



BOARD MEETING MINUTES

Wednesday, 19th October 2022 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
- 1.2. **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer), Greg Bury (Academy GM) from 19:00 to 19:52 AEDT

2. Opening: The Chair opened the meeting at 18:03 AEDT

3. Declaration of Directors' Interests:

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

4. Adoption of Minutes of Previous Meeting: Resolved to accept the minutes of the 19 September 2022 as a true and accurate record.

5. Compliance Report: Attached at Annex A

- 5.1. **Business Arising from Compliance Report:** Scholarships have attracted only one query to date. To be sent to State Secretaries and onto Social Media. **Action: EO/Sec**

6. Finance Reports:

- 6.1. **Treasurer's Report:** The Treasurer spoke to his report, attached at Annex B
Resolved to accept the Financial Report
- 6.2. **Business Arising:** EO to check on Croquetwest Affiliation Fee Invoice. **Action: EO**
Discussion regarding expenditure of donations received.
Require to budget approx. \$120k p.a. for employment of a CEO next year.
Requirement to increase revenue streams

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

7. Correspondence:

7.1. Inwards:

- 7.1.1. 19 Sep 22 from Willoughby Council re Chatswood CC
- 7.1.2. 29 Sep 22 from CNSW re Gateball
- 7.1.3. 5 Oct 22 from CTas re Change in Secretary

7.2. Outwards:

- 7.2.1. 29 Sep 22 call for Eol – Board Directors
- 7.2.2. 29 Sep 22 to CNSW re Gateball
- 7.2.3. 29 Sep 22 to States re Gateball Communications
- 7.2.4. 5 Oct 22 to North Adelaide CC – thanks for MacRob practice
- 7.2.5. 6 Oct 22 to International Gateball Organisations re communications *sent to Gateball orgs of Argentina, Bolivia, Brazil, Canada, China, Hong Kong, India, Indonesia, Japan, Korea, Macao, Paraguay, Peru, Philippines, Switzerland, Thailand, Taiwan, USA*

Resolved to accept the Correspondence

8. For Decision

8.1. Governance:

- 8.1.1. **Employment of CEO:** Terms of Business for Sports People Recruitment signed. Advert online and distributed to States.
- 8.1.2. **SGM 7 Dec 22:** Notice of meeting and Notice of Motion distributed to the states, and all have acknowledged receipt.
- 8.1.3. **NCRGb ToR:** Discussion deferred to 9th November 2022 meeting.

Secretarial Note: Greg Bury joined the meeting from 19:00–19:52 AEDT to discuss Item 10.1.3

8.2. Management:

- 8.2.1. **Eol Gateball HPM:** Resolved to appoint Phillip Brown as Gateball HPM.

Action: Sec

- 8.2.2. **Gateball Referee Designation:** Agreed to proposal for designation of referees.

- 8.2.3. **Gateball Generally:** The Chair stated that he and Pat Habner met with the President & Secretary of the AGU today. AGU has a calendar of events – the significant event is in May 2023 and the AGU wishes to start advertising now to enable foreign players to apply for visas. AGU has requested that the event be promoted on the ACA website. This would require event to adhere to ACA/Gateball policy.

Action: NCGb

8.3. Events:

- 8.3.1. **ACA U21 GC Championship TM & TR:** Resolved to appoint Megan Stuart as TM and Cloreen van der Sluis as TR

8.4. WCF:

- 8.4.1. **Topic 116: GC Ranking System – Changes Proposal:** Resolved to vote in favour of the proposed changes Secretary to notify WCF.

Action: Sec

9. For Discussion:

9.1. Management:

- 9.1.1. **Duty of Care & Proposal for Paramedics at ACA Events:** *to be brought forward with additional paper at 9 Nov 22 meeting.*

Action: EO

9.2. Events

- 9.2.1. **Proposal for a Gateball Interstate Event:** The proposal to hold a Gateball Interstate event in 2024 was approved.

Action: NCGb

10. For information:

10.1. Reports

- 10.1.1. **Secretary's Report:** attached at Annex C

- 10.1.2. **EO's Report:** Attached at Annex D

- 10.1.3. **Academy GM's Reports:** (19:00 – 19:52) Greg spoke to his report and updated the Board on recent developments. Resolved to proceed with Community Sports and videos and to hold a meeting on 3 Nov 22 with Coordinate P/L

- 10.1.4. **CNSW Gateball Champs – Twin City CC report to Gateball Australia:**

- 10.1.5. **ACA GC GM, M&W and ISS Reports:**

- 10.1.6. **ACA Presidents AC Eights:** The question of players drinking alcohol during play was discussed.

