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## Minutes of Board Meeting Held on Tuesday 12th June 2018

### 1 Opening

In attendance Brenda Wild (BW), Steve Thornton (ST) and Roberta Flint (RF) via SKYPE and John Eddes (JE) via phone hook-up. Tony McArthur (TMC) was unable to attend and offered his apologies. BW declared a quorum and the meeting commenced at 9:06am.

### 2 Minutes of previous meetings

2.1 Adoption of the minutes of the Board Meeting held on 14<sup>th</sup> May 2018. Moved by JE and seconded by BW. Carried.

2.2 Matters arising from the minutes. None

### 3 Correspondence

#### 3.1 Correspondence In & Out

As per attached list but specifically:

- Offer from Lorraine Hatfield to act as the regional coordinator for the clubs in Southern Sydney.
- Correspondence from Claire Bassett resigning from CNSW.
- No current CNSW Directors are interested in being an ACA Director.

#### 3.2 Business arising from correspondence:

- Blue Mountains CC noted that it had not been visited by its Regional Coordinator as indicated in the last update from the Chair. BW to rectify.
- Secretary to email Lorraine Hatfield accepting her offer.

■ BW and RF advised that they had spoken to Claire Bassett and other State AC players regarding the difficulties with the 2018 Eire Cup selection process and final team composition. ■

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- Noted that Alstonville and Southern Highland Croquet Clubs had sought letters of support for Community Building Partnership Grants and that these letters had been provided.

### 4 Tempe

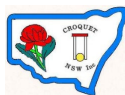
4.1 CRCC Discussions. Current status provided by board paper.

4.2 Facilities Management Committee. May report received. ST to email Rob Elliott expanding on the decision not to purchase a ride on lawnmower.

4.3 Player Facilities. A microwave has been donated by Sutherland Croquet Club. Sutherland to be thanked by the Secretary.

### 5 Affiliation Process for 2018-19

5.1 Fee Calculator. BW and JE to update spreadsheet ready to be sent to clubs.



5.2 Information Required from Clubs. ST to create a questionnaire to be sent out with the Fee Calculator dealing with the status of their Incorporation, status of their constitution compared to the Model Constitution and whether the club has an internal Disciplinary Policy.

5.3 Birth Year Information Required from Clubs. ST had previously circulated the latest analysis which shows a substantial improvement in compliance. Some larger clubs are yet to progress in this area. Email to specific clubs to be sent out coupled with a phone call from a CNSW director.

### 6 Constitution and Policies

6.1 Constitution and Associated Policies. Continued interaction between the CNSW Secretary and our legal advisors. Likely to be finalised within the next week.

#### 6.2 General Policies

- The draft Financial Policy that the Board passed on 18Apr18 has been reviewed following legal opinion. JE to comment on latest draft.
- The draft Selection Policy dated 8May18 has been reworded and should be in a position to put to Directors within a week.

### 7 Interstate Shield

7.1 BW advised progress via a board paper.

### 8 Projects

8.1 Grant for 2018 ISS. Suggested by ST and agreed by the board that some monies from the grant should be distributed to the clubs before the end of the financial year. BW and JE to discuss and action.

8.2 Regional Governance. ST and BW to contact coordinators and clubs giving general information about the grant and future plans.

8.3 Player Pathways Grants. Brief discussion. BW to request TM that he contacts the implementation group to ascertain how this initiative can be progressed.

8.4 Sport Development Officer. ST provided an initial draft of an advertisement for a Sport Development Officer. Agreed that ST and RF would work on the position description so as to populate the advert and that SEEK.com was a reasonable vehicle to place the advert. Also agreed that the job would have a tenure of 12 months.

### 9 Discussion Items

9.1 Launch of new logo. RF asked ST to create a cut-down version of the logo ASAP. Agreed that including the launch as part of the bi-monthly note from the Chair and involving the CNSW website was necessary.

9.2 Program for AGM. AGM to be held at Tempe on Saturday 25<sup>th</sup> August 2018 in the Board Room at Concordia commencing 11:00am. It is planned to be preceded by a Special general Meeting dealing with the revised constitution and followed by a Strategy/Discussion session. Suggested that a board meeting be held on the afternoon of Friday 24<sup>th</sup> August 2018, and that the Regional Coordinators are invited to attend. ST to draft program.



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- 9.3 Directors. Clubs to be advise that the nomination process will commence shortly. ST suggested that certain clubs with a large membership eg Canberra, should be approached directly.
- 9.4 Complaints Officer. RF advised that John Bartrop was amenable to becoming the CNSW Complaints Officer but that we wouldn't be available until early August. ST/RF to formally advise that this is satisfactory.
- 9.5 Distribution and/or posting of (redacted) Minutes of Board Meetings. Agreed that redacted minutes would be distributed to clubs and made available in the members section of the website
- 9.6 Visual Image Working Group. The group has agreed to extend its brief to include a new front end for the CNSW website.

### 10 Action Items

- 10.1 Review of list. The list was fully reviewed.
- 10.2 Audit of 2016-17 Accounts. The Treasurer advised that he has responded to the list of questions asked by the auditor and is awaiting a response.

### 11 Status of Complaints

- 11.1 There are no active complaints.

### 12 General Business

- 12.1 There was no General Business.

### 13 Close

The meeting finished at 10:45am. The next Board Meeting is set down for Sunday 8<sup>th</sup> July 2018 at 4:00pm at Tempe.

Brenda Wild (Chair)







Steve Thornton (Secretary)






















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## BOARD PAPERS

-  180609 SEEK - Job Advert Preview
-  FMC - Monthly report for May 2018
-  ISS - Board Report 11 June 2018
-  MYOB Bal Sheet 31 May 2018
-  MYOB I & E May 2018
-  Tempe - CNSW & CRCC discussions as of 7June18

## CORRESPONDENCE

-  180513 Email In from VCA about joint marketing
-  180516 Email In from Blue Mountains regarding Communique from Chair
-  180518 Email and Attachment to Clubs re Fees and Reimbursables
-  180518 Email In from IWC re Grants
-  180519 Letter to Marrickville Post Office
-  180519 Letter to Marrickville Post Office
-  180522 Email and Letter from Claire Bassett
-  180523 Email from Lorraine Hatfield re CNSW presentations
-  180523 Email from new ACA EO attaching minutes
-  180528 Request for letter of support re Alstonville Clubhouse
-  180531 Email in from ACA re Vacancy on the ACA Board
-  180531 Email In IWC re Citizen, Senior and Young Citizen of the Year Awards
-  180604 Request for Support Letter for the Southern Highlands Croquet Club
-  180605 Letter to SHCC supporting their grant application
-  180605 Letter to SHCC supporting their grant application
-  180606 Letter to Alstonville supporting their grant application
-  180606 Letter to Alstonville supporting their grant application
-  180607 Letter to Maitland re Patrons Event
-  180607 Letter to Maitland re Patrons Event