



Minutes

Board Meeting
Wednesday 8 July at 1600 hours EST via Skype

Under Clause 24.7 of the Constitution when the Chair is unavailable the Board shall elect a person to be the Deputy Chair.

Bob Godfrey was nominated and those in attendance voted unanimously for him to be the Deputy Chair to Chair this meeting.

1. Roll Call

In attendance Bob Godfrey (in the Chair)
Jim Clement
Don Close
Megan Fardon
Tricia Vierra

Susan Linge ACA Secretary/Administrative Officer

Apologies Robyn Wallace (Chair)
David Taylor
Jim Saunders joined the meeting after its commencement

2. Welcome

3. Adoption Minutes

The minutes from the meeting Wednesday 1 July, 2015 were accepted on the proviso that Item 8 is listed as ongoing not complete

4. Recording of Motions sent and agreed to by Email – no motions circulated

5. Review Action Items – Wednesday 1 July 2015

	Item	Action	
17.1.1	Recommendation 1	Inform the NDSC that the position title is now National director Under 21s Croquet (NDU21C)	Completed
	Recommendation 2	ACA to write to State Associations informing them of the change to the Schools Program and requesting each State give consideration to appointing a State Director or Co-ordinator of Student/Under 21 Croquet	Ongoing.
	Recommendation 3	To be included in the Position Description of the NDU21C. Revised PD to be completed	Completed
	Recommendation 4	ACA to establish an Under 21 membership category	Ongoing
	Recommendation 5	The establishment of an Under 21 Championship be referred to the Events Committee	Completed
	Recommendation 6	Briefing Paper to be written outlining the structure, makeup and terms of reference	Board Liaison 5 August

	Item	Action	
	Recommendation 7	Budget to be included in the Briefing Paper ie Recommendation 6	Board Liaison 5 August
6	Position of Deputy Chair	Call for nominations	Completed
8	Skype	Protocols during meeting be established	Ongoing
10	Strategic Plan	Letters to be drafted for new members to the SPWG. ACA to send letters.	Ongoing
11.1	Prioritisation of Policies	List of Priorities to be sent to Board Members with notes against current policies	Ongoing
		Board Members to list their priorities and return to the AO for collation	Board Members 19 August
11.2	Appointment of Tournament Referees Draft Policy	Draft to include the appointment of referees for both Golf Croquet and Association Croquet	Completed
12.1 1 & 12.1.2	Patron's Trophy	TM and TR reports to be sent to the Events Committee	Completed
12.2	GC Gold Medal, Men's and Women's Singles and ISS	Appointments of TR to be confirmed to Croquet Tasmania and Events Committee	Completed
20	Purchase laptop for Finance Assistant	AO/Jim Clement	Ongoing

6. Board – Roles and Responsibilities

6.1 Position of Deputy Chair.

Nominations for the position of Deputy Chair have been called and are due on or before Sunday 12 July.

7. Board Priorities

7.1 Governance sub-committee

Chair, Governance sub-committee reported that the recommendations from the Burns Report, September, 2014 had been distributed and the review of the Member Protection Policy was underway.

8. Skype Etiquette

8.1 Using Skype for meetings

At the meeting held on Wednesday 1 July it was agreed that this meeting should commence one hour earlier to see if the issues surrounding connectivity improved. It was hard to measure as at the beginning of the meeting there were only five members.

Protocols are still required for members to indicate if they would like to make a contribution to the discussions.

9. Board Representation at ACA Events

	Event	Dates	Representative
9.2	Australian Gateball Championship	Thursday 4 to Sunday 6 September (Wynnum CC, QLD)	Tricia Vierra
9.3	GC Gold Medal, Men's and Women's Singles, ISS	Tuesday 15 to Sunday 27 September (Hobart and Launceston, TAS)	Robyn Wallace
9.4	President's AC Eights	Friday 9 to Monday 12 October (Cairnlea, VIC)	
9.5	National AC 'B' Level Event	Saturday 17 to Sunday 25 October (TBA)	

	Event	Dates	Representative
9.6	National GC Handicap	Saturday 1 and Friday 6 November (Deniliquin, NSW)	
9.7	AC Open Doubles and Singles Championships	Saturday 14 to Sunday 22 November (Cairnlea, VIC)	
9.8	National GC Secondary Schools Championships	Friday 27 to Sunday 29 November (TBA)	
9.9	GC Trans-Tasman	Monday 30 November to Saturday 5 December (Nelson, NZ)	Robyn Wallace

9.3 It was noted that invitations are to be sent to those members of the Board who will be attending the function at Government House.

