



## BOARD MEETING

Thursday, 23<sup>rd</sup> January 2020 @ 17:00 AEDT  
Via Go-to-Meeting

### MINUTES

#### 1. Attendance:

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

2. **Opening:** The Deputy Chair opened the meeting at 17:14 AEDT, due to Chair being unable to be heard on Go-to-Meeting App.

3. **Adoption of Minutes of Previous Meeting:** Resolved that the minutes of the previous meeting, held on 12<sup>th</sup> & 19<sup>th</sup> December 2019, be accepted as a true and accurate record.

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

#### 4. Reports

- 4.1 **Finance Report:** Resolved that the Finance Report, as presented and amended (attached at Annex A) be accepted.
- 4.2 **Executive Officer's Report:** Executive Officer's report was accepted.
- 4.3 **Business Arising from Reports:**
  - 4.3.1 Resolved that the states be invoiced for any discrepancies in 2019-20 Affiliation Fees caused by invoicing not being based on total registered numbers.

#### 5. Correspondence

##### 5.1 Inwards

- 5.1.1 200114 from Croquetwest – nomination for Board Director
- 5.1.2 200121 from VCA re World Croquet Day

##### 5.2 Outwards

- 5.2.1 200108 to State Secretaries – formal advice of AGM, call for nominations for Directors, call for Notices of Motion to be considered at AGM.
- 5.2.2 200108 to Appointed Officers and Committee Chairs – request for reports for inclusion in Annual Report.

##### 5.3 **Business Arising from Correspondence:**

- 5.3.1 Resolved that the States Publicity Representatives group be authorised to promote World Croquet Day May 2020, with an budget of \$5000, with emphasis on supporting drought &/or 2020 bushfire relief. Secretary to notify. **Action:Sec**

6. **Outstanding items:** Mary Marsland reported on a draft standard for lighting of croquet courts.

#### 7. Governance:

- 7.1 **AGM – Preparation:** Discussion Forum and facilitated Board training to be held.

- 7.2 **Draft Strategic Plan:** The Board accepted the draft and recommended that it be presented to the Staes for review at the March Discussion Forum **Action: Sec**
- 7.3 **Director's Position Description:** The Board accepted the draft PD, with the Secretary to revise and re-present. **Action: Sec**
- 7.4 **Board Induction Process:** The Board generally accepted the draft, suggesting some amendments, with it to be presented to the next meeting. **Action: Sec**
- 7.5 **Gateball Selection Policy:** Resolved that the Gateball Selection Policy be withdrawn from Croquet Australia policies until such time as further discussions have been held with the NCGb and a clearer process established and that a national representative Club team will not be recognised until the process has been competed. **Action: JN**
- 7.6 **Travel & Accommodation Reimbursement Policy:** The policy was reviewed, with amendments being suggested, to be tabled at the next Board meeting. **Action: Sec**

## 8. Management

- 8.1 **CNZ Juniors Program:** Reviewed and recommended that discussion of Australian Junior Croquet on the agenda of the March Discussion Forum. **Action: Sec**
- 8.2 **New Club Grant:** Nambucca Heads CC grant approved, subject to formal approval by CNSW. **Action: Sec**
- 8.3 **MacRob Squad Training Report:** Received
- 8.4 **2021 WCF U21 GCWC Training Squad:** To be included in the March Discussion Forum **Action: Sec**

## 9. Events

- 9.1 **2020 AC GM, M&W, Eire Cup (March):** *To be agreed out of session via email.*
- 9.2 **2020 U21 GC Champs:** TR's Report was received.

## 10. WCF

- 10.1 **Topic 80 - WCF Statutes v 12.2:** The revised Statutes were adopted 38 votes to 0, and came into force with effect 1<sup>st</sup> January 2020
- 10.2 **Topic 81 – WCF Treasurers Report & Accounts for 2018; Budget for 2020:** The 2020 Budget was adopted 40 votes to 0.
- 10.3 **Topic 82 – Election of Independent Examiner for 2020:** Brian Havill was elected as the Independent Examiner by 43 votes to 0.
- 10.4 **2020 WCF ACWC:** Resolved that live streaming go ahead.
- 10.5 **2021 MacRobertson Shield:** Agreed that Ian Dumergue be the Australian Team representative at the February meeting. **Action: Sec**
- 10.6 **WCF Survey:** To be filled out by EO & Secretary and circulated to Directors prior to replying to WCF. **Action: EO & Sec**

## 11. Next Meetings:

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  
 Followed by Discussion Forum and Board meeting

## 12. Close: Meeting closed at 19:10 AEDT



## **Treasurer's Report**

Financial statements for December attached.

There will be some minor adjustments before final year reports are complete. Increase in value of investments to be finalised, depreciation and possibly some outstanding 2019 amounts. The outcome will be at +\$50,000 for the year on trading. The investments have increased in value by over \$45000.

I have discovered one minor glitch; it appears that Affiliation fees for the past few years have been invoiced based on numbers of members taking the insurance package and not the total registered members. Suggest that we invoice the states for the discrepancy for 2019-20.

