

Squash Central Board Meeting Minutes Sunday the 24th May 2026, 7pm (online)



Present: John Laurenson, Pauline Waite, Matthew Laurenson, Hazel Richardson, Joy Littlejohn, Anneka Weterman, Alice Hollows (present for first 30 minutes), Brenda Burnard (administrator)

Apologies: Andrew Bannon, Amy Simpson

Meeting opened: 7:03pm

Minutes of the previous meeting: held [18.04.2026](#) held at Squashgym. *H Richardson moved the minutes from the meeting 18.04.26 be accepted, J Littlejohn seconded; carried.*

Matters arising from the previous meeting:

- Buddy clubs -
 - Amy is happy to take on Waitara and Stratford, Amy will chat with Stratford as to how they are going. The Board discussed some of the non affiliated clubs along with other squash courts that are no longer being used or have no club attached to this. The buddy club document will have non affiliated clubs that are active. Perhaps another document for those squash courts that are not in use. Buddy club list will be updated and saved in the google drive. The buddy list will have open access to view and also a link to this on our website for our clubs to access. *Brenda to update the document, share on google drive and link to the website.*

Correspondence:

- Inwards
 - [Resignation](#) – Ashleigh Squires - Board accept this. - *Brenda is to respond to Ashleigh on behalf of the Board.*
 - Matt - Squashnz emails inwards and forwarded to Board members for reference.
- Outwards - Nil

Action list items:

- Increase coaches throughout Central at board level - movement from Squashnz to do with coaches conferences and upskilling.
- Job descriptions - pending. *Board members are to look at their own job descriptions, noting any changes and bring them to the next meeting for discussion.*
- Balls purchase - *Pauline to follow up.*
- Refereeing convenor (volunteer) and new people to join the board - the job description for this role needs to be looked at. The referee convenor doesn't have to be a part of a club committee or a part of the Central Board but could be someone who is passionate about refereeing to champion this role. *Brenda to put into the weekly email for both positions and be the first point of contact if anyone is interested.*
- Canva account to be established - *Brenda to action.*
- Budget - has been sent out.
- Review constitution - term of office was the point of discussion - currently two terms of four years. The Board discussed the options for continuity, performance of members and gathering fresh ideas. *Board members to read through the constitution and consider the suggestion of removal of a term and length of time to be involved, along with other aspects pertaining to the Board. Brenda to add to AGM list.*
- Bit early to ask for a quote - Pauline to look at later.

Reports:

- Finance the following items were discussed.
 - Income and Expenditure for 15 April - 17 May
 - Bank Balances at 17 May - \$52,748.02
 - Investments at 17 May - \$26735.78
 - Graded champs entry income is only up to 17.05.26 - more entries to come. Shirts and singlets have arrived for graded champs. Limited supplies on stock - some of our younger juniors require shirts having already represented Central using borrowed shirts. Prices - \$65 dollars per shirt. \$100 per hoodie.
 - Board members can purchase a hoodie and Central will cover the cost of printing the Club names on the back. Pauline to make contact to discuss hoodie options with Dynasty. 'One off' order - next in person meeting to try sizes. P Waite moved the report to be accepted, J Littlejohn seconded; carried.

Alice left the meeting

- Juniors - Anneka will update Brenda with accurate results for the Central junior open, for storying. Discussion followed about Juniors including the report provided prior:
 - Junior prince - Dannevirke - 5 entries - no one from Dannevirke club as they have very beginner players, Hawera - 20 entries. Need to promote the prince series as being a very beginning series. Brenda to help promote the junior prince series as a beginning squash series in the weekly update. A Weterman moved that the report be accepted, seconded P Waite; carried.
- Seniors - pending.
- Masters - Joy provided a verbal update
 - Joy watched over the Central Masters weekend and has ascertained a draft team. The final Masters team will be confirmed after the Central Open Looking for 60+ ladies higher graded players. Men - quite a few options with some spares.
 - Age divisions rather than grades - pro's and con's for this format. Six games over a weekend is a push for some masters players. Great vibe on the weekend running the masters with juniors. Great to see Turangi participating. Overall feedback for the tournament was good. Note that there was a clash with Taumarunui and Taupo tournaments. Hard to avoid all clashes. We could look at a three day tournament in the future, however the cost would increase for participants. Participation numbers for both junior and masters increased greatly. Discussion followed around fairplay matches and this not being approved over juniors/masters weekend. The Board discussed the pros and cons of fairplay matches including only having these used in first round games. Decisions around fairplay at Central events should be consistent - Board to consider what the district decision will be.

