



Minutes for Board Meeting - Zoom May 19

Croquet NSW

Held at Zoom

19/05/2020 @ 18:30

No. Minutes

1. Attendance

Kate Elliott (KE), Kate McLoughlin (KM), Rosie Landrebe (RL), Steve Miles (SM), Richard Hughes (RH)

2. Apologies/ Proxies/ Quorum

Nil

3. Confirm Minutes of Previous Meeting

[3.A Minutes20200422 \(2\).docx](#)

The minutes of the 22 April 2020 Board Meeting confirmed by flying minute prior to this meeting

4. Business Arising of Previous Meeting

4.1 Email response from Eire Cup captain

[4.1.A](#)

[AS response to email.pdf](#)

RL recused herself from the meeting. Discussion on the purpose and process of team captain reports. The Board considered that team captain reports are to cover training, team performance and as necessary tactics and conclusions about the tournament. Managers reports to cover travel arrangements, accommodation and practical matters relating to the management of the team. The reports are submitted to the Board for information.

Actions #4.1

(Complete) KM to draft email response to Alison Sharpe's email **Kate McLoughlin**

5. Correspondence

5.1 Correspondence email from the selection committee

[5.1.A](#)

[Selection committee email 5_5_20.pdf](#)

Board advises the selection committee that no issues arise from the team reports that affect the selection committee's decisions for the upcoming selections



Actions #5.1

(Complete) RL to draft reply email to the Selection Committee to be sent per Kate Elliott **Rosie Landrebe**

5.2 March Correspondence

5.2.A

[March Correspondence 2020.docx](#)

5.3 April Correspondence

5.3.A

[April Correspondence 2020.docx](#)

5.4 May Correspondence

5.4.A

[May Correspondence 2020.docx](#)

6. Executive Reports

6.1 Chairs Report

The Board thanks Steve Miles for the work he did on advising all clubs individually about the ACA rebate and also for processing the rebates so quickly.

KE and RL met with the CNSW Patrons, the Governor and her partner. They are unable to commit to hosting the Eire Cup reception as it is a long way off and COVID-19 restrictions makes it difficult for Government House to know that their commitments will be and what they will be able to do. A productive meeting in any event. Both patrons are keen to promote croquet through the Governor's social media accounts. They proposed that a video involving the Governor's partner be produced and uploaded to connect croquet with other relevant and interested organisations

CNSW provide templates of booking forms to all clubs. Some clubs are using Google products to streamline member bookings to ensure compliance with social gathering regulations

The May edition of the CNSW Newsletter has been well received

Actions #6.1

(Complete) RL to distribute booking form templates to all clubs **Rosie Landrebe**

6.2 Secretary's report

6.2.A

[Action Items Secretary April May 2020.docx](#)

RL spoke to the Action Items and Secretary's Report April/May

Constitution working group doing a complete redraft. Planned to have the draft available for review before the next Board meeting

COVID-19 Update Clear direction from the Office of Sport needed about status of playing games as there is uncertainty about whether more than 2 players can be on a court at a time even though social gathering regulations permit groups of 10 people.

Website - site mapping complete. RL continuing liaison with web developer to finalise specifications for quotation document. RL liaising with current web master to ensure consistency of placement of related information, posts



Whistle Blower Policy - ongoing as Office of Sport template requires considerable modification because of its reference to commercial activities

Selection Policy and Players Handbook - Nerida Taylor amending selection policy and it will be distributed for comment to relevant parties. Handbook still a work in progress

Repairs and maintenance Tempe - the office, kitchen and toilet areas have had mould removed, been repainted, retiled, partition removed to open the area up and materials stored have been sorted

Interstate Cup 2021 - planning and organisation is going well. A quote for live streaming of \$10000 for the 6 days has been received. The committee is working on funding to cover this cost. David Stanton is working on a budget. KE and Pauline Markwell are working on application to Office of Sport for a grant. RL following up with Office of Sport for 2020 \$15000 grant and the plan is to apply to Office of Sport for 2 grants in 2021 each of \$15000 - 1 normal grant supporting the operation of CNSW and a special grant for 2021 ISC

Bid for women's Worlds - nothing to report given COVID-19's impact on current events and future planning

Newsletter - Good response to May newsletter and June newsletter underway

Updates - Office of Sport and Minister's Office - RL is attending and finding the participation very useful. The hope is that post COVID-19 the meetings will continue

Ricochet Development Officer (RDO) - no applications received. Discussion about getting ACA support for recognition and development of Ricochet. RL to talk to Lynda Davies - ACA Ricochet Development and RH and RL to talk to clubs about prospective RDO expressions of interest