10.2. Committee Minutes Received:

- 10.2.1. **National Coaching Committee 23 Sep 22:**

- 10.2.2. **National U21 Committee:**

10.3. WCF:

- 10.3.1. **Topic 115:** S-G advised that topic was passed.

- 10.3.2. **Notice of Intention to Increase Event Entry Fees:** WCF advises that it intends to increase tournament entry fees to 17 GBP per day.

11. **Next Meetings:** Thursday, 3rd November 2022 @ 7 pm AEDT via Zoom
Wednesday, 9th November 2022 @ 6 pm AEDT, via Zoom
Wednesday, 21st December 2022? @ 6 pm AEDT, via Zoom
12. **Close:** The meeting closed at 20:50 AEDT

Attachments:	Annex A	Compliance Calendar (extract)
	Annex B	Financial Report
	Annex C	Secretary's Report
	Annex D	Executive Officer's Report
	Annex E1	Academy GM's Report - Sep 22
	Annex E2	Academy GM's Report - Oct 22



Compliance Calendar

Date	Subject	Action	Reference	Who
Mid Oct	Insurance	Advise broker of numbers		EO
By end Oct	Scholarships	Recommendations to Board	Scholarship Policy 11c	Committees
Nov Board meeting	Insurance	Board to receive/approve broker's recommendations		Board
		Broker advised of Board approval		EO
By end Nov	Scholarships	Board review of recommendations	Scholarship Policy 11d	Board
By early Dec	Insurance	Brokers to invoice States		Brokers
Dec Board	Budget	Approve Budget		Board
By end Dec	Scholarships	Notify all applicants	Scholarship Policy 11e	EO



September 2022 financial report

- Total asset \$993,980, total liability \$171,241, total equity \$822,739, net asset \$822,739
- Cash and cash equivalents \$464,830.
- Short term investments \$440,111
- Operating deficit of \$38,202 – primarily from domestic travel \$9,507, other expenses which is primarily travel reimbursement costs and remainder of ACA website costs \$7,364, consultancy fee primarily to Coordinate for workshop in Adelaide \$3,611 and wages \$14,269
- YTD results is a surplus of \$98,586. This is about \$59,002 above the annual budget for the same period (surplus \$39,581).

