



## BOARD MEETING MINUTES

Wednesday, 8<sup>th</sup> July 2020 via Go-to-Meeting

### 1. Attendance:

- 1.1 **Directors:** Megan Fardon (Chair), Jim Nicholls (Deputy Chair), Don Close (Treasurer), Geoff Crook and Max Kewish; Jacky McDonald and Mary Marsland both joined later, at times as shown.
- 1.2 **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)

### 2. Opening: The Chair opened the meeting at 17:08

### 3. Adoption of Minutes of Previous Meetings:

#### 3.1 Meeting held 10<sup>th</sup> June 2020:

#### 3.2 Meeting held 17<sup>th</sup> June 2020:

Resolved that the minutes be accepted.

#### 3.3 Business Arising from Minutes of Previous Meetings:

##### 3.3.1 10<sup>th</sup> June 2020:

**Item 3.4.1** – The revised Terms of Reference for the proposed Publicity Committee were distributed and discussed via email, prior to the Secretary distributing to states and requesting Expressions of Interest for appointment to that committee.

**Item 4.1** – The Treasurer in an email dated 12/6/20 advised that the \$6000 shown in Corporate Publicity was for the live streaming of the 2020 WCF ACWC, and that the “Other” items listed as expenditure in the budget is for all items listed against International Funding (Team training, Travel, Accommodation, hosting that is/was budgeted to be funded this year).

##### 3.3.2 17<sup>th</sup> June 2020:

**Item 3.1.2** – letters sent Registered Mail to AGU Office bearers on 22 June 2020

**Item 3.2** – RIB queried re effect of “...exonerate ACA from liability...”. Awaiting reply before amending Attachment B.

### 4. Finance

- 4.1 **Finance Report:** The Treasurer reported that the Bank Manager has advised that the total of Term Deposits is greater than allowed in the paperwork currently held by the bank. The Finance Report is attached as Annex A.

Resolved that the Finance Report be accepted.

- 4.2 **Finance Committee:** Jim Nicholls advised that as an account signatory he was no longer eligible to be a Finance Committee member, so had stood down, and Geoff Crook has joined the committee.

### 5. Correspondence

#### 5.1 Inwards:

5.1.1 200616 from Croquet SA to Croquet Vic re VCC (cc Croquet Australia)

5.1.2 200624 from Luke Howarth MP (Federal Member for Petrie) re Governance of Gateball via email)

5.1.3 200626 from G Morris re ACA Membership (via email)

#### 5.2 Outwards:

5.2.1 200622 to G Morris re ACA membership, Registered Mail

5.2.2 200622 to K Stokes re ACA Membership, Registered Mail

- 5.2.3 200622 to L Scott re ACA Membership, Registered Mail
  - 5.2.4 200622 to H Backer re ACA Membership, Registered Mail
  - 5.2.5 200622 to member states re Eol for Publicity Committee
  - 5.2.6 200623 to federal & state ministers for sport, federal and state MPs whose electorates include Redcliffe, and CEO Moreton Bay Regional Council re Governance of Sport of Gateball in Australia
  - 5.2.7 200629 to G Morris in reply to his 26/6/20 email
- Resolved that the Correspondence be accepted.

*Secretarial Note: Jacky McDonald joined the meeting at 17:23 AEST*

## 6. For Decision:

### 6.1 Governance:

#### 6.1.1 Policies:

6.1.1.1 **Selection Policy:** deferred to the August meeting for decision .

6.1.1.2 **Anti-Doping Policy:** Resolved to accept the policy. **Action: Sec**

#### 6.1.2 Terms of Reference:

6.1.2.1 **Coaching Committee:**

6.1.2.2 **National Coordinator of Coaching:**

6.1.2.3 **Assistant National Coaching Coordinator:**

Resolved to accept the Terms of Reference for coaching as drafted by the Secretary, with the necessary attributes to be the subject of a separate ToR applicable to all appointees. Also resolved to establish an ANCC position.

6.1.2.4 **Referee Committees:**

6.1.2.5 **National Coordinators of Referees:**

Resolved to accept the Terms of Reference for refereeing.

6.1.2.6 **Publicity Committee:** ToR accepted, Max Kewish appointed as Board member, Tony Walker, Caroline Ribone, Greg Bury and Maggie Cussel appointed. Secretary to advise all. **Action: Sec**

6.1.3 **Next GM/Discussion Forum:** Agreed that the SGM and Discussion Forum be held on 7<sup>th</sup> December 2020. **Action: Sec**

### 6.2 WCF:

6.2.1 **Topic 84 Entry Age for 2022 WCF U21 GCWC:** Resolved to support the WCF position that those who would have been eligible by age to enter the 2021 event are also eligible to enter the 2022 event. Secretary to advise WCF. **Action: Sec**

### 6.3 Events

6.3.1 **Presidents AC Eights:** Agreed to accept the AC Selectors recommendations (attached at Annex B) except for the entry fee reduction. .

