

# Squash Canterbury Board Meeting Minutes

6.30pm Wednesday 17-4-19, Squash HQ

**Attendees:** Paul Monk, Dave Hawes, Karen Boag, Joe Williams (Zoom) & Jason Merrett

**Apologies:** Helen Curd-McCullough. *Moved by PM and second by JM All the committee agreed.*

**Minutes from the last meeting**

**Minutes from previous board meeting:** approved. *Moved by DH and second by PM All the committee agreed.*

**Matters arising from previous meeting**

**Matters arising from previous minutes:**

- JW updated the board regarding Christchurch Open potentially being a satellite PSA.
- Canterbury University – JM works at Canterbury University and commented that he was the best person for SG to speak to regarding their new build.

**Finance Report**

- *The financial report was moved by DH and second by PM All the committee agreed.*

**Matters arising from finance report:**

- All matters where covered below

**Authorise Payments**

- *Payments were moved by PM second by JW All the committee agreed.*

**Draft budget and forecast:**

- The board committed that by the next meeting the budget will be added to xero and a forecast presented at the next meeting.

**Actions:**

- DH to ensure that the 2019 budget is added to xero and a forecast is presented at the next meeting

**Financial Support Proposal**

- The board agreed to go forward with using Christchurch Community Accounting (CCA) to pay for financial support; to include producing the end of year financial statement including updating the asset register, administer payroll, XERO Support & input annual budget into XERO. The board also agreed to give CCA access to our XERO account. *Moved by DH Second by PM All the committee agreed*

**Actions:**

- KB speak with CCA to get the ball rolling and give them access to our XERO account

**Bank account signatures**

- The board agreed to add PM as a signatory for the Squash Canterbury Account and as authoriser for business online banking. *Moved by DH second by JF All the committee agreed*

**Actions:**

- KB to arrange for PM to become a signatory and have access to the online banking

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## Funding update & priorities

### Resolution to apply for funding:

- "It was resolved to apply to the NZ Racing Board for funding towards our representative programme for 2019"

Amount applying for \$17,011.15. *Moved by PM Second by DH. All committee agreed*

- "It was resolved to apply to the Mainland Foundation for funding towards upgraded our access control at Squash HQ and upgrading our website"

Amount applying for \$7,212 - \$8,472 *Moved by PM Second by DH. All committee agreed*

- "It was resolved to apply to CERT for funding towards power charges for Squash Headquarters for a 12 month period"

Amount applying for \$6,946.31 *Moved by PM Second by DH. All committee agreed*

## Summary of actions required:

### Mid-Year Presidents Meeting

- The board agreed that HC & DF will attend the mid-year presidents meeting on behalf of Squash Canterbury

### Student Projects

#### Actions:

- PM to pull together a project scope for the area of coaching and forward onto KB & JM for feedback and to progress

### Pay2Play

- The board agreed for VU to install the basketball net on Court 1 and for the clean-up work that is required on basketball net. Any costs to be will be included within the \$1k original budget for tidy up.
- Access control to CHWL, HH gym and the community room: The board agreed to go with the option of using the existing system for CHWL & HH gym and replace the card reader with keypads and install access control to the community room as per quote from VIP security. It was agreed to apply for funding to cover these costs.
- The board would like to thank VU for the great work he has done with getting Pay2Play off the ground and the clean-up of HQ. Going forward the board agreed that the scope for VU is to focus on increasing **usage of the squash courts**; ideally they would like to see it primarily used for Squash. However, they are happy for the courts to be booked for other activities that won't increase wear and tear on the courts and the facilities. It was agreed that the HH gym will only be accessible by HH members and Hoon Hay are responsible for upkeep and safety of the gyms equipment.

#### Actions:

- VU to install basketball hoop onto court 1 and work with KB to promote
- VU to get a second quote from Pay2Play for access control to CHWL, HH gym & the community room

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- KB work with LD and VU to apply to Mainland foundation for funding towards the costs of upgrading the access control systems at HQ. Note, application deadline 3<sup>rd</sup> May.
- KB to work with HH to come up with a proposed agreement regarding usage of the squash court, the facility and the gym

## **Rep Team Uniform**

- It was agreed that KB can order the playing tops as requested. *Moved by PM and seconded by Jason Merrett. All the committee agreed*
- It was also agreed that KB could purchase some team wear to have as samples for the rep team players to be able to see before purchase and use the purchased team wear in a promotion, with the winners getting to keep the team wear. *Moved by JW second by JM. All the committee agreed*

## **Rep Teams**

- The board agreed that they wouldn't fund a 5<sup>th</sup> nights' accommodation for the masters' players, as the tournament finishes on day 4 and is in Timaru. Squash Canterbury will reserve the accommodation and if people want to stay 5<sup>th</sup> night, they will need to pay for it.

## **Annual Plan:**

### **Portfolio's & responsibilities**

The following was agreed;

- JW – Events including the events Calendar & Trainee Clubs (Shadow DH) and Interclub (Shadow PM)
- JM – Coaching, Volunteering, Procedures & Polices
- HC – Juniors & Rep Teams (Simon Slade oversees Masters & Seniors)
- PM – Legal, Insurance, IT, Interclub & Annual Awards Evening
- DH – Leadership – staff & board, Communications, Strategic Planning, Finance , Pay2Play & Squash HQ

Areas to be assigned;

- Referee development
- Funding & accountability
- Treasurer
- Women's Development

### **Actions;**

- KB to email the board our key objectives for the year
- KB to email JM copy of our kiwi sport projects

**Meeting closed: 8.30pm**



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A handwritten signature in black ink, appearing to read 'David Hawes'.

Signed by David Hawes, Chair.