



## BOARD MEETING MINUTES

Held Thursday, 9<sup>th</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 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:** 16<sup>th</sup> April 2020 at 17:00 AEST – Covid-19 Update  
Further meeting for Risk Management? TBC  
13<sup>th</sup> May 2020 at 17:00 AEST

**8. Close:** The meeting closed at 18:50 AEST