



BOARD MEETING MINUTES

Thursday, 13th February 2020

Via Go-to-Meeting

1. Attendance:

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

2. Opening:

The Chair declared the meeting open at 16:55 AEDT

3. Adoption of Minutes of Previous Meeting:

Resolved that the minutes of the previous meeting, held on 23rd January 2020, be accepted as a true and accurate record.

4. Reports

- 4.1 **Finance Report:** No formal report – Profit & Loss Account and Balance Sheet attached as Annexes A & B.
 - 4.2 **Finance Committee Report:** No formal report as the committee has not met, but some matters require general Board discussion or tabling at the March Discussion Forum
 - 4.3 **Secretary's Report:** Attached at Annex C
 - 4.4 **Executive Officer's Report:** Attached at Annex D
- Resolved that the reports be received and accepted.

5. Correspondence

5.1 Inwards

- 5.1.1 200207 from Curtis Meade – thanks for support
- 5.1.2 200208 from publicity group re future

5.2 Outwards – nil

- 5.2.1 **Business Arising from Correspondence:** Jim Nicholls has been in communication with Victorian members of the publicity group. Secretary to query publicity group regarding plans to publicise World Croquet Day and recommend that a media release be written for use by all states and clubs. **Action: Sec**

6. Outstanding items:

The outstanding items were reviewed.

7. Governance:

- 7.1 **Director's Position Description:** Resolved that the position description be adopted.
- 7.2 **Board Induction Policy:** Resolved that the policy be adopted.
- 7.3 **Travel & Accommodation Reimbursement Policy:** Resolved that the policy be adopted.
- 7.4 **New Club Grant Policy:** Resolved that the policy be adopted.
- 7.5 **AGM/Forum Preparation:** Suggested that financial, communications and policies be added to the Discussion Forum and also invite Greg Bury to attend and Murray Tinker to provide an update on the UQ program. **Action: Sec**

8. Management

8.1.1 UQ Report: The report was discussed, and a copy is to be forwarded to the publicity group. **Action: Sec**

8.2 HPMGC Plans: The report was received and discussed, and it was agreed that the author be invited to address the Board on these matter. **Action: Sec**

9. Events

9.1 2020 AC GM, M&W, Eire Cup (March): CAQ recommendations:

ACA Gold Medal: TM Lesley Kavanagh; TR Don Close

ACA Men's/Women's/Eire Cup: TM Geraldine Trivett; TR Liz Fleming

The recommendations were accepted. Secretary to inform Events Committee.

Action: Sec

9.2 2020 WCF GC Teams Tier 1 Report: The report was accepted, Secretary to formally thank Martin for the report. **Action: Sec**

9.3 2020 GC GM, M&W, ISS (September): Croquet Tasmania recommendations:

TR: Peter Tracey (Gold Medal) and Judy Stewart (ISS and Singles)

TM: Sylvia Wing (Gold Medal) and Leigh Herington (ISS and Singles)

The recommendations were accepted. Secretary to inform Events Committee

Action: Sec

10 WCF

10.2 2020 WCF ACWC: An oral report on the final preparations was provided.

10.3 2021 MacRobertson Shield: Ian Dumergue has accepted attendance at the MacRob Regulations Review Meeting, to be held at VCC on 18 Feb 20.

10.4 WCF Survey: Covered in the Executive Officer's report.

11 Next Meetings:

23rd March 2020, Brisbane – **AGM**, 0900 AEST at
Sports House, 150 Caxton Street, Milton Qld
Followed by Discussion Forum and Board meeting

12. Close: The Chair closed the meeting at 17:55 AEDT

Profit & Loss Statement

January 2020

Income		
International Fund	\$81.82	
Ricochet Rules Books	\$98.82	
Event Entry Fees - Full	\$9,363.71	
Interest	\$235.76	
Total Income		\$9,780.11
Gross Profit		\$9,780.11
Expenses		
Badges	\$106.00	
Bank charges	\$21.77	
Prizes	\$1,718.00	
Contingency - Events	\$16.37	
Car Hire - Overseas	\$526.65	
Airfares - Overseas	\$2,442.44	
Honoraria	\$400.00	
Travel - Domestic	\$3,834.53	
Hires - Events	\$995.27	
New Club Grants	\$1,500.00	
Accommodation - domestic	\$300.00	
Event dinner expense	\$2,790.00	
Cleaning - Events	\$1,045.45	
Computer Expenses	\$90.91	
Web design expenses	\$35.00	
Consultancy Fees	\$204.30	
Legal Fees	\$500.00	
Postage, Freight and Courier	\$47.73	
Rent	-\$277.42	
S&W Superannuation	\$349.22	
S&W Salaries & Wages	\$3,675.98	
Total Expenses		\$20,322.20
Operating Profit		-\$10,542.09
Net Profit/(Loss)		-\$10,542.09

This report includes Year-End Adjustments.

