



Minutes for Board Meeting July 2022

Croquet NSW

Held at ZOOM

19/07/2022 @ 19:30

Approved by Kate McLoughlin on 29 August 2022

No. Minutes

1. Attendance

Kate McLoughlin, Rik Mills, Ray Chapman, Steve Miles, David Scott (left meeting at 8:00pm) & Rosie Landrebe (joined meeting 7:30pm).

2. Apologies/ Proxies/ Quorum

Elizabeth Friend. Meeting opened at 7:00pm by Chair Kate McLoughlin.

3. Confirm Minutes of Previous Meeting

[3.A Board_meeting_June_2022_Minutes_22_06_2022.pdf](#)

June 2022 Minutes agreed

4. Business Arising of Previous Meeting

4.1 CNSW HQ: Defib Training (Steve has it been held or scheduled); OH&S Protocols (Rosie is it now displayed in Tempe clubroom and has CRCC been advised how to report incidents and location of evacuation point)

Steve Miles has written to CRCC about Defib training but hasn't yet received a reply.

Rosie Landrebe confirmed that OH&S protocols etc. are prominently displayed in Tempe clubhouse and CRCC informed of incident reporting protocol and evacuation point.

4.2 Agreement with CRCC - what do negotiations look like and what's the timing so completed by 30 October 2022

Rosie Landrebe will send a run sheet to David.

4.3 CNSW FORUM - Club Hub theme - which club/s will speak

No other questions or topics have been raised by any club. Rosie Landrebe has under control expecting Port

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Macquarie and Toronto expected to speak.

4.4 Note Only: CRCC Response to revised lawn use agreement - Margaret Gollan replied via email on 24 June 2022. No comment on agreement, advised committee members and that David Stanton now CRCC contact for facilities

Noted. Kate McLoughlin also advised that CRCC President was wishing to step aside. Steve Miles advised their membership is currently 63, down from previous 70 odd.

4.5 Note Only; CNSW Duties of Officials & Committee Members was uploaded to website on 28 June 2022

Noted

4.6 Note Only: Club Hub payments - second payment of \$2,500 was made to hub clubs on 23 June 2022

Noted

4.7 Note Only: Stephen Richards appointment to Tournament Committee (TC) - Ray has advised TC and Kate has advised Stephen

Noted. Kate McLoughlin understands that Stephen Richards is now also a member of the AC Selection Committee and to note Mike Hughes many years of service to TC & SC.

5. Executive Reports

Kate McLoughlin only returned home this morning from holiday and hadn't a chance to prepare written report.

To note Kate McLoughlin met with Lyn Parnell from Croquet SA and discussed common issues. Kate McLoughlin proposed that State Chairs meet informally in Adelaide following the ISS and this was agreed by the Board.

6. Finance Report

[6.A Treasurer's Report 202207.pdf](#)

Steve Miles presented the Treasurer report which was accepted by the Board.

Steve Miles is still working on end of financial year figures but they will be slightly better than forecast since ACA affiliation fee was \$31 per player rather than the \$32 used in forecast.

Surplus cash will shortly be invested in Term Deposits following recent rises in interest rates.

Accounting for tournament entries via our MYOB system is cumbersome and Steve Miles is keen see a new management system for tournament entries. Steves motion was lapsed and the Board agreed investigation into same should be deferred for up to 6 months until the outcome of the ACA database project is known or we upgrade our website with new tournament entry management.

Payments for new Tempe office printer (\$309) and Pye work to remediate children's play area (\$2,633.53) and \$1,360 for new line marker were approved.



Letter of thanks to Jeanette Walsh for her roles as Membership Officer. Thanks to Pam Wiemers for taking over this role.

Agreed AGM be held, via ZOOM, on Saturday, 22 October 2023 commencing at 3pm.

7. CNSW Policy Review

[7.A 2022-07-BoardPaperPoliciesforReview.pdf](#)

The Privacy Policy requires review. Rik will check with John B.

7.1 **Finance Policy Review (Steve & David)**

7.2 **Privacy Policy Review (everyone)**

7.3 **Tournament Regulations & Duties of Tournament Officials and Events Hosting Review (Ray)**

7.4 **Event Hosting Policy - Ray**

8. General Business

8.1 **Ratify Pam Weimer appointment to Membership Officer position (voted via CatHerder Decision Maker 4 July 2022)**

Confirmed appointment of Pam Wiemers to position of Membership Officer.

