



## Squash Canterbury Board Meeting Minutes

6.30pm Wednesday 18 November 2020, Squash HQ and via Zoom

<b>Attendees:</b> Shelly Drummond, Joseph Williams (Zoom), Helen Curd-McCullough (Zoom), Kate Fox, Clark Ellery (Zoom), Kristy Havill
<b>Apologies:</b> Paul Monk
<b>Minutes from the last meeting</b> The minutes of the previous meeting were adopted as a true and accurate record. Moved by SD, seconded by CE. Carried unanimously.
<b>Matters arising from previous meeting</b> Overview and update from action list.
<b>Finance Report</b> The financial report was moved by SD, seconded by CE. Carried unanimously.  It was resolved that an application be made to Air Rescue Services for funding assistance towards the costs of Junior Performance Camps in 2021. The total amount to be requested is \$12,780.35 excluding GST. Moved by CE, seconded by KF. Carried unanimously.
<b>Matters arising from finance report:</b> Actions: <ul style="list-style-type: none"><li>• Kristy to ask Elaine to rectify the Gross Profit figure on the Profit &amp; Loss with attributed expenditure report</li><li>• Kristy and Clark to catch up with Elaine to improve Profit &amp; Loss with attributed expenditure report</li></ul>
<b>Authorise Payments:</b> Authorisation for payments to be made was moved by SD and seconded by KF. Carried unanimously.
<b>Operations Report</b> The CEO Report, the CEO 90 Day Plan and the Junior Development Officer Update were noted.
<b>Matters arising from operations report:</b>

Signed by Shelly Drummond, Chair.



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### Actions:

- Kristy and Di to discuss and come up with methods of tracking conversions from participation in junior programmes to memberships.
- Kristy and Joe to come up with figures for sponsorship amounts.

### General Business

### Actions:

- Kristy to contact Di Brewer and discuss options for launch event at Summer Tennis and Squash Club in January 2021.
- Kristy to book Christmas dinner.
- Kristy to catch up with Di about her contract for next year.
- Kristy to come up with timetable of her work hours for the Christmas/New Year period for Board review.
- Kristy to reach out to Burnside and Football about possibility of co-hosting Junior Nationals in 2021.

Meeting closed 7:45pm

A handwritten signature in black ink, appearing to read 'Shelly Drummond', written in a cursive style.

Signed by Shelly Drummond, Chair.