



BOARD MEETING MINUTES

Thursday, 10th February 2022 via Zoom

1. Attendance:

- 1.1. **Directors:** Jim Nicholls (Chair), Mary Marsland (Deputy Chair), 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), John Hayes, Peter Freer, Gary Phipps
- 1.4. **Apologies:** Kah Yang Loke (Treasurer)

2. **Opening:** The chair welcomed all present and opened the meeting at 18:03 AEDT.

3. Declaration of Directors' Interests:

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

4. Updates:

- 4.1. **National database and website:** Greg Bury, with John Hayes presented an update on the national website. Barbara queried whether members' financial details would be contained on the database, John advised that payments would be third party such as PayPal or Stripe and so secure.

Secretarial Note: John Hayes, Pete Freer & Gary Phipps left the meeting at 18:51 AEDT

5. Review National Programs

- 5.1. **Development Plan 2022-25 Responsibilities and Costings Timeline:** Greg spoke to the National Programs, touching on priorities of developing, implementing, and maintaining the programs, especially the Youth Training Program, the Website & Database, Club Support, Recruitment & Retention of members, Pathways & Development, Grants & Partners/Sponsorship, Publicity & Marketing. There was further discussion regarding timing and budgeting of each initiative. Discussion included:
 - the use of Gantt chart software to assist in decision making regarding setting of priorities & timelines and to ensure clarity on progress/completion of projects, and
 - the provision of grant/sponsorship application courses for members.

6. Academy Role & Staffing:

- 6.1. **Clarification of Roles – Employee v Volunteer:** Greg advised that he was willing to step down from the Chair of the Publicity Committee but would like to stay as an *ex officio* member to maintain contact and to also be able to attend meetings of other committees. He states that he would like to remain as NCC, as the workload has now decreased and much of the work is handled by the ANCC. Mary suggested that if the ANCC put forward any proposals to the Board any possible conflict of interest would be eliminated.
- 6.2. **Academy ToR:** Greg Bury to update draft Academy ToR following discussions at this meeting.
Action: Greg Bury
- 6.3. **Academy General Manager's Position Description:** Greg Bury to update draft General Manager's PD following discussions at this meeting.
Action: Greg Bury

7. Terminology:

- 7.1. **Academy Title:** Australia Croquet Association (ACA) Academy v Australian Croquet Academy. The Board agreed that the Academy continue as the Australian Croquet Academy.
- 7.2. **Coaches:** Certified v Accredited – awaiting advice from SportAus, deferred to 16th February 2022 Board Meeting.

8. Future Plans:

- 8.1. **Youth Training Proposal:** The Chair noted that he had not seen the plan that was part of the original grant application and so has no basis of comparison for the current proposal. The plan for this proposal is similar to the plan for the grant application, with certain items deferred. This proposal is seen as a high priority, but the Board could better envisage it if presented as a Gantt chart
- 8.2. **Referee LMS Rollout Update.** To be discussed at a later date.

Secretarial Note: The Secretary and Executive Officer both left the meeting at this point to allow the Board to discuss the role of the Academy General manager and his hours of employment in camera. Alison Sharpe left the meeting at the same time.

9. Role and hours of Employment of the Academy General Manager:

The Board resolved to employ Greg Bury on a full-time basis as the Academy General Manager. Chair to contact Employsure re change of current contract. **Action: Chair**

The Treasurer is to review the budget and provide 2-3 year budget implications to determine financial impact. **Action: Treasurer**

Commencement of full-time employment to be agreed upon between Greg and the Chair.

10. **Next Meetings:** Wednesday, 16th February 2022 at 6 pm AEDT via Zoom
Monday, 19th March 2022– AGM, Forum & Board Meeting, Sydney,
09:00 AEDT – venue TBA.

11. **Close:** The meeting closed at 20:45 AEDT