



Minutes for Board Meeting July 2020

Croquet NSW

Held at TBA

21/07/2020 @ 06:15

Approved by Kate Elliott on 09 August 2020

No. Minutes

1. Attendance

Rosie Landrebe, Kate McLoughlin, Kate Elliott, Richard Hughes, Steve Miles

2. Apologies/ Proxies/ Quorum

3. Confirm Minutes of Previous Meeting

Agreed

4. Business Arising of Previous Meeting

4.1 Policy Review consultation process

4.1.A

[policy review consultation june 2020.docx](#)

Kate Mc referred to her draft document, noting the process for consultation on the Selection Policy had to be finalised. Subject Matter experts had been consulted, the CNSW Policy Development and Review Process had indicated that the draft would be circulated the CNSW Club Members for comment.

Rosie commented on the Board's role to make decisions about high level policy matters, using policy expertise as needed. Not all board policies needed to be circulated. The Selection Policy aimed to address issues, and to be efficient and compliant.

Rosie will make available for Board members the valuable and useful input received from over 60 CNSW members consulted. She will also make available the consultation list.

The policy will be drafted by Nerida Taylor based on input, and will be vetted by Michael Strickland and Ted Griffin from a legal perspective. Kate Mc noted the desirability to show the draft to the Selection Committees for their input.

Actions #4.1

(In Progress) Rosie will make available for Board members the valuable and useful input received from over 60 CNSW members consulted. regarding the Selection Policy Discussion paper. She will also make available the consultation list. The policy will be drafted by Nerida Taylor based on input, and will be vetted by Michael Strickland and Ted Griffin from a legal perspective. The draft will be shown to the Selection Committees for their input. (Due date to be confirmed) **Rosie Landrebe**

4.2 Clubs workshop plan - final update, costing, program etc KM



Kate Mc advised that the number of Clubs holding tournaments, which was to be the focus of offering workshops is very few. Several clubs are interested, and more to confirm.

Kate Mc plans to offer AC coaching workshops to Clubs holding Beryl Chambers regional playoffs.

A demand for lawn maintenance, and tips for club coaches were also noted. In addition it was noted as a pilot exercise the aim is to learn from this initial round in order to build for the future.

Kate Mc will put forward the Workshop Plan within a month, ideally with an article in the newsletter.

Actions #4.2

(Complete) Kate Mc will put forward the Workshop Plan within a month, ideally with an article in the newsletter. **Kate McLoughlin**

4.3 Whistle blower policy

Rosie to present draft Whistle blower policy at August meeting

4.4 Life membership policy

Actions #4.4

(Complete) Richard to present amended draft of Life Membership Policy when the Constitution is adopted **Richard Hughes**

5. Correspondence

Correspondence largely regarding grants and responses and updates from Dept Sport

ACA had sought input about holding a Sept. zoom meeting, or to wait and hold a meeting in person at the ISS in Launceston, early December. Board preferred a September zoom meeting.

Kate Elliot re GC index cards. Rosie to get 2000 printed.

Actions #5

(Complete) Rosie to advise ACA that Board preferred a September zoom meeting.
Rosie Landrebe

(Complete) Rosie to get 2000 GC index cards printed. **Rosie Landrebe**

6. Executive Reports

6.1 Report by Chair - verbal

COVID: ongoing risk at CNSW at Tempe. the Covid safe plan, Handwash, and signage in place. Kate E was advised of some resistance to Barriers at Concordia Club at the recent tournament. It was agreed the Tournament Manager is responsible for issues arising in relation to COVID 19 precautions. There would be a Temperature test in place, probably self administered. There



needed to be handwash and information at the entrance point to the Tempe lawns.

Kate E discussed her recent training as Board Chair, via the Office of Sport, and encouraged other Board members to undertake training. Rosie will send the link to Office of Sport training opportunities.

Actions #6.1

(Not Yet Started) Rosie will send the link to Office of Sport training opportunities.

