



# Minutes for Board Meeting October

Croquet NSW

Held at Zoom

20/10/2020 @ 20:00

Approved by Kate Elliott on 30 October 2020

## No. Minutes

### 1. Attendance

Kate Elliott, Steve Miles, Steve Marton, Kate McLoughlin.

#### 1.1 welcome to Steve Marton

Kate Elliott welcomed Steve Marton to the Board, and reminded everyone of conducting meetings in a collegiate manner, being respectful in our dealings with each other.

#### 1.2 Thanks to Richard Hughes and out going CNSW committee members

Kate Elliott formally thanked Richard Hughes for his contribution to the Board and his level headed approach.

### 2. Apologies/ Proxies/ Quorum

Rosie Landrebe

### 3. Confirm Minutes of Previous Meeting

#### 3.1 Minutes of AGM 2020

Rosie Landrebe advised Kate Elliott she would complete and circulate by 26 October

#### 3.2 Minutes of September 2020

Minutes accepted

### 4. Business Arising of Previous Meeting

#### 4.1 workshops (KM)

Approved by Kate Elliott on 30 October 2020



Workshops have been very popular, with 60 people signing up for the first one : Coach the Coach, held October 14. The feedback has been positive and the documents will be loaded to the website. Unfortunately Kate McLoughlin forgot to record the first one, but there are copies of all presentations available. The Option to continue zoom next year was discussed, and the Committee agreed to aim for 6 per year. The zoom workshops can be held for particular topics, and it enables a good geographic spread of people to attend. Face to face workshops can still be held when it is safe to do so. Kate McLoughlin suggested that it would be good to have other Board members offer to facilitate some of the workshops.

the next workshop to be run by David Stanton, on Wednesday Nov 4, will be facilitated by Kate McLoughlin, and has around 40 subscribed so far. Kate McLoughlin will ask the attendees for specific issues and questions they would like David to address so he can focus his presentation.

Early December (2nd?) Rob Elliott will be running a workshop on Lawn Maintenance. Kate McLoughlin will advise members in the next newsletter, and rob has asked for some information on their lawns and their issues so he can focus his presentation.

Kate McLoughlin has recommended the use of Eventbrite or similar to manage the bookings process for future workshops.

the Board was supportive of the workshops and supported their continuation.

#### **Actions #4.1**

(Complete) To facilitate 2 more workshops: Running a Tournament Nov 4, Lawn Maintenance Dec 2. Eventbrite or similar to be used for bookings if possible.  
Newsletter article to promote the December workshop **Kate McLoughlin**  
(In Progress) Workshops on zoom for 2021, 3 topics tba. Other Board members to facilitate if possible **Kate McLoughlin**

#### **4.2 Review of Committee positions and vacancies (RL)**

There are a number of vacancies for positions: 2 vacancies on the GC selectors committee, and a Refereeing director GC.

Kate in conjunction with Peter Montague, Chair, Selectors Committee to seek suitable members, bearing in mind that there are currently no female members, so this needs to be redressed.

The Director, GC Refereeing will be advertised in the next newsletter, and Kate McLoughlin to seek input about suitable people from the list of examining and senior referees on the website and other experienced GC referees.

#### **Actions #4.2**

(Complete) Kate to seek to fill 2 vacancies on the GC selection Committee working with the Committee Chair. **Kate McLoughlin**  
(Complete) KMc to seek to fill State Director GC Refereeing, in conjunction with experienced referees. Likely to highlight in newsletter article. **Kate McLoughlin**

#### **4.3 Life Membership (all)**

It was proposed that we send out expressions of interest for Life Membership nominations in the next Newsletter based on the terms of reference drafted by Richard Hughes.

#### **Actions #4.3**

(On Hold) KMc to ask for nominations for life membership in November Newsletter.

**Kate McLoughlin**

#### **4.4 Weekly COVID messaging and general update (RL)**

Steve Miles advised he received ongoing questions about COVID restrictions, such as Can I hold AGM outside or inside,? can we rent out clubhouse etc. and he usually referred to NSW Office of Sport for answers. Whether kitchens are currently closed for prep of food, Steve Miles will clarify with Rosie And update advice.

Weekly COVID updates will continue.

#### **Actions #4.4**

(Complete) SMiles to clarify COVID advice re use of clubhouses and kitchens and continue to update with weekly advice to Clubs. **Rosie Landrebe Steve Miles**

### **5. Correspondence**

#### **5.1 Correspondence Log**

##### **5.1.A**

[Correspondence Log.pdf](#)

Steve Miles will attach correspondence list.

