



BOARD MEETING MINUTES
Date: Friday June 24, 2016, 12:00pm
Venue: Jetpark Hotel and Conference Centre, Auckland

ATTENDANCE AND APOLOGIES

Apologies: Linda Kenny

Attendance as follows.

Board: Greg McKeown - Chair (GM), Steve Dunbar (SD), Gareth Fleming (GF), Fran Hopkins (FD), Tony Johnson (TJ), 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.

MINUTES OF PREVIOUS MEETINGS

Purpose: To confirm the minutes and resolutions of the previous meetings held April 29, 2016.

Matters arising from minutes:

Item 2 for decision becomes Item 13 for discussion:

Item 13

Purpose: To review headline 2015/2016 actions

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. There was a general discussion about this year's actions and agreement to measure outcomes.

Agreed from the discussion:

JO to produce a summary of this year's key actions and a Marking Our Game scorecard.

Amend Item 8 for discussion: To ensure that SNZ is optimising on-court and off-court opportunities around the World Masters Games and the World Juniors in 2017.

It was agreed to seek input from Joanne Williams, team coach/manager, on what she felt would improve the chances of success at the WJC event in 2017.

Resolution

That the minutes of the previous SNZ Board meeting held April 29, 2016 be approved as true and correct record of proceedings.

Moved/Seconded: GM/SD Carried.

Attachments: Minutes of the SNZ Board Meeting held April 29, 2016

STANDING RESOLUTIONS AND ITEMS FOR RATIFICATION

Resolution

Purpose: To apply for grant funding.

The SNZ Board agrees to apply to Trillian Trust for \$4476.25 + GST of funding as a contribution towards the production of coach development DVDs and the printing of SquashStart coaching resources and Coaching Pathway brochures.

Moved/Seconded: GM/SD Carried.

Resolution

Purpose: To ratify the out of meeting decision to appoint coach/managers for the 2017 SNZ Senior Men's World Championship Team and the OJC/TTTS series events.

Preamble: The HPAP met via conference call on 25/5/2016 to discuss the applications for the positions and has made the following recommendations:

Kashif Shuja	Manager/coach	World Men's Team Championship 2017
Paul Hornsby	Coach	OJC and TTTS 2017
Robbie Wyatt	Coach	OJC and TTTS 2017
Shelley Kitchen	Coach	OJC and TTTS 2017

Resolution

That the recommendations of the HPAP be ratified.

Moved/Seconded: GM/SD Carried.

Attachment: Recommendation from HPAP

Resolution

Purpose: To ratify the out of meeting decision to appoint a temporary National Senior Selector to select the SNZ team to compete at the 2016 World Doubles Championships in Darwin.

Preamble: EOI were sought for the role and only one was received – Kashif Shuja.

Resolution

That Kashif Shuja be appointed as a temporary National Senior Selector until the conclusion of the World Doubles Championships.

Moved/Seconded: GM/SD Carried.

Attachment: Recommendation from CE

Resolution

Purpose: To reconfirm the out of meeting decision to ratify the selection of the 2016 World Doubles Team to compete in Darwin.

Resolution

That the following players be selected to represent NZ at the 2016 World Doubles Championships in Darwin.

Paul Coll, Campbell Grayson, Evan Williams, Lance Beddoes

Joelle King, Megan Craig, Amanda Landers-Murphy, Shelley Kitchen

Moved/Seconded: GM/SD Carried.

Attachment: Recommendation from National Senior Selectors

It was noted that Shelley Kitchen had withdrawn from the team and there were concerns about Evan Williams's wrist. The Board still supported sending a team and it was the job of the selectors to decide who would attend. Any changes would need to be ratified by the Board.

CE REPORT

The CE report

a) Focuses on key Squash on the Move outcomes and how they are being achieved, and

b) Reports on other matters which the Board should be aware of

Attachment: CE Report

Matters Arising:

GF sort an assurance on the stability of the iSquash platform. CE explained the nature of the various agreements in place but noted the recent issues with the security upgrade which were regrettable.

CE to send note of thanks to Squash Wellington and Squash Central following the recent meetings with SNZ. CE to co-ordinate meetings with remaining districts:

SD/GF	Eastern
JO/GM	Northland
JO/GM	Auckland
JO/FH	BOP and Waikato (NZ Jnr Nationals)
JO/TJ/LK	Midlands
JO/TJ	Otago and Southland

FINANCIAL REPORTS

Financial Reports SNZ and Club Kelburn

The financial reports as circulated were received and adopted. There were no matters arising.

Attachments: SNZ and Club Kelburn financial reports for May, 2016

ITEMS FOR DECISION

Item 1

Purpose: Following safety issues around the 2015 World Men's Teams Event, the Board asked that a Safety Policy for SNZ International Representatives be developed. Post the last Board meeting (29 April 2016) an updated draft policy on attendance at international representative events had been prepared for further Board for discussion.

Resolution

That the Safety Policy for SNZ International Representatives be adopted.

