



BOARD MEETING MINUTES

Wednesday, 10th June 2020 via Go-to-Meeting

1. Attendance:

- 1.1 **Directors:** Megan Fardon (Chair), Jim Nicholls (Deputy Chair), Don Close (Treasurer) *not present at opening*, Jacky McDonald, Mary Marsland, Geoff Crook and Max Kewish (members)
- 1.2 **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
- 1.3 **Apologies:**

2. Opening: The Chair opened the meeting at 17:05 AEST

3. Adoption of Minutes of Previous Meetings:

- 3.1 **Meeting held 13th May 2020:**
- 3.2 **Meeting held 20th May 2020:**
- 3.3 **Meeting held 27th May 2020:**

Resolved that the minutes of the above meetings be adopted as true and accurate records of the relevant meetings.

3.4 **Business Arising from Minutes of Previous Meetings:**

- 3.4.1 **20th May 2020:** Max Kewish provided update with regard to Publicity Committee – the ACA drafted ToR has been discarded by the group in favour of another drafted by the group but there is no consensus to the wording of this draft.

Don Close joined the meeting at 17:10 AEST

There was discussion regarding the previously approved Post-Covid publicity campaign which was seen to be relevant for a relatively long time. Resolved that as the informal publicity group cannot accept the Croquet Australia Terms of Reference, the Board's acceptance of the group is to be withdrawn and nominations are to be called for a Publicity Committee with a revised ToR.

Action: Sec

4. Reports

4.1 **Finance Report** (Attached as Annexes A & B):

The Chair asked that the Treasurer provide a written report for meetings.

The Chair queried the expenditure of \$6000 for Corporate Publicity shown in the Profit & Loss Statement..

Geoff Crook queried the budget item of "Other \$92,767" in the "Report Against Budget & Last Year as at 31/5/20"

The Treasurer undertook to investigate and report back.

Action: Treasurer

Resolved that the Finance Report be accepted.

4.2 **Finance Committee Report** Jim Nicholls spoke to the Finance Committee report, attached as Annex C. The questions of a non-Director Treasurer and of a Grants Officer were discussed.

4.3 **Executive Officer's Report** (Attached as Annex D) In answer to a question regarding the implementation date of the new website, the EO recommended ensuring that the website is complete before it goes live and could not provide a timeline. EO directed to talk to Memberpoint to assess resources necessary to launch the website in July and advise members.

Action: EO

Resolved that the reports be accepted.

5. Correspondence

5.1 Inwards:

- 5.1.1 From Croquet Victoria re Lighting Standard
- 5.1.2 From, John Riches re WCF Development Committee (*refer to Item 10.3*)
- 5.1.3 From Sally Harper re WCF Development Committee (*refer to Item 10.3*)
- 5.1.4 21/5/20 from John Park re AGU *to be dealt 17th June 2020*

5.2 Outwards:

- 5.2.1 13/5/20 to CNZ re Trans-Tasman Competition
- 5.2.2 18/5/20 to States re WCF Development Committee: *to be dealt at Item 10.3*

Resolved that the Correspondence be accepted.

5.3 Business Arising from Correspondence:

6. **Outstanding items:** Responsible persons for outstanding items are to advise Secretary of progress, timelines, etc. who is to update register. **Action: All**

7. Governance:

7.1 **Strategic Plan:** Mary to provide update to Secretary for circulation. **Action: MM**

7.2 Policies:

7.2.1 Status of Policies reviewed by Parbery Consulting:

7.2.1.1 Member Protection Policy:

7.2.2 **Selection Policy:** Resolved to adopt the policy

7.2.3 **Member Protection Policy:** Resolved to adopt the policy.

7.2.4 **Epidemic/Pandemic Policy:** Resolved to adopt the policy

7.2.5 **Risk Management Policy:** Resolved to adopt the policy

7.3 Terms of Reference

7.3.1 **Selection Committees:** Resolved to adopt the Terms of Reference

7.3.2 **Referee Committees** Draft to be passed to NCGb for comment **Action: Sec**

7.3.3 **National Coordinators of Referees:** Draft to be passed to NCGb for comment

8. Management:

8.1 **Stocktake and Disposal of ACA Items as VCC:** EO advised that several bids Have been received, Secretary advised that he had also received several queries.

