



## BOARD MEETING MINUTES

Wednesday, 12<sup>th</sup> August 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
- 1.2 **Officers:** Jim Clement (Secretary),
- 1.3 **Apologies:** Rob Murray (Executive Officer)

### 2. Opening: The Chair opened the meeting at 17:10 AEST

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

- 3.1 **Meeting held 8<sup>th</sup> July 2020:** Resolved to accept the minutes of the 8<sup>th</sup> July 2020 minutes as a true and accurate record with the amendment that Item 6.1.1 be carried forward to the September meeting.
- 3.2 **Meeting held 22<sup>nd</sup> July 2020:** Resolved to accept the minutes of the 22<sup>nd</sup> July 2020 meeting as a true and accurate record.

### 4. Ratification of Email Voting:

- 4.1 **Appointment of Greg Bury to Publicity Committee:** Greg Bury submitted an EoI, via email, for membership of this committee on 13<sup>th</sup> July 2020, which was forwarded to Directors that day. Six Directors emailed their approval the same day and Greg and other members of the committee notified.
- 4.2 **WCF Topic 85 – Sweden’s Application for Full Membership:** The WCF S-G emailed the *Svenska Kroquetförbundet* (Swedish Croquet Association) application for WCF Full Membership on 16<sup>th</sup> July 2020, which was forwarded to Directors the next day, with six emailing their favourable votes allowing the WCF S-G to be informed of Croquet Australia’s support for Sweden’s admission to full membership on 17<sup>th</sup> July 2020.
- 4.3 **WCF Working Groups** WCF advised on 20<sup>th</sup> July 2020, of its intention to establish four Working Groups, to examine a Global Handicap System, a Global Player & Game Database, a different handicap system for GC, and a Global Online Referee Training & Certification System, with one Australian member of each Working Group. Notification of Working Group members was requested by 10 August 2020. The paper was circulated to Directors with the recommendations that appointments be Gareth Denyer, Tim Murphy, Martin Clarke and Jim Clement respectively. Six directors had emailed their agreement with the recommendations by 30<sup>th</sup> July 2020 and WCF informed.

Resolved that the email voting be ratified.

### 5. Finance

- 5.1 **Finance Report:** The Treasurer spoke to his report, attached at Annex A.  
Resolved to accept the Financial Report.

### 6. Correspondence

- 6.1 **Inwards:**
  - 6.1.1 200708 from K Stokes re AGU
  - 6.1.2 200726 from Gordon Matthews – resignation from ACA GCRC

## 6.2 Outwards:

- 6.2.1 200709 to Publicity Committee appointees
- 6.2.2 200710 to K Stokes re AGU
- 6.2.3 200710 to State Associations re Anti-Doping Policy
- 6.2.4 200727 to Gordon Matthews – acknowledgement of resignation & thanks

## 7. For Decision:

### 7.1 Governance:

- 7.1.1 **Strategic Plan:** Resolved at accept the Strategic Plan. To be posted to website.  
**Action: Sec/EO**

### 7.1.2 Terms of Reference:

- 7.1.2.1 **HPM:** Secretary to redraft and resubmit to the next meeting. **Action: Sec**
- 7.1.2.2 **Australian Members of WCF ACLC & GCRC:** Resolved to endorse the Terms of Reference.
- 7.1.2.3 **Archivist:** Resolved to endorse the Terms of Reference.
- 7.1.2.4 **Events Committee:** Resolved to endorse the Terms of Reference.
- 7.1.2.5 **Tournament Committee:** Secretary to redraft and resubmit to the next meeting.  
**Action: Sec**

### 7.1.3 Regulations:

- 7.1.3.1 **Gateball Tournament Regulations:** deferred to the September meeting.

### 7.2 Management:

- 7.2.1 **Australian Member of WCF ACLC:** Secretary to call for Expressions of Interest.
- 7.2.2 **Australian Gateball Union:** Legal advice to be sought. **Action: Sec/EO**
- 7.2.3 **Assistant National Coaching Coordinator:** Resolved to appoint Barb Pigott as ANCC. Secretary to advise. **Action: Sec**
- 7.2.4 **Employees:** Resolved that Greg Bury be employed as a permanent part time position and that the EO, currently employed in a casual position, be offered permanent part time. **Action: Chair**
- 7.2.5 **Coaching Manuals:** Agreed that the Treasurer investigate the cost of production of videos as a possible inclusion in coaching manuals. **Action: Treasurer**

## 8. For Discussion

### 8.1 Governance:

- 8.1.1 **November Board Meeting:** decision on face-to-face meeting deferred until September meeting.

### 8.2 Management:

- 8.2.1 **2021 Scholarship Program:** Secretary to advertise program and call for EoI.  
**Action: Sec**
- 8.2.2 **Publicity Committee Proposal for Magazine:** Resolved to empower committee to progress online magazine.

