



## BOARD MEETING MINUTES

Wednesday, 19<sup>th</sup> January 2022 via Zoom

### 1. Attendance:

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

**2. Opening:** The Chair opened the meeting at 18:01 AEDT welcoming Directors to 2022.

### 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 Meetings:** Resolved that Item 7.2.2 of the minutes of the 15<sup>th</sup> December 2021 be amended to read "...all participants and spectators". **Action: Sec**  
Further resolved that the amended minutes be accepted as a true and accurate record of the meeting. (*Secretarial note: Amended minutes posted to website.*)

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

Item 7.2.4 – Chair advised that the intellectual property of "Through the Hoops" is deemed be that of Greg Bury. **Action: Sec**

**5. Compliance Matters:** The Board reviewed all matters of compliance, both legislative and constitutional, due to arise in the January – March 2022 timeframe, attached at Annex A, noting that the AGM Notice of Meeting was distributed 3<sup>rd</sup> January 2022 and that the accounts will be delivered to the auditor within the next week.

### 6. Financial Matters:

**6.1. Treasurer's Report:** Resolved to accept the Financial Report, attached at Annex B.

#### 6.2. Business with Financial Implications

**6.2.1. New Club Grant Application:** Resolved to pay the New Club Grant to Belmont Park (WA) Croquet Club. **Action: Treasurer**

(*Secretarial Note: Kah Yang Loke left the meeting at 18:23 AEDT*)

### 7. Correspondence:

**7.1. Inwards:** 220105 from NCRAC re player behaviour

**7.2. Outwards:** 220103 AGM Meeting Notice to State Associations.

Resolved to accept the correspondence.

**7.3. Business Arising from Correspondence:** Alison Sharpe to talk to the player who is the subject of Item 7.1 **Action: AS**

### 8. For Decision:

#### 8.1. Governance:

##### 8.1.1. Selection Policy Amendment:

Resolved to adopt the amended Selection Policy and post to website. **Action: Sec**

*(Secretarial Note: Jim Nicholls & Alison Sharpe declared a conflict of Interest and recused themselves. Bernie Pfitzner assumed the Chair for the following item)*

Resolved to suspend the provisions of the Selection Policy 4.3.5 for the selection of the 2022 MacRob Team. **Action: Sec**

**8.1.2. Coaching Committee ToR Amendment:** Resolved to adopt the amended Coaching Committee Terms of Reference and post to website. **Action: Sec**

**8.1.3. Anti-Doping Education Plan:** Resolved to adopt the Anti-Doping Education Plan and post to ACA & Academy websites. **Action: Sec**

**8.1.4. Board Director PD:** Resolved to adopt the amended Board Director Position Description, amended to include requirement for Director ID Number, and post to website. **Action: Sec**

## **8.2. Management:**

**8.2.1. Publicity Committee Membership:** Resolved to appoint Janine Sisson to the Publicity Committee until the 2023 AGM. Max to advise. **Action: MK**

## **8.3. WCF:**

**8.3.1. Topic 104 – Amendment to Ranking Regulations:** Resolved to ratify the email vote conducted on this question.

*(Secretarial Note; WCF was advised of ACA approval of the amendment of Ranking Regulations on 11<sup>th</sup> January 2022, and this was acknowledged on 12<sup>th</sup> January 2022. See also Item 10.4.7)*

**8.3.2. Topic 105 – Management Committee Casual Vacancy:** Resolved to put Stephen Richards' name forward for the vacancy. **Action: Sec**

## **9. For Discussion:**

### **9.1. Governance:**

**9.1.1. 2022 AGM:** The Board discussed the proposed plans for the AGM

### **9.2. Management:**

**9.2.1. Appointment of Appointed Officers and Committees:** Secretary to call for EoI for Appointed Officers and committee members as discussed. **Action: Sec**

### **9.3. Events:**

**9.3.1. Covid-19 Standards at ACA Events:** The Board discussed Covid-safe standards for ACA events and agreed that the standard is to be mandated by each individual venue. The Board recognised that RAT cannot be sourced at this time and so cannot be mandated.

