



BOARD MEETING MIUTES

Wednesday, 15th December 2021 via Zoom

1. Attendance:

- 1.1. **Directors:** Jim Nicholls (Chair), Mary Marsland (Deputy Chair), Kah Yang Loke (Treasurer), Max Kewish, Barbara Northcott, Alison Sharpe, Bernie Pfitzner (*joined at 18:20 AEDT*)
- 1.2. **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
- 1.3. **Others:** Greg Bury (Academy General Manager) *from 19:29 to 20:01 AEDT*
- 1.4. **Apologies:** Kerri-Ann Organ,

2. Opening: Chair opened the meeting at 18:06 AEDT

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

4 Adoption of Minutes of Previous Meetings:

- 4.1 Resolved that the minutes of the 17th November 2021 be accepted with the addition of: "Item 8.2.5.4 Paid advertising in online magazine approved." (*Secretarial note: amended minutes posted to website.*)
- 4.2 Resolved that the minutes of the 1st December 2021 meeting be accepted.

5 Finance Reports:

- 5.1. **Treasurer's Report:** Kah Yang spoke to his report, resolved to accept the Finance Report, which is attached at Annex A.

Bernie Pfitzner joined at 18:20 AEDT

5.2. Finance Committee 29 Nov 21 Meeting Minutes:

5.2.1. Business Arising from Finance Committee Minutes:

5.2.1.1. Resolved to keep the affiliation fee for 2022 at the 2021 level of \$32 per member.

5.2.1.2. Resolved to rename of Budget Committee to Budget Sub-Committee

5.3 Honoraria: Resolved to pay honoraria to the following for the Association's 2021 FY.

- Board Directors (7); Committee Chairs – Events, U21, Gateball, WCF Rep; \$250 each – total \$2750
- Asst Nat Coaching Coordinator - \$1000
- Secretary - \$3000
- Treasurer - \$500

Total amount 2021 - \$7250.

Action: Treasurer

Kah Yang Loke left the meeting at 18:46 AEDT

6 Correspondence:

6.1. Outwards:

- 20 Nov 21 – to Sport & Rec ACT in support of Canberra CC grant application
- 6 Dec 21 – to State Presidents & Secretaries; letters re National Membership Database from Board Chair and Chair of Events Committee.

7 For Decision:

7.1. Governance:

7.1.1. **Amended Governance Documents:** Resolved to accept the reworded Appointed Officer, Committee and Working Group Policy and the Budget Sub-committee Terms of Reference. **Action: Sec**

7.1.2. **Rescheduling/Cancellation of Events Policy:** Resolved to adopt the Rescheduling/Cancellation of Events Policy. **Action: Sec**

7.2. Management:

7.2.1. **NCGb paper on ACA, WGU & Gateball Australia:** The Board agreed that legal advice would be sought regarding this paper, ad protection of ACA Board members. **Action: EO**

Secretary to seek clarification of membership of affiliated clubs by office bearers of the AGU. **Action: Sec**

7.2.2. **Covid Vaccination Requirements:** The Board resolved that all participants to ACA events abide by the Health Orders &/or requirements of the hosting state, Local Government Authority and venue.

Greg Bury joined the meeting at 19:29 AEDT

7.2.3. Coaching Qualifications:

7.2.3.1. **WWCC:** The Board agreed that coaching applicants must hold a WWCC as at the first day of the coach training course.

7.2.3.2. **Recognition:** The Board agreed that only ACA accredited coaches are recognised and qualified to coach at all levels.

7.2.4. **Through The Hoops:** Legal advice to be sought regarding the ownership of the latest version of this publication. **Action: Chair**

Greg Bury left the meeting at 20:01 AEDT

7.3. WCF:

7.3.1. **Topic 101 – Election of Independent Examiner:** Resolved that the Secretary cast Croquet Australia's votes in favour of Brian Havill. **Action: Sec**

7.3.2. **Topic 102 – Draft 2022 Budget for Adoption:** Resolved to vote in favour of the adoption of the draft budget. **Action: Sec**

7.3.3. **Topic 98 – Amendments to Events Regulations and Statutes:** Resolved to vote in favour of adoption of the revised Statutes and Event Regulations. **Action: Sec**

8 For information:

8.1. **Outstanding Action Items:** *list, updated as at 1 Dec 21, in Dropbox*

8.2. Reports

8.2.1. **Secretary's Report:** attached at Annex B

8.2.2. **EO's Report:** attached at Annex C

8.2.2.1. Mary Marsland to request Croquet SA formally address

8.2.3. **Academy GM's Report:** attached at Annex D

8.3. Committee Minutes:

8.3.1. Finance Committee meeting of 29 Nov 21 *copy in Dropbox,*

8.4. WCF:

8.4.1. **Topic 99:**

8.4.1.1. **Election of Treasurer:** The WCF S-G has advised that Peter Payne (Switzerland) was elected by 39 votes to 9.

