



Minutes for Board Meeting March 2022

Croquet NSW

Held at ZOOM

08/03/2022 @ 19:30

Approved by Kate McLoughlin on 28 April 2022

No. Minutes

1. Attendance

Kate McLoughlin (Chair), Rik Mills, Liz Friend, Ray Chapman, David Scott

2. Apologies/ Proxies/ Quorum

Apologies from Rosie Landrebe & Steve Miles.

Quorum achieved as per clause 20(5) of CNSW Constitution confirmed.

3. Confirm Minutes of Previous Meeting

[3.A Draft Minutes Board Meeting 8 February 2022.pdf](#)

Minutes of Board meeting 8 February 2022 confirmed.

4. Business Arising of Previous Meeting

4.1 Eire Cup - update from Eire Cup Committee & FMC

Good response to Welcome at Government House. ACA trophies all accounted for. Presentation Dinner bookings and Shirt ordering are available on TryBooking. Carol Christie from CRCC is coordinating catering during Eire Cup 16-18 March. Strathfield have offered to help during Men's & Women's Singles 12-15 March. David Stanton, Steve & Rosie assisting John with volunteers for setting up Tempe lawns each day. Invites to Welcome event on 11 March have been sent, including to IWC Mayor to open but no response from him yet. Welcome to Country via IWC confirmed. Rosie has prepared and provided a day to day outline - thank you Rosie. Kate has submitted an entry to IWC for display on their website. Livestreaming will be from Royal Sydney venue for final of Men's & Women's Singles and last day of Eire Cup (NSW v VIC) - link won't be available to nearer the finals. Might be another day or two of livestreaming.

Croquet NSW express their appreciation and gratitude to the fantastic effort of Steve Miles, Rosie Landrebe & Pete Landrebe in preparing the Tempe facility for the upcoming Croquet Australia events.

4.2 Hubs Update

[4.2.A Club Hub Board Paper.pdf](#)



Club Hub Panel of Rosie Landrebe, Greg Bury & David Hanbidge reviewed applications from Toronto, Canberra, Port Macquarie, Coutts Crossing & Strathfield. The panel interview each club and recommended all 5 clubs as having met the criteria and be approved as Hubs. **Motion** : "Canberra, Coutts Crossing, Port Macquarie, Strathfield and Toronto Croquet Clubs are approved as Club Hubs with programs at each club to commence from 1st May 2022. Orientation and training for club hubs will commence from 1st April 2022. The first tranche payment of \$5,000 for each club will be issued about 7th April 2022. " Moved by Kate McLoughlin, seconded by Rik Mills. **Carried** .

Actions #4.2

(In Progress) Letter of Agreement or Memorandum of Understanding be prepared for each successful club hub **Liz Friend**
(Not Yet Started) Orientation & Training for each of the 5 club hubs **Rosie Landrebe**
(Not Yet Started) \$5,000 payment to each of 5 club hubs **Steve Miles**
(Complete) David to advise each of the 5 clubs that they've been successful with their club hubs application etc. **David Scott**

5. Executive Reports

5.1 Chair Report

[5.1.A Chair's Report 2022 March.pdf](#)

[5.1.B Board Paper From the Board Newsletter Report.pdf](#)

Kate to attend Governance Foundations for Non Profit Directors course at Sydney Olympic Park from 25-26 March 2022. Board approved course costs of \$1,100. **Motion** : "The Board approves the \$1,100 expenditure for Kate to attend the Governance Foundations for Non Profit Directors course from 25-26 March 2022. " Moved by David, seconded by Liz. **Carried**

Free Webinar on 6 April 2022 titled 10 reasons Boards Fail - all Board members encouraged to attend.

Motion : "Commencing April 2022 Newsletter each Board Member write the 'From the Board' report on a rotating basis as follows: April=David, May=Liz, June=Ray, July=Rik, August=Rosie, September=Steve, October=David, November=Kate, December=Liz. " Moved by Ray, seconded by Rik. **Carried** .

As previously agreed minute taking of meetings to also rotate amongst Board members.

