



## BOARD MEETING MINUTES

Wednesday, 9<sup>th</sup> September 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), Rob Murray (Executive Officer)
- 1.3 **Apologies:**

2. **Opening:** The Chair opened the meeting at 17:02 AEST

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

- 3.1 **Meeting held 12<sup>th</sup> August 2020:**
- 3.2 **Meeting held 2<sup>nd</sup> September 2020:**

Resolved that the minutes be accepted as true and accurate records.

### 4. Ratification of Email Voting:

- 4.1 **Cancellation of 2020 GC Gold Medal & Interstate Shield:** These events were scheduled to be held in Northern Tasmania 28<sup>th</sup> November to 6<sup>th</sup> December. Following the announcement that the Tasmanian borders are to remain closed until at least 1<sup>st</sup> December, the Board conducted an email vote with a majority voting to cancel the events and award the 2021 GC National Championships to Croquet Tasmania
- 4.2 **Cancellation of 2021 AC National Championships:** In considering whether to cancel the 2021 AC National Championships, specifically the Eire Cup, the Board was divided, and it was agreed to defer this decision until the November meeting.

Resolved to ratify the email voting as recorded above.

5. **Finance Report.** The Treasurer stated that the bottom line is unlikely to be affected by the Covid-19 epidemic. He recommended and it was resolved that the bank be informed that all term deposit transactions in excess of \$25,000 require two authorised signatories. The Profit & Loss Report and the Balance Sheet are attached.

### 6. Correspondence

- 6.1 **Inwards:**
  - 6.1.1 200830 from President, CTas re Sports Lighting
- 6.2 **Outwards:**
  - 6.2.1 200813 to Barb Piggott re ANCC appointment
  - 6.2.2 200814 to Greg Bury re employment
- 6.3 **Business Arising from Correspondence:**

### 7. For Decision:

- 7.1 **Governance:**
  - 7.1.1 **Policies:**
    - 7.1.1.1 **Selection Policy:** The policy was reviewed, amended and adopted. To be posted to website. **Action: Sec**
    - 7.1.1.2 **Gateball Selection Policy:** Still awaiting advice from RIB.
  - 7.1.2 **Regulations:**
    - 7.1.2.1 **Gateball Tournament Regulations:** to be made an annex to TRegs.

### 7.1.3 Terms of Reference:

#### 7.1.3.1 HPM:

#### 7.1.3.2 Tournament Committee:

#### 7.1.3.3 GC Rules Working Group:

Resolved that the ToRs be adopted. To be posted to website.

**Action: Sec**

### 7.2 Management:

**7.2.1 2021 Scholarship Program - Appointment of Expert Committees:** Not required as only applications received are from players, which have been forwarded to the relevant Selection Committees.

**Action: Sec**

**7.2.2 Australian Gateball Union:** NCGb to be advised that no further action can be taken on his complaint, as the person against whom he made the complaint is no longer a financial member of either CAQ or Croquet Australia.

**Action: Sec**

The Board agreed that the procedures contained in the Member Protection Policy be reviewed to improve their implementation.

**Action: EO**

The Board also agreed that the position of Complaints Officer should be filled by a volunteer and that the Secretary should include this in the list of appointees and committee members when calling for Eols for 2021.

**Action: Sec**

**7.2.3 Board Liaison Appointments:** Directors accepted appointments left vacant by Mile Cohn. Secretary to circulate.

**Action: Sec**

## 8. For Discussion

### 8.1 Governance:

**8.1.1 Strategic Plan Implementation:** Directors to take responsibility for areas of the Strategic Plan

**8.1.2 Compliance with ASC Sport Governance Principles:** The circulated papers were discussed and it was resolved that:

**8.1.2.1** the Board Charter and the Board Conflict of Interest Policy be deferred for further discussion at the October meeting,

**Action: Sec**

**8.1.2.2** The Code of Behaviour contained in the Member Protection Policy be posted as a separate item on the website,

**Action: Sec**

**8.1.2.3** The Position Descriptions for the Board Chair, Secretary and Treasurer be adopted; and

**Action: Sec**

**8.1.2.4** The Child safety Policy be adopted.

**Action: Sec**

**8.1.3 November Board Meeting:** agreed that the November meeting will be held on the normal second Wednesday evening, i.e. 11<sup>th</sup> November 2020, by technology.

