



BOARD MEETING MINUTES

Held at the Concordia Club, 1 Richardsons Crescent, Marrickville NSW 2044
On Saturday, 19th March 2022

1. Attendance:

- 1.1. **Directors:** Jim Nicholls (Chair), Barbara Northcott, Kerri-Ann Organ, Max Kewish and Pat Habner
- 1.2. **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
- 1.3. **Apologies:** Kah Yang Loke (Treasurer)

(Secretary's Note: With five Directors present, the meeting met the Constitutional quorum requirement.)

2. **Opening:** The chair opened the meeting at 13:20 AEDT, welcoming Pat Habner to her first meeting as a member of the Board.

3. Declaration of Directors' Interests:

- Kerri-Ann Organ – Employee of a sponsoring business
- Max Kewish – President of Croquetwest
- Pat Habner – President of CAQ

4. Adoption of Minutes of Previous Meetings:

- 4.1. **Business Arising from the Minutes:** The Board resolved that the minutes of the 16th February 2022 meeting be accepted as a true and accurate record.
- 4.2. **Ratification of Email Voting:**
 - 4.2.1. **Adoption of Academy ToR and Academy General Manager PD:** The Board resolved to ratify the email vote and adopt the Academy Terms of Reference and the Academy General Manager Position Description.
 - 4.2.2. **Adoption of Discipline of Members Policy:** The Board resolved to ratify the email vote and adopt the Discipline of Members Policy.
 - 4.2.3. **Disciplinary Action against G. Morris:** The Board resolved to ratify the email vote and authorise the commencement of disciplinary action against G Morris for breaching the conditions of the Constitution. Barbara Northcott declared a conflict of interest in this matter and abstained from voting.

5. Finance Matters

- 5.1. **Finance Committee Minutes:** The Board appointed Pat Habner to the committee to replace Bernie Pfitzner and agreed that the Executive Officer be appointed as a non-voting *ex-officio* officer of the committee.

6. **Compliance Matters:** The Board reviewed all matters of compliance (attached at Annex A) due to arise in the period up to and including June 2022.

7. Correspondence:

7.1. Inwards

- 7.1.1. 220221 from Ballina Shire; acknowledgement of ACA letter of 13 Feb 22
- 7.1.2. 220225 from CNSW; ACA Event Hosting Reimbursement Rates
- 7.1.3. 220312 from Cambridge CC re G Morris Board Determination
- 7.1.4. 220314 from G Morris re Board Determination
- 7.1.5. 220315 from Cambridge CC re G Morris Board Determination
- 7.1.6. 220318 from G Morris to NST (Cc copy)
- 7.1.7. 220318 from National Sport Tribunals re G Morris Board Determination
- 7.1.8. 220318 from Cambridge CC re G Morris Board Determination
- 7.1.9. 220318 from National Sport Tribunals re G Morris Board Determination

7.2. Outwards

- 7.2.1. 220311 to G Morris re Board determination

8. For Decision:

8.1. Governance:

- 8.1.1. **Board Appointment – Deputy Chair:** Max Kewish was appointed as the Deputy Chair
- 8.1.2. **Board Composition:** Board resolved to issue request for Eols specifying areas in which the Board is lacking.
- 8.1.3. **Board Committees:** The Board resolved that Pat Habner replace Bernie Pfitzner on the Finance Committee and that the Budget Sub-committee remains unchanged.
- 8.1.4. **Board Calendar:** Board members agreed to continue to meet at 6 pm (Australian Eastern time) on the 3rd Wednesday of each month
- 8.1.5. **Director ID:** Two Directors advised that they were having difficulties in obtaining a Director ID Number but would seek assistance.

8.2. Management:

- 8.2.1. **Appointed Officers & Committees:** The Board resolved to appoint all nominees; Sec to resend Eol, seeking nominations to fill vacancies.
- 8.2.2. **Directors' Liaison Roles:** The Board agreed the Director's liaison roles with appointed officers & committees.
- 8.2.3. **ACA V Morris:** The Board read the correspondence from G Morris, the Cambridge Croquet Club and the National Sport Tribunal and resolved to accept the NST offer to form the Appeals Tribunal and hear Mr Morris' appeal. **Action: Sec**

9. For Discussion:

9.1. Governance

- 9.1.1. **National Sports Tribunal Dispute Resolution Policy Adoption Program:** The Board resolved to accept the NST Dispute Resolution Policy Asoption Program in principle and charge the Secretary to develop policies from the guidelines and present to the Board for approval and adoption. **Action: Sec**

9.2. Management

- 9.2.1. **Coaching RPL:** After discussion, it was agreed that the Chair meets with NCC & ANCC to resolve this matter.

9.3. WCF

- 9.3.1. **Topic 108 AC Regeneration:** The Board agreed to seek a suitable person to appoint to the WCF Working Group.

