



**BOARD MEETING MINUTES**  
**Date: Friday April 29, 2016. 1:20pm**  
**Venue: 52 Miro Street, Mount Maunganui**

**ATTENDANCE AND APOLOGIES**

There were no apologies.

Attendance as follows.

**Board:** Greg McKeown - Chair (GM), Steve Dunbar (SD), Gareth Fleming (GF), Fran Hopkins (FD), Tony Johnson (TJ), Linda Kenny (LK), Jim O'Grady – Chief Executive (CE/JO)

**CONFLICTS OF INTEREST**

None were noted.

**STAKEHOLDER INPUT**

This provides an opportunity for SNZ board members to hear from constituent stakeholders directly.

Wayne Werder, Chair of BOP Major Squash Events provided an update on WJC2017, the organisational structure and budget for the event.

**MINUTES OF PREVIOUS MEETINGS**

Purpose: To confirm the minutes and resolutions of the previous meetings held February 12, 2016 and the Board update of March 18, 2016.

Matters arising from minutes: None were noted.

**Resolution**

**That the minutes of the previous SNZ Board meeting held February 12 and March 18, 2016 update be approved as true and correct record of proceedings.**

**Moved/Seconded GM/LK      Carried**

Attachments

Minutes of the SNZ Board Meeting held February 12, 2016

Minutes of the SNZ Board Update held March 18, 2016

**STANDING RESOLUTIONS AND ITEMS FOR RATIFICATION**

**Resolution**

Purpose: To apply for grant funding.

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

**Moved/Seconded GM/FH      Carried**

**Resolution**

Purpose: To ratify the out of meeting decision from the March 18 SNZ Board update. To decide if SNZ should support a proposal from Akiwa Events for SNZ to supply and fully fund the glass court for an event they propose to hold in Whanganui.

CE Advice: Other opportunities would rank ahead of this for SNZ, both in terms of spending \$20,000 per year for multiple years and also use of the glass court for events such as PSA or supporting NZ National events. It would be difficult for SNZ to make a three year commitment on availability of the glass court for a new event which is unproven, has little detail and is proposed to be fully funded by SNZ.

**That this request be declined based on the information provided. That due to limited funds event organisers should generally cover all related set up and operational costs for the use of the glass court.**

**Moved/Seconded GM/SD      Carried**

#### **Resolution**

Purpose: To ratify the out of meeting decision from the March 18 SNZ Board update. To decide if SNZ should loan Squash Canterbury \$25,000 as per information provided to the Board by the CE and Squash Canterbury. Squash Canterbury has previously provided information to SNZ regarding their current financial situation and the request is for a loan that will enable the district to continue trading and provide services while putting in place changes that will ensure future profitability.

**The SNZ Board agrees to loan Squash Canterbury \$25,000 for a term of two (2) years at zero interest, the loan conditions to be agreed between the CE and Squash Canterbury.**

**Moved/Seconded FH/GF      Carried**

#### **Resolution**

Purpose: To ratify the out of meeting decision from the March 18 SNZ Board update. To decide if a mid-year presidents meeting should be held in 2016.

Preamble: The format and value of the mid-year presidents meeting has previously been questioned by Board members given that we also have a meeting at the end of the year. As an alternative it is proposed to hold face to face meetings in the District with the president and the respective boards with SNZ Board members in attendance. There would be more focus on issues that affect the district and finding ways to achieve greater alignment with Squash on the Move.

**That the mid-year presidents meeting be cancelled and individual district meetings held in its place.**

**Moved/Seconded GM/LK      Carried**

#### **Resolution**

Purpose: To ratify the out of meeting decision from the March 18 SNZ Board update. To appoint a coach / manager for the World Doubles in 2016.

Preamble: The HPAP met via conference call on 6/4/2016 to discuss the three applications for the position and after discussion has made a recommendation to appoint Glen Wilson as the coach/manager for the World Doubles in 2016.

#### **Resolution**

**1. That Glen Wilson be appointed as the World Doubles Coach/Manager for 2016.**

**2. A review of the 2016 campaign and the role will be conducted and if favourable a recommendation would be put forward to appoint Glen Wilson to the 2018 Commonwealth Games coaching / manager's role.**

**Moved/Seconded TJ/GM      Carried**

Attachment: Recommendation from HPAP

#### **CE REPORT**

The CE report was circulated prior to the meeting.

