



BOARD MEETING MINUTES

Wednesday, 20th July 2022

1. Attendance:

- 1.1. **Directors:** Jim Nicholls (Chair), Max Kewish (Deputy Chair), Barbara Northcott, Kerri-Ann Organ, Bob Berry,
Pat Habner *joined at 18:09 AEST*
- 1.2. **Officers:** Jim Clement (Secretary),
Rob Murray (Executive Officer) Greg Bury (Academy GM) *joined at 19:32 AEST*
- 1.3. **Apologies:** Kah Yang Loke (Treasurer),

2. **Opening:** The Chair opened the meeting at 18:07 AEST, without Pat Habner, Rob Murray and Greg Bury.

3. Declaration of Directors' Interests:

- Max Kewish – President, Croquetwest
- Pat Habner – President, CAQ

Pat Habner joined the meeting at 18:09 AEST

4. **Adoption of Minutes of Previous Meeting:** Resolved to accept the minutes of the previous meeting, 18th & 19th June 2022, as a true and accurate record.

5. Finance Reports:

Resolved to accept the Financial Report attached as Annex A

6. Correspondence:

6.1. Inwards:

- 6.1.1. 10 Jun 22 from Croquet SA re Insurance
- 6.1.2. 28 Jun 22 from Parbery Consulting re continuing sponsorship
- 6.1.3. 1 Jul 22 from Stephen Forster re Past MacRob Players Reunion (see item 7.8.2)
- 6.1.4. 6 Jul 22 from Cambridge CC re Morris v ACA (see item 7.1.3)

6.2. Outwards:

- 6.2.1. 21 Jun 22 to Sport & Recreation Victoria - support of grant application for MacRob
- 6.2.2. 22 Jun 22 to Qld Sheriff – Request to release Greg Bury from jury duty
- 6.2.3. 30 June 22 to Standards Australia – Letter of Appointment

6.3. Business Arising from Correspondence

- 6.3.1. The Croquet SA requirements re the wording of the insurance policy have been resolved with the underwriter and new certificates issued.

7. General Business

7.1. **Morris v ACA:** Both parties signed a binding agreement to accept the tribunal's determination which Mr Morris is circulating widely. The details of the case and relevant documents have been passed to RIB and the underwriter for their information and consideration.

It was resolved that:

7.1.1 ACA to ask RIB if ACA can cover Morris' \$750 cost of the hearing without prejudice.

Action: JC

7.1.2 Chair to contact Morris to seek Morris' views for how the two organisations can work together for the betterment of Gateball with the intention of a face to face meeting.

Action: JN

7.1.3 Cambridge CC to be advised of the above initiatives.

Action: Sec

7.2. Board Skill Sets:

Bob Berry asked whether a skills matrix of Director's skill sets had been completed to identify shortfalls; e.g. legal, IT, possible Chairman. Agreed that all Directors complete a skills matrix to be circulated and replies sent to Bob Berry for consolidation. This needs to be done before the appointment to fill the Board casual vacancy. **Action: BB**

7.3. **Appointment of Director:** deferred until item 7.2 completed.

7.4. **Appointments – Vacant Coordinator Positions:** Resolved to appoint Ros Crowe as NCGb, Ray Chapman as NCRic and Di Leahy as a member of the GC Tournament Committee. **Action: Sec**

7.5. **Staff Skill Sets & Priorities:** Discussion on staff members skill sets and staff reviews – reviews to be carried out via Zoom, performance gaps to be identified and what support etc is required to fill those gaps and reviews finalised at Adelaide in September, if necessary. **Action: MK/KAO**

7.6. **GC Gold Medal, Men's & Women's Championships, ISS Officials:** Agreed to accept the Croquet SA and NCRGC recommendations. Secretary to advise. **Action: Sec**

Rob Murray and Greg Bury joined the meeting at 19:32 AEST

7.7. Priorities:

7.7.1. Agreed that the national member database is the #1 priority as the key to more ACA projects and all other projects are secondary. **Action: Greg B**

7.7.2. Greg recommended that additional recourses be obtained to ensure the website is fully developed. The Board sought clarification on the current and proposed operating platforms of the website before approval will be given. **Action: Greg B**

7.7.3. National Coaching Committee meeting in September in Adelaide to sign off on youth program training manual is to go ahead **Action: Greg B**

Greg Bury left the meeting at 20:27 AEST

7.8. MacRobertson Shield

7.8.1. Rob Murray to be included in MacRob Organising Committee. **Action: Sec**

7.8.2. Funding for re-union of previous MacRob representatives approved. **Action: Sec**

8. For information:

8.1. **Compliance Report:** attached at Annex

8.2. Reports

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

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

8.3. WCF:

8.3.1. **Topic 114 Refereeing Regulations:** The amended WCF Refereeing Regulations were approved, 46 votes to zero. Version 1.6 is on the WCF website.

