



SNZ BOARD MEETING MINUTES

Date: Friday October 6, 2017, 1:30pm (Workshop from 12pm)
Venue: Fendalton Service Centre, 4 Jeffreys Road, Christchurch.

WORKSHOP SESSION: GOVERNANCE MARK (12:00pm)

Greg McKeown welcomed John Page, Sport NZ, to the workshop and invited him to present and comment on his draft report on the Governance Mark Programme. The Board had previously undertaken an online assessment which formed the basis of this report. The purpose of the session was to identify and agree on areas the Board needed to address and develop and an action plan to address those areas.

In setting the scene, John outlined some broad governance principles, noting the need for organisational accountability, strategic planning and alignment. A Board needs to add value and attaining the Governance Mark was essentially about board development and improvement. As governors of an organisation, directors need to ask themselves the organisation exists, what is being done to benefit the stakeholders, what are the goals and outcomes and strategies to achieve those outcomes.

Organisations perform a range of functions broadly categorised as:

- Housekeeping – fulfilling obligations, developing processes and performing duties
- Story telling – informing and communicating with members, owners and participants
- Expending time and money – delivering plans efficiently and in an agreed manner

While positively acknowledging the existence of an outcomes based plan and supporting policies and delegations, and a solid strategic plan, a number areas were identified as either not aligned or partially aligned to the Governance Framework and would require improvement or change. They fell into three categories:

- Foundation level – must haves and top priority
- Core level – required and will fall out of the level above
- Desirable level – nice to have, non-urgent but relatively easy to achieve

The workshop discussed the areas in detail, including the constitution, strategic plan, annual plans, policies, roles of the board and an appointments panel, meeting content and stakeholder communication.

In conclusion, it was agreed that JP would make some adjustments to the report following the session, and confirm the resources available from Sport NZ to assist with the Governance Mark process. The SNZ Board would convene a board development workshop in March 2018. GM would start drafting an action plan using the Governance Mark tools provided by Sport New Zealand.

Session concluded 1:35pm.

COMMENCEMENT OF BOARD MEETING 1:40PM

ATTENDANCE AND APOLOGIES

Board Members: Greg McKeown - Chair (GM), Steve Dunbar (SD), Gareth Fleming (GF), Vaughan Utteridge (VU)

SNZ Office: Jim O'Grady – Chief Executive (JO)

Apologies: Linda Kenny (LK)

CONFLICTS OF INTEREST

None noted

MINUTES OF PREVIOUS MEETINGS

Purpose: To confirm the minutes and resolutions of the previous meeting(s) and discuss matters arising.

RESOLUTION:

That the minutes of the previous SNZ Board meeting held August 22, 2017 be approved as a true and correct record of proceedings.

Moved: GM Seconded: SD Carried

RESOLUTION:

That the minutes of the previous SNZ Board meeting held September 14, 2017 be approved as a true and correct record of proceedings.

Moved: GM Seconded: SD Carried

STANDING RESOLUTIONS

ITEM: GRANT FUNDING

Purpose: To apply for grant funding.

RESOLUTION:

The SNZ Board agrees to apply to the New Zealand Community Trust for \$40,700 + GST of funding to support the Coachforce Programme and part of the Coaching Manager's role in 2018.

Moved: Steve Dunbar Seconded: Gareth Fleming Carried

ITEMS FOR RATIFICATION

ITEM: FRASER PARK SPORTSVILLE

Purpose: To ratify an out of meeting decision to agree in principle to grant \$30,000 to the Fraser Park Sportsville (FPS) project. The decision aligns with SNZ's draft facility strategy to have flagship facility in the Wellington region capable of hosting national and potentially international events.

Background: This topic has been well-canvassed at previous meetings The Chair and CE met with Squash Wellington (SW) and Hutt City Squash (HCS, being the amalgamated Fraser Park, FP and Mitchell Park, MP club) in Wellington on September 5th. Hutt City Council and its subsidiary CCO Community Facilities Trust (CFT) have requested a total contribution from "squash" of \$150,000,

and suggested that the amount could be contributed over 5 years. SNZ, SW and HCS have agreed that the response should be unified. SW and MP have pledged \$20,000 and \$50,000 to the project respectively. SW has requested that the Board make an additional investment in the Wellington region by contributing to the FPS project. The Board has considered Club K as a funding source.

RESOLUTION:

- a) **The SNZ Board agrees in principle to make a one-off grant of \$30,000 to the Fraser Park Sportsville project on the following basis:**
- **That CFT confirm that 6 courts, including doubles courts as planned, be included in the current build programme due for completion in September 2018 or a mutually agreed date.**
 - **That the grant is based on reaching agreement with FPS on commercial terms and conditions of access to FPS for SNZ, SW and HCS.**
 - **That the grant replaces previous proposals made to SW by SNZ, and is subject to MP and SW making contributions of \$50,000 and \$20,000 respectively, and to SW and HCS agreeing that any further commitments from the squash community will be raised locally.**
- b) **That the SNZ CE work with SW and HCS, to develop a unified position and then CFT, FPS and HCC on a squash contribution to the project and report back to the SNZ Board.**

The SNZ Board requests that HCS provide SNZ with a business plan outlining club governance, strategic goals including participation growth, actions, outcomes and budgets for the first three years of operation at FPS.

