



## BOARD MEETING MINUTES

Held Wednesday, 1<sup>st</sup> April 2020, via Go-to-Meeting

### 1. Attendance:

1.1 **Directors:** Megan Fardon (Chair), Jim Nicholls (Deputy Chair), Don Close (Treasurer), Jacky McDonald, Mary Marsland, Geoff Crook and Max Kewish (members)

1.2 **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)

2. **Opening:** The Chair opened the meeting at 17:04 AEDT, welcoming the recently elected Board members.

3. **Adoption of Minutes of Previous Meeting:** Resolved that the minutes of the meeting held 23<sup>rd</sup> March 2020 be accepted as a true and accurate record.

3.1 **Business Arising from Minutes of Previous Meeting:** Don Close reported on legal advice received from John Mullins regarding the problems raised by Greg Bury at the previous meeting. Resolved that Don Close is authorised to offer to settle this matter , to a maximum of \$2000, for work already performed and to be performed. **Action: Treasurer**

### 4. Reports

4.1 **Finance Report:** Resolved to accept the Finance Report. P&L and Balance sheet as at 28 Feb 20 are attached as Annexes A & B respectively.

4.1.1 **Referee Payments 2020 WCF ACWC:** Resolved that the submitted referee expenses be paid. **Action: Treasurer**

4.2 **Finance Committee Report:** Report was received, attached as Annex C

4.3 **Secretary's Report:** Report was received, attached as Annex D

4.4 **Executive Officer's Report:** Attached as Annex E. Agreed that players representing Australia in GB should be endorsed by the Board, as for other codes. Jim Nicholls to talk to John Parks re GB Tournament Regulations. **Action: JN**

### 5. Correspondence

#### 5.1 Inwards:

5.1.1 200228 from Lynda Davis – Eol in continuing as NCRicochet & NCRicochet.

5.1.2 200307 from WCF S-G – re 2020 ACWC

5.1.3 191219 from CNSW (received 19 Mar 20) – endorsement of Nambucca Valley CC application for New Club Grant.

5.1.4 200330 from C Tas re ACA GC GM, M&W, ISS

#### 5.2 Outwards:

5.2.1 200228 to Belmont, Ballarat Alexandra, Essendon & Williamstown CC - individual letters of thanks for providing courts for WCF ACWC

5.2.2 200301 to Martin Clarke – thanks for WCF GCTC Tier 1 report

#### 5.3 Business Arising from Correspondence:

Linda Davis to be informed of her reappointment as NCR.

**Action: Sec**

Resolved that New Club Grant be paid to Nambucca Valley CC.

**Action: Treasurer**

Secretary to reply to Croquet Tasmania re ISS

**Action: Sec**

6. **Outstanding items:** The Board reviewed all outstanding items, Secretary to update list.

## 7. Governance:

- 7.1 **Board Calendar:** Meeting dates were agreed for the forthcoming year, on 2<sup>nd</sup> Wednesday of month. Secretary to update Board calendar. **Action: Sec**
- 7.2 **Risk Management:** *deferred until 9<sup>th</sup> April 2020.* **Action: All**
- 7.3 **Strategic Plan:** not yet on the website.
- 7.4 **Selection Policy:** The motion to amend the Selection policy passed at the AGM referred specifically to the AC & GC Selection Policy, but there is not as yet a Selection Policy for Ricochet, and Gateball already selects its representatives from an appropriate national event. Secretary to coordinate with Croquet SA. **Action: Sec**

## 8. Management:

- 8.1 **Minutes of Committee, etc. Meetings:**
  - 8.1.1 **U21 Croquet Committee Meeting, 24 Feb 20:**
- 8.2 **Appointment/Confirmation of Committees and National Coordinators, etc.:** Secretary to advise all that appointments have been extended. **Action: Sec**
- 8.3 **Scholarship Application:** Secretary to reply, advising that given current conditions (coronavirus and social distancing), a scholarship will not given this year. **Action: Sec**
- 8.4 **Coronavirus:**
  - 8.4.1 **Epidemic/Pandemic Policy:** *consideration deferred until May meeting*
  - 8.4.2 **Situation Review:** To be included as an item in future meeting agenda.
- 8.5 **Sale of Croquet Australia Assets:** Resolved that excess balls and hoops be sold by tender. Mike Cohn to be asked to conduct stocktake. **Action: Sec**
- 8.6 **Insurance Issues – Payment of Volunteers:** to be added to website with rest of insurance information. **Action: EO**
- 8.7 **National Database:** Agreed that a national database is a necessity, EO to draft a preliminary list of required fields. **Action: EO**

*Megan Fardon left the meeting at 19:05 AEDT, Jim Nicholls assumed the chair*

- 8.8 **School Sports Grants – Grants Committee:** *deferred to May meeting*

## 9. Events:

- 9.1 **2020 U21 Championship Report:**
- 9.2 **2020 President's AC Eights Report:**
- 9.3 **2020 AC GM, M&W, Eire Cup Reports:**  
The reports were received.

