



## BOARD MEETING MINUTES

Thursday, 12<sup>th</sup> December 2019 & Thursday, 19<sup>th</sup> December 2019 via Go-to-Meeting

### 1. Attendance:

- 1.1 **Directors:** Megan Fardon (Chair), Jim Nicholls (Deputy Chair), Don Close (Treasurer), Mike Cohn and Mary Marsland (members)
- 1.2 **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
- 1.3 **Apologies:** Jacky McDonald

### 2. Opening: The Chair opened the meeting at 18:55 AEDT

### 3. Adoption of Minutes of Previous Meeting: Resolved that the minutes of the previous meeting, held 15<sup>th</sup> November 2019 be accepted as a true and accurate record.

#### 3.1 Business Arising from Minutes of Previous Meeting:

Item 5.2.1.1 Club & Member Affiliation: The SACA Executive Director has advised that the SACA board has not yet finalised the ToR.

Item 10.1: All members confirmed their support for Croquet Australia casting its votes for the candidates listed, with the exception of Mike Cohn who addressed only the MC elections, declaring a conflict of interest in the matter of the Presidential election.

### 4. Reports

- 4.1 **Finance Report:** Resolved that the Finance Report be adopted. Profit & Loss Statement and Balance Sheet attached as Annexes A & B respectively.

*Secretarial Note: At 19:30 AEDT, the meeting was adjourned until 19:00 AEDT, 19<sup>th</sup> December 2019, due to excessive interference on the Go To Meeting app, which prohibited effective communications.*

*Meeting resumed at 19:10 AEDT, 19<sup>th</sup> December 2019 with attendees as above, but without Mary Marsden, and with the addition of Jacky McDonald*

- 4.2 **Finance Committee Report:** Substantive items dealt with under Item 7.2
- 4.3 **Secretary's Report:** Received, attached at Annex C
- 4.4 **Executive Officer's Report:** Received, attached at Annex D

### 5. Correspondence

#### 5.1 Inwards

- 191118 from WCF S-G – acknowledgement of receipt of election votes
- 191120 from Wynnum CC – agreement to host 2020 Patron's Trophy
- 191122 from WCF S-G re WCF Statutes v12.2
- 191204 from Access Canberra re Annual Return
- 191204 from Marty Clarke re WCF GC TC catering arrangements
- 191210 from Mayor, City of Brimbank re Gateball Champs

#### 5.2 Outwards

- 191117 to players in AC Eights – answers to points raised at players' meeting
- 191118 to WCF S-G – ACA votes in WCF elections

191120 to Wynnum CC – letter of apology re 2020 Patron’s Trophy misunderstanding  
191203 to Mayor, City of Brimbank – re Australian Gateball Championship  
191217 to WCF S-G – ACA votes for Topics 80, 81 & 82

### 5.3 Business Arising from Correspondence:

CNZ has been paid for WCF GCTC catering for team members by Marty Clarke  
Resolved that Martin Clarke be reimbursed but this not be taken as a precedent.

6. **Outstanding items:** Deferred until January 2020 meeting.

*Secretarial Note: Mary Marsden joined the meeting at 19:20 AEDT*

## 7. Governance:

7.1 **Budget for 2020:** Resolved that the budget, as presented and amended, be adopted.

### 7.2 Policies:

7.2.1 **President’s Eights Reimbursement Policy:** Resolved that entry fees be reduced to \$200 and \$65/player be contributed to the reimbursement pool by Croquet Australia.

7.2.2 **Travel Reimbursement Policy:** Resolved that the Travel Reimbursement Policy be adopted.

7.2.3 **Training Policy Procedures for Representative Teams:** Resolved that the Training Policy Procedures be adopted.