7. Finance

7.1 Report

7.1.A

Treasurer's Report 202007 v2.pdf

Steve addressed his report. An audit is in progress for Club books. Steve noted there was a need to tighten up stock control for merchandise. Rosie has new shirts and caps and some badges. Other merchandise is with Brenda Wild.

Steve noted we would have a slight profit of just over 4,000 rather than the loss forecast. This was due to higher than expected income from investments, **and lower outgoing expenses.**

Regarding the NSW sport funding for Covid affected Clubs, they must have an ABN and have suffered a loss as a result of Covid to qualify. Some Clubs have applied, but others will probably not be eligible. Any funding under this grant not allocated will not be received. The Board approved payment of up to \$1,000 for eligible Clubs.

CNSW has also received a Covid Recovery grant. Board members to consider options for this funding by the next meeting.

Cooks River Croquet Club has notified of \$22,000 expenditure to make the Tempe site WHS compliant. Steve, Kate Mc and Richard to review expenditure claim for next meeting.

Cooks River Croquet Club has proposed an increase in lawn fees to \$6 per session in anticipation of the \$200 per month management fee from CNSW being stopped after July 2021. The Board agreed.

CNSW Tournament fees currently result in an overall loss against lawn hire fees. The Board agreed to an increase in tournament fees from \$35 to \$50, \$40 to \$55(open events), and \$20 to \$25 (doubles) from January 2021.

Actions #7.1

(Closed) Board members to consider options for Covid Recovery funding by the next meeting. **Rosie Landrebe Kate Elliott Richard Hughes Steve Miles Kate McLoughlin**

(Complete) Steve, Kate Mc and Richard to review Cooks River WHS expenditure claim for next meeting. **Richard Hughes Steve Miles Kate McLoughlin**

7.2 P&L and Balance Sheet

7.2.A

BS 20200630.pdf

7.2.B

2019-20 YTD Income and Expenditure 202006.pdf

7.3 2020 Budget



Actions #7.3

(Complete) The Treasurer will supply a draft forecast for next meeting **Steve Miles**

8. General Business

8.1 Constitution

Feedback from Board members has been circulated and new draft constitution will be ready to go to clubs by Monday 27 July. It will be accompanied by explanatory cover sheet.

Actions #8.1

(In Progress) Rosie to circulate draft constitution and cover sheet to member clubs

Rosie Landrebe

8.2 Concordia, CRCC and CNSW

Compliant

8.3 Strategic Plan

8.3.A

[CNSW-Strategic-Plan.pptx](#)

Share ideas for recovery funds, in relation to strat plan.

8.4 ACA Forum and Policies Review

Refer correspondence

8.5 OoS Funding

8.6 Regionalisation funding and outcome

8.7 discussion of Risk Register KE

8.7.A

[KC motion-template.docx](#)

The Board noted Kate E's paper, and agreed to a planning day around the AGM in September

Actions #8.7

(On Hold) Risk Register to be considered at Planning Day around AGM. **Kate Elliott**

9. Any Other Business

AGM 19 September. **Annual Report – to be produced for distribution to Clubs by 5 September 2020 – Responsibility KE, SM and RL**

Golden Mallet Award nominations to be called for, to be presented at the end of the year Christmas function.



Kate to organise.

Actions #9

(In Progress) Kate Mc and Richard to organise Golden mallet Award nominations for end of year. **Richard Hughes**

Kate McLoughlin

(In Progress) Annual Report Including: List of Board Members, Attendance record by Board Members at Board meetings, CNSW Members summary – number of clubs, number of members etc, Chair's Report, Financial report, Secretary Report, Membership officer report, Report from CNSW Website Administrator, Report from the NSW State Coaching Coordinator, Report from the Tournament Committee, Report from the Facilities Management Committee, significant events results, Report from the SD Refereeing - Association Croquet, Report from the SD Refereeing - Golf Croquet, Coordinator of Junior Croquet, Ricochet Development Officer, Report from Gateball NSW **Rosie Landrebe**

Kate Elliott

Steve Miles

10. Next Meeting/Close

11. Committee Reports Actions #11

(Complete) Review minutes for meeting Board Meeting July 2020 **Kate Elliott**

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