



MINUTES

Thursday, 14 June, 2018, 5.00pm (EST) by SKYPE

Resumed Thursday 21 June, 2018, 5.00pm (EST) by SKYPE

1. Welcome

2. Roll Call -

Present: Megan Fardon, Don Close, Mike Cohn, Graeme Thomas, Jim Nicholls

Tony McArthur joined at 5.50pm.

Executive Officer: Rob Murray

Apology -

Tony McArthur was unable to attend the resumed meeting.

3. Minutes

Minutes of the meeting held on Thursday, 10 May, 2018 were approved.

4. Business Arising from the Minutes

Outstanding actions

| | Action | Responsibility | Completion |
|-----------|---|----------------|--------------------------------|
| 6.3 | Call for nominations for vacant Board position | Rob Murray | No other nominations |
| 7.1 (Mar) | Credit/debit card for Rob Murray - finance committee to advise | Don Close | On-going |
| 7.2 | Press release re removal of prize money | Don Close | Done |
| 7.3 | Review of re-imburement process for Eights events by Finance Committee. | Jim Nicholls | On-going |
| 8.1 | Tony McArthur to find suitable person to go to NZ to discuss U21 development. | Tony McArthur | On-going |
| 8.1 | Megan to introduce Rob Murray to Croquet NZ secretary | Megan Fardon | Rob introduced himself |
| 9 | Circulate Sunsmart policy to States for comment | Rob Murray | Done |
| 11.1 | Respond to email from Gateball NZ | Graeme Thomas | Done |
| 11.2 | Request funding proposal for Gateball Worlds from John Park | Graeme Thomas | Done - awaiting final WGU info |
| 12 (Nov) | Approach potential candidates for Complaints Officer | Rob Murray | No resolution - on-going |

| | | | |
|--------------|--|-------------------------------|--|
| 13.2.1 (Mar) | Hoop widths. Refer Eire Cup and ISS to Tournament Committee – should be 3 11/16. Delegates at AGM were agreed that this should be the measure. | Mike Cohn | Referred - no response yet. Need response by July mtg. |
| 13.2.2 (Mar) | Advise TC - Time limits should also be shortened for Eire Cup to 2 hours 30 minutes | Mike Cohn | Referred - no response yet |
| 15.1 (Nov) | Reporting membership and participant numbers - Draft letter to states re best guess of participants for ASC. | Graeme Thomas | On-going |
| 15.2 | Letter of thanks to Wynnum CC re their TT efforts. | Megan Fardon | Done -also need one for Patron's Trophy. Certificate to be developed (Rob) |
| 18.1 | Review of Rob Murray | Megan Fardon Graeme Thomas | Done |
| 20.7 (Mar) | Send thank you letter to Rob McAdam for his efforts | Graeme Thomas | Done |
| 20.8 (Mar) | TC and Administrator to undertake an audit of Trophies | Rob Murray | Done |
| 20.10 (Mar) | Letter to Linda Davies to appoint as Ricochet Director. Develop position description | Rob Murray | On-going Graeme to do |

5. Recording of Motions sent and agreed to by Email

5.1 UQ Marketing event prize payment - unresolved by email.

It was agreed to reimburse Murray Tinker (\$250) for event held.

5.2 WCF Hall of Fame proposal - approved by email.

The Board endorsed the email vote.

6. Board – Roles and Responsibilities

6.1 Meeting Schedule -

| | Day | Time | Means |
|------------|---------------------------------|-----------------|---------------------|
| Board | Thursday 12 July 2018 | 1700 EST | Skype |
| Board | Thursday 9 August 2018 | 1700 EST | Skype |
| SGM | Monday 17 September 2018 | 9.30am | Face to Face |
| Board | Monday 17 September 2018 | 1400 hours ACST | Face to Face |
| Board | Tuesday 18 September 2018 | 9.30am | Face to Face |
| Board | Thursday 8 November 2018 | 1700 EST | Skype |
| Board | Thursday 6 December 2018 | 1700 EST | Skype |
| Board | Thursday 13 December 2018 | 1700 EST | Skype |
| Board | Thursday 14 February 2019 | 1700 EST | Skype |
| AGM | Monday 25 March 2019 | 9.30am | Face to Face |

| | | | |
|-------|-----------------------|-----------------|--------------|
| Board | Monday 25 March 2019 | 1400 hours ACST | Face to Face |
| Board | Tuesday 26 March 2019 | 9.30am | Face to Face |