### 8.2 Management:

**8.2.1 Adverse Playing Conditions:** Secretary to draft an ACA policy for consideration

**Action: Sec**

**8.2.2 Report on Academy Progress:** Board agreed that Greg provide a written report for distribution with the agenda and to be available for questions during the meeting

### 8.3 Events

**8.3.1 Croquetwest Interest in 2025 WCF GC Teams event:** Board agreed to support a Croquetwest Eol for the WCF GC Teams Tier 1 competition.

**Action: Croquetwest**

## 9. For Information:

### 9.1 Reports:

#### 9.1.1 Secretary's Report:

#### 9.1.2 Executive Officer's Report:

The reports were accepted.

### 9.2 Committee Minutes:

**9.2.1** Publicity Committee meeting of 1 Sep 20

**10. Next Meetings: 14<sup>th</sup> October 2020 at 17:00 AEST**  
**11<sup>th</sup> November 2020 at 17:00 AEST**  
**9<sup>th</sup> December 2020 at 17:00 AEST**

**11. Close:** The Chair closed the meeting at 18:56 AEST

**Profit & Loss Statement**

1/01/2020 To 28/08/2020

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	\$245.46
Wedge Gauges	\$207.28
Ricochet Rules Books	\$227.41
Event Entry Fees - Full	\$22,712.36
Postage	\$7.27
Interest	\$2,610.54
JOBKEEPER SUBSIDY (NO GST)	\$18,000.00
Cash flow boost subsidy	\$15,000.00
Other	\$4,331.95
<b>Total Income</b>	<b>\$195,878.63</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>\$195,534.82</b>
Expenses	
Equipment Purchases	\$445.45
Badges	\$136.00
Audit Fees	\$1,600.00
Bank charges	\$94.24
Prizes	\$2,054.10
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	\$8,768.36
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	\$3,641.30
Welcome Functions	\$200.00
Coaching	\$4,454.20
Cleaning - Events	\$749.99
Computer Expenses	\$2,157.67
Web design expenses	\$175.00
Consultancy Fees	\$4,234.40
Equipment Insurance	\$976.69
Legal Fees	\$1,731.00

This report includes Year-End Adjustments.

**Profit & Loss Statement**

1/01/2020 To 28/08/2020

ABN: 90 330 745 920  
Email: finance.croquet@gmail.com

Affiliation Fees - WCF, WGU	\$2,141.94
Postage, Freight and Courier	\$273.23
Printing & Stationery	\$1,213.63
Rent	-\$277.42
Corporate Publicity	\$6,000.00
Corporate Marketing	\$1,791.30
S&W Superannuation	\$3,028.16
S&W Workers' Compensation	\$1,678.84
S&W Salaries & Wages	\$47,814.95
Telephone and Internet Charges	\$561.09
<b>Total Expenses</b>	<b>\$155,362.34</b>
<b>Operating Profit</b>	<b>\$40,172.48</b>
<b>Net Profit/(Loss)</b>	<b>\$40,172.48</b>

This report includes Year-End Adjustments.

**Balance Sheet**

As of 28/08/2020

Assets		
Current Assets		
Operating Account	\$122,886.48	
Treasurer's Account	-\$4,318.07	
Overseas payments account	\$416.09	
QANTAS Card	\$1,000.00	
TD 471050245779 11 Nov 2020	\$60,000.00	
BT Investment C11731060	\$142,088.70	
MLC Investment 35368672	\$128,720.43	
TD471050245154 16 Decl 2020	\$40,000.00	
TD 471050245162 23 May 2021	\$20,000.00	
TD 50246667 21 Feb 2021	\$50,000.00	
TD50246675 21 October 2020	\$40,000.00	
Trade Debtors	\$43,576.50	
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>\$655,226.24</b>
Liabilities		
GST Collected	\$4.17	
GST Paid	-\$1,042.95	
PAYG and Superannuation payabl	\$2,815.31	
<b>Total Liabilities</b>		<b>\$1,776.53</b>
<b>Net Assets</b>		<b>\$653,449.71</b>
Equity		
Retained Earnings	\$509,568.23	
International Fund	\$103,709.00	
Current Year Earnings	\$40,172.48	
<b>Total Equity</b>		<b>\$653,449.71</b>

This report includes Year-End Adjustments.