



BOARD MEETING MINUTES

Wednesday, 18th May via Zoom

1. **Attendance:**
 - 1.1. **Directors:** Jim Nicholls (Chair), Max Kewish (Deputy Chair), Kah Yang Loke (Treasurer), Barbara Northcott, Kerri-Ann Organ, Pat Habner, Bob Berry (from 1808)
 - 1.2. **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
 - 1.3. **Apologies:**
2. **Opening:** The Chair opened the meeting at 18:04 AEST.
3. **Declaration of Directors' Interests:**
 - Kah Yang Loke - Employee of a sponsoring business
 - Kerri-Ann Organ – Employee of a sponsoring business
 - Max Kewish – President, Croquetwest
 - Pat Habner – President, CAQ
4. **Adoption of Minutes of Previous Meeting:** Resolved to adopt the minutes of the 20 April 2022 meeting as a true and accurate record.
 - 4.1. **Business Arising from the Minutes:**
 - Item 7.1.1 Suitability of Insurance Cover - continuing
 - Item 9.2.1 Security of Accounts - continuing
 - Item 9.2.2 Electronic Signing of Documents - continuing
 - Item 9.2.4.4 Reimbursement for Hosting ACA Events
 - 4.2. **Ratification of Email Vote:** Resolved to ratify the email vote “that Derek (Bob) Berry be appointed to the Board until the next AGM to fill the existing casual vacancy.”

Bob Berry joined the meeting at 18:08 AEDT to be welcomed by the Board

5. **Compliance Matters:** The Board reviewed the Compliance Calendar for the period Jun-Aug/Sep 22, noting that as advised in the EO's Report (Annex D to these minutes):
 - 5.1. the Annual Return, Financial report and Change of Board Particulars have been submitted to Access Canberra, and
 - 5.2. the Annual Report and Financial Report have been submitted to SportAus via the ACA portal.An extract of the Compliance Calendar for the period Jun-Aug/Sep 22 is attached at Annex A.
6. **Finance Reports:**
 - 6.1. **Treasurer's Report:** Resolved to accept the Treasurer's Report which is attached at Annex B.
 - 6.1.1. **Business Arising from Treasurer's Report:**
 - 6.1.1.1. It was postulated that maturing term deposits could be deposited into managed funds for the better returns.
 - 6.2. **Finance Committee Meeting:**
 - 6.2.1. Finance Committee has recommended that court hire for ACA events be raised to \$50/day/court and referee lunch allowance be raised to \$12/day and player entry fees remain unchanged. Resolved to accept the recommendations. Secretary to amend TRegs and advise State Associations. **Action: Sec**

7. **Academy Presentation:** Greg shared the Academy plan for the Youth Training Program and the relevant Gantt Chart, including budgetary implications.

Kah Yang left the meeting at 1851 AEDT

Greg provided an oral update of the website and database.

Greg left the meeting at 19:07 AEDT

8. Correspondence:

8.1. **Inwards:** Bob Berry – Eol for Board position

8.2. Outwards

8.2.1. 21 Apr 22 call for Eol for appointment to vacant Board positions

8.2.2. 24 Apr 22 to MacRob Team members & reserves – individual letter of congratulations.

9. For Decision:

9.1. Governance:

9.1.1. **Affiliation Fees Working Group ToR:** Resolved to adopt the Affiliation Fees Working Group ToR. Secretary to advise State Associations and post to website. **Action: Sec**

9.2. Management:

9.2.1. **ACA Hall of Fame:** Resolved to establish as ACA Hall of Fame.

9.2.1.1. **ACA Hall of Fame Regulations:** Resolved to adopt the draft ACA Hall of Fame of Regulations.

9.2.1.2. **Committee:** Resolved to appoint four of Marty Clarke, Liz Fleming, Kenn Boal and Peter Tavender. Secretary to send invitations. **Action: Sec**

9.2.2. **Marketing Committee Appointments:** The Board appointed Max Kewish, Tony Walker and Janine Sisson, previously appointed as members to the Publicity Committee, and new appointee Liz Friend, as members of the Marketing Committee. Note that Pat Habner was appointed to the committee at the April meeting.