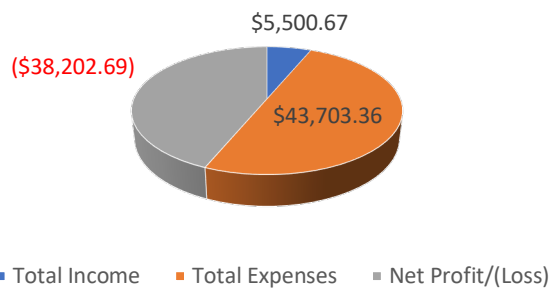


Appendix 1 to
Annex B to
ACA Board Meeting Minutes
19th October 2022

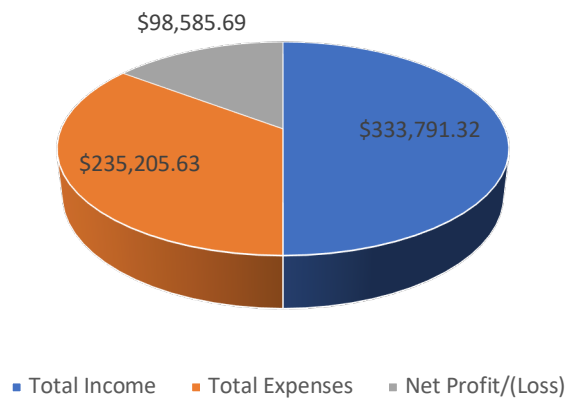
Australian Croquet Association Inc				
Profit & Loss [With Year to Date]				
September 2022				
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$480.00	8.70%	\$281,821.45	84.40%
AC Law Books	\$0.00	0.00%	\$8.18	0.00%
GC Rule Books	\$0.00	0.00%	\$1,071.86	0.30%
Wedge Gauges	\$0.00	0.00%	\$10.91	0.00%
Advertising income	\$0.00	0.00%	\$400.00	0.10%
Grants	\$0.00	0.00%	\$3,000.00	0.90%
Donation Received	\$0.00	0.00%	\$31,768.00	9.50%
Event Entry Fees - Full	\$4,110.00	74.70%	\$11,364.50	3.40%
Postage	\$0.00	0.00%	\$7.55	0.00%
Interest	\$15.29	0.30%	\$56.07	0.00%
Other	\$895.38	16.30%	\$4,282.80	1.30%
Total Income	\$5,500.67	100.00%	\$333,791.32	100.00%
Total Cost Of Sales	\$0.00	0.00%	\$0.00	0.00%
Gross Profit	\$5,500.67	100.00%	\$333,791.32	100.00%
Expenses				
Equipment Purchases	\$0.00	0.00%	\$71.95	0.00%
Rules & Laws Books, Hoop Gauge	\$0.00	0.00%	\$9,769.94	2.90%
Badges	\$0.00	0.00%	\$200.91	0.10%
Coaching Manuals	\$1,545.45	28.10%	\$2,059.63	0.60%
Audit Fees	\$0.00	0.00%	\$1,584.00	0.50%
MYOB subscription	\$0.00	0.00%	\$218.18	0.10%
Bank charges	\$6.61	0.10%	\$64.19	0.00%
STRIPE charges	\$969.32	17.60%	\$1,526.60	0.50%
Board/Governance Expenses	\$0.00	0.00%	\$7,985.82	2.40%
Prizes	\$0.00	0.00%	\$1,981.82	0.60%
Tournament Referee	\$0.00	0.00%	\$1,981.00	0.60%
Referees/Venue Manager	\$0.00	0.00%	\$72.00	0.00%
Uniforms	\$0.00	0.00%	\$593.00	0.20%
Entry Fees - WCF	\$0.00	0.00%	\$393.36	0.10%
Travel - Domestic	\$9,507.06	172.80%	\$16,415.17	4.90%
Hires - Events	\$0.00	0.00%	\$20,941.44	6.30%
New Club Grants	\$0.00	0.00%	\$1,500.00	0.40%
Accommodation - domestic	\$2,047.89	37.20%	\$7,099.72	2.10%
Grant Plan	\$0.00	0.00%	\$453.75	0.10%
Other	\$7,364.47	133.90%	\$13,437.45	4.00%
ACA Contribution	\$0.00	0.00%	\$5,000.00	1.50%
Coaching	\$172.00	3.10%	\$172.00	0.10%
Cleaning - Events	\$0.00	0.00%	\$290.91	0.10%
Computer Expenses				
Computer Expenses	\$268.87	4.90%	\$2,899.76	0.90%
Web design expenses	\$0.00	0.00%	\$16,253.76	4.90%
Online Magazine	\$750.00	13.60%	\$4,600.00	1.40%
Consultancy Fees	\$3,611.68	65.70%	\$6,379.78	1.90%
Donations Paid	\$0.00	0.00%	\$240.00	0.10%
Legal Fees	\$0.00	0.00%	\$2,050.00	0.60%

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Marketing	\$0.00	0.00%	\$1,100.00	0.30%
Affiliation Fees - WCF, WGU	\$0.00	0.00%	\$1,588.50	0.50%
Entry Fees	\$1,272.00	23.10%	\$2,537.00	0.80%
Postage, Freight and Courier	\$0.00	0.00%	\$671.25	0.20%
Printing & Stationery	\$420.21	7.60%	\$428.01	0.10%
Rates & Taxes	\$0.00	0.00%	\$22,540.00	6.80%
S&W Superannuation	\$1,498.30	27.20%	\$12,246.31	3.70%
S&W Salaries - Other	\$0.00	0.00%	\$3,380.50	1.00%
S&W Salaries & Wages	\$14,269.50	259.40%	\$63,810.25	19.10%
Telephone and Internet Charges	\$0.00	0.00%	\$667.67	0.20%
Total Expenses	\$43,703.36	794.50%	\$235,205.63	70.50%
Operating Profit	(\$38,202.69)	-694.50%	\$98,585.69	29.50%
Net Profit/(Loss)	(\$38,202.69)	-694.50%	\$98,585.69	29.50%

