



**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
Tuesday 17 December 2013 (9.00am)  
Held at Golf NSW Offices, 1A Duncan Street, Arncliffe, NSW  
*Meeting Number 4 of 2013-14*

**Attendees**

Directors

Chris Allen (Chair), Sue Fabian (Deputy Chair), Frank Gal, Alan Harrison, Jean Moran, Lynne Ritchie, John Robinson, Andrew Tharle and Darrell Watts

Staff

Stuart Fraser (CEO), Graeme Phillipson (GM – Golf), Wynter Hines (Office Administrator) attended for all items.

Other attendees

Nil

**Agenda Items**

**Item 1 Welcome and Apologies**

The Chairman, Chris Allen welcomed the attendees and opened the meeting at 9:00am.

There were no apologies for the meeting.

**Item 2 Conflicts of Interest**

No conflicts of interest were raised by the Directors or staff in attendance.

**Item 3 Minutes of the Previous Minutes**

The Minutes of the last meeting on 7 November 2013 were confirmed and signed by the Chairman, Chris Allen.

**Item 4 Progress Report on actions arising of previous decisions**

The Board noted the progress on the decisions and actions of previous meetings. The following updates and new information was provided.

**4.1 Governance Review/Strategic Plan**

Stuart Fraser updated the Board on progress with the Governance Review/Strategic Plan. He confirmed that a further planning session between the Board and Sports Business Partners (SBP) would be held at the conclusion of the today's meeting to try and finalise the Strategic Plan and allocate priorities over the next 3 years.

**Action(s)**

- Board to meet with SBP on 17 December 2013 to finalise the Strategic Plan and allocate priorities over the next 3 years.

#### **4.2 Ladies Hunter District Club**

Chris Allen and Sue Fabian updated the Board on the meeting that they and Stuart Fraser attended on Friday 13 December at Maitland Golf Club, to discuss the proposed break away of the Upper Hunter ladies clubs within the NHDLGA, to join with the HRDGA (men's). Stuart Fraser undertook to prepare a letter and voting papers to be sent to the 16 clubs in question, at the end of January 2014.

##### **Action(s)**

- Stuart Fraser to circulate the proposed letter and voting papers to the Board in mid-January 2014 prior to distribution to the Upper Hunter ladies clubs within the NHDLGA by 31 January 2014.

#### **4.3 Slope Rating Introduction**

In regards to the introduction of the slope rating system, Lynne Ritchie advised the Board that after 4 January 2014 Golf Australia will not be adding any more club details to the GolfLink database. Most NSW Clubs are now on this database and it was noted all will be prior to the New Year. Lynne is following up with the few outstanding.

If paperwork is not forthcoming for Goulburn, Tully Park, Crookwell and Bowral, a slope rating will need to be calculated from length only until the courses can be re-rated.

The Board noted the high slope ratings for clubs in the Mid North Coast District and did not consider these truly reflected the set-up and usual playing conditions of the courses. It was felt that the ratings were not truly indicative of the difficulty of the courses.

##### **Decision(s)**

- The Board agreed that all:
  - clubs in the Mid North Coast District should have their slope ratings reduced by 5% and that Golf NSW would advise GA of our reasons and decision

##### **Action(s)**

- Golf NSW to advise GA to advise them of our views concerning the Clubs in the CSGA Districts and supply the reductions of 5% for clubs in the Mid North Coast District.

#### **4.4 Other issues**

##### **JNIG Constitution**

Chris Allen updated the Board on the current review of the constitution of the JNIG which is being undertaken by Michael Palmer. One of the key aims of the new constitution will be to clarify the governance arrangements of JNIG and to ensure the respective objects, roles and responsibilities of Golf NSW and the JNIG in the promotion of golf in NSW and conduct of tournaments are clear.

Chris Allen advised the Board that he would be discussing the issue further with the JNIG Board in February 2014.

It was noted that Stuart Fraser and Peter Van Wegen (CEO of JNIG) are now having weekly meetings, so as to improve organisational communication between both organisations.

##### **Golf Australia Capitation Fees**

Stuart Fraser confirmed that a letter had been sent to GA concerning a re-imburement of capitation fees for Golf NSW (Actual vs Indicative). No response has been received from GA.

##### **Action(s)**

- Stuart Fraser is to follow up with GA in January 2014 about a response to Golf NSW's letter.