9. **Next Meetings:** Wednesday, 17th August 2022 @ 6 pm AEST, via Zoom

SGM Monday, 19th September 2022 @ 9:30 am AEST, Adelaide

Discussion Forum, 19th September 2022 to follow AGM

Monday, 19th September 2022 @ 1 pm AEST, Adelaide

Wednesday, 19th October 2022 @ 6 pm AEST, via Zoom

10. **Close:** The meeting closed at 20:42 AEST

Attachments: Annex A: Financial Report
 Annex B: Compliance Report
 Annex C: Secretary's Report
 Annex D: Executive Officer's Report



June 2022 Financial Report

- Total asset \$910,314, total liability \$74,229, total equity \$836,085, net asset \$836,085
- Cash and cash equivalents \$332,927.
- Short term investments \$440,111
- Operating surplus of \$181,734 – primarily from affiliation fee \$181,435 and donations from the Australian Sports Foundation \$31,559
- YTD results is a surplus of \$111,932. This is about \$8,408 below the annual budget for the same period (surplus \$120,340). This is primarily due to the budget expecting \$15,000 of GC rulebook sale in June 2022 but actual sale in June was \$1,072.
- Debtors balances are all within 30 days.

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

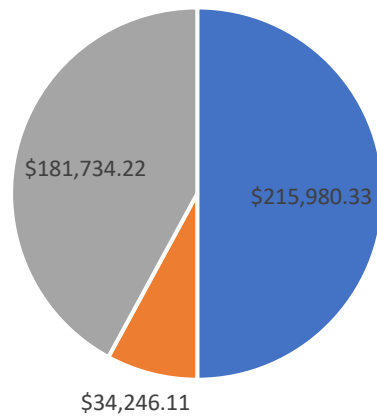


Appendix 1 to
Annex A to
ACA Board Meeting Minutes
20th July 2022

Australian Croquet Association Inc				
Profit & Loss [With Year to Date]				
June 2022				
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$181,434.50	84.00%	\$202,940.77	82.40%
AC Law Books	\$8.18	0.00%	\$8.18	0.00%
GC Rule Books	\$1,071.86	0.50%	\$1,071.86	0.40%
Wedge Gauges	\$10.91	0.00%	\$10.91	0.00%
Advertising income	\$0.00	0.00%	\$400.00	0.20%
Grants	\$0.00	0.00%	\$3,000.00	1.20%
Donation Received	\$31,559.00	14.60%	\$31,559.00	12.80%
Event Entry Fees - Full	\$0.00	0.00%	\$3,981.80	1.60%
Postage	\$7.55	0.00%	\$7.55	0.00%
Interest	\$4.25	0.00%	\$18.92	0.00%
Other	\$1,884.08	0.90%	\$3,387.42	1.40%
Total Income	\$215,980.33	100.00%	\$246,386.41	100.00%
Total Cost Of Sales	\$0.00	0.00%	\$0.00	0.00%
Gross Profit	\$215,980.33	100.00%	\$246,386.41	100.00%
Expenses				
Rules & Laws Books, Hoop Gauge	\$269.94	0.10%	\$9,769.94	4.00%
Badges	\$200.91	0.10%	\$200.91	0.10%
Coaching Manuals	\$514.18	0.20%	\$514.18	0.20%
Audit Fees	\$0.00	0.00%	\$1,584.00	0.60%
MYOB subscription	\$0.00	0.00%	\$218.18	0.10%
Bank charges	\$15.35	0.00%	\$43.05	0.00%
STRIPE charges	\$33.21	0.00%	\$280.91	0.10%
Board/Governance Expenses	\$3,270.74	1.50%	\$7,400.63	3.00%
Prizes	\$0.00	0.00%	\$1,981.82	0.80%
Tournament Referee	\$0.00	0.00%	\$1,981.00	0.80%
Referees/Venue Manager	\$0.00	0.00%	\$72.00	0.00%
Uniforms	\$0.00	0.00%	\$593.00	0.20%
Entry Fees - WCF	\$393.36	0.20%	\$393.36	0.20%
Travel - Domestic	\$0.00	0.00%	\$1,794.48	0.70%
Hires - Events	\$12,102.40	5.60%	\$20,941.44	8.50%
New Club Grants	\$0.00	0.00%	\$1,500.00	0.60%
Accommodation - domestic	\$2,920.91	1.40%	\$4,603.83	1.90%
Grant Plan	\$0.00	0.00%	\$453.75	0.20%
Other	\$1,994.13	0.90%	\$4,986.28	2.00%
ACA Contribution	\$0.00	0.00%	\$5,000.00	2.00%
Cleaning - Events	\$290.91	0.10%	\$290.91	0.10%
Computer Expenses				
Computer Expenses	\$337.42	0.20%	\$1,469.75	0.60%
Web design expenses	\$0.00	0.00%	\$272.16	0.10%
Online Magazine	\$600.00	0.30%	\$2,100.00	0.90%
Consultancy Fees	\$351.93	0.20%	\$2,064.24	0.80%
Donations Paid	\$0.00	0.00%	\$240.00	0.10%

