



Minutes for Board meeting June 2022

Croquet NSW

Held at zoom

22/06/2022 @ 19:30

Approved by Kate McLoughlin on 05 August 2022

No. Minutes

1. Attendance

Kate McLoughlin, David Scott, ,Rosie Landrebe,Steve Miles, Liz Friend, Ray Chapman (minute taker)

2. Apologies/ Proxies/ Quorum - Rik is an apology

3. Confirm Minutes of Previous Meeting

[3.A Draft Board_Meeting_May_2022_Minutes_17_05_2022.pdf](#)

May minutes agreed

4. Business Arising of Previous Meeting

4.1 Club Hubs

4.1 Club Hubs

All agreements signed. Clubs have setup a separate designated bank account.

First payment of \$2500 has already been paid.

Board agreed that second payment of \$2500 can be paid this week.

Rosie outlined how the club hubs were progressing.

All hub clubs have commenced activities.

Action 4.1

Steve Miles to ensure that club hubs receive their second \$2500 payment

Approved by Kate McLoughlin on 05 August 2022

4.2 CNSW HQ: defib training (Steve), OH&S protocols (Rosie)

Defib TraIning - Steve emailed to CRCC on Tuesday 21 June to organise some Defib training.

OH&S Protocols - Rosie has completed the OH&S document and will arrange display at the Tempe Clubrooms. Rosie will also advise CRCC on how to report any incidents and the location of the evacuation point for Tempe (middle of playing fields)

4.3 CRCC - response to revised lawn use agreement

No Response from CRCC as yet - David will follow up.

Steve advised that, in accordance with the Concordia agreement, soil will be moved from near the equipment shed to the childrens play area adjacent to lawn 4.

4.4 Agreement with CRCC

The current lawn use agreement with CRCC is for one year from 1 January 2022. Instead of waiting till year end Rosie outlined why it would be a good idea to commence revision with CRCC in the next couple of months.

Action 4.4 Rosie to prepare a Board Paper for next Board Meeting with recommendations around what negotiations will look like and their timings with CRCC with the view to finalise the review process with CRCC by 30 October.

4.5 Trophies to be repurposed

Rosie advised that she has the following trophies that require engraving :-

1. GC open singles
2. AC ladies singles
3. AC open singles

The re-badged +9 AC handicap trophy is currently with the engraver

The trophy earmarked for the Tempe Open still needs to be rebadged.

4.6 Hall of Champions nomination

Agreed that it is too late to send our nomination this year.



5. Executive Reports - Chairs Report

[5.A Chair's Report 2022 June.pdf](#)

The chairs report was tabled and accepted by the Board

Main points

1. Strategic Priorities - Need updating by Board Members
2. Membership - Briefing paper prepared for our membership growth program. Quote obtained for a marketing plan.
3. The testing of the ACA data base has been delayed.

The Board agreed to support the ACA membership data base proposal and that we need to start work on our own updated website.

6. Finance Report

6.1 Treasurer's Report

[6.1.A Treasurer's Report 202206.pdf](#)

The treasurer presented the Financial report which was accepted by the Board.

The revised profit forecast for this year is \$27,707 made up of operating profit of \$4,894 and Building Fund profit of \$22,853

Noted that Croquet Australia increased lawn hire and lunch rates to match CNSW rates. This generated an extra \$1600 revenue for CNSW.

The motion to pay outstanding accounts (received after treasurers report added to the agenda).greater than \$1000 was passed

Accounts were ACA Affiliation fees \$87,591.25, ACA rule books \$1179.05 Pye landscapes \$12,221, and Canberra lawn hire Div3 \$1107

The motion to pay CRCC \$1250 for a set of quadway hoops that belong to CNSW was passed

The motion CNSW place \$200,000 In term deposit with ME bank and another \$200,000 with AMP bank was passed.

ACTION 6.1 - Steve Miles to pay outstanding accounts and set in place transfer of funds into new term deposits

6.2 Pricing of GC Rule Books

[6.2.A Pricing for GC Rule Books.pdf](#)

The motion that new GC rule books be sold to clubs for \$5 each plus postage was passed.



Action - 6.2 Steve Miles to arrange invoices to be forwarded to clubs to enable payment for the GC rule books

7. CNSW Policy Review

[7.A ~NIF-NST-BoardPaper.pdf](#)

[7.B DutiesetcBoardPaper-FinalDraft.pdf](#)

[7.C Final-Draft-DutiesOfOfficersAndCommittees-12-06-2022.pdf](#)

[7.D BoardPaperPoliciesforReview.pdf](#)

7.A National Integrity framework(NIF) & National Sports Tribunal (NST)

The first recommendation that CNSW adopts the NIF and NST polices was accepted.

The second recommendation that CNSW needs to develop an education program covering the changes to the National policies and the implementation of new structures was not discussed.