## Junior Pennant Competition 2014

### Decision(s)

- The Board agreed that:
  - JNJG would administer the Junior Pennant competition again in 2014, with Dale Hughes being responsible.
  - JNJG to follow strict guidelines set by GNSW so as to ensure consistency with the playing conditions of all competitions
  - Nominations for all pennants should be sent to clubs by JNJG and Golf NSW at the same time
  - All correspondence, draws, conditions etc for the Junior Pennant competition should be dual branded with Golf NSW & JNJG
  - GNSW is to have regular meetings with JNJG to monitor the administration and running of the Junior Pennant competition.

It was noted that upon request by Clubs, Golf NSW could supply rules officials at their events (Apperly, Junior Pennant, Club Championship finals etc).

### Action(s)

- Graeme Phillipson to inform JNJG of the proposed new arrangements and assist them as necessary.

## District Funding

### Decision(s)

- It was agreed to remove "District Funding" from the "Task" list.

## Format and presentation of Item 4

Alan Harrison requested that Item 4 be amended to "Business arising from previous meetings – Status Report" with a written report provided at each meeting to update the Board on the implementation of previous decisions and actions as outlined in his e-mail to the Board and senior staff of 7 November 2013 which attached a proposed format and template.

### Decision(s)

- The Board agreed to the above changes to the Agenda Item with effect from the next Board meeting.

### Action(s)

- Alan Harrison to follow-up with Stuart Fraser and Wynter Hines to implement from the next meeting.

## **Item 5 Chairman's Report**

### **5.1 GA Annual General Meeting, Golflink and Jack Newton Junior Golf**

The Chairman gave a brief verbal report to the Board, this included recent meetings with Golf Australia, including one regarding the possible purchase of GolfLink.

The Chairman confirmed that the proposed amendments to GA's constitution to change the terms for elected directors and appointed directors did not receive the appropriate support at GA's AGM.

### **5.2 Match Committee Chair**

#### Decision(s)

The Board agreed to Alan Harrison's appointment as Chair of the Match Committee.

#### Action(s)

- Alan Harrison to:
  - select the proposed members of the Committee and provide it to the Board
  - update the Charter of the Match Committee and provide it to the Board for confirmation.

### **5.3 Committee Member Confirmation**

#### **Decision(s)**

The Board agreed to:

- Select Chairs of Committees at the first meeting following the AGM each year. Chairs should then select other committee members within fourteen days
- Appoint State Team Managers at the first meeting following the AGM each year.
- Establish a new Governance and Planning Committee, in light of the recent Governance and Structural Review. Sue Fabian would be Chair of the new Committee and develop its Charter.
- The following Committee memberships with immediate effect:

<b>Finance, Audit and Risk</b>	<b>Governance and Planning</b>	<b>Handicapping and Course Rating</b>	<b>Match</b>	<b>Rules</b>
<ul style="list-style-type: none"><li>• Andrew Tharle (Chair)</li><li>• Alan Harrison</li><li>• John Robinson</li></ul>	<ul style="list-style-type: none"><li>• Sue Fabian (Chair)</li><li>• Alan Harrison</li><li>• Other members to be advised</li></ul>	<ul style="list-style-type: none"><li>• Lynne Ritchie (Chair)</li><li>• John Locke</li><li>• John Miller</li><li>• Brian Lanz</li><li>• Jann Pearson</li><li>• Olwyn Johnstone</li><li>• Colin Kaye</li></ul>	<ul style="list-style-type: none"><li>• Alan Harrison (Chair)</li><li>• Sue Fabian</li><li>• Other members to be advised</li></ul>	<ul style="list-style-type: none"><li>• Frank Gal (Chair)</li><li>• John Robinson</li><li>• Michael Palmer</li><li>• David Shannon</li><li>• Moya Shepherd</li><li>• Judy Haddrick</li><li>• Jean Moran</li></ul>

Note: The Chair and Vice Chair are ex-officio of all Committees.

#### **Action(s)**

- Sue Fabian to:
  - select the proposed members of the Committee and provide it to the Board for confirmation
  - draft a proposed Charter for the Committee.
- Committee Chairs to:
  - inform the members of their Committees of the appointments.

### **Item 6 Chief Executive Officer's Report**

Stuart Fraser provided comment to his written report that had been previously distributed with the Board papers.

Stuart Fraser extended an invitation to all Board Members to play in the Women's NSW Open Pro-am at Oatlands Golf Club, on 23 January 2014.

