



BOARD MEETING MINUTES

Wednesday, 16th February 2022 via Zoom

1. **Attendance:**
 - 1.1. **Directors:** Jim Nicholls (Chair), Mary Marsland (Deputy Chair), Kah Yang Loke (Treasurer), Max Kewish, Barbara Northcott, Kerri-Ann Organ, Bernie Pfitzner
 - 1.2. **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
 - 1.3. **Observer:** Pat Habner (nominee for Board membership at AGM)
 - 1.4. **Apologies:** Alison Sharpe,
2. **Opening:** The Chair opened the meeting at 18.02 AEDT, advising that he had extended an invitation to Pat Habner to observe the meeting as a nominee for election to the Board at the March AGM.
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
4. **Adoption of Minutes of Previous Meetings:** Resolved that the minutes of the 19 January 2022 meeting be accepted as a true and accurate record.
 - 4.1. **Business Arising from the Minutes:**
 - Item 7.3 Business Arising from the Correspondence: Continuing
 - Item 6.2.1 Payment of New Club Grant: Not shown as paid in January accounts, EO to check. **Action: EO**
5. **Compliance Matters:** The Board reviewed all matters of compliance due to arise within the February to June timeframe (attached at Annex A), noting that Expressions of Interest for appointed Officers and Committees were called for on 21st January 2022, that the Annual Accounts are with the Auditor and that the AGM Agenda and papers were distributed on 14th February 2022, more than 30 days prior to the AGM, as required by the Constitution.
6. **Finance Reports:**
 - 6.1. **Treasurer's Report:** Resolved to accept the Financial Report, attached at Annex B.
(Secretarial Note: Pat Habner joined the meeting at 18:12 AEDT, welcomed by the Chair.)
 - 6.2. **Other matters with Financial Implications:**
 - 6.2.1. **CNSW Request for Support – Eire Cup etc Livestream:** Resolved to support the CNSW request to contribute to the cost of livestreaming the Eire Cup, up to \$2000. Secretary to advise CNSW. **Action: Sec**
 - 6.2.2. **Financial Implications of Fulltime Employment of Academy GM:** The Treasurer advised that the fulltime employment (an increase from 25 hrs/wk. to 38 hrs/wk. will have a minimal impact on the budget.
With regard to projects, he noted that these may have a significant impact, but he does not have sufficient information to analyse them. He noted that more detail is required of individual tasks and their attendant costs, and emphasised the importance of prioritisation and completion of tasks before the commencement of new tasks, especially in a multiple task program over several years, such as the overall Academy program. Academy GM to provide required details. **Action: Greg Bury**

(Secretarial Note: Kah Yang Loke left the meeting at 18:30 AEDT)

7. Correspondence:

7.1. Inwards:

7.1.1. 220208 from Bernie Pfitzner – resignation from Board

7.1.2. 220211 from Angeline Tan – resignation as Financial Assistant

7.2. Outwards

7.2.1. 220213 to Ballina Shire Council re Cawarra Park Redevelopment & Ballina CC

Resolved to accept the Correspondence.

7.3. Business Arising from the Correspondence:

7.3.1. Resolved to call for Expressions of Interest in the Financial Assistant position.

Action: Sec

8. For Decision:

8.1. Governance:

8.1.1. Adoption of National Integrity Framework Policies:

8.1.1.1. **National Integrity Framework Policy:**

8.1.1.2. **Child Safeguarding Policy:**

8.1.1.3. **Competition Manipulation & Sports Wagering Policy:**

8.1.1.4. **Complaints, Disputes & Discipline Policy:**

8.1.1.5. **Improper Use of Drugs & Medicine Policy:**

8.1.1.6. **Member Protection Policy:**

Resolved to adopt the National Integrity Framework Policies. Secretary to post to website, distribute to State Associations and to advise Sport Integrity Australia.

Action: Sec

8.1.2. **Board Meeting Policy:** Resolved to adopt the Board Meeting Policy. Secretary to post to website.

