



Minutes for Board Meeting April 2022

Croquet NSW

Held at ZOOM

19/04/2022 @ 19:30

Approved by Kate McLoughlin on 30 May 2022

No. Minutes

1. Attendance

David Scott, Rik Mills, Liz Friend, Ray Chapman, Steve Miles, Kate McLoughlin, Rosie Landrebe

2. Apologies/ Proxies/ Quorum

3. Confirm Minutes of Previous Meeting

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

March Minutes agreed.

4. Business Arising of Previous Meeting

4.1 Club Hubs

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

[4.1.B Schedule B CLUB HUBS Grant Allocation.pdf](#)

[4.1.C Schedule A Operations CLUB HUB.pdf](#)

[4.1.D Club Hub Sessions and Calendar.pdf](#)

[4.1.E Memorandum of Understanding draft 3.pdf](#)

The Board considered the draft MoU for Clubs approved as Club Hubs. It was agreed that

- the Mo U include a requirement for each Club Hub to hold at least 2 CNSW events per year.
- The Funds be paid to Clubs with an acquittal process in place.
- the training sessions be clarified as to being optional
- Trained coaches be used
- That the calendar not be prescriptive: possible use of the website calendar be considered. Club hub events be communicated broadly (eg via newsletter)
- Budget to be clarified in relation to the Clubs paying for the courses etc.

The Board agreed that the draft MoU be circulated to the Hubs for their input prior to finalisation.



The Board agreed that we apply for an extension to the date to expend the funds from Sport and Rec

Actions #4.1

(In Progress) The draft MoU be circulated to the Hubs for their input. **Rosie Landrebe David Scott**

(In Progress) That David Scott apply for an extension to the acquittal date of the Sport and Rec funds **David Scott**

5. Executive Reports

5.1 Chair's Report

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

The Chair's Report was noted and it was agreed that

- Rosie contact Chatswood Croquet Club to follow up their future plans and bid to confirm and expand lawns
- The Nowra letter be considered for the Discussion Forum on 26 april.
- Kate to chair Discussion Forum, with focus on retention and recruitment, and to include presentation from Greg Bury on ACA resources
- The Board commented on the need to improve availability of resources from the Coaching Academy

Actions #5.1

(Not Yet Started) Rosie to contact Chatswood Club (Ted Woodley) re supporting the Club to develop their facilities and future opportunities **Rosie Landrebe**

6. Finance Report

[6.A Treasurer's Report 202204.pdf](#)

The Board accepted the Treasurer's Report.
It was agreed that

- CNSW change to a calendar financial year to be in line with ACA. (January to December). David Scott will put forward the constitutional change to fin year and AGM, with the suggestion to seek advice from Michael Strickland.
- Funds from expired Australian Unity investments be diversified into Westpac.
- Livestreaming expenses of \$4,200 confirmed as previously agreed.
- The Board confirmed that CNSW receives lawn fees from the use of Tempe during the Eire Cup.
- The Board agreed to Steve Miles proposal that Cooks River Croquet Club retain 50% of fees for CNSW members (non CRCC) using Tempe lawns, providing they continue to manage the booking system, and that they bill the users.
- Eire Cup expenses are greater than expected, Rosie to follow up with Concordia.
- The Board discussed OH&S issues at CNSW HQ Tempe, and agreed that reporting protocols need to be set up.
- Facilities Management Committee: Tempe lawns are under budget. Kate raised issue of any need to add resources to FMC to ensure viability for future.

Actions #6

(In Progress) Investments to be made into Westpac trust accounts **Steve Miles**

(Not Yet Started) That David Scott under advice from Steve Miles, put forward a proposed Constitution change to change to a calendar financial year, be ratified by a General Meeting
Steve Miles

David Scott

(In Progress) Steve to advise CRCC Treasurer that Cooks River and CRCC share user fees 50/50 (\$3 each currently) for CNSW members (non CRCC) using Tempe lawns. CRCC to



manage bookings and billing. **Steve Miles**

(Not Yet Started) OH&S Reporting protocol to be set up for CNSW HQ Tempe, and ensure players and others are aware of it. **Rosie Landrebe**

7. CNSW Policy Review

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

Rik Mills presented an update on his work in reviewing policies. He noted the input by M Strickland to the new Integrity Framework may cause problems with the definition of 'membership'.

Board members to review Duties of Officials and Committees. Steve Miles confirmed that the duties of the Facilities Management Committee were appropriate.

Actions #7

(Not Yet Started) Kate to write to ACA regarding definition of members **Kate McLoughlin**

8. General Business

8.1 Strategic Plan

[8.1.A Membership Growth Plan.pdf](#)

Membership Growth Plan. the Board agreed to the plan, including expenditure of \$20,000 from Sport and Rec grant.

The Board discussed the usefulness of being involved with the ACA promotion activities.