Marketing	\$0.00	0.00%	\$700.00	0.30%
Entry Fees	\$0.00	0.00%	\$464.00	0.20%
Postage, Freight and Courier	\$197.46	0.10%	\$507.60	0.20%
S&W Superannuation	\$951.30	0.40%	\$8,750.27	3.60%
S&W Salaries - Other	\$0.00	0.00%	\$3,380.50	1.40%
S&W Salaries & Wages	\$9,513.00	4.40%	\$49,511.25	20.10%
Telephone and Internet Charges	\$288.96	0.10%	\$391.17	0.20%
Total Expenses	\$34,246.11	15.90%	\$134,454.61	54.60%
Operating Profit	\$181,734.22	84.10%	\$111,931.80	45.40%
Net Profit/(Loss)	\$181,734.22	84.10%	\$111,931.80	45.40%

Income statement for the period from 1 June 2022 to 30 June 2022



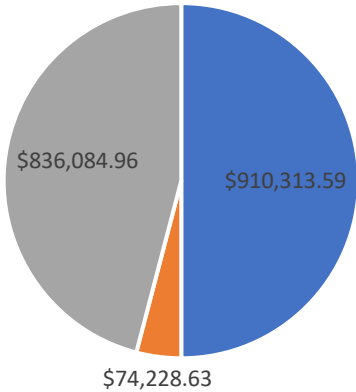
■ Total Income ■ Total Expenses ■ Net Profit/(Loss)



Appendix 2 to
Annex A to
ACA Board Meeting Minutes
20th July 2022

Australian Croquet Association Inc				
Balance Sheet				
As of June 2022				
Assets				
Current Assets				
Operating Account		(\$125.94)		
Treasurer's Account		\$333,052.54		
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		\$121,733.80		
Electronic Clearing Account		(\$604.89)		
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				\$910,313.59
Liabilities				
Suspense - liability			\$90.00	
Trade Creditors			\$540.00	
Accrued Expenses			\$1,742.40	
WCF Funds			\$568.00	
Income in Advance			\$23,117.69	
Grant Liability			\$5,500.00	
GST Collected			\$18,927.41	
GST Paid			(\$2,646.12)	
PAYG and Superannuation payabl			\$16,626.00	
Provision for Annual Leave			\$9,763.25	
Total Liabilities				\$74,228.63
Net Assets				\$836,084.96
Equity				
Retained Earnings			\$611,841.16	
International Fund			\$112,312.00	
Current Year Earnings			\$111,931.80	
Total Equity				\$836,084.96

Balance Sheet as at 30 June 2022



■ Total Assets ■ Total Liabilities ■ Total Equity



Item 5 – Compliance Matters

Date	Subject	Action	Reference	Who
July Board	Staff	Staff Performance Reviews		Board
20 July 22	Governance	Distribute notice of SGM call for notices of motion	Constitution s15.3 (b) 60 days prior to SGM	Secretary
Aug	Scholarships	Advertise scholarship program	Scholarship Policy 11b	EO
19 Aug 22	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
Mid Sep	Insurance	Query State membership numbers		EO
19 Sep 22	Governance	SGM		Board



Item 10.2.1 - Secretary's Report

Action Items from 18th June 2022 Board Meeting

Item 5.2 – Financial Policies & ToR amended – *at Item 8.1.4 of this meeting*

Item 6.1.1 - Player Development Working Group ToR removed from website

Item 7.1.3 – Eol for NCGb position circulated 24/6/22

Item 7.3.2 – request circulated to States 24/6/22

Item 7.3.3 – Cambridge CC letter acknowledged by email 21/6/22

Item 8.1.1.1 – By Laws reviewed – *see Item 8.1.3 of this meeting*

Items 8.1.1.2 to 8.1.1.4 – Policies sent to states 21/6/22, posted to website 27/6/22

Item 8.1.2 – SIA advised of acceptance of Education Plan 20/6/22

Item 8.2.1 – WCF S-G advised of ACA vote by email 19/6/22

Item 9.1.1 – Quote for review of ACA Constitution, determination of State Constitutional compliance, and templates for club constitutions requested from Lander & Rogers, Mills Oakley and Parbery Consulting 22/6/22

