



Minutes for Board Meeting August

Croquet NSW

Held at TBA

18/08/2020 @ 06:30

No. Minutes

1. Attendance

Chair Kate Elliott (KE), Kate McLoughlin (KM), Steve Miles (SM), Richard Hughes (RH)

2. Apologies/ Proxies/ Quorum

Rosie Landrebe (RL)

3. Confirm Minutes of Previous Meeting

Confirmed Minutes of the 21 July 2020 meeting.

4. Business Arising of Previous Meeting

4.1 Constitution

The working party is finalising the Explanatory Paper for distribution to Clubs along with the draft proposed constitution.

4.2 Workshops

4.2.A

[Workshops in 2020 schedule 1.docx](#)

KM spoke to her Board paper which lists 3 Zoom seminars and 3 practical workshops. It was agreed given the Chief Health Officers letter of 17 August 2020 concerning community sports that the practical workshops (Coaching tips for AC and GC at Jamberoo, Orange and Canberra) would not proceed. The Zoom seminars - Coach the coach, Running a Tournament to continue as scheduled. If the demand is sufficient CNSW will consider running regional zoom meetings rather than state wide seminars so clubs in regions can work together. KM to write an article for the CNSW Newsletter to publicise the workshops. Chair to consider possible Zoom seminar about what CNSW is doing after the AGM and member forum in September.

Actions #4.2

(Complete) KM to liaise with presenters for Zoom seminars **Kate McLoughlin**



(Complete) KM to write CNSW Newsletter article about the Zoom seminars **Kate McLoughlin**

5. Correspondence

KE to confirm with RL that replies have been sent to (1) Karen Bisley (2) Wal Mills - lighting standards

Actions #5

(Complete) KE to follow up with RL that replies have been sent **Kate Elliott**

6. Executive Reports - Chair and Secretary

KE confirmed that the Governor and her partner (CNSW patrons) have agreed to host the reception for Eire Cup teams at Government House. The reception is for team members and officials and tournament officials.

KE advised that CNSW's application for the Partnership Grant has progressed to the next round.

Communication with the Office of Sport ensures that CNSW continue to get up to date and timely Covid-19 Health Notices and directions relating to community sporting organisations. The Chair wants to record her and the Board's thanks to clubs for continuing to be compliant with the Health Notices and all the other hygiene guidelines.

CNSW to write to Victorian Croquet Association offering thoughts and support.

SECRETARY'S REPORT

KE gave a verbal report on behalf of the Secretary

The Secretary emailed all clubs with a copy of the Chief Health Officer's letter of 17 August 2020 so that all clubs had the information and would be compliant. There was some discussion about the application of the terms zones and regions for croquet clubs. It was agreed that the email to clubs was appropriate and did not need any further clarification.

RL has been acquitting the Grassroots Funding Grants distributed to clubs. See also the Treasurer's report.

Annual Report is progressing with requests for contributions sent to relevant CNSW officers.

Selection Committee EOI and recruitment on hold for the time being due to Covid-19 impact and cancellation of events.

KE noted that RH has advised Directors that he is not nominating as a Director when his term expires at the AGM. KE thanked RH for his work on the Board.

Actions #6

(Not Yet Started) CNSW to write to VCA offering CNSW's thoughts during the state lockdown **Rosie Landrebe**

7. Finance Report

7.1 P&L and Balance Sheet

7.1.A

[2019YTD Income and Expenditure 202007.pdf](#)



7.1.B

[BS 202007.pdf](#)

SM spoke to Profit and Loss that includes the 2020-2021 budget and the Balance Sheet which were included in the Board Papers. No issues arising from the papers.

7.2 Treasurer's Report

7.2.A

[Treasurer's Report 202008.pdf](#)

SM spoke to his report that was included in the Board Papers.

Grassroots Recovery Grant - claims lodged from 47 clubs for a total amount of \$46,355. Not all clubs submitted claims and some clubs did not submit claims for the maximum per club amount of \$1000.

SM advised that an additional invoice for \$5,033.60 for backflow prevention plumbing works at Tempe was received. This is the last of the forecast expenses to upgrade Tempe. "That CNSW pay the invoice for \$5033.60 for the backflow plumbing works." Moved SM, seconded KM, carried. KE recused herself from the discussion and vote.

7.3 Forecast 2020/21 and 2021/22

7.3.A

[Budget 2020-21.pdf](#)

No issues from the Board Paper presented by SM.

8. General Business

8.1 Advise Maitland re Lighting Standards

Dealt with in correspondence

8.2 Concordia, CRCC and CNSW

Nothing to report

8.3 Review Process for Policies

Nothing to report

8.4 Strategic Plan

Nothing to report. It was noted that Covid-19 was having an impact on operations but key strategies being addressed

8.5 ACA Forum and Policies Review

Nothing to report

8.6 Life Membership

8.6.A

[CNSW paper 20200811.pdf](#)

RH spoke to the Board paper on life membership. The current constitution and the proposed new constitution each refer to life members and have similar processes for determining the appointment of life members. The Board to distribute an EOI for nominations at the end of the year for life membership. Check that the register of Life Members is listed on the website.

9. Any Other Business

9.1 Committee review

9.1.A

[August meeting motion by Kate Elliott.docx](#)

KE spoke to her Board Paper on CNSW committees and that CNSW reviews all committees with a focus on appropriate representation and identifying vacancies. It was agreed that KE prioritise the review of committees and starts with GC Selection Committee, AC Selection Committee, Tournament Committee and Coaching Accreditation (given recent developments in coaching nationally).

Actions #9.1

(Complete) KE review composition, vacancies and operation of GC Selection Committee, AC Selection Committee, Tournament Committee, Coaching Accreditation
Kate Elliott

9.2 Covid Recovery funding

9.2.A

[Headquarter Lawns Project.docx](#)

9.2.B

[proposal for covid spending.pdf](#)

KE spoke to her Board Paper. It was agreed that developing a strategy for a project to utilise Covid-19 Recovery Fund was important but CNSW needed to be clear about CNSW structure, focus and process - viz academies, regions, Tempe and clubs needing assistance with development so they can host CNSW events and/or become academies.

It was agreed this should be developed at the CNSW Board Planning day on 3 October 2020.

Actions #9.2

(In Progress) Directors to work on ideas for the Planning Day 12pm- 4pm 3 October 2020, Covid-19 recovery Fund with focus on academies, Tempe as model academy, preliminary committee review. **Rosie Landrebe Kate Elliott Steve Miles Kate McLoughlin**

10. Next Meeting/Close

AGM Saturday 19 September 2020.



11. Committee Reports

None received

Actions #11

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