

Squash Canterbury Board Meeting Minutes

7.30pm Wednesday 29-8-19, Squash HQ

Attendees: Shelly Drummond, Dave Hawes, Karen Boag, Helen Curd-McCullough, Jason Merret

Apologies: Paul Monk, Joe Williams, Brendan Giles & Susan O'Connell

Minutes from the last meeting

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

Matters arising from previous meeting

Matters arising from previous minutes:

- Update on sponsorship plan/packages - SD
- Tiered listing of clubs; in relation to the potential for player growth and circulate to the board - DH
- Contact Christchurch Squash Club to see if board members could attend a committee meeting – DH

Finance Report

The financial report was moved by JM and second by SD. All the committee agreed.

Matters arising from finance report:

No actions

2018 End of Year Financial Report was moved by JM second by SD. All the committee agreed.

Actions:

DH - to arrange for Audit to be completed and & register it with company's office

Authorise Payments

Payments were moved by SD second by JM. All the committee agreed.

Funding update & priorities

Resolution to apply for funding: It was resolved that a request be made to **NZ Community Trust** for funding

- **The total amount requested is: \$34,450.00**
- **To be used for the purpose of: Funding for Squash Canterbury's Administration Manager**

Moved by SM Second by DH. All committee agreed

Summary of actions required:

Changes to the board:

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- The board accepted David Hawes Resignation from the Board and agreed to keep him on the board as a non-voting advisor and as treasurer. His levels of authorisation include – to continue as an account signature, business online banking authoriser, Eftpos Card holder. Roles and responsibilities as treasurer are highlighted in the roles and responsibilities document,
- **The board accepted to appoint David Hawes as the Executive Officer Holder to act on the behalf of Squash Canterbury with Inland Revenue**
- The board appointed Shelly Drummond as Chair and agreed to add her as a signatory for the Squash Canterbury Account and as authoriser for business online banking.

All above was moved by JM and second by HC. All committee agreed

Squash NZ AGM and Annual Awards – 30 November

- It was confirmed that JM & SD will attend on behalf of Squash Canterbury

Board structure

Actions:

All – to read the document that David presented and feedback any proposed changes to him

KB – to arrange a meeting with relevant board member to discuss and agree roles and responsibilities regarding juniors

Review of staffing structure, portfolio's and responsibilities:

DH presented a proposal of a 10 hours/week admin support role. Which was support in principle by the board.

Meeting closed: 9.15pm