MEETING MINUTES
Squash Central Board Meeting
Sunday 20th September 2026 at 7pm
Online

Present: Joy Littlejohn, Pauline Waite, Matt Laurenson, Anneka Weterman, Hazel Richardson, John Laurenson, Andrew Bannon, Brenda Burnard (administrator- minute taker).

Apologies: Amy Simpson

Conflicts of Interest: - As noted on the register and specifically for this meeting:

Minutes of the previous meeting: held 16.08.2026 online. *H Richardson moved that the minutes held 16.08.26 are a true and accurate record, M Laurenson seconded; carried.*

Matters arising from the previous meeting:
- Matt to check in with Alice regarding remaining on Board.

Correspondence:
- Inwards
  - Thank you email from Brodie and Hana for player support for NZ Secondary School Team trip.
  - Youthtown - funding approval
  - Pub Charities - funding approval
  - NZCT - funding approval
  - SNZ Annual awards - nominations close 02.12.26
  - Brett Cook - interclub, resignation from MWR Zone.
  - Grant Smith - getting back to Central for a meeting.

- Outwards
  - Accountability - Grassroots Trust (accepted)
  - Grant Smith from Matt - requesting catch up for NZ Festival of Squash.

Action list items: As also noted in the action list
- Coaching - Matt is working with Emma Millar regarding Level 1 squash coaching courses with dates to be confirmed next year.
- Funding Applications 2026 - workbook set with a new sheet for each year.

Reports:
- Finance - As provided prior to the meeting:
  - Income and Expenditure 17.07.26 - 13.08.26
  - Bank Balance: $67,646.13
  - Investment Balances: $27,224.35
  - Debtors: $3,157.68
  - Creditors: $9,633.00

  P Waite moved that the payments from 14.08.26 - 17.09.26 be approved, H Richardson seconded; carried.
- Juniors - in addition to report. Discussion about development camps that were requested. There has been a lack of numbers of registration for these.
- Seniors - nil
- Masters - as per report

- Other Board Reports - thanks to Pauline, Joy for contributing to the feedback

Business:

- Calendar
  - dates discussion - 16-18.07.27 clashes with end of holidays and SI Junior Age group dates, suggested date confirmed 23-25.07.27. The calendar dates are tight from the grading list cut off to establishing a team. Those present were in agreement to the new date for Superchamps. *M Laurensen moved that the Superchamps date to align with Squash New Zealand recommended date of 23-25.07.2027, P Waite seconded; carried.*
  - Calendar survey can now be sent out, with four weeks for clubs to feedback - Brenda to progress this. Andrew will check in with Taranaki Zone for the Taranaki Junior Open.
- Superchamps - feedback - The Board would like to receive the feedback for the planning session. Brenda to forward out the spreadsheet from the survey for review.
- Funding –
  - applications for the remainder of the year - Toi Foundation - *P Waite moved that a funding application is made to Toi Foundation, M Laurenson seconded; carried.*
  - Funding Applications 2026 - document tracks key details of applications and monies applied for and received.
- Review of Strategic plan - Board members need to prioritise looking at this for the planning meeting in November.
- Masters
  - Rob Roche Master Trophy - nomination - the Board discussed a suggested nomination for this Trophy - Brenda to create doc, and share with relevant Board members and people who can contribute to this.
- Representatives (Seniors) – survey - top ten in district, contribute to doc by 11.10.26
- NZ Open - update - Brenda has reached out to Canterbury and SNZ for some feedback on what activator events took place this year. These have been shared also with Squashgym who are applying for some funding in support of this.
- MWR Interclub - Hazel has picked up keeping the MWR interclub going for Spring. Zone meeting will take place after the awards afternoon. Following this the Board would like to touch base with the Zone's on growing interclub across the district - Teams meeting for all zones with club attendance for pre decided discussion topics - Brenda to create a folder for interclub for Board members to add what they know about the zones into this folder. Also consider a survey for players and clubs via MySquash (for players) and then combine the information into a folder that can be shared for the Zones meeting.
- Awards planning - hosted at Whanganui Club - 31.10.26, 2pm start. Projector available. Brenda is following a previous plan for the awards and requires some support from the Board this year, with clarity around what the Board is responsible for and what the Administrator is responsible for.
  - Nominations are open and close 09.10.26
  - Clearer documentation is required by the Board and on the website around the annual awards.
  - Potential judges to be contacted.
- Sponsorship - plan for 2027 and beyond - Andrew ran through a suggested plan sponsorship for series - District tournament events, (Junior Prince, Women's Series, potential one day series), team gear and sponsorship - Discussion around sponsorship agreement use of funds and rights of the sponsor, which will need to be established. Potentially a sponsor for the Junior squads including camps. Andrew will continue to work on this.