Actions #6.2

(In Progress) RL to speak to Lynda Davies about ACA support for Ricochet development. RH and RL to talk to clubs about potential Ricochet Development Officer EOIs **Rosie Landrebe Richard Hughes**

7. Finance Report

CNSW pay the ACA affiliation fees moved SM, seconded KE, carried

KM asked about the PPEP grant. SM to provide the Balance Sheet to the next Board meeting to show all grant moneys

Actions #7

(Complete) SM to provide balance sheets to show all grant moneys **Steve Miles**

7.1 P&L

7.1.A

[2019YTD Income and Expenditure 202004.pdf](#)

SM spoke to report included in the business papers

7.2 Treasurer's Report

7.2.A

[Treasurer's Report 202005.pdf](#)

SM spoke to report included in the business papers



7.3 Treasurer's Report Addendum

7.3.A

[Treasurer's Report 202005 Addendum.pdf](#)

SM spoke to report included in the business papers

8. General Business

8.1 Players handbook

8.1.A

[State Team Handbook v2.docx](#)

KM sought clarification about the relationship between the in progress Selection Policy amendment (being done by Nerida Taylor) and the Players Handbook and the consultation process for the formulation of these documents. RL and SM advised the Players Handbook was a digest of all the relevant information that aspiring and current State players need to let them know what they need to do to meet selection criteria, the processes involved and CNSW's and players' responsibilities. The information aims to be in plain English and positive. It was affirmed that the selection committees, players with current and previous experience would be consulted and the final documents would be reviewed by the Board

Actions #8.1

(Complete) KM to provide consultation and review process to be followed for the Selection Policy and Players Handbook **Kate McLoughlin**

8.2 Strategic Plan

8.2.A

[Strategic Plan 2020 actions.docx](#)

KM spoke about CNSW actions matched against the Strategic Plan. Discussion on actions that have started, and whether CNSW was on track to meet goals of the Strategic Plan. RL COVID-19 has interfered with the implementation of some actions. Good progress on several elements.

Agree that the Strategic Plan be moved to an earlier position on the agenda so that Strategic Plan can be more fully discussed at subsequent meetings

Actions #8.2

(In Progress) RL to contact Bob Green to follow up on AC Referee and umpire accreditation **Rosie Landrebe**

8.3 COVID 19 response

Discussed earlier in the meeting

8.4 Year book progress

Nothing to report. RL advised that Ca and NZ have very good Yearbooks.

Actions #8.4

(In Progress) RH to work on Yearbook for distribution at the Christmas Party **Richard Hughes**

8.5 Cat Herder progress

8.5.A

[Organising Catherder.docx](#)



KM spoke to her report included in the business papers. Directors to follow KM's information to better utilise Cat Herder

Actions #8.5

- 8.6 (In Progress) KM to implement Cat Herder changes and to produce archive policy **Kate McLoughlin**
Life membership

General discussion about eligibility and nomination for CNSW Life Membership

Actions #8.6

- 8.7 (Complete) RH to draft paper on criteria and process for CNSW Life Membership
Richard Hughes
Workshops Action Plan

8.7.A

[Workshops in 2020 action plan.docx](#)

KM spoke to her paper on the workshop role, focus and scheduling. It was agreed that the scheduling of up to 5 workshops by the end of the year was realistic. It was important that clubs be consulted about what they want. Officials to claim travel and accommodation expenses.

Discussion that workshops are an initial and ongoing process that relates to the development of academies. Workshops provide the opportunity for interested clubs to gain experience, resources and capability to apply to become academies. ACA Coaching Courses being implemented by Greg Bury an important development that academies can benefit from

Actions #8.7

(Closed) KM to clarify club demands and potential venues and workshop convenors.
Kate McLoughlin

9. Any Other Business

10. Next Meeting/Close

Next meeting 16 June 2020 at 6.30pm

11. Committee Reports

Actions #11

(Closed) Review minutes for meeting Board Meeting - Zoom May 19 **Kate Elliott**

11.1 Tournament Committee

11.1.A

[2020 Events COVID-19 draft.xlsx](#)

11.1.B

[Tournament committee May 2020.docx](#)

Directors felt that resuming CNSW events from 1 July 2020 too early because of travel and accommodation considerations and uncertainty.

The Board agreed that the Tournament Committee be advised that the start date for CNSW events is 1 August 2020



Actions #11.1

(Complete) SM advise TC that CNSW Event start date is 1 August 2020 **Steve Miles**