Moved/Seconded: TJ/GF Carried

Attachment: Updated Safety Policy for SNZ International Representatives

ITEMS FOR DISCUSSION

Item 2

The Development of the Annual Plan and Budget

To discuss the process and timeline for and to provide initial input to the development of the SNZ Annual Plan and Budget for 2016/2017

Attachment: Proposed timeline, Draft high level Budget

A draft BAU budget for the next 3 years projected a significant operating deficit. A reduction in state sector funding and additional international commitments were the principle contributors to this situation.

The Board discussed at length the implications and options for reducing or eliminating the deficit. It was agreed that SNZ should strive for a balanced budget by increasing revenue and cutting expenditure, but noting that increasing expenditure in some instances was not without risk (for example, an increase in commercial income required investment). Use of balance sheet was discussed, and it was generally agreed that priorities for use were working capital, capex, iSquash and "rainy days". It was agreed that the balance sheet should not be used to support standard opex, but that it might be used carefully to support revenue generating initiatives.

A more discussion followed on the draft budget examining the various components of the business and questioning their value or contribution to the overall financial performance of SNZ. It was agreed the CE would review and update the draft budget to clarify a number of points and circulate to the Board for further discussion.

Item 3

Purpose: To discuss a revised job description for a Commercial Manager post-HTG.

The revised job description for the commercial manager incorporates a marketing / promotions component long with the impact on the budget and options for how it will be funded.

Attachment: Discussion Paper on Commercial Manager

As this matter was not fully discussed no agreement was reached on the viability of such an appointment. There was general agreement that SNZ should invest in revenue generation and growth. Further discussion was needed along with budget options for 2016/2017.

Item 4

Purpose: To discuss the options for regionally based Sport Development Officers.

Further to the last Board meeting additional information has been provided on the option for regionally-based Squash/Club Development Officers, potential funding sources and how their roles in the regions, as part of the 2016 / 2017 annual planning process.

Attachment: Proposal for Community Squash Support Officer

There was insufficient discussion to reach agreement on this matter.

Item 5

MoA review

Board members to view and discuss our current MoA agreements

Attachments: Example MoA agreements

To be discussed at future meeting.

Item 6

Meetings with District Presidents and Boards

Update on meetings held with Squash Wellington (June 9) and Squash Central (June 10).

The meetings were covered and discussed in the CE report. The two meetings to date had been positive and productive for all parties.

Item 7

Update on a proposed review of refereeing structure

The Board approved the proposed draft Terms of Reference for the review of refereeing. John Small from Squash Australia had been approached to conduct the review and SNZ was awaiting his confirmation.

Attachment: Draft TOR for review.

Item 8

Operational round-the-table

It was noted that a formal letter had yet to be sent to the individual who was the subject of the disciplinary review. CE to follow up with Glenn Carson.

SD suggested there should be a landing page on the SNZ website for streaming of squash events

SD enquired about the pilot TDC trail in wellington – CE to report back.

GF noted positive feedback regarding SC at national events.

CE to follow up on BLK clothing

CE reported on serious alcohol issues at the Cousins Shield/Mitchell Cup which resulted in a bystander receiving serious injuries. SD proposed that a general alcohol policy be developed for our sport.

FH suggested SNZ contact Honda re sponsorship.

FH asked if Jason Wheadon had been considered as S&C trainer by SNZ – CE replied that he had not.

Item 9

Commonwealth Games Selection Criteria

The Board ratified the proposed 2018 CWG Selection Criteria.

Moved/Seconded: GF/FH Carried

Attachment: CWG Selection Criteria

Item 10

Hall of Fame Update.

JO provided an update on the HOF and a proposal from the committee to combine the SNZ agm dinner with a HoF function to maintain engagement with the squash community. WW and SD to liaise re venue, format, etc. The concept of a squash foundation was also discussed with a possible launch at the dinner.

Item 11

High Performance Strategy Update

A draft framework developed by the HP Strategy team was been finalised by SC and GF before circulation to a wider consultation group. It was planned to have the strategic plan ready for adoption by the end of August.

There was a general discussion about the HP programme which included possible options for a HP centre including the NSC, Tauranga and Cambridge. There was agreement that the HP strategy should drive any decision about location and that leadership, talent development and programmes were the priority concerns. From the discussion it was agreed a matrix would be developed to evaluate any proposals for a HP centre while recognising the HP Strategic Plan was still a work in progress.

FOR INFORMATION

Squash Directors Report

Coach/Development Directors report

WSF EGM Minutes held June 3, 2016

HP Player report – Kashif Shuja

REPORTS PENDING – ACTION ITEMS

This is to capture specific action items from the meeting

Outdoor glass court business case (nothing to report)

MEETING SCHEDULE

~~November 28 – Auckland~~

~~February 12 – Auckland~~

~~April 29 – Mt. Maunganui, Bay of Plenty.~~

~~May 27 – Conference Call~~

~~June 24 – Auckland~~

August 19 – Auckland (Nationals Remuera)

September 30 – Hamilton

December 3/4 – Auckland - Forum, Awards (combine with HoF dinner)

December 3/4 – Auckland - AGM, Board

Meeting Finished 6.05pm