8.4.1.2. Election of MC Members: The WCF S-G has advised that Begoña Elizaburu Peres de Guzman (Spain), Graeme Roberts (NZ) and Roberts Stafeckis (Latvia) have been elected.

8.5. Media Releases, etc:

8.5.1. Media Release, 8 Dec 21, SportAus on-line Director Education Course

9 Next Meetings: 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.

10 Close: The Chair closed the meeting at 20:12, wishing all Board members a safe holiday season.

Attachments: Annex A – Finance Report
Annex B – Secretary’s Report
Annex C – Executive Officer’s Report
Annex D – Academy GM’s Report



November 2021 financial report

- Net loss of \$26,392 – primarily from web design, online learning and refund
- Total equity \$688,333, total assets \$677,558, total liabilities \$10,774 and net assets \$688,333
- YTD Nov 2021 results – net surplus \$86,792
- YTD Nov 2021 results – total income \$334,767 primarily made up of affiliation fees, Jobkeeper subsidy, donations and sale of coaching manuals
- YTD Nov 2021 total expenses \$245,754 primarily made up of salaries, web design costs and coaching manual expenses



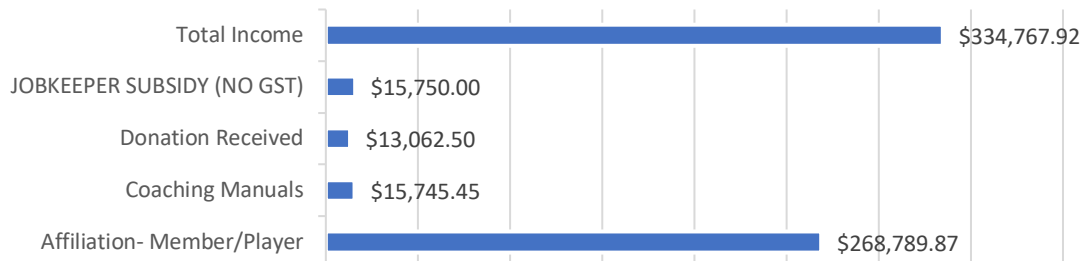
Profit & Loss [With Year to Date]

