



# CROQUET NSW

## Minutes of Board Meeting Held on Sunday 18<sup>th</sup> February 2018

### 1. Opening

In attendance Brenda Wild (BW) & Steve Thornton (ST), Tony McArthur (Tmc) & John Eddes (JE), and Roberta Flint (RF) in a three-way SKYPE. BW declared a quorum and the meeting commenced at 12:03pm.

### 2. Minutes of previous meetings

- Adoption of the minutes of the Board Meeting held on 21<sup>st</sup> January 2018 was moved by JE and seconded by RF. Carried.
- Adoption of the minutes of the Special Board Meeting held on 3<sup>rd</sup> February 2018 was moved by TM and seconded by JE. Carried.
- Adoption of the minutes of the Special In-Confidence Board Meeting held on 8<sup>th</sup> February 2018 was moved by TM and seconded by RF. Carried.

### 3. Correspondence

- Correspondence In & Out as per dropbox. Specifically:
  - In Confidence - xxx,
  - Email from the Office of Sport re 2017-18 Funding Agreement,
- There was no business arising from correspondence.

### 4. Complaints and Tribunal

- In Confidence - xxx.
- In Confidence - xxx.
- In Confidence - xxx.

### 5. CNSW Constitution and Policies

- Review of Governance Arrangements – RF Document. ST agreed to compile table showing status of constitution and policies. Now in List of Action Items.
- Draft Board Confidentiality Policy discussed. Thought to be generally OK but needs some finessing and should form part of the ‘Directors Kit’. ST to progress and now in List of Action Items.
- Content of draft Finance Policy commented upon. Progressing in the right direction with JE and ST to progress.
- ST advised that the revision of the CNSW Constitution is almost complete and comments about the document distributed during the meeting is required within the next 2 weeks. ST is targeting mid-March for distribution of the draft document to clubs.

**6. Reports and Officers Requests**

- Finance – financials to the end of January uploaded into Dropbox.
- Junior Croquet – Request to distribute document agreed to. RF suggested that a Program for Junior Croquet be `plugged in'. RF to follow up.
- Facility Management Committee – draft budget received but FMC to be asked to rework into an Excel Workbook format to facilitate the compilation of a full CNSW budget. JE to contact council to confirm if asbestos audit has been done on shelters and if not permission given for a sample of one shelter.
- State Coaching Coordinator – 12 month progress report noted and accepted. ST to write to Pam Gentle thanking her for the good work done so far.

**7. Action Items**

- Action Items reviewed.
- ST has contacted an auditor who is able to review the 2016-17 Accounts. ST to facilitate contact between auditor and JE.
- Meeting of Regional Coordinators deferred until March.

**8. 2018 Eire Cup Team**

Wide ranging discussion on the problems associated with the Eire Cup Team:

- In Confidence - xxx,
- In Confidence - xx.
- In Confidence - xx.
- In Confidence - xx.

**9. General Business**

- There was no general business

**10. Close and Next Meeting**

- The meeting closed at 2:05pm. The next meeting is scheduled for 15 March 2018 at 9:00am via SKYPE.

**PLEASE NOTE:**

- The list of Action Items are in file *"02 Monthly Info and WIP/2018 02 Board Meeting/ 1802 2 Action Items as of 180218"*

Brenda Wild (Chair)

Steve Thornton (Secretary)

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