



## BOARD MEETING MINUTES

Wednesday, 11<sup>th</sup> November 2020 via Zoom

### 1. Attendance:

- 1.1 **Directors:** Jim Nicholls (Chair), Jacky McDonald, Mary Marsland, Geoff Crook and Max Kewish. Don Close (Treasurer) was delayed and joined the meeting at 17:14 (see below).
- 1.2 **Officers:** Jim Clement (Secretary)
- 1.3 **Others:** Greg Bury (Academy General Manager)
- 1.4 **Apologies:** Megan Fardon (Board Chair) joined meeting at 17:26; Rob Murray (Executive Officer) on leave.

2. **Opening:** In the absence of the appointed Board Chair, Jim Nicholls, as the Board appointed Deputy Chair, opened the meeting at 17:02 AEDT, welcoming Greg Bury, Academy GM, attending to present his report.

### 3. Declaration of Director's Interests:

- Don Close – President, Croquet Qld
- Max Kewish – President, Croquetwest

4. **Adoption of Minutes of Previous Meetings:** Resolved that the minutes of the 14<sup>th</sup> October 2020 meeting, be accepted as a true and accurate record.

*(Secretarial Note: Don Close joined the meeting at 17:14, Megan Fardon joined the meeting at 17:26; Greg Bury presented his report, commencing 17:16 and then left the meeting at 17:33.)*

### 5. Finance

- 5.1 **Finance Report:** The Treasurer advised that monies were invested in a term deposit, as approved at the last meeting.

### 6. Correspondence: Nil

### 7. For Decision:

#### 7.1 Management:

- 7.1.1 **WCF ACLC/GCRC Members:** It was resolved to appoint Liz Fleming to the WCF ACLC for the period 1 Jan 21 to 31 Dec 24. The appointment of a member to the WCF GCRC was deferred with Secretary to contact Bernie Pfitzner to request more detail and a decision be made out of session. **Action: Sec**
- 7.1.2 **Scholarships:** It was resolved to grant \$1000 scholarships to AC Player, Yuni Rowell; to GC Player Joyce Carbone; and to junior GC Player, Ethan Gumbrell. Secretary to advise Casterton Croquet Club that its application was unsuccessful due to the cancellation of the 2020 ACA U21 GC Championship. **Action: Sec**
- 7.1.3 **New Club Grant – North Esk CC:** Secretary to request more detail **Action: Sec**

#### 7.2 Events:

- 7.2.1 **AC Nationals 2021 (GM, M&W, Eire Cup):** It was resolved that these events go ahead. **Action: Sec**
- 7.2.2 **Other Events 2020/2021:** Resolved that the ACA Tournamnt Calendar resume at 1<sup>st</sup> February 2021, with those 2020 events that were deferred not being played.

## 8. For Discussion

### 8.1 Governance:

8.1.1 **Draft Budget:** Resolved to accept the draft budget. **Action: Treasurer**

8.1.2 **Board Skills Matrix:** Agreed that this is not critical or necessary for Croquet Australia at this time.

### 8.2 Management:

8.2.1 **Adverse Playing Conditions Policy:** Secretary to contact states asking that they review their policies for national and international events. **Action: Sec**

8.2.2 **Revue of EO & Secretary Performance Evaluations:** This item was discussed *in camera* after the Secretary had left the meeting – see Secretarial note below.

8.3 **WCF - Multi Sport Events:** Discussion deferred until December meeting.

## 9. For Information:

9.1 **Outstanding Action Items:** The list, updated as at 22 Oct 20, was reviewed.

### 9.2 Reports:

9.2.1 **Secretary's Report:** attached at Annex A

9.2.2 **Executive Officer's Report:** attached at Annex B

9.2.3 **Academy General Manager's Report:** This report was delivered orally

### 9.2.4 Committee Meeting Minutes:

9.2.4.1 **Finance Committee 5<sup>th</sup> November 2020:**

### 9.3 Governance:

9.3.1 **Implications of the Strategic Plan:**

*(Secretarial Note: The Secretary handed control of the meeting to the Chair at 18:39 and left the meeting to allow discussion of Item 8.2.2.)*

**10. Next Meetings: 9<sup>th</sup> December 2020 at 17:00 AEDT via Zoom**

**13<sup>th</sup> January 2021 at 17:00 AEDT via Zoom**

**10<sup>th</sup> February 2021 at 17:00 AEDT via Zoom**

**22<sup>nd</sup> March 2021 – AGM, Strategic Forum, Board Meeting**

At Coogee Croquet Club,  
Bardon Park,  
Bream Street,  
Coogee NSW 2034

**11. Close:** The meeting was closed at 19:12 AEDT

**Attachments:** Annex A– Secretary's Report  
Annex B – Executive Officer's Report  
Annex C - Academy General Manager's Report



## Secretary's Report

### Insurance 2021

On 22<sup>nd</sup> 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 the October meeting*). I received the last states figures on 23<sup>rd</sup> October and forwarded a link to the appropriate Dropbox Folder to our account manager at Regional Insurance Brokers on that date. A phone call to on 27<sup>th</sup> October confirmed that she had accessed the figures but required more data which I have since provided.