- a) The key focus was on Squash on the Move outcomes and how they are being achieved
- b) The report included other matters of relevance to the Board

Attachment: CE Report

## **FINANCIAL REPORTS**

Financial Reports for SNZ and Club Kelburn were circulated prior to the meeting.

The reports were taken as read and there were no matters arising.

Attachments: SNZ and Club Kelburn financial reports

## **ITEMS FOR DECISION**

### **Item 1**

Purpose: Following safety concerns around the 2015 World Men's Teams Event, the Board asked that a Safety Policy for SNZ International Representatives be developed. A draft policy on attendance at international representative events had been circulated to the Board for discussion.

#### **Agreed from the discussion**

**That the CE review the proposed policy to review the processes within the policy and make any changes as necessary. The Board to review prior to the next meeting.**

Attachment: Safety Policy for SNZ International Representatives

### **Item 2**

Purpose: To confirm headline 2015/2016 actions and associated KPI's

Preamble: The strategic plan 'Squash on the Move' highlights 5 strategic outcomes - Participation Growth, International Success, Welcoming Facilities, Financial Health, and Unified Delivery. A list of action including business as usual (BAU) and headline actions has been developed and some have been previously discussed. While there have been several discussion on key outcomes and KPIs for the current year, there needed to be a clear record key actions (either BAU, headline or new) and associated KPIs for 2015/2016.

#### **Agreed from the discussion**

**That a 'Scorecard' of key actions (either BAU, headline or new) and associated KPIs for 2015/2016 be developed and distributed to the Board.**

Attachment: Latest version of Actions Summary

### **Item 3**

Purpose: To decide on input to and options to attend the World Squash EGM June 3, 2016

Preamble: WSF have convened an EGM for June 3 in London. To be eligible to vote SNZ must be present or have a representative present at the meeting. Given the cost and travel time involved it was agreed that a representative was the better option. It was suggested that Michael Pittams could be an option as he lives in London. FH suggested that she might be travelling to the UK at that time and could be available as an alternative.

#### **Resolution**

**That the CE note the Board's concerns with regard to time and cost, review alternatives and make the decision on who should attend the WSF EGM as a representative of SNZ.**

**Moved/Seconded LK/GF      Carried**

Attachment: World Squash EGM remits

### **Item 4**

Purpose: For the CE Review Committee to report on the CE review process and make recommendations.

The CE left the meeting for 15 minutes during which time the Board discussed the CE review and recommendations of the CE Review Committee.

#### **Resolution**

**That the recommendations of the CE Review Committee be adopted.**

**Moved/Seconded GM/SD      Carried**

## **ITEMS FOR DISCUSSION**

Noting that two of the following items (11 & 12) involved decisions by resolution.

### **Item 5**

The Development of the Annual Plan and Budget

The process and timeline for the development of the SNZ Annual Plan and Budget for 2016 / 2017 were partially covered in the previous discussion regarding the annual plan.

Attachment: Proposed timeline. Attachment: Current P&L and B/S Overview

### **Item 6**

Sport NZ – Revised Community Sport Investment

JO provided a brief update on the revised investment schedule developed following a meeting with Richard Skelly, Performance Consultant Community Sport from Sport NZ. The schedule was now simpler and more concise. Only the funding levels were yet to be agreed with Sport NZ. Attachment: Revised investment schedule

### **Item 7**

Purpose: To discuss the option for SNZ to have a Commercial Manager post–HTG and appoint Community Squash Support Officers.

Prior to the meeting a report had been circulated to the Board on discussions with other NSOs who have regionally-based Squash/Club Development Officers. The discussion emanated from the challenges currently faced by SNZ around regional delivery and the fact that 5 districts had chosen not to participate in Coachforce.

A role proposal and job description had also be circulated on a possible commercial manager's role at SNZ once the current HTG contract expires.

#### **Agreed from the discussion**

- a) **That the CE revise the job description for the commercial manager to incorporate a marketing / promotions component and determine the impact on the budget and how it is funded, and that given that the HTG contract has approximately 3 months to run this matter be given priority consideration**
- b) **That the CE to provide more information on the option for regionally-based Squash/Club Development Officers, their potential funding, and how they interact or work with the regions, as part of the 2016/2017 annual planning process.**

Attachment: Discussion Paper on Commercial Manager. Attachment: Proposal for Community Squash Support Officer

### **Item 8**

Purpose: To ensure that SNZ is optimising on-court and off-court opportunities around the World Masters Games and World Juniors in 2017. The Board wanted to ensure that SNZ was doing everything within its means to maximise the opportunity for competitive success at the WJC2017 and the promotional opportunities around the WMG2017. The Board asked the HPAG to provide a report that outlined the best chances for kiwi success at the WJC2017.