9.2.3. **NCC Proposed visit to Nowra:** Agreed that support should be provided by CNSW. Kerri-Ann Organ to contact CNSW Chair. **Action: KAO**

9.3. WCF:

9.3.1. **Topic 112 WCF Forward Calendar:** Agreed to approve in principle the WCF Forward Calendar and the disassociation of the GC U21WC with the GC WC.

9.3.2. **Topic 113 O50's Age Limits:** Agreement that any change should be to O60s
Secretary to advise WCF **Action: Sec**

10. For Discussion

10.1. Management:

10.1.1. **Refereeing Pathways:** The Board commended the work done of this project but felt it would discourage applicants for referee training. Secretary to advise Croquet Victoria.

Action: Sec

10.1.2. **NST - Morris v ACA:** The Secretary advised that he had attended the NST Pre-Hearing Conference on 12th May 2022 and that the NST Hearing is scheduled for 17:00 AEST on Wednesday 25th May 2022.

10.1.3. **National Coaching Committee – Proposed Amendments to ToR:** Further discussion deferred until the June meeting.

10.2. Events:

10.2.1. **Pan Pacific Masters Games:** To be referred to CAQ.

Action: Sec

11. For information:

11.1. Reports

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

11.1.2. **EO's Report:** attached at Annex D

11.1.3. **Academy GM's Report:** attached at Annex E

11.1.4. **HR Report:** attached at Annex F

11.1.5. **NCGb: Gateball Selection Committee:** attached at Annex G

11.1.6. **National Coaching Report:** attached at Annex H

11.2. Events:

11.2.1. **CNSW Report on AC M&W, Eire Cup:** Received

12. Next Meetings:

Sat & Sun, 18 & 19 Jun 22 in Canberra *details TBA*

Wed, 20 Jul 22 @ 18:00 AEST via Zoom

Wed, 17 Aug 22 @ 18:00 AEST via Zoom

Mon, 19 Sep 22 in Adelaide *details TBA*

13. Close:

The meeting closed at 20:24 AEST

Attachments:	Annex A	Compliance Matters
	Annex B	Financial Report
	Annex C	Secretary's Report
	Annex D	Executive Officer's Report
	Annex E	Academy General Manager's Report
	Annex F	HR Report
	Annex G	Gateball Selection Report
	Annex H	National Coaching Report



Compliance Matters June to August/September 2022

Date	Subject	Action	Reference	Who
By end Jun	Incorporation	Submit Annual Return	Associations Incorporation Act	EO
July Board	Staff	Staff Performance Reviews		Board
Late July	Governance	Distribute notice of SGM call for notices of motion	Constitution s15.3 (b) 60 days prior to SGM	Secretary
31 July 2022	Governance	Player Development Pathways WG – ceases unless Board decides otherwise	WG ToR	Board
Aug	Scholarships	Advertise scholarship program	Scholarship Policy 11b	EO
Late Aug	Governance	Distribute SGM Agenda & Papers	Constitution s 15.3(e) 30 days prior to SGM	Secretary
Aug/Sep	Scholarships	Appoint expert committees	Scholarship Policy 19	Board



April 2022 financial report

- Total asset \$737,710, total liability \$47,280, total equity \$690,428, net asset \$690,428
- Cash and cash equivalents \$271,715.
- Short term investments \$440,111
- Strong asset base made up of short term investments and cash equivalents
- Net loss of \$7,452 – primarily from salaries \$14,765
- Revenue is from affiliation fees (\$15,264) from Tasmania Club and grant (3,000)
- YTD results is a deficit of \$33,724. This is about \$190,000 below the annual budget for the same period. This is primarily due to the budget expecting \$300,000 of affiliation fee in January 2022 but as of 30 April 2022, the actual affiliation fee received is \$21,506 and the actual expenses incurred to date is below budgeted expenses (\$62,624 vs \$143,779).
- Coaching, publicity, academy, NCR-GC and HPM expenses were not incurred in the 4 months of 2022 resulting in much lower expenditure.