Actions #5.1

(Complete) Prepare & circulate roster for taking minutes of board meetings **David Scott**

6. Finance Report

[6.A Treasurer's Report 202203.pdf](#)

As per attached. Eire Cup budget provided. Noted that ACA will be covering some costs eg. lawn hire for Tempe of est. \$880, catering costs at Tempe of est. \$220.

Motion : "Payments shown in Treasurer Report 202203 for various Tempe facility expenses and Child Protection Insurance are noted and approved. " Moved by Rik, seconded by David. **Carried** .

Motion : "The Treasurer report is accepted. " Moved by Kate, seconded by David. **Carried**

7. CNSW Policy Review



[7.A 2022-03-PolicyReviewUpdate.pdf](#)

Attached paper update Rik's progress on review of policies. Noted new selection policy now on CNSW website. Also currently looking at CNSW adopting the National Integrity Framework and related policies which will replace some of our existing policies.

Note of thanks to Rik for his paper and ongoing efforts in reviewing CNSW policies.

8. General Business

8.1 ACA AGM 19 March 2022

[8.1.A ACA AGM Agenda 19 March 2022 CNSW Voting & Delegate.pdf](#)

[8.1.B 220319 AGM Agenda.pdf](#)

[8.1.C ResponsetoBoardPaperTitledACABoardMeeting.pdf](#)

Motion : "Kate McLoughlin be CNSW nominated delegate for the ACA AGM on 19 March 2022. " Moved by David, seconded by Rik. **Carried** .

Agreed CNSW vote against CAQ motion that ACA Board have a member from each state since it's unconstitutional and problematic. Preferable to maintain existing system where people with particular skill sets are nominated for ACA Board and states vote either for or against.

8.2 Offers to Clubs not receiving Grassroots Sports Fund grant offer

[8.2.A Board Paper \\$1,000 Grants February 2022.pdf](#)

No 2021/22 Grassroot Sports Fund grants were received for Ballina Cherry Street Croquet, Bundanoon Croquet, Cheltenham Croquet, Moonan Croquet or Royal Sydney Croquet because they are not incorporated or registered in their own right, being sub-clubs of other sporting clubs. Also no grant was received for Canberra Croquet because it isn't domiciled in NSW. All clubs have suffered to some extent from the impact of COVID and could perhaps benefit from some additional funds. In 2020 CNSW received a grant of \$115,500 for Sport & Recreation Support, some of which could be used to offer support to above clubs.

Motion : "Ballina Cherry Street Croquet Club, Bundanoon Croquet Club, Cheltenham Croquet Club, Canberra Croquet Club, Moonan Croquet Club or Royal Sydney Golf Club Croquet Club each be invited to apply for a grant of up to \$1,000 as part of COVID recovery to be funded from the 2020 CSRP Grant of \$115,500 received by Croquet NSW. The conditions be the same as or similar to those for the 2021/22 Grassroots Sports Fund offer. " Moved by Liz Friend, seconded by Rik Mills. **Carried**

Actions #8.2

(Complete) Invite named clubs to apply for a grant of up to \$1,000. **David Scott**

8.3 Allowing Interstate Affiliated Players to enter NSW GC Divisional State Championships

[8.3.A non CNSW Players in DIV Championships.pdf](#)

Motion : "Players affiliated to the ACA but not affiliated to NSW are able to enter NSW AC, GC & RC Divisional State Championships and the Tournament Regulation be amended to define which events are 'Closed' CNSW events. " Moved by Kate McLoughlin, seconded by Ray Chapman. **Carried**