### **Item 9**

MoA review

Board members to review and forward recommendations to the CE on the current MoA agreements in preparation for upcoming meetings with districts.

Attachments: Example MoA agreements

### **Item 10**

Meetings with District Presidents and Boards

It was agreed the Board would develop a clear understanding of the outcomes sought from the meetings with each district with a key goal being to develop a shared understanding of how to work

together to contribute toward Squash on the Move outcomes. District-by-district meetings will provide a new opportunity to discuss programmes and delivery. The district reporting template and a draft agenda would provide a starting point for discussions. The goal was to complete 11 visits within the next 3 months.

#### **Item 11**

SD and GF provided an update on a recent appeal by a referee regarding a disciplinary procedure. SD and GF had met with the parties involved and put forward a number of recommendations which were unanimously accepted by all parties.

#### **Resolution**

**That the recommendations regarding the disciplinary procedure as put forward by SD/GF be adopted.**

**Moved/Seconded SD/GF      Carried**

SD and GF provided an update on a proposed review of referring structure. GF had met with the referee's management panel and it was agreed that an independent review of refereeing governance, policies and operating procedures be undertaken and completed in 2016

- Terms of Reference be developed for the review work required
- Appropriate Independent Reviewer be identified and confirmed
- Work complete by end October 2016, for implementation in advance of 2017 season

Glen Carson to approach John Small from Australia to undertake the review.

#### **Resolution**

**That the recommendations regarding the review of refereeing as put forward by SD/GF be adopted.**

**Moved/Seconded SD/GF      Carried**

#### **Item 12**

Operational round-the-table

SD suggested all national events should be reviewed to ensure that they are being delivered consistently and to the highest standards. Live streaming options need to be explored wherever possible. Scheduling can be an issue and host should follow SNZ guidelines or recommendations. TJ advised that the Wanaka Squash Club has agreed to sell its building and land and is proceeding with the construction of 4 new courts.

#### **Item 13**

Proposal by Bay Venues

Prior to the Board meeting Justine Brennan from Bay Ventures gave a presentation to the SNZ Board on the benefits that might accrue to SNZ should it relocate to the Adams Centre for High Performance in Mt. Maunganui. The proposal included –

Potential alignment with Squash on the Move and the SNZ HP Strategy

Potential benefits of co-locating the SNZ Head Office

A broader discussion about possible court developments at the Mt Maunganui Club

An offer to hold office space open for 3 months if there was going to be a serious evaluation

It was agreed that SNZ would request a 2.5 week window to assess whether or not it would confirm an EOI in the tenancy. In the interim Board members would provide their thoughts to the CE who would conduct a high level analysis of the options. A conference call would be scheduled before the expiration of the 2.5 week period to confirm the next steps. The Board noted the need to consider a range of options for a head office, a high performance facility and court developments, and that a range of squash stakeholders would need to be involved.

#### **FOR INFORMATION**

Staff Reports were circulated prior to the meeting and taken as read.

## **REPORTS PENDING – ACTION ITEMS**

1. Finalise International Teams Safety Policy
2. Response to Bay Venues developed (requires high level consideration of head office, high performance programmes facilities and courts)
3. Scorecard for Annual Plan 2015/2016
4. Draft Annual Plan 2016/2017
5. Commercial/Promotions Manager proposal
6. Unitec/NSC future options for development
7. Outdoor glass court business case

## **MEETING SCHEDULE**

November 28 – Auckland

February 12 - Auckland

April 29 – Mt. Maunganui, Bay of Plenty.

May 27 – Conference Call

June 24 – Auckland – Next Meeting

August 19 – Auckland

September 30 – Hamilton

~~October 7 – TBC~~

December 2/3 – Auckland - Forum, Awards (may be 3<sup>rd</sup> and 4<sup>th</sup> to fit with HoF dinner)

December 3/4 – Auckland - AGM, Board

**Meeting Finished 5.35pm.**

**Signed**

**Date**