

## Meeting Minutes for meeting held on 2nd February 2021 at 7:30pm via Zoom.

**Meeting opened:** 7:36pm

**Present:** Marilyn Dolan, Allan Bailey, Anneka Weteman, Joy Koolen, Daryl O'Hara, Jeff See, John Launson, Shaun Dyer, Mike Jack, Ngakaira Osborne, Pauline Waite and Pauline Slovak (Minute Taker).

**Apologies:** Brett Cook, Denise Reid, and Sheryl Hooper.

**Previous Minutes: Zoom meeting 15th November 2020** Read and approved.

*Moved by: Allan Bailey, Seconded by Anneka Weteman, and carried.*

**Matters arising from minutes:** Ran through the action list and updated.

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

*Pauline Slovak moved that inwards is approved and outwards is noted, Jeff See seconded, carried.*

### Strategic Plan

**Communication and Marketing** - Looked at strategic plan and communications are on track, will run a communication survey of all members, talked about the two prongs clubs and members, will get on to that by end of Feb. Later this year we will try and set up 1 council of clubs in the middle of the season and then maybe go for 2 next year.

**Capability** - Buddy system not working and it needs revamping, how do we keep in touch with clubs and stay prominent with them.(Joy) Jeff said the clubs need to communicate as well with the buddy we give them. Updated buddy list and will add phone numbers, Pauline to send to clubs and see if there is a preferable contact person and ask for an invite to the next committee meeting.

Talked about Patea request from school, who would open the club and run it? Jeff suggested we speak to Sport Taranaki to see if there is something we can sort out with them. They came back with Te Manawa funding and coaching programmes. Mike to try and contact Ricky and see what Fonterra Hawera could do. Melville to contact school and club to see if we can make it happen. If not he may have to come back to us as to where too from here.

Jeff explained the Buddy system to the new committee members.

Sponsorship position no one keen, Pauline said according to the constitution the President assigns unfilled positions, Shaun to have a look at it. Pauline to send him any info she has.

**Development of member, coaches, players and referees** - Anneka suggested that we aim to develop the 6 lead coaches. Joy said do we develop the hubs first? We need to find out if we have 2 coaches in each area. So Manawatu you would have Fletch as lead and Pete in development, Taranaki lead would be Kaye Carter and Tamsyn Leevey in development. Whanganui would be someone like Kent Darlington and Matthew Ratcliffe in development. Pauline asked John if there are coaches up in Ruapehu district that would like to develop. Allan suggested Sarina Budge. It's a matter of finding the interested individuals that we can invest time and money into.

Pauline suggested we need the coaching facilitator role filled first as Marilyn asked who is going to oversee everything and organise this. Kaye and Fletch both to be approached. For the position. Mike and Joy suggested Tamsyn might be the best do we approach her and ask her terms. Pauline W said there is \$13,000 worth of salary that we would need to find perhaps we should apply for the funding first. Mike agreed.

**Encourage and grow participation** - Survey clubs relationships with schools and how we can assist to grow that relationship.

Growing WSD as annual membership drive. Jeff asked Anneka if we can start putting things in pace for it this year, now.

Allan said Tamsyn maybe interested in running the two training camps.

**Budget** - not accepted as only 6 responses so far. Jeff said to wait as many clubs have not had a meeting yet. Pauline to send out a reminder that we require a response.

**Interclub update** - spoke about interclub and composite, host team to send results to Marilyn via email.

**Funding Resolution** - Pauline Waite moved that we apply to Southern Trust for the coaching facilitator role and travel up to \$12,000. Joy Koolen seconded, all agreed, passed.

**Change of signatories on bank account** - Jeff See moved that we remove Dianne Tasker and Emma Burnell as signatories for all following Central Squash Accounts and that Pauline Waite and Marilyn Dolan be added. Seconded by Joy Koolen, all agreed.

**IRD** - Jeff See moved that we change the executive office holder to act on behalf of Central Squash Incorporated with Inland Revenue Department. Sheryl Hooper to be removed and Pauline Waite to be added. Seconded by Joy Koolen. All agreed, passed.