Key correspondence:

Narooma no longer affiliated. Kate Elliott will follow up and contact. The President was asking about individual affiliation. Steve Miles advised that CNSW does not accept individual affiliations, and their option is to join an affiliated club.

Canberra Croquet Club correspondence re lawn fees will be addressed further down the agenda.

Pauline Markwell letter re improvements at Cook's River addressed in next agenda item.

#### **Actions #5.1**

(Complete) KE to contact Narooma re resigning affiliation and individual affiliation option. **Kate Elliott**

#### **5.2 Cooks River Lease and Projects**

##### **5.2.A**

[Fw\\_ CRCC matters.eml](#)

##### **5.2.B**

[Quote 2020\\_095.pdf](#)

##### **5.2.C**

[GEQLD Brochure.pdf](#)

##### **5.2.D**

[Cooks River 300lx.pdf](#)

Steve Miles referred to letter from Cooks River Croquet Club regarding lease arrangements and possible future improvements. The board needed more information to be able to respond.

Steve Miles will respond to Pauline asking for more specific information . Kate Elliott advised that the Lease agreement should be made available to the Board and undertook to do so. She noted that Councils want local engagement.

The Board discussed the need to address the relationship with Cook's River as the current MOU



would expire June 2021. Steve Miles undertook to put together some facts regarding finances and comparisons with other states.

#### **Actions #5.2**

(Complete) KE to supply copy of Tempe Lease to Board. **Kate Elliott**  
(In Progress) SMiles to contact Cooks River for further information, and will provide information for the Board to consider options at a future meeting. Board members to give top 5 issues to Steve re Cooks River. **Rosie Landrebe Kate Elliott Steve Miles Kate McLoughlin**

## **6. Executive Reports**

### **6.1 Report by Chair - verbal**

Newsletter well received, thanks to Kate McLoughlin. Some verbal feedback regarding Kate Elliott's suggestion for Clubs to consider purchasing or applying for a grant for an AED (automated external defibrillator). This is a decision for each Club.

Eire Cup preparations proceeding as nothing has been heard to indicate it would not go ahead in 2021.

## **7. Finance Report**

### **7.1 Secretary/Treasurer Report**

#### **7.1.A**

[Secretary-Treasurer's Report 202010.pdf](#)

#### **7.1.B**

[2020YTD Income and Expenditure 202010.pdf](#)

#### **7.1.C**

[2021 ACA Insurance CNSW Member Numbers and CoC v2.pdf](#)

Steve has control of emails.

Lisa Kelshaw from Ballinah offered to do merchandise. The Board thanked her for her offer and approved it.

Steve Miles suggested we do a merchandise article in newsletter.

Steve's Treasurer's Report and statements were received and approved by the Board.

#### **Actions #7.1**

(Complete) SMiles to arrange for Lisa Kelshaw to take on merchandising role **Steve Miles**

## **8. General Business**

### **8.1 Constitution - last review and approve cover letter (RL)**

Awaiting covering letter from Rosie re new Constitution. The Board considered it a priority to circulate the draft constitution prior to having an electronic vote in November. The option of a webinar if necessary was raised.

Kate Elliott to follow up with Rosie.

### **Actions #8.1**

(Complete) KE to follow up with Rosiel Landrebe re sending draft constitution and covering letter to all clubs as a matter of priority. The letter should be approved as expeditiously as possible. **Rosie Landrebe Kate Elliott**

## **8.2 Strategic Plan (all)**

### **8.2.A**

[STRATEGIC PLAN 2020 Final.pdf](#)

The Board was to have a strategic planning session, but as many projects are underway, further discussion about priorities would be held at the next Board Meeting.

### **Actions #8.2**

(In Progress) Board members to review strategic priorities for the coming year **Rosie Landrebe Kate Elliott Steve Miles Kate McLoughlin Steve Marton**

## **8.3 CNSW roles and vacancies**

Kate McLoughlin to undertake processed to fill vacancies on GC Selection Committee (refer Agenda item 10.1) and GC Director of Refereeing in consultation with previous office bearers.

### **Actions #8.3**

(Complete) Kate to liaise with Bev Smith and other senior referees to recommend new NSW Director Refereeing. **Kate McLoughlin**

## **8.4 newsletter (KM)**

Positive response to newsletter.

