Meeting Minutes for meeting held via Skype on 18th March 2019

**Meeting opened:**7:30pm

**Present:** Christine Rukuwai, Dianne Tasker, Sheryl Hooper, Cindy Marsh, Brendon Davies, John Laurenson, Rod Bannister, Marilyn Dolan, Joy Koolen, Melville Holmes, Marama Cameron, Denise Reid, Heather Plank and Pauline Slovak (Minute Taker) .

**Apologies:** Mike Jack, Jeff See

**Previous Minutes:** Received by all. Run through action list.

*Moved by: , Seconded by, and carried.*

**Matters arising from minutes**: None

**Correspondence inwards & outwards** – Received by all.

*Pauline Slovak moved that inwards is approved and outwards is noted,*

*seconded, carried.*

**Administration Report – Pauline Slovak –** Received by all.

Hoodies have arrived and quotes for shirts and singlets also done ready for funding application through NZRB. This does mean our shirts and singlets are still about 3 months away as they take 6 weeks from when we confirm order once funding has come through. Another benefit to stopping using funders for these. We have run quite low as a lot of Juniors for one dayers have wanted to purchase theirs.

With the different quotes coming in the wholesale price of the uniforms is considerable lower than the RRP we based the uniforms cost off of. The actual cost of the uniforms is as follows:

Hoodies $54.39

Shirts/Singlets $32.94

So a full uniform would be $120.27

I would suggest we add a little onto this to allow for price rises so maybe Hoodies for $55 and Shirts/singlets $35, Full Kit $135.

It will be relatively easy to change at present as only one person has been invoiced and she has not paid in full yet.

I am currently investigating prices to have printing and embroidery done in Whanganui. Will only change if cheaper though.

Hope my hours record made sense to you all. Did I give enough details?

A reminder that I am away on leave from Wednesday the 24th April through until Thursday the 2nd May inclusive. Will someone cover my job while I am away or are we shutting the office down?

Nationals accommodation - I am still waiting to hear from CHCH squash club have called them and emailed twice to give them the hurry up.

Di do you have any choices for Masters? Would like to get both booked before I take leave.

Finance Report – Sheryl Hooper – Received by all.

The term investment matured in February so we kept $5000 back so there was some money in the operating account. Still $42820.44 invested

The 1st instalment of affiliation fees have been sent out to clubs with payments due this month.

Well done to Pauline on acquiring a grant of $5000 for Wages. Please see attached reports

Sheryl Hooper moves all accounts be paid, Seconded by , carried.

**Rep Manager and District Coach Report – Rod Bannister** –

**District Captain and iSquash Report – Marilyn Dolan** – There will be a poster etc going out to all MWR Zone clubs informing them of the Graded Interclub competition coming up.

We will hold a zone meeting on 29 April at Feilding to discuss this competition and hopefully get reports from all clubs on how they are going in 2019.

 Been in touch with Ashhurst and Feilding re holding a referees night prior to this starting. Just need to set a date.

**Motion that a signed agreement be completed. Moved by Christine Stanyon and seconded by Cindy Marsh.**

**Next meeting** **to be via Skype Monday March 18th at 7:30pm**

**Meeting Closed 13.26**

**Action List**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Action required** | **By whom** | **Due by date** |
| 19.12.17 | Make up sponsorship plan | New committee sponsorship person | Early 2019  |
| 25.8 | Look into training with Fletch to get qualified to do CoachForce | Rod | With SNZ at SquashGym. Not sure if qualifies for modules Rod to look into it with Daniel |
| 25.8 | Develop Standard Operating Procedure for Rep teams | Team managers and coaches for 2019 | By Feb 2019 |
| 2.2.19 | Come up with sponsorship ideas | All of committee | Bring to next meeting |
| 19.5 | Transfer money into TSB account recommendation perhaps keep as uniform account | Sheryl | ASAP |
| 2.2.19 | Keep tract of hours and what they are spent on | Pauline | done |
| 25.8 | Award nominations to be set up electronically either by survey monkey or perhaps on the website. | Pauline | June 2019 |
| 2.2.19 | Organise meeting with Daniel around participation planning | Pauline, Rod, Marama, Christine | Email sent 6.2.19 |
| 1.11.18 | Adjust SquashGym invoice to allow for money owed by us. | Di | completed |
| 1.11.18 | Complete all funding accountability  | Pauline and Di | Done |
| 2.2.19 | Respond to Hawera and Waitara | Pauline | Done |

Minutes certified as true and correct.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(President) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_