

## **Squash NS Board Meeting Minutes**

August 15<sup>th</sup>, 2023 @ 7pm.

In-person at the Sport NS Classroom and online via Zoom

**Present:** Leah Boody, Cameron Reid, Emily Burke, Vishesh Bhat, Bikramjit Singh, Brianna Hamilton, Adam Morris (PSO Admin Coordinator)

**Regrets:** Dave Thomson, Josh Rudolph, Christopher Lien, Ryan Breetzke, Nathan Crouse

**Leah calls meeting to order at 7:04pm.**

### **1. Approve Agenda**

**Cameron motions to approve the agenda. Craig seconds. Motion passes unopposed.**

### **2. Approve Minutes from Previous Meeting**

**Cameron motions to approve the minutes from July 19<sup>th</sup> and April 20<sup>th</sup> as distributed.**

**Craig seconds. Motion passes unopposed.**

### **3. Sport System Orientation – Adam**

Adam shares presentation about the sport system in NS and the supports available to us. **Adam to send the 2023-24 outcomes (goals) submitted in March to the board.**

### **4. Board Descriptions – Craig / Chris**

Craig has updated the board orientation / board descriptions document. Much of the document mirrors what was identified as areas of improvement at the last board meeting. Craig suggests that we move ahead by board members taking responsibility for a committee / area of need in the organization. **Adam to send out the updated document to the board.**

Board members focus areas are as follows: Leah – governance, Ryan – finance, Craig – competitive programs, Emily – communications, Bikram – developmental programs, Cameron – ClubLocker. **Brianna and Vishesh to take a look at the board orientation document and find ways to contribute.** Vishesh potentially interested in policy and governance help. Leah mentions Chris

could be involved as coaching lead, Nathan as representing CB and helping with finances, and Josh as junior programming and high-performance development.

## **5. President's Update – Leah**

### **a. Strategic Planning**

Opportunity to engage with Andy Smith (Sport NS OE Consultant) for strategic planning. Board agrees that we should move ahead with this process.

### **b. Policy Review / Documentation**

We need to develop policies for transparency and best practices as a PSO. Policies needed for athlete support, tournament support, team and coach selection, spending, etc. Andy is available to help with policy writing and revision. Adam to send all current policies to Leah for review. Leah to run through policies and flag gaps / areas for improvement, engaging Adam and Andy as necessary.

### **c. Goals**

- Financials into Xero accounting system.

Nathan has a quote for us for an accounting system, he may be able to help input our information to the system.

- Tournament calendar published before September 1<sup>st</sup>.

Craig has finished the tournament calendar for the upcoming year. He will work with Leah on getting tournaments up on ClubLocker.

- Communicating to the membership 1 time / month.

Emily and Leah to work together on this goal.

## **6. Programming Brainstorm**

Leah recommends that Bikram approach each club and ask about capacity to develop programming at the club level. Vision is to develop and advertise club programming to grow the sport. Website will need to be updated to advertise this programming. Grassroots programming could be coached by junior players.

## **7. National Events – Craig**

There are several national championships each year, including junior, men's and women's team, master's team, and open championships. Andrew Avery from PEI reached out to see if we were interested in putting in an application together to host an event in 2024-26. Andrew is prepared to organize the event if we are able to help with local logistics.

We hosted the men's and women's team nationals previously. The team championships are relatively inexpensive and simple to organize. Masters team championships are slightly bigger and more difficult logistically. Leah mentions that we would be able to host team championships, but doesn't think nationals and junior national championships are doable for us right now.

The board is interested in hosting one of the team national championships. This may be a good opportunity to drive local enthusiasm and increase participation. Leah will find out at the Squash Canada call this week if the hosts are already allocated for 2024. If they are, she suggests we put in a bid for 2025. Point is raised for potential to host a PSA tournament at SMU, similar to what was done in the past.

## **8. New Business**

### **a. Website**

Identified need for an updated website. Cameron to collaborate with Bikram on updating the current website. Adam to give Bikram and Cameron WordPress admin access to the website. Opportunity for new website development through SquareSpace or John Arnold. There likely is PSO Project funding to help fund the development of a new website if we move in that direction.

### **b. Meeting Reflection**

What went well: We covered a lot in an hour and a half, and we are leaving the meeting with action items.

What we can improve: Adding board member's items to the agenda to contribute.

In the next meeting time poll, Adam will include a box for board members to contribute to the agenda. Monday board meetings work for those present. There is agreement to move ahead with Mondays (2<sup>nd</sup> or 3<sup>rd</sup> Monday of the month) for the September, October, and November meetings.

## **9. Meeting Adjournment**

**Leah adjourns meeting at 8:33pm.**