



BOARD MEETING MINUTES

Wednesday, 14th October 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 **Others:** Greg Bury (GM, Croquet Academy)
- 1.4 **Apologies:**

2. **Opening:** The Chair opened the meeting at 17:00 AEDT, welcoming Greg Bury, Croquet Academy General Manager, who attended to present his report, which was done prior to any other business.

(Secretarial Note: Greg Bury spoke to his report (refer to Item 8.3.3 below) and left the meeting at 17:36 AEDT)

3. Adoption of Minutes of Previous Meetings:

- 3.1 **Meeting held 9th September 2020:** Resolved that the minutes of the 9th September 2020 Board meeting be accepted as a true and accurate record.

4. Finance

- 4.1 **Finance Report:** Agreed that \$100,000 be put into Term Deposit for 10 to 12 months. Draft Budget to be ready for consideration at the November meeting, and for approval at the December meeting. Profit & Loss Report and Balance Sheet as at end of September are attached as Annexes A & B respectively.

5. Correspondence

- 5.1 **Inwards:** Nil
- 5.2 **Outwards:**
 - 5.2.1 200911 to John Parks re complaint
 - 5.2.2 200922 to States re figures for insurance renewal
 - 5.2.3 201004 to WCF – support for Croquetwest Eol

6. For Decision:

- 6.1 **Governance:**
 - 6.1.1 **Policies:** The Board approved the draft Selection Policy **Action: Sec**
 - 6.1.2 **Discussion Forum:** It was agreed that a formal discussion forum is not required, but the Board needs to meet to discuss future events.
- 6.2 **Management:**
 - 6.2.1 **Employure Contract:** Agreed that the contract be renewed for a further five (5) years.
 - 6.2.2 **Terms of Reference:** The Board approved the following Terms of Reference for:
 - 6.2.2.1 The Complaints Officer
 - 6.2.2.2 The Selection Committees, and
 - 6.2.2.3 The WCF AC Laws Committee and GC Rules Committees. **Action: Sec**

6.2.3 New Club Grant Applications - Twin Rivers Community MSC (Qld):

The application was considered and approved. Club to be advised and funds transferred.
Action: Sec/Treas

7. For Discussion

7.1 Governance:

7.1.1 Risk Management: Geoff Crook and Secretary to review current risk management framework for next meeting.
Action:Sec/GC

7.1.2 Compliance with ASC Sport Governance Principles:

7.1.2.1 Board Charter: Accepted, to be posted to website. **Action: Sec**

7.1.2.2 Board Conflict of Interest Policy: Adopted, to be posted to website.
Action:Sec

7.1.2.3 Calendars: Agreed that the distributed Board and Compliance calendars, available to directors in Dropbox, meet the requirement of the SportAus Governance Principles.

7.1.2.4 Risk Appetite Statement: To be included in Item 7.1.1 above, for next meeting.

7.2 Management:

7.2.1 Adverse Playing Conditions: Agreed that legal advice be sought regarding any possible problems resulting from conflict between State & National policies, when hosting an ACA event. **Action: Treasurer**

7.2.2 Sale of Surplus Equipment: Deputy Chair & Secretary to review bids.
Action:JN/Sec

8. For Information:

8.1 Reports:

8.1.1 Secretary's Report: Attached at Annex C

8.1.2 Executive Officer's Report: Attached at Annex D

8.1.3 Academy General Manager's Report: Greg Bury briefed the Board on progress.

8.2 Committee Minutes Received: Publicity Committee, 29/9/20 & 6/10/20

8.3 Events: Croquetwest has entered into an agreement for the 2021 Australian Masters Games in WA

8.4 WCF

8.4.1 WCF Newsletter: Attached at Annex D

8.4.2 WCF Events: Croquetwest Eol for 2025 GCTC Tier 1 sent to WCF with ACA endorsement.

10. Next Meetings:

11th November 2020 at 17:00 AEDT

9th December 2020 at 17:00 AEDT

11. Close. The Chair closed the meeting at 19:17 AEDT.

Attachments:	Annex A	Profit & Loss Statement
	Annex B	Balance Sheet
	Annex C	Secretary's Report
	Annex D	Executive Officer's Report

Profit & Loss Statement

January 2020 To September 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	\$2,636.82
JOBKEEPER SUBSIDY (NO GST)	\$33,000.00
Cash flow boost subsidy	\$15,000.00
Other	\$4,331.95
Total Income	\$210,904.91
Cost Of Sales	
Sales of Rules Books	\$343.81
Total Cost Of Sales	\$343.81
Gross Profit	\$210,561.10
Expenses	
Equipment Purchases	\$1,844.50
Badges	\$136.00
Audit Fees	\$1,600.00
Bank charges	\$99.99
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	\$3,565.84
Web design expenses	\$175.00
Consultancy Fees	\$4,438.70
Equipment Insurance	\$976.69
Legal Fees	\$1,731.00

This report includes Year-End Adjustments.