Balance Sheet

As of January 2020

Assets		
Current Assets		
Operating Account	\$58,247.61	
Treasurer's Account	\$2,576.66	
Overseas payments account	\$416.09	
QANTAS Card	\$701.26	
TD 471050245779 11 Mar 2020	\$60,000.00	
BT Investment C11731060	\$142,088.70	
MLC Investment 35368672	\$128,720.43	
TD471050245146 16 April 2020	\$10,000.00	
TD471050245154 16 April 2020	\$40,000.00	
TD 471050245162 16 July 2020	\$20,000.00	
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	\$3,888.00	
Stock on Hand	\$10,764.31	
Coaching Badges	\$934.60	
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	
Total Assets		\$607,890.62
Liabilities		
GST Collected	\$2,227.66	
GST Paid	-\$5,091.19	
PAYG and Superannuation payabl	\$3,485.22	
Total Liabilities		\$621.69
Net Assets		\$607,268.93
Equity		
Retained Earnings	\$529,856.02	
International Fund	\$87,955.00	
Current Year Earnings	-\$10,542.09	
Total Equity		\$607,268.93

This report includes Year-End Adjustments.



Secretary's Report

Secretary's Action Items from the 23rd January 2020 Meeting:

- **Item 5.3** – State Publicity Representatives Group notified of Board decision regarding publicising World Croquet Day, 24 Jan 20.
- **Item 7.3** – Board Directors Position Description amended – on agenda of this meeting.
- **Item 7.4** – Board Induction Process reworked as the Board Induction Policy – on agenda of this meeting.
- **Item 7.5** – Travel and Accommodation Reimbursement Policy amended – on agenda of this meeting.
- **Item 8.2** – Nambucca Valley CC New Club Grant – Application form emailed to CNSW Secretary 24 Jan 20, with request to endorse and return. Receipt was acknowledged on the same day. CNSW endorsement not yet received.
- **Item 10.5** – Ian Dumergue advised of Board request that he be the Australia representative at the 2021 MacRob Regulations meeting on 18 Feb 20. Acceptance received 24 Jan 20, provided with link to access to copy of draft Regulations.
- **Items 7.2, 8.1 & 8.4** – all included on draft agenda for 23 Mar 20 Strategic Discussion Forum.

Jim Clement
Secretary to the Board



**Annex D to
ACA Board Meeting Minutes
13th February 2020**

Executive Officer Report

Chairman of selectors

As previously advised Anne Quinn has resigned as Chairman of both the AC & GC Selection Committee. I sent an email to all members of both Committees in order to gauge if there is any interest in taking on the role. At this stage the only person who responded was Peter Landrebe. Pete recommended Chris McWhirter (GC) and Stephen Richards (AC) as the ideal candidates to step into the vacant positions.

I also spoke to Peter about the number of members required for each committee. He recommended an ideal number of five which is made up of the HPM, Captain and three members. Preferably the Chair would come from one of these three committee members. Using this advice as a guideline, we have two vacant position on the AC panel and two on the GC panel.

The next step is to advertise for new members for each panel which I will go ahead with unless there is any objections. Also, I will contact Chris and Stephen to establish if they would be interested in the position of Chair.

Website

Member Point has begun the process of developing our new website. I have met with them and outlined a basic template and colours which is similar to the examples that Phil Brophy demonstrated in his presentation. Also, I have passed on the ACA logo. They have given me a completion time of approximately 6 weeks.

2020 Audit

Anne and myself are scheduled to meet with the new auditor Heather Stewart from Assurance Matters on Thursday 20 February. I will provide an update after we have met with Heather.

February

10.4 WCF Survey: Waiting on a couple of responses from appointed officers. Survey is due to be returned to the WCF by the 29 February.

Item 6 – Outstanding Items - ACA Board Action Item List

December

- 8.3 Golf Croquet Scholarship for William Hollier was processed on the 6th February.

Rob Murray
Executive Officer
AUSTRALIAN CROQUET ASSOCIATION
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