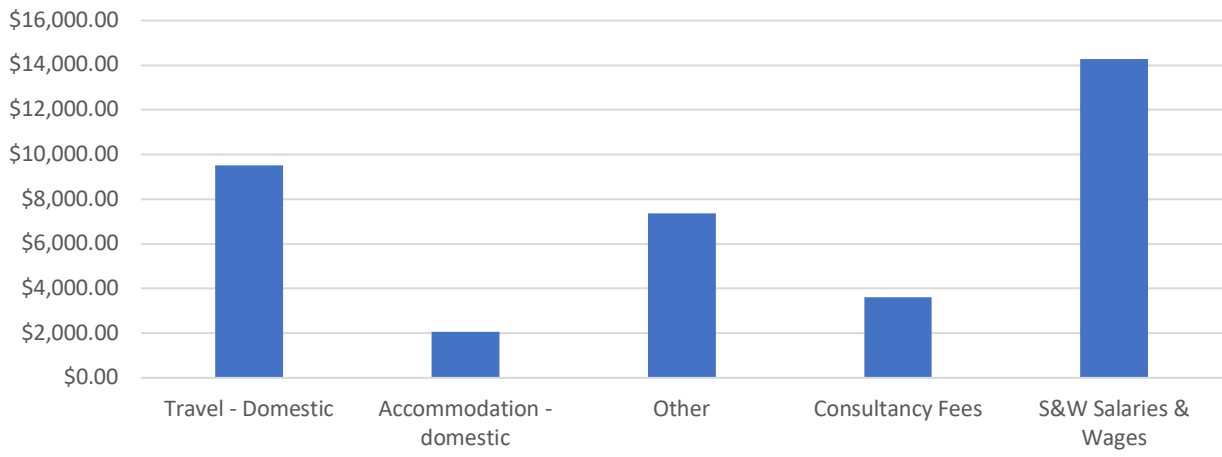
Income statement for the period from 1 Sept to 30 Sept 2022I



Income statement for the period from 1 January to 30 Sept 2022



Major expenses for September 2022

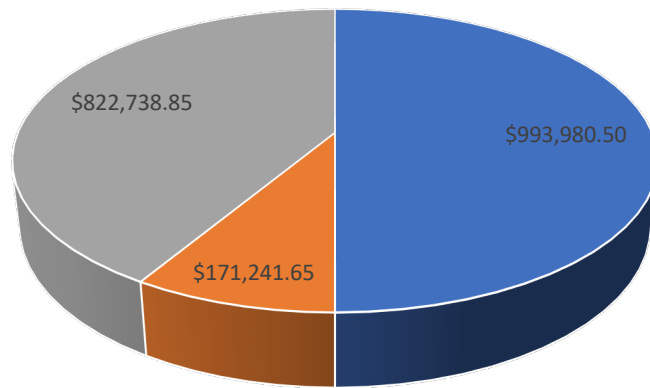




Appendix 2 to
Annex B to
ACA Board Meeting Minutes
19th October 2022

Australian Croquet Association Inc			
Balance Sheet			
As of September 2022			
Assets			
Current Assets			
Operating Account	\$19,129.06		
Treasurer's Account	\$445,700.70		
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	\$54,501.05		
Electronic Clearing Account	(\$604.89)		
Payroll Clearing Account	\$18,996.50		
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			\$993,980.50
Liabilities			
Suspense - liability		\$90.00	
Trade Creditors		\$540.00	
Accrued Expenses		\$1,742.40	
WCF Funds		\$568.00	
Income in Advance		\$101,984.30	
Grant Liability		\$5,500.00	
GST Collected		\$26,985.45	
GST Paid		(\$4,117.79)	
PAYG and Superannuation payable		\$28,186.04	
Provision for Annual Leave		\$9,763.25	
Total Liabilities			\$171,241.65
Net Assets			\$822,738.85
Equity			
Retained Earnings		\$611,841.16	
International Fund		\$112,312.00	
Current Year Earnings		\$98,585.69	
Total Equity			\$822,738.85

Balance sheet as at 30 Sept 2022



■ Total Assets ■ Total Liabilities ■ Total Equity



Annex C to
ACA Board Meeting Minutes
19th October 2022

Secretary's Report

Action Items from 19th September 2022 Meeting

- **Items 8.1.2, 8.1.3, 8.1.4, 8.1.6, 8.1.7 & 8.1.8** - governance documents amended as directed and posted to website 29/9/22
- **Item 8.3.1 Topic 115** - WCF S-G advised of ACA position 20/9/22
- **Item 8.3.2** WCF Hall of Fame deadline added to Compliance Calendar 29/9/22
- **Item 9.1.2** Request for EoI for Board Directors position circulated 29/9/22
- **Item 9.1.5** Letter sent to CNSW (acknowledgement received), to other states and template provided to NCGb for onforwarding to international organisations 29/9/22

A handwritten signature in black ink, appearing to read "Jim Clement", is written over a light grey rectangular background.

