



MINUTES

Thursday, 21 February, 2019 at 9.30am

VCA, Cairnlea, Victoria.

- 1. Welcome** – Chair, Megan Fardon welcomed Board Members to the meeting.
- 2. Roll Call** - Megan Fardon (Chair), Mike Cohn (Deputy-Chair), Don Close (Treasurer), Jim Nicholls, Mary Marsland.

Executive Officer: Rob Murray

Apology - Nil

3. Adoption of Minutes

Receipt of ACA Minutes from 6 & 13 December (one document). Minutes accepted.

4. Business Arising from the Minutes

Outstanding actions (see items below)

5. Recording of Motions sent and agreed to by Email

- 5.1 On the 1 February the Board approved, via email funding to support Charlie Sharpe and Jamie Gumbrell's attendance at the GC U21 World Championship. Formal approval was minuted at this meeting. Motion accepted.
- 5.2 ACA to develop policy for the Under 21's support at international events- Motion accepted. Rob Murray to action.
- 5.3 Graeme Thomas resigned from his position as Secretary of the ACA Board on the 9th February 2019. The Chair, Megan Fardon wishes to acknowledge Graeme's efforts in maintaining the ACA office in between Susan Linge's departure and Rob Murray starting as Executive Officer, his role as Secretary to the Association and all his efforts in getting the new website up to date.

6. Board – Roles and Responsibilities

6.1 Meeting Schedule -

| | Day | Time | Means |
|------------------|--------------------------------------|---------------|--------------|
| AGM | Monday 25 March 2019 | 9.30am | Face to Face |
| Discussion Forum | Monday 24 March 2019 – Following AGM | Following AGM | Face to Face |
| Board | Tuesday 25 March 2019 | 930 am | Face to Face |

6.2 Board Representation at ACA Events

| Event | Dates | Representative | Venue |
|--------------------------------------------------------|----------------------------------------------------|----------------|----------|
| AC Gold Medal Men's and Women's Singles Eire Cup | 13 to 15 March 16 to 19 March 20 to 24 March | Megan Fardon | Perth |
| GC Trans-Tasman Series | 25 to 29 April | Megan Fardon | Cairnlea |
| GC Open Doubles and Singles Championship | 4 to 12 May | Mike Cohn | Cairnlea |
| AC Patron's Trophy | 8 to 10 June | Mike Cohn | Wynnum |

7. Finance

7.1 Financial Statements

Profit & Loss Statement to

Balance Sheet to

Budget v Actuals to

7.1.1 Treasurer, Don Close advised that the two investment accounts (Commonwealth Bank and MLC) have matured. Funds have been re-invested.

7.1.2 Treasurer, Don Close reports that ACA are currently travelling under budget.

7.2 Finance Committee – No further update since the last Board meeting. Finance Committee hasn't met in 2019.

7.3 Other Financial matters –

7.3.1 Employure contract – ACA currently has a contract with Employure. The decision was made to keep this contract going for future advice relating to matters regarding employees.

8. Correspondence

8.1 Update – Jim Nicholls contacted Callum Hyland regarding the possibility of him travelling to New Zealand to investigate Croquet New Zealand junior development program. Callum is unable to travel at this stage. Other options to be explored.

Action item - Establish expected outcome from trip to New Zealand. Produce formal program that can be used over a two-year period. Brief to be written including job description and requirements such as KPI's, Budget etc. Rob Murray to write brief.

8.2 Inwards

8.2.1 ACA office received a letter via email, regarding the allocation of Wild Cards for the 2019 GC President's Eights. Action to be taken:

- Seek clarifications from Chairman of GC Selectors, Terry Ericson.
 - Reply to Heath.
 - Review policy.
- Rob Murray to action.

8.2 Outwards

Action - Draft a thanks you letter to Graeme Thomas for all his efforts as the ACA Treasurer. Rob Murray to draft.

9. Strategic Plan

9.1 Croquet New South Wales holding a planning workshop on Tuesday 26 February. Workshop will be facilitated by Mike McLoughlin (Sports Administration Consultant). Rob Murray to attend and provide update to the Board regarding at the next Board meeting in Perth.

10 Policy/By-Laws

10.1 Parbury has completed its review of all ACA Policies. Review was conducted with consultation from the relative stakeholders. ACA Board has viewed and discussed the below listed policies and have made some minor amendments. Rob Murray to facilitate tidy up of policies ready to be released to the ACA members.

- 10.1.1 ACA Scholarship Policy
- 10.1.2 ACA Selection Policy
- 10.1.3 ACA Anti-Doping Policy
- 10.1.4 ACA Member Protection Policy
- 10.1.5 ACA Privacy Policy
- 10.1.6 ACA Social Media Policy
- 10.1.7 ACA Banking and Finance Policy
- 10.1.8 Gateball Selection Policy

11 WCF

| | | | |
|------------|------------------------------------------------------------------------------------|---------------|--|
| 11.1 (Jul) | Request Bids for 2022 - WCF GC Over-50 World Championship from Northern Tas and SA | Graeme Thomas | |
|------------|------------------------------------------------------------------------------------|---------------|--|

11.1.1 Hosting of future WCF events – status of discussions
Rob to contact Cathy Leske to confirm with Croquet South Australia that they will no longer be nominating to host the 2022 WCF GC over 50s Worlds.