7.3 **Board Effectiveness Review:** Questions with a majority disagreement were reviewed, as follows:

7.3.1 Q18 – Secretary to draft a Job Description for Board members. **Action: Sec**

7.3.2 Q19 – Secretary to draft an induction package. **Action: Sec**

7.3.3 Q27 – On-going training of Board members requires review. **Action: ?**

7.3.4 Q28 – This question is not applicable as Croquet Australia does not fund-raise.

7.3.5 Q34 – Closely tied to Q27

7.3.6 Q35 – Croquet Victoria is to move a motion at the AGM

7.3.7 Q36 – A recruitment strategy to be developed **Action: Chair**

## 8. Management

8.1 **New Club Grants:** Resolved that the new club grants be paid to Deception Bay Gateball Club (Qld) and Rnb Croquet Club (Vic). **Action: EO/Finance Offr**

8.2 **Website:** Resolved that MemberPoint be contracted to build a new website as per their offer but negotiations be conducted for a discount if a member database is included within six months. **Action: EO**

8.3 **Scholarship:** Agreed that William Hollier of Tumby Bay Croquet Club be awarded a GC Junior Scholarship. **Action: EO**

8.4 **Staff Xmas Presents:** Approved. **Action: Treasurer**

## 9. Events

9.1 **2020 GC President’s Eights 31 Jan-2 Feb 20:** Resolved that John Grieve be appointed as TM on recommendation of VCA President, John van der Touw be appointed as TR on recommendation of NCRGC.

## 10. WCF

10.1 **WCF Presidential and Management Committee Elections:** The Board noted the results of these elections as posted to WCF website.

- 10.2 Topic 80 (Previously Topic 79) - WCF Statutes v 12.2:** An email vote was held on this matter with a majority approving the Statutes, as amended.
- 10.3 Topic 81 – WCF Treasurers Report & Accounts for 2018; Budget for 2020:** An email vote was held on this matter with a majority approving the adoption of the 2018 Accounts, the 2019 Treasurer’s Report and the 2020 Budget.
- 10.4 Topic 82 – Election of Independent Examiner for 2020:** An email vote was held on this matter with a majority approving the nomination of Brian Havill as Independent Examiner for 2020.
- 10.5 2021 MacRob:** draft regulations released for discussion at meeting during 2020 ACWC.
- 10.6 2022 WCF 50+ GCWC:** letter of ACA support and revised bid sent to WCF. Bid accepted, with discussion of length of event and playing schedule required.

**11. Next Meetings:**

- 23<sup>rd</sup> January 2020, 5 pm AEDT via electronic means
- 13<sup>th</sup> February 2020, 5 pm AEDT via electronic means
- 23<sup>rd</sup> March 2020, Brisbane – **AGM**, 0900 AEST at Sports House, 150 Caxton Street, Milton Qld

**12. Close:** The Chair closed the meeting at 21:15 AEDT

**Annexures:**

- A.** Profit & Loss Account
- B.** Balance Sheet
- C.** Secretary’s Report
- D.** Executive Officer’s Report