Action: Sec

8.2. Management:

8.2.1. **Status of Tournament Officials:** There was discussion regarding a club hosting a tournament and appointing a non-affiliated member as the TM. The Board concluded that it was a club event, and the club has control of its events, not the States or ACA. TRegs to be amended at its next revision to require that all officials also be individual members of ACA. Secretary to add to revision list.

Action: Sec

Academy GM to develop an online TM Course for the Academy, prioritise the course and advise proposed completion date.

Action: Greg Bury

8.3. WCF:

8.3.1. **Topic 103 Amendments to Admin & Sports Regulations:** Resolved to vote in favour of acceptance of the amended Administration and Sports Regulations.

Secretary to notify WCF S-G.

Action: Sec

8.3.2. **Topic 107 Introduction of GC Rules 6th Edition:** Resolved to vote in favour of the introduction of the WCF Rules of Golf Croquet, 6th Edition. Secretary to notify WCF S-G.

Action: Sec

Further resolved that the Secretary ascertain quantity of new Rule books required and arrange for printing and, in concert with the EO, distribution.

Action: Sec

8.3.3. **Topic 106 Gender Guidance Consultation:** Resolved to support the (draft) WCF Gender Guidance. Secretary to advise WCF S-G.

Action: Sec

9. For Discussion:

9.1. Governance:

9.1.1. **National Membership Incentive Program:** To be referred to the Discussion Forum.

Action: Sec

9.2. Management:

9.2.1. **U21 Committee:** Resolved to be consistent with the WCF and retain the committee's name as the U21 Committee. Secretary to advise NCU21.

Action: Sec

9.2.2. **Coaching Terminology:** As 31 of the 37 sports listed on the SportAus website coaching page refer to their coaches as Accredited and only 2 as Certified, it was resolved to maintain the terminology of Accredited Coaches until SportAus advise otherwise. Chair to advise NCC. **Action: Chair**

9.3. Events:

9.3.1. **MacRob:** Discussions were held regarding the possibility of the MacRob going ahead as a four (or four) team competition. Chair to contact CNZ Chair to discuss 2022 MacRob options. **Action: Chair**

10. For information:

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

10.2. Reports

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

10.2.2. **EO's Report:** Attached at Annex D

10.3. **Committee Minutes:** Minutes were received from

10.3.1. **Publicity Committee** Meeting of 8 Dec 21:

10.3.2. **U21 Committee** Meeting 3 Feb 22:

10.4. WCF:

10.4.1. **Topic 95 – European Regional Committee:** An extract from WCF Facebook page had previously been distributed to Directors. There is now a separate tab for this committee on the WCF website.

10.4.2. **Feb Online Newsletter:** available at <https://worldcroquet.org/february-2022-newsletter/>

10.5. Media Releases, etc:

10.5.1. **SportAus Media Releases:** available from the SportAus website:

10.5.1.1. Establishment of Volunteer Coalition

10.5.1.2. New Female Athlete Resources

10.5.1.3. Thrive with Pride

11. **Late Business:** New drafts of the Academy ToR and Academy General Manager PD were received on the day of the meeting. It was agreed to defer consideration to the next meeting

12. **Next Meetings:** date to be advised – Board Meeting for approval of Audited Annual Financial Report

Saturday 19th March 2022– AGM, Discussion Forum & Board Meeting, Concordia Club, 1 Richardsons Crescent, Marrickville NSW 2044

13, **Closure:** The meeting closed at 19:57 AEDT

Attachments: **Annex A: Compliance Matters – Feb-Jun 2022**
 Annex B: Financial Report
 Annex C: Secretary's Report
 Annex D: Executive Officer's Report



Compliance Matters

Date	Subject	Action	Reference	Who
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
AGM (March)	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
Board meeting following AGM	Management	Appointment of Appointed Offices & Committee members	Relevant ToRs & PDs	Board
	Governance	Check Director ID	ABR	Secretary
By end Jun	Incorporation	Submit Annual Return	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
19th January 2022