November 2021

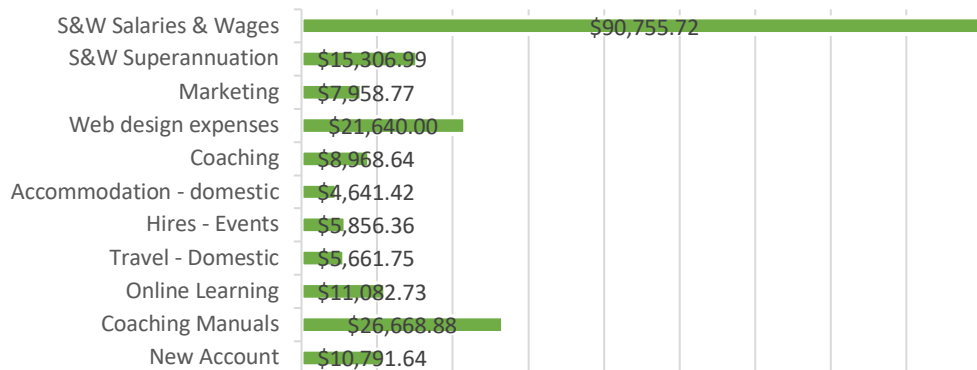
| | Selected Period | % of Sales | Year to Date | % of YTD Sales |
|--------------------------------|-----------------|----------------|---------------------|----------------|
| Income | | | | |
| Affiliation- Member/Player | \$0.00 | 0.00% | \$268,789.87 | 80.30% |
| AC Law Books | \$0.00 | 0.00% | \$3,923.36 | 1.20% |
| GC Rule Books | \$0.00 | 0.00% | \$1,027.28 | 0.30% |
| Wedge Gauges | \$0.00 | 0.00% | \$240.02 | 0.10% |
| Ricochet Rules Books | \$0.00 | 0.00% | \$292.27 | 0.10% |
| Gain on disposal of assets | \$0.00 | 0.00% | \$1,118.18 | 0.30% |
| Coaching Manuals | \$0.00 | 0.00% | \$15,745.45 | 4.70% |
| Donation Received | \$0.00 | 0.00% | \$13,062.50 | 3.90% |
| Event Entry Fees - Full | \$0.00 | 0.00% | \$7,736.37 | 2.30% |
| Event Entry Fees - Concession | \$0.00 | 0.00% | \$54.55 | 0.00% |
| Postage | \$0.00 | 0.00% | \$756.66 | 0.20% |
| Interest | \$393.36 | 100.00% | \$1,705.52 | 0.50% |
| JOBKEEPER SUBSIDY (NO GST) | \$0.00 | 0.00% | \$15,750.00 | 4.70% |
| Other | \$0.00 | 0.00% | \$4,565.89 | 1.40% |
| Total Income | \$393.36 | 100.00% | \$334,767.92 | 100.00% |
| Cost Of Sales | | | | |
| Sales of Rules Books | \$0.00 | 0.00% | \$2,220.48 | 0.70% |
| Total Cost Of Sales | \$0.00 | 0.00% | \$2,220.48 | 0.70% |
| Gross Profit | \$393.36 | 100.00% | \$332,547.44 | 99.30% |
| Expenses | | | | |
| New Account | \$6,293.64 | 1600.00% | \$10,791.64 | 3.20% |
| Equipment Purchases | \$0.00 | 0.00% | \$512.00 | 0.20% |
| Coaching Badges | \$0.00 | 0.00% | \$2,649.09 | 0.80% |
| Rules & Laws Books, Hoop Gauge | \$0.00 | 0.00% | \$681.82 | 0.20% |
| Badges | \$0.00 | 0.00% | \$477.48 | 0.10% |
| Coaching Manuals | \$0.00 | 0.00% | \$26,668.88 | 8.00% |
| Podcasts | \$0.00 | 0.00% | \$3,403.64 | 1.00% |
| Online Learning | \$6,155.00 | 1564.70% | \$11,082.73 | 3.30% |
| MYOB subscription | \$0.00 | 0.00% | \$406.36 | 0.10% |
| Bank charges | \$7.71 | 2.00% | \$113.98 | 0.00% |
| STRIPE charges | \$0.00 | 0.00% | \$323.46 | 0.10% |
| Board/Governance Expenses | \$0.00 | 0.00% | \$443.28 | 0.10% |
| Prizes | \$0.00 | 0.00% | \$1,370.82 | 0.40% |
| Tournament Manager | \$0.00 | 0.00% | \$1,527.64 | 0.50% |
| Tournament Referee | \$0.00 | 0.00% | \$747.06 | 0.20% |
| Referees/Venue Manager | \$0.00 | 0.00% | \$184.00 | 0.10% |
| Uniforms | \$0.00 | 0.00% | \$1,038.95 | 0.30% |
| Training | \$0.00 | 0.00% | \$230.00 | 0.10% |
| Travel - Domestic | \$0.00 | 0.00% | \$5,661.75 | 1.70% |
| Hires - Events | \$0.00 | 0.00% | \$5,856.36 | 1.70% |
| Scholarships | \$0.00 | 0.00% | \$1,000.00 | 0.30% |
| Accommodation - domestic | \$0.00 | 0.00% | \$4,641.42 | 1.40% |
| Other | \$0.00 | 0.00% | \$2,430.25 | 0.70% |
| Coaching | \$0.00 | 0.00% | \$8,968.64 | 2.70% |
| Computer Expenses | | | | |

