

	CNSW Board Meeting MINUTES	
	16 October 2023, at 7:00pm	
	via MS Teams	
Minute Taker: Liz Friend		Recording On:

1. Meeting Opening

- 1.1. Attendees: Ray Chapman (Chair); Rik Mills; Steve Miles; Liz Friend; Fidy Westgarth, Stephen Burns
- 1.2. Apologies: Kate McLoughlin
- 1.3. Quorum: Yes
- 1.4. Directors Conflict of Interest Declarations: The Chair highlighted that Agenda Item 3.1.2. could present a Conflict of Interest for the Board Members who sit on the FMC, recommending that neither Stephen nor Steve would be included in these meeting discussions.
- 1.5. Previous Minutes
 - 1.5.1. Confirmation of the Minutes from 19 September 2023 [2023-09-Minutes .docx](#)
⇒ CONFIRMED
 - 1.5.2. Matters arising/action list. The Deputy Chair advised that these are covered in his Report at 3.1.
Actions from last meeting were all completed, except Child Protection Policy draft.
For next Agenda: Child Protection Policy draft.

2. Matters for Decision

- 2.1. Major Strategic Decisions
 - 2.1.1. Member Management Platform
RevSport Sign-Off [8994-2023-01 - revolutioniseSPORT Software as a Service Agreement1.pdf](#)
Rev Sport Letter of Acceptance.docx
The Board noted that the proposed Agreement with RevSport now included the function whereby all Clubs could have their own Portal.
Rik had followed up on his request to Sport NSW for a variation to the grant, seeking a further extension, which was designated by the Board for the first year's payment of the RevSport Agreement. However, the extension was still under review with an outcome expected within a few weeks.
Motion: Hold-off signing the RevSport Agreement until outcome of request for an extension was known, and if extended, the Board would sign the Agreement and request invoicing by RevSport. Rik to follow up progress with Sport NSW. **Agreed.**

3. Matters for Discussion

- 3.1. Deputy Chair's Report [deputy chair report.odt](#)
 - 3.1.1. CNSW Annual General Meeting 2024. It was agreed to hold the AGM Wednesday 20 March 2024, at 7pm, via Microsoft Teams video link.
Action. Rik to determine timetabling for Notice and Reports.
 - 3.1.2. Correspondence relating to FMC/CRCC issues, including two written complaints. The Deputy Chair advised that the initial correspondence re the FMC matters should have been forwarded to the FMC for a response, rather than to the Board. **Agreed.**

Motion: that this matter be put on hold until a full response can be made by the FMC by 21 November, and that the matter be discussed at a Special Board Meeting on 28 November. **Agreed.**