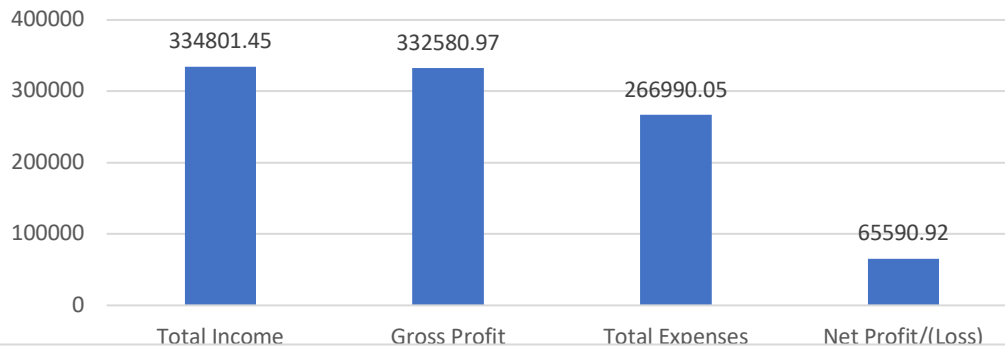
Profit & Loss [With Year to Date]

December 2021

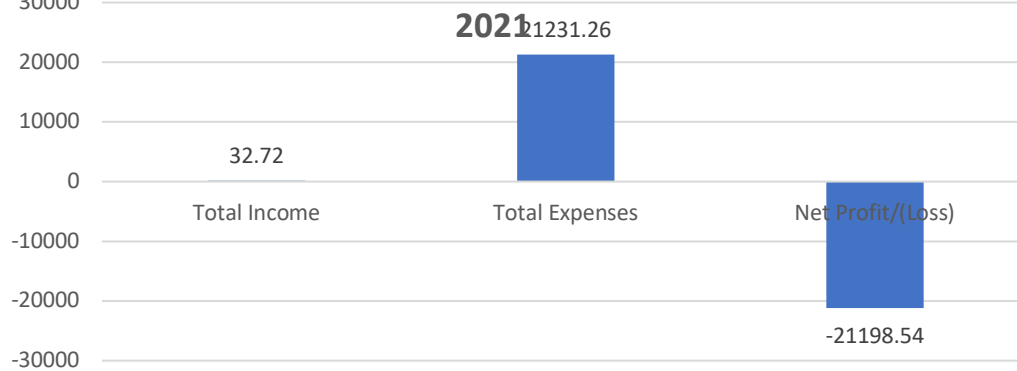
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$0.00	0.00%	\$268,789.87	80.30%
AC Law Books	\$0.00	0.00%	\$3,923.36	1.20%
GC Rule Books	\$0.00	0.00%	\$1,027.28	0.30%
Wedge Gauges	\$0.00	0.00%	\$240.02	0.10%
Ricochet Rules Books	\$5.00	15.30%	\$297.27	0.10%
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%
Total Income	\$32.72	100.00%	\$334,801.45	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	\$32.72	100.00%	\$332,580.97	99.30%
Expenses				
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%

