



# Minutes for Board Meeting September 2022

## Croquet NSW

Held at ZOOM

20/09/2022 @ 19:30

Approved by Kate McLoughlin on 29 September 2022

### No. Minutes

#### 1. Attendance

Kate McLoughlin in Chair, Rik Mills, David Scott, Steve Miles, Ray Chapman & Liz Friend.

#### 2. Apologies/ Proxies/ Quorum

The meeting commenced at 7:30pm with a quorum of 6. Rosie Landrebe was unable to attend and sent through an apology.

#### 3. Confirm Minutes of Previous Meeting

Correction to 10.1 viz. 'In particular the board approves committee chairs' - this is incorrect since 7.1(g) of CNSW's Duties of Officials and Committees states that committees appoint their own chair.

10.1 of Draft Minutes of August meeting was corrected and amended minutes were confirmed.

#### 4. Business Arising of Previous Meeting

##### [4.A PoM Mackey Park.pdf](#)

4.A PoM for Mackey Park - Rosie attended community meeting on 10 September 2022 and reported that we need complete an Online Survey by 3 October 2022. Unclear of timing for stakeholder meeting with IWC nor closing date for submission. Some discussion about progressing PoM. Agreed Steve will complete survey this week and inform Board of survey responses. Also agreed we hold a separate Board meeting to discuss our submission on PoM, including whether we involve CRCC and, if so, how.

Actions: Steve to complete online survey by 3 October 2022. David to clarify timeframe for submission and stakeholder meeting. David to schedule TEAMS meeting to discuss PoM for Wednesday, 28 September 2022 commencing 7:00pm.

##### 4.1 AGM Preparation Update

Provisional agenda completed and ready to send to clubs in next couple of days. Still awaiting reports for Chair, Financial Report, GC Selectors, Tournament Committee, AC Referee & Gateball. David may need some help from Kate and Liz completing the Annual Report. Kate will complete Chair report by 30 September and Steve hopes Audit will be completed this week so he can prepare financial report next week. Ray to complete a tournaments report for Annual report & Liz to prepare page or half page on Eire Cup & ISS wins.

Action: David to send reminders for committee reports and send Steve copy of 2021 Annual Report for

formatting. Ray to prepare tournaments report & Liz prepare reports on Eire Cup & ISS.

## 4.2 CRCC Negotiations & Agreement

[4.2.A CNSW Board Paper CRCC Agreement.pdf](#)

[4.2.B Schedule A Operations Headquarter Lawns.pdf](#)

[4.2.C Draft MoU with CRCC 2022 2023.pdf](#)

[4.2.D Schedule B Financial Contribution.pdf](#)

[4.2.E Jodie Camden.pdf](#)

Agreed the Board needs sit down with new CRCC committee in an open & collaborative manner before any new agreement is drafted. Timing of mediation meeting to be discussed at PoM Board meeting on 28 Sep 2022.

Tournament Committee also needs to be consulted. Discussion about approaching more clubs to host CNSW events, CNSW events at Tempe scheduled in more orderly fashion eg. where possible, schedule on consistent weeks eg 1st & 3rd weekend, avoid using Mondays with 4 day events commencing Thursdays and 3 day events commencing Fridays.

### Actions #4.2

(Complete) Communicate to Tournaments Committee that Board would like them to consider, whenever possible, scheduling CNSW Events at Tempe on consistent weekends during the month eg. 1st & 3rd or 2nd & 4th and Mondays not used, instead 4 day events commence Thursdays & 3 day events commence Friday. **Ray Chapman**

## 4.3 GC Pennants Levy Proposal

[4.3.A CNSW Board Paper - Referees for Pennants.pdf](#)

Recommended guidelines for securing GC Pennant Referee's as follows:

- When Pennants is first promoted each year, it would be made clear that "home" Clubs are expected to provide an accredited Referee;
- It would also be emphasised that the "home" Clubs are expected to reimburse the travel costs for any Referee travelling more than 30kms, return; and
- For distances greater than 30kms, return, the travel costs would be in line with those of CNSW, i.e. \$0.25/km, with a minimum payment of \$30 but no greater than \$60 (\$60 is equivalent to 300kms, return).