## 10. WCF

- 10.1 **2021 MacRobertson Shield:** minutes of MacRob Regulations Review Meeting, 18 Feb 20.
- 10.2 **2019 WCF Management Committee Report:**  
The reports were received

- 11. **Next Meetings:** 9<sup>th</sup> April 2020 at 17:00 AEST – Risk Management  
13<sup>th</sup> May 2020 at 17:00 AEST

12. **Close:** The meeting closed at 19:25 AEDT

- Annexes:**
- A. Profit & Loss Account as at 28<sup>th</sup> February 2020
  - B. Balance Sheet as at 28<sup>th</sup> February 2020
  - C. Finance Committee Report
  - D Secretary's Report
  - E Executive Officer's Report

**Profit & Loss Statement**

1/01/2020 To 28/02/2020

Income		
International Fund	\$81.82	
Wedge Gauges	\$32.73	
Ricochet Rules Books	\$122.46	
Event Entry Fees - Full	\$14,158.33	
Postage	\$7.27	
Interest	\$375.55	
<b>Total Income</b>		<b>\$14,778.16</b>
<b>Total Cost Of Sales</b>		<b>\$0.00</b>
<b>Gross Profit</b>		<b>\$14,778.16</b>
Expenses		
Equipment Purchases	\$445.45	
Badges	\$106.00	
Bank charges	\$33.54	
Prizes	\$2,195.00	
Tournament Manager	\$477.67	
Tournament Referee	\$836.63	
Referees/Venue Manager	\$252.00	
Contingency - Events	\$28.32	
Disbursement Presidents 8s	\$4,959.40	
Car Hire - Overseas	\$526.65	
Airfares - Overseas	\$2,442.44	
Uniforms	\$2,957.82	
Honoraria	\$400.00	
Travel - Domestic	\$6,724.80	
Hires - Events	\$2,544.36	
New Club Grants	\$1,500.00	
Scholarships	\$500.00	
Accommodation - domestic	\$6,588.73	
Event dinner expense	\$2,790.00	
Officials contributions	\$49.00	
Cleaning - Events	\$1,590.90	
Computer Expenses	\$190.00	
Web design expenses	\$70.00	
Consultancy Fees	\$408.60	
Legal Fees	\$500.00	
Postage, Freight and Courier	\$261.00	
Printing & Stationery	\$110.00	
Rent	-\$277.42	
S&W Superannuation	\$746.43	
S&W Salaries & Wages	\$7,857.10	
Telephone and Internet Charges	\$150.21	
<b>Total Expenses</b>		<b>\$47,964.63</b>
<b>Operating Profit</b>		<b>-\$33,186.47</b>
<b>Net Profit/(Loss)</b>		<b>-\$33,186.47</b>

This report includes Year-End Adjustments.

**Balance Sheet**

As of 28/02/2020

## Assets

## Current Assets

Operating Account	\$69,025.03
Treasurer's Account	\$1,580.01
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
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
Trade Debtors	\$68.00
Stock on Hand	\$1,646.96

## 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

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Total Assets	\$574,098.18
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## Liabilities

GST Collected	\$2,713.40
GST Paid	-\$7,128.47
PAYG and Superannuation payabl	\$3,940.65

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Total Liabilities	-\$474.42
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Net Assets	\$574,572.60
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## Equity

Retained Earnings	\$519,804.07
International Fund	\$87,955.00
Current Year Earnings	-\$33,186.47

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Total Equity	\$574,572.60
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This report includes Year-End Adjustments.



FINANCE COMMITTEE REPORT  
For board Meeting 1<sup>st</sup> April 2020

Finance Committee meeting held 5 March 2020

**Significant items**

Reimbursement was made on former system as tournament information not updated.  
Analysis was conducted to compare current system with recommended system  
AC 8s will be amended to reimburse on agreed re-imbursement list.