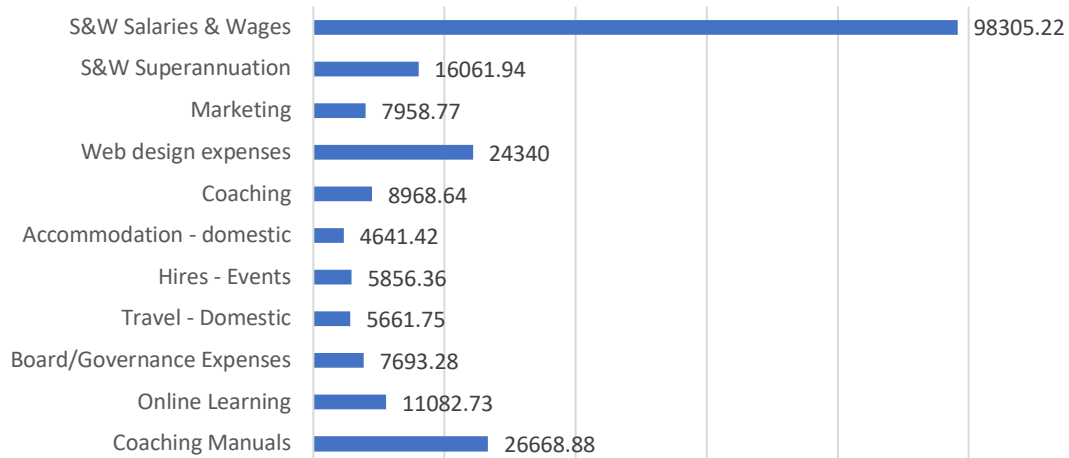
Income statement from 1 January to 31 December 2021



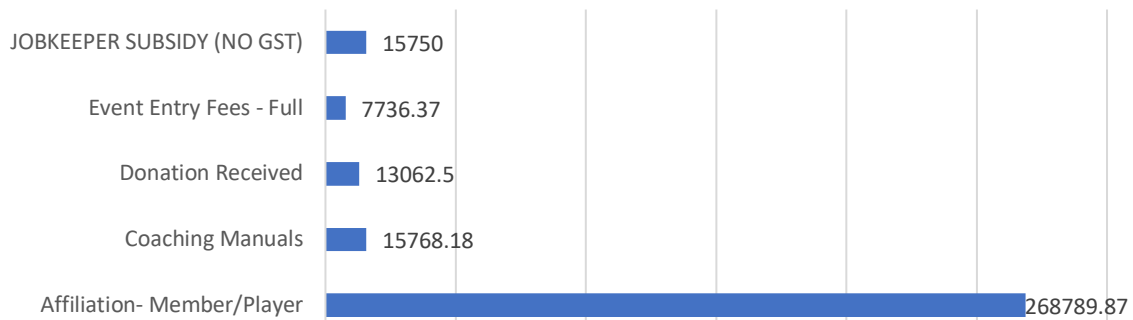
Income statement for the period ended 31 December



Major expenses for the financial year ended 31 Dec 2022



Major revenue for the financial year ended 31 December 2021





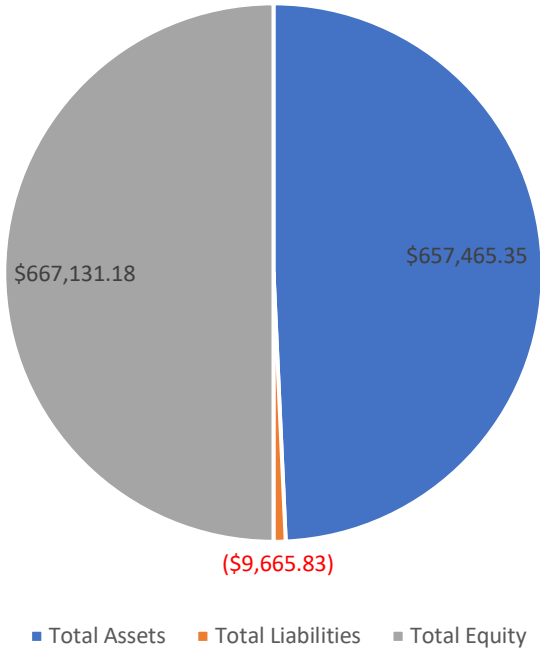
Appendix 2 to
Annex B to
ACA Board Meeting Minutes
19th January 2022

Balance Sheet [Last Year Analysis]

December 2021

	This Year	Last Year	\$ Difference	% Difference
Assets				
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%
Total Assets	\$657,465.35	\$622,303.40	\$35,161.95	5.70%
Liabilities				
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%
Total Liabilities	(\$9,665.83)	\$20,763.14	(\$30,428.97)	-146.60%
Net Assets	\$667,131.18	\$601,540.26	\$65,590.92	10.90%
Equity				
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%
Total Equity	\$667,131.18	\$601,540.26	\$65,590.92	10.90%