**9.3.2. Eire Cup:** Alison advised of possible rearrangement of the AC Gold Medal, Men's & Women's Championships and the Eire Cup. Jim Nicholls advocated the possibility of deferring the Gold Medal to later in the year.

## **10. For information:**

**10.1. Outstanding Action Items:** The Board reviewed the outstanding Action Items.

### **10.2. Reports**

**10.2.1. Secretary's Report:** attached at Annex C

**10.2.2. EO's Report:** attached at Annex D. The EO advised that the legal advice mentioned in his report would cost \$880 (GST inclusive). He was authorised to proceed. **Action: EO**

**10.2.3. Academy General Manager's Report:** This was withdrawn and not considered, following agreement between the Chair and the Academy GM that a separate Board meeting be convened in early February to consider matters raised in the report.

### **10.3. WCF:**

**10.3.1. 2021 Financial Report:** received and distributed to Directors, also available from the WCF website

- 10.3.2. 2021 Management Committee Report:** received and distributed to Directors, also available from the WCF website
- 10.3.3. Topic 98:** WCF S-G advised that the proposed amendments to WCF Statutes and Sports Regulations were approved.
- 10.3.4. Topic 100:** ACA comments regarding the draft GC Rules Edition 6 were emailed to the WCF GCRC Chair, Cc: WCF S-G, on 15<sup>th</sup> January 2022.
- 10.3.5. Topic 101:** WCF S-G advised that Brian Havill was re-elected as the Independent Examiner for 2022.
- 10.3.6. Topic 102:** WCF S-G advised that the proposed 2022 Budget was approved.
- 10.3.7. Topic 104:** WCF S-G advised that the proposed amendment to Clause 4.5 of the Ranking Regulations was approved.

**11. Next Meetings:** Academy Update meeting - early February, date and time TBA  
Wednesday, 16<sup>th</sup> February 2022 at 6 pm AEDT via Zoom  
**Saturday, 19<sup>th</sup> March 2022– AGM, Forum & Board Meeting, Sydney**  
09:00 AEDT at Coogee CC, Bardon Park, Bream Street, Coogee, NSW.

**12. Close:** The Chair closed the meeting at 19:55 AEDT

<b>Attachments:</b>	Annex A	Compliance Matters
	Annex B	Financial Report
	Annex C	Secretary's Report
	Annex D	Executive Officer's Report



## Compliance Matters

<b>Date</b>	<b>Subject</b>	<b>Action</b>	<b>Reference</b>	<b>Who</b>
Jan	Finance	Deliver accounts to auditor	Associations Incorporation Act	Treasurer/ EO
Jan	Governance	Distribute AGM Notice, call for Notices of Motion & Board Nominations	Constitution s15.3 (b) 60 days prior to AGM	Secretary
Early Feb	Management	Call for EoI for Appointed Officers & Committees		Secretary
Early to Mid Feb	Finance	Resolve to accept and sign audited accounts		Board
Mid Feb	Governance	Distribute AGM Agenda & Papers	Constitution s 15.3(e) 30 days prior to AGM	Secretary
Mar at AGM	Scholarships	Announce scholarship budget for following calendar year	Scholarship Policy 11a	Treasurer
	Finance	Submit accounts to members	Associations Incorporation Act	
After AGM	Incorporation	Update Board Member list with Access Canberra	Associations Incorporation Act	EO



## December 2021 financial report

- Net loss of \$21,198 – primarily from salaries \$8,304, board/governance \$7,250
- Total equity \$667,131, total assets \$657,465, total liabilities \$0 and net assets \$667,131
- Financial year 2021 results – net surplus \$65,590
- Financial year 2021 results – total income \$334,801 primarily made up of affiliation fee, JobKeeper subsidy, donations and sale of coaching manuals
- Financial year 2021 total expenses \$266,990 primarily made up of salaries, web design costs, online learning and coaching manual expenses
- Cash and cash equivalent - \$196,800
- Depreciation not factored into the non-financial assets but is not expected to materially affect the full year results
- Leave provision not factored and is not expected to significantly affect the full year results



Appendix 1 to  
Annex B to  
ACA Board Meeting Minutes  
19<sup>th</sup> January 2022

