



Minutes for Board Meeting May 2022

Croquet NSW

Held at zoom

17/05/2022 @ 19:30

Approved by Kate McLoughlin on 05 August 2022

No. Minutes

1. Attendance

David Scott, Rik Mills, Ray Chapman, Steve Miles, Kate McLoughlin, Liz Friend (minute taker)

2. Apologies/ Proxies/ Quorum

Rosie Landrebe

3. Confirm Minutes of Previous Meeting

April Minutes agreed. In relation to the March meeting (Item 8.2A), at the May meeting Steve sought to confirm that, in relation to a \$1,000 Grass Roots payment to Clubs which had not received a payment in the initial round, that a majority was reached by Directors who would not have any vested interest in that decision. This was endorsed.

4. Business Arising of Previous Meeting

4.1 Club Hubs proposal to be agreed by Clubs (Rosie)

Board noted that 3 Agreements had been signed and returned.

4.2 CNSW HQ: defibrillator training and OH&S Protocols (Rosie)

Steve nominated to follow up with Cooks River CC re timing of training on site. OH&S protocols on hold (Rosie).

4.3 Cooks River agreement updated (Kate)

[4.3.A CNSW and CRCC Lawn Use Agreement revised 20211208 updated 2022 5
12.docx](#)

Approved by Kate McLoughlin on 05 August 2022



4.3 Board agreed that the updated Agreement required no change. Kate and David to prepare a covering letter which David will send with the Agreement, also seeking confirmation of the current CRCC Management Committee members.

4.4 Office of Sport: grant acquittal extension (David)

4.4 Secretary David advised still waiting a response to CNSW's request for an extension to acquit \$115,500 by 25 June 2022, however it is considered likely that an extension will be granted once Office of Sport determine a process for an extension.

4.5 Chatswood CC School grant update

Ray advised that Chatswood CC has been contacted and advised of \$1,000 grant for their School project including requirement they will need acquit expenditure by providing information & documentation to Treasurer, Steve.

4.6 Mediation Proposal with CRCC (Rosie)

4.6 Not discussed due to Rosie's absence

4.7 Trophies to be repurposed (Rosie)

4.6 Not discussed due to Rosie's absence

4.8 Financial Year Change Project update (David and Steve)

4.8 Treasurer Steve advised that planning was on track. It is necessary to change the Constitution. Steve and David to liaise.

4.9 Investment Policy for CNSW Assets? (Steve and David)

4.9 Steve advised that the Investment Policy included the recommendation to secure fixed interest on financial assets. Further work to be done. Noted.

4.10 Hall of Champions nomination (Rosie)

4.10 Kate advised that this was progressing

4.11 Letter to ACA re definition of membership (Kate)

4.11 Kate advised that clarification was sought in relation to the definition of membership, i.e.



presuming Clubs were members of ACA, not individuals. Noted.

5. Executive Reports

5.1 Chair's Report

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

5.1 Kate to put a proposal to the next Board meeting re engaging a consultancy firm re our governance structure which required updating. In the first instance, Parbery Consultants had been provided with a Scope of Works, seeking a proposal for consideration by the Board. Kate to send Revolutionise Sport information/correspondence to Board members, via email, as an example of a website. Kate advised that it is an attractive and robust system, widely used.

6. Finance Report

6.1 Treasurer's Report

[6.1.A Treasurer's Report 202205.pdf](#)

6.1 Treasurer Steve recommended that there be no increase in the Annual membership fee of \$50. All agreed.

The Treasurer's Report was accepted.

6.2 Pennant Costs for Clubs more than 200km apart

[6.2.A Pennants for Clubs more than 200km apart.pdf](#)

6.2 Extensive discussion re whether Referees at Pennants events should be reimbursed, in part or in full, for costs associated with attendance at events more than 200km from the Clubs that are playing, particularly in relation to Clubs that attempt to locate courts central to two competing Clubs to minimise travel. The majority decision was that there would not be any change to the Tournament Regulations and that no Referee costs would be reimbursed by CNSW, instead the home club is responsible for organising referees and any associated payments.

7. CNSW Policy Review

The Integrity Framework was discussed with Rik providing a summary of progress. Rik to provide a Board Paper at the June meeting for consideration. In relation to Duties of Board members, Rik still waiting on responses from some Board members.

8. General Business

8.1 Strategic Plan

[8.1.A Operational Plan details2022.pdf](#)



The draft Implementation Plan provided a working tool enabling monthly checking of progress and was adopted.

9. Committee Reports

[9.A AC-Selection_Committee-Proposal.pdf](#)

[9.B GCSC Report to Board May 2022.pdf](#)

GC Selection Committee Report was noted.

Tournament Committee. The Tournament Regulations will need to be changed if it is decided that players from interstate may register. David to contact David Stanton to seek amendment of TR's.

AC Selection Committee. Board has been asked by Mike to consider Peter Landrebe and Tim Murphy to the roles of Coach and Development Coach, respectively. Agreed.

AC Development Squad. EOI's to be called for the Squad.

10. Any Other Business

Welcome Pack. Discussion re welcoming new members to croquet. At present, Clubs receive confirmation of a new member, however, a personal welcome to croquet was discussed. Kate to send Steve an example of a welcome letter sent by the previous Board.

CNSW Newsletter. Clarification sought re timing. Board agreed the close off date for articles should be the last day of the month for the following month's issue, with publication a few days into that month.

11. Correspondence

[11.A Correspondence 13 Apr - 17 May 2022.pdf](#)

Correspondence Noted.

12. Next Meeting/Close 8.45pm - next meeting Tuesday, 21 June 2022 at 7:30pm via ZOOM