



## Minutes of the Board Meeting held on 7<sup>th</sup> April 2019

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### 1. Opening

The meeting was held at Concordia Club. In attendance Brenda Wild (BW), Steve Thornton (ST), John Eddes (JE), Tony McArthur (TM) and Richard Hughes (RH). Apologies from Carol Hayes (CH) and Roberta Flint (RF). BW declared a quorum and the meeting commenced at 3:38pm. Pauline Markwell (PM) from RSGC joined the meeting for the discussion on the draft constitution.

### 2. Minutes of previous meetings

2.1. Adoption of the Minutes of the Board Meeting on 5th March 2019. Moved by JE, seconded by RH. Carried

2.2. Business arising from the Minutes:

- CNSW Schedule of Fees and Reimbursables. Further review of the Schedule undertaken to clarify some descriptions, add a provision for non-playing members and provide some recognition of Tournament Managers and Tournament Referees at CNSW Events.

### 3. Correspondence

3.1. Correspondence In and Out. As per Dropbox

3.2. Matters Arising:

- *In Confidence* – [REDACTED]
- *In Confidence* – [REDACTED]
- Offer from Karen Bisley regarding services as CNSW/Team Doctor. Email received via Tournaments. Board had previously accepted the offer. ST to update and resend previous email sent to Karen.
- GC Rule Books. ACA have advised of a new print run with bigger font size. CNSW to confirm order for 300. Agreed that each club and each accredited GC Referee would be provided with a copy.

### 4. Reports

4.1. Financial Report. Verbal report from treasurer. Short discussion on the status of the 2018-19 Audit.

4.2. Sports Development Officer. Report received. Main categories were Regionalisation Participation. ST to request that future reports are timelined.

4.3. Cooks River Croquet Club. Report on activities for Q1 2019. JE advised of the need for discussions and clarification in preparation for FY 2019-20.

4.4. PPEP. ST to request a report from the PPEP Group touching on the progress of the program and what is scheduled for the remainder of the program.

### 5. Discussion Items

5.1. Strategic Plan / Business Plan / Participation Plan. No substantial feedback from the workshop participants. ST and Donna Olbourne (DO) to attend to final formatting of the document and



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prepare a timeline so that an accompanying Business Plan can be created with the assistance of the consultant. Discussion on the Participation plan. DO to determine by the next board meeting if CNSW needs assistance to do this.

- 5.2. Active Kids. DO to continue working on the program for the Active Kids Program. Once compiled CNSW can progress to being a registered provider.
- 5.3. Constitution and Membership Policy. A rather negative response received the previous evening from RSGC to the current draft of the constitution. PM joined the discussion where CNSW explained that from earlier RSGC feedback provision had been made for companies limited by guarantee and for multi sports clubs. RSGC falls into both categories. Also, that CNSW had an obligation to cover all clubs in its constitution.
- 5.4. Membership and Membership Declaration. No progress since last meeting. Moved to list of Action Items.
- 5.5. Bulk emailing to members. ST advised that following an informal approach, a number of clubs would take part in a limited test. Information Document No14 reviewed and requires a small modification prior to distribution to all clubs. Moved to list of Action Items.
- 5.6. Newsletter and Newsletter Editor.
  - Broad discussion on content and publishing frequency of Newsletter.
  - BW to contact Urunga re a possible offer from a member to be the Editor. Expression of Interest to be requested from Members.
- 5.7. CNSW Event Hosting Policy. A number of revisions to the policy had been suggested by a member of the Tournament Committee. A draft of the revised policy was agreed to and the Tournament Committee is to be asked for comment.

### 6. Action Items

The list of items was reviewed. Except for items transferred in, no new items added. Merchandising (shirts and hats) was closed out.

### 7. General Business

- 7.1. AC Selection Committee. The 2018-19 cycle will be completed once the reports from the 2019 Eire Cup Team Manager and Team Captain have been received. The three current committee members are mid-term and Expressions of Interest will be requested from the membership to fill the two vacancies.
- 7.2. Junior Development Award. General agreement to provide awards to Charlie Sharp and Jamie Gumbrell. Some confirming paperwork is required as are reports from the players. Agreement that claim forms requires facility for the parent/guardian to sign off and also to 'close the loop'.
- 7.3. Short discussion on CNSW position regarding the 'DNR' wishes of a member in the event of an accident/incident at a club. ACA to be contacted for advice. Discussion also on the content of the Personal Medical Form and if there was a national standard. ACA to be contacted.

