Business:

- Bank signatory change - has been mostly completed. Internet banking is now up and running for Brenda.
- Funding proposal – Graded Champs
 - approval for accommodation paid for via funder.
 - Andrew will take over the team to manage this event. The team has been entered for this.
 - Joy noted there wasn't much in the way of guidelines for this event, so she will put something together for the future.
 - many players have their own arrangements for accommodation.
 - discussion around any monies remaining from entry fees was had, it was suggested they could be used for dinner tickets, or travel subsidy but is all dependent on what is available after costs.
 - Cost for entry - \$55 per player.

- o Clarification - If Central can't secure a grant to contribute to the cost then the cost will need to be covered by the player for events representing Central. This has been clarified and communicated with players so far.

General Business:

- Reporting to the Board - Matt outlined the benefit of everyone contributing to reporting in the committee - keeping everyone well informed and gives those that can't make the meeting an opportunity to add their contribution. Lots of roles on boards that don't have reporting eg. Chair, sponsorship. The Board decided that a (live) template for a short report will be shared with everyone. It would be good if everyone could report by the Wednesday prior to the meeting. **Brenda to create a template and share for approval.**
- Administrator queries and clarification - Brenda noted that it has been a busy first two weeks in the role. There is lots of information to wade through. Discussion from the questions asked included:
 - o Current meeting quorum is five members out of nine members (50% required)
 - o Inspirenet - **Brenda to update a letter to them** with those that can enquire or access any changes for Central Squash. Confirmed that Anneka, Pauline, Brenda, Matt will be linked to this account. This will be done yearly (after AGM) in future if there are changes.
 - o Quick communicating with the Board - would messenger/whatsApp work? The example is not being able to find answers to questions and getting moved from one person to the next - **Board will have a think about this.**
 - o Shared calendar (google) - **Brenda will set this up** to include Board meetings and Squash Central events and dates. Will also include national and district events.
 - o Brenda requested that those that champion different events reach out to Brenda when they require things.
 - o **Brenda will share her workflow document** with the whole board on a weekly basis.
 - o Weekly updates for clubs - preference would be for a Thursday to send out the updates. Avoid Mondays and Fridays if possible.
- Superchamps - *Reporting from Amy - dates are all with Anneka and she has made up the poster for distributing.* **Anneka to forward to Brenda for weekly update.**
 - o *Amy is already in full swing with superchamps queries.*
 - o *We should have some guidelines at a district level. At the moment we just follow squashnz rules, but there is some wording on some things that could be cleared up first at district level.* **Amy is happy to draft these up.**
- Joy - thank you for the flowers.
- Hazel - only three teams for ladies MWR. Might run as a challenger style event. Brett Cook - to look at promoting. Some confusion around the poster and what the requirements are to enter. **Hazel will check in again with Brett in a few days to see if there is further interest.**
- Matt - squashnz meeting next wednesday - meeting with Vicki (?) - integrity code - putting something into action if there is a complaint on how we deal with this.
 - o Squashnz updates - **Brenda to forward to the Board each fortnight.**
- NZ open - early in the year - conversation around what Centrals role in this. There is lots of work sitting with the organising committee. The event will be used to promote squash participation and awareness as a sport with different activator events etc.
- Chris Watts - worlds women's team fundraiser. Are we interested in this? Matt is awaiting further details regarding this. **Matt to update us when he knows more.** There will benefit for the district for excess fundraising received.
- Meeting every third Sunday each month with face to face meetings taking place three or four times per year. Those present discussed the difficulty of having people online during a face to face meeting. The preference if you can't make the face to face meeting is to put your apologies in.

Meeting closed: 8.56pm

Next Meeting date: Sunday 21.06.2026, 7pm

Minutes signed and dated as true and correct by the Board Chair.

Matthew Laurenson - Chair

myl

Date

21.06.26

Actions to be followed up from previous meetings:

Date Created	Action Required	By Who	Date Updated	Actions/awaiting/conclusion
17.3.26	Increase coaches throughout Central	Board		
17.3.26	Rewrite job descriptions	Board		
17.3.26	Set up sale of balls to clubs through Squash Central. Costings to be finalised.	Matt/John		
17.3.26	Refereeing Convenor	Board	24.05.26	Promotion to be sent out to clubs, review job description
18.4.26	New administrator to set up a Canva Subscription	Brenda		
18.4.26	Send out 2026 Budget with 2025 budget and 2025 actuals	Pauline		Completed Pauline
18.4.26	Review Constitution particularly in the Committee area.	Board	24.05.26	Board to review aspects of the constitution - tenure.
18.4.26	Get quotation for Annual Financial review	Pauline		Later in the year