



# CNSW AGENDA AND MINUTES

Date-29/08 2019

Start Time- 7.10pm

Finish Time- 9.10pm

Attendees- Kate Cheney [ by phone] Simon Cook, [ by phone] Roberta

Roberta Flint, Richard Hughes, Steve Miles, Rosie Landrebe.

Quorum- Yes

- All correspondence available on request to Secretary.

RESPONSIBILITY	ITEM	Detail	MINUTES
Chair	<ul style="list-style-type: none"> <li>• <b>Welcome</b></li> <li>• <b>Apologies</b></li> <li>• <b>Minutes of AGM</b></li> <li>• <b>Minutes of previous Board Meeting</b></li> </ul>	Carol Hayes Minutes reviewed Minutes-reviewed	<ul style="list-style-type: none"> <li>• Deputy Chair- Richard Hughes</li> <li>• Noted</li> <li>• Secretary to circulate draft minutes and to include all corrections those elected and election process and post to website as DRAFT</li> <li>• Board Meeting dated 16/08/2019 ratified by email of previous members.</li> </ul> <p>Roberta Flint nominated the following Directors be appointed as CNSW office holders: Chair- Kate Cheney, Deputy Chair- Richard Hughes, Treasurer and Public Officer- Steve Miles, Secretary – Rosie Landrebe, seconded by Richard Hughes</p>
	<ul style="list-style-type: none"> <li>• <b>New Board Members</b></li> </ul>	Office Holder Positions Confirmed	
Secretary	<ul style="list-style-type: none"> <li>• <b>Correspondence In</b></li> </ul>	1. AC Selection Committee	

	<p><b>Correspondence Out</b></p> <ul style="list-style-type: none"> <li><b>Actions arising from Correspondence</b></li> </ul>	<p>2. H Smallbone re: J Eddes and Presentation Event.</p> <p>3. Grants extension</p> <p>4. ACA Strategic Plan participation</p> <p>5. Letter from CRCC</p> <p>6. Letter from Patrizia Mazza</p> <p>Notification to ACA of AGM and new Directors.</p> <ul style="list-style-type: none"> <li>Letter from CRCC</li> </ul>	<p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li>Secretary to respond on behalf of the Board, that acknowledgement of ex Board Members was not the primary objective of this particular event and JE has previously been awarded Life Membership.</li> <li>The Board to send out thankyou's to all retiring members and to host an event that all Clubs and their members are invited to at a date to be decided to acknowledge JE.</li> <li>Life time Award and Golden Mallet Award selection criteria to be reviewed.</li> <li>Thanks to Roberta for organising and running Presentation Event.</li> <li>Expenditure of PPE and Regionalisation Grant acquittal extended until December 2019 by Sport NSW. Board consensus that programs are worthwhile and future funding for PPE important and will be sought. All Clubs to be asked for input in relation to use of Regionalisation Grant.</li> <li>See below</li> <li>Clarification re their position with Concordia Club.</li> <li>In relation to information required by the ATO.</li> <li>Communicated by Secretary.</li> <li>Acknowledged on behalf of the Board.</li> <li>Secretary to write to CRCC; CNSW acknowledge concerns, recommend CRCC organise another meeting with all stakeholders to progress position. RL offered to resign from CRCC Board re Conflict of Interest, a</li> </ul>
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<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• <b>Finance Report</b></li> </ul>	<ul style="list-style-type: none"> <li>• Review Auditor/ Audit Process</li> <li>• Update on Current position.</li> </ul>	<ul style="list-style-type: none"> <li>• Steve Miles to provide recommendations re portfolio.</li> <li>• Awaiting account info and P&amp;L from JE. Cash flow positive for the next month as affiliation fees have come in.</li> <li>• Pursue old directors for signatures, by circular, to facilitate bank access, BW and JE to sign. Not ideal but necessary as some former directors unavailable.</li> <li>• Going forward establish a handover process and update all information regularly to facilitate an easier process, and minimise risk to CNSW.</li> <li>• Affiliation fees- look at the process for payment with a view to make it easier for clubs.</li> </ul> <p><b>Update and handover of Accounts; Motion Proposed by Steve Miles</b></p> <ul style="list-style-type: none"> <li>✓ Moved Roberta Flint, seconded Kate Elliot,</li> <li>✓ Carried by majority</li> </ul> <p><i>“That the Board of CNSW approves the following signatory arrangement for Croquet NSW accounts”</i></p> <p><b>These are the only signatories;</b>  <b>Croquet NSW Incorporated; (Main account - all receipts, payments over \$1000) BSB 062256 (Strathfield) Acct No 00800051</b>  Signatories;  Stephen Miles (Treasurer)  Roberta Flint (Director)</p>