10. Strategic Plan

Chair, SPWG said that letters of invitation are to be sent to the new members of the SPWG and a meeting will be scheduled for early August.

11. Policies

11.1 Prioritisation of Policies

AO reported that the list had been prepared which included existing policies and a few new ones to be considered. The Chair of the Governance sub Committee said that he had perused and returned the list earlier that day.

11.2 Appointment fo Tournament Referees

Secretarial Note – Item 11.2 was deferred until Jim Saunders was in attendance [and is listed after 17.1.1]

12. Tournaments

12.1 GC Gold Medal, Men’s and Women’s Singles and ISS

Arrangements have been made to transport the ACA Hoops and Balls to both Launceston and Hobart. Entries will be listed on The Duffers Tice shortly.

12.2 Inaugural GC Schools Championship

12.2.1 It was recommended that the Board approve the appointments of Peter Smith as Tournament Manager, Bev Smith as Tournament Referee and Jacky McDonald as Student Liaison.

12.3 Golf Croquet Trans-Tasman

Even though it was preferable for the Team to arrive in Nelson together it was agreed that individual members of the team be asked to arrive in Nelson by a specific time. This would meet the needs of some players who wanted to arrive earlier than the scheduled practice.

12.4 Reimbursement Tournament Officials for ACA Events.

The Treasurer outlined in a paper, Croquet Victoria’s current practice of reimbursement to Tournament Officials ie TM and TR, Venue Managers, Venue Referees and Referees.

It was agreed that the Treasurer should canvass other State Associations as well as looking at other similar sized sports and prepare a report for the next meeting.

13 (a) Committees

13.1 GC Refereeing committee Minutes

13.1.1 Item 4(ii) Reaccreditation

Secretarial note – Item 13.1.1 was deferred until Jim Saunders was in attendance [and is listed after 11.2]

13.2 Member Protection Information Committee.

This item was incorrectly listed. The Board agreed at its meeting held on Tuesday 2 June that there was no requirement for such a committee. However it was agreed that the Complaints Officer be co-opted to the Governance sub-committee as part of the review of the Member Protection Policy.

The Chair of the Governance sub-committee confirmed that the Complaints Officer had been co-opted for matters only concerning member protection.

Tricia Vierra reminded the Board that a list of accredited Members Protection Information Officers be held by the Office

13 (b) Appointed Officers

13.3 Reimbursement of Expenses

Treasurer to prepare a paper on reimbursement of expenses for Appointed Officers, Committee personnel and members of the Board.

14 WCF

14.2 Topic 44 – Amendment to Equipment Regulations

14.3 Topic 45 – Amendment to Event, Refereeing and Sport Regulations.

Reports on these two topics had been circulated under separate cover. It was agreed that Australia would support the amendments to both sets of Regulations and a positive vote to be recorded with the WCF

15 Finance

15.1 Financial Report – June

The financial report for June was received.

The Treasurer informed the Board that as affiliation fees had been paid by State Associations he would like permission to discuss possible investment opportunities with several banks particularly as one Term Deposit was due for renewal on 3 August.

It was agreed that the Treasurer roll over the maturing term deposit and report on investment opportunities at meeting on 5 August.

Secretarial Note – Item 16 deferred to next meeting

Jim Saunders joined the meeting at 17.22 hours

17 Appointed Officers

17.1 National Director Under 21 Croquet

17.1.1 Position Description

It was recommended that the draft Position Description for the National Director of Under 21 Croquet be accepted with the proviso that the requirements under 'Reporting' be reworded and a statement to be included requiring the role to work in consultation/liaison as appropriate with other Appointed Officers.