Item 9.1.2 – Draft Whistleblower Policy is *at Item 8.1.1 of this meeting*

Item 9.2.1 – Amended National Coaching Committee ToR is *at Item 8.2.1 of this meeting.*

Item 9.2.2.1 – VCA Referee Pathways Document - *this item has not progressed*

Item 9.2.2.2 – To be discussed at the National GC Referees Committee in Adelaide

Item 9.2.4 – Risk Assessment/Management Review is *Item 9.2.1 of this meeting*

Item 9.2.6 – Eol called for 24/6/22 – *see Items 8.1.2 & 8.2.2 of this meeting*

Item 9.2.7 – Duty of Care *See Item 9.2.2 of this meeting*

Item 10.2.1 – Inaugural members of Hall of Fame Committee advised of their appointment 24/2/22

Other Matters

Morris v ACA – The Tribunal's determination was received on 30th June 2022 and at the request of the NST and with the permission of both parties has been published; visit [Geoff Morris v Australian Croquet Association | National Sports Tribunal](#).

CNZ Use of ACA Resources – I gave approval for a CNZ GC Examining Referee to make use of excerpts from the ACA GC Refereeing Manual with appropriate acknowledgement.

Sport Australia Recognition of NSOs – Following from the Morris v ACA case, where one of Morris' comments was that there is not an NSO responsible for Gateball listed on the Sport Aust website Sport Directory page (https://www.sportaus.gov.au/australian_sports_directory) I applied for ACA to be listed as the NSO responsible for the sports of Croquet and Gateball. Sport Aust requested documents proving that Croquet Australia (as the current NSO listed) is ACA and that it is recognised by WGU as the Australian NSO for gateball. These have been provided and we await a decision.

Sports Lighting – Standards Australia advised that it was forming a committee to consider the new Standard and invited ACA representation. Wal Mills was

nominated as the ACA representative. I subsequently informed SA that I am the nominated ACA point of contact.

Sport Integrity – Acting as the ACA Integrity Officer, I completed a survey, conducted by EY Sweeney, on the effectiveness of, and satisfaction with, Sport Integrity Australia.

Insurance – The policy has been reworded to meet the Croquet SA request for identity of those covered.

Secretary Position – As indicated in Item 9.1.3 Succession Planning of this meeting, I wish to relinquish my appointment as Secretary to the Board, and all other ACA positions and duties, as soon as possible

A handwritten signature in black ink, appearing to read 'Jim Clement', with a stylized flourish at the end.

Jim Clement
Secretary to the Board



Executive Officer's Report

Action Items from ACA board Meeting – 18th/19th Jun 2022

9.2.7 ACA Duty of Care

See attached paper in drop box. Item 9.2.2 (July 20 Agenda)

Other Items

Order of Australia Nomination

As requested, support of the nomination for Eileen Ferguson for an Order of Australia medal has been sent through to the Australian Honours and Awards Secretariat. The support documentation was completed and received by the Secretariat on Saturday, June 18th.

Events

GC

- Entries for the Golf Croquet Men's and Women's Singles is now open. The Men's currently has 21 entries and the Women's 28.

AC

- Expressions of Interest for the AC President's Eights has been called for. Currently ACA has received 20 EOI's with a closing date of 29 August.

Academy email & Dropbox files for Specific Projects

- The ACA Chair, Jim Nicholls requested that the Academy email account is working correctly to enable outside parties to contact the Academy General Manager without issue. I have reset the password and advised the Academy GM. Also, I have tested the account and it working correctly.
- The ACA Chair also requested to ensure there is specific files set up in drop box to allow information storage for the below listed projects:
 - Communications & Database
 - Grants & Sponsorship
 - Pathway's & Development
 - Publicity & Marketing
 - Recruitment & Retention
 - Youth Training Program

These files have been set up by ACA Secretary and are available for use by the appropriate project representative and Academy GM.

Finance officer

- Request for approval of expenditure has been passed onto the ACA Finance Committee. The quote is for \$1700 for the purchase of out-of-stock manuals. This is to cover upcoming coaching courses until a full review of the manuals can be completed later in the year.

- I have asked the ACA Finance Committee to review the current credit / debit card system used by the Executive Officer and Academy General Manager. Will pass on recommendation to the Board once a response has been finalised by the Finance Committee.
- I have also submitted a request to the Finance Committee to review the current ACA Travel rate for petrol. Currently the allowance is for \$0.31 per Kilometre travelled. This hasn't been increased for at least five years.

Rob Murray
Executive Officer
Croquet Australia