



BOARD MEETING MINUTES

Wednesday, 20th April 2022

Held via Zoom

1. **Attendance:**
 - 1.1. **Directors:** Jim Nicholls (Chair), Max Kewish (Deputy Chair), Barbara Northcott, Kerri-Ann Organ, Pat Habner
 - 1.2. **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
 - 1.3. **Apologies:** Kah Yang Loke (Treasurer)
2. **Opening:** The chair opened the meeting at 18:03 AEST
3. **Declaration of Directors' Interests:**
 - Kerri-Ann Organ – Employee of a sponsoring business
 - Max Kewish – President, Croquetwest
 - Pat Habner – President, CAQ
4. **Adoption of Minutes of Previous Meeting:** Resolved that the minutes of the previous meeting, held 19th March 2022 are a true and accurate record.
 - 4.1. **Ratification of Email Vote – WCF Topic 106 WCF Gender Policy:** Resolved to ratify the email vote “that ACA support the proposed WCF Gender Guidance and Policy.”
 - 4.2. **Ratification of Email Vote – G Morris v ACA:** Resolved to ratify the email vote “that the Secretary, Jim Clement, is authorised to represent the Australian Croquet Association, at the NST hearing into the matter of G Morris v ACA.”
5. **Compliance Matters:** The Board reviewed all compliance matters due to arise by the end of June. Attached at Annex A.
 - 5.1 **Business Arising from Compliance Report:**
 - 5.1.2 **2023 Scholarship Budget** was not announced at the recent AGM. See Item 8.2.1
 - 5.1.3 **Director ID:** Barbara working with her accountant to apply for Director ID. Max reported having difficulties applying online.
6. **Finance Reports:**
 - 6.1. **Treasurer’s Report:** Resolved to accept the Treasurer’s report. Attached at Annex B
 - 6.1.1. **Business Arising from Treasurer’s Report:** Pat raised some queries, advised to email the Treasurer direct, Cc other Board members.
7. **Correspondence:**
 - 7.1. **Inwards**
 - 7.1.1. 20 Apr 22 from Lyndon Parnell advising he was closing his file on review of insurance cover
 - 7.2. **Outwards**
 - 7.2.1. 19 Mar 22 to Lyndon Parnell – letter of authorisation to conduct review of insurance cover
 - 7.2.2. 20 Mar 22 to Concordia Club – letter of thanks for use of premises for AGM
 - 7.2.3. 20 Mar 22 to NST – agreement to NST hearing G Morris appeal.
 - 7.2.4. 23 Mar 22 to G Morris & NST – letter lifting suspension.
 - 7.2.5. 25 Mar 22 to NST – application for NST Policy Adoption Program grant

Resolved to accept the Correspondence
8. **For Decision:**
 - 8.1. **Governance:**
 - 8.1.1. **Revised SIA NIF Policies:** Resolved to adopt the following policies, to come into effect on 1st July 2022. Secretary to format and post to website. **Action: Sec**
Pat Habner regretted that the Complaints, Disputes and Discipline Policy does not contain guidance regarding appropriate sanctions to be imposed under this policy.

8.1.1.1. **Child Safeguarding Policy V2:**

8.1.1.2. **Complaints Disputes and Discipline Policy V2:**

8.1.1.3. **Improper Use of Drugs and Medicines Policy V2:**

8.1.1.4. **Member Protection Policy V2:**

8.1.2. **SIA (non-NIF) Personal Grievances Policy:** Resolved to adopt the policy. Secretary to post to website. **Action: Sec**

8.1.3. **Marketing Committee ToR:** There was discussion regarding the delineation between external marketing of ACA and the sports and internal communication & promotion, following which the Board resolved to change the title of the Publicity Committee to the Marketing Committee and to adopt the Terms of Reference. The Board appointed Pat Habner to the committee and there was discussion regarding a Hall of Fame. **Action: Sec**

8.2. Management:

8.2.1. **2023 Scholarship Program:** Agreed that the details of the 2023 Scholarship program be advised to the State Associations for distribution to individual members. **Action: Sec**

8.2.2. **Finance Officer Position:** Resolved that the EO take on the responsibility of the Finance Officer with an increase of up to 6 hours per week which the Chair & EO are to determine. **Action: Chair & EO**

8.2.3. **National Programs Director Allocation:** Agreed that responsibility for Board liaison regarding National Programs be:

8.2.3.1. **Recruitment & Retention** - Jim Nicholls

8.2.3.2. **Pathways and Development** – Barbara Northcott

8.2.3.3. **Grants and Sponsorship** – Pat Habner

8.2.3.4. **Publicity and Marketing** – Max Kewish

8.2.3.5. **Communications and Database** – Kerri-Ann Organ

8.2.3.6. **Youth Training Program** – TBA – interim The Board

8.3. Events:

8.3.1. **2020 MacRob – Ratification of Team Selections:** Jim Nicholls declared a conflict of interest and abstained from voting. Resolved to ratify the selection of the MacRobertson Shield team. Team names to be posted to the website. **Action: Sec**

8.4. WCF:

8.4.1. **Topic 108 - WCF WG on AC Regeneration:** Agreed that Alan Sands be the Australian representative on this WCF group. Secretary to advise WCF. **Action: Sec**

8.4.2. **Topic 109 – WCF Events Forward Calendar:** Resolved to vote:

8.4.2.1. against changing the frequency of the Women's GC World Championship (WC)

8.4.2.2. in favour of holding the GC U21 WC as a stand-alone event

8.4.2.3. in favour of a 12 year forward calendar

8.4.2.4. in favour of changing the GC Over 50 WC to a GC Over 65 WC

9. For Discussion:

9.1. Governance

9.1.1. **National Sport Tribunal Policies:** Resolved to adopt the following policies:

9.1.1.1. **Code of Conduct V1:**

9.1.1.2. **Conduct & Disciplinary Policy V1:**

9.1.1.3. **Review & Appeals Policy V1:**

Secretary to advise States and post to website.

Action: Sec

9.2. Management

9.2.1. **Security of Accounts:** Agreed that the Chair and EO discuss security of accounts and of passwords and devise a solution. **Action: Chair & EO**

9.2.2. **Electronic Signing of Documents:** EO to investigate DocuSign for all directors

9.2.3. **Action: EO**

9.2.4. **Matters Arising from Discussion Forum:**

9.2.4.1. Secretary to draft ToR for Affiliation Fee WG. **Action: Sec**

9.2.4.2. Review of ACA Insurance – now to be carried out by Secretary, Chair and Treasurer **Action: Sec**

9.2.4.3. National Incentive Program – original paper included financial impact statement.

9.2.4.4. Reimbursement for Hosting of ACA Events – to be put to Finance Committee.

Action: Finance Committee

9.2.5. **Morris v ACA Appeal:** The Board was briefed on the progress of this item.

9.2.6. **National Membership Incentive Program:** The Board resolved to adopt the National Incentive Program.

Action: Chair & Academy GM

9.2.7. **CAQ Distributed Report:** Secretary to provide corrected information to CAQ. **Action: Sec**

9.2.8. **Board Skills Deficiencies:** Eol for vacant Board positions to call for experience in Risk Management, Project Management & HR **Action: Sec**

10. For information:

10.1. **Outstanding Action Items:** The list of outstanding action items was reviewed and amended as appropriate.

10.2. Reports

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

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

10.2.3. **Academy GM's Report:** Attached at Annex E

10.3. Committee Minutes Received:

10.3.1. **Publicity Committee Minutes** – 8 Dec 21

10.3.2. **Publicity Committee Minutes** – 15 Feb 22

10.3.3. **National GC Referee Committee** – 28 Mar 22

10.3.4. **Publicity Committee Minutes** – 8 Apr 22

10.4. Events:

10.4.1. **GC Doubles & Singles 7-15 May 22:** The Events Committee decided (30 Mar 22) to proceed with these events, subject to future Covid restrictions.

10.4.2. **2022 Australian Gateball Championships:** report received and distributed to Directors.

10.4.3. **2022 & 2025 MacRob:** Possible alternative arrangements were advised.