11.1.2 2020 AC WC – update
Nothing to update

11.1.3 2021 - MacRobertson Shield in Victoria- update
Tentatively November

12 Gateball

12.2 Gateball Liaison – Jim to takeover role vacated by Graham Thomas’s resignation.

13 Matters Arising Appointed Officers

| | | | |
|------------|---------------------------------------|------------|--|
| 13.2 (Dec) | Advertise vacant positions on Website | Rob Murray | |
|------------|---------------------------------------|------------|--|

13.1 Filling of vacant positions – HPM AC and GC, Coaching Coordinators for AC and GC.

Write to various committees requesting a scope. Rob Murray to action.

13.2 Pending resignation of Peter Freer.

Liaise with Peter Freer and establish a position description for the Events Co-ordinator. Rob Murray to action

14 Matters Arising from Committees and Working Groups

| | | | |
|------------|-------------------------------------------------------|--------------|--|
| 14.1 (Dec) | U21 review, timetable and direction statement needed. | Jim Nicholls | |
|------------|-------------------------------------------------------|--------------|--|

15. Issues from State Associations

16. Tournaments

| | | | |
|------------|---------------------------------------------------------------------|---------------|--|
| 16.1 (Dec) | Refer issue of fees for the Handicap event to the Events Committee. | Graeme Thomas | |
| 16.2 (Dec) | Develop log of disciplinary issues arising from ACA events | Megan Fardon | |

16.1 Follow up with events committee to ascertain if entry fee was a deciding factor in low entries at the Handicap event held in Adelaide – Rob Murray to action.

16.2 It was established that ACA require a method of tracking judicial warnings handed out to players for indiscretions at ACA events. A log of tournament manager reports to be created. Rob Murray to action as complaints officer

16.3 Board approved a funding increase for host States.
Motion that an increase of \$200 will be given to clubs hosting ACA events.
Motion accepted.

17. Development Squads

18. Communication – Website

18.1 Website update –
ACA Policies have been added to the website pending update once review by Parbery has concluded.
Content still needs a significant amount of work. Website to be added to the AGM discussion forum to be held in Perth.

19. Other Business

| | | | |
|------------|-------------------------------------------------------------|----------------------------|---------|
| 19.1 | Uniforms | Megan Fardon Rob Murray | Ongoing |
| 19.2 | RE-advertise scholarships for 2019 | Rob Murray | |
| 19.3 (Dec) | On-going employment proposal to be prepared for Rob Murray. | Don Close | |

19.1 Shirts for the GC Trans-Tasman have been ordered.

19.2 Scholarships have been advertised.

19.3 Performance review to be conducted by Don Close and Megan Fardon via skype meeting April.

19.4 Scholarship applications extension of applications to 21 February

19.5 Motion put forward to cover accommodation for Patsy Paine attending and refereeing at the 2019 ACA Under 21 Championships. Motion accepted.

Note : Not a precedence for future events.

19.6 Motion put forward that Michael Murphy be appointed tournament manager for the Eire Cup in Perth.
Moved by Megan Fardon and seconded by Mike Cohn. Accepted All.

20. Next Meeting

Monday 25 March following AGM in Perth.

21. Meeting Closed- 5pm

ACTION ITEMS

| No. | Action Item | Responsible |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 5.2 | ACA to develop policy for Under 21's Support at International events | Rob Murray |
| 8.1 | Investigate Croquet NZ junior development programs. Brief to be written with expected outcomes from liaison with Croquet NZ. Including KPI's and Budget. | Rob Murray |
| 8.2 | Draft a letter of thanks to Graeme Thomas for his efforts as ACA Secretary | Rob Murray |
| 9.1 | Rob Murray to attend Croquet New South Wales Strategic Plan Workshop and provide Board with an update at the next Board meeting in Perth. | Rob Murray |
| 10.1 | Parbury has passed on draft copy of ACA Policies. Rob Murray to facilitate tidy up of policies for public release. | Rob Murray |
| 11.1.1 | WCF Events – Rob Murray to clarify SA interests in hosting the 2022 WCF GC over 50s | Rob Murray |
| 13.1 | Write to various committees requesting a scope with a view to filling vacant appointed positions. | Rob Murray |
| 13.2 | Liaise with Peter Freer and establish a position description for the Events Coordinator. | Rob Murray |
| 16.1 | Follow up with events committee to ascertain if entry fee was a contributing factor in low entries at the handicap event in Adelaide. | Rob Murray |
| 16.2 | ACA to create a method of tracking judicial warnings at ACA events. Complaints Officer to action. | Rob Murray |