## 7. For Discussion

### 7.1 Governance:

7.1.1 **Strategic Plan:** Suggested benchmarks, as circulated, accepted for inclusion in the Strategic Plan, which is to be amended and recirculated. **Action: MM/GC**

*Secretarial Note: Mary Marsland joined the meeting at 18:21 AEST, explaining that her internet connection would not allow her to join earlier, possibly due to many working from home.*

7.1.2 **Membership Categories:** The Board reviewed and discussed the Croquet SA Terms of Reference for a committee to investigate membership categories. Secretary to request copy of committee's final report. **Action: Sec**

7.1.3 **Board Meeting:** It was agreed that a face to face meeting of the Board be held 7<sup>th</sup> & 8<sup>th</sup> November, possibly in Adelaide, as the most central position given the Board incumbents. Secretary & Executive Officer to arrange. **Action: Sec & EO**

## 7.2 Management:

**7.2.1 State Adverse Conditions Policies:** There was discussion of State Adverse Conditions policies that may be used for a National or International events, without resolution.

**7.2.2 Lighting Standard:** Secretary advised that letters of support have been received from only two states but are required them from all states in order to submit a request to Standards Australia. Secretary to chase up from those states that have not yet supplied. **Action: Sec**

## 8. For Information:

**8.1 Outstanding Items:** list circulated to Directors

### 8.2 Reports:

**8.2.1 Secretary's Report:** Attached at Annex C

**8.2.2 Executive Officer's Report:** Attached at Annex D

### 8.3 Governance:

**8.3.1 Establishment of Sport Integrity Australia:** paper circulated to Directors

### 8.4 WCF:

**8.4.1 Advertisement for Deputy Secretary-General:** paper circulated to all states.

**8. Next Meetings: 22<sup>nd</sup> July 2020 at 17:00 AEST – Academy with Greg Bury**

**12<sup>th</sup> August 2020 at 17:00 AEST**

**26<sup>th</sup> August 2020 at 17:00 AEST – 2020 GC ISS Go/No go**

**9<sup>th</sup> September 2020 at 17:00 AEST**

**14<sup>th</sup> October 2020 at 17:00 ADST**

**7<sup>th</sup> – 8<sup>th</sup> November 2020 - in Adelaide?**

**7<sup>th</sup> December 2020 – SGM & Forum in Launceston?**

**9. Close:** The Chair closed the meeting at 19:04 AEST

<b>Attachments:</b>	Annex A	Finance Report
	Annex B	Recommendations for 2020 AC Presidents 8s
	Annex C	Secretary's Report
	Annex D	Executive Officer's Report.



Annex A to  
Board Meeting Minutes  
8<sup>th</sup> July 2020

## **Treasurer's report June 2020**

General activity this month was some grants for U21 participants & pay runs.

Term deposit \$50,000.00 matured 16<sup>th</sup> June and was reinvested for 8 months @ .95%  
Four States have paid 2020 Affiliation fees.

Don Close  
ACA Treasurer

**Profit & Loss Statement**

January 2020 To June 2020

Income		
International Fund		\$89,809.08
Affiliation- Member/Player		\$175,181.82
International Fund - Rebate		-\$44,863.63
Affiliation - Member/Player Rebate		-\$87,590.91
GC Rule Books	Tex	\$204.55
Wedge Gauges		\$207.28
Ricochet Rules Books		\$227.41
Event Entry Fees - Full		\$22,712.36
Postage		\$7.27
Interest		\$2,370.14
JOBKEEPER SUBSIDY (NO GST)		\$6,000.00
Cash flow boost subsidy		\$10,000.00
Other		\$4,331.95
<b>Total Income</b>		<b>\$178,597.32</b>
Cost Of Sales		
Sales of Rules Books		\$343.81
<b>Total Cost Of Sales</b>		<b>\$343.81</b>
<b>Gross Profit</b>		<b>\$178,253.51</b>
Expenses		
Equipment Purchases		\$445.45
Badges		\$136.00
Audit Fees		\$1,600.00
Bank charges		\$86.99
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		\$15,391.79
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		\$1,855.51
Web design expenses		\$175.00
Consultancy Fees		\$3,525.80
Equipment Insurance		\$976.69
Legal Fees		\$500.00
Affiliation Fees - WCF, WGU		\$2,141.94

This report includes Year-End Adjustments.