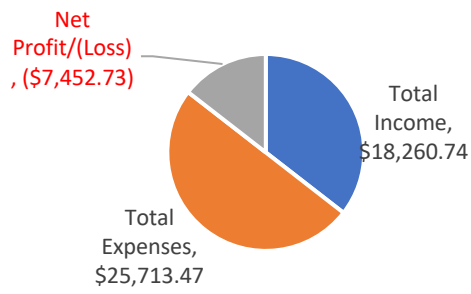
Attachments: Appendix 1 Profit & Loss Account
 Appendix 2 Balance Sheet



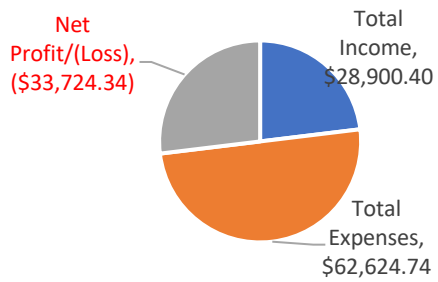
Appendix 1 to
Annex B to
ACA Board Meeting Minutes
20th April 2022

Australian Croquet Association Inc				
Profit & Loss [With Year to Date]				
April 2022				
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$15,264.00	83.60%	\$21,506.27	74.40%
Advertising income	\$0.00	0.00%	\$400.00	1.40%
Grants	\$3,000.00	16.40%	\$3,000.00	10.40%
Event Entry Fees - Full	\$0.00	0.00%	\$3,981.80	13.80%
Interest	(\$3.26)	0.00%	\$12.33	0.00%
Total Income	\$18,260.74	100.00%	\$28,900.40	100.00%
Total Cost Of Sales	\$0.00	0.00%	\$0.00	0.00%
Gross Profit	\$18,260.74	100.00%	\$28,900.40	100.00%
Expenses				
Audit Fees	\$0.00	0.00%	\$1,584.00	5.50%
MYOB subscription	\$109.09	0.60%	\$109.09	0.40%
Bank charges	\$0.00	0.00%	\$18.79	0.10%
STRIPE charges	\$85.28	0.50%	\$237.44	0.80%
Board/Governance Expenses	\$3,290.91	18.00%	\$3,290.91	11.40%
Prizes	\$0.00	0.00%	\$1,981.82	6.90%
Tournament Referee	\$126.00	0.70%	\$126.00	0.40%
Uniforms	\$0.00	0.00%	\$593.00	2.10%
Hires - Events	\$2,000.00	11.00%	\$3,311.36	11.50%
New Club Grants	\$0.00	0.00%	\$1,500.00	5.20%
Grant Plan	\$0.00	0.00%	\$453.75	1.60%
ACA Contribution	\$5,000.00	27.40%	\$5,000.00	17.30%
Computer Expenses	\$0.00	0.00%	\$960.27	3.30%
Web design expenses	\$0.00	0.00%	\$272.16	0.90%
Consultancy Fees	\$336.59	1.80%	\$1,360.38	4.70%
Marketing	\$0.00	0.00%	\$700.00	2.40%
Postage, Freight and Courier	\$0.00	0.00%	\$310.14	1.10%
S&W Superannuation	\$4,515.35	24.70%	\$6,847.67	23.70%
S&W Salaries - Other	\$3,380.50	18.50%	\$3,380.50	11.70%
S&W Salaries & Wages	\$6,869.75	37.60%	\$30,485.25	105.50%
Telephone and Internet Charges	\$0.00	0.00%	\$102.21	0.40%
Total Expenses	\$25,713.47	140.80%	\$62,624.74	216.70%
Operating Profit	(\$7,452.73)	-40.80%	(\$33,724.34)	-116.70%
Net Profit/(Loss)	(\$7,452.73)	-40.80%	(\$33,724.34)	-116.70%