### **Item 7 Strategic and Priority Items**

#### **Item 7.1 2014 Meeting Schedule**

The first Board Meeting for 2014 will be held on Tuesday 11 February at 9am. The first Council Meeting will be held on Wednesday 23 April 2014 (venue to be confirmed).

#### **Action(s)**

- Committee Chairs to send their preferred dates to Wynter Hines to compile the 2014 Meeting Schedule.

#### **Item 7.2 State Team Managers and Coaches**

#### **Decision(s)**

The Board agreed to:

- Having one coach (Dean Kinney) for all State Teams rather than separate coaches for each.
- The following Team Manager appointments for 2014:
  - Men: Les Browne
  - Women: Kim Burke
  - Junior Boys: Darrell Watts
  - Junior Girls: Vicki Stride

- Khan Pullen to be offered the role of Assistant Manager for both Junior Teams. An Assistant Manager for the Junior Girls Development Players is to be determined.

**Action(s)**

- Graeme Phillipson to:
  - advise Dean Kinney of his appointment
  - advise the above Team Managers of their appointment
  - discuss the proposed Assistant Manager arrangements with Khan Pullen

**Item 8 Reports and Operational Matters**

**Item 8.1 GA/Golf NSW Accenture Report**

The report was noted, with no further action required.

**Item 9 Other Business**

**Item 9.1 Director Expenses Reimbursement Policy (Motor Vehicle Allowance)**

The Board noted that the current policy for mileage allowance for Directors is 50c for each km up to 500km then 30c for each km over 500km.

The Board clarified that the 500km is a return trip – not each way, and that any road tolls associated with travel will be reimbursed.

The Board agreed that there should be further discussion and a clear policy around the appropriateness of the rate of 50c/km reimbursement and whether there should be different mileage allowance rates applying to staff and Directors or other volunteers.

**Action(s)**

- Graeme Phillipson to draft a policy paper about the re-imbusement and/or mileage allowance arrangements applicable for Directors, other volunteers and staff attending events for consideration by the Finance, Audit and Risk Committee (FAR Committee) and the Board – to be provided to the FAR Committee by February 2014.

**Decision(s)**

- The Board agreed that pending the outcome of the above review the current arrangements of 50c for each Km up to 500km then 30c for each km over 500km will continue to apply.

**Item 10 Committee Reports**

**Finance**

Stuart Fraser advised that Peter Jackson will commence his employment on Monday 6 January 2014. Brian Speechley will do a one week hand over of the accounts. With Brian Speechley working in a part time/caretaker capacity, Stuart Fraser apologised that a P& L had not been prepared and would look to circulate one early in 2014.

**Action(s)**

- Stuart Fraser to arrange for an updated P& L to be circulated to the Board in early 2014.

**Rules and Amateur Status**

Frank Gal advised that at the recent rules meeting the authority of volunteers at events had been discussed. The Board agreed that volunteers must understand the limitations of their authority and follow the instructions of Management or the Staff Member conducting the tournament, particularly where the safety of players is concerned.

**Action(s)**

- Graeme Phillipson to draft appropriate advice to our tournament officials and volunteers. Advice to be cleared by Frank Gal and Alan Harrison as the Chairs of Rules and Match Committees

**Item 11 General Correspondence**

**Item 11.1 Letter from Springwood Country Club**

A letter of thanks from Springwood Golf Club, concerning NSW Golf Foundation support (\$5000 grant) as a result of the recent Bushfire crisis, was tabled and noted. This letter has also been made available on the GNSW website to give recognition to the NSW Golf Foundation's Grants.

**Item 12 General Business**

Jean Moran advised the Board of her resignation, effective immediately.

The Board congratulated Jean on her contribution to the Board of Golf NSW and Women's Golf NSW over the years.

There being no further business, the meeting concluded at 12.26pm.

**Item13 Next meeting**

The next meeting of the Board will be on Tuesday 11 February 2014, commencing at 9.00am.

Chairman: ..... Date: .....