NB. The "home" Club may choose to pay a higher amount.

The guidelines also encourage:

- "home" Clubs to make early arrangements with accredited Referees within their immediate area;
- all Clubs to encourage members to undertake referee accreditation, particularly those Clubs wishing to host events; and
- Club Committee approve "payments to Referees" within their Club's schedule of Reimbursables, as per the new recommended CNSW guidelines.

The Board is in favour of the guidelines unless the Tournament Committee have specific objections.



### Actions #4.3

(Not Yet Started) Invite comment/feedback from the Tournament Committee about recommended guidelines, of which the Board is in favour, for Club's in relation to the provision of, and reimbursement for, accredited Referees for Pennants 'home games' for events when one is not available in the immediate area. **Ray Chapman**

### 4.4 Referee Expenses - Tournaments

#### [4.4.A Tournament Expenses - Referees.docx](#)

To make a consistent policy for clubs hosting CNSW events the following amendments to the CNSW Event Hosting Policy were agreed:

1. Where a club provides lawns only, CNSW will pay referee travel allowance on application from the referee
2. Where a club provides full hosting the host club is responsible for referee travel allowance up to a maximum of 15% of entry fees with CNSW paying the balance

Note: the cap of 15% of entry fees for clubs providing full hosting recognises that regions generally have much greater travel distances for referees than Sydney.

### Actions #4.4

(Closed) Update Event Hosting policy **Rik Mills**  
(In Progress) Mention change in Newsletter **Liz Friend**

## 5. Executive Reports

Kate attended ACA Discussion Forum in Adelaide and summarised items - 1. Gender Policy - decided to retain our existing inclusiveness policy & commission further research to see if there's any evidence to support a distinction between male & female play. This relates to elite play and events not individual club level. 2. Constitution - since every State has their own model constitutions ACA's suggestion to roll out their model constitution was rejected. 3. Finding volunteers - the ACA and most States and individual clubs facing difficulty finding volunteers. Some discussion on finding volunteers eg. seeking people with specific skill sets who may or may not be croquet players but willing to volunteer their time. 4. Some discussion about level of Governance - are we over governed? Discussion about separating areas of responsibility and activity between ACA and States to reduce double handling - more work to be done. The ACA are considering appointing a paid CEO. 5. Coordinate presented on taking croquet forward to 2030 and beyond. ACA haven't yet agreed to anything concrete.

Kate met with other State Chairs and discussed common issues eg. National member database - SA haven't really engaged, VIC cautious and supplied member data and will see how that goes before progressing further - VIC will continue with their own website at this stage, QLD Chair is positive about ACA database over RevolutioniseSport.

Agreed we need decide if ACA database is appropriate solution for our member clubs and their club members before we progress to revamp of our website. Noted that Cammeray Club member list supplied to ACA nearly 3 weeks ago but no feedback so far.

### Actions #5

(Not Yet Started) Scan VIC paper on national member database and email to Board members.  
**Kate McLoughlin**

## 6. Finance Report

### [6.A Treasurer's Report 202209.docx](#)

The Treasurer's written report was noted and accepted. In particular:

- The financial results were noted - forecast loss of approx. \$17K for 6 months to 31 December 2022 due to timing of major lawn expenses for Tempe and ISS team funding.
- Affiliation invoices will be issued early October - Playing members \$25, Junior members \$12.50 & non playing



members \$5

- CNSW write to Nambucca Valley Croquet Club advising them that their public liability insurance under CNSW/ACA ceased on their effective resignation date and reminding them of the value of CNSW affiliation.
- The Tempe lawn budget was noted
- \$125K invested in 9 month term deposit with ME Bank. Another \$125K will be invested in a TD, probably for 6 months. Further consideration to be given to a larger investment in a 12 month TD.