General Business:

- Policy Implementation
  - Concerns and Complaints Policy draft policy will be shared ready for the next meeting - Brenda to progress.
  - Board Handbook – draft started and will be added to over the coming months - Brenda to progress.

- Board Code of Conduct - Board members to review for feedback and approval at the next meeting.

- 2027 Planning meeting - start an agenda for this: 22th or 29th November (Whanganui) - Brenda to confirm planning meeting date once Board have given feedback and start an agenda. It would be good to have as many people attend this meeting as possible.
- November Board meeting - tentatively cancelled unless there is general business that arises before then.
- John - attended Squash for Life Trust that has been launched in Auckland recently. Anneka clarified that the foundation will be support for a range of junior players from entry to top juniors to enable participation in squash.
- Masters Hosted at Whanganui - Brenda signed the contract with Squash New Zealand on behalf of the Board. Anneka will reach out to Central for what aspects Central can support at this event. Board members are encouraged to support via the volunteer roster.

Meeting closed: 9.15pm

Next Meeting date: 18.10.26 (online)

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

Matthew Laurenson - Chair MJL Date 18.10.26

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	19.07.26	Ongoing
17.3.26	Rewrite Job descriptions	Board	19.07.26	Treasurer, MySquash completed and returned. Captain - will require an appendix outlining how the role is carried out (Superchamps)
17.3.26	Refereeing Convenor	Board	24.05.26 21.06.26 19.07.26 16.08.26 21.09.26	Promotion to be sent out to clubs, review job description. No responses No update No update - into planning meeting.
18.4.26	Review Constitution particularly in the Committee area.	Board	24.05.26 16.08.26 21.09.26	Board to review aspects of the constitution - tenure. No update - planning meeting

18.4.26	Get quotation for Annual Financial review	Pauline		Later in the year
21.06.26	Funders Calendar	Brenda	19.07.26 16.08.26 21.09.26	Started and to be continued. Good progress, next steps for 2027, adding dates across a workplan. A workbook has been created for Tracking of funding applications for this year.
21.06.26	Marketing role - social media and website	Board	19.07.26 21.09.26	Brenda to note down aspects of the role to share. No update - next time
21.06.26	Review of Strategic plan (SP) and establish new SP	Board	19.07.26 16.08.26 21.09.26	Document ready to be added to. No update No update - planning meeting
21.06.26	Calendar	John/ Brenda	16.08.26 21.09.26	John has provided previous years correspondence concerning the calendar. Template 2027 calendar required before survey is constructed. Form ready for distribution to clubs pending final confirmation of dates
19.07.26	Superchamps survey	Brenda/Amy	16.08.26 21.09.26	Survey distributed review of results pending - discussion next meeting. Survey link to be shared.
19.07.26	Squash squad Q and A for clubs interested	Hazel/Matt	16.08.26	On going - next time
19.07.26	Development of database with participation numbers across events Participation Statistics	Brenda/John	16.08.26 21.09.26	Pending Document created and can be added to. A new page for each group of statistics over time.
19.07.26	Funding applications x4	Pauline/ Brenda	16.08.26 21.09.26	Almost all submitted by Brenda All planned applications have been submitted.
16.08.26	Senior Player Survey	Brenda Board	21.09.26	Document working space established Questions to be started
16.8.26	Concerns and Complaints Policy	Brenda	21.09.26	Draft started - needs more work before sharing.

16.08.26	Board Handbook - due by AGM 2027 DRAFT Board Code of Conduct	Brenda	21.09.26	Has been started and can be viewed via link. More to come each meeting.
16.08.26	NZ Open and Festival of Squash communication	Board/Matt/ Brenda	21.09.26	Matt
16.08.26	Awards Night	Brenda	21.09.26	Venue confirmed Nominations open