



## Minutes of the Board Meeting held on 17<sup>th</sup> August 2019

---

### 1. Opening

The meeting was held in the Concordia Club Board Room. In attendance Brenda Wild (BW), Steve Thornton (ST), John Eddes (JE), Roberta Flint (RF), Tony McArthur (TM) and Richard Hughes (RH). Apologies from Carol Hayes (CH). BW declared a quorum and the meeting commenced at 2:15pm.

### 2. Minutes of previous meetings

2.1. Adoption of the minutes of the Board Meeting held on 9<sup>th</sup> July 2019. Moved by ST, seconded by TM. Carried.

2.2. Business arising from the Minutes:

- The office of the Governor general has been contacted about patronage for CNSW but no response received as yet.

### 3. Correspondence

3.1. Correspondence In and Out.

- Between 9<sup>th</sup> July and 14<sup>th</sup> August. 401 emails have been received and 197 sent. Many have related to the AGM and the Golden Mallet Award.
- Emails between the Board and the GC Selection Committee regarding selection of the provisional team for the ISS and the subsequent need to change the composition of the team due to withdrawals.
- Donna Olbourne advised that she would be resigning from her role as Sports Development Officer.

3.2. Matters Arising:

- Email from Alison Sharpe re recognition of team reserves. The request from Alison for Reserves to be presented with a Team Badge or Tie was discussed. Moved ST and seconded by TM that badges are only awarded to those who play in the ISS or ISC events. Carried. The commitment of the non-travelling reserves is noted and appreciated.
- Email from Trevor Bassett, Chair of the ACSC, requesting payment of unforeseen expenses due to changes in dates and venues for selectors events. Moved by RF and seconded by RH. Agreed to by a majority of the Directors.

### 4. Reports

4.1. Treasurers Report. Treasurer advise that a preliminary report had been generated for June and emailed to Directors but had not been uploaded into dropbox.

4.2. Sports Development Officer. Report received covering the draft Participation Plan, meeting with clubs on regionalisation, organising NSW Office of Sport Grant Workshops and the Active Kids program.

### 5. Motions

5.1. Moved by ST "That CNSW adopt the new 2019-22 Strategic Plan and implement it following its launch on 24<sup>th</sup> August 2019". RF moved and TM seconded an amendment to the motion which was agreed to. The amended motion reads "That the CNSW Board endorses the new



## Minutes of the Board Meeting held on 17<sup>th</sup> August 2019

2019-22 Strategic Plan and launch it on 24<sup>th</sup> August 2019". ST moved the amended motion which was seconded by TM. Carried

- 5.2. Moved by BW " That CNSW engage Donna Olbourne on an agreed hourly basis for any ongoing projects that need or will benefit from her input." Motion withdrawn and item moved to Discussion Items.
- 5.3. Moved by ST "That CNSW cease expenditure on the Regionalisation Governance Project, complete the grant acquittal and if necessary, return unspent grant funds to the NSW Office of Sport". Withdrawn by ST following discussions.
- 5.4. Moved by RH that CNSW write to the NSW Office of Sport requesting an extension of 12 months to the closing date of the PPEP Grant. Seconded RF and carried.

### 6. Discussion Items

- 6.1. Grant for Regionalisation Governance. Agreed that this area was not progressing well. Legitimate costs to be allocated to the project and the project to be finalised.
- 6.2. Lack of response from Tournament Committee (TC) re Revised Hosting Policy. JE advised that it had been considered several times. Now up to the TC.
- 6.3. Meeting with FMC. Discussions held with FMC prior to the Board Meeting for future requirements and role of the FMC. Meeting notes will be attached to these minutes once they have been agreed.
- 6.4. Meeting with CRCC. Discussions held with CRCC prior to the Board Meeting. Meeting notes will be attached to these minutes once they have been agreed
- 6.5. AGM/Awards Presentation/Strategic Plan. Arrangements have been finalised.
- 6.6. Audit Report for 2017-18 and commission audit for 2018-19. JE advised that the 2017-18 was finalised except for a small number of points which will be resolved quickly. The 2018-19 audit can then proceed.
- 6.7. Revision to CNSW Constitution. The special resolution to adopt the revised constitution was lost with 20 votes for and 36 against. Any further work in this area to be carried out by the incoming board.

### 7. Action Items

The list of items was reviewed.

### 8. General Business

- 8.1. Availability of Donna Olbourne. Incoming Board to be advised that the services of Donna are available if requested.
- 8.2. Purchase of new balls for Tempe. CRCC have been informed that purchase of new balls is a capital purchase not a maintenance item of maintenance. CRCC to be reimbursed for the purchase of the balls and CNSW to be have unused maintenance funds returned. The 6 old sets are to be retained for social play and corporate events.
- 8.3. Hand Over Document. ST advised that information regarding confidentiality, directors responsibility, secretary hand over notes etc would be available in Dropbox prior to the AGM.











## Minutes of the Board Meeting held on 17<sup>th</sup> August 2019







### 9. Close

The meeting closed at 5:04pm. No date has been set for the next Board Meeting.