Kate Elliott suggested rotating the Board rep writing in the newsletter and asked Steve Miles to write an article on board matters for the next newsletter.

### **Actions #8.4**

(Complete) SMiles to write article on Board matters for next newsletter.

## **8.5 Merchandising (SM)**

Refer Finance report: Lisa Kelshaw has taken on merchandising.

## **8.6 Payment for lawn fees and future policy (KMc)**

### **8.6.A**

[CNSW-Event-Hosting-Policy.pdf](#)

Kate noted some debate regarding fees paid for Canberra lawn use, indicated that there was disagreement about the calculation of lawn fees for Tournaments. Kate noted that the fees paid were very low, and we needed to be aware of encouraging clubs to run Tournaments, rather than debating minor issues with them. Steve Miles confirmed he was applying the current payment policy. He also noted that the new policy would be applied from 2021 where Clubs would be paid a percentage of the entry fees up to 80% rather than a per lawn fee.

Further clarification was sought about which Tournaments Clubs were invited to run, and the overall payment for tournaments.

#### **Actions #8.6**

(Complete) Kate E to invite David Stanton to address the Board to clarify the way Tournaments are allotted. **Kate Elliott**

(Complete) SMiles to provide further information on Tournament options based on an earlier paper. **Steve Miles**

(Complete) Kate M to propose some amendments and clarifications of the Event Hosting Policy **Kate McLoughlin**

#### **8.7 ACA Academy launch report (Greg Bury to attend meeting)**

Greg Bury attended outlining his presentation for the newly launched Australian Croquet Academy.

It had started as coaching academy but was broadened to look at key issues across Croquet: Publicity and Communication, Grants and Sponsorship, Pathways and Development, Recruitment and Youth Croquet.

He stressed his approach to pull together existing best practice and to share it. At this stage 10 promotional videos and being produced available for all states. He is also getting high performance experts together. He is developing a relationship with a lawn guru in Queensland who can advise and produce resources for others to share. The videos will be on the Academy website (when developed).

He noted the national magazine about to be sent out. Kate Mc offered to submit an article on Workshops currently running in NSW.

He also commented on the dearth of referees and the difficulty of the current examination process and noted that WCF is working on an online exam for referees.

He has been liaising with Greg Bryant in Croquet NZ regarding a youth program.

He is commissioning a survey of members to gather data. and is working with Sports Australia. Kate E noted the importance to ensure the data was secure.

The Board asked about the new Coaching accreditation. Said the rollout would start in Queensland. Steve Miles asked about the need to acknowledge large numbers in NSW and to address these needs. Greg was hopeful that the coaching program could start early 2021 in northern NSW to train presenters, and that Barb Piggott was available to assist.

We thanked Greg for his attendance and looked to keep in touch on a regular basis, say 3 or 4 times a year.

#### **Actions #8.7**

(Complete) Kate Mc to write article on Workshops for Academy journal. **Kate McLoughlin**

#### **8.8 Selection Policy**

##### **8.8.A**

[Extract from CNSW Board Meeting July 2020 re Selection.docx](#)

Steve Miles and Kate McLoughlin raised the issue of progressing the Selection Policy review.

SMiles will send the consultation input to Nerida Taylor for her to progress and suggest a target date of the end January 2021 to produce a draft for the Board. It was also agreed that Nerida consult with the Chair of the GC and AC Selection Committees in the drafting process.

#### **Actions #8.8**



(Complete) Steve Miles to forward Selection policy review consultation input to Nerida Taylor, with a due date of 31 January for a draft (AC Selection Committee Chair) revised Selection Policy, and consulting with Peter Montague (GC Selection Committee Chair) and Mike Hughes (AC Selection Committee Chair) in the process.

**Steve Miles**

## 9. Any Other Business

## 10. Committee Reports

### 10.1 GC Selection committee vacancy

#### 10.1.A

[GC Selectors - Role Description.docx](#)

#### **Actions #10.1**

(Complete) Kate McLoughlin to progress filling 2 vacancies on GC Selection Committee. **Kate McLoughlin**

## 11. Next Meeting/Close

Next meeting November 17, 7.30 pm. It was confirmed we will hold monthly meetings, including December.

#### **Actions #11**

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

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

### 11.1 2020-2021 meeting dates

#### 11.1.A

[2020 to 2021meeting dates.pdf](#)