



## Squash Canterbury Board Meeting Minutes

6.30pm Wednesday 23-9-20, Squash HQ and via Zoom

<b>Attendees:</b> Shelly Drummond, Paul Monk (Zoom), Joseph Williams (Zoom), Helen Curd-McCullough (Zoom), Kate Fox, Clark Ellery, Kristy Havill
<b>Apologies:</b> David Hawes
<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 HCM. Carried unanimously.
<b>Matters arising from previous meeting</b> Overview and update from action list.
<b>Actions:</b> <ul style="list-style-type: none"><li>• Kristy to contact Steve Martin from New Zealand Rugby League about resources on the West Coast.</li><li>• Kristy to ask Elaine to credit the Squashways invoice.</li></ul>
<b>Finance Report</b> The financial report was moved by SD, seconded by CE. Carried unanimously.
<b>Matters arising from finance report:</b> <b>Actions:</b> <ul style="list-style-type: none"><li>• Kristy and Shelly to work with Elaine to see if the Squash Canterbury budget can be entered into Xero, so that budget can be compared to actuals on the monthly statements.</li></ul>
<b>Authorise Payments:</b> Authorisation for payments to be made was moved by PM and seconded by CE. Carried unanimously.
<b>Operations Report</b> The CEO Report, the CEO 90 Day Plan and the Junior Development Officer Update were noted.

Signed by Shelly Drummond, Chair.



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### Actions:

- Kristy to look into whether the same level of accountability is required for Tu Manawa as what there was for KiwiSport. If not, create some KPI's with the Junior Development Officer that link to the Strategic Plan.
- Attend the University of Canterbury Sports Coaching Internship Information session.

### Policies

Health and Safety Policy, Police Vetting Policy and Protection of Children and Young People Policy were all tabled and discussed.

- "It was resolved by the Board to adopt the Squash Canterbury Health and Safety Policy, pending minor adjustments from feedback given"
- "It was resolved by the Board to adopt the Squash Canterbury Police Vetting Policy, pending minor adjustments from feedback given"
- "It was resolved by the Board to adopt the Squash Canterbury Protection of Children and Young People Policy, pending minor adjustments from feedback given"
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Moved by SM, seconded by PM. Carried unanimously.

### Juniors and Masters Representative Teams

An update was provided on the status of the Juniors and Masters teams that are competing at their respective Nationals.

### Actions:

- Find the procedure document that outlines what Squash Canterbury will fund every year for Juniors, Masters and Senior representative teams.
- In the absence of the above, begin to create procedure document.

### Board Direction and Operations

Signed by Shelly Drummond, Chair.

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Discussions around validity of the Annual Plan. Noted the importance of getting policies and procedures in place now which will help with any succession planning in the future, and the need to overlap individual Board members' roles and responsibilities in the event of one of them resigning. Put rules in place around going into in-committee if required.

### Actions:

- Kristy and Shelly to review Annual Plan.
- Kristy and Shelly to meet with each Board member and determine roles and responsibilities.
- Paul to look at Constitution in regards to board member configuration.
- Kristy to put together Board meeting calendar.
- Kristy to keep developing processes and procedures.

### **Awards Evening**

Will be having it but will be a scaled down version at a club.

### Actions:

- Kristy and Shelly to organise the SurveyMonkey to go out for nominations.
- Kristy and Shelly to confirm a date/time/venue with a club.

### **Rata Foundation Application**

Overview from Kristy about what will be going in the application.

Resolutions to apply for funding:

- "It was resolved to apply to CERT for funding assistance to contribute towards 12 months of power usage at Squash HQ". Amount applying for: \$6,948.51
- "It was resolved to apply to NZCT for funding assistance to contribute towards 12 months of CEO wages". Amount applying for: \$32,500
- "It was resolved to apply to RATA for funding assistance to contribute towards 12 months of wages for Junior Development Officer – Christchurch, Junior Development Officer – Nelson Bays/Marlborough, costs for Women's Squash Programmes, costs for Squash Your Way advertising campaign and Junior Interclub court hire costs".

Signed by Shelly Drummond, Chair.



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Amount applying for: \$68,820

Moved by SD, seconded by CE. Carried unanimously.

Actions:

- Kristy to submit funding applications.

### **General Business**

Discussion about Christchurch hosting a PSA \$3,500 Men's Draw in September 2021. Main benefit to hosting such an event would be raising profile. Letter from Squash New Zealand also asking clubs if they would like to turn their Opens into PSA Satellite Tournaments.

Actions:

- Shelly and Joe to determine if there are individuals interested in forming a committee to organise the PSA \$3,500 Tournament.
- Kristy, Shelly and Joe to discuss 2021 Tournament Road.

Meeting closed 7:48pm

Signed by Shelly Drummond, Chair.

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