6.2 Board Representation at ACA Events

| Event | Dates | Representative |
|---|-----------------------------------|----------------|
| GC Gold Medal GC Men's and Women's Singles GC Interstate Shield | September | Tony McArthur |
| AC President's Eights | 11 to 14 October | Mike Cohn |
| GC National Handicap Tournament (depends on venue) | 5 to 12 November (5 days only) | Tony McArthur |
| AC Open Doubles and Singles | 17 to 25 November | Megan Fardon |

6.3 Nominations for vacant ACA Board position closed on 1 June - Mary Marsland from SA was the only nominee.

It was agreed that Mary Marsland be invited to fill the vacant position.

Megan to offer position to Mary Marsland.

6.4 Review of Rob Murray - discussed.

The Board accepted the satisfactory result of the review.

It was agreed to increase Rob Murray's work hours to 25 hours per week until the next review in September (at the SGM).

6.5 SGM venue. Tony McArthur to identify venue for dinner and then for our meeting.

7. Finance

7.1 Financial Statements

Profit & Loss Statement – to 31 May 2018

Balance Sheet– to 31 May 2018

Budget v. Actuals – to 31 May 2018

7.2 Finance Committee -

No meeting.

7.3 Other Financial matters –

Employee payments to be separated in the approval process.

8. Correspondence

8.1 Inwards

- Approval for use of Australian logo for Gateball
- Emails from Geoff Morris - Gateball
- Resignation of Ron McBride as GC Coach and HPM
- Email from Carolyn Ribone re status of Gateball. ACA to develop a policy. Discussion item for SGM. Reply to Caroline.

8.2 Outwards

- Email response to Gateball NZ.
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9. Strategic Plan

10 Policy/By-Laws

10.1 Sunsmart policy. Board agreed to adopt the policy and encourages all States to also adopt. Policy to be reviewed again in 2 years.

10.2 Meeting with Nick Chapman and Kylie Burnett. They will work with ACA on policy updating and development. Agreed to \$5,000 payment.

11 WCF

11.1 Hosting of future WCF events – status of discussions with WCF.

(a) 2020 AC WC – Venue (Cairnlea, Vic) approved

(b) 2021 - MacRobertson Shield in Victoria - WCF advised and bid document requested from VCA.

(c) 2022 - WCF GC Over-50 World Championship from Northern Tasmania. EOI from SA.

11.2 Rob Murray to be prime contact for WCF.

12 Gateball

12.1

12.2 It was agreed that the Australian Coat of Arms should not be worn by teams representing clubs,

Australian teams for Gateball world championships, Brazil, 2018 should use ACA logo but not Australian Coat of Arms on tracksuit or shirts.

All players must sign player agreement.

13 Matters Arising Appointed Officers

13.1 Filling of Complaints Officer position - no options yet.

13.2

14 Matters Arising from Committees and Working Groups

14.1 Events Committee – GC Handicap Doubles and Singles venue required. See item 16.2.

14.2 Motion for approval of WCF recommendation of Golf Croquet rules. Megan will confirm with Gordon Matthews and pass on our vote by 8 July.
New rules will apply in Australia from 1 January 2019.

Education program needed, to be developed by Jim Clement.

15. Issues from State Associations

16. Tournaments

16.1 Amendment to Tournament Regulations (Mike Cohn). The Board agreed to revise in accordance with Mike Cohn's submission. Rob to update.

16.2 Rob Murray to liaise with Peter Freer re venue for GC National Handicap tournament and GC Trans Tasman (Feb?).

16.3 Trans Tasman reports - Issue raised did not directly relate to the event. Dress standards need to be addressed for future events. Will be added to policy documents. Behaviour issues need addressing via code of conduct. Rob Murray to investigate and recommend action. A disciplinary tribunal of Rob Murray and 2 independent persons to be formed.

16.4 Patron's Trophy reports - Lack of player respect towards referees was noted. A press release on code of conduct will be released. Don Close to draft.

