



MINUTES OF SNZ BOARD MEETING

Saturday August 22, 2015, 9.00am, Robbies, Christchurch.

Present: Tony Johnston (Chair), Linda Kenny, Matt Taylor, Steve Dunbar, Greg McKeown, Gareth Fleming, Dayne Far, Jim O'Grady (CE)

Apologies: None

Conflicts of Interest: None

Items for Decision

1. Purpose

To confirm the minutes of the previous meeting held June 26, 2015.

Resolution:

That the minutes of the previous SNZ Board meeting held June 26, 2015 be approved as a true and correct record of proceedings.

Moved: Linda Kenny / Dayne Far

Carried

Matters Arising from the Minutes

None

2. Purpose

To apply for grant funding.

Resolution:

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

Moved: Steve Dunbar / Dayne Far

Carried

3. Purpose

To confirm the Out of Meeting Resolutions.

Appointment of Selectors

Having received expressions of interest and following consultation with the HPAP Leader, Paul Wright, the following have been recommended for the positions of senior and junior selectors

Senior selectors Glen Wilson and Shelley Kitchen

Junior selector Graeme Randolph

Resolution:

Having previously approved the Out of Meeting Resolution by email in July the SNZ Board reconfirms the appointment of Glen Wilson and Shelley Kitchen as senior selectors and Graeme Randolph as a junior selector.

Moved: Tony Johnston / Dayne Far

Carried

Ratification of the Masters Trans-Tasman Test Team

After seeking clarification and confirmation of the selection policy and process, the recommendations of the Masters selectors, subject to the play-off conditions, were ratified by the SNZ Board. The Board thanked the selectors for their efforts.

Resolution:

That the amended recommendations of the Masters selectors for the NZ Masters Team to compete in the 2015 Trans-Tasman Test Series be ratified and the team announced.

Moved: Tony Johnston / Matt Taylor

Carried

4. Purpose

To approve the financial reports for SNZ and Club Kelburn

It was noted that the YE projection for Club Kelburn was about \$30k lower than 2014. Both squash and gym income were down along with reduced income from Cape Physio for admin services. The Commercial sub-committee would look at options to develop a long term strategy for Club Kelburn.

The Board discussed options for financial reporting to show income matched to expenditure. A review of the existing reporting templates and the current chart of accounts might provide more clarity and better understanding. GF and JO to review.

Resolution:

The financial reports for SNZ and Club Kelburn to 31/07/2015, having been previously circulated, were accepted as a true and correct record.

Moved: Gareth Fleming / Dayne Far

Carried

5. Purpose

To approve Capex at Club Kelburn as per the previously circulated request and schedule.

Rob Walker submitted a proposal to convert court 10 to a gym room at a cost of \$16,875 including GST. The conversion would not impact on squash patronage and could attract more users to Club Kelburn who might be introduced to squash as well as the gym.

Resolution:

That the Board approve Capex of \$16,875 including GST as per the schedule submitted by Rob Walker.

Moved: Steve Dunbar / Dayne Far

Carried

6. Purpose

To provide an update on hosting the Junior Women's Championships in 2017 and approve a hosting bid from Squash Bay of Plenty.

After consultation with the Christchurch City Council and SNZ, Squash Canterbury made a decision on 30 July not to proceed with hosting the event in 2017. The pressure of time and uncertainty around facilities were the key factors in this decision. All parties involved were notified.

SNZ pursued EOI from Squash BoP and Squash Auckland and after further discussion Squash Auckland decided to withdraw. Squash Bay of Plenty have submitted a formal tender to SNZ to host the event. They have the support of the clubs, Tauranga City Council, Sport NZ, TECT and SNZ is negotiating with MBIE to secure the \$110k + GST of funding that was originally granted to Christchurch.

Resolution:

That SNZ accept the hosting tender from Squash Bay of Plenty and approve expenditure of \$40,000 + GST (the nature of the contribution to be negotiated with the organising committee) toward the event in 2017. A letter of thanks to be sent to Squash Bay of Plenty.

Moved: Dayne Far / Linda Kenny

Carried

7. Purpose

To approve the management contract Between SNZ and Penryn Trading Limited.

The proposed contract will be for a period that aligns with the WCC lease expiry / renewal date of 30 June 2017. The contract will be reviewed every 12 months and indexed to CPI adjustments. The contract details are unchanged and it maintains the existing commission structure.

A separate agreement will be drafted for the ball distribution once the final terms are confirmed. The Commercial sub-committee will review the agreement before it is sent to Penryn Trading Limited.

Resolution:

That a new management contract aligned to the WCC lease expiry date of 30 June 2017, and commencing 1 October 2015, be approved and adopted.

Moved: Dayne Far / Steve Dunbar

Carried

Items for Discussion

1. SNZ Strategic Plan 2016 - 2021

GM provided an update on the draft six year strategic plan for Squash New Zealand and identified the key themes and the proposed actions associated with the plan.