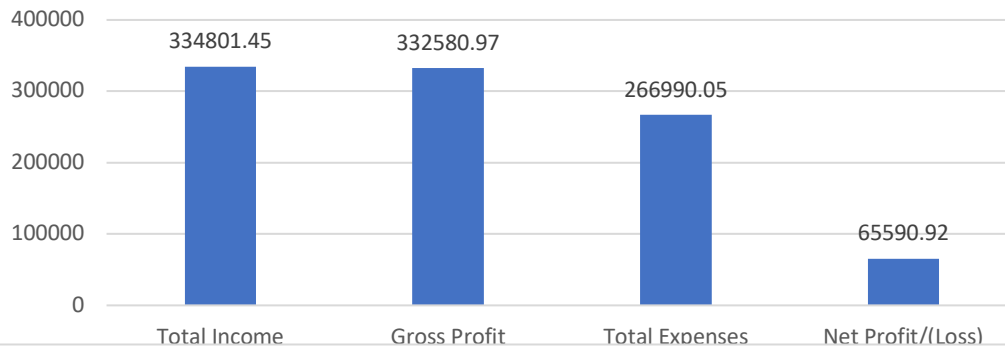
## Profit & Loss [With Year to Date]

December 2021

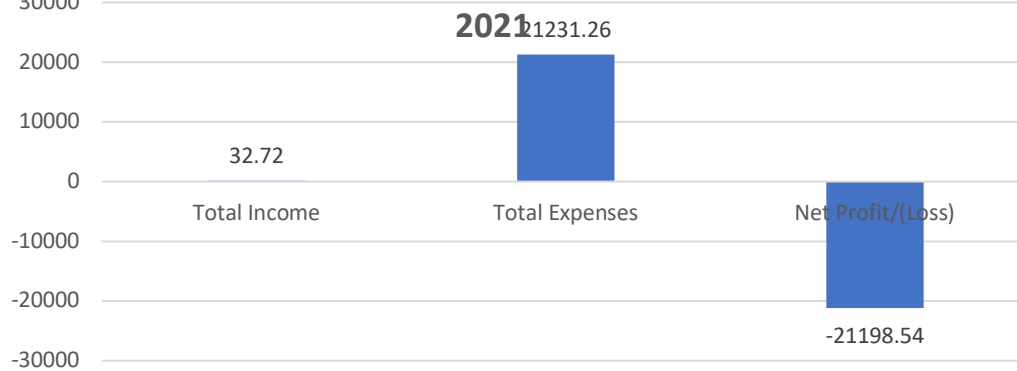
	Selected Period	% of Sales	Year to Date	% of YTD Sales
<b>Income</b>				
Affiliation- Member/Player	\$0.00	0.00%	\$268,789.87	80.30%
AC Law Books	\$0.00	0.00%	\$3,923.36	1.20%
GC Rule Books	\$0.00	0.00%	\$1,027.28	0.30%
Wedge Gauges	\$0.00	0.00%	\$240.02	0.10%
Ricochet Rules Books	\$5.00	15.30%	\$297.27	0.10%
Gain on disposal of assets	\$0.00	0.00%	\$1,118.18	0.30%
Coaching Manuals	\$22.73	69.50%	\$15,768.18	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	\$4.99	15.30%	\$1,711.32	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%
<b>Total Income</b>	<b>\$32.72</b>	<b>100.00%</b>	<b>\$334,801.45</b>	<b>100.00%</b>
<b>Cost Of Sales</b>				
Sales of Rules Books	\$0.00	0.00%	\$2,220.48	0.70%
<b>Total Cost Of Sales</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$2,220.48</b>	<b>0.70%</b>
<b>Gross Profit</b>	<b>\$32.72</b>	<b>100.00%</b>	<b>\$332,580.97</b>	<b>99.30%</b>
<b>Expenses</b>				
New Account	\$0.00	0.00%	\$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	\$0.00	0.00%	\$11,082.73	3.30%
MYOB subscription	\$0.00	0.00%	\$406.36	0.10%
Bank charges	\$4.40	13.40%	\$118.38	0.00%
STRIPE charges	\$1.71	5.20%	\$329.35	0.10%
Board/Governance Expenses	\$7,250.00	22157.70%	\$7,693.28	2.30%
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%
Marketing and Promotion Plan	\$1,500.00	4584.40%	\$1,500.00	0.40%
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	333.40%	\$1,878.30	0.60%
Web design expenses	\$2,700.00	8251.80%	\$24,340.00	7.30%
Online Magazine	\$0.00	0.00%	\$3,000.00	0.90%
Consultancy Fees	\$351.93	1075.60%	\$1,639.48	0.50%
Equipment Insurance	\$990.91	3028.50%	\$1,977.81	0.60%
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	\$18.77	57.40%	\$3,450.38	1.00%
Printing & Stationery	\$0.00	0.00%	\$2,307.76	0.70%
S&W Superannuation	\$754.95	2307.30%	\$16,061.94	4.80%
S&W Workers' Compensation	\$0.00	0.00%	\$632.35	0.20%
S&W Salaries & Wages	\$7,549.50	23073.00%	\$98,305.22	29.40%
Telephone and Internet Charges	\$0.00	0.00%	\$547.20	0.20%
Total Expenses	\$21,231.26	64887.70%	\$266,990.05	79.70%
Operating Profit	(\$21,198.54)	-64787.70%	\$65,590.92	19.60%
Net Profit/(Loss)	(\$21,198.54)	-64787.70%	\$65,590.92	19.60%