Don Close

**Profit & Loss Statement**

January 2019 To December 2019

|                                |                     |
|--------------------------------|---------------------|
| Income                         |                     |
| International Fund             | \$78,962.28         |
| Affiliation- Member/Player     | \$171,660.45        |
| GC Rule Books                  | -\$12,542.73        |
| Wedge Gauges                   | \$447.27            |
| Ricochet Rules Books           | \$1,971.02          |
| Fees - Referees                | \$163.64            |
| Donation Received              | \$75.00             |
| Sponsorship                    | \$7,330.00          |
| Event Entry Fees - Full        | \$58,914.29         |
| Event Entry Fees - Concession  | \$81.82             |
| Postage                        | -\$248.20           |
| Gateball Food                  | \$2,765.53          |
| Interest                       | \$4,132.73          |
| Other                          | \$5.00              |
| <b>Total Income</b>            | <b>\$313,718.10</b> |
| <b>Gross Profit</b>            | <b>\$313,718.10</b> |
| Expenses                       |                     |
| Equipment Purchases            | \$546.00            |
| Coaching Badges                | \$180.00            |
| Rules & Laws Books, Hoop Gauge | \$1,757.74          |
| ACA Ties & Caps                | \$158.12            |
| Badges                         | \$821.97            |
| Audit Fees                     | \$1,600.00          |
| Bank charges                   | \$170.09            |
| Board/Governance Expenses      | \$4,671.52          |
| Business Planning, Reporting   | \$78.18             |
| Depreciation-Croq Equip        | \$1,007.09          |
| Depreciation-Office equip      | \$468.62            |
| Depreciation-Gateball equip    | \$389.00            |
| Prizes                         | \$6,362.59          |
| Tournament Manager             | \$1,923.27          |
| Tournament Referee             | \$3,860.01          |
| Referees/Venue Manager         | \$2,615.46          |
| Contingency - Events           | \$201.91            |
| Disbursement Presidents 8s     | \$10,426.31         |
| Accommodation - Overseas       | \$6,501.86          |
| Car Hire - Overseas            | \$189.57            |
| Airfares - Overseas            | \$6,096.54          |
| Uniforms                       | \$6,503.89          |
| Training                       | \$7,739.17          |
| Entry Fees - WCF               | \$662.85            |
| High Performance Manager       | \$1,007.04          |
| Honoraria                      | \$7,700.00          |
| Travel - Domestic              | \$31,593.18         |
| Hires - Events                 | \$19,023.50         |
| New Club Grants                | \$1,500.00          |
| Scholarships                   | \$1,909.10          |
| Accommodation - domestic       | \$18,983.26         |
| Event dinner expense           | \$7,343.23          |
| Other                          | \$2,477.54          |
| ACA Contribution               | \$1,088.36          |

This report includes Year-End Adjustments.

**Profit & Loss Statement**

January 2019 To December 2019

|                                |            |                     |
|--------------------------------|------------|---------------------|
| Officials contributions        |            | \$2,633.94          |
| Welcome Functions              |            | \$813.64            |
| Coaching                       |            | \$3,324.00          |
| Hosting Contribution           |            | \$2,520.54          |
| Cleaning - Events              |            | \$5,818.17          |
| Computer Expenses              |            | \$5,185.38          |
| Web design expenses            |            | \$570.00            |
| Consultancy Fees               |            | \$4,724.33          |
| Insurance                      |            |                     |
| Equipment Insurance            |            | \$976.69            |
| Legal Fees                     |            | \$600.00            |
| University Pilot Program       | \$2,000.28 |                     |
| Affiliation Fees - WCF, WGU    |            | \$2,174.19          |
| Postage, Freight and Courier   |            | \$1,892.18          |
| Printing & Stationery          |            | \$2,028.13          |
| Rent                           |            | \$6,324.39          |
| S&W Superannuation             |            | \$4,865.30          |
| S&W Workers' Compensation      |            | \$893.17            |
| S&W Salaries & Wages           |            | \$51,637.94         |
| Telephone and Internet Charges |            | \$902.87            |
| Write Off expense              |            | \$1.27              |
| <b>Total Expenses</b>          |            | <b>\$257,443.38</b> |
| <b>Operating Profit</b>        |            | <b>\$56,274.72</b>  |
| <b>Net Profit/(Loss)</b>       |            | <b>\$56,274.72</b>  |

This report includes Year-End Adjustments.

**Balance Sheet**

As of December 2019

Appendix 2 to  
Annex A to  
ACA Minutes  
23rd January 2020

**Australian Croquet Association Inc**

2/65 Tennant St  
Fyshwick ACT 2609

ABN: 90 330 745 920

Email: [finance@croquet-australia.com.au](mailto:finance@croquet-australia.com.au)

|                                |              |                     |
|--------------------------------|--------------|---------------------|
| Assets                         |              |                     |
| Current Assets                 |              |                     |
| Operating Account              | \$47,254.49  |                     |
| Treasurer's Account            | \$1,596.28   |                     |
| Overseas payments account      | \$416.09     |                     |
| QANTAS Card                    | \$726.26     |                     |
| 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                  | \$10,764.31  |                     |
| Coaching Badges                | \$1,587.20   |                     |
| Fixed Asset                    |              |                     |
| Croquet Equipment              | \$27,832.91  |                     |
| Less Accum Depn Croq Eq        | -\$18,769.09 |                     |
| Office Equipment               | \$8,735.46   |                     |
| Less Acc Depn Off Equip        | -\$8,735.31  |                     |
| Gateball Equipment             | \$4,284.99   |                     |
| Less Acc Depn Gateball Eq      | -\$3,796.00  |                     |
| <b>Total Assets</b>            |              | <b>\$575,523.69</b> |
| Liabilities                    |              |                     |
| Trade Creditors                | \$4,550.00   |                     |
| GST Collected                  | \$1,243.98   |                     |
| GST Paid                       | -\$3,978.88  |                     |
| PAYG and Superannuation payabl | \$2,452.00   |                     |
| <b>Total Liabilities</b>       |              | <b>\$4,267.10</b>   |
| <b>Net Assets</b>              |              | <b>\$571,256.59</b> |
| Equity                         |              |                     |
| Retained Earnings              | \$427,026.87 |                     |
| International Fund             | \$87,955.00  |                     |
| Current Year Earnings          | \$56,274.72  |                     |
| <b>Total Equity</b>            |              | <b>\$571,256.59</b> |

This report includes Year-End Adjustments.