



Minutes for Board Meeting April 2021

Croquet NSW

Held at zoom

21/04/2021 @ 19:00

Approved by Simon Cook on 20 May 2021

No. Minutes

1. Attendance

Simon Cook, Rik Mills, Steve Miles, Kate McLoughlin, Rosie Landrebe (joined at 7:20pm)

2. Apologies/ Proxies/ Quorum

3. Confirm Minutes of Previous Meeting

[3.A Board_Meeting_March_2021_Minutes_14_03_2021.pdf](#)

Agreed

4. Business Arising of Previous Meeting

4.1 Selection Policy (K) ref 9.6

Actions #4.1

(In Progress) Kate to circulate Nerida's paper in Decision Maker and ask Nerida for an updated Policy to agree on. **Kate McLoughlin**

4.2 Change of signatures (S M)

Rosie has signed and sent to Simon, Monday 19 April

Actions #4.2

(In Progress) Simon to sign and post to Kate Mc to sign

4.3 New Board Members (K)

not yet identified

4.4 IWS Agreement (R)

Approved by Simon Cook on 20 May 2021



Rosie reports, the contact at IWC has resigned. Agreement should still go ahead. CRCC looking into water issue.

Teresa from Concordia to take to her Board. Simon asked about changes to agreement we agreed last meeting. Rosie confirmed these would be included.

Timetable to be determined.

Actions #4.4

(In Progress) Rose to progress agreement incorporating water payment, lease conditions with Concordia **Rosie Landrebe**

4.5 CRCC Agreement (R, S)

Steve has forwarded points to Rosie.

Actions #4.5

(Complete) It was agreed that Simon will take the lead in this negotiation. Kate to forward previous drafts **Kate McLoughlin Simon Cook**

4.6 Constitution (S K) ref 7.1

4.7 Hubs (S, S, R)

Health check required to be completed, which Rosie will do.

4.8 New member plan (K)

4.8.A

[New Membership Project 2021.docx](#)

Kate reported 12 clubs to be approached at this stage, with Rik, Simon and Kate to contact agreed clubs.

Condobolin, Molong and Goulburn have been contacted so far. Simon will sign and scan a pdf of the letter.

Actions #4.8

(In Progress) New clubs to be contact as per New Membership project table. Simon to sign and send letter to Rik and Kate **Kate McLoughlin Rik Mills Simon Cook**

4.9 Gender Diversity Policy https://croquet-australia.com.au/wp-content/uploads/2021/02/Trans_and_Gender_Diverse_Guidelines_2019-.pdf

Motion that we accept the Gender Diversity Policy as applied by ACA Simon Cook, Rik Mills, carried

Actions #4.9

(In Progress) Kate to reply to P Freer re Gender Diversity Policy, load link to website, and inform members in newsletter. **Kate McLoughlin**

4.10 Grant Applications info (R)

Grant writer option. Current grants may not require a grant writer, but board is keen to look at longer term options.



Actions #4.10

- 4.11 (Complete) Rosie to raise with Jeffrey Slater regarding grant writers. **Rosie Landrebe**
Strat Plan revised (R)

Rosie has started to write notes. to update and to include those things we won't achieve before next meeting.
Board members to look at doc

Actions #4.11

- 4.12 (In Progress) Rosie to update strat plan for NSW Office of Sport Health Survey and circulate to Board members Rosie to note what has been achieved and what may not be targetted for next meeting **Rosie Landrebe**
Workshops: Running a Club, June. Recruiting members

Running a Club workshop superseded by Game Plan.

Actions #4.12

- (In Progress) Board agreed to fill out Game Plan ourselves. Rik to lead and recommend some dates. **Rik Mills**
(Not Yet Started) Kate to organise Recruiting members workshop for June **Kate McLoughlin**
4.13 **Government House correspondence (R)**

Rosie has left a message for Dane. Croquet sessions were no cost.

- 4.14 **Eire Cup trophy and ref 8.3 and 9.3**

Eire Cup irreplaceable. Not secure at Tempe
Office of Sport storage options. In the past has been passed from player to player. Insured by ACA.

Actions #4.14

(Complete) Kate to let Alix know that Rosie Landrebe and Pete Landrebe can store Eire Cup in the interim. **Kate McLoughlin**
(Complete) Rosie will look into Storage for CNSW material not secure at Tempe. **Rosie Landrebe**

5. Executive Reports

6. Finance Report

[6.A Treasurer's Report 202104 with 20210330 P&L.pdf](#)

Finance : Priority to spend covid grant. Also to apply for Annual Grant. Steve and Rosie to liaise and apply for NSW Office of Sport annual grants.

Fees : The Board agreed to increase annual fees to \$50 per club member (including \$33 ACA fees)



payable 30 September and 31 March in 2 equal payments. The club charge of \$55 is to be dropped, which will offset the increase for small clubs. Moved Steve, seconded Rik. Passed unanimously.

Defib.: From next year Clubs running CNSW events should have a defibrillator. CNSW to buy a defib externally mounted for use at Tempe (if possible using grant money).

Data: Steve to summarise data privacy update and circulate

CRCC and GST: Treasurer proposed that where possible we reimburse CRCC for expenses incurred up to a maximum of \$7,500 excluding GST (i.e., if all were reimbursable the cost would be \$8250 including GST). Committee agreed.

