



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), Greg Bury (Academy GM)

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 Loke left the meeting at 1851 AEDT

Greg provided an oral update of the website and database.

Greg Bury 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

Accepted as a true and accurate record



JL Nicholls
ACA Board Chair
18th June 2022



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.

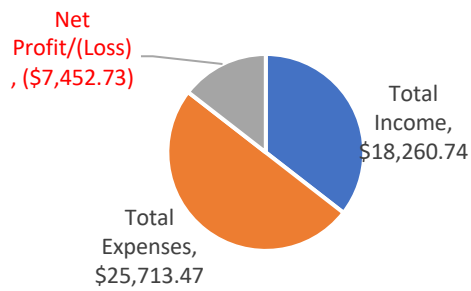
Attachments: Appendix 1 Profit & Loss Account
 Appendix 2 Balance Sheet



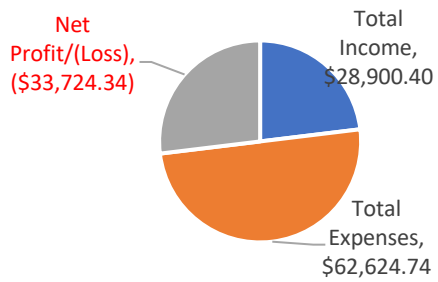
Appendix 1 to
Annex B to
ACA Board Meeting Minutes
20th April 2022

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

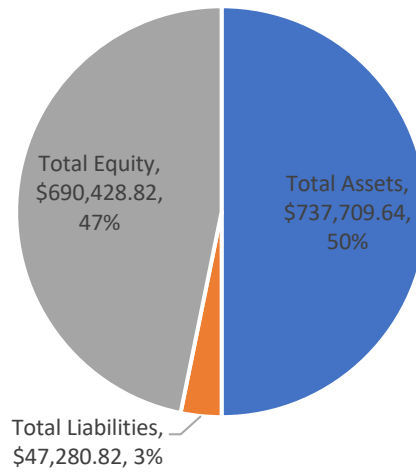
Australian Croquet Association Inc

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

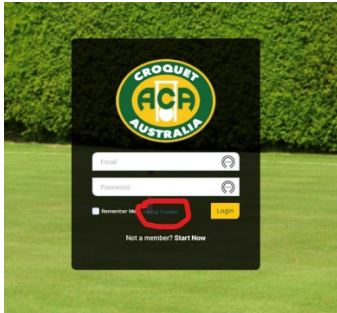
ACA email accounts have been created for the two new Board members.

Rob Murray
Executive Officer
Croquet Australia



Australian Croquet Academy Report

The National Membership Management System (database)



There will be a National Zoom Call with all State Associations and their (testers/superusers) on Tuesday the 31st of May to discuss the National Membership Management System. (database)

The agenda will include the following topics:

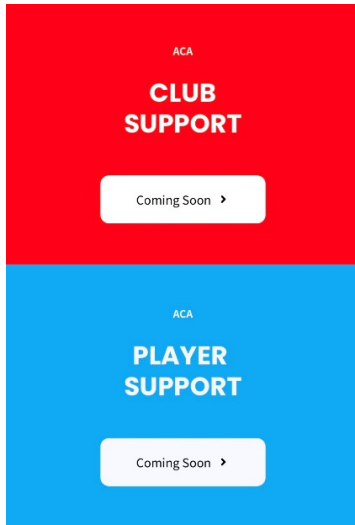
- 1 To provide some clarity of the superusers role.
- 2 The training to be provided.
- 3 Explain reports and how to use them.
- 4 How to gather and update data.
- 5 Club, Region, State, National functionality.
- 6 Security.
- 7 Questions.
- 8 The next step.

It is best practise to have 2 superusers per state so there is a subject matter expert available to help anyone needing assistance. It will also provide states with more control and flexibility with their data.

This is a custom-made database that will support strategy and workflow optimization within our entire organisation.

Long term it just makes sense for the national body, all states, all regions and all clubs to be using the same member management system and enjoying all the cost and productivity savings.

