



# Minutes for Board Meeting July 2021

Croquet NSW

Held at zoom

20/07/2021 @ 19:00

Approved by Steve Miles on 30 August 2021

## No. Minutes

### 1. Attendance

Steve Miles, Rik Mills, Rosie Landrebe, Kate McLoughlin in attendance

### 2. Apologies/ Proxies/ Quorum

Quorum of 4

### 3. Confirm Minutes of Previous Meeting

Minutes confirmed.

### 4. Business Arising of Previous Meeting

#### 4.1 Cooks River CNSW Agreement

A meeting was held with Cooks River Croquet Club on Monday 19 July via zoom. Steve Mills, Rik Mills and Rosie Landrebe in attendance for CNSW Board,; and Pauline Markwell, David Stanton and Gareth Denyer from Cooks River.

It was noted that Rob Elliot had resigned from CRCC as President and Lawn Manager. CNSW would be seeking a new Lawn Manager, and seeking to tender for lawn maintenance, Cooks River was unable to take up any of lawn management tasks.

CRCC with 55 members and 20 waiting to learn wanted to continue at the venue.

It was agreed that CNSW was keen for CRCC to stay on the site of the CNSW HQ, and that a fee per member was to be negotiated between CRCC Treasurer and CNSW Treasurers. They would collect fees for lwan use and maintain the Clubhouse, including supply of tea/biscuits etc. CRCC club members could access the lawns whenever CNSW has not booked.

#### Actions #4.1

(In Progress) Steve Miles to liaise with David Stanton regarding a CRCC access fee structure. **Steve Miles**

#### 4.2 Social Media Policy

##### 4.2.A

[Cnsw Electronic Media Policy.docx](#)



Kate's proposed Electronic Media Policy, with acknowledgement of Victorian Croquet Association policy on which it is based was tabled.

The Board agreed to the policy, with an amendment requiring a definition of what constitutes offensive or abusive posting.

#### **Actions #4.2**

(Complete) Kate to define offensive abusive for Electronic media Policy before final approval. **Kate McLoughlin**

#### **4.3 Eire Cup followup: liaison with Govt House**

#### **Actions #4.3**

(Not Yet Started) Rosie agreed to contact Government House contact re Eire Cup reception **Rosie Landrebe**

#### **4.4 Recovery grant conditions and Club grant options (SM and RM)**

It was agreed that Covid grant funds would be made available to Clubs along the lines of the previous grants

#### **Actions #4.4**

(Complete) Rik to draft email to clubs re Covid grant funds. Kate to supply previous email **Kate McLoughlin Rik Mills**

#### **4.5 ISS update**

Kate confirmed ACA meeting July 29 to decide whether or not ISS will go ahead in Tasmania in September. Likely to be postponed. No shirts have been ordered for team.

#### **4.6 Privacy info from OOS (SM)**

Privacy requirements for use of member data covered by CNSW privacy Policy.

#### **Actions #4.6**

(In Progress) Steve Miles to draft instructions for using website clarifying use of personal data, eg Handicap list **Steve Miles**

#### **4.7 Committees and Boards vacancies for AGM**

##### **4.7.A**

[CNSW Officers Schedule.docx](#)

#### **Actions #4.7**

(In Progress) Board contacts to approach current Office holders and Committees to confirm members capacity to continue to take on these roles **Rosie Landrebe Steve Miles Kate McLoughlin Rik Mills**

#### **4.8 IWS Agreement (Rosie)**

Rosie has contacted new IWC contact to confirm agreement with Concordia.



#### **Actions #4.8**

(In Progress) Rosie to talk to Concordia Board when Covid restrictions allow, to talk through IWS CNSW Concordia Agreement. The Agreement will be signed by CNSW when Concordia in agreement. **Rosie Landrebe**

### **5. Executive Reports**

#### Secretary Report:

Noted *Workshop on Preparing items for publication on social media* to be attended with other State Secretaries at a cost of \$90 for CNSW. Steve noted Directors can spend up to \$250 discretionary funds without specific Board Approval.

**Newsletter:** articles on oldest clubs had good response

#### **Actions #5**

(In Progress) Steve to supply article on Insurance for newsletter **Steve Miles**

### **6. Finance Report**

#### [6.A Treasurer's Report 202107 with 20210630 P&L.pdf](#)

Steve tabled his financial report which was accepted by the Board.

Steve was looking to confirm the receipt of the \$15,000 Office of Sport annual grant.

#### **Actions #6**

(Not Yet Started) Rosie to follow up receipt of \$15k from Office of Sport **Rosie Landrebe**

### **7. General Business**

#### **7.1 Chair of Board**

The Board noted with regret the resignation of Simon Cook as Chair.

As the AGM is quite close it was agreed the seeking interest for Chair be included in seeking new Board positions overall. A Director would agree to chair the next meeting before the AGM.