Coaching: Coaching and training days should be entered in calendar. Priority is getting coaches re-accredited.

Pam to write a strategy re coaching and PPEP.

Actions #6

(Complete) Defibrillator: Steve to organise purchase Rosie to check re grants with Jeffrey from Office of Sport) Rosie Landrebe to advise concordia and let them know.
Training to be provided (Rosie can do) **Rosie Landrebe**

Steve Miles

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Steve Miles

(Complete) Fee increase to be advised members **Steve Miles**

Kate McLoughlin

(Not Yet Started) Coaching plan: Kate to liaise with Pam Gentle **Kate McLoughlin**

7. General Business

7.1 Constitution

7.1.A

[CNSW constitution zoom.pdf](#)

7.1.B

[CNSW Constitution Process.docx](#)

Move the motion that we submit to Clubs the new constitution Rosie Landrebe, Rik seconded unanimously

Actions #7.1

(Complete) Kate to send new constitution and notice of motion to Delegates, with responses due in 60 days. Advise delegates to ensure all members can see and have the opportunity to meet and vote. Give at least 2 reminders. Peter Montague to be returning officer. Vote should be announced by 30 June. **Kate McLoughlin**

7.2 Strategic Plan

Ref 4.11

8. Correspondence

[8.A Correspondence March April 2021.docx](#)

8.1 Coutts Crossing correspondence

8.1.A

[Coutts Crossing correspondence April 21.pdf](#)

Board has agreed to send apology.
Post needs to be taken down from Community NSW

Actions #8.1

8.2 (In Progress) Draft apology for Board agreement and remove post Defibrillator at Tempe

Rosie Landrebe

8.2.A

[Montague Defibrillator at Tempe.pdf](#)

Ref 6, Finance Report

Actions #8.2

8.3 (Complete) Kate to respond to P Montague Trophies at NSW events <https://www.croquet-nsw.org/trophies.html>

Kate McLoughlin

8.3.A

[Trophies NSW Alison Sharpe.pdf](#)

Will have Trophy Presentation event. and Acknowledgement after event.
Suggest Alison Talk to Lorraine and Heather and come back with some ideas for awards

Actions #8.3

8.4 (Complete) Kate to reply to Alison GC State Team Squad

Kate McLoughlin

8.4.A

[GC State Team Squad.pdf](#)

Approved. Training budget \$1500

Actions #8.4

8.5 (Complete) Kate to advise GC Selection Committee approving squad. Catholic School Proposal J McDonald

Kate McLoughlin

8.5.A

[Catholic School Opportunity.pdf](#)

8.5.B

[Catholic School Croquet Proposal Jacky.docx](#)

noted

8.6 CNSW database

8.6.A

[CNSW database s Thornton.pdf](#)

8.6.B

[CNSW database discussion.pdf](#)

note 6 Steve M to circulate database permissions table

Actions #8.6



(Complete) Kate to advise Steve T **Kate McLoughlin**

9. Any Other Business

9.A [9.2 Tournament Regulations Update.pdf](#)

9.B [Social Media protocols.pdf](#)

9.1 Child Protection Policy review

Actions #9.1

(On Hold) Examine Child Protection Policy at May meeting **Rosie Landrebe Steve Miles
Kate McLoughlin Rik Mills Simon Cook**

9.2 Tournament Regulations update: Ref 2.2 incorporating changes to GC Pennants play

9.2.A

[CNSW TRs FINAL March 2021.docx](#)

Board approved update to GC Pennants in Tournament Regulations, noting other updating would be needed.

Actions #9.2

(Complete) Kate to upload new Tournament Regs to website and advise in newsletter.

Kate McLoughlin

(In Progress) Rik to look into other updates for Tournament Regs

Rik Mills

9.3 Prize money for Tournaments

Actions #9.3

(Not Yet Started) discuss Prize money at Tournaments at May meeting

Steve Miles Kate McLoughlin Rik Mills Simon Cook

Rosie Landrebe

9.4 CNSW Board and Social media posts

Actions #9.4

(Complete) Discuss Board members and social media posts at May meeting

Landrebe Steve Miles Kate McLoughlin Rik Mills Simon Cook

Rosie

9.5 Social media protocols

9.5.A

[Social Media protocols.pdf](#)

Ref 9.4

9.6 Selection Policy

9.6.A

[SPandMemoBoardAPRIL21vSM21.docx](#)



- 9.6.B [SP response to Board comments 20April2021.docx](#)
- 9.6.C [Selection Policy Board feedback re draft.docx](#)
- Ref 4.1

10. Committee Reports

[10.A CNSW Officers Schedule.docx](#)

[10.B AC Selection Committee Report.pdf](#)

AC Selection Committee. Agreed to Kerri Ann Organ being on AC Selection.

CNSW Committees and Board members contacts

Actions #10

(Complete) Rik to advise AC Selection Committee re agreement to Kerri Ann's selection. **Rik Mills**

(Complete) CNSW Committees and Board contacts draft to be circulated for input **Kate McLoughlin**

10.1 AC State Team coach

In progress

Actions #10.1

(In Progress) Discuss AC Coach selection at May meeting **Rik Mills**

11. Next Meeting/Close

Actions #11

(In Progress) Review minutes for meeting Board Meeting April 2021 **Simon Cook**