(Secretarial Note: Pat Habner left the meeting at 15:17 AEDT and the meeting became non-quorate. The information below was for the information of Directors only and did not require discussion. The meeting was closed at this point.)

10. For information:

10.1. Reports

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

10.2. Committee Minutes Received:

Finance Committee 22 Feb 22 Minutes

10.3. Events:

- 10.3.1. **2024 GC Gold Medal, Men's & Women's, ISS:** Sunshine Coast [Croquet] Council [Qld] PowerPoint presentation was received.

10.4. WCF:

- 10.4.1. **Topic 103 Admin & Sports Regulations:** The WCF S-G advised, on 23rd Feb, that both the amended Admin and Sports Regulations were approved by the WCF Council and are now available from the WCF website.
- 10.4.2. **Topic 107 GC Rules 6th Edition:** The WCF S-G advised, on 7th March, that the WCF Council had approved the GC Rules 6th Edition (available from the WCF website) by 50 votes for, 0 against, 10 abstentions.
- 10.4.3. **Topic 108 Global Working Group on AC Regeneration:** WCF aims to establish a WG for AC Regeneration. Australia invited to name a member, by 20 April 2022.

11. Next Meetings: 20th April 2022 at 6 pm AEST via Zoom
18th May 2022 at 6 pm AEST via Zoom
19th & 20th June 2022 at 9 am AEST in Canberra, location TBA

12. Close: The meeting closed at 15:17 AEDT, when it became non-quorate.

Attachments: Annex A Compliance Matters - March to June 2022
Annex B Secretary's Report
Annex C Executive Officers Report

Accepted as a true and accurate record



JL Nicholls
ACA Board Chair
20th April 2022



Annex A to
ACA Board Meeting Minutes
19th March 2022

Compliance Matters

Date	Subject	Action	Reference	Who
AGM 19/3/22	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 19/3/22	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



Secretary's Report

Minutes

The minutes of the Board meetings held 10th February 2022 and 16th February 2022 were uploaded to the website and distributed to the State Associations on 17th February 2022

Action Items from 10th February 2022 Meeting:

- None allocated to the Secretary!!

Action Items from 16th February 2022 Meeting:

- Item 6.2.1 Eire Cup Livestream: CNSW Secretary advised of Board decision (via email) 17 Feb.
- Item 7.3.1 Call for EoI for Finance Assistant: emailed to State Associations 17 Feb, requesting distribution to member clubs.
- Item 8.1.1 National Integrity Framework: Policies finalised, posted to website, SIA and Member Associations States of adoption and posting to website, 17 Feb.
- Item 8.1.2 Board Meeting Policy: posted to website 17 Feb
- Item 8.3 WCF: S-G advised of Board decisions, 17 Feb
- Item 9.1.1 National Membership Incentive Program: placed on 19 Mar Discussion Forum agenda and distributed to State Associations 19 Feb
- Item 9.2.1 – U21 Committee: NCU21 advised of Board decision via phone, 17 Feb
- **Outstanding Items:**
 - Item 8.2.1 - Revision of TRegs
 - Item 8.3.2 – Printing & Distribution of GC Rule Books 6th Edition: ongoing

Other Matters

- **2022 WCF GCWC:** The WCF S-G was advised of Australia's nominations for the 2020 WCF GCWC at 19:40 AEDT 3 Mar 22 (the deadline being midnight UCT 3 Mar 22))
- **Discipline of Members Policy:** This policy is required under the Constitution for matters that do not fall under the existing *Member Protection Policy* or matters covered by the *Complaints, Disputes and Disciplines Policy* which comes into effect of 31st March 2022. The policy was drafted and voted upon via an email vote and posted to the website.

Jim Clement
Secretary to the Board



Executive Officer's Report

ACA email

Vodien

Currently ACA is using Vodien Internet Solutions as its email provider. Recently we have been experiencing a number of server issues which has hampered the organisations' ability to conduct business. The response time from the Vodien help desk was slow which didn't help. It may be worth looking at what other options there are in terms of providers. I will investigate options and present to the Board at the next meeting.

Events

National Gateball Championships

Entries have closed for the 2021 National Gateball Championships with 17 teams entered. We did experience issues with the online payment system and as a result we reverted to a manual entry system. I have since rectified the problem with our website host.

GC Open Singles

Entries have opened for the Golf Croquet Open Singles. The event is scheduled for the 11-15th May at Cairnlea. So far there has been 15 entries received.

GC Open Doubles

Entries have opened for the Golf Croquet Open Doubles. The event is scheduled for the 7-10th May at Cairnlea. So far there has been entry received from four pairs.

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.

Annex C to
ACA Board Meeting Minutes
19th March 2022

Audit

Assurance Matters has completed the ACA audit for 2021. Document has been approved by the Board, signed by the Chair and Treasurer and will be presented to the members at the AGM on the 19th of March.

Rob Murray
Executive Officer
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