



## BOARD MEETING MINUTES

**Date: Saturday July 22, 2017. 9:00am**  
**Venue: TECT office, 525 Cameron Road, Tauranga**

### ATTENDANCE AND APOLOGIES

Attendance: Greg McKeown - Chair (GM), Linda Kenny (LK), Steve Dunbar (SD), Gareth Fleming (GF), Vaughan Utteridge (VU)  
Jim O'Grady – Chief Executive  
Apologies: None

### CONFLICTS OF INTEREST

None noted

### MINUTES OF PREVIOUS MEETINGS

Purpose: To confirm the minutes and resolutions of the previous meeting held June 23, 2017  
Matters arising from minutes: There were no matters arising.

### Resolution

That the minutes of the previous SNZ Board meeting held June 23, 2017 be approved as true and correct record of proceedings.

Moved: GM

Seconded: LK

Carried

### STANDING RESOLUTIONS AND ITEMS FOR RATIFICATION

#### Resolution

Purpose: To apply for grant funding.

The SNZ Board agrees to apply to the North and South Trust for \$2920 + GST of funding as a contribution towards the production of coaching resources (Individual Development).

The SNZ Board agrees to apply to the Four Winds Foundation for \$4074 + GST of funding as a contribution towards the production of coaching resources (Junior Boys and Girls).

The SNZ Board agrees to apply to Grassroots Trust for \$3498 + GST of funding as a contribution towards the production of coaching resources (Senior Men and Women).

The SNZ Board agrees to apply to the Infinity Foundation for \$5718 + GST of funding as a contribution towards the production of coaching resources (World Junior Squads and National Squad).

The SNZ Board agrees to apply to the Trillian Trust for \$2859 + GST of funding as a contribution towards the production of coaching resources (Professional).

The SNZ Board agrees to apply for other funding to support a range of activities as and when required.

Moved: GM

Seconded: VU

Carried

#### Resolution

Purpose: To ratify the out of meeting decisions (14/7/2017 & 19/7/2017) to confirm the recommendations of the Master's Selectors for the team to represent NZ at the 2017 Trans-Tasman Masters Test Series in Australia.

The SNZ Board ratifies the Masters Selectors recommendations for the 2017 Trans-Tasman Masters Test Series Team and resolved to:

1. Increase in future general player awareness of the opportunities to represent New Zealand in the Masters Trans-Tasman Test Series.
2. Conduct a management review of the selection process for the 2017 TTTS Team in Q4 2017 and to identify any improvements that could be made with the process / policy, with the intention of the Board approving a new way forward and a new selection process / policy being implemented in 2018. Recommendations required by the October 2017 Board meeting.

Moved: GF

Seconded: SD

Carried

#### CE Report

The CE report, having been circulated prior to the meeting, was discussed. A downward trend in membership was noted from a peak of 18,700 in March to 18,030 in July. It was agreed management would track and report on monthly membership, graded and leisure players and pay2play numbers.

#### Resolution

That the SNZ Board receives the CE report as tabled.

Moved: GM

Seconded: LK

Carried

#### FINANCIAL REPORTS

Financial reports for SNZ and Club Kelburn to 30 June 2017 were circulated prior to the meeting.

Matters arising: It was noted that Club Kelburn turnover for gym and squash was down year to year. The year-end projection for SNZ would be close to breakeven.

#### Resolution

That the SNZ Board receives the financial reports for SNZ and Club Kelburn to 30 June 2017 as tabled.

Moved: GF

Seconded: VU

Carried

#### ITEMS FOR DECISION

##### Item 1 [Board only]

##### Board Evaluation Process:

GM had contacted John Page, Sport NZ, who advised that the Online Governance Evaluation System (OGES) would normally be administered by the Chair. That change has been made in the system. Sport NZ recommended the use of both Sport NZ and external consultants for the Governance Mark process and has offered funding support.

#### Resolution

That the Board:

- a. Is committed to improvement and evaluation using the Sport New Zealand Online Governance Evaluation System (OGES) and the Governance Framework
- b. Will seek to achieve the Sport New Zealand Governance Mark
- c. Will accept the offer of funding support from Sport New Zealand including use of Sport New Zealand and external consultants and assessors

Moved: GM

Seconded: SD

Carried

##### Item 2

##### To approve the draft SNZ Facilities Strategy:

A revised and updated Draft facilities Strategy, following Board feedback, had been circulated prior to the meeting. After discussion, it was agreed that the document required further work including clarification of the strategic outcomes sought.

#### Recommendation

That GM and CE meet to produce the next draft version of the strategy which would be sent to the Board for approval before distribution to districts and clubs.