**NZ Doubles/Central Liaison** - Allan said he is happy to be the liaison. Jeff moved and Mike seconded. All agreed.

**Overdue SEM and Annual report** - 6 clubs still incomplete after approx. 5 months.

1. Dannevirke - SEM only
2. Eltham - Annual Returns and SEM still outstanding
3. Hunterville - Annual Returns and SEM still outstanding
4. Levin - SEM only
5. Patea - SEM only
6. Whanganui - SEM only

Annual returns seem to be stopping a few people from inputting since the new year, manual forms to be sent to the clubs to fill in who still need them.

Pauline to email buddy and get them to follow up.

**General Business** – Ball distribution strategy, are we happy for the proposal to go ahead. Yes we agreed that we are happy to sign up for it and be a distributor. Aneka to attend the meeting in place of Pauline. Clubs may have to be organised with their ball orders. Pauline Waite said she will coordinate the buying and selling of the balls.

Hosting guidelines. All happy to be published.

Coaching conference 31st March. Jason and Pauline to sort.

Pauline Waite moved that Marilyn remain as District Captain and iSquash administrator for 2021. Joy Koolen seconded all agreed, passed. Thank you Marilyn for your hard work in this area.

Jeff spoke to the role of vice President and that this is needed to be added. To avoid the same situation we have had at AGM last year of no succession. So the idea being the President sits for two years then the Vice steps up for next two years and so on. All agreed. Committee need to consider the role and at the next meeting we will discuss role. To be added to next agenda.

Leevey shield challenge coming up in Ohakune on the 17th April, Melville to be advised that we are on very tight budget and that we cannot cover accommodation and dinners for one day we can only do the usual lunch cost.

Mike asked if we should be advising players of our tight budget and ask them to support us when they can. Letter to be drafted and Jeff to sign. To all players and clubs. Jeff See moved seconded by Mike Jack.

Outstanding invoice for Nick Stretten 2019 Senior Nationals, Joy to follow up with him.

Jordan Bell has uniform outstanding and Okato has outstanding COC entry. Pauline Waite will forward invoices to Jeff and Joy for them to follow up.

Credit card needs paying also to avoid another \$5 fee.

**Next Meeting: via zoom on 2nd March 7:30pm.**

**Meeting Closed:10.37pm**

Signed and dated as true and correct by President Jeff See.

President \_\_\_\_\_ Date \_\_\_\_\_

**Action list to be completed.**

2.6.20	Ask your buddy clubs who has defibrillator	Committee	Keep looking into it if you have not already. SPN,KP, WG confirmed. Eltham, WT, OK, RC, Lein, Fxtn, Fldg and Iglwd no.
2.6.20	Allan to organise participation growth programmes resources library for clubs to take on.	Allan	In progress, to do over summer.
15.11.20	Communications club- Central review	Pauline, Anneka +	Early 2021
30.4.20	Complete strategic plan and choose specific actions to complete this year, assign tasks and publish.	Committee	At first meeting for 2021
30.3.20	Look into getting supporter gear	Anneka and Melville	Hoodies and shirts ordered and should arrive in the next couple of weeks
2.2.20	New rep booklet to be developed	Pauline and Melville	Updated, Melville to sign off and then publish.
2.2.21	Survey clubs for communication plan	Pauline and Anneka	By end of Feb
2.2.21	Organise council of clubs around mid year	Committee	June/July 2021
2.2.21	Send Shaun info for sponsorship position	Pauline	Asap
2.2.21	Apply for funding for coaching facilitator role	Pauline	Asap
2.2.21	Survey the clubs relationship with schools and plan how we can help these grow.	Committee	
2.2.21	Send reminder to clubs that budget still requires feedback	Pauline	Asap
2.2.21	Annual returns and SEM reports to be followed up by Buddy's to overdue clubs. Pauline to send info		
2.2.21	Ball distribution meeting to be attended and agreed too	Anneka	
2.2.21	Consider Vice President role, what it looks like and if your interested, with aim to step into Presidents role in 2 years	Committee	Through Feb prior to next meeting.
2.2.21	Letter to be drafted regarding budget	Pauline, Anneka and Jeff to sign.	Feb