| | | | | |
|--------------------------------|---------------|-----------|--------------|--------|
| Computer Expenses | \$109.09 | 27.70% | \$1,769.21 | 0.50% |
| Web design expenses | \$5,420.00 | 1377.90% | \$21,640.00 | 6.50% |
| Online Magazine | (\$100.00) | -25.40% | \$3,000.00 | 0.90% |
| Consultancy Fees | \$351.93 | 89.50% | \$1,287.55 | 0.40% |
| Equipment Insurance | \$0.00 | 0.00% | \$986.90 | 0.30% |
| Legal Fees | \$0.00 | 0.00% | \$2,842.80 | 0.80% |
| Marketing | \$0.00 | 0.00% | \$7,958.77 | 2.40% |
| Affiliation Fees - WCF, WGU | \$0.00 | 0.00% | \$2,076.50 | 0.60% |
| Postage, Freight and Courier | \$0.00 | 0.00% | \$3,431.61 | 1.00% |
| Printing & Stationery | \$244.36 | 62.10% | \$2,307.76 | 0.70% |
| S&W Superannuation | \$754.95 | 191.90% | \$15,306.99 | 4.60% |
| S&W Workers' Compensation | \$0.00 | 0.00% | \$632.35 | 0.20% |
| S&W Salaries & Wages | \$7,549.50 | 1919.20% | \$90,755.72 | 27.10% |
| Telephone and Internet Charges | \$0.00 | 0.00% | \$547.20 | 0.20% |
| Total Expenses | \$26,786.18 | 6809.60% | \$245,754.61 | 73.40% |
| Operating Profit | (\$26,392.82) | -6709.60% | \$86,792.83 | 25.90% |
| Net Profit/(Loss) | (\$26,392.82) | -6709.60% | \$86,792.83 | 25.90% |

Nov 2021 YTD revenue



Nov 2021 YTD expenses





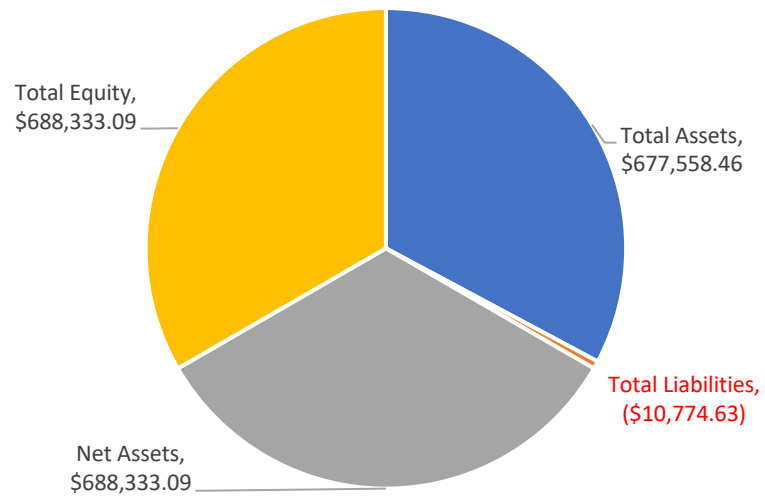
Balance Sheet [Last Year Analysis]