Moved: GM Seconded: SD Carried

CE AND FINANCIAL REPORTS

The CE report and the financial reports for SNZ and Club Kelburn to the 31 August 2017, having been previously circulated were received:

Matters Arising:

SD asked if SNZ had approached ATEED to apply for funds from the WMG event. JO to pursue. It was noted the turnover for Club K and NSC were down for the year.

SNZ YE projection around +\$50k.

SNZ to progress engagement with WLC to understand development plans for the Unitec site (JO). Future reports to the Board should include financial highlights for the Board's attention, including significant variations, and KPIs, in graphic form where appropriate. Governance Mark report recommendations are to be incorporated, including reporting on risk.

Resolution: That the SNZ Board receives the CE Report and Financial Reports as tabled.

Moved: VU Seconded: GF Carried

Resolution: That the CE resolve the outstanding loan amount between the NSCT and SNZ and a repayment date.

Moved: VU Seconded: GF Carried

ITEMS FOR DISCUSSION

ITEM: NSCT (NON-AGENDA, IN CONFIDENTIAL)

Bruce Davidson, Chair of the NSCT, joined the meeting by phone at 2:30pm to provide his opinion on the ground lease for the NSC. The discussion included legal and property matters and was taken in confidential.

ITEM: SNZ ANNUAL PLAN AND BUDGET 2017 / 2018:

Purpose: To finalise and adopt the draft Annual Plan and Budget for 2017/18 taking into consideration Board input since the last meeting, including additional details on the proposed budget for 2017 / 2018.

At the previous meeting the various projects and their proposed budgets were discussed with the following outcomes:

- a) That the Key Priorities page be updated to emphasise the 5-7 main initiatives (and any other updates accordingly)
- b) That a separate document provides a brief overall view of the plan and a clear description of the main initiatives, with their rationale clearly articulated, timelines, how they will be resourced and key Marking Our Game outcomes
- c) That the Budget be redrafted with recommendations for prioritisation of all new initiatives and BAU actions, with clarity around what are one-off 2017/18 commitments and what are ongoing and/or are likely to have effects on subsequent years' budgets.

After discussion, it was agreed that the Annual Plan document (see b above) would be prepared, along with a further revised budget as identified below.

In developing the budget consideration had been given to annual plan priorities but also to ensuring that no commitments were being made to future years' expenditure that could not be sustained.

It was noted that trading surpluses from the previous two years and a ejected trading surplus in the 2016/2017 year provided an opportunity to invest more in priority areas in 2017/18, considering the parameters above. Identified potential areas included a commercial management resource, Club 20 and a contingency sum. The CE would consider these alongside other items and come back with a revised budget recommendation.

ITEM: CLUB K FACILITY MANAGEMENT CONTRACT

Purpose: To renew the Club K Facility Management Contract between SNZ and Penryn Trading Limited for the term 1 October 2017 to 30 September 2018.

RESOLUTION:

That the Club K Facility Management Contract between SNZ and Penryn Trading Limited be approved and implemented

Moved: GM Seconded: SD Carried

ITEM: GOVERNANCE MARK PROGRAMME

Purpose: To review the workshop outcomes and confirm next actions.

As noted above, it was agreed that SNZ Board would convene a board development workshop in March 2018. GM would start drafting an action plan using the Governance Mark tools provided by Sport New Zealand. JO would start addressing any of the straightforward management level action items.

It was agreed that any constitutional change proposals arising from the Governance Mark process would need to be considered by both the Districts and the Board, and that possible changes be drafted and socialised at the SNZ Forum on November 25. This would provide an opportunity for feedback and the opportunity for changes to be adopted at a Special General Meeting mid-year 2018.

ITEM: CLUB 20 INITIATIVE

VU spoke to the Club 20 update, previously provided to the CE and circulated to the Board. Contact had been made with the districts who had expressed an interest in being part of the trial to gauge the level of resource and support available. Contact would be made with the other districts seeking their engagement as well. The next step was to confirm the clubs participating and establish agreements between SNZ, the districts and the clubs on the plans, programmes, resources and outcomes. SNZ would provide the lead to co-ordinate this activity.

ITEM: COMPETITION REVIEW

The CE had previously recommended to the Board that Champion of Champions remain on the calendar of events for 2018 subject to suitable options for the promotion and delivery of a successful event being confirmed. The Board had supported that recommendation.

The Competition Advisory Panel had requested that the Board reconsider its position. The CE's advice and Board's decision remain unchanged, and the CE would continue to pursue options for the event in the 2018 season.

Options for running Nationals in 2018 did not require a Board resolution, and it was noted that final recommendations would be provided to the CE in October (October 6, as per TOR) and be available for circulation to Districts once approved by the SNZ Board. For clarification, the term of the CAG would conclude at the 2017 AGM.

ITEM: GENERAL BUSINESS

ITEM: ANNUAL FORUM

The forum agenda items included:

- Club 20 initiative - progress report and confirmation of participating clubs and districts
- Shared Planning – presentation of SNZ's annual plan and budget and alignment with districts plans
- Governance Mark – progress report on the process and possible change arising from the process
- Competition Review update – final recommendations
- HP Review – a story of success in 2017

MEETING REVIEW

Directors reviewed the discussions and decisions of the meeting and provided positive feedback on the meeting generally, noting the step wise improvements being made on structure and format.
