



## BOARD MEETING MINUTES

Wednesday, 16<sup>th</sup> June 2021 via Zoom

### 1. Attendance:

- 1.1. **Directors:** Jim Nicholls, Mary Marsland, Kah Yang Loke, Max Kewish, Barbara Northcott, Alison Sharpe, Kerri-Ann Organ, Bernie Pfitzner
- 1.2. **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer) from 18:10
- 1.3. **Others:**
- 1.4. **Apologies:**

### 2. Opening: The Chair opened the meeting at 18:07 AEST

### 3. Declaration of Directors' Interests:

- Max Kewish – President, Croquetwest
- Kah Yang Loke - Employee of a sponsoring business
- Alison Sharpe – Principal of a Croquet coaching business
- Kerri-Ann Organ – Employee of a sponsoring business

*Rob Murray joined the meeting at 18:10 AEST.*

### 4. Adoption of Minutes of Previous Meeting: Resolved to accept the minutes of the meetings held 19 May 21 and 5<sup>th</sup>/6<sup>th</sup> June 21 as true and accurate records.

#### 4.1. Business Arising from the Minutes:

##### 4.1.1. Meeting of 19<sup>th</sup> May 2021:

- Item 7.2.2 TRegs have been amended - to be considered at July meeting
- Item 7.2.4 500 GC Rules Book ordered and received

##### 4.1.2. Meeting of 5<sup>th</sup> June 2021:

Resolved that the resolution of 5<sup>th</sup> June 2021 regarding including the Academy in the Constitution be rescinded, and that a policy be developed for the Academy and a Job Description for the Academy General manager. **Action: Sec/Chair/AS**

Item 8 Organisation membership of ICDA is \$230 p.a. and includes up to 10 individual accounts (\$65 each)

### 5. Finance Reports:

- 5.1. **Treasurer's Report:** As the Treasurer does not yet have access to the bank accounts there was no Finance Report presented.

### 6. Correspondence:

#### 6.1. Outwards:

- 6.1.1. 19 May 21 - two letters of support for Grant applications
- 6.1.2. 8 Jun 21 – email to WCF S-G re Topics 90, 94 & 95
- 6.1.3. 9 Jun 21 – three letters to applicants re NCRGb position
- 6.1.4. 14 Jun 21 – to state secretaries re Adverse Playing Conditions Policy

Resolved to accept the Correspondence

### 7. For Decision:

#### 7.1. Governance:

- 7.1.1. **Use of Chemicals Policy:** Resolved to adopt the amended Use of Chemicals Policy.

**Action: Sec**

**7.1.2. Finance Committee ToR:** Resolved to adopt the Finance Committee ToR, subject to the Treasurer's agreement. **Action: Sec**

**7.1.3. Player Development Pathways Working Group ToR:** Resolved to adopt the Player Development Pathways Working Group ToR **Action: Sec**

**7.2. Management:**

**7.2.1. Terms and Conditions for Coaching Portal:** Agreed that these be checked by our lawyers. **Action: EO**

**8. For Discussion:**

**8.1. Governance:**

**8.1.1. Review of Governance Documents:** Risk Management Committee to review.

**Action: MM/BP**

**8.2. Management:**

**8.2.1. Academy:**

**8.2.1.1.** Treasurer to review the papers presented to the earlier meeting and costings for the Academy in the light of the Croquet Australia budget and report back to the Board.

**Action: Treasurer**

*Kah Yang Loke left the meeting at 16:50 AEST*

**8.2.1.2.** There was discussion regarding the demarcation between the Academy and other functions of Croquet Australia and the General Manager's view of the relationship between the Academy and Croquet Australia. Agreed that Jim Nicholls and Alison Sharpe formulate questions to be put to the Academy GM.

**Action: JN/AS**

*Alison Sharpe left the meeting at 19:10 AEST during the above discussion*

**9. For information:**

**9.1. Outstanding Action Items:** The Outstanding Action Items list was reviewed.

**9.2. Reports**

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

**9.2.2. EO's Report:** attached at Annex B

**9.2.3. Academy General Manager's Report:** attached at Annex C

The reports were accepted.

**9.3. WCF**

**9.3.1. Topic 93 Election of WCF Treasurer:** WCF S-G advised that Chris Clarke (CNZ) has been elected as WCF Treasurer.

**10. Next Meetings:** Wednesday, 15<sup>th</sup> July 2021 at 6 pm AEST via Zoom  
Wednesday, 18<sup>th</sup> August 2021 at 6 pm AEST via Zoom  
Monday, 13<sup>th</sup> September 2021, time TBA, at Launceston, Tas.

**11. Close:** The meeting closed at 17:40 AEST

Annexures: A. Secretary's Report  
B. Executive Officer's Report  
C. Academy General Manager's Report



## Secretary's Report

### Action Items from 19<sup>th</sup> May 2021 Meeting:

- **Item 5.2.1.1 Finance Committee ToR:** Drafted – for consideration at July meeting.
- **Item 7.2.2 TRegs:** Amended for AC & GC considerations, but inclusion of Gateball is continuing.
- **Item 7.2.4 Purchase of GC Rule Books:** Completed.
- **Item 7.3.1 Patron's Trophy:** Appointments advised, but event cancelled due to lack of entries.
- **Item 7.4 Election of WCF Treasurer:** WCF S-G notified of Croquet Australia's votes.
- **Item 8.1.1 Review of Governance Documents:** Briefing paper reworded; for consideration at this (16 June) meeting
- **Item 8.1.2 Use of Chemicals Policy:** Policy reworded; for consideration at this (16 June) meeting.
- **Item 9.2.3.4 & 9.2.3.8:** Letters of support provided.