11. **Next Meetings:** 18 May 22 at 18:00 AEST via Zoom
19 & 20 Jun 22 in Canberra *details TBA*

12. **Close:** The chair closed the meeting at 20:44 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

Accepted as a true and accurate record



JL Nicholls
ACA Board Chair
18th May 2022



Compliance Matters

Date	Subject	Action	Reference	Who
After AGM	Incorporation	Update Board Member list with Access Canberra	Associations Incorporation Act	EO
After AGM	Governance	Check Director ID	ABR	Secretary
By end Jun	Incorporation	Submit Annual Return	Associations Incorporation Act	EO



March 2022 financial report

- Total asset \$747,620, total liability \$49,737, total equity \$697,883, net asset \$697,883
- Cash and cash equivalents \$284,926. A substantial increase from February due to the withdrawal of a term deposit from Commbank (\$100,000)
- Strong asset base and cash and cash equivalents
- Net loss of \$3,903 – primarily from salaries \$9,339
- Revenue is from affiliation fees (\$6,242) and event entry fee (1,800)
- YTD results is a deficit of \$26,270. This is about \$160,000 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 31 March 2022, the actual affiliation fee received is \$6,242 and the actual expenses incurred to date is below budgeted expenses (\$36,910 vs \$115,540).
- Coaching, publicity, HPM and grant expenses were not incurred in the first quarter of 2022 resulting in much lower expenditure.

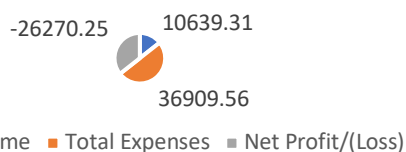


Profit & Loss [With Year to Date]

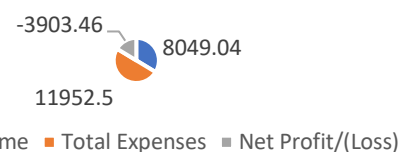
March 2022

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$6,242.27	77.60%	\$6,242.27	58.70%
Advertising income	\$0.00	0.00%	\$400.00	3.80%
Event Entry Fees - Full	\$1,800.00	22.40%	\$3,981.80	37.40%
Interest	\$6.77	0.10%	\$15.24	0.10%
Total Income	\$8,049.04	100.00%	\$10,639.31	100.00%
Total Cost Of Sales				
	\$0.00	0.00%	\$0.00	0.00%
Gross Profit	\$8,049.04	100.00%	\$10,639.31	100.00%
Expenses				
Audit Fees	\$1,584.00	19.70%	\$1,584.00	14.90%
Bank charges	\$5.78	0.10%	\$18.79	0.20%
STRIPE charges	\$77.21	1.00%	\$150.45	1.40%
Prizes	\$31.82	0.40%	\$1,981.82	18.60%
Uniforms	\$0.00	0.00%	\$593.00	5.60%
Hires - Events	\$0.00	0.00%	\$1,311.36	12.30%
New Club Grants	\$0.00	0.00%	\$1,500.00	14.10%
Grant Plan	\$453.75	5.60%	\$453.75	4.30%
Computer Expenses	\$109.09	1.40%	\$960.27	9.00%
Web design expenses	\$0.00	0.00%	\$272.16	2.60%
Consultancy Fees	\$351.93	4.40%	\$1,023.79	9.60%
Marketing	\$0.00	0.00%	\$700.00	6.60%
Postage, Freight and Courier	\$0.00	0.00%	\$310.14	2.90%
S&W Superannuation	\$822.42	10.20%	\$2,332.32	21.90%
S&W Salaries & Wages	\$8,516.50	105.80%	\$23,615.50	222.00%
Telephone and Internet Charges	\$0.00	0.00%	\$102.21	1.00%
Total Expenses	\$11,952.50	148.50%	\$36,909.56	346.90%
Operating Profit	(\$3,903.46)	-48.50%	(\$26,270.25)	-246.90%
Net Profit/(Loss)	(\$3,903.46)	-48.50%	(\$26,270.25)	-246.90%

Income Statement YTD 31 March 2022



Results for the period from 1 March to 31 March 2022





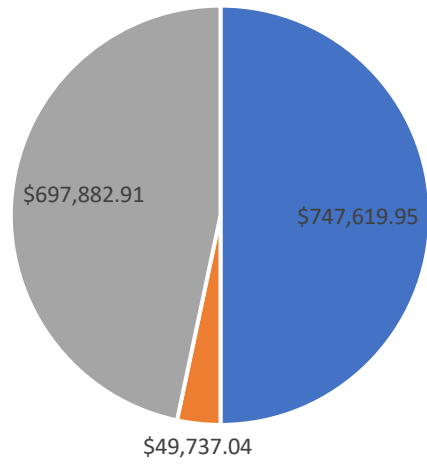
Appendix 2 to
Annex B to
ACA Board Meeting Minutes
20th April 2022

