



# Minutes for Board Meeting June 2020

Croquet NSW

Held at TBA

16/06/2020 @ 06:30

Approved by Kate Elliott on 22 June 2020

## No. Minutes

### 1. Attendance

Kate Elliott (KE), Kate McLoughlin (KM), Rosie Landrebe (RL), Steve Miles (SM), Richard Hughes (RH)

### 2. Apologies/ Proxies/ Quorum

Nil

### 3. Confirm Minutes of Previous Meeting

Minutes confirmed by Board via Cat Herder on 22 May 2020

### 4. Business arising

#### 4.1 Ricochet Development Officer (RL, RH)

RL has posted information about the RDO on Facebook and emailed all Clubs. RH has spoken to members he identified as potential applicants but all advised that while they were interested they were not available. No EOIs received.

#### Actions #4.1

(Complete) No action required but Board monitor RDO recruitment if a member shows interest

#### 4.2 Workshop Planning (KM)

KM working on 3 categories of workshops - Coaching; Rules and Refereeing; Running Events. KM is consulting with relevant officials about suitable volunteers to run programs, scheduling and content. KM considering best way of scheduling workshops including offering Running Events workshop at clubs that have run CNSW events, as well as coinciding workshops with tournaments.

#### Actions #4.2

(Closed) KM to continue liaising with appropriate volunteers **Kate McLoughlin**

#### 4.3 Sharing the bookings template (RL)

RL completed this action for interested clubs to assist clubs manage COVID-19 member bookings.

#### 4.4 Player handbook (SM)

##### 4.4.A

[Policy Review consultation June 2020.docx](#)

On hold while Selection Policy finalised.

#### 4.5 Whistle Blower Policy (RL)

RL has copies of 3 detailed policy templates that are very detailed and not applicable for CNSW. RL to refine templates to produce draft of appropriate policy for review.

##### Actions #4.5

(In Progress) RL to work on producing appropriate one page Whistle Blower Policy

**Rosie Landrebe**

#### 4.6 Website update (RL)

Liaison with Website contractors ongoing. RL to issue tender. COVID-19 impact means fees contractors are charging have reduced

##### Actions #4.6

(In Progress) RL to issue tender **Rosie Landrebe**

#### 4.7 Constitution (RL)

##### 4.7.A

[CNSW Draft Constitution June 2020.pdf](#)

Draft Constitution included in the Board papers. Discussion paper to be considered by Board in conjunction with the draft Constitution and comment provided to RL by 21 June 2020 so draft can be amended if necessary and the draft Constitution distributed to clubs to start the consultation process.

##### Actions #4.7

(Complete) Board consider Draft Constitution and Discussion Paper and provide comments to RL **Rosie Landrebe Kate Elliott Richard Hughes Steve Miles Kate McLoughlin**

(In Progress) RL to provide Board comments to Constitution working party so draft Constitution can be appropriately amended **Rosie Landrebe**

(In Progress) RL to email all club secretaries and presidents the agreed draft of the Constitution with time table for responses by clubs **Rosie Landrebe**

#### 4.8 Life membership RH

##### 4.8.A

[CNSW Board paperRH 20200520.docx](#)

Life Membership Draft included in the Board Papers. RH to modify as necessary when the Constitution is finalised so that the policy is consistent with the Constitution.

##### Actions #4.8

(Complete) RH to amend as necessary so the policy complies with the Constitution and the policy ensures awarding Life Membership is vetted by CNSW membership to maintain the integrity of the process **Richard Hughes**



#### 4.9 Selection Policy Discussion Paper

##### 4.9.A

##### [Selection Policy Discussion 2020 June \(1\).docx](#)

Discussion about the roles of the Board and each selection committee in the team selection process. RL provided background to the drafting of the Selection Policy Discussion Paper, including historical consultation with players and selectors. KM - the paper is a discussion starter but the process needs to be managed by refining the paper, and consulting relevant members with current involvement and experience. KM to provide RL with dot points to guide refining of the discussion paper for distribution. RL to amend discussion paper accordingly, send discussion paper and current selection policy with brief explanatory letter to interested and relevant current members for review and feedback, which will inform the new selection policy. SM was of the view that the Board sets the Selection Policy and the Selection Committee applies that policy and selects the team. Once the Selection Committee selects a team the Selection Committee needs only confirm that the selection policy has been followed in selecting the team. The board should not approve the team.

##### **Actions #4.9**

(Complete) KM to provide RL with dot points to aid refining of discussion paper **Kate McLoughlin**

(In Progress) RL to amend discussion paper in line with KM's dot points **Rosie Landrebe**

(Complete) RL to send amended discussion paper, current selection policy and brief explanatory letter to CNSW State team members, selectors and other relevant members **Rosie Landrebe**

#### 4.10 Selection Policy Review Process

##### 4.10.A

##### [PolicyDevelopmentandReviewProcessCNSW \(1\).docx](#)

See preceding agenda item

##### **Actions #4.10**

(Complete) Include short item in future CNSW Newsletter about Board decisions and actions **Rosie Landrebe**

#### 4.11 Constitution Explanatory Notes

##### 4.11.A

##### [CNSW Constitution Explanatory Memo - June 2020 \(1\).pdf](#)

Provided in Board papers. Board to read in conjunction with the draft of the Constitution.

