



## Minutes CNSW Board Meeting

4 February 2020

Meeting commenced- 6.35pm

### 1 Attendance

Chair Kate Elliott (KE), Steve Miles (SM), Rosie Landrebe (RL), Richard Hughes (RH), Peter Martin (PM), joined the meeting at 7.28pm.

Meeting conducted by video conference

### 2 Apologies - Nil

### 3 Confirm Minutes of previous meeting - 17 December 2019

Adoption of the minutes moved by RL, seconded by SM. Carried

### 4 Business arising from previous meeting

#### Reference to dot point 6, on page 2 of Minutes 17 December 2019

Secretary spoke to the document included in the Business Papers – “Potential Workshop Dates 2020” (attached to the end of these minutes). Board keen to get this initiative going, therefore focus on the clubs potentially involved in April and May 2020 workshops. **ACTION** RL to email clubs in the Hunter region for the April dates and the South Coast for the May dates advising them of the offer of, purpose and focus of the workshops, get feedback from the relevant clubs and make sure that the dates suit the clubs and if not alternative dates as close to the dates proposed. The Board thanked RL for her work on the proposal

### 5 Correspondence

In/Out- List included in the business papers and attached at end of the minutes

#### Business arising from Correspondence

GC Rule Books. KE to follow up with John Eddes to get all copies of GC Rule books held on behalf of CNSW. KE also to follow up with John Eddes about any merchandise in stock.

### 6 Executive reports

#### 6.1 Chair

- **Patron** – KE has lodged the application for the Governor, Her Excellency the Honourable Margaret Beazley AC QC and her husband Dennis Wilson to be patrons of CNSW

- **Inclusive activity project** – KE had been contacted by Lee Dixon who is involved in a project with South West Rocks Country Club focused on inclusivity for people with disabilities to be involved in sport. Preliminary discussions to see whether CNSW can assist. **ACTION** RH to contact Lee Dixon to establish the purpose and focus of the project, ascertain whether CNSW can assist. RH to report back at the next Board meeting.
- **CNSW Monthly Newsletter** – KE suggested that Peter Martin be the Director responsible for the Newsletter. Discussion about the content, purpose and distribution of the Newsletter. The Board are keen for it to be distributed direct to members on a monthly basis and to include notice of upcoming tournaments and events rather than reports of completed events. **ACTION** RL to send PM the Newsletter template.
- **Eire Cup** – RH happy to attend Eire Cup presentation in Brisbane in March 2020 as CNSW Board representative. RL will attend the ACA Forum as CNSW Delegate

## 6.2 Secretary

RL spoke to the “Action Item and Secretary’s Report Jan 2020’ included in the business papers and attached at the end of these minutes.

- **Constitution** – Ted Griffin and Michael Strickland have completed a first draft and are working on explanatory notes for relevant clauses. Completed draft will be forwarded to the CNSW Board for review as soon as the current work is completed.
- **Strategic Plan** – draft for consideration by the Board included in the business papers. SM said that the Action Plan when drafted will need to allocate Director responsibilities for all 5 pillars of the Strategic Plan. It was agreed that a printable version of the Strategic Plan be uploaded to the website for ease of duplication by clubs and members **RL moved** “That the Strategic Plan 2020 to 2023 be adopted”, **seconded SM**, carried.
- **Selection Policy** – Nerida Taylor, who has agreed to review and redraft the policy has got feedback from team members and selection committees. Once the draft is completed it will be forwarded to CNSW Board for consideration. Any change to the policy will be implemented 12 months from the date of adoption to afford all players the opportunity to ensure they can comply with the new policy when it is implemented. SM sought clarification about the conflict of interest process given some selectors are also likely to be eligible for selection. RL advised that appropriate processes were in place and followed by selectors [Peter Martin entered the meeting at this time 7.29PM apologising for his lateness but explained he had trouble logging on to the video conference]. RL advised ACA conflict of interest guidelines are clear
- Nerida Taylor has updated the Player Agreement documents
- **Board vacancy** – RL has had contact with an experienced player with suitable professional background who is considering the remaining casual vacancy on the CNSW Board
- **AC Selection Committee** vacancy RL moved, seconded SM that David Stanton be appointed to the AC Selection Committee, carried
- **Repairs and Maintenance Tempe** – the irrigation system is leaking, the facility failed a Sporting Facility Risk Management Assessment. RL has received a report from Rob Elliott setting out the concerns. RL advised that a community group Cooks River Alliance is concerned about a range of issues that they see as impacting the river and environs – soil contamination, water run off and water usage. The croquet club is keen to be regarded as a good water use citizen. SM said CNSW provides Cooks River Croquet Club

\$7500 per annum to cover the costs of running and maintaining the facility. **ACTION** RL to provide the Board with Rob Elliott's report.

- **ISS Cup 2021** – RL's report lists possible venues, likely to need 22 to 24 lawns, based on experience of hosting the event. Report details Working Group and officials who are willing to be involved
- **Workshop Timetable** – covered above in Business Arising
- **Junior Croquet** – Jacky McDonald seeking support from Board for Junior Croquet. Alison Sharpe has been approached and has agreed to support. PM CNSW needs to concentrate resources where they get maximum effect. RL said AS has a history of success in coaching juniors and is very interested in playing a role for CNSW with junior croquet.
- **Budgets from Referees and coaching Committee** – to be provided when completed
- **Tournament Committee** – revision of Regulations ongoing
- **ACA Affiliation Fees** – ACA are invoicing all State Croquet organisations for discrepancies relating to non-payment of affiliation fees due to timing issues of membership and insurance cover for players who are members of sub clubs. ACA only invoicing for the previous 12 months, not all areas.

## 7 Finance

**SM** spoke to the "Croquet NSW Treasurer's Report January 2020" dated 30 January 2020, included in the business papers and attached to the end of these minutes.

**KE moved, PM seconded** "That affiliation fees for 2020/21 (invoiced in August 2020) be \$65 per club (including year book) plus \$48 per affiliated member. New members will be charged on a quarterly proportional basis (100% to 30 September, 75% to 31 December, 50% to 31 March and 25% to 30 June." Carried

## 8 General Business

### 8.1 Lighting Standard for Croquet Courts

**Action** RL to lodge a notice of motion with ACA "that ACA develop a Lighting Standard for Croquet."

### 8.2 Strategic Plan – Adopted, see above

### 8.3 Communications

PM asked for clarification of his role as the Director responsible for communications. PM said communication focus is on member relations. The newsletter if monthly should be produced at the end of the month prior to the cover date of each newsletter, sent direct to all members' email accounts, clubs to be responsible for distribution to members without email accounts, it is clear that it is published by CNSW, articles on skills and strategy ("Tips and Tricks"), sourcing of and assessing mallets, relevant travel and tours, details of upcoming events with links to registration, no deadline for articles because of the frequency of publication. **ACTION** (1) RL to ensure PM has the Newsletter template and (2) PM to work on the production of the upcoming Newsletter

### 8.4 Constitution

PM given quick update (as he had joined the meeting after this information was reported) in line with the information at the beginning of the meeting

#### **8.5 State Team Update**

RL - first practice session has been held. It went well. The team is enthusiastic and looking forward to the tournament. Accommodation has been organised and all player agreements completed. Transport at tournament players paying the cost of car hire, will claim petrol expenses in line with fees and reimbursement table. RL and SM to finalise these arrangements and it was noted they would all be within budget.

Meeting Closed at 8.36pm

The next Board meeting is scheduled at 6.30pm on 25 February 2020, by video conference