November 2021

| | This Year | Last Year | \$ Difference | % Difference |
|--------------------------------|----------------------|---------------------|----------------------|-----------------|
| Assets | | | | |
| Current Assets | | | | |
| Operating Account | \$0.00 | \$80,583.18 | (\$80,583.18) | -100.00% |
| Treasurer's Account | \$168,079.76 | \$3,024.30 | \$165,055.46 | 5457.60% |
| Overseas payments account | \$1.00 | \$416.09 | (\$415.09) | -99.80% |
| QANTAS Card | \$1,568.31 | \$1,000.00 | \$568.31 | 56.80% |
| Customer Electronic Payments | (\$60.00) | \$0.00 | (\$60.00) | NA |
| TD 471050245779 11 Nov 2020 | \$60,000.00 | \$60,000.00 | \$0.00 | 0.00% |
| BT Investment C11731060 | \$138,348.21 | \$127,465.97 | \$10,882.24 | 8.50% |
| MLC Investment 35368672 | \$138,600.49 | \$127,118.17 | \$11,482.32 | 9.00% |
| TD471050245154 16 Aug 2021 | \$40,000.00 | \$40,000.00 | \$0.00 | 0.00% |
| TD 471050245162 23 May 2021 | \$0.00 | \$20,000.00 | (\$20,000.00) | -100.00% |
| TD 50246667 21 Feb 2021 | \$0.00 | \$50,000.00 | (\$50,000.00) | -100.00% |
| TD50247627 15 August 2021 | \$100,000.00 | \$100,000.00 | \$0.00 | 0.00% |
| Trade Debtors | \$48,676.25 | \$1,202.60 | \$47,473.65 | 3947.60% |
| Electronic Clearing Account | (\$32,401.70) | (\$1,080.00) | (\$31,321.70) | -2900.20% |
| Stock on Hand | \$5,355.40 | \$1,303.15 | \$4,052.25 | 311.00% |
| Fixed Asset | | | | |
| Croquet Equipment | \$20,356.91 | \$27,832.91 | (\$7,476.00) | -26.90% |
| Less Accum Depn Croq Eq | (\$12,300.18) | (\$18,769.09) | \$6,468.91 | 34.50% |
| Office Equipment | \$135.46 | \$8,735.46 | (\$8,600.00) | -98.40% |
| Less Acc Depn Off Equip | (\$135.44) | (\$8,735.31) | \$8,599.87 | 98.40% |
| Gateball Equipment | \$5,075.99 | \$4,284.99 | \$791.00 | 18.50% |
| Less Acc Depn Gateball Eq | (\$3,742.00) | (\$3,796.00) | \$54.00 | 1.40% |
| Total Assets | \$677,558.46 | \$620,586.42 | \$56,972.04 | 9.20% |
| Liabilities | | | | |
| Suspense - liability | \$90.00 | \$0.00 | \$90.00 | NA |
| Trade Creditors | \$540.00 | \$1,285.50 | (\$745.50) | -58.00% |
| Income in Advance | \$165.82 | \$0.00 | \$165.82 | NA |
| Grant Liability | \$7,000.00 | \$0.00 | \$7,000.00 | NA |
| GST Collected | \$183.43 | \$319.86 | (\$136.43) | -42.70% |
| GST Paid | (\$31,037.01) | (\$1,355.95) | (\$29,681.06) | -2188.90% |
| PAYG and Superannuation payabl | \$10,512.13 | \$4,806.59 | \$5,705.54 | 118.70% |
| Provision for Annual Leave | \$1,771.00 | \$0.00 | \$1,771.00 | NA |
| Total Liabilities | (\$10,774.63) | \$5,056.00 | (\$15,830.63) | -313.10% |
| Net Assets | \$688,333.09 | \$615,530.42 | \$72,802.67 | 11.80% |
| Equity | | | | |
| Retained Earnings | \$489,228.26 | \$509,568.23 | (\$20,339.97) | -4.00% |
| International Fund | \$112,312.00 | \$103,709.00 | \$8,603.00 | 8.30% |
| Current Year Earnings | \$86,792.83 | \$2,253.19 | \$84,539.64 | 3752.00% |
| Total Equity | \$688,333.09 | \$615,530.42 | \$72,802.67 | 11.80% |

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Balance Sheet as at 30 Nov 2021





Secretary's Report

Minutes of the 17th November 2021 Board Meeting were distributed to Directors, State Secretaries and posted to the Croquet Australia website on 19th November 2021.

Action Items from 17th November 2021 Meeting:

- **Item 7.1.1:** Budget Committee ToR posted to website 19/11/21
- **Items 7.1.2:** NIF policy templates amendment – in progress
- **Item 7.2.1:** WCF Topic 99 Election of Treasurer & MC Members – Croquet Australia voting advised to WCF S-G 18/11/21 (received 18/11/21)
- **Item 8.2.1:** SIA Child Safeguarding Children in Sport eLearning course – members states emailed, encouraging the completion of this course by all with contact with children and especially coaches and referees – 22/11/21

Other Matters

- I received a request from a firm of planners (Urbis) for data regarding croquet courts. I directed them to the Croquet Victoria publication *Croquet Facility Guide*, developed for and distributed to LGAs in Victoria, and available from the VCA website. This obviously satisfied the request as the one-word answer I received was "Fantastic".
- I provided a letter of support for Canberra CC's application for an ACT Sport & Recreation grant to renovate and extend its clubhouse (copy in Correspondence for this meeting)
- On 3rd Dec 21 I met (via MS Teams) with Adam Castle (our SIA contact for the National Integrity Framework) and Riley McGown (a member of the SIA Education Team) regarding the Anti-Doping Education Plan written for Croquet Australia by SIA.
- I forwarded the Greg Bury produced brief for the proposed national membership database, with a covering letter from the Chair and a letter of endorsement from Peter Freer, as convenor of the Events Committee, to all state Presidents & Secretaries (copies of the letters are in Correspondence for this meeting).

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

Jim Clement
Secretary to the Board



Executive Officer's Report

Other Matters

- **National Sporting Organisation Accreditation**

Renewal of the Sport Australia National Sporting Organisation Accreditation has been completed for 2021. To remain compliant ACA is required to:

- Adhere to all Commonwealth, State and Territory laws applicable to the organisation's operations.
- Provide ASC with a copy of the organisation's annual financial statements.
- Within 30 days of the ACA AGM, supply ASC with a copy of the details of the new board.
- Adopt, implement and enforce integrity policies to the satisfaction of ASC.

