



## CNSW Board Meeting MINUTES (Redacted)

8 August 2023, at 7:00pm

via MS Teams

Minute Taker: Liz Friend

Recording On:

### 1. Meeting Opening

- 1.1. Attendees: Ray Chapman (Chair); Rik Mills; Steve Miles; Liz Friend; Stephen Burns
- 1.2. Apologies: Kate McLoughlin, Fidy Westgarth
- 1.3. Quorum: Yes
- 1.4. Directors Conflict of Interest Declarations: None declared
- 1.5. Previous Minutes
  - 1.5.1. Confirmation of the Minutes from 11<sup>th</sup> July  
[CNSW Board MINUTES 2023-07-11.docx](#)  
ø CONFIRMED
  - 1.5.2. Matters arising/action list review  
[CNSW-ActionsLog-2023.docx action items board meeting 13 june.docx.....](#)  
Actions from last meeting were all completed, except Child Protection Policy.  
**For next Agenda:** Child Protection Policy draft

### 2. Matters for Decision


#### 2.1. Major Strategic Decisions

##### 2.1.1. Member Management Platform

- 2.1.1.1. [Rev Sport Letter of Acceptance.docx](#)  
Discussion re the Agreement, approving Rik and Steve to sign. It is anticipated that CNSW will then be invoiced under the Terms.
- 2.1.1.2. [8994-2023-01 - revolutioniseSPORT Software as a Service Agreement.pdf](#)  
The Board discussed at length some on-going concerns which would be put to RevSport prior to the Zoom meeting with RevSport of 10 August, including portals/placeholders for member Clubs and more detail on what Clubs can “view” and each member can “view”. Board noted that the agreement does not include scope for Club portals, however, it is possible some larger Clubs may consider it feasible for them. Also needed is further clarity re website and database. It is anticipated that it will be several months before a new system would be in place.

### 3. Matters for Discussion

#### 3.1. Chair's Report

- 3.1.1. Ray, as Deputy Chair, advised that he had been in touch with Scott Mullin, IWC to advise that he was the contact until Kate's return to Australia. Board noted the license agreement is month by month.
- 3.1.2. Deputy Chair requested that the Terms of Reference for the Marketing Working Group be distributed to Directors, for information.
- 3.1.3. Deputy Chair attended Zoom re ACA logo options and advised that further logos will be developed.  

- 3.1.5. Following email discussions, the Board confirmed that there is no support for the Peter Coles' proposal at this time.
- 3.1.6. Following email discussions, the Board confirmed that there is no need for a shield for RC Division 2.
- 3.1.7. Steve advised that he is following up on water usage/fees, particularly in relation to the current "rating" system for billing. Steve also advised that a lock has now been put on the watering system as part of the water management effort.
- 3.1.8. Board discussed the Infrastructure Grant: this grant could be for lighting at Tempe. Stephen to prepare a Board paper and to commence work on an application.
- 3.1.9. Volunteer Grants. Noted, and to be included in the August newsletter, along with the Infrastructure Grant opportunity.
- 3.1.10. Tournaments. Stephen to develop methodology for 2024 tournaments, i.e. structure, guidelines, timing, and other considerations including whether there is too much similarity with some CNSW events, particularly AC. To be forwarded to Directors prior to the next Board meeting.

#### 3.2. Finance Reports

##### 3.2.1. Treasurers Report [Treasurer's Report 20230808.pdf](#)

Steve clarified and expanded upon certain items in his Report. The Report was approved by the Board.

3.2.2. Two payments: padlock \$100 and Godaddy annual fee of \$3,200. Approved.

3.2.3. Pye payments for lawn maintenance remain within budget.

3.2.4. Solid growth in membership numbers

### 4. Committee Minutes/Officer Reports

4.1. **Operational Plan:** Ongoing

## **4.2. Facilities Management Committee**

- 4.2.1. Tempe Lawn Use – it was noted that Concordia Club continues to use Lawn 4 on Sundays, but efforts are being made to remind Concordia Club of the details of the agreement, including that only Lawn 4 can be used, amongst other issues of concern to CNSW.
- 4.2.2. Tournament guidelines – it was noted that games would be double-banked, but not Semis and Finals. The Bronze Medal would be single-banked.
- 4.2.3. Booking System for Tempe – it was noted that the rules are being finalised and will be forwarded to CRCC.
- 4.2.4. Responsibility for tidying up after tournaments is the responsibility of the Tournament Manager and if a significant issue should arise, a photo should be sent to the FMC. Noted.

4.3. **Committee Reports** – several are due for the next Board meeting.

## **5. Matters for Ratification/Approval**

- 5.1. None.

## **6. Matters for Noting**

- 6.1. Correspondence – All managed
- 6.2. Policy Updates
  - 6.2.1. Child Protection Policy to be finalised.

## **7. Meeting Finalisation**

- 7.1. Next meeting/Minute Taker: 12 September 2023 – Stephen Burns.
- 7.2. Meeting Closed at 9pm

**ACTION LIST:**

- RM Include in Next Board Agenda: How to approach the Working with Children issue, for CNSW.
- KM To speak to JT (to be redacted in Minutes) KM – feels that it is an ACA issue and as such is not contacting JT
- RM/SM To sign RevSport agreement
- LF To send Terms of Reference for the Membership Marketing Project to Directors
- SB Prepare a Board paper and to commence work on an application for an Infrastructure Grant for court lighting.
- SB Prior to next Board Meeting, email Directors a proposal/methodology on CNSW tournaments for next year, given the large number of events that have entries that fall below the minimum requirement of 6, some none at all, and the similarity of event categories, particularly AC.
- RC Write to Richard Hughes re Board decision not to accept the offer for a shield for RC Division 2.