## 9. For Information:

- 9.1 **Outstanding items:** Secretary requested those with action items to update status and timelines. **Action: All**

### 9.2 Reports:

- 9.2.1 **Secretary's Report:** The Secretary advised on his actions arising from the previous meetings.
- 9.2.2 **Executive Officer's Report:** The EO reported on his attendance at Sport Australia Finance Advisory Committee meetings.
- 9.2.3 **Sub-Committee Minutes:**
  - 9.2.3.1 Publicity Committee minutes of 4/8/20
- 9.2.4 **Coronavirus update - Victoria:** briefing on latest restrictions

**9.3 Events:**

**9.3.1 2020 GC Handicap Championships:** cancelled by Events Committee, in conjunction with Twin City CC, due to Covid-19 restrictions

**9.4 WCF:**

**9.4.1 Topic 84 – amendment to U21 GCWC Age limit for 2022:** Amendment approved (Item 6.2.1 of Minutes of 8<sup>th</sup> July 2020 Board meeting refers)

**9.4.2 Development Committee:** Australian Representative's report

**9.4.3 Release of Draft AC Laws, Edition 7 for Member's Review:** distributed to States requesting comments via State Directors/Coordinators of AC Referees.

**10. Next Meetings: 26<sup>th</sup> August 2020 at 17:00 AEST – Determination of ISS Go/No go**  
**9<sup>th</sup> September 2020 at 17:00 AEST**  
**14<sup>th</sup> October 2020 at 17:00 AEST**  
**7<sup>th</sup> & 8<sup>th</sup> November 2020 @ Adelaide**

**11. Close:** The Chair closed the meeting at 19:23 AEDT

**Attachments:**

**Annex A:** Treasurer's Report



Report for  
Board Meeting  
12<sup>th</sup> August 2020

## Treasurer's Report

At the moment we have received the Job Keeper payments for April and May.  
This is what I expect for the rest of the year.

June - September	4 @ \$6,000 =	\$24,000
October - November	2 @ \$4,500 =	\$9,000
(December should be paid in January)		
TOTAL		\$33,000

In addition, we should receive \$5,000 in August and October for the cash support subsidy.

It is hard to predict the future at the moment but with government support we are going OK.

Don Close  
Treasurer

### Attachments:

Appendix 1:	Profit & Loss Statement
Appendix 2:	Balance Sheet

### Australian Croquet Association Inc

<b>Account</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>
	<b>for year 2020</b>	<b>as at 31 July 2020</b>	<b>for year 2019</b>
<b>Income</b>			
International Fund	\$88,982.73	\$89,809.08	\$78,962.28
Affiliation- Member/Player	\$173,728.00	\$175,181.82	\$171,660.45
International Fund - Rebate		-\$44,863.63	
Affiliation - Member/Player Rebate		-\$87,590.91	
AC Law Books	\$660.00		
GC Rule Books	\$330.00	\$245.46	-\$12,542.73
Wedge Gauges	\$200.00	\$207.28	\$447.27
Ricochet Rules Books	\$0.00	\$227.41	\$1,971.02
Fees - Referees			\$163.64
Rent free income			\$5,797.00
Donation Received			\$75.00
Sponsorship			\$1,533.00
Event Entry Fees - Full	\$48,254.97	\$22,712.36	\$55,540.29
Event Entry Fees - Concession	\$1,953.96		\$81.82
Postage	\$108.00	\$7.27	-\$248.20
Gateball Food			\$2,765.53
Interest	\$3,400.00	\$2,585.52	\$4,132.73
Increase in value of investmen	\$8,000.00		\$47,207.03
JOBKEEPER SUBSIDY (NO GST)		\$12,000.00	
Cash flow boost subsidy		\$10,000.00	
Other	\$4,800.00	\$4,331.95	\$5.00
<b>Total Income</b>	<b>\$330,417.66</b>	<b>\$184,853.61</b>	<b>\$357,551.13</b>
Cost of sales	\$0.00	\$343.81	\$3,622.75
<b>Gross Profit</b>	<b>\$330,417.66</b>	<b>\$184,509.80</b>	<b>\$353,928.38</b>
<b>Carryover from 2019</b>	<b>\$58,395.00</b>	<b>\$58,395.00</b>	
<b>Expense</b>			
Equipment Purchases	\$0.00	\$445.45	\$546.00
Coaching Badges			\$1,767.20
Rules & Laws Books, Hoop Gauge			\$1,677.05
ACA Ties & Caps			\$1,946.06
Badges	\$350.00	\$136.00	\$4,609.32
Audit Fees	\$2,500.00	\$1,600.00	\$1,440.00
Bank charges	\$250.00	\$90.49	\$170.09
Board/Governance Expenses	\$4,681.64		\$4,671.52
Business Planning, Reporting			\$78.18
Depreciation - Croquet Equipment			\$1,007.09
Depreciation-Office equip			\$468.62
Depreciation-Gateball equip			\$389.00
Prizes	\$2,850.38	\$2,054.10	\$6,589.86
Tournament Manager	\$3,809.22	\$637.67	\$1,923.27
Tournament Referee	\$8,668.72	\$1,519.64	\$3,860.01
Referees/Venue Manager	\$3,869.09	\$1,342.00	\$2,615.46