#### BOARD PAPERS

-  1 Agenda for CNSW Board Meeting on 17Aug19 - Final
-  1 CNSW Annual Report 2018-19 Draft
-  1907 Action Items as of 190709
-  1907 Minutes of CNSW Board Meeting on 9July19 - Draft
-  190815 Email In - Alison Sharpe re badges for team reserves
-  190815 Email In - Trevor Bassett re player reimbursements
-  Donna Olbourne - July 2019 Report
-  I & E July 19

#### CORRESPONDENCE

-  190815 Email In - Trevor Bassett re player reimbursements
-  190815 Email In - Alison Sharpe re badges for team reserves
-  190810 Email Out - Email to ACA Nominating ISS Team
-  190717 Email Out - To GCSC confirming updated selections
-  190714 Email In - Resignation of Donna Olbourne as SDO
-  190709 Email to GCSC agreeing to selections for Provisional Places in 2019 ISS team

Brenda Wild (Chair)

Steve Thornton (Secretary)

**ACTION ITEMS AS OF 17 Aug 19**

Item No	Item	Status (Click Icon)	Notes
170907 07	Update to Constitution	CLOSED	17Aug19 Resolution Lost 9Jul19 PM as Returning Officer in contact with clubs 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
180218 02	Business Plan	OPEN	17Aug19 For incoming board 9Jul19 No Progress 12June19 WIP
180218 03	Player Pathways	OPEN	17Aug19 Write to OoS to extend completion date 12June19 Discussion on course facilitators 7May19 Report and associated documents received from Alix Verge
181213 01	Establish group to look at future of Xmas Lunch & Award Presentation and how it is organised and administered	CLOSED	9Jul19 Group advised format for 2019. No Xmas lunch this year. 12June19 Ongoing. Board accepted budget and venue hire 7May19 Summary provided by Roberta 7Apr19 No progress
190206 01	Review Junior Development Program Award	PARKED	17Aug19 No progress 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	17Aug19 Board has endorsed plan. To be launched following Presentation Lunch 12June19 ST to grab hold of 7Apr19 ST to grab hold of
190407 01	Membership Declaration	PARKED	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	17Aug19 No progress 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	PARKED	12June19 Parked. Board to issue ideas. 7May19 BW has contacted said member. General Expression of Interest to be issued
190507 01	Participation Plan	OPEN	17Aug19 Draft now available. Will be needed for next OoS annual grant 9Jul19 Draft available next week 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	NEW	17Aug19 Scheduled for 24Aug19 9Jul19 ST and SDO to create presentation for AGM and Clubs 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	17Aug19 SDO has resigned 9Jul19 General discussion 12June19 ST to liaise with Donna on this.
190817 01	Active Kids Program	OPEN	17Aug19 Registration now practically complete

## Notes of Meeting held with Facility Management Committee on 17<sup>th</sup> August 2019

### In Attendance:

From the Board: Brenda Wild (BW), Steve Thornton (ST), John Eddes (JE), Tony McArthur (TM) and Richard Hughes (RH).

From the FMC: Rob Elliott, John Eddes (JE), Alison Sharpe (AS) [from approx. 11:20am]

### Facilities Management Committee (FMC) comprises:

Chair – Rob Elliot – end of 1<sup>st</sup> term  
John Eddes – end of 2<sup>nd</sup> term  
Alison Sharpe – mid way through 2<sup>nd</sup> term

### Function of FMC

- Lawn Maintenance references to now be referred as **Facility Maintenance**.
- Continues to be responsible to CNSW Board for the maintenance of the facility either directly or indirectly whilst CNSW is the licence holder from the Inner West Council (IWC) for the croquet lawns at Mackey Park.
- Advise Board on any capital expenditure & equipment replacement as per the CNSW Finance Policy.
- Be point of contact between CNSW & Concordia for facility issues.
- Prepare annual Facility Maintenance Budget for CNSW Treasurer for approval by Board. To be done in time for the AGM.
- Tournament Committee (TC) to liaise with FMC for CNSW events and FMC to provide Concordia with this list.
- For CNSW events being held at Tempe, TC to advise FMC at close of entries the requirements of Lawn 1. This to then be advised to Concordia.

### Action Items

- Maximise Concordia's use of Lawn 1 on CNSW days.
- Fencing for Lawn 1 to be in line with the fencing for Lawn 2.
- Lawn 3 to remain where it is currently located pending a costed proposal to adjust its position.
- CNSW corflute signs to be replaced and attached to portable fencing.
- New balls recently purchased by Cooks River CC (CRCC) out of the 2018-19 and 2019-20 maintenance budget to be considered as capital expenditure. CNSW to reimburse CRCC, CRCC to return unspent portion of maintenance budget to CNSW. New balls to be placed on CNSW asset register with an indicative asset life of 3 years.
- FMC will require an additional member from August 2019 as JE will cease to be a board member.

## Notes from Meeting with Cooks River Croquet Club (CRCC) on 17<sup>th</sup> August 2019

### In Attendance:

From the Board: Brenda Wild (BW), Steve Thornton (ST), John Eddes (JE), Tony McArthur (TM) and Richard Hughes (RH).

