



Minutes for Board Meeting of Croquet NSW Inc.

CNSW Board Meeting Minutes for the 16th May 2023

1.Attendance and Quorum

- .1 Attendees Kate McLoughlin, Rik Mills, Ray Chapman, Steve Miles, Liz Friend, Stephen Burns
- .2 Apologies Fidy Westgarth

Quorum Yes

Declaration of Directors Interests - none

Approval of Minutes from Meetings

- .1 *Approved*

Business Arising from Minutes

- .1 a

Chair's Report :

Issues arising:

[Report 20230516.pdf](#)

- .2 It was agreed that the expenses for the Planning Day be acquitted against the remainder of the 20/21 Covid Grant, that the Nowra Club Hub funds of \$10,000 also be acquitted against this fund. The remaining funds of approximately \$40,000 be paid out to Clubs for the purchase of equipment, or other post Covid recovery uses, if a further extension could not be granted. Proposed Rik Mills, seconded Liz Friend.
Action: KM to follow up a further extension to the 20/21 Covid fund.
- .3 It was also agreed that CNSW bill affiliation fees half yearly, as has been the practice, which includes the \$2 increase per member. This will result in about \$4,000 less revenue to CNSW, but the Treasurer recommends it will enable clarity about the billing process for our Clubs. Proposed Steve Miles, seconded RC.
- .4 The Treasurer's Report was approved by the Board with thanks. Proposed Kate McLoughlin, seconded Liz Friend.

Strategic Planning Day 3rd May

- .1 Held at The Stamford Plaza Hotel, Sydney Airport - for noting.

Mackey Park Plan of Management

- .1 The Board noted that the draft plan has been released, and a further round of consultation will occur following the agreement by Crown Lands.

Action: Kate will advise when the next consultation to occur.

- .2 [Master Plan \(1 page\) - Mackey Park.pdf](#)

- .3 [POM-MaterPlan.pdf](#)

- .4 Kate proposed that CNSW and CRCC to look into options for a joint submission regarding lighting for CNSW HQ, MacKey Park.

Action: Kate Mc and Stephen Burns to bring back a proposal to the Board

Operation Plan : Kate presented the updated draft Operational Plan for 2023/4 (up until March 24) following the agreed priorities identified at the Planning Day. Board members have been assigned responsibilities, and are invited to flesh out details of timing and actions for the June Board meeting.

Stephen Burns noted the need for a yearly plan by the Facilities Management Committee.

Action: All Board Members to confirm timing and actions for their area of Operational Plan for June meeting

- .1 [Operational Plan details2023 05.docx](#)

- .2 [NotesOnPlanningMeeting.docx](#)

FMC Report : no report this meeting.

CRCC Agreement: Stephen Burns advised that a response would be forthcoming the week of 22 May.

Any Other Business

- .1 Reports of CNSW Invoices being used in a scam. Bank Details not ours and sending email not CNSW, Club Secretaries and Presidents notified. (For mention)

- .2 Thoughts 2023 Hall of Champions Call for Nominations

- .3 Board Representatives to CNSW Committees [2023-04-Committees and Officers Board Contacts.docx](#) confirmation. The Board reps for Committees and Officers were confirmed with Stephen Burns agreeing to be the contact for Junior Croquet and Gateball Co-

ordinator and Referee Co-ordinator.

Action: Rik to circulate updated list, and to put forward proposed dates for reports 2-3 times per year from Committees and other Officers

.4 ACA Marketing and Rebranding Project: included in Chair's report.

.5 The following EOI's for CNSW Officers was approved by the Board, including the Complaints Officer role as defined in the CNSW Policy Document.

Action: Rik to send out EOI's ASAP.

.5.1 [EOI-StateCoaching-Coordinator.docx](#)

.5.2 [EOI-AC-Refereeing-State-Coordinator .docx](#)

.5.3 [EOI-GC-Refereeing-State-Coordinator.docx](#)

.5.4 [TC-Request.docx](#) - for discussion

.5.5 Complaints Officer/MPIO

.6 Life Membership:

Action: A Sub Committee to look into Life Membership recommendations comprising: Steve Miles, Liz Friend and Rik Mills as set up. They would recommend terms for considering life membership and any specific recommendations for the 2024 AGM.

.7 Hubs [Changes to Schedule A of approved expenses for Hubs .pdf](#)

Ray Chapman spoke to his paper recommending the travel reimbursements for Hub agreed expenses be in line with the published CNSW amounts. The Board agreed.

Action: Ray to update Hubs Reimbursable document. Steve miles to update published Reimbursable document re accommodation allowance of \$160 pn previously approved by Board.


.8 Presentation of a Handicap Workshop for Clubs for consideration or development

[HandicapSession.pdf](#). It was agreed that such a workshop be put forward for Hubs to consider.

Action: Ray to propose for Hubs consideration.

Committee Reports

.1 AC Selection Committee Minutes were received with thanks for the detailed record of the committee's deliberations. We note the reflection on the victorious 2023 campaign and selection of the State and Development squads. We also note the recommendation to appoint a Team coach for 2-3 years to ensure continuity, and awaits the proposal by the Chair of the Committee to amend the Selection Policy accordingly.



Action: that the EOI for State Coach and State Development Coach positions be sent out to all clubs.

.1.6 [acsc draft minutes-20april2023.docx](#)

.1.7 [state coach call for EOIs-27april2023.docx](#)

.2 GC Selection Committee – The Board noted that Alison Sharpe has resigned from the GC Selection Committee. The Board thanked Alison for her contribution.

[Alison-GC-Resignation.pdf](#)

Policy and Documents: the Board noted the following policies. The Code of Conduct Policy has been adopted; the other policies need to be considered at a later meeting.

.1 **Action:** that the Code of Conduct Policy be added to the website, and the Conflict of Interest Policies and Director's Role policies be considered at a later meeting by Secretary, Rik Mills..

.2 [CNSW-ConflictofInterestPolicy.docx](#)

.3 [CNSW-DirectorsRolePolicy.docx](#)

.4 [CNSW-DirectorCodeofConduct.docx](#)

Correspondence of Note Listing

.1 [LMS ACA Academy User Guide A4 V1.1 May 2023.pdf](#)

.2 Report ACA Heads of State Meeting Wednesday 10 May, 2023 at 6pm

.3 Childrens Guardians – Asking re our process for WWCC checks

Date Next Meeting 13th June @19:00. Minute Taker : Fidy Westgarth

Meeting Closed 21.10