Jim Clement
Secretary to the Board



Executive Officer's Report

For Information

ACA Scholarships

Requests for applications for the 2023 ACA Scholarships was advertised on the 8th of September via the website and an email to the State Secretaries. So far there has only been one enquiry. Close off date for applications is the 10th of November.

2023 ACA Budget

Planning for the 2023 ACA budget has begun. I have emailed all the ACA Appointed officers and Committee Chairs requesting a draft budget by the 31st of October. Once all the templates have been received a draft budget will be passed onto the Finance Committee for approval.

Events

Tournament Referee Report – ACA AC President's Eights

Please see attached for the Tournament Referees report from the AC President's Eights. See Attachment A for a copy of the report.

GC Handicap

The GC Handicap was cancelled due to the weather. Refunds of the entry fees will be processed on this week's payment run.

AC Open

Entries for the AC Open have now closed. Events have received 24 entries for the Singles and 14 pairs for the Doubles.

For Decision

OAM

Mary Marsden from South Australia has been nominated for an Order of Australia medal for her community service. ACA has been asked to comment on her service to Croquet. Is the Board happy for me to supply the Australian Honours and Awards Secretariat with a recommendation?

IT Equipment

Quotes have been sourced for IT equipment for the Executive Officer and National Gateball Coordinator. Please see attached for

1. Replacement lap top for the Executive Officer. See attachment B for the quote.
2. Supply of IT Equipment for the National Gateball Coordinator. See attachment C and D for quotes.

I am seeking approval to go ahead with quotes for IT equipment.

Association Croquet Selection Committee

The Chair of the AC Selection Committee, Martin Clarke has requested permission to advertise for two positions. Chris McWhirter has resigned and John Arney is considering moving on. As a result, it has been requested that we advertise for multiple vacant positions.

Office Move

With our major sponsor Parbery Consulting rapidly growing in size, they have relocated us from the ground floor office to an open plan desk with the other Parbery staff. As a result, we have lost the storage space we had in the office. Currently all the items that was stored in the office is now being stored in my garage. I would like to move this to a secure storage unit as soon as possible. King Storage have a facility close to the ACA office and charge between \$120 and \$140 a month for 2m x 3m storage unit.

Ricochet Open

A request has been received for approval of the entry fee for the next year's Ricochet Open. The GC and AC singles events charge \$90 and \$142 for the Singles and Doubles events respectively. Are we happy to stick with the same fee?

Rob Murray
Executive Officer
Croquet Australia



Annex E1 to
ACA Board Meeting Minutes
12th September 2022

Australian Croquet Academy Report

The Team at Coaching Cohort and TIDYHQ have updated the new Member Management Platform.

TIDYHQ are Trusted by more than 10,000 administrators in over 32 countries around the world.

For a summary of the basic functions of the Platform click the link below <https://www.tidyhq.com/#>

The Interface is now more user friendly with many additional functions now available. All states have completed their scheduled Zoom Q/A sessions and have nominated volunteers to be their testers. Croquet Tasmania are currently using their live data and have training sessions planned for all their clubs. This platform will provide all levels of Croquet/Gateball the ability to use up to date data to pull reports, send communications and use a lot of new recourses. We are building a customised version that will be croquet specific. To view a demonstration on its basic functionality for a State and National level please click this link [TidyHQ Product Demo 4mins](#)

I would like to thank all the states for their participation and feedback during this period.

The National Coaching Conference has been scheduled on the 19th 20th of September This has been designed to provide all state coaching coordinators with as much information possible so they can also be part of the decision-making process.