Actions #8.1

(In Progress) Kate and Ray Chapman to progress Membership Growth Plan **Kate McLoughlin**

Ray Chapman

(Complete) The Board agreed that Liz Friend be the CNSW rep on the ACA Marketing and Publicity Group **Kate McLoughlin Liz Friend**

8.2 CRCC - Mediation Proposal

[8.2.A Board Paper- Mediation between CRCC and CNSW.pdf](#)

[8.2.B Board Paper- Mediation Process.pdf](#)

The Board considered Rosie Landrebe's proposal for mediation with CRCC. It was agreed that the matter be considered at the May Board Meeting given the changes in Committee members at Cooks River Croquet Club.

Actions #8.2

(In Progress) Mediation proposal be considered at May meeting **Rosie Landrebe**

8.3 Funding Recommendation for Chatswood School Project

[8.3.A board paper school funding chatswood 2022.pdf](#)

The Board approved the funding of the Chatswood School project at \$1,000 subject to receipts and acquittal

process.

Actions #8.3

(In Progress) Ray Chapman to advise Chatswood Croquet club of the agreement to fund the school project at \$1,000. **Ray Chapman**

8.4 Trophies - No new ones required

[8.4.A BOARD PAPER TROPHIES.pdf](#)

The Board noted Ray's update on trophies, and commended the return of most trophies.

Actions #8.4

8.5 (Not Yet Started) Rosie to repurpose trophies as recommended **Rosie Landrebe Ray Chapman GC Rules 6th Edition**

[8.5.A Board Paper - GC Rule Books to be provided to each CNSW GC Referee & Trainee Referee.pdf](#)

It was agreed that CNSW provide a free GC Rules 6th Edition book to each currently accredited GC referee and GC trainee referee. Such provision also includes postage costs. Up to \$1,100

Actions #8.5

8.6 (Not Yet Started) Lorraine Hatfield to post a copy of the updated GC Rules Book to each referee in NSW Up to a cost of \$1,100. **David Scott Appoint Additional GC Tutor Referee**

[8.6.A Board Paper - appoint Kaye Martin as GC Tutor Referee.pdf](#)

The Board approved Lorraine Hatfield's recommendation that Kaye Martin be endorsed as a Tutor GC Referee.

Actions #8.6

8.7 (In Progress) Lorraine to advise Kaye Martin that she is Tutor Referee. **David Scott CNSW Logo**

[8.7.A Change of CNSW logo.pdf](#)

Kate proposed to review the current logo. It was agreed input from membership should be sought, and consideration be given to adding to marketing activity.

Actions #8.7

(Not Yet Started) Kate to seek further input to logo change. **Kate McLoughlin**

9. Committee Reports

9.1 Tournaments Committee

[9.1.A TC report 11 April 2022.pdf](#)

The Board noted the Tournaments Committee Report by David Stanton, particularly the Report on the Eire Cup.

David Stanton has proposed training potential Tournament Managers to use the spreadsheets he has prepared to manage tournaments.



Actions #9.1

(Not Yet Started) The Board to note David Stanton's proposal to train Tournament Managers for possible use in Club Hubs project. **Rosie Landrebe Ray Chapman**

9.2 AC Refereeing

9.3 Membership - see Treasurer's Report

9.4 Gateball (outstanding from March 2022)

[9.4.A Gateball Report March 2022.pdf](#)

The Board noted the Gateball report and was supportive of Judy Tier's proposal to develop interest in Gateball around the State.

10. Any Other Business

10.1 Should we allow affiliated clubs to advertise in CNSW Newsletter

[10.1.A Board Paper - Advertising in CNSW Newsletter.pdf](#)

The Board agreed with Liz Friend's recommendation that CNSW does not carry advertisements from Clubs.

10.2 NSW 2022 Hall of Champions Nominations

[10.2.A NSW 2022 Hall of Champions Nominations.pdf](#)

It was agreed that Tony Hall be nominated for Hall of Champions.

Actions #10.2

(Not Yet Started) Rosie Landrebe to prepare nomination for Hall of Champions by 27 May **Rosie Landrebe**

10.3 Papers to Board

It was agreed that David Scott would source a new template for Board papers, and ensure the author is identified.

10.4 Super User for database

It was agreed that Gareth Denyer be approached to be Super user for database.

Actions #10.4

(Complete) Kate to ask Gareth Denyer to take on Super User role for database. **Kate McLoughlin**

11. Correspondence



[11.A Correspondence 8 Mar - 12 Apr 2022.pdf](#)

11.1 NSW Office of Sport 2021/22 SSO Health Survey Results

[11.1.A SurveyAnswers_202122StateSportingOrganisationHealthSurvey_12-04-2022-06-10-04PM.pdf](#)

[11.1.B Report_1936_6955825_ 2021-22 State Sporting Organisation Health Survey.pdf](#)

The Board noted the results: Improvement in Finances, other areas have dropped since the last survey. Kate McLoughlin noted that a skills audit would be useful leading into the AGM.

12. Next Meeting/Close

17 May 7.30pm

Actions #12

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

Kate McLoughlin