Contingency - Events	\$3,130.06	\$1,035.67	\$218.27
Disbursement Presidents 8s	\$7,396.23	\$4,959.40	\$10,426.31
Accommodation - Overseas	\$6,500.00	\$6,500.00	\$1.86
Car Hire - Overseas	\$0.00	\$526.65	\$189.57
Airfares - Overseas	\$0.00	\$2,442.44	\$6,096.54
Uniforms	\$2,684.00	\$2,957.82	\$6,503.89
Training	\$1,000.00		\$7,739.17
Entry Fees - WCF	\$0.00		\$662.85
High Performance Manager	\$16,000.00		\$1,007.04
Honoraria	\$6,500.00	\$36.36	\$8,063.64
Travel - Domestic	\$54,504.91	\$15,391.79	\$31,691.03
Resources - Appointed Officers	\$500.00		
Hires - Events	\$18,690.00	\$8,768.36	\$19,773.50
New Club Grants	\$3,000.00	\$3,000.00	\$1,500.00
Meritorious Medal	\$100.00		\$0.00
Scholarships	\$8,000.00	\$500.00	\$1,909.10
Accommodation - domestic	\$9,319.73	\$8,764.54	\$18,250.26
Sponsorship Plan	\$100.00		\$0.00
Event dinner expense	\$220.00	\$6,119.00	\$4,224.23
Other	\$92,767.00	\$3,985.24	\$2,508.44
ACA Contribution			\$1,088.36
Contingency-committees	\$3,472.74		\$0.00
Surveys	\$454.55		\$0.00
Officials contributions	\$6,150.00	\$3,641.30	\$2,633.94
Welcome Functions	\$0.00	\$200.00	\$813.64
Coaching	\$3,818.00		\$3,324.00
Hosting Contribution	\$1,272.75		\$2,520.54
Cleaning - Events	\$4,545.45	\$749.99	\$6,659.08
Computer Expenses	\$5,637.33	\$1,954.60	\$5,185.38
Web design expenses	\$7,045.45	\$175.00	\$570.00
Consultancy Fees	\$13,451.60	\$4,030.10	\$4,724.33
Equipment Insurance	\$1,100.00	\$976.69	\$0.00
Legal Fees	\$3,636.00	\$1,731.00	\$600.00
Marketing	\$1,500.00		\$0.00
University Pilot Program	\$6,000.00		\$2,000.28
Affiliation Fees - WCF, WGU	\$3,400.00	\$2,141.94	\$2,174.19
Postage, Freight and Courier	\$1,306.36	\$273.23	\$1,892.18
Printing & Stationery	\$4,718.28	\$1,213.63	\$2,028.13
Rent	\$6,900.00	-\$277.42	\$527.39
Rent free Expenses			\$5,797.00
Corporate Publicity	\$4,545.00	\$6,000.00	\$0.00
Corporate Marketing	\$4,545.00		\$0.00
S&W Superannuation	\$5,361.55	\$2,678.31	\$5,134.90
S&W Workers' Compensation	\$550.00		\$893.17
S&W Salaries & Wages	\$57,229.79	\$41,564.95	\$51,637.94
Telephone and Internet Charges	\$989.00	\$355.68	\$902.87
Write Off expense			\$1.27
<b>Total Expense</b>	<b>\$405,019.83</b>	<b>\$140,221.62</b>	<b>\$255,633.02</b>
<b>Net Profit (Loss)</b>	<b>-\$16,207.17</b>	<b>\$102,683.18</b>	<b>\$98,295.36</b>
From corrected summary spreadsheet	-\$12,207.00		
The difference is the \$2,000 sponsorship added to both the AC and GC President's Eights which is not in MYOB y			

**Appendix 2 to  
Annex A to  
Board Minutes  
12th August 2020**

**Australian Croquet Association Inc**  
2/65 Tennant St  
Fyshwick ACT 2609  
ABN: 90 330 745 920  
Email: finance.croquet@gmail.com

## Balance Sheet

As of July 2020

Assets		
Current Assets		
Operating Account	\$114,486.46	
Treasurer's Account	\$2,614.31	
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	\$66,051.50	
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>\$676,233.60</b>
Liabilities		
GST Collected	\$13,272.17	
GST Paid	-\$1,055.86	
PAYG and Superannuation payabl	\$6,451.88	
<b>Total Liabilities</b>		<b>\$18,668.19</b>
<b>Net Assets</b>		<b>\$657,565.41</b>
Equity		
Retained Earnings	\$509,568.23	
International Fund	\$103,709.00	
Current Year Earnings	\$44,288.18	
<b>Total Equity</b>		<b>\$657,565.41</b>

This report includes Year-End Adjustments.