

Narara – Wyoming Cricket Club
MINUTES
of the Committee of Management Meeting held at
The Grange Hotel on Thursday, March 2nd, 2017

Meeting Opened: 7.35 pm by the President

Attendance: M Smith, G Rowlands, P Moriarty, L Egan, G Crowe, J Moriarty, P Ness, S Jordan, S Anderson

Apologies: T Maurer

Proxies: Nil

Moved: M Smith **Seconded:** P Ness that the apologies and proxies be accepted. **Carried**

Minutes of Previous Meetings:

Minutes of the February 2nd, 2017 meeting (Attachment “A”) distributed by the Secretary via email

Moved: G Crowe **Seconded:** J Moriarty that the minutes of the meeting be accepted. **Carried**

Matter Arising from Minutes: Refer Attachment “B” and;

1. Barefoot Bowls cancelled due to wet weather
2. \$100.00 payment for full ownership of “covers” section of container received from GCFC
3. Clarification of Finals qualification rules received from CCCA
4. Paul read out a draft of the proposed Expense Reimbursement Policy (Attachment C)

Moved: M Smith **Seconded:** G Rowlands that the proposed policy be adopted. **Carried**

5. There are some additional minor expenses pertaining to the acquisition of the new container and roller which can be included in the grant funding calculations. Once these have been finalised any refund will be calculated
6. Mark advised that the review of By-Laws and proposed changes was complete; he is about three quarters through the review of the Constitution, which will include latest requirements as mandated by The Department of Fair Trading. Review of Policy and Procedures will follow and include a new Social Media Policy. Adoption of changes to the Policy and Procedures does not require it to be presented at an AGM.
7. Peter Ness tabled (and will forward electronic copies) documentation, “Changes to the associations incorporation laws” and “About the constitution” which summarise changes to the Constitution which are required by Fair Trading. These include the provision for electronic voting, duties of committee members and protection against liability for committee members. Peter also tabled a document relating to sports governance which provides a definition of the term as formulated by the Australian Sports Commission.

“Governance is the system by which organisations are directed and managed. It influences how the objectives of the organisation are set and achieved, spells out the rules and procedures for making organizational decisions, and determines the means of optimizing and monitoring performance, including how risk is monitored and assessed.”

President’s Report:

1. 1st and 3rd Grades through to the semis and ODLO Finals
2. Thanks to L Egan for forwarding CCCA Competition Format feedback questionnaire and collating responses
3. Women’s “Come and Try” competition was well supported with the participants having a good time. Thanks to Sharon, Donna & Stuart Owen for driving this. Depending on overall success we may see a

Women's Competition next season which may necessitate the formation of a Women's Cricket Sub Committee

Moved: M Smith **Seconded:** G Rowlands that the President's report be accepted. **Carried**

Correspondence: As forwarded and;

1. Revised letter of apology to Peter Ness
2. Request and invoice to GCFC for \$100.00 to transfer full ownership of "covers" container to them
3. Request from CCCA for feedback on 2016/17 competition format suggestions for next season. Feedback to be tabled by each club at the February 28th Delegates meeting
4. Reminder from CCCA that covers are to be completely removed from ground to avoid turf burn
5. Cancellation of play on February 11th, due to forecast extreme temperatures
6. Ground allocations and changes to grounds for ODLO Finals
7. CNSW – Game development newsletter
8. CCCA – Alan Davidson Dinner at CCLC on March 16th at 6.00pm - \$40.00 per head
9. CCCA – Alan Davidson Dinner – provision of free and subsidised tickets
10. CCCA – Reminder of penalties for breaching The Social Media Policy
11. Level 1 Coaching Course – 3 & 10th March
12. CCCA response to letter regarding Woongarah Oval non-preparation – no advise as to outcome
13. Responses (8) to CCCA request for Competition Format feedback
14. Agenda for CCCA Delegates meeting February 28th
15. CCCA request for people to umpire junior and senior finals matches
16. CCCA clarification of individual match conditions for March 4th
17. Position Vacant – CCCA Regional Academy Coach

Moved: L Egan **Seconded:** M Smith that the correspondence be accepted. **Carried**

Matters Arising from Correspondence:

1. Item 9 – CCCA will send details of major award winners from which we can ascertain our level of attendance
2. Item 11 – G Rowlands advised that this has been scheduled quickly after a couple of requests however since cancelled as no other takers came forward. Cricket Australia is looking to revamp the coaching courses for upcoming seasons.
3. Item 17 – G Rowlands advised that this is a new role to assist with development of the junior rep players. The successful applicant will work with and report to Glenn

Treasurer's Report: As circulated by email and;

1. Activity has been minimal
2. Communication problems with last of the outstanding fee payers has been sorted out with final payments expected shortly
3. Estimate for trophy costs is at the high end
4. Last major expenses will be umpires fees, ground fees and CCCA cost for curating of Fagan Park – secretary to ask CCCA when we can expect an invoice for these.