Secretarial Note – the two deferred Items ie 11.2 and 13.1.1 were discussed.

11 Policies

11.2 Appointment of Tournament Referees

It was recommended that the policy for appointing Tournament Referees be approved. It shall be distributed via the ACA website and sent to the National and State Directors/Co-ordinators of Refereeing.

13 (a) Committees

13.1 GC Refereeing committee Minutes

13.1.1 Item 4(ii) Reaccreditation

It was noted that the process of reaccreditation had not been resolved. Board Liaison NDRGC will talk with the NDRGC and shall present an issues paper for discussion at either the meeting on 5 or 19 August. There was an emphasis that reaccreditation should not be onerous.

18 Australian Sports Commission

18.1 Funding - eligibility

The AO recounted the conversation with the ACA's representative at the Australian Sports Commission who pointed out available funding was focussed on Olympic sports. The Participation Program, has not yet been finalised for 2016/2017. In the interim the AO requested a copy of the criteria for the year 2015/2016 to make sure that the ACA will be prepared for the next round.

Secretarial Note – Item 19 deferred to next meeting

19 New Business

19.1 The Duffers Tice – discussion

19.2 TReg 12.7 - Dress Code – discussion

19.3 Eligibility – discussion

19.4 Code of Behaviour

19.4.1 Coach's Code of Behaviour

19.4.2 Official's Code of Behaviour

19.5 Aussie Croquet/Aussie Sport – discussion

19.6 Meeting held between NCDAC and NCDGC 10th, 12th 13th June – Notes of Meeting

19.7 Timetable for meeting 28 September and notice of motion format

19.8 ACA scholarships – [discussion paper]

19.9 Meritorious Medal – [discussion paper]

19.10 Meeting arrangements Launceston – will be sent separately

20. Meeting Closed

Meeting Closed at 1804

Next Meeting – Wednesday 5 August at 1600 hours EST via Skype

Action Items arising from Meeting 8July, 2015

	Item	Responsibility
17.1.1	Recommendation 4 – Student Membership Briefing paper to be prepared for the meeting on 5 August. This paper to be listed on the Agenda for the SGM on Monday 28 September for implementation 1 January, 2016	Board Liaison and NDU21C – 5 August
17.1.1	Recommendation 6 – WCF U21 Working Group. Briefing paper outlining structure, make up and terms of reference	Board Liaison and NDU21C – 5 August
6.1	Voting Papers to be sent re position of Deputy Chair	Secretary/AO
8.1	Skype Protocols	Secretary/AO
9.3	Board members will be attending the function at Government House?	AO Friday 31 July
10	Letters of invitation for new members of the SPWG.	Chair SPWG/AO
11.1	List of Priorities to be sent to Members of the Board	Friday 31 July
	Board Members to list their priorities and return to the AO for collation	Due Friday 14 August for discussion 19 August meeting

	Item	Responsibility
12.4	State Associations to be asked about reimbursements to Tournament Officials. What payments are made by other similar sized sports?	Treasurer 5 or 19 August
13.2	States Associations to be asked for a list of Accredited Member Protection Information Officers	Secretary/AO
13.3	Reimbursement of expenses for Appointed Officers, Committee personnel and members of the Board.	Treasurer 19 August
14	Australia's agreement to the proposed amendments for both Topic 44 and 45	Secretary/AO Tuesday 21 July
15	Maturing term deposit to be rolled over and a report to the Board outlining other investment opportunities.	Treasurer 5 August
17.1	The PD for National Director Under 21 Croquet be amended as required by the Board.	Secretary/AO
11.2	Appointment of Tournament Referees Policy to be placed on the ACA website and distributed to National Directors and State Directors/Co-ordinators of Refereeing.	Secretary/AO
13.1.1	Issues paper re process for reaccreditation.	Board Liaison NDRGC – 19 August
18	Follow up the ASC for Participation Program criteria	Secretary/AO