## Profit & Loss Statement

January 2020 To June 2020

Postage, Freight and Courier	\$273.23	
Printing & Stationery	\$1,213.63	
Rent	-\$277.42	
Corporate Publicity	\$6,000.00	
S&W Superannuation	\$2,291.89	
S&W Salaries & Wages	\$35,064.95	
Telephone and Internet Charges	\$355.68	
<b>Total Expenses</b>		<b>\$130,568.76</b>
<b>Operating Profit</b>		<b>\$47,684.75</b>
<b>Net Profit/(Loss)</b>		<b>\$47,684.75</b>

This report includes Year-End Adjustments.

## Balance Sheet

As of June 2020

<b>Assets</b>		
Current Assets		
Operating Account	\$121,364.33	
Treasurer's Account	-\$211.08	
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	\$66,051.50	
Electronic Clearing Account	-\$1,889.37	
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	
<b>Total Assets</b>		<b>\$678,396.71</b>
<b>Liabilities</b>		
GST Collected	\$13,268.08	
GST Paid	-\$866.62	
PAYG and Superannuation payabl	\$5,033.27	
<b>Total Liabilities</b>		<b>\$17,434.73</b>
<b>Net Assets</b>		<b>\$660,961.98</b>
<b>Equity</b>		
Retained Earnings	\$509,568.23	
International Fund	\$103,709.00	
Current Year Earnings	\$47,684.75	
<b>Total Equity</b>		<b>\$660,961.98</b>

This report includes Year-End Adjustments.



## 2020 President's AC 8s AC Selection Committee Recommendations

AC selectors recommendations :

- 1) The Invitation date for EOI is 1st July till 30th August  
Depending on uptake we may seek further names after 30th August or make the numbers submitted into 3 or 4 x 8's \*
- 2) For 2020 ; invited players are placed into their respective 8's based on rankings - rankings taken at 30th August , however for this year players within ( 30, 40 or 50 grade points + or - ) ? of another player will be regarded as equal and the selectors will place each player that are equal into a ranking decided by selectors .

Rationale : with COVID -19 players tournament and preparation will all be different , and the rankings may not be the best indicator of players form and current ability , some players will be unable to play as much as others , and to not disadvantage any player or place player in an 8 that is not an accurate reflection of their current form , which affect a whole 8 , the selectors would like some flexibility in making judgement call on some positions.  
It also removes the wildcard wording for 2020 , so players that have played under 20 games due to the inability to enter or travel to events also will not be disadvantaged.

In the majority of players , the order will most likely not be altered , but if the wording is presented with the EOI announcement - then we are covered for all scenarios and openly communicated to all players EOI'ing.

The selectors discussed and agreed 50 grade points , but 40 grade points may be fairer and have less movement.

If Victoria / Brimbank is still a problem with travel dilemmas come August , and we require to make a call for alternative venues , then removing the floating ranking list will help with locked in players for their respective 8's .

- 3) The selectors propose that the ACA could subsidise this event as a trial in 2020 ; by making the event zero entry fee and subsidising a payment back to players for attending . as an example of reimbursement :  
Victorian players - zero  
NSW , Tasmanian players \$50.00  
Sth Australian , Queensland players \$100.00  
WA players \$200.00

2019 we had 28 players in 4 8s

VIC 10

NSW 9

SA 5

QLD 3

WA 1

If similar it would cost ACA \$1450.00 in 2020 , plus lawn hire fees



2018 we had 3 8's 24 players

VIC 9

NSW 4

SA 7

QLD 3

WA 1

If similar it would cost ACA \$1500.00 in 2020 , plus lawn hire fees  
the money could come from the ACA AC training budget 2020 ?

Rationale : The selectors would like to kick start the season with a strong entry in numbers and strength of player , the last few years we have struggled to fill the 4 x 8 and it has lacked the top ranked players - we know from feedback ( players meetings ) that cost of entry, travel and accomodation is a deterrent .

COVID-19 will have an unknown in regard to travel costs and availability of prime times that may extend a player arriving or leaving earlier or later than desirable ; it also will make some tougher decisions in regard to what accomodation options to choose- some players will prefer not to airbnb , stay with a friend or stay in share house accomodation with other players , which will also add to individual costs.

4) \* The Tournament committee recommend that there is only 3 x 8's this year , flexible if this is 2 x open , 1 x Women or 3 x open ,depending on entries as at 30th August

If proposal 3 above is approved, then we may get enough for 4 x 8's , but forecasting is tricky , so the wording on the EOI will need to show players need to have some flexibility and a wait and see approach to how this may unfold at the end of the EOI advertised time.

