



BOARD MEETING MINUTES

Held Thursday, 9th 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 and Geoff Crook

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

1.3. Apologies: Max Kewish (Director)

2. Opening: The Chair opened the meeting at 17:15 AEST, acknowledging that the aim of the meeting was to establish a risk management policy and plan.

3. Risk Management Policy. The Chair commented favourably on the Risk Management Policy template contained in the NSW Government paper for not-for-profit organisations and directed to the Secretary to use this as a basis for a Croquet Australia policy. **Action: Sec**

4. Risk Matrix Parameters. The Board established the Croquet Australia Risk Matrix Parameters as:

4.1. Possible Occurrence:

4.1.1. **Almost Certain**- within the next 3 months

4.1.2. **Probable** – within the next year

4.1.3. **Possible** – within the next 3 years

4.1.4. **Unlikely** – within the next 5 years

4.2. Likely Impact

4.2.1. **Severe** - > \$200,000

4.2.2. **Major** - \$50,000 - \$200,000

4.2.3. **Moderate** - \$25,000 - \$50,000

4.2.4. **Minor** - < \$25,000

(*Secretarial note: These have been changed from the amounts agreed at the meeting, especially “Severe” which was set at \$400k, to allow for a range under each parameter. These can be reset if the Board so directs.*)

5. Determination of Risks.

5.1. Covid-19. The possible impact and likelihood of loss of income, in both the shorter and longer terms, was discussed.

5.1.1. The shorter term was the loss of income from clubs, and thus states, not being able to pay affiliation fees when they fall due, because of loss of income as a result of the social distancing requirements imposed by governments. There was inconclusive discussion on offering relief on affiliation fees.

5.1.2. The longer-term impact was believed to be:

5.1.2.1. the possible closure of clubs that could not meet their obligations or maintain courts, etc. due to reduced income (no play, no paying fees); and/or

5.1.2.2. the possible loss of members who, if play was banned for, say, six months, would not come back to playing croquet, having developed new or other interests.

5.2. Other Perceived Risks. The Board examined other perceived risks put forward in a paper prepared by the Secretary and allocated parameters. Secretary to produce a Risk Matrix based on these allocations. **Action: Sec**

- 6. Next Steps.** It was recognised that the paper prepared by the Secretary did not address the provisions of the Strategic Plan 2019-22. The Strategic Plan, which is not currently posted to the website, was made available to Board members, and this will be examined at a later meeting, to be scheduled.
- 7. Next Meetings:** 16th April 2020 at 17:00 AEST – Covid-19 Update
Further meeting for Risk Management? TBC
13th May 2020 at 17:00 AEST
- 8. Close:** The meeting closed at 18:50 AEST