- 3.1.3. Grant monies. Confirmation of acquittal lodged with Sports & Recreation (Office of Sport) and that unspent monies would be returned once an invoice had been received. This has no effect on the budget/forecast. **Noted.**
- 3.1.4. Submission re Mackey Park. The Board thanked Steve Miles for his submission (on behalf of CNSW), which Stephen Burns (President of CRCC) had viewed. However, Steve (CNSW) stated he had not viewed the CRCC submission, although it had previously been agreed each party would view the other party's submission. On behalf of CRCC, Stephen Burns (President, CRCC) advised that he had no concerns re the CNSW submission, but could not confirm that the Secretary, CRCC, had also made a submission.
Action: Stephen to confirm at the next meeting whether CRCC had also made a submission.
- 3.1.5. Scoreboards. Ray advised that Transformer Mallets had not yet dealt with his request for scoreboards, with requested adjustments to the design.
- 3.1.6. CNSW Under 21's. Will be held 18-19 November at Tempe, however, it is not known how strong the response will be. The GC Selectors Committee will recommend the CNSW representative for the national Gold Under 21's next year.
- 3.1.7. New ACA CEO. Ray advised the Kristie Middleton had accepted an invitation to attend the CNSW Board meeting 14 November, as an Observer.
- 3.2. Finance Reports
 - 3.2.1. Treasurers Report. [Treasurer's Report 20231016.pdf](#)
Steve Miles clarified and expanded upon certain items in his Report and advised that 68 Clubs had been invoiced for the half-yearly affiliation fees, with membership now at 3,237, a steady increase. The payment to Pye's for the Tempe maintenance had been paid, \$1,886.50, and the Board was advised that the costs/reimbursements for the ISS Team would be \$9,000, which is within the estimated forecast. **Approved.**
- 3.3. Grant Status. (The status is at 2.1.1. and 3.1.3 of the Minutes).
- 3.4. Discussion concerning forthcoming strategic decisions
 - 3.4.1. New Logo. The Board thanked Steve Miles for the temporary artwork of the CNSW logo while CNSW awaits the final artwork from ACA when CNSW will be able to share the logo with all Clubs. **Agreed.**
- 3.5. Other Matters for Discussion
 - 3.5.1. Proposed 2025 Calendar for Interstate Shield and associated tournaments.
[ISS and Womens World.pdf](#) Toronto Croquet Club is very keen to be part of the Hunter clubs' bid, with some interest from nearby clubs that have more than 2 courts. The Calendar is on hold until more information comes to hand mid-2024.
 - 3.5.2. Recognising CNSW State Teams' successes. [Recognition of CNSW State Teams.pdf](#)
The Board agreed that the significant wins, i.e. Eire Cup three years in succession, and the Interstate Shield two years in succession, deserved personal recognition by each player receiving a letter noting each year that they were part of the Team.
Action. Kate to draft.
 - 3.5.3. Reimbursement for AC re-accreditation of Referees (John Cook). [Reimbursement AC Ref Accreditation Cost.docx](#) when he attends the AC Tournament at Sawtell and is required to stay overnight after the tournament to assess the Referees. Board agreed that his accommodation met the criteria for Officers in the Schedule, i.e. up to \$160/night, to be reimbursed.
 - 3.5.4. ACA SGM 1 November. [Croquet Australia SGM November AGENDA.pdf](#) Kate had offered to attend as Delegate. **Approved.**
 - 3.5.5. Plantings at Tempe Reimbursement. [CRCC Garden Invoices.docx](#). Board agreed that this matter be held over in line with 3.1.2. above, until 28 November.
 - 3.5.6. Women's World's 2027 Bid. Kate is pursuing this possibility for CNSW, with Toronto showing some interest. **Noted.**
- 3.6. Complaint from Peter Olsen. [PeterOlsenComplaint.pdf](#)

- 3.6.1. Board had discussed this letter at the meeting of 19 September.
- 3.6.2. [PetrOlsenReplyToComplaint.docx](#) the Board agreed that the draft letter of response reflects CNSW Board's view, and the letter be forwarded to complainant.

4. Committee Minutes/Officer Reports

- 4.1. Operational Plan
- 4.2. Facilities Management Committee. No Report.
- 4.3. Tournaments' Committee
 - 4.3.1. [Proposed 2024 calendar.docx](#) Proposed 2024 Calendar was discussed, however it has been published. Board concerned re the number of similar AC events that had attracted very low entries in recent times.
Action. Next year the Board will request that the draft Calendar be provided to the Board when the Tournament Committee members receive it, with the opportunity for Board discussion before finalisation and publishing.
 - 4.3.2. Tournament Regulations' revision.
Action. The Board to receive the draft from Tournaments' Committee prior to finalisation.
- 4.4. AC Referees' Meeting Notes. [Notes on SDR Meeting Melbourne October 5th 2023.docx](#). At the request of the Board, Rik attended the Meeting at Cairnlea and refereed for 4 days of competition. In addition to the notes, Rik provided verbal summary of the matters raised, including the lack of AC Referees and the challenges faced by those training to be Referees, or considering undertaking the training. The Board received a letter of appreciation that Rik had attended and provided commendable support at the courts. On behalf of the Board, Ray thanked Rik.

5. Matters for Ratification/Approval

- 5.1. Appointment of Petula Shun to CNSW Gateball Coordinator. [Board paper - Gateball coordinator.pdf](#)
Board approved the appointment and a letter of welcome and thanks to be sent to Petula by Rik.

6. Matters for Noting

- 6.1. Club Hubs. Ray will prepare a Board Report summarising the activities and associated expenditure for each Hub, and an overall summary of the program. There is no funding allocated for Hubs beyond 30 June 2024, and consideration is needed to determine to what extent, and in what form, funds would be allocated beyond that.

7. Policies

- 7.1. Child Protection. Rik is awaiting information on Chatswood Club's changes to their policies before progressing a second draft for CNSW.

8. Correspondence (Web view) [Correspondence](#) ([Web view](#))

9. Meeting Finalisation

- 9.1. Review Actions
- 9.2. Decision on Items for Public Disclosure
- 9.3. Meeting Evaluation
- 9.4. Next Meeting/Minute Taker
 - 9.4.1. Meeting closed 8.50pm. Next Meeting 14 November, 7pm.