policy – re named individuals

#### **Standing Committees**

- Audit and risk – to be whole of board responsibility
- CE performance and remuneration Neil McAra / Tony Johnston

#### **Events**

- TOR and meeting scheduled confirmed by WP
- Review calendar timing with view to draft by mid year
- Key focus on new events such as Junior and Senior player series
- Nationals to be held in Whakatane for 2010. Funding confirmed by host
- NZ Open to remain a goal for 2010 – investigate options for venues, sponsors and event manager

#### **T2020**

- Coaching strategy implementation well underway and on track.

- The appointment of a CDM is a key priority for the club development programme
- The SIT project remains a critical element of the T2020 strategy
- Delivering a fully functional grading system is the top priority. Other modules will be released as they are tested and signed off. Progress is slightly behind schedule but accuracy and reliability are required before these modules are released.
- Structural change model to be developed further with more detail on costs, numbers and roles. Update for next board meeting.
- Affiliation advisory group ratified. TOR and relevant information distributed. Draft proposal by May with presentation to mid year presidents meeting.

### **High Performance**

- CWG operational plan drafted and ready for circulation. Finalised by end of February
- World Women’s Champs and World Junior Men’s Champs campaign plans to be developed from HP operational plan. LJ, AR and DC to complete.
- HP strategic plan 2010 – 2014 to be prepared and finalised after CWG debrief. Process and framework to be developed by LJ in consultation with CE,AR,DC and others.
- Discussion with Sparc regarding HP funding investment ongoing between CE and Michael Taylor, relationship manager.

### **Sponsorship and Funding**

- Database of existing sponsors and funders to be prepared by CE
- Develop list of potential sponsors and funders and identify properties
- Develop a pitch document for SNZ
- Identify items within current budget for funding applications

### **Board Meetings**

- Proposed dates for 2010 confirmed. Details to be circulated with meeting times
- AGM confirmed for Palmerston North in conjunction with WW Champs
- Mid Year presidents meeting July 3<sup>rd</sup>
- Annual work plan to be updated and circulated to board
- Board pledge signed by all board members
- Induction of new board members completed

### **Training**

- Sparc seminar courses to be circulated to board
- CE to organise Sparc board evaluation

### **Communication**

- Include board , presidents and district secretaries on circulation list for Gary Denver
- Monthly newsletters from CE and HP
- Email updates to board on activities in between board meetings

**Meeting ended 3.30pm**

**Signed.....Chair, Squash New Zealand.**

**Date.....**

### Board Meeting Schedule for 2010

<b>Date</b>	<b>Notes</b>	<b>Time</b>	<b>Venue</b>	<b>Availability</b>
February 6	Board meeting Planning day	8.30am – all day	Jet Inn, Auckland	
March 26	Board meeting	6.30pm	Jet Inn, Auckland	
May 14	Board meeting	6.30pm	Jet Inn, Auckland	
July 2 July 3	Board meeting Presidents meeting	6.30pm 9.00am – all day	Jet Inn, Auckland	
August 21 August 22	National Champs Board meeting Nationals dinner	Saturday 9.30am Sunday Sunday evening	Whakatane	
October 15	Board meeting AGM preparation		Jet Inn, Auckland	
December 3 December 4	AGM workshops AGM Board meeting	2.00pm – 5.00pm 9.30am 3.00pm	Palmerston North	

	<b>WWC Dinner</b>	<b>Evening</b>		
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