**Annex A to:  
Board Minutes - 12 December 2019**

**Australian Croquet Association Inc**

ABN: 90 330 745 920

<b>Account</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>for year 2019</b>	<b>as at 29/11/9</b>	<b>for year 2018</b>
<b>Income</b>			
International Fund	\$72,045.00	\$78,962.28	\$68,101.83
Affiliation- Member/Player	\$169,318.00	\$170,719.54	\$157,485.45
Magazine subscriptions			\$181.82
AC Law Books			\$193.50
GC Rule Books	\$0.00	-\$12,542.73	\$19,035.00
Wedge Gauges	\$0.00	\$447.27	\$490.91
Ricochet Rules Books	\$0.00	\$1,887.57	\$454.55
Fees - Referees	\$100.00	\$163.64	\$129.09
Donation Received	\$0.00	\$75.00	
Sponsorship	\$0.00	\$4,324.55	\$1,400.00
Event Entry Fees - Full	\$51,818.20	\$56,035.16	\$50,513.66
Event Entry Fees - Concession	\$1,761.84	\$81.82	\$161.36
Event dinner income			\$2,672.59
Welcome functions			\$872.84
Postage	\$0.00	-\$240.80	\$640.32
Gateball Food		\$2,229.10	
Payment for uniform			-\$0.23
Interest	\$3,000.00	\$4,111.94	\$2,765.49
Increase in value of investment	\$8,000.00		-\$4,011.24
Other	\$0.00	\$5.00	\$248.19
<b>Total Income</b>	<b>\$306,043.04</b>	<b>\$306,259.34</b>	<b>\$301,335.13</b>
<b>Expense</b>			
Equipment Purchases	\$1,000.00	\$546.00	\$650.00
Coaching Badges			\$600.00
Rules & Laws Books, Hoop Gauge	\$0.00	\$5,189.91	\$3,197.24
ACA Ties & Caps			\$291.68
Badges	\$700.00	\$743.96	\$740.42
Audit Fees	\$2,182.00	\$1,600.00	\$1,600.00
Bank charges	\$400.00	\$140.57	\$261.73
Board/Governance Expenses	\$6,499.82	\$4,453.33	\$449.28
Business Planning, Reporting	\$0.00	\$78.18	
Depreciation-Office equip			\$468.62
Depreciation-Gateball equip			\$389.00
Prizes	\$2,579.08	\$2,312.51	\$2,749.51
Hires/Purchases-App Officer			\$54.42
Tournament Manager	\$3,981.87	\$1,923.27	\$2,888.28
Tournament Referee	\$7,440.16	\$3,860.01	\$3,545.11
Referees/Venue Manager	\$3,360.00	\$2,615.46	\$2,912.00
Contingency - Events	\$4,298.72	\$201.91	\$46.00
Disbursement Presidents 8s	\$9,061.60	\$10,426.31	\$8,037.54

Accommodation - Overseas	\$6,500.00	\$3,617.13	
Airfares - Overseas	\$8,000.00	\$3,733.18	\$4,750.00
Uniforms	\$3,816.00	\$5,507.62	\$5,216.75
Training	\$0.00	\$6,898.38	\$7,417.17
Entry Fees - WCF	\$0.00	\$662.85	
High Performance Manager	\$4,400.00	\$1,007.04	\$1,370.27
Honoraria	\$7,600.00	\$3,750.00	\$578.00
Travel - Domestic	\$57,965.36	\$30,542.96	\$24,458.38
Resources - Appointed Officers			\$0.00
Hires - Events	\$18,450.00	\$15,723.50	\$19,606.00
New Club Grants	\$3,000.00	\$0.00	\$3,000.00
Meritorious Medal	\$100.00	\$0.00	
Scholarships	\$6,000.00	\$1,909.10	\$1,000.00
Accommodation - domestic	\$18,703.61	\$18,632.87	\$12,806.80
Sponsorship Plan	\$100.00	\$0.00	
Event dinner expense	\$180.00	\$1,434.14	\$2,727.27
Other	\$11,063.64	\$551.94	\$3,960.91
ACA Contribution	\$0.00	\$1,088.36	\$0.00
Contingency-committees	\$2,272.75	\$0.00	\$0.00
Surveys	\$454.55	\$0.00	\$0.00
Officials contributions	\$6,150.00	\$2,488.85	\$3,325.74
Welcome Functions	\$0.00	\$813.64	\$872.73
Coaching	\$7,168.18	\$3,324.00	\$0.00
Hosting Contribution	\$2,600.00	\$2,520.54	
Cleaning - Events	\$0.00	\$4,181.81	
Computer Expenses	\$5,352.56	\$4,747.51	\$3,503.49
Web design expenses	\$3,636.36	\$535.00	\$3,000.00
Consultancy Fees	\$22,451.60	\$4,520.03	\$4,540.46
Equipment Insurance	\$1,100.00	\$0.00	\$949.22
Legal Fees	\$3,636.36	\$600.00	\$0.00
Marketing	\$1,500.00	\$0.00	\$659.04
University Pilot Program	\$6,000.00	\$2,000.28	
Affiliation Fees - WCF, WGU	\$2,250.00	\$2,174.19	\$2,019.63
Postage, Freight and Courier	\$668.00	\$1,717.18	\$1,220.63
Printing & Stationery	\$12,735.92	\$1,506.78	\$1,560.43
Rent	\$6,972.00	\$6,324.39	\$6,273.33
Corporate Publicity	\$4,545.45	\$0.00	\$0.00
Corporate Marketing	\$4,545.45	\$0.00	\$104.55
Magazine Refund			\$2,040.88
S&W Superannuation	\$4,935.39	\$4,411.99	\$4,025.42
S&W Annual Leave			\$0.00
S&W Workers' Compensation	\$550.00	\$893.17	\$437.94
S&W Salaries & Wages	\$52,678.81	\$46,714.76	\$42,524.27
Telephone and Internet Charges	\$989.00	\$834.47	\$950.78
Write Off expense			\$2,034.00
<b>Total Expense</b>	<b>\$340,574.24</b>	<b>\$219,459.08</b>	<b>\$195,814.92</b>
<b>Net Profit (Loss)</b>	<b>-\$34,531.20</b>	<b>\$86,800.26</b>	<b>\$105,520.21</b>

