



Minutes of the Board Meeting held on 12th June 2019

1. Opening

The meeting was held via conference call. In attendance Brenda Wild (BW), Steve Thornton (ST), John Eddes (JE), Roberta Flint (RF), Carol Hayes (CH), and Richard Hughes (RH). BW declared a quorum and the meeting commenced at 6:03pm. Tony McArthur (TM) joined the meeting at 6:17pm.

2. Minutes of previous meetings

- 2.1. Adoption of the Minutes of the Board Meeting on 7th May 2019. Moved by CH, seconded by JE. Carried.
- 2.2. Adoption of the minutes of the Board Conference Call on 5th June 2019. In absence of the mover and seconder of each point being noted, it was moved by RF that all points be accepted as recorded. Seconded by RH. Carried.
- 2.3. Business arising from the Minutes:
 - Decided that CNSW would be unable to meet with the NSW Office of Sport to discuss the 2019 Organisational Health Survey Results. Agreed that it would however be necessary for 2020.

3. Correspondence

3.1. Correspondence In and Out.

- As per dropbox and list below.
- Secretary noted that a very large number of emails had been received (287) and sent (173) during the month via the Secretary's email account. Many related to the Membership Declaration, the proposed Constitution and organising the Discussion Sessions.
- *Letter sent* [REDACTED].

3.2. Matters Arising:

- Email from ACA regarding SGM to accept the 2018 Financial Statement. JE to be the delegate for CNSW and the ACA to be informed.
- RF to attend the Sport NSW working breakfast on behalf of CNSW.

4. Reports

- 4.1. Treasurers Report. Information for May had been uploaded into dropbox and reviewed by directors. Treasurer reported that he had been in touch with the audit company and advised that the auditor previously assigned to CNSW had left. A response is expected within 2wks.
- 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. ST to liaise with Donna to develop a timeline of activities. Donna is liaising with the Office of Sport in Newcastle to arrange a number of courses such as Grant Applications. The Board was assured that Donna's engagement with the office for sport through the Newcastle Office will also provide access to information and supports across the state and that this is not just focussed on Newcastle/Hunter.



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5. Discussion Items

- 5.1. PPEP Facilitators. Discussion on claim for payment by CNSW facilitators. Clarified by JE that there are no insurance implications of doing this. Moved by ST and seconded by RF *“That the PPEP Facilitators will be paid as external assistants / specialist resources as shown in the project budget”*. Carried.
- 5.2. Membership Declaration. Reaction from Information Sessions and general feedback was fairly negative. A decision was made to defer its introduction and advise members via an updated Information Document. ST to attend to this as soon as possible.
- 5.3. Constitution. Moved by ST that the date indicated in Item 2.3 relating to the Special Resolution in the minutes of the Board Conference Call on 5th June 2019, be changed from 4th June 2019 to 12th June 2019. Seconded by BW Agreed unanimously.
- 5.4. Newsletter. No response to emailed Expressions of Interest or prompts on the website or Players Group. Suggested and agreed that in the interim the Board will communicate via regular updates which can be distributed by email.
- 5.5. AGM/Awards Presentation/Strategic Plan. RF advised that arrangements were at an advanced stage. Lunch Cost is \$28pp with \$15 paid per attendee and the balance of \$13 paid by CNSW. Tea and coffee available on arrival with \$2.50pp paid by CNSW. Total contribution by CNSW is maximum of \$15.50 per person. RF advised that instructions for nominating and awarding the Golden Mallet would be available in the near future.
- 5.6. Selection Policy. A revision to Selection Policy had been completed in January 2019 but its release postponed for various reasons. Discussion on the merits or otherwise of its release and on some of its content. ST and RH advised that no new provisions had been introduced, the policy had been reordered for clarity and the appeals process made more formal. Moved by JE and seconded by RF that the policy be released. All were in favour.
- 5.7. Sports Development Officer. RF requested that Donna provide a work plan for the remainder of the year and that the clubs in South Sydney and the South Coast were visited. RF asked for assurance that Donna will engage with all CNSW Clubs.
- 5.8. New Strategic Plan. ST to facilitate generation of the implementation timeline as soon as possible.

6. Action Items

The list of items was reviewed.

7. General Business

There was no general business.

8. 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 2nd July 2019.



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BOARD PAPERS

-  Selection Policy
-  1 Agenda for CNSW Board Meeting on 12June19 - Draft
-  1905 Action Items as of 190507
-  1905 Minutes of CNSW Board Meeting on 7May19 - Draft
-  1906 Action Items as of 190612
-  1906 Minutes of CNSW Board Conference Call on 5June19 - Draft
-  CNSW - Info to Clubs No 14 (Introduction of a Membership Declaration) - Update
-  CNSW - Info to Clubs No 14 (Introduction of a Membership Declaration) - Update
-  CNSW - Info to Clubs No 15 (New Constitution) - Update 20190612
-  CNSW Constitution - Approved by Board 4June19 Rev1 Changes accepted 12June19
-  CNSW Constitution - Approved by Board 4June19 Rev1 Showing Marked Up Changes 12June19
-  Donna - Regionalisation Update - May 2019
-  MYOB AR I & E May 2019

CORRESPONDENCE

-  190607 Email Out - CNSW to 2019 Eire Cup Squad
-  190607 Email In from ACA Re SGM on 27June19
-  190607 Email In - Sports NSW Invitation to a working breakfast
-  190605 Email In - ACA re GC Rule Books
-  190520 Letter to CNSW from Nowra - Membership Declaration 20 May 2019
-  190517 Email Out - SDO to Clubs re Participation Plan

Brenda Wild (Chair)

Steve Thornton (Secretary)



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ACTION ITEMS AS OF 12 June 19			
Item No	Item	Status (Click Icon)	Notes
170907 07	Update to Constitution	OPEN	12June19 Revised to 12th June Version - to be issued 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
180218 02	Business Plan	OPEN	12June19 WIP 7May19 Discussion on how to move forward 7Apr19 ST and DO to progress
180218 03	Player Pathways	OPEN	12June19 Discussion on ccourse facilitators 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.
181213 01	Establish group to look at future of Xmas Lunch & Award Presentation and how it is organised and administered	OPEN	12June19 Ongoing. Board accepted budget and venue hire 7May19 Summary provided by Roberta 7Apr19 No progress 5Mch19 EQ distributed. BE continues as lead
190206 01	Review Junior Development Program Award	OPEN	12June19 No progress 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	12June19 ST to grab hold of 7May19 Directors to review and provide commentary on key items and deliverables 7Apr19 Final draft to be provided. DO will attend to finalise. ST and DO to consult with the directors
190407 01	Membership Delcaration	OPEN	12June19 Deferred. 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	12June19 Further work required. Possibly inform via updates. 7May19 ST to finalise. Requires word on security of email addresses. 7Apr19 Information Document No14 Compiled. Requires some rewording
190407 03	Newsletter	OPEN	12June19 Parked. Board to issue ideas. 7May19 BW has contacted said member. General Expression of Interest to be issued
190507 01	Participation Plan	NEW	12June19 SDO working on this. Broad draft available shortly. 7May19 Sport Dev Officer working on this 1May19 Added by ST
190507 02	Launch of Strategic Plan	OPEN	12June19 Roberta has in hand. 7May19 Launch scheduled for after the AGM in August 1May19 Added by ST
190612 01	Work Plan for SDO	OPEN	12June19 ST to liaise with Donna on this.