Squash on the Move - Strategic Plan for SNZ

A six year strategic management / development plan which delivers 5 strategic outcomes accompanied by a financial plan including measures and milestones. It is reviewable every three years.

Key themes of the new Strategy

- A move from programme creation to programme delivery
- Increased commercial focus
- Working with the workforce
- Focus on promotion and accessibility
- More iSquash development

A draft list of priority areas and actions was discussed with general agreement on the priority areas. Many of the actions were business as usual and it was agreed that further refinement was required to identify 3 headline actions in each priority area for simplicity and clarity. Each Board member would list their top 3 actions in each priority area and forward to JO and GM as soon as possible. A revised action list would then be circulated to the Board for approval.

2. Succession Planning

Board nominations for the 2015 agm and options for potential new Board members were discussed. For clarification the terms of the current Board member are as follows –

Tony Johnston	Elected in 2013 for 2 years	Term expires 2015
Greg McKeown	Elected in 2013 for 2 years	Term expires 2015
Steve Dunbar	Elected in 2013 for 2 years	Term expires 2015
Matt Taylor	Elected in 2013 for 2 years	Term expires 2015
Linda Kenny	Elected in 2014 for 3 years	Term expires 2017
Dayne Far*	Elected in 2014 for 2 years	Term expires 2017
Gareth Fleming	Appointed in 2015	Term expires 2016

*Dayne Far has tendered his resignation from the Board to take effect from the end of 2015.

There will be 5 vacancies at the 2015 AGM and the voting procedure will be as follows –

- 1st round of voting elect 2 Board members for 3 years
- 2nd round of voting elect 1 Board member for 2 years (to redress Dayne's resignation)
- 3rd round of voting elect 2 Board members for 1 year

TJ, GM, SD confirmed their availability. MT uncertain.

The notice calling for nominations will identify the skill sets required of potential Board members and confirm those standing for re-election.

3. Board Assessment

The Board discussed using the Sport NZ online assessment tool to evaluate governance performance. It was agreed that TJ would initiate the assessment tool and confirm details with the other Board members within the next two weeks.

4. Commercial Partnerships

JO provided an update on progress with HTG. Contact had been made with two potential partners, Aon and Executive Travel, and initial meetings had been held to confirm interest and possible options for support. The Board discussed other possible partnerships with a view to adopting a tiered approach to the SNZ properties. The HTG proposal had outlined this type of approach and it was agreed that this be re-evaluated in the near future. JO to recirculate the original proposal to the Board.

HTG had conducted a survey of the squash membership to get more information about member demographics and consumer demands. It was sent to every club (195) and there were 167 responses. The data will be used to identify other potential opportunities.

There was some discussion about SNZ engaging a commercial fundraiser. It was agreed that the Commercial sub-committee would give consideration to this option and report back to the Board.

5. Selection Policies

It was agreed the Squash Committee, in conjunction with the HPAP, would review the processes and policies for the selection of New Zealand representative teams to ensure they are fit for purpose and compliant with any relevant regulations or legislation. JO to add the appropriate files to Dropbox for review.

6. The National Squash Centre

JO provided an update on the appointment of the new facility manager who would start September 14. Both Neven Barbour and JO would provide initial support as required.

At its previous meeting, the Board briefly discussed the option of SNZ assuming the management of the NSC. The Board could see some advantage in this and requested the CE to progress draft agreement details with the NSCT for both parties' consideration. There has been no progress to date on a draft agreement. It was agreed that SNZ needed to clearly understand the terms and conditions of a management agreement, what the responsibilities would be and who would do what. JO to progress with the NSCT before the next meeting.

With respect to the long-term development of the centre, the Board needed to consider the various options and develop a strategy for the future of the NSC. It was agreed that a draft strategy be developed in the next two months using the resources available from Sport NZ and their facilities consultants.

7. WSF AGM 2015

The role and expectations of the SNZ delegate attending the WSF agm were discussed. A number of goals were identified including creating strategic alliances with other MNFs where possible that would assist SNZ with its goals, such as overseas training bases. Given some of the possible changes to the WSF governance structure the Board requested a report on the outcomes of the conference and agm.

General Business

1. Board Sub-Committees / Advisory Groups

The minutes from the HPAP meeting held August 14 had been circulated to the Board. There was nothing further to report from the Board sub-committees. The Audit and Risk committee would provide an update for the next Board meeting.

2. District Reporting Template

It was agreed the reporting template be circulated to districts in its current format and it could be modified in future if required, based on the responses and feedback.

3. Next Meeting

October 16, 2015. 12.00pm – 6.00pm. Napier. (To coincide with the NZ Masters). Final details to be confirmed with the national office.

4. Meeting Closed 1.22pm