17. Development Squads

18. Communication – Website

18.1 Website update - to be up and running by the end of the month. Loading of content continues. Link to be sent to Board members by Rob. Entry form will be incorporated. Method of payment to be arranged with the bank.

19. Other Business

- 19.1 Marketing report from UQ and Murray Tinker - a strategy using electronic media has been developed and has been discussed with Rob Murray. Roles need to be defined. Website development is the priority.
 - 19.2 Goalsetting (?) - deferred
 - 19.3 Governance, Compliance and Policy (Jim Nicholls) - see 10.2 above.
 - 19.4 Venue and bookings for SGM in September (Rob Murray to report) - referred to Tony McArthur (see 6.5 above).
 - 19.5 Croquet NSW logo design to be amended for ACA and potentially States as well. Tony to circulate logo size version.
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20. Next Meeting

Thursday 12 July 2018, 1700 EST via Skype.

21. Meeting Adjourned at 7.30pm EST until Thursday 21 June at 5.00pm

Resumed at 5.00pm EST on Thursday 21 June.

Closed at 6.20pm EST.

Outstanding actions

| | Action | Responsibility | Completion |
|--------------|--|-----------------------|-------------------|
| 6.3 | Invite Mary Marsland to join the Board | Megan Fardon | |
| 6.5 | Establish venue for SGM and associated accommodation | Tony McArthur | |
| 7.1 (Mar) | Credit/debit card for Rob Murray - finance committee to advise | Don Close | |
| 7.3 | Review of re-imburement process for Eights events by Finance Committee. | Jim Nicholls | |
| 8.1 | Tony McArthur to find suitable person to go to NZ to discuss U21 development. | Tony McArthur | |
| 12 (Nov) | Approach potential candidates for Complaints Officer | Rob Murray | |
| 12.1 | Establish a disputes committee and seek advice and participation from ASC | Rob Murray | |
| 12.2 | Advise John Park of ruling re Coat of Arms and need for players to sign agreement. | Graeme Thomas | |
| 13.2.1 (Mar) | Hoop widths. Refer Eire Cup and ISS to Tournament Committee – should be 3 11/16. Delegates at AGM were agreed that this should be the measure. | Mike Cohn | |
| 13.2.2 (Mar) | Advise TC - Time limits should also be shortened for Eire Cup to 2 hours 30 minutes | Mike Cohn | |
| 13.2 | Contact Ron McBride and encourage him to continue as GC HPM and coach | Megan Fardon | |
| 14.2 | Confirm approval of new GC rules with Gordon Matthews and advise WCF. | Megan Fardon | |
| 15.1 (Nov) | Reporting membership and participant numbers - Draft letter to states re best guess of participants for ASC. | Graeme Thomas | |
| 15.2 | Letter of thanks to Wynnum CC re their Patron's Trophy efforts. Certificate to be designed and sent. | Rob Murray | |
| 16.2 | Arrange venue for GC National Handicap event | Rob Murray | |
| 16.2 | Plan GC Trans Tasman with Events Committee | Rob Murray | |
| 16.3 | Form disciplinary committee | Rob Murray | |
| 16.4 | Press release re conduct at croquet events | Don Close | |
| 18.1 | Website - send link to Board members and arrange card payment with the bank. | Rob Murray | |
| 19.5 | Circulate NSW logo in smaller format | Tony McArthur | |
| 20.10 (Mar) | Letter to Linda Davies to appoint as Ricochet Director. Develop position description | Graeme Thomas | |

