

CONFIRMED MINUTES

BOARD SESSION



At the **Full Board Meeting** on **24 Feb 2021** these minutes were **confirmed as presented**.

Name:	Squash New Zealand
Date:	Wednesday, 27 January 2021
Time:	6:30 pm to 8:30 pm
Location:	SNZ Board Meeting, NZ Rugby Offices, 100 Molesworth Street, Wellington
Board Members:	Liz Young, Cheryl Gush, David Hawes, Kyle Pontifex, Shiree Hart, Dame Susan Devoy
Attendees:	Martin Dowson

1. Opening Meeting

1.1 Confirm Minutes

December Board Meeting 9 Dec 2020, the minutes were confirmed as presented.



Approval of previous meeting minutes

approved the minutes

Decision Date:	27 Jan 2021
Mover:	David Hawes
Seconder:	Liz Young
Outcome:	Approved

1.2 Interests Register

No changes noted

1.3 Minute out of meeting resolution

Noted

2. Review action list

2.1 Update on actions from previous meetings

Due Date	Action Title	Owner
9 Oct 2020	Named authorities on accounts	David Hawes
	Status: Completed on 24 Feb 2021	

Due Date	Action Title	Owner
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
16 Nov 2020	Move next WCC Meeting Status: Completed on 9 Dec 2020	Shiree Hart
16 Nov 2020	All board members to get questions to Susan by end of 16th November Status: Completed on 10 Dec 2020	Kyle Pontifex
19 Nov 2020	Kyle to engage Graeme around offering coaching and direction to the board on our governance. Status: Completed on 10 Dec 2020	Kyle Pontifex
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	accept offer from WCC Status: Completed on 10 Dec 2020	Kyle Pontifex
16 Dec 2020	Planning templates Status: Completed on 24 Feb 2021	David Hawes
29 Dec 2020	Add to the calendar Jan and Feb dates Status: Completed on 12 Jan 2021	Kyle Pontifex
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
20 Jan 2021	Filing of Year end and AGM date changes to Society Status: Completed on 26 Jan 2021	David Hawes
17 Mar 2021	Induction of new Directors Status: In Progress	Shiree Hart

3. Major Decisions and Discussions

3.1 Commercial Sub-committee

David explained that there are some challenges to this I how it is currently worded. The committee is established to help support the Exec.

Kyle has positioned that Chair to be Shiree and David to support her. Board has a consensus on this

Shiree has indicated she is time constraint for the next 3-4 weeks at work, the board should just be aware that time availability is limited to March.

The committee can be set up in BP and all the relevant documents can be transferred from the AR committee to this.



Set up of sub committee for a focus on Commercial development

Committee set up with Shiree as chair.

Members Shiree and David

Decision Date: 27 Jan 2021
Mover: Kyle Pontifex
Seconder: Cheryl Gush
Outcome: Approved



Create commercial Committee in Board Pro

Actions:

- Get a quote from BP
- Get approval to spend
- Martin to make a purchase
- Set up Committee

Due Date: 5 Feb 2021
Owner: Cheryl Gush

3.2 2021 Budget

Martin: Key points.

The budget was very challenging to get to the point it is at now, thanks given to AR comm for the support

1. Deficit budget
2. Funding for Fraser park has a \$75 depreciation
3. Notes on the commitment from the board for WME have helped balance it better
4. Does not include club K
5. Tagged funding is accounted for in totality for HP and Coaching capability
6. Cost-saving proposals included in Events, Junior world cost recovery, National office is more lean and efficient

Assumptions:

1. The commercial committee may deliver upsides when active
2. Downsides are related to commercial and grant activity

Questions on the collective agreement (broadcasting) around the commissions explained and the revenue it helps generate. Susan has asked if the value is realized in this.

Shiree to take some of the sponsorship opportunities off line and discuss with Martin

Martin suggested that IT platform might be funded through commercial relationships

Working towards having very clear priorities outlined by July for National/Regional level admin and responsibility for funding elements of the strategy

Susan asked if she could secure a \$50k sponsor could it be tagged for Coaching? The sponsor would want naming rights etc.

Martin reiterated we are using some of our reserves in the budget

Kyle commended Martin on the work done to get the budget to this point and reiterated the need for the whole board to agree on this and commit to making it work.