### 5. Correspondence

#### [5.A Correspondence June.docx](#)

RL referred to list of correspondence provided with the Board papers.

SA Croquet Association has written asking whether CNSW will provide letter of support to VCA for ongoing operation of Cairnlea.

##### **Actions #5**

(Complete) RL to write to VCA supporting the ongoing operation of Cairnlea **Rosie Landrebe**

### 6. Executive Reports



### 6.1 Chair - verbal

Chair has received lots of calls from clubs seeking support from CNSW in working with Councils about resuming play. CNSW has responded accordingly and generally things have gone well.

The Patrons have sent a letter of support for croquet. This will be distributed via Facebook, email and published in the next CNSW Newsletter.

Eire Cup planning going well. Waiting on a budget from the organising committee.

### 6.2 Secretary's Report Verbal

CNSW and Cooks River Croquet Club planning and management for future consideration

## 7. Finance Report

### 7.1 P&L and Balance Sheet

#### 7.1.A

[2019YTD Income and Expenditure 202005.pdf](#)

#### 7.1.B

[Balance Sheet 202005.pdf](#)

PPEP unexpended - scheduling of more workshops to be investigated and PPEP to be agenda item for next Board meeting.

#### Actions #7.1

(In Progress) RL to include PPEP in next agenda **Rosie Landrebe**

### 7.2 Treasurer's Report

#### 7.2.A

[Treasurer's Report 202006.pdf](#)

SM spoke to Croquet NSW Treasurer's Report June 2020 that was included in the Board papers.

"That the current term deposit of \$228,000 that matures on 26 June 2020 be deposited with the Bendigo Bank:

\$30,000 in term deposits for 3 months, 6 months and 9 months to total \$90,000; \$130,000 12 months term deposit and the balance of \$8,000 plus \$7500 interest be held in the CNSW Bendigo Bank Account with the accounts to be set up on 26 June 2020." **Moved SM Seconded KM, carried**

#### Financial Year

The Strategic Plan, ACA and the proposed Constitution all have a Jan/Dec Financial year. To implement this the Board needs to approve the process for this to proceed which is that the Financial accounts after the current financial year (2019-2020) are for the period ending Dec 2020 so that the subsequent financial year starts 1 January 2020.

The AGM will require a motion to adopt the change to the financial year as outlined above.

#### Affiliation Fees

By issuing the affiliation fee invoice on 1 September 2020 CNSW has the details of membership of all clubs. This simplifies the affiliation fee process for clubs and CNSW.

"That the CNSW affiliation fee invoice be issued to clubs on 1 September 2020." **Moved SM, Seconded KE, carried.**



### **Tournament Fees**

Some tournament entrants cannot remember whether they have paid tournament entry fees.

"That a list of upcoming tournaments and members who have paid the entry fee is posted on the CNSW website." **Moved SM, Seconded RL**, carried

### **Actions #7.2**

(Closed) SM to provide list of entrants who have paid tournament entry fees to the CNSW webmaster for posting on the CNSW website **Steve Miles**

### **7.3 Budget 2020**

SM to provide template for Board input

## **8. General Business**

### **8.1 Constitution (standing item)**

Discussed at 4.7 above

### **8.2 Concordia, CRCC and CNSW (standing item)**

Nothing to report

### **8.3 Strategic Plan (standing item)**

Actions relating to Strategic Plan tracking well

### **8.4 COVID-19 Update**

RL fielding and responding to queries from clubs about COVID-19 regulations and application to croquet. SM requested the Website have an easily identifiable and upfront link to COVID-19 information. RL to provide COVID-19 "pack" t web master with request that it is posted in a prominent, consistent and accessible position on the Website.

### **Actions #8.4**

(In Progress) RL to provide COVID-19 "pack" to CNSW Webmaster for posting on website **Rosie Landrebe**

### **8.5 Comms update**

#### **8.5.A**

[CNSW council meeting June 2020.docx](#)

KE referred to paper included in Board papers. No discussion

## **9. Committee Reports**



**9.1      Eire Cup Committee**

Referred to above

**9.2      Tournament Committee**

9.2.A

[Events July 2020.xlsx](#)

9.2.B

[Events July 2020.xlsx](#)

Tournament Committee thanked for providing schedule of events

**9.3      Selection Committee**

Refer to discussion above

**10. Any Other Business**

Nil

**11. Next Meeting/Close**

Next meeting 21 July 2020

Meeting closed at 8.14pm

**Actions #11**

(Closed) Review minutes for meeting Board Meeting June 2020 **Kate Elliott**

(Closed) Review minutes for meeting Board Meeting June 2020 **Kate Elliott**