**Annex B to:  
ACA Board Minutes 12<sup>th</sup> December 2019**

**Balance Sheet**

As at 29/11/2019

**Assets**

**Current Assets**

Operating Account	\$78,022.40
Treasurer's Account	-\$5,181.93
Overseas payments account	\$172.00
QANTAS Card	\$1,000.00
TD 471050245779 11 Mar 2020	\$60,000.00
BT Investment C11731060	\$118,154.43
MLC Investment 35368672	\$105,447.67
TD471050245146 16 April 2020	\$10,000.00
TD471050245154 16 April 2020	\$40,000.00
TD 471050245162 16 July 2020	\$20,000.00
TD471050245170 16 Jan 20	\$30,000.00
TD 50246667 21 June 2020	\$50,000.00
TD50246675 21 October 2020	\$40,000.00
TD 50246659 21 Feb 2020	\$30,000.00
Trade Debtors	\$24.00
Stock on Hand	\$7,417.07
Coaching Badges	\$1,767.20
<b>Fixed Assets</b>	<b>\$27,832.91</b>
Less Accumulated Depreciation Croquet Equipment	-\$17,762.00
Office Equipment	\$10,007.28
Less Accumulated Depreciation Office Equipment	-\$9,537.24
Gateball Equipment	\$4,284.99
Less Accumulated Depreciation Gateball Equipment	-\$3,407.00

<b>Total Assets</b>		<b>\$598,241.78</b>
---------------------	--	---------------------

<b>Liabilities</b>	\$666.02	
GST Paid	-\$2,826.43	
<b>PAYG and Superannuation payable</b>	<b>\$2,723.69</b>	

<b>Total Liabilities</b>		<b>\$563.28</b>
--------------------------	--	-----------------

<b>Net Assets</b>		<b>\$597,678.50</b>
-------------------	--	---------------------

Equity	\$427,026.87	
International Fund	\$87,955.00	
Current Year Earnings	\$82,696.63	

<b>Total Equity</b>		<b>\$597,678.50</b>
---------------------	--	---------------------

This report includes Year-End Adjustments.



Annex C to  
ACA Board Meeting  
12<sup>th</sup> December 2019

## Secretary's Report

Other than those items already on the agenda with appropriate papers in Dropbox or to be distributed, I have only three further matters to mention.

1. Croquet Victoria has received two emails recommending different membership categories or even a casual membership category. These emails, and my reply, are also in Dropbox for perusal and consideration when Croquet Australia reviews its membership categories in concert with the States.
2. I recently attended the Vicsport AGM, which was preceded by a forum which included an address by an officer of Sport Australia who spoke on that organisation's *One Management* program, followed by brief reports from representatives of three sports currently piloting the program (Netball Australia, Golf Australia and Triathlon Australia) and a Q&A session.