From CRCC: Rob Elliott (President) and David Stanton (Treasurer)

### 1. Agreed Amendments to MOU for clarification.

- 2.2.4 CNSW to fund ~~lawn~~ maintenance of the facility to an agreed annual budget with CNSW advancing funds to CRCC on a quarterly basis. These funds are to cover maintenance of the lawns, surrounds, gardens and housekeeping and the supply of tea, coffee, etc. CRCC will return any unspent money at the end of the financial year.
- 2.2.5 CNSW will pay CRCC a management fee of \$200 per calendar month to manage the maintain maintenance of the facility, payable in arrears upon the Facilities Management Committee confirming satisfactory provision of the service.

### 2. Additions to MOU

- Keep sufficiently accurate records so that the Board can audit maintenance expenses;
- On Saturday & Sunday on CNSW events days, Lawn 1 is to be made available to Concordia from 12noon if this is at all possible;

### 3. Additional Notes

- Agreement on process for purchasing items of a capital nature.
- Lawn 3 is to remain in its current position until approved by the board.
- CRCC to issue their 'Booking Advice' information for 2018-19.
- CRCC did not agree:
  - That it should abide by pre-existing, but unwritten understandings between CNSW and the Concordia Club;
  - To vacate Lawn 1 prior to 12noon on their "Come n Try" days,
  - To make **Lawn 1** available for use by Concordia Club members from **12noon** on Saturdays and Sundays.

**Subject:** Re: Minutes of meetings held on 17th August - Circulating Resolution to adopt.

**From:** Roberta Flint <roberta\_flint@yahoo.com.au>

**Date:** 22/08/2019, 7:58 am

**To:** tony <tony@lifecycle.com.au>, Brenda Wild <brenda.wild@croquet-nsw.org>, <richard.hughes@croquet-nsw.org>, <secretary@croquet-nsw.org>, 'CNSW Treasurer' <treasurer@croquet-nsw.org>

And me

[Sent from Yahoo Mail for iPad](#)

On Wednesday, August 21, 2019, 5:56 pm, tony <tony@lifecycle.com.au> wrote:

Me too!!!

Tony

Sent from Black Panther.

----- Original message -----

**From:** Brenda Wild <brenda.wild@croquet-nsw.org>

**Date:** 21/8/19 5:33 pm (GMT+10:00)

**To:** richard.hughes@croquet-nsw.org, secretary@croquet-nsw.org, 'CNSW Treasurer' <treasurer@croquet-nsw.org>, 'Roberta Flint' <roberta\_flint@yahoo.com.au>, "'Tony McArthur (Personal)'" <tony@lifecycle.com.au>

**Subject:** RE: Minutes of meetings held on 17th August - Circulating Resolution to adopt.

I'm also happy to adopt the minutes of the Board meeting & the notes from the FMC & CRCC meetings.

Brenda.

---

**From:** richard.hughes@croquet-nsw.org [mailto:richard.hughes@croquet-nsw.org]

**Sent:** Monday, 19 August 2019 8:58 PM

**To:** secretary@croquet-nsw.org; CNSW Treasurer <treasurer@croquet-nsw.org>; Roberta Flint <roberta\_flint@yahoo.com.au>; Tony McArthur (Personal) <tony@lifecycle.com.au>; Brenda Wild <brenda.wild@croquet-nsw.org>

**Subject:** RE: Minutes of meetings held on 17th August - Circulating Resolution to adopt.

I am happy to adopt the minutes.

The meeting notes are an accurate record and am happy to adopt the notes of the meetings with the FMC and CRCC.

Richard

----- Original Message -----

Subject: Minutes of meetings held on 17th August - Circulating Resolution to adopt.

From: [secretary@croquet-nsw.org](mailto:secretary@croquet-nsw.org)

Date: Mon, August 19, 2019 4:09 am

To: "CNSW Treasurer" <[treasurer@croquet-nsw.org](mailto:treasurer@croquet-nsw.org)>, "CNSW Secretary" <[secretary@croquet-nsw.org](mailto:secretary@croquet-nsw.org)>, "Roberta Flint" <[roberta\\_flint@yahoo.com.au](mailto:roberta_flint@yahoo.com.au)>, "Tony McArthur (Personal)" <[tony@lifecycle.com.au](mailto:tony@lifecycle.com.au)>, "Brenda Wild" <[brenda.wild@croquet-nsw.org](mailto:brenda.wild@croquet-nsw.org)>, "Richard Hughes (CNSW)" <[richard.hughes@croquet-nsw.org](mailto:richard.hughes@croquet-nsw.org)>

Dear Board Members

As per our conversation on Staurday, please find attached the draft minutes of the board meeting together with the FMC and CRCC meeting notes. They have been approved by Brenda.

I move that the draft minutes of the Board Meeting on 17th August 2019 and the notes of meetings held with the FMC and CRCC on 17th August 2019 are adopted.

Regards

Steve Thornton

CNSW Secretary

Av

This email has been checked for viruses by Avast antivirus software.  
[www.avast.com](http://www.avast.com)