



Minutes of the Board Meeting held on 7th May 2019

1. Opening

The meeting was held in Melbourne. In attendance Brenda Wild (BW), Steve Thornton (ST), Tony McArthur (TM) and Richard Hughes (RH). Attending via conference call were John Eddes (JE), Carol Hayes (CH) and Roberta Flint (RF). BW declared a quorum and the meeting commenced at 6:04pm.

2. Minutes of previous meetings

2.1. Adoption of the Minutes of the Board Meeting on 7th April 2019. Moved by CH, seconded by TM. Carried

2.2. Business arising from the Minutes:

- Availability of GC Rule Books. No firm date advised by ACA so ST to email the ACA again and include the Chair and Deputy Chair.
- *In Confidence – Redacted.*

3. Correspondence

3.1. Correspondence In and Out.

As per dropbox and list below.

3.2. Matters Arising:

- Email from NSW Office of Sport re a meeting to discuss the 2019 Organisational Health Survey Results. Agreed to. ST to organise.
- Treasurer advised that the request from the previous CNSW Office Assistant to have a modified Group Certificate has been attended to.

4. Reports

4.1. Financial Report. Information had been uploaded into dropbox and reviewed by directors.

4.2. Sports Development Officer. Report received. BW and ST are meeting Donna monthly at this stage. BW and ST to respond to the request to create the program and timeline for the Strategic Plan deliverables.

4.3. Cooks River Croquet Club. Document from JE has been read by directors. Agreed that the board needs to form a view on a number of administrative matters raised by JE and that BW, ST, JE and TM would meet on 19th May 2019 after play at Tempe.

4.4. PPEP. A report and accompanying documents received from Alix Verge. Moved and agreed that CNSW send a letter/email of thanks to the PPEP Group acknowledging the work being done by them. ST to provide the budget section of the PPEP submission to the PPEP Group so that their budget and expenditure use similar descriptions.

5. Discussion Items

5.1. Final Drafts of Constitution and Membership Policy. Discussion on whether provision should be made in the constitution for Companies Limited by Guarantee (CLBG) and the request for exemption from certain clauses. Agreed that there should be no specific allowance or exemptions made for CLBG but that there should continue to be provisions for multi-sports clubs.



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- 5.2. High level info sheet to clubs. Agreed that email should be sent and that the 2019 AGM should be included together with a reminder about nominations for CNSW Directors as two directors are retiring and cannot be re-elected.
- 5.3. Membership and Membership Declaration. RH and ST to conclude as soon as possible. Discussion on the potential need for clubs to have a generic membership form which includes both the club and CNSW.
- 5.4. Bulk emailing to members – Club Information Sheet. ST still to finalise words around the privacy and security of email addresses.
- 5.5. Revision to CNSW Event Hosting Policy. No response as yet from the Tournament Committee however JE, a member of the committee advises that the draft has been circulated.
- 5.6. Newsletter. Agreed that the membership should be advised of the need for a Newsletter Editor and Expressions of Interest requested. The new editor will assist the board to determine the future format, content and publishing frequency.

6. Motions

- a) Moved by ST *“That the Board adopt the final drafts of the CNSW Constitution and CNSW Membership and Affiliation Policy that are dated 1st May 2019, and that they are distributed to the membership.”* The motion was seconded by TM. Carried unanimously.
- b) Moved by ST *“The Board advises its members of a Special Resolution to replace the 2015 CNSW Constitution with a new CNSW Constitution dated 1st May 2019 and has determined that voting is to be undertaken by a postal ballot.”* The motion was seconded by TM. Carried unanimously. Further agreed that the date for return of votes would be close of business on Friday 28th June 2019.

7. Action Items

The list of items was reviewed.






















8. General Business

- 8.1. AC Selection Committee. The membership is to be advised that there are two vacancies on the committee and that CNSW is requesting Expressions of Interest.
- 8.2. 2017-18 Audit. Short discussion on the status of the 2017-18 Audit and the need to have it available for the 2019 Annual Report.
- 8.3. Patronage. Noted that the NSW Governor has become the Governor General. CNSW would like to maintain the relationship.
- 8.4. ACA Director. Agreed that CNSW should email Jacky McDonald congratulating her on being elected an ACA Director.
- 8.5. Resigning CNSW Director. CH advised that she was likely to resign in the near future due to changes in her personal and family circumstances. This will create a casual vacancy that the board needs to fill.