			<p>Rosemary Landrebe (Secretary)  Kate Cheney (Chair)  Remaining signatories to be deleted  Any two to sign or process</p> <p><b>Croquet NSW Incorporated; (Cash Investment Account - for surplus funds earning low interest) BSB 062256 (Strathfield) Acct No 10721056</b>  Signatories;  Stephen Miles (Treasurer)  Roberta Flint (Director)  Rosemary Landrebe (Secretary)  Kate Cheney (Chair)  Remaining signatories to be deleted  Any two to sign or process</p> <p><b>Croquet NSW Incorporated No 2 Account (For payments under \$1000 including electronic payments) Has a float of approximately \$5000 which is replenished as required from either of the other two accounts BSB 062190 (Kogarah) Acct No 10574987</b>  Signatories;  Stephen Miles (Treasurer)  Roberta Flint (Director)  Remaining signatories to be deleted  Anyone to sign or process</p> <ul style="list-style-type: none"> <li>• Questions about investments, Steve Miles to review and report as available.</li> </ul>
<p><b>Secretary</b></p>	<ul style="list-style-type: none"> <li>• <b>Admin Report</b></li> </ul>	<ul style="list-style-type: none"> <li>• John E recognition.</li> <li>• Ourcatherder.com</li> <li>• CNSW governance and security.</li> <li>• Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• As above</li> <li>• Explore NFP internal comprehensive communication process.</li> <li>• High priority, papers to be prepared for CNSW October Board Conference</li> <li>• Papers to be prepared for CNSW October Board Conference</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Committee Reports</b></li> <li>• <b>Newsletter</b></li> </ul>	<ul style="list-style-type: none"> <li>• Grants for Clubs</li> <li>• None provided</li> <li>• Status</li> </ul>	<ul style="list-style-type: none"> <li>• Papers to be prepared for CNSW October Board Conference, also noted by R Hughes the urgency to support Clubs seeking grants and provide templates, advice and guidance to achieve best outcomes at club level</li> <li>• Committee reporting process to be formalised.</li> <li>• Newsletter to be provided by Secretary subject to finding a replacement. Soft and hard copy, with an option for individuals to subscribe. Free subscription. Clubs to email Secretary directly with content. Secretary to notify Clubs of new process.</li> </ul>
<b>Chair</b>	<ul style="list-style-type: none"> <li>• <b>Chair Report</b></li> <li>• <b>General Business</b></li> <li>• <b>Constitution Review</b></li> <li>• <b>Policies Review</b></li> <li>• <b>Committees Review</b></li> <li>• <b>Tournaments Review Calendar 2020</b></li> <li>• <b>Data Management Communication</b></li> <li>• <b>Discussion Topics arising from the First Board Meeting of the New Board</b></li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Plan Development and Implementation</li> <li>• Director training</li> <li>• Appoint a Director + consult</li> <li>• Appoint a Director + consult</li> <li>• Appoint a Director + consult</li> <li>• Appoint a Director + consult</li> <li>• Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Next Meeting</li> <li>• Papers to be prepared for CNSW October Board Conference</li> <li>• Recommendations to be prepared for CNSW October Board Conference</li> <li>• High priority, papers to be prepared for CNSW October Board Conference</li> <li>• High priority, papers to be prepared for CNSW October Board Conference.</li> <li>• Papers to be prepared for CNSW October Board Conference</li> <li>• Steve Miles to liaise with TC Chair to review events calendar, focus on any innovation member clubs want to see and player input.</li> <li>• Secretary to request IT update and Risk Management report and info from David Archer.</li> <li>• <b>Processes:</b> Board approval via email to be used for perfunctory approvals only.</li> <li>• CNSW Risk Management review CNSW, and all clubs.</li> </ul>

			<ul style="list-style-type: none"><li>• Reintroduction of Meetings for clubs and CNSW Board. These can be regional and facilitated by a Board member. Clubs can attend in person or via Webinar and Skype at a host club. Focus on re engaging Clubs in the decision making process if and when they want to be involved.</li><li>• CNSW Chair to communicate with member clubs and ask them what they want from CNSW Board.</li><li>• CNSW to provide “request” template to clubs that facilitates a Letter of Support for Clubs for Grants, including templates, cheat sheets and support to be available to all Clubs on the website and via Grants Committee.</li><li>• Acknowledgement of the resignation of Donna Osbourne, but disappointment expressed that only some regions/ clubs benefitted from her expertise.</li><li>• Revisit and explore a comprehensive process to welcome and support new clubs who affiliate with CNSW including an establishment grant.</li><li>• CNSW October Board Conference to be held-mid-October date tbc.</li><li>• Board Meetings for the next 12 months’ tbc 17/09/2019. Times and dates to acknowledge working Board Members and retired Board Members.</li><li>• Next Board meeting 17/09/2019, 7pm, venue to tbc.</li></ul>
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