Rationale : low entries the previous few years and uncertainty for players Re-COVID-19 .  
Peter Landrebe 25/06/2020 ; on behalf of Martin Clarke , chair of AC selectors



## Secretary's Report

### Items from Previous Meetings

- **10<sup>th</sup> June**
  - **Item 3.4.1:** Publicity Committee ToR redrafted to reflect it as a Board appointed Committee, committee size inserted to reflect Directors' comments, circulated to States with covering letter, for distribution to clubs.
  - **Item 7.1:** Updated Strategic Plan received and circulated to Directors
  - **Item 7.3.2:** ToR for NCR and Referees' Committees sent to NCGB for comment, amended in light of his comments. Included in agenda of 8 July meeting for adoption.
  - **Item 8.2:** All state's Adverse/Playing Conditions policies downloaded from websites and circulated to Directors. Also available in *Dropbox/Directors/Projects-Playing Conditions Policies*
  - **Item 8.3:** Letters of support/requirement supplied by Croquet SA and Croquet Vic. Other states asked to supply as a matter of urgency to allow preparation of submission. No more received as at 5<sup>th</sup> July 2020.
  - **Item 9.1:** Croquet Tas advised of Board decision, previously endorsed TR asked if available for changed scheduling.
  - **Item 10.3:** Expressions of Interest in WCF Development Committee forwarded to WCF S-G
- **17<sup>th</sup> June**
  - **Item 3.1.2:** Letter sent to Geoff Morris and other AGU Officeholders. Acknowledgement of receipt and request for grounds for decision by G Morris answered.
  - **Item 3.2:** Extract of Attachment B sent to Regional Insurance Brokers for advice/comment.

### 8<sup>th</sup> July Meeting:

The agenda for this meeting is different to previous ones, as general business items are arranged under three main headings, For Decision, For Discussion, and For Information to ensure that important matters are dealt with first.

- **Item 5 Correspondence:**
- **Item 8.1 Outstanding Items list:** I am waiting for those persons responsible for items on this list to advise me of progress, timelines, etc. to enable me to update it.
- **Item 8.4.1 WCF Advertisement for Deputy Secretary-General.** Circulated to State Association Secretaries with a request that they disseminate further.

A handwritten signature in black ink, appearing to read "Jim Clement".

Jim Clement  
Secretary to the Board



## Executive Officer's Report

### 10<sup>th</sup> June Agenda Items:

- Item 4.3 Website update.
- For full breakdown and timelines see attached website schedule document (Attachment A).

### 8<sup>th</sup> July Meeting:

- Item 8.23 Executive Officer Report
- **Sport Australia Finance Advisory (SFA) Committee** - Update from the regular meetings between the SFA and NSO's.
  - SFA thanked Sports for supplying financial data around the effects of Covid-19. This information has greatly contributed to the \$50 million commitment to HP (Olympic Sports) funding.
  - Financial Data supplied to the Finance Advisory Committee of Sport Australia has released the preliminary initial key findings into COVID-19 Financial analysis of NSOs/NSODs. See attached draft document for full report (Attachment B).
    - o There was active discussion around the Job Keeper programme, the purpose of the funding, and interpretation of the guidelines. Job Keeper payments for ACA will continue until the end of September.
  - Next meeting is scheduled for the 21 July.
- **ACA Tournaments and Events**
  - AC Presidents Eights:
    - AC Selection Panel have put forward a proposal to the ACA Board outlining measures for coping with the possible effects of Covid<sup>w</sup> 19 on the AC President's Eights. The four points for consideration are:
      - Depending on numbers of EOI's received. Either 3 or 4 x eight players.
      - Rankings
      - Entry Fee
      - Flexibility given to the Tournament Committee on the makeup of the Eights.
    - Attached is a copy of the proposal put forward by the AC Selection Panel. Request previously sent to the Board for discussion (Attachment C).
    - Due to the Covid-19 outbreak in Victoria calls for Expressions of Interest has been postponed until 14<sup>th</sup> July at the request of the Tournament and Selection Committees.

[Type here]

- GC Handicap:
  - Entries for the GC Handicap are now open. The event flyer is now available on the website for players to download.
- Pan Pacific Masters Games o An email has been received from Pam White of the Brighton Croquet Club suggesting the possibility of ACA submitting an application for Croquet to be included in the 2021 Pan Pacific Masters Games.
  - Is this something the Board would like to pursue?
- **Sport Australia — Sporting Schools Program** - Previously Croquet Australia has enquired about joining the Sporting Schools Programs but the programme was temporarily closed until the NSO approval process was completed. Now that the programme is up and running again is this something we would like to pursue?
  - One of the key advantages is the potential to promote Croquet in approximately 8000 school communities.
  - With the coaching programme's completed and due for release shortly, ACA is in a good position to integrate some of these programmes into the school communities.
- **Finance** Job Keeper payments to continue until the end of September with the final payment made in October.
  - Cash flow bonus of \$5000 due at the end of July.
  - A further \$5000 with Bas in October. As stated at the June Board meeting, first payment of \$10000 was received in early June.



ROB MURRAY

EXECUTIVE OFFICER  
AUSTRALIAN CROQUET ASSOCIATION  
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