Results for the period from 1 April to 30 April 2022



YTD results to 30 April 2022



Major expenses for April 2022





Appendix 2 to
Annex B to
ACA Board Meeting Minutes
20th April 2022

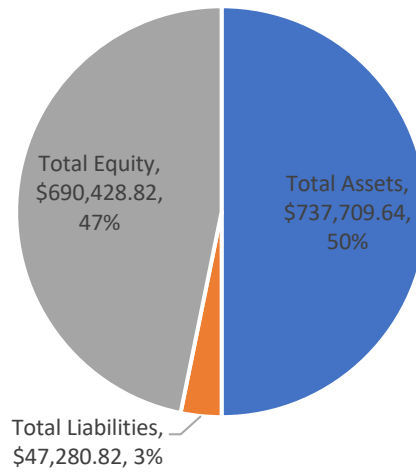
Australian Croquet Association Inc

Balance Sheet

As of April 2022

Assets			
Current Assets			
Treasurer's Account	\$271,715.81		
Overseas payments account	\$1.00		
QANTAS Card	\$1,568.31		
Customer Electronic Payments	(\$60.00)		
TD 471050245779 11 Nov 2020	\$60,000.00		
BT Investment C11731060	\$174,498.65		
MLC Investment 35368672	\$165,612.38		
TD471050245154 16 Aug 2021	\$40,000.00		
Trade Debtors	\$9,736.25		
Electronic Clearing Account	(\$0.50)		
Stock on Hand	\$7,607.98		
Fixed Asset			
Croquet Equipment	\$20,356.91		
Less Accum Depn Croq Eq	(\$14,314.36)		
Office Equipment	\$135.46		
Less Acc Depn Off Equip	(\$135.44)		
Gateball Equipment	\$5,075.99		
Less Acc Depn Gateball Eq	(\$4,088.80)		
Total Assets			\$737,709.64
Liabilities			
Suspense - liability		\$90.00	
Trade Creditors		\$540.00	
Accrued Expenses		\$1,742.40	
WCF Funds		\$568.00	
Income in Advance		\$18,121.44	
Grant Liability		\$5,500.00	
GST Collected		\$696.37	
GST Paid		\$143.96	
PAYG and Superannuation payabl		\$10,115.40	
Provision for Annual Leave		\$9,763.25	
Total Liabilities			\$47,280.82
Net Assets			\$690,428.82
Equity			
Retained Earnings		\$611,841.16	
International Fund		\$112,312.00	
Current Year Earnings		(\$33,724.34)	
Total Equity			\$690,428.82

Balance sheet as at 30 April 2022





Annex C to
ACA Board Meeting Minutes
18th May 2022

Secretary's Report

Action Items from 20th April 2022 Board Meeting:

- **Item 4** - The minutes of the 20 Apr 22 Board meeting were uploaded to the website and distributed to the State Associations on 21 Apr 22
- **Item 8.1.** – the policies and ToR adopted under this item were uploaded to the website on 24 Apr 22.
- **Item 8.2.1** – states were advised of the 2023 Scholarship budget on 25 Apr 22
- **Item 8.3.1** – MacRob team posted to website 22nd April and letters sent to each member on 24 Apr 22.
- **Item 8.4.** – WCF advised of Board appointment and decisions on 20 Apr 22
- **Item 9.2.4.1** – Affiliation Fees WG Tor drafted – Item 8.1.2 for this meeting
- **Item 9.2.8** – Eol circulated on 21 Apr 22

Other Matters

2022 WCF GCWC – on advice from the GC Selection Committee, WCF has been advised that Australia's two Membership Places for this event are Robert Fletcher and Alison Sharpe.

Morris v ACA – All evidence documents have now been exchanged, and the pre-Hearing conference was held on Thursday, 12th May 2022, with the Hearing, originally set for 19th May, now to be on 25th May at Mr Morris' request.

Jim Clement
Secretary to the Board



Executive Officer's Report

Action Items from ACA board Meeting – 20th April 2022

Item 5 Compliance Matters

- As per the Associations Act 1991 (the Act) all incorporated associations are required to submit end of year returns to Access Canberra. As an approved National Sporting Organisation with Sport Australia, we are also required to submit the ACA Annual Report and Finance Report.
 - Finance Report, Change of Board Particulars and Annual Return have all been submitted to Canberra Access.
 - ACA Annual Report and Finance Report submitted to Sport Australia via the ACA portal.

Item 8.2.2 Finance Officer

- As approved at the ACA Board meeting on the 20th of April, I have now taken over the Finance Officer role.
 - The reconciliations have now been completed up until the end of April. This has allowed the Treasurer to complete Financial Reports for the Board meeting.
 - As part of succession planning, I am currently in the process of documenting procedures for the Finance Officer role.

Item 9.2.1 Security Passwords

After some online research two possible platforms have been identified to hold the security passwords for ACA. Google Account Password Manager and Last Pass Password Manager App seem like the best options. Both offer free packages. I am in the process of setting up an account with Last Pass.

Other Matters

Complaints

The ACA has received two formal complaints over the last month. One complaint has been resolved and the second is still under investigation. This complaint is expected to be resolved shortly.

Email Accounts

ACA email accounts have been created for the two new Board members.

Rob Murray
Executive Officer
Croquet Australia