Website



The priorities are to:

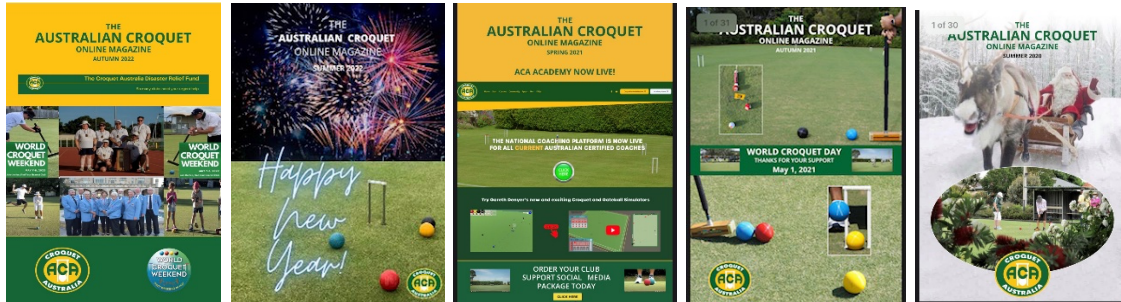
- 1 Provide John Hayes (Coaching Cohort) with the rest of the content.
- 2 Load some of the current content from the old to the new website.
- 3 Events calendar to be tested.
- 4 Have a home for the Gateball URL.
- 5 Club support to be loaded.
- 6 Player support to be loaded.
- 7 Coach support to be loaded.
- 8 Referee support planned for all disciplines.
- 9 All videos and animations loaded.
- 10 Coaching logbook to be loaded.

Website Deadlines

The new website will be loaded on the 15th of June. (This is when the existing contract on the current website expires)

Croquet NSW will be providing feedback on the new website and additional changes will be made after their review.

National Online Magazine



The latest Australian Croquet Online Magazine is now available on the National Website or click on this links below:

<https://www.dropbox.com/s/xh0gjy986kalm46/Aus%20Croquet%20Autumn%202022.pdf?dl=0>

https://issuu.com/adalapublishing/docs/aus_croquet_autumn_2022

This edition includes:

- A message from our chair (Jim Nicholls)
- A two-page update from every state.
- Summaries from the recent Association and Gateball Nationals
- How to support the clubs effected in the recent floods
- World croquet news.
- And much, much, more.

There have been 5 editions of the Croquet Australia Online Magazine released.

Christmas Edition 2020, Autumn Edition 2021, Spring Edition 2021, Summer Edition 2022, Autumn Edition 2022.

So how many people are reading the online magazine?

The first 4 editions were hosted on a free account so there are no records.

The next edition will be linked to a website so we will be able to see exactly how many people are reading it.

A National membership management system would ensure all members will receive a copy.

World Croquet Day



Press releases and social media were used to promote World Croquet Day.

ABC Hobart



Croquet Tasmania Chair Sylvia Wing also organised an interview with ABC RADIO Hobart. To listen click one of the links below:

<https://www.facebook.com/227441493934076/posts/5496987276979445/?vh=e&d=n>



Record1.m4a

Academy state and club visits

Briefing papers have been provided.

National Marketing Plan

Will be working with the National Marketing Committee to develop a national marketing plan.

National Coaching Program

Briefing papers have been provided

National Programs Summary

Below are the National Programs and the nominated board members I will be working with for each program.

Recruitment and Retention (Jim Nicholls)

Pathways and Development (Barbara Northcott)

Grants and Sponsorship (Pat Habner)

Publicity and Marketing (Max Kewish)

Communications (Kerri-Anne Organ)

Youth Training (Bob Berry TBC)

When a project plan has been signed off for each National Program I will be meeting with each board member to finalise the costings, priorities and timeframes.

Summary

The priority is to sign off the National Database and Website.
Once this is completed then my time will be devoted to the National programs and helping and supporting wherever I can.



Kind Regards,

Greg Bury
General Manager
The Australian Croquet Academy



HR Report

Action Items from 20th April 2022 Board Meeting:

- **Item 8.2.2** – Letter to Rob Murray variation of hours

Other Matters

- Updated authorised contacts at Employsure. Current authorised contacts are Jim Nicholls and Jim Clement.
- Updated employee details and files to include
 - historic contracts,
 - position descriptions
 - current and emergency contact details

Decision

Motion: To add another director as an authorised contact for Employsure.

Rationale: To enable succession planning.

A handwritten signature in black ink, appearing to read 'Jim Nicholls', is written over a faint, light-colored signature line.