9. Close

The meeting closed at 8:16pm. No date was set for the next Board Meeting however it is scheduled to be held on Tuesday 4th June 2019.

BOARD PAPERS

-  1 Agenda for CNSW Board Meeting on 7May19 - Final
-  1905 Action Items as of 190501
-  CNSW - Selection Policy 9Nov18 - Review 27Dec18 Rev4 7May19
-  CNSW Associated Policy - Membership and Affiliation 01May19 - CLBG - Final Draft
-  CNSW Associated Policy - Membership and Affiliation 01May19 - Final Draft
-  CNSW Constitution 01May19 - CLBG - Final Draft
-  CNSW Constitution 01May19 - Final Draft
-  CRCC Comments to Board JE April 19
-  Eire Cup 2019 - Captains Report
-  Eire Cup 2019 - Managers Report
-  Junior Croquet April26th 2019
-  Message to Club Secretaries
-  MYOB AR I & E April 2019
-  MYOB AR I & E March 2019 Rev
-  PPEP 1 Report for the Board
-  PPEP 2 Budget 27-040-19 for Report to Board
-  PPEP 3 Association Croquet F to T 2 Day Workshop
-  PPEP 4 Golf Croquet F to T 2 Day Workshop
-  PPEP 5 Latest PPEP training sessions
-  SDO April 2019 Report
-  Status of Constitution and Membership Policy 1May19

CORRESPONDENCE

-  190428 Narooma Croquet Club re friendship days and response
-  190426 Email from Governor Generals Office
-  190425 Email Thread - Sunrise Mosman Brenda
-  190425 Email Out to Club Secretaries - Redacted Minutes of March Board Meeting
-  190424 Email to club secretaries re 2019-20 Schedule of fees
-  190419 Letter of Thanks to Wendy Fothergill
-  190418 Email In - Patrizia Massa re Group Certificate
-  190416 Presenation event working group
-  190416 FW_ Your 2018_19 SSO Health Survey Results - Request for a Meeting

Brenda Wild (Chair)

Steve Thornton (Secretary)



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ACTION ITEMS AS OF 7 May 19			
Item No	Item	Status (Click Icon)	Notes
170907 07	Update to Constitution	OPEN	7May19 Have progressed as far as possible with RSGC.Motion on accepting Document dated 1st May carried 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
180218 02	Business Plan	OPEN	7May19 Discussion on how to move forward 7Apr19 ST and DO to progress 5Mch19 Follow on from the workshop.
180218 03	Player Pathways	OPEN	7May19 Report and associated documents received from Alix Verge 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.
181213 01	Establish group to look at future of Xmas Lunch & Award Presentation and how it is organised and administered	OPEN	7May19 Summary provided by Roberta 7Apr19 No progress 5Mch19 EOI distributed. RF continues as lead. 5Feb19 EOI distributed (initial) position paper
190206 01	Review Junior Development Program Award	OPEN	7May19 To continue, Selection Committees to be questioned 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	7May19 Directors to review and provide commentary on key items and deliverables 7Apr19 Final working draft supplied. DO will attend to final graphics. ST and DO to compile activity timeline 28Feb19 Final working draft supplied for constitution, amended to be completed
190407 01	Membership Delcaration	OPEN	7May19 ST and RH to finalise ASAP 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 work on something suitably brief.
190407 02	Bulk Emailing	OPEN	7May19 ST to finalise. Requires word on security of email addresses. 7Apr19 Information Document No14 Compiled. Requires some rewording.
190407 03	Newsletter	OPEN	7May19 BW has contacted said member. General Expression of Interest to be issued 7Apr19 Newsletter Editor. BW to contact Barb Piggott regarding the Urunga Club Member who was interested.
190507 01	Participation Plan	NEW	7May19 Sport Dev Officer working on this 1May19 Added by ST
190507 02	Launch of Strategic Plan	NEW	7May19 Launch scheduled for after the AGM in August 1May19 Added by ST