Balance sheet as at 31 December 2021





Secretary's Report

Action Items from 19th January 2022 Meeting:

The minutes of the 19th January 2022 Board meeting and the adopted governance documents;

- the Selection Policy v7,
- the amended Coaching Committee ToR v1.1,
- the amended Board Director Position Description v 1.1, and
- the Anti-Doping Education Plan

were posted to the website on 20th January 2022, with Directors and the member states being advised via email on the same date.

In other action items:

- Item 4.1 – Greg Bury was advised that the Board considered that the intellectual property rights to *Through the Hoops* were his on 20th January 2022.
- Item 8.3.2 – the WCF S-G was advised of the Board's endorsement of Stephen Richards for the vacant MC position on 20th January 2022
- Item 9.2.1 – a call for EoI for Appointed Officer and Committee membership positions was circulated to states and current incumbents on 21st January 2022

Other Matters

- Following a request, the WCF (through the S-G) has been asked if the GC World Rankings could also be filtered by State/Province; this filter is available for the AC World Rankings.
- The proposed Technical Parameters for the lighting of croquet courts was sent to Standards Australia on 25th January 2022, for incorporation into the next re-issue of AS2650 Sports Lighting
- Australian Border Force entry requirements relating to Coronavirus, the vaccines recognised by the Therapeutic Goods Administration and Victorian government requirements for international travellers wishing to enter the state have been researched, to avoid another incidence of the recent Djokovic debacle. These have been made available to the WCF MC to aid its deliberations in reaching a "Go/No go" decision for the 2022 MacRob, due to be made late March.

Jim Clement
Secretary to the Board



Executive Officer's Report

ACA Website

MemberPoint Website

Renewal of the MemberPoint website was due in December 2021. The renewal is normally for a 12-month period but we have reduced the renewal to 6 months (June 2021) with the expectation that the new website will be up and running by June.

Events

GC President's Eights

After consultation with the players, the 2022 GC President's Eights will go ahead on the weekend of the 11-13th of February. 25 entries have been received and the Tournament will go ahead with three eights and no women's eights.

AC Gold and Silver Medal

Due to the representatives from Tasmania and Western Australia being unable to travel the 2022 AC Gold Medal has been postponed until later in the year when all 6 State representatives will be able to attend.

AC Men's & Women's Singles

The AC Singles event for Men and Women will go ahead with 31 entries being confirmed. The Women's event will have 14 players and the Men's 17.

AC Eire Cup

The AC Eire Cup will go ahead in a reduced format due to the Covid outbreak. Tasmania and Western Australia are unable to send teams so the event will go ahead with four teams and run from 16-18 March.

AGM 2021 Annual Report

The cut-off date for submitting ACA Annual Reports has been set at COB Friday, 11th February. I'm still waiting on a number of reports. A reminder has been sent out to State Secretaries, Appointed Officers and Committee Chairs.

Audit

Documentation has been passed onto Heather Stewart from Assurance Matters for the annual ACA audit. The audited financials are due for return by Friday 25th of February.

Legal Advice

Information has been passed onto our Lawyer at Sneddon Hall and Gallop. They are going to prepare a written response and send it through to us in the next couple of weeks. I will advise the Board as soon as I have received a response in writing.

Covid Safety and Information**Covid Safety Assessment**

I have conducted a covid safety assessment of the ACA workplace. As a result, I am in the process of drafting a Covid Safety Plan for ACA. Once this has been completed it will be presented to the Board and a regular update will be provided in the Executive Officer monthly report.

Covid Information

A Covid Information sheet has been compiled to give members advice and direction in relation to dealing with Covid. This information sheet is now available on the front page of the ACA website.

Rob Murray
Executive Officer
Croquet Australia