



## BOARD MEETING MINUTES

Date: Friday June 23, 2017. 12:00pm  
Venue: Jetpark Hotel and Conference Centre, Auckland

### ATTENDANCE AND APOLOGIES

Apologies: Steve Dunbar

Attendance as follows.

Board: Greg McKeown - Chair (GM), Linda Kenny (LK), Gareth Fleming (GF), Vaughan Utteridge (VU)

Jim O'Grady – Chief Executive (CE/JO)

### CONFLICTS OF INTEREST

No conflicts of interest were recorded

### MINUTES OF PREVIOUS MEETINGS

Purpose: To confirm the minutes and resolutions of the previous meeting held May 19, 2017

Matters arising from minutes: Noted that the HPAP would continue to operate as is but will reviewed prior to the 2018 season.

### Resolution

That the minutes of the previous SNZ Board meeting held May 19, 2017 be approved as true and correct record of proceedings.

Moved: GM

Seconded: VU

Carried

### 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: GM

Seconded: LK

Carried

#### Resolution

Purpose: To ratify the out of meeting decision (6/6/2017) to appoint Manu Yam as the coach for the New Zealand Junior Boys Team competing in the non-sanctioned WSF team event held in conjunction with the World Junior Championships in Tauranga.

The SNZ Board ratifies the HPAP recommendation to appoint Manu Yam as the coach of the NZ Junior Boys Team.

Moved: GM

Seconded: LK

Carried

### CE REPORT

The CE report was tabled at the meeting. There were no matters arising from the report.

#### Resolution

That the SNZ Board receives the CE report as tabled.

Moved: GF

Seconded: LK

Carried

## FINANCIAL REPORTS

The financial reports for SNZ and Club Kelburn to 31/5/2017 were circulated prior to the meeting. The CE provided a summary of the financial position noting the absence of a prior year comparative budget because of the change to Xero at 1/10/2016. It was noted income was significantly ahead of budget due to cashflow timing and a new chart of accounts.

### Resolution

**That the SNZ Board receives the financial reports as tabled.**

Moved: GF

Seconded: LK

Carried

## ITEMS FOR DECISION

No items for decision were included on the meeting agenda.

## ITEMS FOR DISCUSSION

### Item 1

To discuss the revised draft SNZ Facilities Strategy:

A draft facilities strategy was circulated prior to the meeting. The Board acknowledged the work done by Luke Morris to produce the initial report however it was not considered to be a strategy document. A concise and focused strategy document was still required to explain the purpose, context and outcomes, including priorities for investment and delivery of the strategy. It was suggested that strategies developed by other NSOs might be helpful in shaping the SNZ facilities strategy.

### Item 2

Board Evaluation process:

The Board had undertaken an evaluation of individual directors, the chair and a whole of board framework. It was agreed that Fran Hopkins, (former Board member) be invited to complete the Framework evaluation. GM to contact John Page, Sport NZ, regarding validation of the evaluation outcomes and next steps.

### Item 3

FPS Sportsville:

GM provided an overview of the current situation and the recent meeting with Matt Reid (HCC) and Alister Skene (CFT). The project had been given the green light by HCC but required a further \$2m to complete and Matt Reid was seeking a contribution of \$150k from squash. To date \$70k had been pledged by SW and MPSC and it was noted that Squash Wellington had declined the capital funding proposal (\$30k) submitted by SNZ.

Concerns were expressed about the suggested operating model outlined by FPS and how it might affect club, regional and national interests in the future. After further discussion, it was agreed that GF would approach Squash Wellington to reaffirm SNZ's commitment to this important regional facility but it was the Board's view that as the owners of the new facility Hutt Valley Squash should look at options for raising additional capital to get to the suggested \$150k mark. SNZ was prepared to make a commitment but it would be contingent on HVSC's commitment to raising more funds.

In the opinion of the Board squash needed to speak with one united voice when dealing with the other parties. CE to ask Willie Bicknell to contact FPSC and MPSC to find out what SOP had been agreed to with FPS and then arrange a conference call with the squash parties to discuss options for raising the \$150k.

### Item 4

IT Systems Evaluation:

A scoping proposal has been prepared for the development of an IT roadmap for SNZ. EOI would be sort from suitably qualified individuals or companies to carry out a review of existing and alternative platforms and then make recommendations to the Board.

#### Item 5

Mid-year President's Meeting:

The MYP agenda and CRP Workgroup recommendations had been circulated to district presidents and stakeholders prior to the meeting. It was agreed that the main topics for the MYP meeting would be:

- Co-ordinating the district and national action plans for 2017/2018
- Receive and discuss the CRP Workgroup recommendations
- Discussion of the 'SNZ and District Actions' for the 2018 season
- A workshop session to share ideas and establish which actions are most supported
- A discussion on proposed changes to the National Event Rotation
- General Business

GM would lead with an introduction. David Hawes would present the CRP recommendations and GF would lead the interactive discussion around planning co-ordination. There was further discussion on the Club 20 initiative and what a trial might look like. The Board wanted to get an understanding of the purpose of the trial and what outcomes were being sought. The suggested TOR for the trial might include:

- Goals or outcomes of the trial
- Timing and duration
- Process for trial club selection
- Nature and content of the programmes to be used in the trial
- The resources available – both financial and HR
- Level of commitment from the 3 parties involved

#### Item 6

Squash NZ Office Lease:

SNZ had received advice from the Wairaka Land Company (Unitec's property arm) that the ground lease for the national office would be extended for a further 6 months from 28 February 2018 with a further 6 months' subject to mutual agreement by both parties. (WLC have yet to forward a revised deed of lease).

It was agreed that the CE investigate arrange of options including:

- Cost to relocate the existing office beside the NSC
- Cost to move the building off site
- Estimate market value if sold as is where is
- Cost of other space on the Unitec campus
- Long term view for the location of the national office

#### Item 7

Squash Foundation:

There had been no further progress on this matter since the last meeting.

#### Item 8

Board Rotation, Co-option:

To Board discussed the rotation policy and possible appointments / succession planning for the forthcoming year. There was a current vacancy because of Fran Hopkin's retirement and the term for GM and LK expired at the next agm. LK advised she would not be seeking re-election at the next agm. The Board discussed an option to co-opt an interim Board member and it was agreed that GM and CE interview a possible candidate.

#### Item 9

Senior Nationals, Napier:

SNZ would be represented at the event by GF and 3 staff members.

#### Item 10

WSF AGM:

It was noted that the WSF agm would be held in Marseilles on the same dates as proposed for the SNZ agm (Nov 30 – Dec 3).

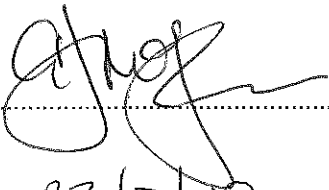
The Board to discuss options for attendance.

**For Information**

The following reports were uploaded to Dropbox prior to the meeting:

- Squash Directors Report
- Coaching and Development Directors Report
- High Performance Managers Report

**Meeting Closed 5:25pm**

Signed:  .....

Date: 22/7/17 .....

**MEETING SCHEDULE**

December 13	Conference call
February 7	Conference Call
March 2	Jetpark, Auckland
March 31	Jetpark, Auckland
April 7	Conference Call
May 19	Jetpark, Auckland
June 23	Jetpark, Auckland
June 24	Jetpark Auckland – Presidents Meeting
July 22	Tauranga (Venue TECT Office, Cameron Road, Tauranga. 9:00am start)
August 22	Conference Call
October 6	Christchurch (Venue TBC)
December 2/3	Jetpark, Auckland - Forum, AGM and SNZ Board meeting