### **Item 3**

#### **SNZ and WSF AGMs:**

It was agreed that the SNZ AGM, forum, Board meeting and awards dinner would be held on Saturday December 2, 2017.

- a) The National Forum 9:00am to 3:00pm
- b) SNZ AGM 3:00pm to 4:30pm
- c) Board Meeting 4:30pm to 5:30pm
- d) Awards Dinner 6:30pm

A decision on attendance at the WSF AGM was deferred pending investigation of likely agenda items and other opportunities that might arise.

### **ITEMS FOR DISCUSSION**

#### **Item 1**

##### **FPS Sportsville:**

It was agreed that the CE seek clarification from CFT regarding the \$150k contribution from squash and the \$300k being offered by a funder. Once confirmed the CE would discuss options with MPSC, FPSC and SW to raise funds including a contribution from SNZ.

#### **Item 2**

##### **IT Systems Evaluation:**

Expressions of Interest to conduct a review and evaluation of SNZ's existing IT platform and alternative platforms had been sought. Initial discussions had been held with several interested parties and a formal project scope and cost would be confirmed shortly. The evaluation would include consultation with key stakeholders and provide the Board with an IT roadmap for next 3-5 years with recommendations for improving the existing platform to meet stakeholder needs.

#### **Item 3**

##### **Mid-year President's Meeting Review:**

The draft minutes of the mid-year presidents meeting, having been circulated, identified some key outcomes including:

- Agreement to establish a trial programme (Club 20) to increase participation, connection and resilience
- A shared vision on the development of annual and strategic plans and a national and regional level
- The formation of a competitions review advisory group
- The development of an IT roadmap for squash

A template has been developed for the Club 20 trail which includes:

- High level goals and expected outcomes of the trial
- Timeline and duration
- Process for trial club selection
- Nature and content of the programmes to be used in the trial
- The resources available – both financial and HR
- Level of commitment from the 3 parties involved

The template had been developed and distributed to districts for their input.

#### **Item 4**

##### **Squash NZ Office Lease:**

WLC had confirmed the ground lease for the national office would expire 1 June, 2018. Rough estimates had been prepared to move the building to another location on the Unitec Campus and to sell the building outright. It was agreed the CE;

- Obtain 2 quotes for the relocation on the building to another site on the campus.
- Investigate alternative rental options – Aktive, Millennium, Unitec
- Cost to convert internal space within the NSC to offices

#### **Item 5**

##### **Squash Foundation:**

Wayne Werder had advised he would be standing down as the chair of the HoF committee. Stephen Cunningham has offered to take over the role and Tony Johnston has joined the HoF committee. A conference call will be held in the near future to identify the priorities for the HoF and to gain their assistance to progress the formation of the Squash Foundation.

**Item 6**

Competition Review

GF spoke to the draft report that had been circulated prior to the meeting. The key recommendation was the tiering of national events and lifting the standard of the major national events. The Board discussion identified several points requiring clarification including a request for budget implications should the recommendations be adopted. It was agreed that GF would summarise the discussion points, refer them back to the Competition Review Group, update the report and circulate to the Board for further discussion.

**Item 7**

Board Rotation, Co-option:

GM had spoken to a potential candidate for co-option to the Board. After discussion, it was agreed not to co-opt at this stage and wait for the agm to fill the vacant positions.

Linda Kenny confirmed she would be standing down at the 2017 agm and not seeking re-election.

**Item 8**

SNZ Annual Plan and Budget 2017 / 2018:

The draft SNZ key priorities and actions for 2017 / 2018, as presented to the MYP meeting, had been updated. The Board discussed the revised draft plan and budget for 2017/18 as circulated by the CE and it was agreed the Board would provide feedback to the CE. Several items were noted for clarification:

International success should refer to the event in Chennai in 2018 (not Tauranga)

"Co-ordinate" rather than "undertake" a year-long marketing campaign

Call for EOJ to erect the glass court for an extended duration

The CE updated the Board on staff changes and outlined some proposed changes to the organisational structure. The key recommendations centred on enhancing the roles of a lead HP coach and national events manager. CE to develop possible job descriptions and a budget for the suggested changes.

**FOR INFORMATION**

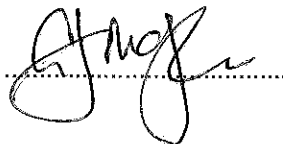
Squash Director's Report

Coaching and Development Director's Report

High Performance Manager's Report

The meeting was adjourned at 1.45pm, and recommenced from 6.00pm for Board Only items. Meeting closed at 6.45pm.

Signed: .....



Chair, SNZ Board

Date: .....

6/10/17