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### 8. Close

The meeting closed at 7:52pm. The next Board Meeting is scheduled to be held on Tuesday 7<sup>th</sup> May 2019.

### BOARD PAPERS

-  1 Agenda for CNSW Board Meeting on 7April19 - Final
-  1903 Action Items as of 190407
-  1903 Minutes of CNSW Board Meeting on 5Mch19 - Draft Rev1
-  CNSW - Event Hosting 13Mch18 - ST Review 20Mch19 following comments from Lorraine
-  CNSW - Fees and Reimbursements - reviewed 7Apr19 ST Effective 7Apr19
-  CNSW - Info to Clubs No 14 (Bulk Emailing) - 20190401
-  CNSW Associated Policy - Membership and Affiliation 20Mch19
-  CNSW Constitution - revision 14Mch19
-  CNSW Membership and Participation Growth Strategy Proposal
-  CRCC 1 quarter 2019
-  Email Thread - Re\_ Charlie's expenses for GC
-  Jamie Gumbrell - Events Claim
-  RL Complaint - Email Index
-  SDO - Regionalisation Update - March 2019

### CORRESPONDENCE

-  190328 Email In - ACA regarding order for GC Rule Books
-  190327 Email Out - Response to New Sports House from Croquet NSW
-  190324 Email In - from Karen Bisley re Team Doctor via Tournaments
-  190319 Email In - CNSW Membership and Participation Growth Strategy Proposal
-  190318 Email to Clubs - Regionalisation Trial Extended
-  190318 Email Confirmation OoS ISS Grant Acquittal
-  190316 Email to A Sharpe - Junior Development Program.msg
-  190306 Incident at the Cammeray CC

Brenda Wild (Chair)

Steve Thornton (Secretary)



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ACTION ITEMS AS OF 7 April 19			
Item No	Item	Status (Click Icon)	Notes
170208 04	CNSW shirts and merchandising. General Issue	CLOSED	7Apr19 Generic shirt and baseball caps now available 5Mch19 Moved by RH that we move to obtain a supply of shirts and baseball hats 5Feb19 Decision on shirts for 2019. Status quo for ISC but new shirts for ISS 20Jan19 Sample shirts and baseball cap sourced by BW.
170907 07	Update to Constitution	OPEN	7Apr19 Moving to final position after additional consultation with RSGC 5Mch19 Final draft to be sent out to memeber clubs 5Feb19 Update provided to board. Some feedback on constitution and policy 06Nov18 Document of 8July withdrawn new document dated 26Oct approved
180218 02	Business Plan	OPEN	7Apr19 ST and DO to progress 5Mch19 Follow on from the workshop. 5Feb19 Strategic Plan Workshop scheduled for end of the month.
180218 03	Player Pathways	OPEN	7Apr19 Report on progress and program still required (ST to follow up). Noted that PPEP courses have commenced. 5Mch19 Further request for report. Donna to become involved. 5Feb19 Request for PPEP group to provide a report for next Board Meeting
181213 01	Establish group to look at future of Xmas Lunch & Award Presentation and how it is organised and administered	OPEN	7Apr19 No progress 5Mch19 EOI distributed. RF continues as lead. 5Feb19 RF to distribute (existing) position paper
190206 01	Review Junior Development Program Award	OPEN	7Apr19 Decided to improve the process wrt to application for funds and for parent/guardian sign off. 5Mch19 Brenda to talk to selection committees. 5Feb19 Review of scheme required as it does not seem to be achieving its purpose.
190228 01	Strategic Plan	OPEN	7Apr19 Final working draft supplied. DO will attend to final graphics. ST and DO to compile activity timeline 28Feb19 eSurvey, phone hook up, draft opportunity report, plan workshop completed.
190407 01	Membership Delcaration	OPEN	7Apr19 ST and RH advised no progress since last meeting 5Mch19 Advice confirmed the need for a Membership Declaration from new and existing Individual Members. ST and RH to to work on something suitably brief.
190407 02	Bulk Emailing	OPEN	7Apr19 Information Document No14 Compiled. Requires some rewording.
190407 03	Newsletter	OPEN	7Apr19 Newsletter Editor. BW to contact Barb Piggott regarding the Urunga Club Member who was interested.