



Minutes

Board Meeting
Wednesday 6 May, 2015 via Skype

Meeting commenced at 1716

1 **Opening Statement – Chair Croquet Australia**

Robyn Wallace welcomed the Directors to the inaugural Board Meeting of Croquet Australia and outlined the format of proceedings and reminded members that her written views on the way forward for the Association were contained in the document that accompanied her nomination for the position of Chair.

2 **Roll Call**

In attendance Robyn Wallace, Chair
 Jim Clement
 Megan Fardon
 Bob Godfrey
 Jim Saunders
 David Taylor
 Tricia Vierra

Apology Susan Linge, Administrative Officer (AO)
 Don Close (was present initially but due to Skype issues did not participate)

3 **Recording of Motions set and agreed to by Email**

- 3.1 Motion dated Wednesday 22 April was adopted formally appointing Robyn Wallace to the position of Chair
- 3.2 Motion Tuesday dated 28 April was adopted formally to suspend the published amendment to TReg 12.7.

4 **Resignation – Neil White as a First Director**

The Board formally accepted Neil White's Resignation.
The meeting resolved to continue with 8 Directors.

5 **Board – Roles, Responsibilities, Meeting Dates**

5.1 Financial Duties

5.1.1 Job Description Finance Assistant

It was resolved that a Finance Assistant be employed under the *Sporting Organisations Award* MA0000082 – Grade 3.

In addition it was resolved that Jim Clement and the AO would decide on an appropriate process for advertising the position

5.1.2 Treasurer

Jim Clement agreed to remain as Treasurer until the completion of the 2014 audit.

5.2 Secretarial Duties

It was agreed that the Administrative Officer be appointed as Secretary. It was noted that the Administrative Officer's position is due for review in June, 2015

and the secretarial duties are to be taken into account. The Board resolved that the Directors to undertake the review will be Jim Saunders and Megan Fardon.

- 5.3 Areas of interest for Board Members
- 5.3.1 Constitution
Several Board Members indicated their areas of interest in Governance, Constitutional Review, Policy Development and Marketing.
- 5.3.1.1 **Governance** – Robyn Wallace, Jim Saunders, Jim Clement, David Taylor, Tricia Vierra
- 5.3.1.2 **Constitutional Review** – Jim Saunders, Jim Clement, David Taylor
- 5.3.1.3 **Policy Development** – Jim Clement
- 5.3.1.4 **Marketing** – Megan Fardon
- 5.3.2 Strategic Plan – Tricia Vierra, Megan Fardon
- 5.3.3 Interim Liaison – current Appointed Officers and Committees
- 5.3.3.1 Tournament Committee – Bob Godfrey
- 5.3.3.2 Events Committee – Bob Godfrey
- 5.3.3.3 AC Selection Committee – David Taylor or Don Close?
- 5.3.3.4 GC Selection Committee – Jim Saunders
- 5.3.3.5 Member Protection Information Committee – Jim Clement
- 5.3.4 Other
- 5.3.4.1 Representative The WCF Golf Croquet Rules Committee – Jim Saunders
- 5.3.4.2 High Performance Manager AC – Don Close?
- 5.3.4.3 National Director Gateball – Don Close?
- 5.3.4.4 National Refereeing Director Golf Croquet – Jim Saunders
- 5.3.4.5 National Director of Schools Croquet – Tricia Vierra
- 5.3.4.6 National Handicapper – Bob Godfrey
- 5.3.4.7 Archivist – Bob Godfrey
- 5.4 Suggested Meeting Dates

Dates	Apologies Noted
Wednesday 20 May, 1700 hours EST	Jim Clement
Tuesday 2 June, 1845 hours EST	
Wednesday 1 July, 1700 hours EST	David Taylor
Wednesday 8 July, 1700 hours EST	David Taylor
Wednesday 5 August, 1700 hours EST	Megan Fardon, David Taylor
Wednesday 19 August, 1700 hours EST	David Taylor
Wednesday 2 September, 1700 hours EST	
Monday 28 September, 0830 face to face Launceston	

6 Board Priorities

- 6.1 Follow up items from Executive Meeting held on 4, 23 March and 8 April

Jim Clement reviewed the minutes of the last three meetings of the previous Executive for action items held over -

From Executive 4 March, 2015

Item	Action	Status
ACA dress code –		
1. TRegs to be posted to website	AO	1. Awaiting access
2. Change “colours” to read “uniform” (Item 2.2.1 8/4/15 meeting)	AO	2. Completed

