

## Squash Canterbury Board Meeting Minutes

6.30pm Thursday 20-9-18, Squash HQ

**Attendees:** Paul Monk, Dave Hawes, Karen Boag, Lawrence Skurr, Scott Gardiner,

**Apologies:** Catherine Telfer

### **Minutes from the last meeting**

**Minutes from previous board meeting:** approved

- Moved by LS and second by PM. All the committee agreed.

### **Matters arising from previous meeting**

**Matters arising from previous minutes:**

- No matters arising

### **Finance Report**

- The financial report was moved by SG second by PM. All the committee agreed.

### **Forecast**

**Actions:**

- KB to find out the dates that the funding has been allocated from Rata
- SG to send around an updated forecast once he is aware of the Rata funding dates

### **Authorise Payments**

- Payments were moved by LS and second by PM. All the committee agreed.

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### **Funding update & priorities**

#### **It was resolved to go to:**

- *The Lion Foundation for ? towards the cost to install at Squash HQ cameras and locks on doors. For*

*Moved by SG and second by PM. All the committee agreed.*

#### **Actions:**

- KB to get a date in the diary for the board to meet to plan & agree the 2019 priorities & budgets
- KB to follow up with HH regarding invoice for facility hire for senior & junior coaching

### **Summary of actions required:**

#### **Thank you/ Recognition for Squash Canterbury Volunteers**

The board agreed to hold a thank you event on Friday 26<sup>th</sup> October for volunteers who have supported the delivery of Squash Canterbury activities. The purpose of the event is: *'An opportunity for the Squash Canterbury Board to say thank you for the volunteer's contribution for the year and discuss how the year has gone and any ideas that they might have'*

#### **Actions:**

- PM look into the Black Cat as an option
- LS look into the Gondola as an option
- KB to collate a list of volunteers and send out invitations

#### **Interclub**

The board agreed to provide some light snacks for the women's interclub /development meeting

#### **Communication, marketing & social media plan 2019**

It was confirmed that DJ is responsible for this area.

#### **Actions:**

- KB to work with DH to create a plan for 2019

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- **Next Club Forum – Thursday 18<sup>th</sup> October**

The board are happy to support that the next Club Forum will be focused on Junior Development

### **Annual Plan**

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

##### **Actions:**

- DH to send a copy of his portfolio template to board members
- All board members – to try and complete and return to DH by Sunday 7<sup>th</sup> October.
- DH to assemble and email out to the board for comment prior to the next board meeting (17<sup>th</sup> Oct)

### **Key objectives for 2018**

#### **Commercialise Squash HQ (Pay to Play)**

The board agreed to move ahead with casual play and agreed for the following work to be carried out prior to opening the facilities for causal use:

- The lounge area to be locked
- To ensure that suitable footwear etc... is included within a booking conformation email.

##### **Actions:**

- KB to ask Roger to install a lock on the door to the lounge and update the Club

### **2019 – Squash on the move**

No updates or actions

### **Operations**

#### **Action Register – outstanding actions**

#### **Membership Survey**

Survey to be 5 questions and to help when planning for 2019. It will open on the 8<sup>th</sup> October and close 22<sup>nd</sup> October,

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### **Actions:**

- SG to come up with a list of 5 questions and send around for comment
- KB to create questionnaire and send it out to members to complete

### **Squash Courts in Rolleston**

No further feedback from Selwyn Council. Potentially another lead, through Rolleston Rugby Club who are looking to build a new club house at foster park.

### **Actions:**

- KB to find a contact for Rolleston Rugby Club and pass it onto SG

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### **Q & A from operation & board reports**

#### **Stolen trailer and air court**

##### **Actions:**

- KB to forward a copy of the policy onto PM
- PM to have a read through the policy and see if it is worth replacing

#### **Outsourcing Interclub Admin**

##### **Actions:**

- KB to contact other districts to if they use the iSquash Interclub tool and if they do, to see who administers their interclub

#### **Purchasing new Tracksuit Tops**

##### **Actions:**

- LS to get quotes for new tracksuit tops

**Meeting closed: 8.45pm**



**Signed by David Hawes, Chair.**