



## MINUTES OF SNZ BOARD MEETING

Friday October 3, 12.00pm, Jetpark Inn, Auckland

<b>Present:</b>	Tony Johnston (Chair), Linda Kenny, Matt Taylor, Steve Dunbar, Greg McKeown, Jim O'Grady (CE)
<b>Apologies:</b>	Tony Alexander
<b>Conflicts of Interest:</b>	None
<b>Confirmation of Minutes:</b>	The minutes of the meeting held August 22, 2014 were confirmed as a true and correct record.  Moved LK / GM. Carried
<b>Matters Arising:</b>	None
<b>Out of Meeting Resolutions:</b>	Confirmation of JO to attend OSF agm November 7/8, Brisbane  Confirmation SNZ will send a team to the 2014 WWTC in Canada

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### Items for Decision

#### 1. To confirm the key priorities for the 2014 / 2015 annual plan.

The mid-year presidents meeting and the SNZ Board meeting August 22 discussed a number of priorities for the 2014 / 2015 annual plan.

**Resolution:**

[That the SNZ Board adopt the following as the major priorities for the 2014 / 2015 annual plan.](#)

1. Club Development – professional development, training, programme development and implementation, forums, templates, case studies of best practise, reaffiliation options and a trial pilot initiatives
2. Commercial Partnerships – establish a working party and TOR, determine the nature of the role, identify sponsorship and commercial opportunities
3. Organisational Review for Board and Management – review roles and responsibilities, determine the structures that deliver the best possible outcomes for squash in NZ
4. iSquash – identify new development projects and additional features with budgets, investigate payment options and integration with membership and accounting packages, identify opportunities to sell to other parties
5. HP programme – review and develop an enhanced programme

Moved: TJ / GM Carried.

#### 2. To confirm a plan to develop a High Performance programme for 2015 and beyond.

**Resolution:**

[That SNZ maintains a high performance programme with a dedicated HP coaches and that a full review of the current HP programme is carried out to recommend a revised format for the next HPSNZ investment application and through to the 2026 CWG.](#)

1. Confirm the purpose of the HP programme
2. Review the role and responsibilities of the HP Coach/es
3. Review and evaluate the current programme structure
4. Determine the best organisational structure and location/s for the programme
5. Set the relevant performance standards and pathways for athletes and officials
6. Secure the funding to enable the programme to operate successfully

Notes: That a HP workshop be convened urgently by CE to review all aspects of High Performance  
The workshop to make recommendations to the SNZ Board on a HP plan for the future  
The Board acknowledged and thanked Grant Smith for his ideas and input into HP / PSA / WSA

Moved: LK / MT Carried.

**3. To confirm the annual budget for 2014 / 2015**

**Resolution:**

That the budget as confirmed at the October 3 Board meeting (Version 1) be adopted with the provision that if funding from HPSNZ changes alternative options may be adopted.

Moved: TJ / SD Carried

**4. To decide if SNZ will make a financial contribution toward 3 WSA events in 2015, 2016 and 2017.**

**Resolution:**

That the SNZ Board agree to provide a total of \$20,000 + GST (including registration fees for 3 x WSA events) toward 3 WSA events in 2015 to be held in Palmerston North, Christchurch and Invercargill and provisionally support 2016 / 2017 WSA events subject to satisfactory 2015 event outcomes. SNZ Board agreed to continue to pay the 3 x PSA registration fees.

1. \$8,165 had already been allocated to PSA/WSA in 2015
2. The events would greatly assist the development of the women's game in NZ
3. Fits with the HP strategy to create female player pathways
4. Enables young female athletes to gain WSA rankings at home without travelling overseas
5. Lifts the profile of the game in NZ

Notes: Ongoing funding is subject to satisfactory outcomes from the 2015 events

Moved: SD / LK Carried

**5. To decide if SNZ should apply to WSF host the 2017 World Junior Championships in Christchurch.**

**Resolution:**

That SNZ formally submit a tender to WSF to host the 2017 World Junior Championships in Christchurch.

1. NZ has a proud tradition of successfully hosting major squash events and will be good for our reputation.
2. Great opportunity for our young athletes to experience international competition at home which hopefully will encourage them to pursue professional careers.
3. Great exposure and profile for the sport.
4. Good fit with the HP programme and professional development.
5. Opportunity to create a legacy in Christchurch and adds strength to the development plans for the Christchurch SC.
6. Would only proceed if Sport NZ, CCC and Major Events meet the targeted level of financial support.

Notes: Board support conditional upon receiving Major Events / CCC funding as requested  
Confirmation of an organising committee in Christchurch required urgently  
Identification and confirmation of venues critical before a tender can proceed  
A transparent tender process is required to identify the host venue

CE to discuss the Board requests with Grant Smith and seek confirmation of the these details

**6. To include a Match Fixing Policy within the rules of Squash New Zealand.**

**Resolution:**

That the Match Fixing Policy as previously circulated to the SNZ Board be adopted by SNZ and be included in the SNZ Policies and Procedures and Districts an Clubs be advised accordingly.

Rule 3 of the SNZ constitution empowers the Board to "Determine the regulations, by-laws, policies, codes and procedures for the governance, management and operation of squash in New Zealand". Adoption of the policy requires the Board to successfully pass a motion to this effect.