8.2 **Application from Parkes Croquet Club to become affiliated**

[8.2.A Parkes CC Application Board Paper .pdf](#)

[8.2.B Application to become Affiliated to CNSW.pdf](#)

[8.2.C COI-Certificate of Incorporation.pdf](#)

[8.2.D Parkes Croquet Club Incorporated Constitution.pdf](#)

Application from Parkes Croquet Club accepted and CNSW to offer them every available assistance.

8.3 **Strategic Plan**

[8.3.A Operational Plan details 2022 07 19.pdf](#)

Progress has been updated + Rosie Landreebe has done some work on the Hubs & Ray Chapman has been working on the U21 Championship recruitment.

All Board members to be focussed on progressing the goals.

8.4 **Governance update proposal**



[8.4.A Board Paper Governance 2022 07.pdf](#)

[8.4.B Governance at CNSW.pdf](#)

[8.4.C The Helix Group - Client Services Proposal - Croquet NSW - 09.07.22\[23846\].pptx](#)

[8.4.D The Helix Group - Client Services Proposal - Croquet NSW - 11.07.22\[23929\].pdf](#)

[8.4.E Croquet NSW Proposal Parberry.pdf](#)

Kate McLoughlin has sourced two quotes, one from Parberry (est. \$18,560 ex GST) & the other from Helix (est. \$15,000 ex GST).

Decided to leave on hold and instead the Board to determine Governance needs. Kate McLoughlin to talk to Rik Mills & Rosie Landrebe about same.

8.5 Club Survey on membership and CNSW satisfaction

[8.5.A Board Paper Membership Survey 2022 07 19.pdf](#)

[8.5.B CNSW DRAFT CLUB SURVEY 2022.pdf](#)

The survey will go to clubs not individual players. It's aim is to see what appetite clubs have for membership growth viz. how many clubs have capacity for more members. how many are interested and what would help them. Also, to obtain feedback from clubs as to their satisfaction of how CNSW is performing, whether they have any thoughts on future priorities, current logo, school croquet program etc.

The survey will be anonymous via SurveyMonkey and can have an option for clubs to identify themselves if they have something specific they would like feedback on.

To ensure maximum responses the survey will be sent to both Secretary & President of each club, added to CNSW website, Facebook and Newsletter with reminder.

The Board approved release of the survey to all Clubs in early August, with results returned by mid September. The Board further approved a month by month subscription to SurveyMonkey for approximately 3 months at an estimated cost of \$23 per month.

8.6 CNSW FB and CNSW Community FB Page

CNSW is responsible for the Croquet NSW Facebook page. However players of member clubs can post and comment to both the Croquet NSW & NSW Croquet Community Facebook pages. Need ensure our Electronic Media & Privacy Policies cover what is expected re: posts and comments on these FB pages.

9. Committee Reports

2022 GC ISS Team - The team was ratified by the Board. To note the current Selection Policy asks the Selection Committee select the Team 3-4 months prior to ISS. In this case the Team was selected inside 3 months making preparation of accommodation bookings difficult as well as sourcing team uniform.

Selection Committee manages process of appointing Team Coach and Team Captain appoints Team Manager. Neither position has been filled. Kate has taken on some of the tasks of Manager eg. organising quotes for uniform and managing orders, arranging accommodation in Adelaide for the team.



The timing of Team selection, Coach & Manager appointments need improve for next year and beyond.

Gateball - The NSW Gateball Championships being held at Albury. Rosie Landrebe is liaising with our Gateball Coordinator.

10. Any Other Business

U21 ACA Competition Proposal - awaiting further clarification/consultation from ACA. Kate McLoughlin will chat with Jacky McDonald next time she sees her at Canberra CC.

Late Emails to be Dealt with at August Board Meeting ie. \$100 levy on clubs who cannot provide referee/s for pennants & proposal from Coutts Crossing about promoting NSW event in November. Ray Chapman will prepare papers on each for next meeting.

Tournament Regulations Review - Ray Chapman awaiting reply from TC about whether TR's is being updated, who is going and estimated time frame.

Trophies - there is no insurance cover on trophies regardless of location - insurance cost is prohibitive. Congratulations to Ray Chapman for gathering all the trophies, writing the guide to winners etc and organising event managers to present trophies.

Event Winners for Annual Report - the website contains winners of events.

Griffith Croquet - considering affiliating with CNSW. Rik Mills has been in communication with Griffith CC.

11. Correspondence

[11.A CNSW Correspondence 17Jun22 to 18Jul22.xlsx](#)

Correspondence noted.

12. Next Meeting/Close

Meeting closed 8:30pm.

Next meeting 23 August 2022.