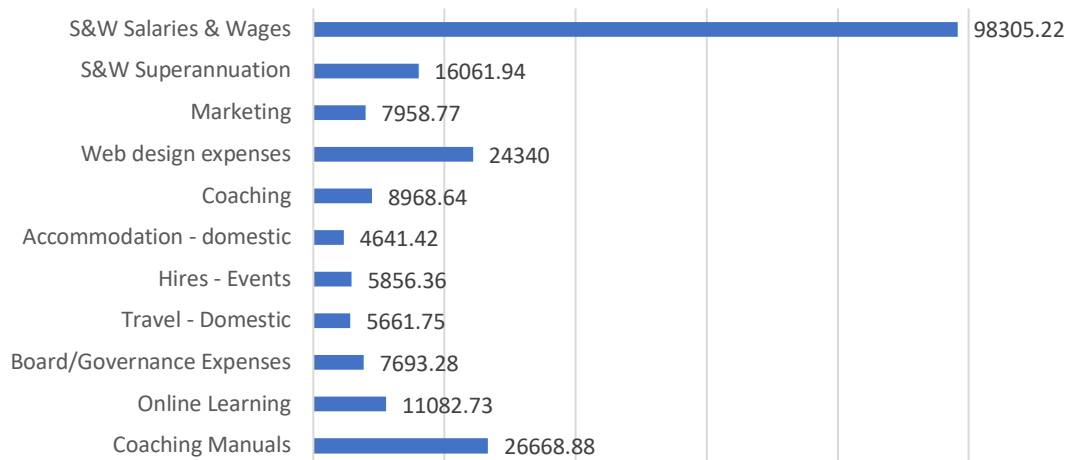
### Income statement from 1 January to 31 December 2021



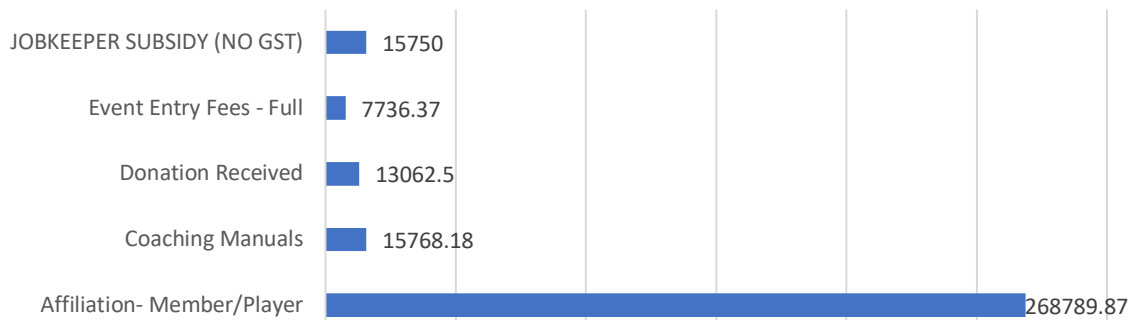
### Income statement for the period ended 31 December