WCF AC Worlds – following up regarding expenses, referee claims and entry fees of qualifier players to determine claim of half of the entry fee from WCF

Investments have dropped about 10% in value in line with recent market volatility, eroding the gains of the past 12 months.

**Board recommendations**

1. ACA could afford to spend \$15,000 without having significant impact on the ACA finances.

**Board discussion**

To determine KPI's regarding marketing expenditure.



## Secretary's Report

### Item Outstanding from Secretary's Report to 13<sup>th</sup> February 2020 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 received, forwarded to Treasurer & Finance Officer.

### Secretary's Action Items from the 13<sup>th</sup> February 2020 Meeting:

- **Item 5.2.1**– State Publicity Representatives Group queried regarding plans for publicising World Croquet Day, by email (1/3/20) to Sarina Cevaal-Hewitt (VCA Secretary) who appears to be the de-facto Secretary for this group. Refer to Item 8.8 for answer.
- **Item 7.5** – Greg Bury & Murray Tinker both accepted invitations to attend Forum to provide updates. Murray later withdrew, due to COVID-19.
- **Item 8.1.1** – Copy of UQ report forwarded to publicity group.
- **Item 9.1** – Events committee notified of TM & TR incumbents for AC Nationals.
- **Item 9.2** – Letter sent to Martin Clarke – copy in papers for this meeting.
- **Item 9.3** – Events informed of TM & TR incumbents for GC Nationals.
- **Items 7.2, 8.1 & 8.4** – all included on agenda for 23 Mar 20 Strategic Discussion Forum.

### Items from 23<sup>rd</sup> March Meetings:

- **AGM:**
  - Constitution amended in accordance with resolutions, sent to EO for on-forwarding to Access Canberra.
  - Selection Policy to be amended
- **Board Meeting:**
  - **Item 5:** C Tas advised, awaiting response.
  - **Item 7:** Necessary forms obtained, forwarded by mail for completion.

### Items for 1<sup>st</sup> April 2020 Meeting:

- **Item 7.1** – Induction of new Board members, in accordance with the policy
- **Item 7.2** – setting of meeting dates, only those that follow the Interstate Shield and Eire Cup have been set. Is it possible to go to a set day of each month, i.e. the second Thursday at 5 pm?
- **Item 7.3** – Risk Management; as a former member of the ACA Executive (2010-2015) and of the Board (2015-16), I cannot recall any Risk Management plans, neither can the EO find any reference.
- **Item 8.4** – Coronavirus; it seemed appropriate that the Board review this.

Jim Clement  
Secretary to the Board



## Executive Officer Report

### Gateball

I spoke to the John Park, the National Coordinator for Gateball regarding a number of issues. Three key points that came out of the meeting were:

- 1 Gateball Referee Accreditation and Reaccreditation process - Gateball wants to remain consistent with Croquet on these processes.
- 2 Tournament Regulations – Urgent Board approval of the Tournament Regulations is required.
- 3 Selection Policy – I have outlined the reason for the delay in the approval of the Gateball Selection Policy. This document needs to be amended and approved urgently.

Attached is a more detailed report on the discussion between myself and John Park.

### Website

The website development is progressing nicely. Initially the main focus has been on the functionality of the website. Trying to make it more user friendly than the current site. The front page and links on the website have been completed. The main task is to upload the content and develop new content so that all the required information is available when the website goes live.

Online payments - In the last week the payment system has been set up with a company called Secure Pay Systems. The next process is to link this system with our Bank account via the website.

In terms of the website content. There will need to be Board approval of the Policies. The ideal scenario is to have all documents such as Guidelines, Regulations and Policies finalised and on the website for when it goes live.

### 2019 Audit

The 2019 audit has been completed by the ACA auditor, Assurance Matters. Please see the ACA Annual Report for a copy of the complete audit. Myself and Anne Mann (Finance Officer) have been extremely happy with the level of service we have received from Heather Stewart at Assurance Matters. Assurance Matters have met all deadlines with the audit and has made the audit process very simple for ACA.

### Annual Report

I am in the process of completing the report. Once the audit report has been signed off it will be added). Myself and Anne Mann (Finance Officer) have been extremely happy with the level of service we have to the Annual Report. The report will be available from early next week (week beginning on Monday 16<sup>th</sup>).