From Executive Meeting 23 March, 2015

Item	Action	Status
7.4 Meeting timetable Members to advise availability for Skype meetings.	AO	Completed
7.3 Confidentiality Agreement - Tricia Vierra to sign, Board to review format and content.	AO, TV	Completed
7.5 Obligations to ASC - copy of President's Report to be provided to ASC	Sec	by 30 th June 2015
8.1. Review of the Magazine - AO to distribute to Executive when all received	AO	Medium (by December, 2015)
8.2. Responsibilities to ASADA – require details to be posted to ACA website	AO	Medium
8.6. Coaching/Croquet NSW – ACA to support CNSW SDC	AO/Pres	On going (RW/SL)
8.7. Finance Assistant – Amend Job Description to suit ACA Needs	AO	Completed
8.8 Vacant Appointed Officer Positions – NRD AC, Chair MPC, AO to advertise	AO	On going

From Executive Meeting 8 April, 2015

2.1.1 Item 3.1 4/3/15 Amendment to TRegs posted to website	AO	Overtaken/Ongoing
2.1.1 Item 8.1 23/3/15 – Mock-up of magazine cover/front page	AO	Medium
2.1.1 Item 8.8 23/3/15 – President to convene meeting	Neil White	Ongoing
5.1 Advise GC Selection Committee to co-opt additional members	Sec	Completed
5.2 Reply to applicant for HPM GC Position	Sec	Completed
5.3 Register ACA for ASC <i>Sports School</i> program	AO	Short to Medium
5.4.1 GC Doubles & Singles 1. Check Brian Reither & Lorraine Gutcher are OK as TM & TR 2. Post conditions to website by Friday, 10 th April 3. Chase up donated prize	Sec AO AO	Completed Completed Completed Ongoing (very short term)
6.1 & 6.2 Advise WCF of ACA votes on Topics 42 & 43	AO	Completed
6.4 submit bid for ACA to host 2017 WCF GCWC & U21 GCWC	AO	Ongoing

- 6.2 Items held over from Previous Executive awaiting Board comment and/or decision

Jim Clement reviewed the minutes of the Executive Committee meetings for the period 26 August, 2014 to 23 March, 2015 for any items that had been identified as being referred to/held over for the Board.

Item	References	Priority
Executive attendance at ACA tournaments - policy?	EC 18/2/15 Item 3.6	Short to Medium

Item	References	Priority
Appeals Committee for ACA events – clear definition required	EC 18/2/15 Item 3.6	Short to Medium
Copyright - develop a policy on the copyright / intellectual property requirements for ACA documents, including those developed by ACA committees and Appointed Officers.	EC 18/2/15 Item 12.4 EC 4/3/15 Item 12.1	Medium to Long
Development of new policies and procedures	EC 4/3/15 Item 7.1	Medium
Legal Advice (b) Indemnity Clause – New Constitution A strong recommendation will be sent to the new Executive/ Board regarding the continuance of the Professional Indemnity and Management Liability insurance policies.	EC 4/3/15 Item 11.2	By October 2015

6.3 Items listed in the Constitution that need attention and prioritisation

Item	Reference	Priority
Elections		
Elect	Chair – Clause 20.3(a)(i)	Completed
	Deputy Chair – Clause 20.3(d)	Medium
Appointments		
Appoint	Public Officer – Clause 26.1	Completed
	Treasurer – Clause 26.2	Medium
	Secretary – Clause 26.3	Completed
	CEO? – Clause 26.4	Long
	Auditor – Clause 32	Medium (By Sep GM and based in Canberra)
Members	Determine form of Register of Individual Members – Clause 6.3	Medium (Align to Strat Plan 1.3) December
	Determine time of provision of copy to Croquet Australia by States	Medium
	Maintain register of Members with info required by the Act or ASC – Clause 10.1	
	Determine requirements under the Act	Short to Medium
	Determine ASC requirements	Short to Medium
	Develop policy on inspection of Member Register – Clause 10.2	Short to Medium
	Define “Association documents, records or other property” – Clause 12.3	Medium to Long
	Discipline of Members – Clause 13	
	Define “jurisdiction, procedures, penalties and appeal mechanisms” – Clause 13.1(b)	Medium
	Produce, adopt and promulgate policies to satisfy Clause 13.2(b)	Medium
	Complaints (not a disciplinary matter) – Clause 13.3	
	Ensure complaints policy is in place	Short to Medium
	Appoint Complaints Officer	Completed 6/5/15
Conflict of Interest	Determine definition by Corporations Act 2001 (Cth) of “material personal interest or related party transaction” – Clause 25.1(a)	Short – Correction to Constitution ie by Sept GM
	Register of Declared Interests – Clause 25.3	Required