### Major expenses for the financial year ended 31 Dec 2022



### Major revenue for the financial year ended 31 December 2021







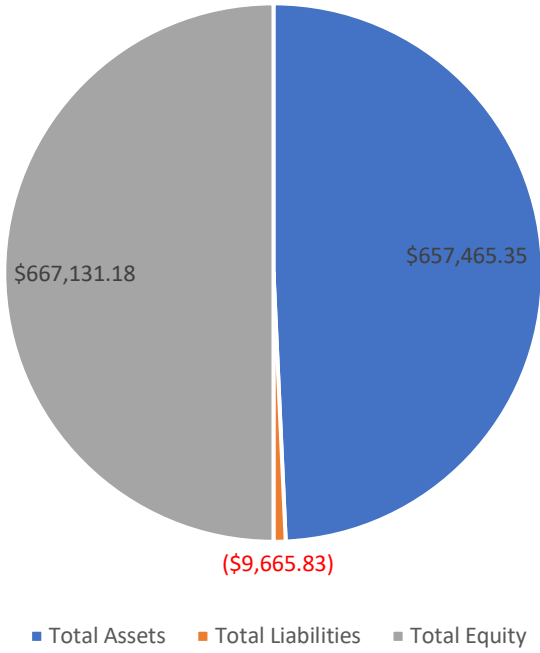
Appendix 2 to  
Annex B to  
ACA Board Meeting Minutes  
19<sup>th</sup> January 2022

## Balance Sheet [Last Year Analysis]

December 2021

	This Year	Last Year	\$ Difference	% Difference
<b>Assets</b>				
Current Assets				
Operating Account	\$300.00	\$61,219.99	(\$60,919.99)	-99.50%
Treasurer's Account	\$196,846.65	\$3,371.22	\$193,475.43	5739.00%
Overseas payments account	\$1.00	\$1.00	\$0.00	0.00%
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	\$138,348.21	\$0.00	0.00%
MLC Investment 35368672	\$138,600.49	\$138,600.49	\$0.00	0.00%
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	\$3,556.25	\$302.60	\$3,253.65	1075.20%
Electronic Clearing Account	(\$36,441.70)	\$0.00	(\$36,441.70)	NA
Stock on Hand	\$5,355.40	\$1,303.15	\$4,052.25	311.00%
Fixed Asset				
Croquet Equipment	\$20,356.91	\$20,356.91	\$0.00	0.00%
Less Accum Depn Croq Eq	(\$12,300.18)	(\$12,300.18)	\$0.00	0.00%
Office Equipment	\$135.46	\$135.46	\$0.00	0.00%
Less Acc Depn Off Equip	(\$135.44)	(\$135.44)	\$0.00	0.00%
Gateball Equipment	\$5,075.99	\$3,841.99	\$1,234.00	32.10%
Less Acc Depn Gateball Eq	(\$3,742.00)	(\$3,742.00)	\$0.00	0.00%
<b>Total Assets</b>	<b>\$657,465.35</b>	<b>\$622,303.40</b>	<b>\$35,161.95</b>	<b>5.70%</b>
<b>Liabilities</b>				
Suspense - liability	\$90.00	\$0.00	\$90.00	NA
Trade Creditors	\$540.00	\$14,797.90	(\$14,257.90)	-96.40%
Accrued Expenses	\$0.00	\$1,480.00	(\$1,480.00)	-100.00%
Income in Advance	\$974.85	\$0.00	\$974.85	NA
Grant Liability	\$7,000.00	\$0.00	\$7,000.00	NA
GST Collected	\$186.03	\$282.12	(\$96.09)	-34.10%
GST Paid	(\$31,568.89)	(\$3,811.59)	(\$27,757.30)	-728.20%
PAYG and Superannuation payabl	\$11,341.18	\$6,243.71	\$5,097.47	81.60%
Provision for Annual Leave	\$1,771.00	\$1,771.00	\$0.00	0.00%
<b>Total Liabilities</b>	<b>(\$9,665.83)</b>	<b>\$20,763.14</b>	<b>(\$30,428.97)</b>	<b>-146.60%</b>
<b>Net Assets</b>	<b>\$667,131.18</b>	<b>\$601,540.26</b>	<b>\$65,590.92</b>	<b>10.90%</b>
<b>Equity</b>				
Retained Earnings	\$489,228.26	\$500,965.23	(\$11,736.97)	-2.30%
International Fund	\$112,312.00	\$112,312.00	\$0.00	0.00%
Current Year Earnings	\$65,590.92	(\$11,736.97)	\$77,327.89	658.80%
<b>Total Equity</b>	<b>\$667,131.18</b>	<b>\$601,540.26</b>	<b>\$65,590.92</b>	<b>10.90%</b>