### Action Items from 5<sup>th</sup>/6<sup>th</sup> June 2021 Meeting:

- **Item 4.3.3 Membership Categories:** added to Discussion Forum agenda
- **Item 5.1 Appointment of NCRGb:** applicants notified of Board decision
- **Item 5.2 WCF:** WCF S-G notified of Croquet Australia's positions on Topics 90, 94 and 95. Email copied to Jake Inwood, CNZ CEO.
- **Item 5.2.4 WCF MC Membership:** Eol posted to website and states advised, with request to bring to attention of members.
- **Item 5.3 Adverse Playing Condition Policy:** Policy posted to website; letter sent to states.
- **Other Business:** Gateball Solutions Australia Inc advised of Board decisions; acknowledgement received.

### Other Matters

- **Academy:** I query the wisdom of including mention of the Academy in the Constitution. This locks it in and requires a 75% majority vote to include, or to amend. The Academy could as easily be referred to in a policy or By Laws.
- **Board Member Development:** Membership of the Institute of Community Directors Australia (ICDA), a development of Our Community, is \$65 for individuals, \$230 for Organisation membership, which includes 10 individual accounts. Possible benefits can be viewed at <https://communitydirectors.com.au>

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

Jim Clement



## Executive Officer Report

### Action Items from June 5 meeting:

- **Item 4.1** Contact States to obtain copies of Risk Management Plans - Copies of Strategic onto to ACA Risk Management sub-committee. Waiting on response from Vic, WA and Tas.
- **Item 4.2.1** Redraft the 20 year plan referencing and consistent with the ACA Strategic Plan and Academy Development Plan and craft into a vision statement with long term goals. Executive Officer to collate reports and forward to the Board for information. — Pending.
- **Item 4.2.3** Membership Categories. Send briefing out to States for information only — Complete.
- **Item 4.6** Write to VCC regarding the future of Cairnlea - Pending
- **Item 5.1** Coordinate Anthony Dask and Greg Bury developing tech - Pending
- **Item 5.1** Write to States encouraging appointment of Ref Coordinator for Gateball - Complete
- **Other Business:**
  - ACA Academy update - Pending
  - Update on Refereeing review from National Coordinator - Pending

### Ongoing Items:

- **ACA Tournaments and Events** The 2021 AC Patron's Trophy was cancelled due to insufficient numbers. Only 6 entries were received.
- **Strategic Plan Update**  
See Attachment B for update on the ACA Strategic Plan.

### Attachments – to Directors only

- A — Risk Management Plans (QLD, NSW and SA)
- B — Update on Strategic Plan

ROB MURRAY

EXECUTIVE OFFICER

AUSTRALIAN CROQUET ASSOCIATION

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## THE AUSTRALIAN CROQUET ACADEMY REPORT

### **Academy Half Yearly Presentation**

Is scheduled for Tuesday the 6<sup>th</sup> of July at 10am with all State Associations Invited.

The purpose of this Zoom Meeting is to provide an update on the Academy Development Plan with an insight of our plans for the future.

Summary and possible podcast to then be sent to all Clubs.

### **Academy Development Plan**

Has been reviewed. (refer to attachment 1)

Additional opportunities will be included with timeframes.

A revised Development Plan to be provided and signed off by the Board.

### **Academy Logo**

John Hutchinson has done a magnificent job making the Logo into an animation.

This animation will be used as the intro for podcasts and social media opportunities.

### **Social Media**

2 more promotional videos are now ready for release.

Book your Function and Come and Try Croquet.

These videos will also come with Facebook banners and an online booking feature.

### **Game Plan**

Queensland are leading the way with the most clubs completed and are in the process of making their improvements.

Croquet Queensland are also completing the survey tool and have appointed a Game Plan subject matter expert to assist.

### **Youth Training Project**

Discussions /Plans in place to try and have a National Conference with all the State Coaching Directors and the Under 21 committee.

A grant application was also completed to try and assist with this project.

### **Online Newsletter**

The next edition is due for release in Spring.

I encourage everyone to send in your articles before August 15.

Hoping to have pictures and bios of all the Interstate Teams.

### **Academy Website Project**

A grant application was completed to try and assist with this project.

Currently building a club Support feature and looking at opportunities to centralise all data.

### **Coaching Update**

The new Coaching LMS System/Platform is in the sign off stages.

It will be launched and handed over to each of the States.

A Coaching Audit will also need to be scheduled in the coming months.

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## **Proposals and updates**

### **1 Website Development and work to be completed**

Develop and maintain a centralised data base.

Redesign and maintain the Australian Croquet Website.

Design development and publishing of the ACA Mobile Native iOS & Android APP.

Set up and maintain the SportsPlus platform.

### **2 Grant Guru proposal.**

To develop and maintain a calendar on the website that is filled with croquet specific grants with due dates, reminders and grant writers services available.

### **3 Online shop opportunities**

To use the Academy logo on products.

To correlate all Australian croquet products and have them in the online shop.

Use the Australian Made logo (where applicable)

### **4 Sponsorship Program**

In the process of developing and implement a National, State, Club sponsorship program.

### **5 Academy Uniform/business cards**

To design and develop professional tools for attracting third party partnerships.

### **6 Club welcome pack**

To produce a show bag filled with the essential information all new players need when they join a club.

This could include the first 3 months free or half price affiliation fees.

### **7 LMS training for Club Captains, Event Managers and Referees.**

Opportunity to use the same system we used for the Coaches.

Have quotes to make this happen

### **8 Our History**

All Clubs to provide a summary of their history.

To then create an online record on the Australian /Academy website.

### **9 Terms and conditions**

Need to ensure we meet our privacy and legal requirements for LMS and data systems.

This information should be reviewed by a professional.

Appreciate everyone's support,

Greg Bury

General Manager

The Australian Croquet Academy.