7B DUTIES OF OFFICERS AND COMMITTEES

The recommendation that the changes to these duties be accepted and the document published was accepted.

Action 7B - Rik to arrange publishing of amended Duties of Officers and Committees

7C FINAL DRAFT DUTIES OF OFFICERS AND COMMITTEES

Final draft of duties of officers and committees was tabled and accepted.

7D - POLICIES FOR REVIEW

The recommendation for the following policies to be review was accepted :-

1. Finance policy
2. Tournament regulations duties of tournament officials and event hosting

Action 7D - Steve and David review Finance policy

- Tournament committee review tournament regulations, Ray to review duties of tournament officials and event hosting

The privacy policy has been sent to the Board for review and editing



Action 7D - Ray to advise the Tournament Committee of the Boards decision to review tournament regulations.

8. General Business

8.1 Strategic Plan

[8.1.A Operational Plan details2022 06 13.pdf](#)

[8.1.B Operational Plan details2022 06 16.pdf](#)

Board members to update where appropriate

8.2 Governance update

[8.2.A Governance at CNSW.pdf](#)

[8.2.B Board Paper Governance 2022 06.docx](#)

[8.2.C Croquet NSW Proposal Parbery.pdf](#)

8.2.A Governance at CNSW document was tabled

8.2B A Board paper on the review of CNSW Governance arrangements was tabled

8.2C Kate outlined the reasons why external consultants should be engaged to perform the governance work.

A proposal from Parbery to undertake Governance work was tabled.

The proposal that CNSW agree to the engagement of an external consultant to perform Governance work was held over until the next Board meeting.

The Board did agree that additional proposals be sought for external consultants to perform Governance work be sought and presented at the next Board Meeting.

Action 8.2C Kate and Rosie to ascertain additional proposals to undertake Governance work for CNSW and present at the next Board meeting



8.3 Membership growth

[8.3.A CNSW Club Details PER LAWNS AND PLAY DAYS.xlsx](#)

[8.3.B Membership Marketing Plan.docx](#)

Kate tabled a membership growth plan and a membership marketing plan and some data on clubs which suggest that a 10% growth in membership is achievable

8.4 CNSW FORUM July 2022 - theme?

Board agreed that focus for the upcoming club forum would be on Club hubs .

8.4A Action - Rosie to put forward some information on Club Hubs and organise for a couple of clubs to talk about progress so far.

Also clubs will be able to submit other discussion items for the forum.

Clubs to be informed about club forum via newsletter, our webpage and facebook.

8.4B Action - Liz to insert club forum in July newsletter and David to arrange for information to be inserted in the CNSW webpage and facebook page.

8.5 Renewal of Email Accounts & Integrated Board Business Management Tool - discussion paper to come

[8.5.A Board Paper Email Address Renewal & Upgrade for Productivity.pdf](#)

The recommendation that the Board authorise Steve and David to finalise renewal of CNSW subscribed email addresses, including the upgrade of up to 7 email addresses was accepted by the Board. Also includes review of replacing current management tools used by CNSW Board.

Action - 8.5 Steve and David to sort out renewal of email addresses and review of management tools used by CNSW Board.

8.6 Additional Member of Tournament Committee

[8.6.A Board Paper - Additional Member of the Tournaments Committee.pdf](#)

Recommendation that the Board approves Stephen Richards appointment to the Tournaments committee was approved.

Action 8.6 - Ray to advise the Tournament committee and Kate to advise Stephen Richards

9. Committee Reports - Jackie McDonald Junior croquet



[9.A update junior croquet.pdf](#)

Report for Jackie was tabled

The Board agreed that an Under 21 GC tournament should be added to the CNSW events calendar

Ray advised that he had already been in contact with Chatswood to ascertain if they were willing to host the event.

Action 9.1 - Ray to liaise with Chatswood and to advise the Tournament committee to the Boards requirement for the Under 21 GC championship be added to the CNSW events calendar.

10. Any Other Business

10.1 Board reaffirmed grant of \$500 for any unaffiliated club that joins CNSW

10.2 Steve to provide update of status of \$115,000 grant money at the next Board meeting

11. Correspondence

[11.A Correspondence 18 May - 16 June 2022.pdf](#)

Correspondence noted.

An email from Peter Montague advising that Killara Croquet Club executive would support an amendment to the CNSW constitution to permit CNSW to financially assist member clubs affected by disasters was tabled. The Board noted they had previously discussed, deciding that since ACA already has a Disaster Relief fundraiser tool and CNSW does not have available financial resources for disasters, CNSW would not seek to amend the Constitution and instead would look to promote the ACA fundraiser and offer other non-financial support to disaster affected clubs.

Action 11A David to respond to Killara on behalf of the Board

12. Next Meeting/Close

Meeting Closed 9.40pm

Next Meeting Wednesday 20th July 7.30pm via zoom