Profit & Loss Statement

January 2018 To May 2018

| | | |
|--------------------------------|----------|---------------------|
| Income | | |
| International Fund | | \$67,850.92 |
| Affiliation- Member/Player | | \$156,905.22 |
| Magazine subscriptions | | \$218.18 |
| AC Law Books | | \$193.50 |
| GC Rule Books | | \$90.00 |
| Wedge Gauges | | \$327.27 |
| Advertising income | | \$454.55 |
| Event Entry Fees - Full | | \$22,700.08 |
| Event Entry Fees - Concession | | \$118.18 |
| Event dinner income | | \$2,672.60 |
| Welcome functions | | \$872.84 |
| Postage | | \$24.44 |
| Interest | | \$1,191.56 |
| Other | | \$248.10 |
| Total Income | | \$253,867.44 |
| Gross Profit | | \$253,867.44 |
| Expenses | | |
| Equipment Purchases | | \$650.00 |
| Rules & Laws Books, Hoop Gauge | | \$1,665.00 |
| ACA Ties & Caps | | \$223.54 |
| Badges | | \$57.24 |
| Audit Fees | | \$1,600.00 |
| Bank charges | | \$189.23 |
| Board/Governance Expenses | | \$376.55 |
| Prizes | | \$2,070.92 |
| Hires/Purchases-App Officer | | \$54.42 |
| Tournament Manager | | \$184.00 |
| Tournament Referee | | \$2,188.03 |
| Referees/Venue Manager | | \$637.00 |
| Contingency - Events | | \$46.00 |
| Disbursement Presidents 8s | | \$5,156.00 |
| Travel - Overseas | | |
| Uniforms | | \$1,506.80 |
| Training | | \$4,621.70 |
| High Performance Manager | \$617.03 | |
| Honoraria | | \$578.00 |
| Travel - Domestic | | \$16,405.71 |
| Hires - Events | | \$5,745.00 |
| Accommodation - domestic | | \$9,792.29 |
| Event dinner expense | | \$2,672.73 |
| Other | | \$3,780.00 |
| Officials contributions | | \$347.77 |
| Welcome Functions | | \$872.73 |
| Computer Expenses | | \$1,688.39 |
| Web design expenses | | \$1,450.00 |
| Consultancy Fees | | \$1,021.50 |
| Insurance | | |
| Marketing | | \$500.00 |
| Affiliation Fees - WCF, WGU | | \$2,019.63 |
| Postage, Freight and Courier | | \$362.89 |
| Printing & Stationery | | \$784.78 |

This report includes Year-End Adjustments.

Profit & Loss Statement

January 2018 To May 2018

| | | |
|--------------------------------|------------|---------------------|
| Rent | | \$2,581.60 |
| Magazine Refund | \$1,940.88 | |
| S&W Superannuation | | \$1,066.40 |
| S&W Salaries & Wages | | \$11,225.36 |
| Telephone and Internet Charges | | \$427.22 |
| Total Expenses | | \$87,106.34 |
| Operating Profit | | \$166,761.10 |
| Net Profit/(Loss) | | \$166,761.10 |

This report includes Year-End Adjustments.

Balance Sheet

As of May 2018

| Assets | | |
|--------------------------------|--------------|---------------------|
| Assets | | |
| Current Assets | | |
| Operating Account | \$52,347.00 | |
| Treasurer's Account | \$2,004.48 | |
| Overseas payments account | \$1.00 | |
| TD 50025480 6 Aug 2018 | \$20,968.45 | |
| BT Investment C11731060 | \$118,160.63 | |
| MLC Investment 35368672 | \$109,452.71 | |
| TD 471050244477 9 Feb 2019 | \$35,000.00 | |
| TD 471050244311 12 August 2018 | \$30,000.00 | |
| Trade Debtors | \$221,622.38 | |
| Stock on Hand | \$3,554.72 | |
| Coaching Badges | \$805.20 | |
| Fixed Asset | | |
| Croquet Equipment | \$17,762.00 | |
| Less Accum Depn Croq Eq | -\$17,762.00 | |
| Office Equipment | \$10,007.28 | |
| Less Acc Depn Off Equip | -\$9,068.62 | |
| Gateball Equipment | \$4,284.99 | |
| Less Acc Depn Gateball Eq | -\$3,018.00 | |
| Total Assets | | \$596,122.22 |
| Liabilities | | |
| GST Collected | \$22,650.92 | |
| GST Paid | -\$2,414.00 | |
| PAYG and Superannuation payabl | \$1,364.98 | |
| Total Liabilities | | \$21,601.90 |
| Net Assets | | \$574,520.32 |
| Equity | | |
| Retained Earnings | \$346,538.22 | |
| International Fund | \$61,221.00 | |
| Current Year Earnings | \$166,761.10 | |
| Total Equity | | \$574,520.32 |

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