All of these requirements are completed on the Sport Australia portal.

- **Finance**

I have developed a procedure for the payment of invoices received by the ACA Finance Officer. This procedure has been developed to streamline the process and reduce the risk of errors. The new procedure has been passed onto ACA Chair, Secretary, Finance Officer and Treasurer for comment. Once the procedure has been finalised I will forward to the Board and Finance Committee for information.

- **Events Committee**

Under 21 Championships

At the time of report only two entries have been received for the ACA Under 21 Championships. Further promotion through social media, the ACA website and email directly to the ACA clubs to increase the entry fees before the cut-off date on the 16th of December.

GC President's Eights

Expressions of Interest have been called for the 2022 GC President's Eights. This event is scheduled for February 2022 at the Victorian Croquet Centre, Cairnlea. At the time of writing this report, ACA has received 17 entries.

- **Insurance**

All membership numbers from the States has been received and forwarded onto Regional Insurance Brokers for renewal of the ACA Policy. At the time of writing, ACA is awaiting renewal confirmation. The ACA policy expires on the 31st of December 2021.

Rob Murray
Executive Officer



Academy Report

Updates

The National Data Base and Website Project Team

Greg Bury Project Coordinator/Manager

John Hayes Database and Website Developer and Consultant

Peter Freer Database Subject Matter Expert/Head

Gary Phipps Website Subject Matter Expert / Head

Jim Nicholls Chief Advisor

The National Marketing Team Max Kewish, Tony Walker, Carolyn Ribone

Academy Advisors and Subject Matter Experts: Rob Murray, Murray Tinker, Kevin Beard, Gareth Bushill, Gareth Denyer, Roger Buddle, Andrew Wootten, Tim Woolford Smith, Leigh Herington, Marilyn Nelson, Rino Parrella, Aaron Green, Francesca de Wytt, Simon Green, Jasmine Collins.

There are several additional people who have also offered to help. I would like to take this opportunity to thank everyone who is volunteering and supporting this significant /major project. Anyone wishing to help and get involved please give me a call.

A briefing paper was submitted for approval on the 20th of October and communicated to all states on the 6th of December. Individual Zoom meetings are now scheduled with every state on Wednesday 15th and Thursday 16th of December. These meetings will be hosted by Greg Bury, Peter Freer, Gary Phipps and Rob Murray. At the conclusion of each meeting an Action Plan will be completed for each state, with a review to take place within a 4-week period.

The Project Plan has been reviewed and updated. There are over 160 action points to be completed.

Jim Nicholls, John Hayes, Greg Bury, Peter Freer, Gary Phipps and Rob Murray to have a Zoom meeting and sign off the Database and Website before it is sent to the ACA Board and all states for review.

The Australian Croquet Academy Development Plan

The majority of tasks have been completed ahead of schedule. This provides an opportunity to bring some 2022/2023/2024 tasks forward and include some additional initiatives. An updated Academy Development Plan will be available for discussion at the ACA January Board Meeting.

Online Magazine

It has been 12 months since the first online magazine was released. The next exciting edition will be reviewed by the National Marketing Team and the ACA Board. It will then be available by the end of this month.

Coaching Update

The National Coaching Program is due for its first review and will be completed early next year. A feedback sheet will be provided to all State Coaching Coordinators/Directors for their suggestions/recommendations. This feedback will then be reviewed by the NCC and ANCC. It is anticipated to have all changes implemented by April next year.



Annex D to
ACA Board Meeting Minutes
08th December 2021

At the recent Queensland Coaching Conference it was suggested to have all codes in the one logbook instead of having a logbook for each discipline. John Hayes has kindly offered to investigate this further and provide a solution.

It was also identified that the Individual Development Plan, Session Plan and Goal Setting templates were not printing from the PDF. These documents were locked and will soon be available for printing.

There are still several coaches having trouble accessing the Online Learning Management System. Please do not hesitate to contact your State Coaching Coordinator/Director for any help and assistance you may need.

Information, Proposals, Clarification and Sign offs.

Learning Management System Referees

To get the ball rolling in the new year with a Zoom call hosted by Greg Bury and Jim Nicolls with all National Referee Coordinators

Certified Coaches: *Note that this was removed by the Secretary and inserted into the meeting agenda as Item 7.2.3*

Through the Hoops

Discussion on the latest edition

Kind regards,

GREG BURY

General Manager

Australian Croquet Academy



GREG BURY

General Manager, Australian Croquet Academy

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