

# Board Meeting Minutes

Friday 1<sup>st</sup> February 2008 @ 12noon  
North Shore Squash Club

Present: Paul Cameron (Chairman), Tim Marshall, Tanya Laurence, Bob Dey, Trudy Englebretsen (General Manager).

Apologies: Kirk Richardson, Pam Gilbert

Previous Minutes –12<sup>th</sup> December 2007

Minutes from 12<sup>th</sup> December approved as a true and correct record.

Moved: TM, Second: BD

## Matters Arising

1. Tim to co-ordinate with GM and the performance review committee setting KPIs and schedule for regular appraisal.  
**Outcome:** Discussion was had with GM, agreement that KPI's would be based on business plan.  
**Action:** TM in conjunction with Performance committee will set KPI's.  
**Action:** Stakeholder review to be completed by TM and GM before next board meeting
2. PG and GM - Council of Clubs will remain but be re-invented to increase attendance. They will be regionalised and held at 3 different Squash Clubs with a start time of 7pm. Now called Viewpoint '08, schedule confirmed for the year and available on the website.  
**Action:** Charter for Viewpoint to be presented at the next board meeting.
3. Tanya to have the opportunity to attend a Governance course similar to those offered this year.  
**Outcome:** TL is unable to attend during the day and is on maternity leave from May, 3 board members registered for SPARC training.
4. PC and GM completed Board induction with TL
5. Board page (with log in) went live and contains all relevant governance material.
6. GM to add PC as a signatory.  
**Action:** to be completed before the next board meeting.
7. An update on main board projects to be provided at each board meeting

## Main board projects for 2008

Person	Item
BD	Constitution & Directors Handbook
KR/BD	National squash centre – Report back to SQAK board.
TM	Performance review for GM
TM	Review with stakeholders. Structurally, do they know where Squash Auckland is heading and where they fit into it?
TL	Financial dependence on trusts, plan to shift our reliance through sponsorship and other ideas
PG	Rent and office issues - to investigate sports house, Squash Centre & Squash New Zealand office options.
PG	Council of Clubs – structure, and what the Board wants to achieve
PC	Review other sports – Golf, Rowing and Tennis
PC	Squash NZ relationship

**Action:** BD and KR to propose plan of action for working with the NSC.

**Action:** BD to submit proposed constitution changes by June

GM to work with TL on investigating the feasibility and best direction to take on SQAK sponsorship. Lisa Wells Fundraising. Option should be considered in the future when we think we are ready. Independent income has existed in the past, based on previous failed attempts (shop) this is not an option.

Players offer to assist with sponsorship. (Wear company's logo of our choice). Also offer time.

**Action:** Report on feasibility and suggested sponsorship plan at next board meeting.

Disclosure of Interest

None

General Managers Report

Report against the Strategic Plan Goals accepted.

Business Plan accepted. Board commended GM on the business plan content; the plan reflects goals Squash Auckland is trying to achieve.

Approved: PC and TM

Discussion had on Key items and timelines

On track for phase 2 of website development. Website looks good.

Sports House Office relocation: The expression of interest should be completed.

The terms of lease to be sited by board before a decision is made.

**Action:** KR and PC to view lease, decision to be made by whole board.

Finance

Build Reserves. SQAK budgets to build reserves that can be used if Trust funding availability changes. This is already in progress, with an agreed policy in place to build a three month reserve.

**Action:** Aim for a cash reserve of \$70,000

General Business

None

**Meeting Closed: 1.57pm**

Signed:

Paul Cameron

CHAIRMAN