Moved: SD / MT Carried

**7. To develop additional tools in iSquash for the reporting of Kiwi Squash and Squash Start activities that are also required for Sport NZ RADAR reporting.**

**Resolution:**

That the SNZ Board approve additional non budgeted expenditure of \$7,400.00 + GST for the development of the reporting functions in iSquash.

The online reporting tool will allow SNZ to capture data for Sport NZ reporting which currently is done manually. The information will be useful to districts as well for their reporting and funding applications. An online tool will make it easier to enter and record participation numbers for junior development programmes and coaching activities.

Moved: LK / MT Carried

**8. To replace 5 x cross trainers and purchase some additional gym equipment at Club Kelburn.**

**Resolution:**

That the SNZ Board approve Capital Expenditure of approximately NZ \$18,000 for the purchase of the gym equipment specified in the quotation from Club Kelburn dated 2/10/2014. Final quotation to be confirmed and approved by JO but must be within the \$18k budget.

Replace the existing five cross trainers with 4 new cross trainers and one recumbent bike.

Life expectancy approximately 5 years but at this price 3 years would work

Resale of 5 existing x trainers- \$250 to \$500 each – approximately \$1200 to \$2000.

Notes: Capex approved subject to confirmation of all cost and a quotation  
Total Capex not to exceed \$18,000 + GST

Moved: SD / LK Carried

**9. To update the Board on the submissions made by Unitec, SNZ and SA to the Auckland Unitary Plan.**

SNZ and SA made further submissions to the AUP on the basis of protecting their “investment” in the NSC and to argue that “recreation” be recognised as an activity within the proposed development plans for the Unitec campus, specifically in the space that the NSC currently occupies.

SNZ and SA have been listed as opposing all 255 of the Unitec submissions when in fact we partially opposed 8. The process is ongoing with hearings, mediation etc still to come.

**Resolution:**

That the Board allow the CE of SNZ, in conjunction with the GM of SA, to continue with the hearing process and keep the Board apprised of significant developments as and when they occur.

Moved: GM / LK Carried

**10. To resolve the matter of an outstanding loan from SNZ to the NSCT.**

The NSCT has acknowledged the existence of the loan however they argue that the loan was offset by the purchase of the glass squash court. The paper trail is inconclusive as to whether or not such an agreement was ever negotiated between SNZ and the NSCT but it appears that this probably was the case. The balance outstanding is now in dispute.

**Resolution:**

That the CE meet with the NSCT Chair to present the financial records and minutes that pertain to this transaction and seek confirmation of the outstanding amount of \$160,573 and negotiate repayment terms or an alternative solution that is agreeable to the SNZ Board.

Moved: LK MT Carried

**11. Finance**

The financial reports for SNZ and Club Kelburn to 31/08/2014, having been previously circulated, were accepted as a true and correct record.

Moved: GM / LK Carried

**12. Audit and Risk Committee**

The minutes of the Audit and Risk Committee meeting held September 3, 2014, Auckland were confirmed as a true and correct record.

Moved: GM / SD Carried

**13. Motions to Apply for Funding**

The SNZ Executive Council agrees to apply for funding as and when required.

Moved: TJ / LK Carried

**14. Program Director Reports**

The Board acknowledged the receipt of the reports from the Directors of Development, Squash, Coaching and High Performance and thanked them for their contribution.

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## General Business

- **AGM Format 2014**

Venue – Jetpark Auckland  
Development Forum - November 28, 9.30am to 5.00pm  
Awards / HoF Dinner – Remuera Rackets 6.30pm  
AGM – November 29, Jetpark, 9.00am  
Board Meeting – November 29, Jetpark, 1.00pm

- **SNZ Board**

Tony Alexander and Linda Kenny stand down by rotation. Tony Alexander is retiring and Linda Kenny has indicated she will stand again. There will be two positions to be filled at the agm.

- **Affiliation Levy for 2014 / 2015**

The final SEM and membership numbers are almost complete. JO and GM will make Resolutions to the next Board meeting on the affiliation fees for 2014 / 2015 once modelling is complete.

- **Matters Arising from Buddy Reports**

No actions were required from these reports.

- **SNZ Staffing / Restructure of Roles**

Pennie O'Connor will finish December 23 and take 12 months maternity leave. Michael Pittams is leaving at the end of February 2015. A revised JD will be prepared for the Squash Development role with more focus on implementation and maintenance as well as the priorities in the AP. This role will be advertised shortly.

The Squash Directors role will remain largely unchanged as the core functions have not changed greatly since Michael has been in the job. This is a FTE which will be advertised beginning of 2015.

- **Meeting Timetable 2015**

Confirmation of the proposed meeting dates / calendar for 2015.

- **Update on Dunlop Ball Options**

SNZ has been in discussion with Pacific Brands Pty in Australia regarding the distribution rights for the Dunlop ball. The sponsorship proposal still needs to be resolved if the distribution option does not proceed.

- **Chairman's Award Nominations**

Suggestions required for the Chair's award in 2014. Looking for individuals / teams / organisations who have made an outstanding contribution to squash in 2014.

- **Next Meeting**

October 22, 7.00pm Conference Call

- **Meeting Closed 4.50pm**

  
Signed.....Chair, Squash New Zealand