8.2 **National Adverse Playing Conditions Policy:** Agreed that state policies be used for both international and Croquet Australia events. Board to request copies of state policies. **Action: Sec**

8.3 **Lighting Standard** Secretary to pursue an amendment to AS2560 Sports Lighting include a standard for croquet. **Action: Sec**

9. Events:

9.1 **2020 GC GM, M&W, ISS:** Agreed that the Board accept the Croquet Tasmania offer to host the GC Gold Medal & the ISS, 29th Nov-6th Dec 20, amend the website and advertise that this will be confirmed, subject to Covid-19 restrictions, on 1st Sep 20. **Action: Sec & EO**

10. WCF

10.1 **2022 MacRobertson Shield:** The Secretary advised that there were two amendments required to the 2022 MacRob regulations, the addition of an adverse conditions policy (covered in Item 8.2, above) and an Anti-doping Policy (ADP). He advised that he has been in contact with ASADA and has received advice that the ADP currently shown on the ACA website is still current, but that it will require amendment to

take effect from 1st July 2020, and again to take effect 1st January 2021, and that ASADA will provide the necessary detail.

10.2 WCF Business Plan 2020-23: Distributed for Director's information.

10.3 WCF Development Committee: Secretary to forward Expressions of Interest to WCF. **Action: Sec**

11. Next Meetings: 17th June 2020 at 17:00 AEST - AGU
8th July 2020 at 17:00 AEST

12. Close: The Chair closed the meeting at 19:07 AEST

Attachments: Annex A: Profit & Loss Statement to 31st May 2020

Annex B: Balance Sheet as at 31st May 2020

Annex C: Finance Committee Report

Annex D: Executive Officer's Report

Profit & Loss Statement

January 2020 To May 2020

Income		
International Fund	\$44,945.45	
Affiliation- Member/Player	\$87,590.91	
GC Rule Books	\$204.55	
Wedge Gauges	\$207.28	
Ricochet Rules Books	\$207.41	
Event Entry Fees - Full	\$22,876.00	
Postage	\$7.27	
Interest	\$1,854.60	
Other	\$4,328.18	
Total Income		\$162,221.65
Cost Of Sales		
Sales of Rules Books	\$343.81	
Total Cost Of Sales		\$343.81
Gross Profit		\$161,877.84
Expenses		
Equipment Purchases	\$445.45	
Badges	\$136.00	
Audit Fees	\$1,600.00	
Bank charges	\$73.54	
Prizes	\$1,999.55	
Tournament Manager	\$637.67	
Tournament Referee	\$1,519.64	
Referees/Venue Manager	\$1,342.00	
Contingency - Events	\$1,035.67	
Disbursement Presidents 8s	\$4,959.40	
Accommodation - Overseas	\$6,500.00	
Car Hire - Overseas	\$526.65	
Airfares - Overseas	\$2,442.44	
Uniforms	\$2,957.82	
Honoraria	\$36.36	
Travel - Domestic	\$14,028.15	
Hires - Events	\$8,234.36	
New Club Grants	\$3,000.00	
Scholarships	\$500.00	
Accommodation - domestic	\$8,764.54	
Event dinner expense	\$6,119.00	
Other	\$3,985.24	
Officials contributions	\$3,301.30	
Welcome Functions	\$200.00	
Cleaning - Events	\$749.99	
Computer Expenses	\$1,504.15	
Web design expenses	\$140.00	
Consultancy Fees	\$2,521.50	
Equipment Insurance	\$976.69	
Legal Fees	\$500.00	
Affiliation Fees - WCF, WGU	\$1,677.76	
Postage, Freight and Courier	\$273.23	
Printing & Stationery	\$1,213.63	
Rent	-\$277.42	
Corporate Publicity	\$6,000.00	

This report includes Year-End Adjustments.

Profit & Loss Statement

January 2020 To May 2020

S&W Superannuation	\$1,900.08
S&W Salaries & Wages	\$28,564.95
Telephone and Internet Charges	\$287.28
Total Expenses	\$120,376.62
Operating Profit	\$41,501.22
Net Profit/(Loss)	\$41,501.22

This report includes Year-End Adjustments.