## Summary of Decisions and Actions and arising from Meeting

Agenda Item/Subject	Decision/Action Required	Due Date	Responsibility for implementation
Governance Review/Strategic Plan	Board to meet with SBP on 17 December 2013 to finalise the Strategic Plan and allocate priorities over the next 3 years.	17 December 2013	Board and Exec
Ladies Hunter District Club	Stuart Fraser to circulate the proposed letter and voting papers to the Board in mid-January 2014 prior to distribution to the Upper Hunter ladies clubs within the NHDLGA by 31 January 2014	By mid-January 2013	Stuart Fraser to Board to Stuart Fraser
Slope Rating Introduction	<ul style="list-style-type: none"> <li>The Board agreed that: <ul style="list-style-type: none"> <li>CSGA/ACTM DGA clubs without a rating would have their rating determined by length, until a re rating can be done.</li> <li>clubs in the Mid North Coast District should have their slope ratings reduced by 5%</li> </ul> </li> </ul> <p>Golf NSW to write to GA to advise them of our views and decisions concerning the above DGAs and Clubs.</p>	December 2013	Lynne Ritchie and Graeme Phillipson
Golf Australia Capitation Fees	Stuart Fraser is to follow up with GA in January 2014 about a response to Golf NSW's letter.	January 2014	Stuart Fraser
Junior Pennant Competition 2014	<ul style="list-style-type: none"> <li>The Board agreed that: <ul style="list-style-type: none"> <li>JNJC would administer the Junior Pennant competition again in 2014 with dual branding</li> </ul> </li> </ul> <p>Graeme Phillipson to inform JNJC of the proposed new arrangements and assist them as necessary.</p>	December 2013	Graeme Phillipson
Business arising from previous meetings	Item 4 to be Business arising from previous meetings which provides a written status report to update the Board on the implementing previous decisions and actions	From Next Board Meeting	Alan Harrison, Stuart Fraser and Wynter Hines
Match Committee	<ul style="list-style-type: none"> <li>The Board agreed that Alan Harrison is Chair of the Match Committee</li> </ul> <p>Alan Harrison to:</p> <ul style="list-style-type: none"> <li>select the proposed members of the Committee and confirm with the Board</li> <li>update the Charter of the Match Committee and provide it to the Board.</li> </ul>	From January 2014	Alan Harrison
Governance and Planning Committee	<ul style="list-style-type: none"> <li>The Board agreed to establish a new Governance and Planning Committee</li> </ul> <p>Sue Fabian to:</p> <ul style="list-style-type: none"> <li>select the proposed members of the Committee and confirm with the Board</li> <li>draft a proposed Charter for the Committee and provide it to the Board</li> </ul>	From January 2014	Sue Fabian
Committees Memberships	<ul style="list-style-type: none"> <li>The Board agreed that: <ul style="list-style-type: none"> <li>Chairs of Committees should be appointed at the first meeting following the AGM each year; and</li> <li>Chairs should then select other committee members within fourteen days</li> </ul> </li> <li>The Board agreed to the Committee Members from December 2013 for: <ul style="list-style-type: none"> <li>Finance, Audit and Risk</li> <li>Handicapping and Course Rating</li> <li>Rules.</li> </ul> </li> </ul> <p>Committee Chairs to inform members.</p>	December 2013	Committee Chairs and then Golf NSW staff to update website

2014 Meeting Schedule	Committee Chairs to send preferred dates to Wynter Hines to compile the 2014 Schedule.	By next Board Meeting	Committee Chairs to inform Wynter Hynes
State Team Managers and Coaches	<ul style="list-style-type: none"> <li>The Board agreed that the appoint of State Team Managers should be appointed at the first meeting following the AGM each year</li> <li>The Board agreed to one Coach and Manager appointments for 2014</li> </ul> Graeme Phillipson to advise Team Managers of their appointment and discuss the proposed Assistant Manager arrangements with Khan Pullen	December 2014	Graeme Phillipson
Director Expenses Reimbursement Policy (Motor Vehicle Allowance)	Graeme Phillipson to draft a policy paper about the re-imbusement and/or mileage allowance arrangements for consideration by the Finance, Audit and Risk Committee by February 2014 <ul style="list-style-type: none"> <li>The Board agreed that pending a decision the current arrangements of 50c for each Km up to 500km then 30c for each km over 500km will continue to apply.</li> </ul>	By February 2014	Graeme Phillipson to FAR Committee to Board
Finance P&L Report	Stuart Fraser to arrange for an updated P& L to be circulated to the Board in early 2014.	By February 2014	Stuart Fraser
Tournament Officials - Authority	Graeme Phillipson to draft appropriate advice to our tournament officials and volunteers concerning ultimate authority to make decisions.	By end February 2014	Graeme Phillipson, Frank Gal and Alan Harrison