



Minutes CNSW Board Meeting

December 17 2019

Meeting commenced- 6.30pm

Present- Chair Kate Elliott, Steve Miles, Rosie Landrebe, Simon Cook, Richard Hughes

Meeting conducted by video conference

Agenda

Minutes- Apology from Secretary re minutes, they have yet to be transcribed from recording, reassurance that all minutes are recorded in full and available to the Board.

- Look to potentially cost some short term admin support while the Board tries to re-establish accumulation of information/ data and systems.

Correspondence- In/ Out- List provided

Business arising from Correspondence

- Reply to A Verge re PPEP collateral.
- Reply to Selection Committee re State Team acceptance.
- Chair, Letter to Inner West Council, Councillor McKenna thanking her for attending John Eddes and Christmas function.
- Patricia Mazzi issues closed as advice from previous Board is that no paperwork exists.

Business arising from Minutes

- Secretary advised that December Board Papers to be found in in December 2019 Folder in Our Catherder Board tool, not attached to agenda.
- Draft Strategic Operations Plan commenced and ready for format review.
- Feedback from the Office of Sport meeting requires the CNSW Constitution to be brought into line with the Act to be compliant. Acknowledgement from the Board that the last action to change the Constitution was not ideal and a more consultative process needs to occur. Ted Griffin and Michael Strickland to consult with the Board to achieve a good outcome for members and compliance over the next couple of months.
- Further discussion re PPEP and coaching budget to be spent on more coaching sessions for clubs in 2020, and the grant to be re applied for to ensure continuation of the initiative. Thanks to Pan Gentle, Alix Verge, Tim Murphy and Peter Landrebe for delivering first round of workshops.
- Noted that Chris Clarke cancelled his December workshop because of poor air quality.

- Chair discussed an ongoing relationship between CNSW and Councillor McKenna who is also a player at Strathfield. Councillor McKenna was motivated to support CNSW with grants and dealings with Inner West Council.
- Chair requested urgent action in relation to timetabling further workshops and coaching for all clubs particularly regional clubs from early 2020, as well combining these visits with open meetings for clubs in the way they were previously held, the secretary to produce timetable for the next meeting.
- Office of Sport identified a number of grievances within and among Northern Clubs over the past few years and encouraged the Board to look at providing support processes to help these clubs deal with issues before they escalate. The new Board were unaware of the situation but noted the new Member Protection Officer as well as committing to help all clubs to mediate and resolve any issues

Election of Director- It was moved by Simon Cook, that we elect Peter Martin Coutts Crossing CC to the one of the vacant Board positions, seconded by Steve Miles, agreed, Peter was duly elected.

Executive report- Chair

- The Chair reported on the newsletter, and highlighted that we need as far as possible to ensure we get a monthly newsletter via email out to clubs. Additionally, that from January the Newsletter goes to members unless otherwise advised.
- The Chair is working with Lee Dixson in relation to Sport Inclusion. Less abled and less agile people being able to access croquet lawns and facilities.
- The Chair reported that we received great feedback from John Eddes Event including from John himself. We had a lovely Christmas raffle on the day and raised \$180 which was donated to the Red Cross Bush Fire Appeal with CNSW matching the amount for Wildlife affected by the bushfires.
- The Chair reiterated her belief that there needs to be an overall Policy review in 2020, beginning with Selection Policy and then Finance Policy. The Secretary to approach Nerida Taylor to Chair the Selection Policy Review and Steve Miles will review the Finance Policy.
- Request that the final Draft of the completed Operational Strategic Plan is ready for the January Meeting as a matter of urgency.
- Chair advised she hoped to visit Orange and Young Events this year.

Secretary

- Confirmed that the consultation with Ted Griffin and Michael Strickland to produce a compliant Constitution in conjunction with input and feedback from clubs and their members, mindful of the August 2019 Forum and the feedback from clubs last year.

Finance

- It was agreed to sign off on the 2018 audited accounts. Moved by Steve Miles, seconded by Simon Cook.
- The Treasurer has fully implemented MYOB including the invoicing capabilities. Monthly P&L's to be available shortly.

- The Treasurer has completed a draft 3-year budget for the Board to provide feedback at the next meeting.
- The Treasurer mentioned the auditor had been very kind in charging us \$1500, when the job was probably worth \$6000 because of issues with GST in 2017.
- The Treasurer reports that the 2018-2019 Accounts are as per the Audit.
- It was agreed that the Board must produce a timely Annual Report from now on.
- The Treasurer stated CNSW made a loss in 2018, potentially because the ACA affiliation fees were higher than budgeted. Additionally, because our trading year June 30 to July 1 is not aligned with the ACA Jan to Dec trading year. This will be corrected from 2020.
- In reality the CNSW affiliation will only be \$11 this year because the ACA increase had not been factored in in sufficient time.
- The ACA affiliation fee rises from \$30 to \$31
- CNSW needs to produce a comprehensive explanation of what affiliation fees are about and how do clubs benefit. It was noted that CNSW have not raised affiliation fees in 18years and that even though admin costs have risen on average 2.5% a year the fee has remained at \$12 and the Association has not been able to afford to provide the support it should have been giving to clubs.
- Affiliation fee recommendations were made by Steve Miles in the light of ACA fees going up \$1 every year for the foreseeable future.
- General discussion believed that \$52 is probably the appropriate amount for the 2020 affiliation fee, \$32 going to ACA and \$20 for CNSW. The Board are mindful that clubs need to fully understand why the increase will happen and how club members should receive a tangible improvement in support as a result.
- During 2020 Board members agreed to undertake personal visits to clubs and regions to engage with club members in relation to this issue.

General Business

- Data and data risk assessment, to be undertaken by the Treasurer and the Secretary. It was noted that CNSW does not own its own data. Recent experiences by both the Treasurer and the Secretary to access data in the first instance was less than optimal. The situation is in the process of being simplified.
- Additionally, some standard practise in relation to basic processes such as maintaining member numbers accurately and in one place with appropriate primary access for administration and Board is essential. The Board are looking into appropriate systems and tools.
- Simon Cook will be undertaking a review of the website and its functionality, and a “fit for purpose” assessment.
- There are still a number of issues outstanding from the handover from the previous Board that the new Board is pressing to finalise. The Treasurer and Secretary hope to have these issues sorted out and handed over by the January Board meeting.
- The secretary to compile a comprehensive “handover tool” that provides all information for a new Board and to be completed in its entirety at the AGM.
- Secretary to source members for a Committee for the 2021 Interstate Cup Event, and commence identification of potential venues.
- CNSW notified that KAREN Jones is the new head of the Office of Sport, Darren Simpson resigned, and that Karen would like to meet with us and introduce herself sometime this year. Secretary to monitor.

- Review Policy- Selection need to be reprovod, Board has too many approvals within policies which we need to be looked at. Nerida Taylor to oversee the Selection Policy review.
- Finance Policy review by Steve Miles
- Tournament Committee undertaking an update of the Tournament regulations.
- Meeting dates for next year to be the last Tuesday of each month. Dates to be published in the website.
- First regional meeting to be in the North March/ April, Simon Cook to source a date and venue.
- Meeting can be attended by clubs and individuals via Zoom, video conference facility. Secretary to advise as soon as date and venue finalised.
- Secretary to develop draft Workshop Program and dates for the next meeting.

Grants come from Office of Sport

- There is \$2500 left in the coaching budget and \$4700 in the PPEP Grant yet to be acquitted.
- Secretary to complete the \$15,00 annual grant application from Office of Sport.
- Secretary to investigate the grant for support for the 2021 Interstate Cup.

Meeting Closed- 8.32pm