#### **Actions #7.1**

(In Progress) Board members to seek interest from potential Board members. Kate to send a message to notify of vacancies. **Rosie Landrebe Steve Miles Kate McLoughlin Rik Mills**

#### **7.2 Strategic Plan**

##### [7.2.A](#)

##### [ACA Initiatives and CNSW Strategic Plan.pdf](#)

Steve tabled his paper on the Australian Croquet Academy goals in relation to CNSW strategic priorities.

The Board agreed with his motions to

- Meet with ACA Academy team to understand deliverables for each initiative and coordinate priorities
- To request the ACA to follow the communication priorities: To communicate with CNSW players or Clubs with Board knowledge, and to copy the Board liaison officer in for CNSW Officials and Committees.

Board members also discussed and agreed to go ahead with Hubs proposal, and to look at State



Team Player coaching Roadshow.

#### **Actions #7.2**

(In Progress) Rosie to finalise Hubs proposal for next meeting **Rosie Landrebe**  
(Not Yet Started) Kate to prepare proposal for State players to visit Club hubs **Kate McLoughlin**  
(Complete) Steve to co-ordinate for Board to meet with ACA Academy team to understand deliverables for each initiative and co-ordinate priorities **Steve Miles**  
(Complete) Steve to request the ACA to follow the communication priorities: To communicate with CNSW players or Clubs with Board knowledge, and to copy the Board liaison officer in for CNSW Officials and Committees. **Steve Miles**

#### **7.3 Australian Croquet Academy**

##### **7.3.A**

[ACA Academy update July 21.docx](#)

Kate also reported on Australian Croquet Academy update held in July. Kate noted positive impact on coaching, and noted the likely development of a national membership database. The Board agreed to using Greg B for workshop on building members, and to looking to load the Croquet Club locator on the website and/or Facebook page.

#### **Actions #7.3**

(In Progress) Kate to ask Greg Bury to workshop on building Club membership **Kate McLoughlin**  
(Complete) Kate to ask webmaster if we could load Croquet Club locator onto website **Kate McLoughlin**

#### **7.4 Tournaments viability**

##### **7.4.A**

[Tournaments in covid times 13 7 21.pdf](#)

##### **7.4.B**

[Tournaments in covid times Lorraine input 13 7 21.pdf](#)

*It was agreed that for CNSW Championship events, where 25% or more of players were unable to attend due to Covid 19 lockdown or travel constraints, they should be postponed.  
For other CNSW events, where they can be held and the Club is able to hold them, they can go ahead.*

#### **Actions #7.4**

(Complete) Advise Tournaments of decision to postpone CNSW events where 25% or more could not attend due to Covid lockdown or travel constraints

### **8. Committee Reports**

[8.A Approval for appointment of Stephen Richards as Selector, and Jean Pack to AC State Squad.pdf](#)

#### **8.1 State Director Refereeing (GC)**

##### **8.1.A**

[SDRGC report July 2021.docx](#)

The Board noted the appointments of Jacky McDonald and Stephen Howes as Examining Referees, Helen Chalmers as Tutor Referee, Karen Tieck and Simon Fisk as referees. There are currently 23 candidates working towards accreditation.



## 8.2 AC Selection Committee

The Board noted its previous approval of the appointment of Stephen Richards as AC Selector, and Jean Pack to the AC State squad.

## 8.3 Coaching

### 8.3.A

[CNSW Board Paper - Coaching Update 20210715.pdf](#)

The Board noted the coaching report from Coaching Co-ordinator, Pam Gentle. There are the following Coach Presenters -9. 3 in Canberra, 1 in Sydney, 2 in the Hunter, 1 mid north coast, 1 north coast, plus 1 Gateball.

Coaches accredited under the new system - Golf Croquet Level 1 - 20, Level 2 - 32 Ricochet Level 1 - 12, Level 2 - 8 Association Level 1 - 2, Level 2 - 13 Gateball Level 1 - 8, Level 2 - 7

## 8.4 Selection Policy Working Group

### 8.4.A

[Team Officials - Descriptions.docx](#)

### 8.4.B

[Selection Policy finalising documents.pdf](#)

The Board approved the revised role descriptions for Team Coach, Team Manager and Team Captain.

### Actions #8.4

(In Progress) The revised roles are to be added to the Duties of Officials and Committees **Kate McLoughlin**

## 9. Correspondence

[9.A CorrespondenceJune July 2021.docx](#)

## 9.1 ACA Letter re input to ACA Board

### 9.1.A

[ACA Board meeting input.pdf](#)

## 9.2 Macquarie City CC re discount fees

### 9.2.A

[Macquarie City letter re fees 7 7 21.pdf](#)

### Actions #9.2

(Closed) Steve Miles to respond to Macquarie City re fees **Steve Miles**

## 10. Any Other Business

## 11. Next Meeting/Close

August 24 7pm

Actions #11



(In Progress) Review minutes for meeting Board Meeting July 2021

**Steve Miles**