Balance Sheet

As of March 2022

Assets			
Current Assets			
Treasurer's Account	\$284,926.12		
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	\$6,436.25		
Electronic Clearing Account	(\$0.50)		
Stock on Hand	\$7,607.98		
Fixed Assets			
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			\$747,619.95
Liabilities			
Suspense - liability		\$90.00	
Trade Creditors		\$540.00	
Accrued Expenses		\$1,742.40	
Income in Advance		\$16,911.00	
Grant Liability		\$7,000.00	
GST Collected		\$801.52	
GST Paid		\$422.82	
PAYG and Superannuation payabl		\$12,466.05	
Provision for Annual Leave		\$9,763.25	
Total Liabilities			\$49,737.04
Net Assets			\$697,882.91
Equity			
Retained Earnings		\$611,841.16	
International Fund		\$112,312.00	
Current Year Earnings		(\$26,270.25)	
Total Equity			\$697,882.91

Balance Sheet 31 March 2022



■ Total Assets ■ Total Liabilities ■ Total Equity



Annex C to
ACA Board Meeting Minutes
19th March 2022

Secretary's Report

Minutes

The minutes of the 19th March 2022 AGM, Discussion Forum and Board meeting were uploaded to the website and distributed to the State Associations on 20th March 2022 (AGM & Forum minutes) and 23rd March 2022 (Board meeting minutes)

Action Items from 19th March 2022 Board Meeting:

- **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

Events

Golf Croquet Open

GC Doubles

Golf Croquet Open Doubles event is scheduled for the 7-10th of May. As at the 10th of April there has been entries for 8 pairs received.

GC Singles

Golf Croquet Open Singles event is scheduled for the 11-15th of May. As at the 10th of April there has been 35 entries received.

AC Gold Medal

The AC Gold Medal was postponed from March until later in the year when all States could be represented by their individual State winner. The tentative date has been scheduled as late October to coincide with the AC Open. This would be either before the Doubles or after the Singles events.

MacRob Selections – Agenda Item 8.3.1

ACA HPM, Peter Landrebe emailed on behalf of the Chair of the AC Selections Committee requesting that the Board ratify the team selected for the MacRob Championships. See attached email under Item 8.3.1.

Also, the request was made to have the three selected reserves attend training in the lead up to the event and that the first selected reserve attend the event in Melbourne in case of any Covid related issues.

ACA email Accounts

New email accounts have been created for the ACA Integrity Manager and ACA Complaints Officer. The email accounts are:

integrity@croquet-australia.com.au

complaintsofficer@croquet-australia.com.au

Audit

Invoice for the audit services provided by Assurance Matters was paid on the 18th of March.

New Club Grant

The ACA New Club Grant has been paid to Belmont Park Croquet Club (Western Australia) on the 1st of April.

ACA Finance Officer – Agenda Item 8.2.2

As you are all aware the ACA Finance Officer became vacant a number of weeks ago. The role was advertised but unfortunately, we were unsuccessful in filling the vacancy. Attached under Item 8.2.2 is a paper with possible options for consideration.

Rob Murray
Executive Officer
Croquet Australia



The Australian Croquet Academy Report APRIL 2022



The ACA Board and the Australian Croquet Academy are working together to provide all associations and clubs a higher level of service and support so we can help drive new membership and participation.

Currently the Australian Croquet Academy is working on 6 National Projects. My 2 main priorities are to launch a National Database that caters for all levels of croquet and to deliver a website that is not only user friendly but also filled with quality information and resources.

At the beginning of this journey an Australian Croquet Academy Development Plan was created and signed off by the ACA board. Now with the majority of these tasks completed we are looking forward to using a new National Project Plan that the ACA Board can monitor/control all tasks, costings and timeframes.

Recently an exercise was done to estimate the number of hours needed to complete all tasks required by the Academy. As a result, my position was reviewed, and I became full time to help get through this workload.

One of my key objectives is to have the national and state bodies working more together so we are all saving costs and improving productivity. This can only be achieved with a clear vision and good communication.

Over the next 3 months I need to work on the priorities and complete as many quick wins as possible. I will be talking to all major stockholders and building a solid platform for our future.

During this period, I would like to ask for your patience and support. As a lot of information and resources needs to be signed off and made available.

Change is never easy, and I encourage all Associations and Clubs to contact me at any time. I am here to help!

Kind Regards,



GREG BURY

General Manager

The Australian Croquet Academy

Gregibury26@gmail.com

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