Actions #8.3



- (Not Yet Started) David to send to David Stanton & cc Ray & Rik **David Scott**
- 8.4 Addition of Assistant Treasurer as Signatory of Payment Account**
- [8.4.A AdditionofAssistantTreasurerasSignatorytoCroquetNSWBankAccounts.pdf](#)
- Request by Assistant Treasurer to be added as signatory to CNSW bank accounts. Treasurer Steve advises it is preferable to have a separation between processing and payments and recommended not adding assistant treasurer as a signatory.
- Motion :** " *The board accepts the Treasurers recommendation that Assistant Treasurer not be added as a signatory to CNSW bank accounts.* " Moved by David Scott, seconded by Kate McLoughlin. **Carried**
- 8.5 Scheduling of Board Meetings**
- [8.5.A SchedulingMeetings.pdf](#)
- Future board meetings to be held on the 3rd Tuesday of the month with all papers to the Secretary by 2nd Tuesday so agenda can be finalised and circulated on 2nd Tuesday or Wednesday.
- 8.6 CRCC Request for Space in Tempe Clubhouse**
- [8.6.A Board Paper CRCC Occupation of Clubhouse.pdf](#)
- [8.6.B ResponsetoBoardPaperItem8.pdf](#)
- CRCC requested space in the clubroom for a lockable storage cabinet and space in the office for a lockable filing cabinet. Both items to be purchase by CRCC. The FMC advise there is sufficient space in clubroom for storage cabinet of dimensions specified in CRCC request but no space in the office.
- The Board approved CRCC's request to locate a white, lockable storage cabinet 2000mm(H) x 910mm(W) in the clubroom and reserved a decision on CRCC request to locate a filing cabinet in the office.
- Actions #8.6**
- (Complete) David to advise CRCC **David Scott**
- 8.7 CRCC & CNSW Fees**
- [8.7.A CRCC & CNSW Fees.pdf](#)
- Confirmed no CNSW charges for CRCC Come & Try Days and the subsequent new player coaching program.
- CNSW affiliated players who aren't members of CRCC currently pay a \$6 lawn fee with CRCC managing the booking system. CNSW will continue to invoice non CRCC, CNSW affiliated players who use Tempe lawns and retain 100% of those lawn fees.
- Clarified that State Team & State Squad training days at Tempe are lawn fee free but Development Squad training days will incur \$6 lawn fee per player, per day.
- Actions #8.7**
- (In Progress) Addendum to CNSW/CRCC agreement that No fees payable for CRCC Come & Try days and subsequent training/coaching program for prospective new members. Also add that Development Squads will incur a \$6 per day, per player green fee payable to CNSW. **Kate McLoughlin**
- 8.8 Strategic Plan**



[8.8.A board goals 2022.pdf](#)

[8.8.B board paper strategic goals 2022.pdf](#)

The Board agreed to focus on 3 main Goals for 2022:

COMMUNICATIONS - David & Rik

- Update CNSW webpage
- Establish new meeting tools and document storage
- Develop a NSW player data base in conjunction with the ACA National data base project

FINANCE & GOVERNANCE - Steve

- Change over to a December financial year
- Complete IWC plan of management submission
- Complete Board and committee succession plan and educate Board re: governance

BUILDING MEMBERSHIP- Ray & Kate

- Develop and promote a plan for Clubs to build their membership: including workshop(s), promotional and social media tools
- Assist Hubs to run coaching clinics and develop capacity to run tournaments
- Plan for Under 21 recruitment drive

Actions #8.8

(Not Yet Started) Select 1 of the 3 major strategic goals per 8.8 of agenda and advise your selection to David **Rosie Landrebe Liz Friend**

9. Committee Reports

[9.A CNSWOfficersSchedule2022.pdf](#)

9.1 Gateball

Report outstanding.

9.2 GC Selection Committee

[9.2.A GCSC Report to Board Feb 2022 .pdf](#)

Thank you to Peter Montague for a comprehensive, informative report.

10. Any Other Business

Proposed ACA Website - Kate, Ray, Rik & David volunteer to test so we can see what benefits to CNSW affiliated players and CNSW itself. Will request that CNSW website master, David Archer, can also be added to test the website.

Forum - scheduled 5:30pm - 6:30pm, 26 April 2022 for clubs and/or their members to raise issues with CNSW. Item in next newsletter mentioning a focus on increasing membership.

11. Correspondence



11.A Correspondence 9 Feb -7 Mar 2022.pdf

12. Next Meeting/Close

Meeting closed 9:52pm.

Next Meeting Tuesday, 19 April 2022 at 7:30pm via ZOOM.

Actions #12

(In Progress) Review minutes for meeting Board Meeting March 2022

Kate McLoughlin