Moved: P Moriarty **Seconded:** S Jordan that the Treasurer's Report be accepted. **Carried**

SUB COMMITTEES, DELEGATES & OTHER REPORTS:

Selection Committee:

1. Number of unavailable players is surprisingly high for this time of year which continues to make selections difficult
2. Of concern is that selectors have been unable to qualify players in lower grade sides for finals.

Practice Committee:

1. Numbers remain low. Attendance is primarily from higher graders.
2. Next season we may need to focus on this group and allow lower graders to form their own program to suit their needs

Player Liaison Officer: Nil

Retention Committee: Nil

Turf Wicket Committee:

1. As per email circulated to committee members by R Cross
2. P Ness suggested that the concrete ramp for the roller should be installed prior to taking delivery to ensure that no damage is done to the roller barrels when moving it in and out of the container. Mark Smith will talk to Rob Cross and Greg Smith to what is planned.
3. Peter advised that the costs of the ramp construction can be rolled into the relevant grant expenditure.

Gear Steward: End of season kit collection and a culling of redundant gear is on the agenda

NWJCC Delegate:

1. Very encouraging performances with all teams except for the 2nd Under 11A's side making it through to finals. Despite missing out they have been competitive.
2. Some dissatisfaction has been expressed regarding the way the U11 sides were graded however the committee is endeavouring to address these issues with a view to not losing players

CCCA Delegates: Report on meeting held February 28th

1. CCCA Finances are in good shape
2. Discussion around competition format feedback was held over until next meeting as 50% of clubs had missed the deadline for responding
3. Umpires will be conducting a Finals Rules information night on March 9th at Plum Park and Captains are encouraged to attend
4. Over 50's have now been incorporated into the CCCA Veterans' program, with good results at the most recent carnival. Dave Harvey was a standout.

Sponsorship, Fundraising & Grants Committee:

1. P Ness advised that no grant application was lodged under the Grants for Volunteers program
2. Peter advised that there may be sponsorship opportunities available through Everything Sports (Jay Bandy) next season
3. There is a number of unclaimed Player of the Round Awards to be distributed. Suggestion was made that recipients be invited to Pie n Peas night to receive these.

Social Committee:

1. Presentation Night to be held on May 6th at The Grange
2. Pie n Peas night to be held at Alan Davidson after training on March 8th

Publicity Committee:

1. P Ness sought agreement that Year Book be in the same format as last season – agreed
2. G Crowe advised that he will be able to significantly reduce the size of the Statistics Book
3. P Ness will get an update on progress of securing a new ISP and advise next meeting

General Business:

1. Nominations and voting for major awards to be conducted at our April meeting
2. G Crowe sought approval to purchase upgrade of CricketStatz software at a cost of \$181.00

Narara-Wyoming Cricket Club – Expense Policy & Procedure

1. Approval must be obtained prior to incurring any expense on behalf of the NWCC. Approval can be given by the Committee or, if time critical and under \$500, by at least three members of the Executive. If the latter, this must be notified to the Secretary as soon as practicable but no later than the next scheduled committee meeting.
2. For recurring expenses, such as turf wicket costs like fuel, fertiliser, equipment servicing, a budget outlining anticipated expenses must be submitted for approval by the Committee. Expenses outside of the budget must be approved in accordance with point 1 or by submitting an updated budget for approval.
3. Once approved, expenses can be invoiced directly to the NWCC for payment or paid for by the individual followed by a reimbursement request being lodged with the NWCC.
4. Direct Invoices – these must be forwarded to the Secretary and Treasurer as soon as possible so that payment can be made per the terms of the supplier.
5. Reimbursement – notification of the expense having been incurred with details such as date, amount and the good or service must be submitted to the Secretary and Treasurer by email or in writing within one week. The invoices/receipts must be lodged with the Treasurer within six weeks. Failure to meet these deadlines may lead to reimbursement being denied.

Document Control

Version	Approval Date
1	2 March 2017