Day 1 is Dedicated to the youth training program. Day 2 is Where we are? and where we are going? **Special Guests include**

Tracey Mogensen (Project Manager, Operations Sporting schools at SportAus) Peter Banks (Leader, Schools Sport Unit NSW) Greg Bryant (Sports Development Officer NZ) Bob Boorman (President of Bowls Australia)

All national programs now have a detailed project plan with the priorities identified. All states will be updated with my progress.

Now also working with Jamie Wilson (Founder and Director of Coordinate). Jamie will have a special meeting with all state presidents and has been provided with a brief to review and improve our national/state/regional/local branding and marketing. This will give us a new fresh look and help improve our recruitment and retention opportunities.

I would like to also thank Max and Kerri-Ann for their time and feedback with my recent staff review.

There are some exciting times ahead and I look forward to bringing everyone some further updates soon.

Approvals Needed

Videos for youth training project (proposal and quotes provided in previous meetings).

Community Sport resources (proposal and quotes provided in previous meetings).

Graphic design and Printing of youth training manuals (for discussion).

Training and development courses (for discussion).

Greg Bury
General Manager
The Australian Croquet Academy



Annex E2 to
ACA Board Meeting Minutes
10th October 2022

Australian Croquet Academy Report

Jamie Wilson/ Coordinate

Jamie and I are currently working on two proposals for the board approval:

Proposal 1

To provide all levels of Croquet/Gateball with some quick wins that will make us look more professional in early 2023.

Proposal 2

To deliver a National Marketing Strategy that will focus on our branding/audience and making us more sustainable for the future. This process will also require further consultation with all major stakeholders (State Associations).

I will update the board when the proposals are completed. Jim Nicholls has also suggested having a separate board meeting to discuss it with Jamie's team.

Member Management Platform

Individual Zoom calls have been completed in each state with follow calls either planned or completed. The focus is to ensure Tasmania is ready for the next stage. I will continue to provide the board with an update in my weekly reports.

For a summary of the basic functions of the Platform click the links below:

<https://www.tidyhq.com/#>

[TidyHQ Product Demo 4mins](#)

Coaching Conference

A special thanks to all the guest speakers, board members and state coaching directors for your participation and energy. The minutes and action plan have been completed and will be reviewed at the end of this month.

Coaching Qualifications

After consultation with another national sporting organisation, and a vote from the State Coaching Coordinators, the follow proposal is now ready for board approval.



Existing Coaching Manuals

After a recent stocktake, the national hub is needing to be replenished. We require:

- 50 General Principles
- 30 Level 1 Golf
- 30 Level 2 Golf
- 20 Gateball Level 1
- 20 Gateball Level 2
- 5 Gateball Level 3

I have requested a quote from the MBE Manuka and will provide it when available.

Youth Training Manuals

The state coaching coordinators have been given four weeks to review all the content of the youth training manual on Google Drive. Once this task is completed a graphic designer will be required to finish the formatting and diagrams. The manuals will then be ready for printing and the LMS system.

Will provide an accurate quote to complete the graphic design, printing and LMS once we know the exact number of pages and the content signed off. Would be best to have approval before the next board meeting so these tasks can remain on schedule.

Youth Training Videos

To ensure the youth training program is set up for success we need our students, teachers and schools to have an interactive experience so they can easily understand our sport. These resources will also be available to all new and potential members.

Please refer to the below attachment for approval a second quote has also been provided.



Croquet Instruction
Videos.docx

Sport Community partnership

I am requesting we accept the quote below (that includes Club Spot), a saving of \$14,850 that provides clubs with quality information, checklists, templates, and guides. This quote includes up to 20 resources co-branded and uploaded onto our website. All additional topics will have the same level of detail (Sponsorship, Volunteer Roles, social media, Fundraising, Member protection) just to name a few.

I would like to propose we build and set up the Community Sports proposal and review in 12 months.

A second quote was provided in the July minutes.



Australian Croquet
Academy Quote.pdf

Online Magazine

There is plenty of content for this upcoming edition. Final edits to be completed before given to the board for approval.

Social Media

The last weekly report shows a huge increase in posts and positive engagement.

Jamie will take this to the next level with planned/paid advertising.

Post reach	3,319
Post engagement	5,175
New Page likes	3
New Page followers	16

[See Details](#)

Top performer



A great night was had by all, at the trophy presentations for the Australian Ladies and M...
13 September at 22:48

Impressions
1,128

Reach
914

Engagement
355

Kind Regards

Greg Bury
General Manager
The Australian Croquet Academy