My interest is that it appears that *One Management* may (is intended to) morph into *One Governance* for Australian sports (indeed, it is in the governance section of the SportAus website) and thus the Board needs to be aware of and abreast of the program. An overview is available on the Sport Australia website at <https://www.sportaus.gov.au/governance/one-management>

3. Croquet Australia EO was queried about a standard for court lighting, for which he referred the enquirer to the Croquet Victoria website. I subsequently received, from the enquirer, a draft Standard, which I have saved to *Dropbox/Directors/Project – Court Lighting*. I believe that this is a worthwhile to be pursued, as more clubs are seeking such a standard to support grant applications.

A handwritten signature in black ink, appearing to read 'Jim Clement'.

Jim Clement  
Secretary to the Board



## Executive Officer Report

### *Business arising from Board meeting on 15<sup>th</sup> November 2019*

#### Item 6 – Outstanding Items - ACA Board Action Item List

##### *July*

- **7.2 - 2018 Annual Report submission:** The 2018 Annual Report has been submitted to Access Canberra and we have received confirmation that the report has been approved. A side issue is that they notified us to say they haven't received the 2016/17 return. According to our records we submitted this return on the 13<sup>th</sup> Oct 2017 as well as paying the late penalty of \$81.
- **8.2.1 – Website:** The quote was sent round to the Board for comment on the 29<sup>th</sup> of November. Comments were requested by the 6<sup>th</sup> of December. No comments have been received so the next is to engage Member Point to build the new website.

##### *September*

- **7.2 – Modify the current Strategic Plan into a Business Plan:** The 2018/19 Strategic Plan has been modified into a Business Plan. The attached document can be found in Dropbox at Directors/2019/Meetings/December.

##### *October*

- **8.1 – Scholarship:** One scholarship was received by the closing date. This application has been passed onto the Selection Committee for recommendation.

##### *November*

- **7.2 – Strategic Plan:** Draft Strategic Plan has been passed onto Phil Pogson for comment. The document containing Phil's comments can be found in Dropbox at Directors/2019/December.
- **7.4 Policies:** Draft ACA Policies can be found in Dropbox at Directors/2019/Draft Policies Final.

##### **Other Items**

- **Australian Standard for Lighting of Croquet Courts:** I have received a couple of enquiries regarding an Australian Standard for lighting of Croquet Courts. There have been two clubs who are in the process of installing lighting at their facility but the process has been halted when local councils have requested an ACA Policy. Wal Mills from Maitland Croquet Club has sent through some guidelines for discussion. Please find the documents in Dropbox under/Directors/ Project Court Lighting.
- **ACA Office – Christmas Shut Down:** The ACA office will be closed from Saturday 21<sup>st</sup> December to Thursday 2 January. Staff holidays are as follows:  
**Executive Officer** – Rob Murray – Last Day 20<sup>th</sup> December – Returning on 2<sup>nd</sup> January  
**Finance officer** – Anne Mann – Last day 19<sup>th</sup> December - Returning on 3<sup>rd</sup> January



- **ACA Branding and Marketing:** I would like to ask the Board for approval to distribute some of our caps and bucket hats to ACA officials. Initially I was thinking the Board and some of the ACA committee members but it may even be worth sending them to officials for the AC World Championships.
- **Association Croquet World Championships:** With the AC World Championships in February next year I would like to put in a request to the Board to attend the event. I thought this might represent a good networking opportunity. Not sure when the opening ceremony is scheduled but I thought it might be worth heading to Melbourne on Friday the 14<sup>th</sup> and stay for the opening day on Saturday the 15<sup>th</sup>. This would result in a cost to ACA of a return flight to Melbourne and accommodation for one night.