Item	Reference	Priority
Policies	Policies – Clause 29.1 & 29.3	Medium to Long
	Banking Policy – Clause 31.1	Short to Medium
	Formulate policy on balloting for members of Board – Clause 21.3(d), (e) & (f)	by AGM
Advise States	Advise States of need to provide copies of annual accounts and reports, etc within 30 days of AGM – Clause 5.2(d)	Short
	Advise States re Constitutions – Clause 6.2	(2 years) Short
AGM	Determine annual membership subscription, fees and levies – Clause 9.1	by AGM
	Determine – Clause 21.1(b)(i)	(Note - before next AGM)
	Retiring First Director provided from Executive	Before AGM
	Three (3) retiring First Directors nominated by States	Before AGM
Miscellaneous	Strategic Forum, annually – Clause 27.1. Determine timing, format, venue, costings, etc.	Short to Medium
	Committees – Clause 28.1 – Review Terms of Reference	Short to Medium

7 Strategic Plan

7.1 Background Strategic Plan

Information only

7.2 Adoption of Action Plans 2.1, 2.2, and 2.3 – Key Strategic Priority Marketing and Promotions

7.2.1 Action Plan 1 – Conduct Market Research

7.2.2 Action Plan 2 – Develop a Marketing Plan

7.2.3 Action Plan 3 – Develop a New Brand, Logo and Slogan

The Board congratulated the work that had been undertaken by Maree Skinner, Kate Patrick and Michael Trefusis-Paynter.

The Board approved all three Action Plans

8 Appointments and Vacancies

8.1 National Coaching Director GC

The Board appointed Barb Piggott (NSW) to the position of National Coaching Director GC

8.2 National Coaching Director AC

The Board appointed Greg Whymark (QLD) to the position of National Coaching Director AC.

8.3 National Refereeing Director AC

As no expressions of interest had been received it was agreed that a meeting of all State Directors of Refereeing be called.

8.4 GC HPM

Remains Vacant

8.5 Representative International Laws Committee

Liz Fleming confirmed as the Australian Representative on the International Laws Committee

8.6 Complaints Officer

The Board appointed Bethwyn Johnson (WA) as ACA's Complaint Officer.

9 Tournaments

9.1 Survey Results President's GC Eights

- 9.2 Deferred Wednesday 20 May, 2015
Update Survey AC Men's and Women's Singles
Deferred Wednesday 20 May, 2015
- 9.3 GC Open Doubles and Singles
Deferred Wednesday 20 May, 2015

10 Committees

- 10.1 GC Selection Committee – update re GC TT
There was a robust discussion about the perceived conflict of interest. The Board agreed a quorum is required and reiterated that under By-Law 27.1.6, the GC SC shall co-opt additional members to ensure validity and integrity of the selection process of the GC TT. Jim Saunders will attend ex-officio
- 10.2 AC Selection Committee – minutes meeting held 22 April
Deferred Wednesday 20 May, 2015
- 10.3 Events Committee – 2016/2017
A meeting has been arranged for Thursday 7 May with representatives from Events, AC and GC Selection and Tournament Committees to discuss the tournament program for 2016/2017.

11 WCF GC WC and WCF GC Under 21's

The AO has had informal discussions with the WCF re dates for 2017.

12 Finance

The Board approved the Monthly Financial Report for April, 2015 prepared by the Treasurer and approved the transfer of funds from the Online Saver Account to the Treasurer's Account for the amount of \$23,683.33.

13 Other Business

14 Meeting Closed – 1943

Next Meeting – Wednesday 20 May, 2015 via Skype at 1700 Hours EST

Action Items arising from the meeting

	Item	Action
4	Letter to be sent to Neil White accepting his resignation and thanking him for his contribution	AO
5.1.1	Advertising Finance Assistant Position	AO & Jim Clement
5.1.2	Role of Treasurer	Board
5.2	Jim Saunders to provide background material to Megan Fardon and set a date for the AO review	Jim Saunders & Megan Fardon
5.2	Date to be set for AO Review	AO, Jim Saunders & Megan Fardon
5.3.3.3	Liaison – AC SC; HPM AC, Director of Gateball AO to talk with Don Close	AO
7.2	SPWG to be informed that Action Plans 2.1, 2.2, 2.3 had been approved by the Board	AO
8.1	Write to Barb Piggott confirming appointment	AO
8.2	Write to Greg Whymark confirming appointment	AO
8.3	Meeting convened State Directors/Co-ordinators AC Refereeing	AO
8.5	Write to Liz Fleming confirming her position on the International Laws Committee	AO
8.6	Write to Bethwyn Johnson confirming appointment as ACA's Complaint Officer	AO
10.1	Board's decision re quorum be conveyed to the Chair of GC Selection Committee	AO