### Sale of Surplus Equipment

Pursuant to Board direction, Jim Nicholls and I reviewed all bids and determined recipients of equipment. I have notified all bidders, successful or otherwise, and requested advice as to method of transportation of items. (I also advised that I cannot send anything until Covid-19 restrictions are eased, to allow me to travel to Cairnlea.) I am liaising with Anne Mann to ensure that appropriate invoices are raised.

### AGM 2021

I have commenced negotiations with CNSW on venue, seating requirements and catering for the 2021 AGM, Strategic Forum, Board Meeting and Board facilitated discussions/training, assuming that the Eire Cup will go ahead. If the 2021 Eire Cup does not proceed, then the Board will need to decide whether these meetings are to be physical, and if so, where, or held via technology.

### Lighting Standard

I participated in a Zoom meeting with Kara Chan, Stakeholder Engagement Manager, Standards Australia, yesterday, 10<sup>th</sup> November 2020, who explained that Standards Australia is in the throes of combining AS2560 and all the subsidiary standards into one, as there is much repetition. This is expected to be published by the end of 2021 to early 2022. It is not possible to include croquet in the revision at this time as the committee draft has already been finalised.

However, Standards Australia is intending to seek interest from other sports to have their lighting standards requirements included in the following revision in 2021. It is anticipated that work may commence on this as soon as the revision of AS 2560 is completed. I have expressed Croquet Australia's interest in being included in this revision and being a member of any appropriate sub-committee.

Kara also advised that there is the possibility of an interim Technical Publication which, while it is not an official Standard, offers some guidance to the lighting requirements for croquet. At my request, she undertook to examine our draft document and advise whether or not such an interim Technical Publication is feasible.

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

Jim Clement  
Secretary to the Board



## Executive Officer's Report

### Website:

- The intention was for the new website to go live two weeks ago. I delayed this action so I could add the video from the Academy presentation. The previous video added by Member Point wasn't relevant.
- The other issue that has delayed the site going live was issues Member point has accessing the old domain. This access will be required when closing off the current Marketing Sweet site.
- To ensure a smooth transition to the new website I have delayed the roll out until I return from leave. Member Point was ready to roll out the new site on Monday but I asked them to delay this action for two weeks so I am available if there are any issues.

**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 postponed and is yet to be rescheduled. Next meeting – TBA

### ACA Academy and Promotional Committee

- On the 16<sup>th</sup> October the new ACA Academy was launched. The event attracted 55 attendees which was made up of State Representatives, officials, players and ACA members. The event was a huge success with lots of positive feedback being received.
- The presentation is now available via the website and social media platforms.
- Adding to the other social media accounts, ACA now has a YouTube channel. This platform will be used for promotional videos as well as coaching and refereeing. The channel can be found under Croquet Australia. Once I return from leave, I will add a link to the website.
- The following companies have agreed to advertising in the new Croquet Gazette:
  - Terminator Mallets and Quadway Hoops
  - Parbery Consulting
  - Wood Mallets (NZ)
  - Yard Games

### Events

- **Board decision on 2021 Eire Cup**  
All 6 States have been contacted regarding their intentions to send a team to the Eire Cup in March 2021. Responses that have been received at the time of writing are at Item 7.3.1 Brief Summary of the responses:
  - Queensland have selected a team and are happy to attend if the event goes ahead.
  - South Australia will also have a team ready for the Eire Cup in March but are also happy to send a team later in the year if the event is postponed.
  - New South Wales will select a team and is happy to go ahead with the event.
  - Victoria and Tasmania hadn't responded at the time of writing.
- **Golf Croquet Under 21 Championships** ○ ACA has been advised by the President of Windsor Croquet Club, Willy Silk that the club will be unable to host the Under 21 Championships in 2022. See attached email. The Under 21 Committee is currently looking at other venue options.

**EO Leave** Executive Officer on leave from the 2<sup>nd</sup> to the 16<sup>th</sup> of November.



Annex C to  
Board Meeting Minutes  
11<sup>th</sup> December 2020

## The Australian Croquet Academy Report

### **Launch of the Academy.**

A Zoom meeting was held inviting all States to participate.

Promotional videos, PowerPoint presentations and Rehearsals were completed in preparation for the event.

A recording was edited and promoted on the website.

Attendance was particularly good and received a lot of positive feedback.

### **Academy Development Plan**

A special Meeting was held with all board members to discuss and review the Initiatives and timeframes.

### **Online Magazine**

Approval given to go ahead.

Now completing the layout, identifying the topics and articles to be included

### **Academy Advisors**

Several people have been identified or volunteered to help.

### **Manuals**

All State Coaching Directors have now reviewed with updates completed.

Approval given to go ahead with a live worm to complete the Design and illustrations.

### **Videos**

Approval given to go ahead with promotional and Skills and animation videos.

### **National Coaching Program launched in Queensland.**

A successful Coaching Conference and coach training sessions were held in South East Queensland. Special thanks to Headland Buderim/Nambour/Bribie Island/ Stephens and Southport for hosting the event.

In Total:

45 Level 1 Coaches were trained.

45 Level 2 Coaches were trained.

25 Level 1 Association Coaches were trained.

24 Level 2 Association coaches were trained.

Plans are now in place to sign off Gateball and Ricochet coaches in Queensland.

The National Tour dates are in the process of being finalised.

Greg Bury  
Academy General Manager