



Minutes of Board Meeting of Croquet NSW Inc.

Tuesday, 22 November 2022

1. **Attendance:** Kate McLoughlin, Ray Chapman, Rik Mills, Steve Miles, Liz Friend, Simon Cook

2. **Apologies:** None

3. **New Board**

1.1. The Board accepted applications of Steve Miles and Simon Cook to fill casual vacancies and both were welcomed to the Board.

1.1.1. There were two Expressions of Interest/nominations for the seventh vacancy: Christine Edlund and Fidy Westgarth. Both were considered to be highly suitable but there was full agreement that Fidy would be accepted. Kate/Rik to prepare a letter to Fidy for Kate to sign, and a letter thanking Christine for her nomination. The Board will consider finding another way for Christine to contribute.

1.1.2. Board positions appointed for this term, or part thereof: Chair Kate McLoughlin, Deputy Chair Simon Cook (acting), Secretary Rik Mills (acting), Treasurer Steve Miles, Newsletter Editor Liz Friend, Board Member Ray Chapman, Board Member Fidy Westgarth. Rik to advise Clubs.

2. **Approval of minutes from last meeting:**

CNSW Board Meeting 2022 10 19
Approved

3. **Business Arising from Previous Meeting**

3.1. Member Management Platform (at 4.1)

3.2. U21 Working Group: Kate to follow up and convene a meeting.

3.3. CNSW Volunteer positions: discussion re GC Coaching Coordinator and GC Referee Coordinator however no immediate solution found. To be discussed at next meeting.

3.4. Tournaments – Ray has advised Tournaments Committee re GC Advantage Handicap play and relevant CNSW Events for 2023 reflect Advantage play. CNSW Newsletter included this change. Review after 12 months. Ray to advise Club Hubs to encourage coaching on Advantage play.

- 3.5. Grant application “smarty grants”. Ray thanked for his efforts and advised Board should know whether approved by next meeting. Funds would be earmarked for Governance.
- 3.6. ACA Notice of Motion SGM 7.12.22: Board agreed for Kate to be the Delegate and to vote in the affirmative.
- 3.7. Facebook management - post AGM, the Board agreed that it important to have a Board member as the Administrator and approved Rik Mills for the role, noting that it is valuable for Rosie to remain as an important contributor posting to the Page. Rik to advise Rosie.
- 3.8. Scoreboards: Ray sought Board approval to investigate prices of a range of suitable scoreboards for CNSW tournaments. Approved.

4. Priority Business:

- 4.1. Member Management Platform: it was agreed to progress to the next stage and Kate to notify Greg Bury. It is envisaged that NSW will be part of the next stage, possibly in April. Rik and Simon to be involved, with possible involvement by Gareth Denyer, and to keep the Board informed. There is the opportunity for some fine tuning.
- 4.2. CNSW Officers and Committee Membership and Board Contacts:
 - 4.2.1. Chair Kate McLoughlin, Deputy Chair Simon Cook (acting), Secretary Rik Mills (acting), Treasurer Steve Miles, Newsletter Editor Liz Friend, Board Member Ray Chapman, Board Member Fidy Westgarth, Public Officer Steve Miles.
 - 4.2.2. Tournament Committee (Simon Cook), GCSC (Liz Friend), GC Refereeing (Liz Friend), ACSC (Rik Mills), AC Refereeing (Rik Mills), Gateball Board member (Steve Miles), HUBS (Ray Chapman), Gateball Coordinator (Judy Tier), and Fidy will be asked re her interests
 - 4.2.3. AC Development Officer: Rik to arrange an Expression of Interest for the role and to be the Board contact.
 - 4.2.4. Facilities Management Committee nominations: the Board approved Steve Miles (Chair), Kate McLoughlin, Stephen Burns and Peter Landrebe. A fifth nomination is anticipated. Kate is the Board contact for FMC. It is expected that most matters will be handled by the FMC, with the Board, via the Secretary, only being contacted with those matters that the FMC agrees need to be formalised.

4.2.5. Concordia Club (Tempe): Steve Miles to be the Contact officer and Kate to advise Teresa at Concordia of arrangements.

5. Executive Report

5.1. Cooks River CC Agreement – Steve and Kate are close to finalising the new agreement.

5.2. CNSW Membership Survey

5.2.1. There is a need to develop a greater interest in AC through various means

5.2.2. Social Media assistance for the HUBS

5.2.3. Marketing for clubs via the work done by ACA, such as flyers, etc to increase membership for those clubs that have capacity to grow.

6. Finance report

6.1. Treasurer's Report: Treasurer advised that Expenses were noted and approved at the previous meeting.

6.1.1. ACA Affiliation Fees: Treasurer advised that a recent meeting of State Treasurers highlighted that the Constitution required Fees to be due at time of new members joining, not pro-rata as some States had done, including NSW. CNSW Budget expenses now adjusted upwards to reflect this requirement and Board approval sought. Kate seconded.

6.1.2. Bank Signatories: Board Members Steven Miles, Kate McLoughlin, Arthur Mills, Fidy Westgarth, with 2 signatories to sign. Approved.

6.1.3. Re Training of the State Squads: budget of \$2,000 (maximum) allowed for both Squads, i.e. training (court hire), travel, but not for accommodation. Ray and Kate abstained due to possible conflict of interest. Board approved.

7. CNSW Policy Review

7.1. CNSW Policies: nothing to report

8. New Club Application and Affiliation

8.1. Board noted that both Lake Illawarra and Griffith (NSW) Clubs had been approved, via email, and were welcomed and the website updated.

8.2. Insurance: new Clubs, Lake Illawarra and Griffith (NSW), to be notified of insurance cover by CNSW.

9. General Business

9.1. Strategic Plan: The Board acknowledged the need to renew the Plan early next year.

9.2. Operational Plan: Chair advised that the list has been updated and took the opportunity to expand on the following, also requesting that Board Members give consideration before the next meeting whether there are additional areas:

9.2.1. Planning to secure Tempe as CNSW Headquarters

9.2.2. Governance

9.2.3. HUBS

9.2.4. U21 Development Strategy

9.2.5. Communication Plan (particularly IT)

9.2.6. Player Development/increase membership

10. HUBS: Kate reported that Peter Freer and she had been to visit several locations, mainly HUBS, and provided coaching as well as Kate receiving valuable feedback on the running of the HUBS project. The Board agreed that it was important to establish at least one more HUB in a regional area and this is a priority. It may be worthwhile to target the regions: western region, south coast, and southern and northern Sydney. Board agreed it is important to review the HUBS program, particularly in relation to providing more detailed guidelines, including better written advice re opportunities that could be offered to members in their region. A Zoom meeting to be held with current stakeholders, including Kate and Simon. Kate and Rik to draft proposal for the Board.

11. OpenShaw Shield: the States had been invited to consider hosting, however the Board agreed that it would not host and ACA to be advised.

12. Committee Reports – CNSW Board members invited as Observers on GCSC, ACSC and Tournaments, and this is working well.

13. Any Other Business

13.1. Ray requested approval to travel to Sydney to view the status of trophies and sought approval to be reimbursed for travel and overnight accommodation. Approved.

13.2. Re tournaments, discussion about CNSW events and the ability to attract sufficient players. It was generally felt that for less than 6 entries is not reasonable to run a tournament, particularly given the demands that it placed on officials for each tournament with some officials being asked time and time again to officiate. It was agreed that this issue required serious thought well before the events' program for 2024 was decided.

14. Correspondence

14.1. Office of Sport has not responded via timing for acquittal/approval of extension of our grant from 2021.

15. Next Meeting: 12 December 2022 7pm/Close 9.15pm