



Minutes  
Board Meeting  
Wednesday 29 October, 2015 at 1630 ESST via Skype

## 1. Roll Call

In attendance     Robyn Wallace, Chair  
                           Bob Godfrey, Deputy Chair  
                           Jim Clement  
                           Megan Fardon  
                           Tricia Vierra

David Taylor joined the meeting at 1642

Don Close joined the meeting at 1650

Susan Linge ACA Secretary/Administrative Officer

Apologies         Jim Saunders

## 2. Welcome

The Chair noted the time and began the meeting just after 1630 hours

## 3. Minutes

- 3.1     Adoption Minutes Wednesday 21 October  
           The minutes from the meeting held on Wednesday 21 October, 2015 were accepted.
- 3.2     Business arising from the Minutes  
           No additional business

## 4. Carried Over Agenda Items IN CAMERA

### OUT OF CAMERA

- 4.1     [18.3] Uniforms – Representative Team  
           The table summarising clothing requirements for Australian representative teams was noted as a draft and a policy to be finalised by the end of the year.
- 4.2     [18.4] Uniforms – GC Trans-Tasman  
           The Administrative Officer pointed out that in the summary of tracksuit options a decision by the Board was required re cost of embroidering the Coat of Arms on the tracksuit tops. The Board agreed that ACA shall pay the cost of embroidering the Coat of Arms and event name on each tracksuit top and the players to pay the balance.

*Secretarial Note: David Taylor joined the meeting at 1642 hours.*

- 4.3     [18.5] Payment of Entry Fees WCF events for qualifiers  
           The Administrative Officer explained that the WCF had introduced a new series of criteria for offering players a place in a World Championship and the event held earlier in the year in New Zealand was the first time the new system came into being

*Secretarial Note: Don Close joined the meeting at 1650 hours*

The Board had a lengthy discussion about the processes under which players had previously been selected and contributions paid to players.

The Board agreed to the suggestion in 4.4.2 – Players are requested to advise the ACA prior to their participation in a Qualifier and if this occurs and they are successful to obtain a place in the main event, ACA will pay the entry fee or reimburse the entry fee depending on timing.

4.4 [18.6] Board Meeting dates.

It was agreed the next Board meeting will be held on Wednesday 11 November at 1630 hours ESST by Skype and any agenda items are to be sent to the office by Friday 6 November.

The Board agreed to the following dates if the AGM is confirmed for Monday 21 March, 2016.

Wednesday 20 January, 2016	last day for sending AGM notifications to State Associations and members and last day to call for nominations.
Thursday 4 February, 2016	final day to receive motions, agenda items and nominations
Wednesday 10 February, 2016	Board meeting to discuss motions and agenda items received from Members.
Friday 19 February, 2016	agenda to be distributed

The Board agreed to the suggestion that the notification of the AGM and due dates should be distributed to the State Associations by the end of the month and to include the process of nominating candidates for election as outlined in clause 21.3(b) of the Constitution.

4.5 [18.7] When to hold the AGM and the Strategic Planning Meeting

The Board agreed that the AGM should be held immediately after the Eire Cup and a SGM after the Interstate Shield.

Monday 21 March, 2016	AGM, Melbourne
Monday 12 September, 2016	SGM, Perth

It was also agreed that a Board meeting be scheduled for the afternoon of Monday 21 March as there will be at least one new Director and an item on that agenda be the consideration of the Strategic Forum which is a requirement in the constitution – clause 27.

4.6 [18.9] ACA's communication with grass roots

It was agreed that this item be deferred until a paper had been written.

## IN CAMERA

4.7 [16 Appointed Officer]

## OUT OF CAMERA

## 5. New Business

5.1 Appointed Officer Communication – Expectations and Tools

Tricia Vierra's report outlined the need for established communication protocols for appointed officers and that they should be provided with a suite of tools.

Recommendation 1: the Board agreed to the communication schedule and protocols, and the Appointed Officers be advised as soon as possible after 9 December.

Recommendation 2: the Board agreed that the ACA Office prepare a suite of templates to facilitate this communication and the documents be completed for distribution as soon as possible after 9 December.

Recommendation 3: the Board agreed that the ACA Office arrange for each National Director to have an ACA Badge stating their name and office as soon as possible after 9 December.

## 6. Updates

- 6.1 The Administrative Officer said that an updated constitution with the changes that were accepted at the SGM with the accompanying paperwork was submitted to the Office of Regulatory Services earlier that day. The ORS also confirmed that both sets of audited financial statements for the years 2014 and 2015 can be accepted at the AGM in March 2016. In the meantime a letter to be sent to the ORS acknowledging that the 2014 statement has not be provided and it will be submitted after the AGM.
- 6.2 The Board Liaison for National Director Under 21 Croquet advised the Board that the National GC Secondary Schools Championship is in jeopardy due to a clash of dates with school examinations and new dates are being investigated.

## 7. Meeting Closed

Meeting Closed at 1820 hours ESST

## 8. Next Meeting

Wednesday 11 November at 1630 hours ESST via Skype

Action Items arising from Meeting 29 October

	Item	Responsibility
4.1	Reports on delegated tasks to be sent to the ACA Secretary by Friday 6 November	Board Members
4.2	Policy on Clothing Requirements for Representative Teams to be drafted by the end of December 2015	Secretary/AO
4.4	Statement re players entering the Qualifier and ACA's revised decision to pay entry fees for those who qualify for the main event to be placed on the website and inform AC and GC Selection Committees.	Secretary/AO
	Follow up with the two players who qualified for the WCF Golf Croquet Word Championships re ACA paying their entry fee.	Secretary/AO
4.5	Notice of Meeting sent to State Associations including information about elections for Board positions	Secretary/AO
	Dates when Board Members will be out of communication over Christmas/New Year and January to be sent to the AO	Board Members
4.8.1.1	Update contacts on website ie remove positions of Assistant Treasurer and Insurance Officer and add Finance Assistant	Secretary/AO

## IN CAMERA