Balance sheet as at 31 December 2021





## Secretary's Report

Minutes of the 1<sup>st</sup> December 2021 and 15<sup>th</sup> December 2022 Board Meetings were distributed to Directors, State Secretaries and posted to the Croquet Australia website on 17<sup>th</sup> December 2021.

### Action Items from 1<sup>st</sup> December 2021 Meeting:

- **Item 4.3.1:** Academy ToR drafted and circulated
- **Item 4.3.2:** PD drafted and circulated. Academy GM non-voting *ex officio* membership of **committees** and working groups included in a revised Appointed Officer, Committee and Working Group Policy which was approved 15/12/21
- **Item 4.4.1:** Amended and submitted to 19 Jan 22 Board meeting for adoption.

### Action Items from 15<sup>th</sup> December 2021 Meeting:

- **Item 7.1.1:** amended Appointed Officer, Committee and Working Group Policy and amended Budget Sub-committee ToR posted to website 17/12/21 and State Secretaries advised.
- **Item 7.1.2:** Rescheduling/Cancellation of Events Policy posted to website 17/12/21 and State Secretaries advised.
- **Item 7.2.1:** Zoom meeting held between Pay Habner (President CAQ), Jim Nicholls & Jim Clement.
- **Item 7.3:** WCF S-G advised of resolutions re Topics 98, 101 & 102 @ 21:42 15/12/21, acknowledged @ 02:57 16/12/21

### Other Matters

- **AGM:** formal notice of meeting sent to member associations 3<sup>rd</sup> January 2022, notices of motion and nominations for Board membership due by 3<sup>rd</sup> February 2022.

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

Jim Clement  
Secretary to the Board



## **Executive Officer's Report**

### **Finance**

#### **2021 Honorariums**

Approval was granted at the ACA Board Meeting on the 15<sup>th</sup> December for payment of honorariums for ACA Appointed Officers and Board Members. These honorariums have been paid via two payment runs on the 17<sup>th</sup> and 24<sup>th</sup> of December.

### **Events**

#### **Under 21 Championships**

Unfortunately, due to the uncertainty over the Covid Situation around the Newcastle area, the decision was made to cancel 2022 GC Under 21 Championships. The Under 21 Committee and National Coaching Director are looking at some possible replacement events for the Under 21 players. I will advise the Board once I have received more detail.

#### **GC President's Eights**

Over the Christmas break, the Events Committee held discussions over the possibility of cancelling or postponing the 2022 GC Eights. The decision was made to consult with the players on their intentions around attending the event despite the recent covid outbreak. As at the 8<sup>th</sup> of January, 25 players have confirmed their intention to still travel to the event and 7 players have withdrawn.

Taking all this information into account, the Event Committee has made the decision to go ahead with the event as planned. If State Governments make further changes to the travel restrictions the Events Committee will further review the viability of the GC Eights for 2022.

### **AGM**

#### **2021 Annual Report**

An email has been sent out to all state Secretaries, Committee Chairs and Appointed Officers requesting a short contribution for the ACA Annual Report. The cut-off date for these reports is the COB Friday 11<sup>th</sup> February.

### **Legal Advice**

At the last meeting on the 15<sup>th</sup> December, the Board requested that I seek advice on a couple of legal matters. I have contacted our Lawyer at Sneddon Hall and Gallop but they didn't return to the office until Monday, 10<sup>th</sup> January. I will advise the Board once I have a response.

Rob Murray  
Executive Officer  
Croquet Australia