Approval of the budget

Budget approved by whole board

Decision Date: 27 Jan 2021
Mover: Kyle Pontifex
Seconders: Dame Susan Devoy
Outcome: Approved

3.3 Club Kelburn Decision

Kyle has asked for us to refer to SD recommendation to free \$300k to do remedial work to Club K. This will be repaid over 4-5 years. It represents a cost that is neutral to the remedial cost of closing Club K and remediation to the site.

David: Who will take responsibility for measuring performance and ensuring that what we have put this in place is achieved. Previously the CE was responsible. Susan has indicated that the committee is set up and that a board member sits on this committee. This committee then takes accountability and responsibility with the University. Susan has indicated that responsibility and accountability remain at SNZ.

Susan has indicated that the University is a good manager but it does require a committee to oversee and put "squash love" into building it.

Susan is convinced that significant amounts of money can be raised when SNZ commits to the club. She confirms that the council still seems really keen that this is maintained.

Marketing to be done more at a local level. It is not yet in the budget and does require a little more work but Susan feels confident that this can be managed at a local level and not a financial burden.

David asked if any price increases are in the budget, Susan has confirmed they are not and that this would only be activated at the point the Club represented better Value for money.

Susan is confident that this club will make a profit. David wants to be confident that it will work and know that if it happens there is accountability on the ground.

Kyle has indicated that a vote by majority vote will pass the motion.

Kyle has indicated that reserves are noted as 900k, we have to hold at least 4 months reserves. We should be focused on returning it to this state as a board if we use it. Noted is our commitment to spending some of these reserves on WME and possibly our IT platform.

Susan reiterated that she feels that the risk associated with this investment in squash in Wellington will be well rewarded.



Club K reinvestment of \$300k from reserves

In favor: Kyle, Susan, David, Shiree, Cheryl

Against: 1 Lizz Young

Decision Date: 27 Jan 2021
Mover: Dame Susan Devoy
Seconders: Kyle Pontifex
Outcome: Approved



Notify WCC and stakeholders of the boards decision on Club K

- Contact WCC
- Notify working group
- Notify broader squash community

Due Date: 5 Feb 2021

Owner: Martin Dowson

4. Management Reports

4.1 CEO Update

short update from Martin

- Bringing our direction to life is really important
- 3 March late afternoon (Zoom) for forum follow up and the purpose is to achieve endorsement and support of how SNZ and districts operate
- Martin has a draft agreement available for the commercial agreements. Ball agreement is in progress, Ball choice still needs to be confirmed, the Dunlop opp does provide revenue generation to districts. Other option is Tecnifibre.
- Kyle has reiterated that Martin is doing well in unifying the sport again. Districts are very complementary of Martin.
- RFP for IT is ready to go out to market. Note no funding available in the budget at this point. quotes are needed to move it forward. We need these to future fund this and make decisions.
- Kyle asked Martin to thank Dan for the work he has put into this.

4.2 Health & Safety Review

Health and Safety document to be uploaded to BP



Up load HS documents to BP

Load Health and Safety document to BP agenda item

Due Date: 5 Feb 2021

Owner: Kyle Pontifex

5. Other Business

5.1 Audit Report - Governance

Please see the uploaded notes.

In addition note:

- We have to pursue the governance mark secondary to urgent matters for the first quarter Audit and AGM
- Susan has asked how we use the governance funding for board development: Kyle has indicated that this is for recruitment, governance mark, CEO, and Chair development.
- Some gaps in the Directors policy manual, Kyle and Graeme to work on closing out these gaps

5.2 Patron nomination for AGM

Liz feels that it is good that we do have a Patron for the sport and that their Role, responsibility, and accountability are clarified.



Appointment of Squash Patron

Appointment of Squash Patron

This is a figurehead role, the board can consider who to recognise in our sport.

Due Date: 23 Feb 2021

Owner: David Hawes

5.3 Board Evaluation

A email will follow shortly and will have a survey of the boards performance, it is requested that you fill this in

5.4 Meeting review



update Zoom location

Update Zoom Location

Due Date: 23 Feb 2021

Owner: Kyle Pontifex

6. Close Meeting

6.1 Close the meeting - Good and Welfare

Next meeting: Full Board Meeting - 24 Feb 2021, 5:00 pm

Signature: _____

Date: _____