**Motion** : "Payment of August accounts for Pye and ISS accommodation payments are approved. Additionally future Pye accounts are approved for payment provided the expenditure is within budget plus contingency." moved by Steve Miles, seconded by Rik Mills. **Adopted**

#### **Actions #6**

(Not Yet Started) Follow up Nambucca Valley CC and advise the CNSW/ACA public liability insurance for them cease on 11 September 2022, the effective date of their registration. Also advising the benefits of being a member of CNSW **Kate McLoughlin**

### **7. CNSW Policy Review**

- Standing Orders has been finalised & Rik will send final version to David Scott for arranging addition to website.
- Rik has been using Planner (part of Microsoft 365 Business Professional Suite) to send draft policies to all Board members for review - he can use 1 task for everyone and monitor who reviews etc - finding it much easier as Rik only has one document instead of 5.
- Suggested enabling 'Track changes' so everyone can see what amendments are being suggested etc.
- Privacy policy review nearing completion.

### **8. General Business**

#### **8.1 Strategic Plan**

No updates at this time.

#### **8.2 Gateball Souvenirs**

##### [8.2.A CNSW Board Paper Gateball Souvenirs.pdf](#)

Noted the Board previously resolved to provide \$200 to CNSW Gateball to purchase souvenirs for the Indonesian Gateball Team

#### **8.3 Tempe Signage**

##### [8.3.A CNSW Board Paper Signage.pdf](#)

##### [8.3.B Tempe Signage.pdf](#)

Resolved to defer Tempe signage review until suggested meeting/s with CRCC have concluded.

#### **8.4 CNSW Website**



#### [8.4.A Croquet NSW Website Brief.pdf](#)

#### [8.4.B CNSW Board Paper Website.pdf](#)

Resolved that Rik will work on a website brief in consultation with Gareth Denyer and assistance from Kate.

### **8.5 Request to host 2023 Australian Ricochet Singles & Doubles**

#### [8.5.A Board Paper - 2023 ACA National Ricochet Championships .pdf](#)

#### [8.5.B Email from National Ricochet Coordinator 29Aug2022.pdf](#)

Following suggested dates from CNSW Tournament Committee resolved to host the 2023 Australian Ricochet Singles & Doubles Championships at Tempe from 15-19 April 2023.

## **9. Committee Reports**

Noted vacancies for SDR GC Referee & possibly State Coaching Coordinator.

### **9.1 GC Selection Committee Membership - quick update from Liz**

- Alison Sharpe has agreed to remain on the GC Selection Committee in 2023.
- The committee intends to dispense with the results of the 2023 Bronze Medal for the purposes of selection to avoid cramping up the overall program. The committee hopes to announce the GC Squad before end of 2022 to afford more efficient organisation of training/workshops etc.
- Proposed team should be provided to the Board by 8 June 2023.
- Resolved Liz pass on our appreciation to the committee for their flexibility and cooperation.

#### **Actions #9.1**

(Complete) Express Board's appreciation to the GC Selection Committee for their flexibility and cooperation in planning for more timely recommendation to the Board of 2023 ISS team members.

**Liz Friend**

## **10. Any Other Business**

Coaching, Refereeing & Tournament Manager training - noted need to look at Club Hubs to assist and perhaps regional club members to assist with accrediting new coaches.

## **11. Correspondence**

### [11.A CNSW Correspondence 22 August - 18 September 2022.xlsx](#)

Noted letter of support to Chatswood Croquet Club for their proposal to occupy their existing lawns and adjacent tennis court area.

Noted letter from Maitland Croquet Club re: host club managing a CNSW event. Kate will draft a reply.

#### **Actions #11**

(Not Yet Started) Draft reply to Maitland Croquet Club re: their email etc. about their experience in hosting CNSW events **Kate McLoughlin**



**12. Next Meeting/Close**

Meeting closed 9:38pm.