Balance Sheet

As of May 2020

Assets		
Current Assets		
Operating Account	\$81,843.65	
Treasurer's Account	\$2,536.31	
Overseas payments account	\$416.09	
QANTAS Card	\$1,000.00	
TD 471050245779 11 Mar 2020	\$60,000.00	
BT Investment C11731060	\$142,088.70	
MLC Investment 35368672	\$128,720.43	
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	
Trade Debtors	\$92,114.74	
Stock on Hand	\$1,303.15	
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		\$669,576.03
Liabilities		
GST Collected	\$15,574.08	
GST Paid	-\$6,753.86	
PAYG and Superannuation payabl	\$5,977.36	
Total Liabilities		\$14,797.58
Net Assets		\$654,778.45
Equity		
Retained Earnings	\$509,568.23	
International Fund	\$103,709.00	
Current Year Earnings	\$41,501.22	
Total Equity		\$654,778.45

This report includes Year-End Adjustments.



FINANCE COMMITTEE REPORT
For board Meeting 10th June 2020

Finance Committee meeting held 28 May 2020

Significant items

ACA has successfully applied and receiving Jobkeeper payments.
Receiving back the minimum BAS amount which is greater than normal amount.
To facilitate Jobkeeper Anne Mann was made contact person for ATO.

Additional BAS, jobkeeper and incoming affiliation fees provide adequate cash reserves therefore will roll over term deposits unless significant reserves required.

Investments have rebounded however not yet back at pre-covid levels.

International budget updated to reflect slide of calendar, removal of Trans Tasman series and reduction in income. Have not taken into account any drop in player affiliation or potential increase in airfares. Resultant forecast is significant drawdown of funds in 2025 due to Australia hosting GC Worlds and participation in the MacRobertson shield (centenary).

VCA have queried International levy and a response has been drafted for consideration of the board.

Numerous grants and funding opportunities are available at national and state level.

Discussed the possibility of having a non-director treasurer.

Board recommendations

1. Geoff Crook to be appointed to be principal contact at ATO.
Rationale: More appropriate that a Director is principal contact. Geoff has had previous experience dealing with ATO.
2. Review draft letter and respond to VCA re query on International levy / budget and query outstanding issue of Williamstown CC.

Board discussion

1. Establish position of grants / sponsorship officer for six months on basis the position continues of securing ongoing funding for position and programs.
Requires KPIs eg improve membership, participation, etc .
Rationale: Incentive for person to actively seek funding rather having unpaid volunteers.
2. Does the board want a non director as treasurer?
Refer to Governance paper.



Executive Officer Report

Board Meeting – 10th June

10th June Agenda Items

7.3.3 MPP Policy.

- The ACA draft MPP policy was reviewed by Merrilee Barnes from Sport Australia. See the attached document.

8.3 Stocktake

- Following on from the stocktake of ACA equipment located at the Victorian Croquet Centre, Tenders were called for sale of equipment listed on the website and social media. Cut off date is the 30th of September. At this stage, ACA has received 7 tender offers.

Finance

- Geoff Crook has been added the primary point of contact for the Australian Taxation Office.
- Australian Business Register associates contact has been updated to reflect the current ACA Board.
- Finance Officer has been added as the primary contact for the Australian Business Register.

Sport Australia

- \$10k Government stimulus payment has been received.
- The Victorian Government's \$16m package for NSO's and professional teams was discussed at the last NSO meeting. Further information on eligibility will be released shortly. I will investigate the process for applying for funding.
- Sport Australia to provide complete list of Grants and funding available at State Government level resulting from Covid-19.
- Next NSO meeting scheduled for the 16th June.
- NSO Finance Data Collection templates have been submitted to the Ministers office by Sport Australia. Outcome won't be known until after the 30th June.

ACA Office

- ACA office has reopened. I returned to the office for two days last week. Will continue attending this over the up and coming weeks. Finance officer will still be working from home until further notice.

ACA Tournaments

- Events Chair, Peter freer has written to all State Associations to gauge interest in attending the Gold & Silver medal, Men's and Women's singles and State Shield scheduled in September. This is taking into account that
 - o Covid-19 State border travel restrictions are lifted.
 - o Travel costs are still affordable.
 - o Tasmanian Government lifts 14-day quarantine restrictions.

Website

As reported last month the basic framework has been completed. Currently I am working on the following:

- **Integration of the Gateball website** – Some work has been completed but there is still a large amount of content to be transferred to the new site.
- **ACA Academy** - I have contacted ACA Coaching Co-ordinator to discuss integration of a page for the proposed ACA Academy.
- **Content** - Some fields still require more content before the site can go live.

ROB MURRAY
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