



BOARD MEETING MINUTES

Wednesday, 17th November 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)
- 1.3. **Others:** Greg Bury (Academy General Manager) *in attendance from 19:29 to 20:10 AEDT*

2. Opening: The Chair opened the meeting at 18:02 AEDT

3. Declaration of Directors' Interests:

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

4. Adoption of Minutes of Previous Meeting: Resolved to accept the minutes of the 20th October 2021 meeting as a true and accurate record.

5. Finance Reports:

5.1. Treasurer's Report: Resolved to accept the Treasurer's Report. **Attached at Annex A**

5.1.1. Business Arising from Treasurer's Report:

5.2. Business Arising from Budget Committee Minutes of 29 Oct 21:

There was discussion regarding possible conflict between Greg Bury's employment as the Academy GM and his voluntary role/s as NCC and involvement with the Publicity Committee, including the question of Work Cover. This matter is to be discussed at a further single topic meeting on Wednesday, 1st December 2021, with directors to submit their views prior.

Action: All Directors

Kah Yang Lok left the meeting at 18:39 AEDT

6. Correspondence:

6.1. Outwards:

- 211020 to WCF S-G – Nomination for Management Committee
- 211007 to Central Coast Council (NSW) – support for EDSACC CC re 2025 Masters Games
- 211025 - support for Stephens CC (Qld) Court Lighting Project
- 211031 – support for Callum Hyland to attend CTas round of ACA Bronze Medal
- 211115 to Amir Ramsis – congratulations on induction in to WCF Hall of Fame
- 211116 to Maitland City Council – request for information re Maitland Croquet Club lighting

7. For Decision:

7.1. Governance:

7.1.1. **Budget Committee Terms of Reference:** Resolved to accept the Budget Committee Terms of Reference. Secretary to post to website. **Action: Sec**

7.1.2. **National Integrity Framework:** Resolved to institute the National Integrity Framework, with the Secretary to amend policy templates and present to the Board for adoption. **Action: Sec**

Resolved that Rob Murray continue as the ACA Complaints Officer and Jim Clement be appointed as the National Integrity Manager.

7.2. WCF:

7.2.1. Topic 99:

7.2.1.1. **Election of Treasurer:** Resolved that the Secretary casts Croquet Australia's votes in favour of Peter Payne. **Action: Sec**

7.2.1.2. **Election of MC Members:** Resolved that the Secretary casts Croquet Australia's votes in favour of Stephen Richards, Begona Perez de Guzman and Graeme Roberts. **Action: Sec**

8. For Discussion:

8.1. Governance:

8.1.1. **Review of Governance Documents:** The Board accepted the suggested timelines for review of Governance Documents.

8.1.2. **Board Composition & 2022 AGM:** The Board agreed that Alison Sharpe was elected for a one-year term at the 29th March 2021 AGM.

8.1.3. **Constitution Review:** Mary Marsland spoke to the changes discussed at the September Discussion Forum.

8.1.4. **Board Induction:** Board members to review the circulated draft and submit emailed responses to KA Organ and J Nicholls for collation and presentation to the next meeting. **Action: All Directors**

8.2. Management:

8.2.1. **SIA Child Safeguarding in Sport Induction e-Learning course:** The Board agreed to strongly encourage all members with possible contact with children and especially coaches and referees to complete the course. **Action: Sec**

8.2.2. **Child Molestation Insurance:** The Secretary advised that this could not be arranged as there were some states without Child Protection policies binding on their members.

Greg Bury joined the meeting at 19:29 AEDT

8.2.3. **Academy Coaching Resources:** Agreed that coaching videos are made available to all Croquet Australia individual members. Greg to check with John Hayes on the best way to allow this. **Action: Greg Bury**

Access to Academy coaching resources will be made available to successful coaching applicants two weeks prior to the commencement of their course. Access will be terminated if the applicant does not complete accreditation.

There were discussions regarding the insertion of questions into the Coaching LMS.

8.2.4. **National Database & Website Brief:** The Board agreed that the Brief can be forwarded to the States. **Action: Greg Bury**

8.2.5. Items Raised in GM's Report:

8.2.5.1. **Charging for Coaching:** Agreed that while coaches cannot charge for training other coaches, reimbursement of expenses incurred in coaching players is a matter to be agreed between the parties involved.

8.2.5.2. **Microsoft for NFP:** Greg mentioned an offer for Microsoft software to Not for Profits, details of which had already been forwarded to Directors and the States.

8.2.5.3. **Meeting with Minister for Sport:** scheduled for Canberra in the New Year.

8.2.6. **Intellectual Property Rights/Copyright of Gareth Denyer's simulation.** Mary Marsland reported on her conversation with Gareth Denyer and recommended that all matter produced for the Academy be protected. The Board resolved that the intellectual property rights of all matter produced for or posted to the Academy website should be appropriately protected.

Greg Bury left the meeting at 20:10 AEDT

9. For information:

9.1. **Outstanding Action Items:** updated list provided to Directors prior to the meeting:

9.2. **Reports:** Copies of the following reports were provided to all directors prior to the meeting

9.2.1. **Secretary's Report:** **Attached at Annex B**

9.2.2. **EO's Report:** **Attached at Annex C**

9.2.3. **Academy GM's Report:** **Attached at Annex D**

9.2.4. **Other Reports:**

9.2.4.1. **Synthetic Turf in Public Spaces Report** prepared for NSW Government

9.2.4.2. **Media Release: National Strategy to Prevent and Respond to Child Sexual Abuse** Released by Dept of Prime Minister & Cabinet

9.3. **WCF:**

9.3.1. **Topic 100: GC Rules, 6th Edition:** The draft 6th Edition of the GC Rules has been provided by WCF and has been forwarded to all members of the ACA GC Referees Committee for review and comment. Collated responses to the WCF GC Rules Committee closes on 15 Jan 22, and the intention is to submit a final version for voting by the WCF Council by end Jan 22.

10. Next Meetings: Wednesday, 15th December 2021 at 6 pm AEDT via Zoom

Wednesday, 19th January 2022 at 6 pm AEDT via Zoom

Wednesday, 16th February 2022 at 6 pm AEDT via Zoom

Monday, 21st March 2022– AGM, Discussion Forum & Board Meeting, Sydney, timings and venue TBA.

11. Close: The Chair closed the meeting at 20:11 AEDT

Attachments:	Annex A	Financial Report
	Annex B	Secretary's Report
	Annex C	Executive Officer's Report
	Annex D	Academy General Manager's Report