Profit & Loss Statement

January 2020 To September 2020

Affiliation Fees - WCF, WGU	\$2,141.94
Postage, Freight and Courier	\$273.23
Printing & Stationery	\$1,273.60
Rent	-\$277.42
Corporate Publicity	\$6,000.00
Corporate Marketing	\$1,791.30
S&W Superannuation	\$3,728.27
S&W Workers' Compensation	\$1,678.84
S&W Salaries & Wages	\$57,616.95
Telephone and Internet Charges	\$561.09
Total Expenses	\$168,941.69
Operating Profit	\$41,619.41
Net Profit/(Loss)	\$41,619.41

This report includes Year-End Adjustments.

Balance Sheet

As of September 2020

Assets		
Current Assets		
Operating Account	\$162,218.76	
Treasurer's Account	\$3,744.09	
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	\$68.00	
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	
Total Assets		\$659,112.18
Liabilities		
GST Collected	\$4.17	
GST Paid	-\$1,350.43	
PAYG and Superannuation payabl	\$5,561.80	
Total Liabilities		\$4,215.54
Net Assets		\$654,896.64
Equity		
Retained Earnings	\$509,568.23	
International Fund	\$103,709.00	
Current Year Earnings	\$41,619.41	
Total Equity		\$654,896.64

This report includes Year-End Adjustments.



Secretary's Report

Scholarships for 2021

All received applications for 2021 scholarships have been for players, so there was no requirement to appoint any specialist committees. The applications are in the hands of the relative Selection Committees, with a request that I be informed of their recommendations prior to the 11th November Board meeting.

Insurance 2021

On 22nd September 2020 I requested membership, etc. figures from State Secretaries to enable the renewal of the Croquet Australia insurance policies for 2021 (*a copy of the request is included in the Outwards Correspondence for this meeting*). So far, I have received figures only from VCA (on 22/9/20) and SACA (on 30/9/20). I am about to chase up the other states.

Draft Edition 7 AC Laws

On 11 September, I facilitated a Zoom meeting of the Croquet Australia AC Referees Committee which considered the final draft of Edition 7 of the AC Laws. The draft had been circulated to State Coordinators/Directors of AC Referees and to State Associations for further distribution to interested players several weeks earlier. The committee was enthusiastic in its endorsement of the draft and I so advised the Chair of the WCF ACLC, on behalf of Croquet Australia.

Lighting Standard for Croquet Courts

I have now received letters of support from all State Associations, and in consultation with Wal Mills, a CNSW member who commenced the project last year, have prepared a draft submission to Standards Australia. I have also made contact with an appropriate Stakeholder Engagement Manager at Standards Australia, to guide us through the process.

WCF Working Group 4 – Online Referee Training & Accreditation

This group has commenced with the distribution for consideration of the members of an Edition 5 GC Rules PowerPoint presentation, and a four week referee training course, again in PowerPoint by Tim King (CA).

Australian Gateball Union and QSports

Advice has been received from the CAQ Treasurer that QSports has refused the AGU application for membership, based on the fact that, within Queensland, CAQ as an ACA affiliate represents ACA, the recognised NSO for Gateball.

A handwritten signature in black ink, appearing to read 'Jim Clement', written over a light grey circular stamp.

Jim Clement
Secretary to the Board



Executive Officer Report
Board Meeting – 14th October

14th October Meeting:

Item 9.2.2 Executive Officer Report

• **Website:**

- Website has been finalised.
- The hold up in going live is waiting for Marketing Sweet to close off the old website before Member point can open the site to go live. This process will take 2-3 days. We may not have access to either the old or new site during this time. Once this process has been confirmed I will advise our members of the possible disruption.
- I have had preliminary discussions with Greg Bury regarding how we will integrate the academy program onto the ACA website.

- **Sport Australia Finance Advisory (SFA) Committee:** Update from the regular meetings between the SFA and NSO's. The latest meeting with the SFA committee was held on the 23rd of September. The key points were:

23rd September

- General discussion was around the following:
 - **Job keeper:** Sport Australia conducted a short survey on what sports were eligible for the Job keeper extension. 60% of the Nationally Recognised Sports have received benefit from the program. ACA is included in these figures.
 - **Financial Training for Directors:** Sport Australia is developing training programs that will cover key topics to increase the financial capability and awareness of Directors. The training is proposed to cover subjects including financial responsibilities, financial management, and Sport insights. I have registered our interest in attending these programs once they have been rolled out.
 - **Insurance:** A general discussion on Insurance requirements will be held in a future meeting.
- Next meeting – Thursday, 22nd October

Academy and Promotional Committee

- ACA Academy General Manager, Greg Bury will be launching the Academy via an online presentation to State representatives and a number of other interested parties. At this stage we have approximately 50 confirmed attendees.
- I will be assisting Greg by running the power point presentation.
- I have been in regular contact with Greg on a number of issues relating to the Coaching programs and the new Academy.
 - I'm currently seeking clarification from Sport Australia regarding legal obligations surrounding coaching and Child welfare.
 - Protecting the coaching videos that are being created for the Academy. I have requested a quote from Sneddon Hall & Gallop.
 - ACA Magazine advertising.
 - Clarification on Insurance coverage. ACA Insurance covers the Academy coaching programs.

EO Leave

- I will be on leave from the 2nd to the 16th of November.

ROB MURRAY

EXECUTIVE OFFICER
AUSTRALIAN CROQUET ASSOCIATION
0457 678 380