Jim Nicholls
Chair of the Board



Gateball Selection Committee

After the recent AGC, we need to appoint the Gateball Selection Committee

I had originally misread this document and assumed it needed to be approved by the Board, however, that only appears to apply to other codes. The GB document specifies participants. As a result, I am forwarding this to Jim Clement for noting by the Board

As a result, the GB Selection Committee consists of:

The captains of the 3 teams who did best at the AGC: **Philip Brown**, Kew, VCA, **David Hughes**, Hazelbrook, NSW and **Lee Wentworth**, Southport, CAQ.

The only state regularly playing GB and with representatives at this years AGC without a representative on the committee is SA. **Geoff Crook**, as State Coordinator of Gb is therefore appointed. **Glen Whitehead**, Captain of the 4th placed Canberra team was also appointed as an appropriate representative of NSW as David Hughes resides in Qld.

I have asked Geoff Crook to chair the committee

I have discussed this with Jim Nicholls, and we agree that Glen and Geoff are appropriate appointees consistent with the Gb Selection policy in addition to the Captains of the 3 leading teams at the AGC

John Park

National Coordinator of Gateball



COACHING REPORT POST NATIONAL ROLLOUT

Introduction

This report is provided to give an update on the National Coaching Program since its introduction in later 2020 / early 2021. The figures used are the reported training conducted in each State up until the end of April 2022.

Courses Conducted

There have been several courses conducted to train coaches and full details are available in the Excel spreadsheet provided with this document.

The table shows a summary of the courses in Australia since April 2021.

Code	Level 1	Level 2	Level 3	Level 4
Association	13	5	2	2
Golf Croquet	28	16	3	NA
Ricochet	6	7	NA	NA
Gateball	8	3	0	NA
TOTAL	55	31	5	2

Queensland and New South Wales have conducted most of these courses. The spreadsheet also provides details of the Presenters trained in each code and the number of training courses conducted by each Presenter. Unfortunately, with the exception of New South Wales for Golf Croquet, the majority of Presenters have not been used to provide the training.

Number of Coaches Trained

The number of coaches trained at each training course

The table shows a summary of the players trained as coaches for each code since April 2021.

Code	Level 1	Level 2	Level 3	Level 4
Association	48	17	3	3
Golf Croquet	141	42	3	NA
Ricochet	28	19	NA	NA
Gateball	21	11	0	NA
TOTAL	238	89	6	3

[Type here]

Most of the new coaches trained are in New South Wales and Queensland. There have been a handful of players trained in Victoria, South Australia and Western Australia, but no training conducted in Tasmania since the rollout.

Coaches per Club

A review of the Clubs who have coaches indicate that we some Sates still have a high percentage of Clubs without a certified coach.

The table below outlines Clubs with a minimum of one Level 1 certified coach. Full details on numbers and other levels can be found on the spreadsheet.

State	Clubs	Association	Golf Croquet	Ricochet	Gateball
Queensland	41	16	26	13	7
New South Wales	67	22	29	15	5
Victoria	88	14	23	3	3
Tasmania	12	7	9	3	
South Australia	35	15	8	1	1
Western Australia	23	12	14	3	1

The table below outlines Clubs with a Level 1 coach expressed as a percentage of the number of Clubs in the State.

State	Clubs	Association	Golf Croquet	Ricochet	Gateball
Queensland	41	39%	63%	31%	17%
New South Wales	67	32%	43%	22%	7%
Victoria	88	15%	26%	3%	3%
Tasmania	12	57%	75%	24%	
South Australia	35	43%	23%	2%	2%
Western Australia	23	52%	60%	13%	4%

Whilst the number of Clubs in each State playing the different disciplines is unknown it should be noted that not all Clubs offer Association, Ricochet and Gateball.. For Golf Croquet which has the highest participation rate of players with most Clubs playing this code, all States have a considerable work to do to bring the percentage of Clubs with a minimum of a Level 1 coach closer to the 100% rate to ensure all players have access to a certified coach.

The Golf Croquet percentage figures are particularly disappointing for South Australia, Victoria and New South Wales.

The National goal for the next 12 months should be to raise these percentages to a minimum of 80% for each discipline.

[Type here]

Active Coaches

This report does not address the issue of the number of 'active' coaches since the training has been conducted. It should be assumed that many trained coaches are not 'active' and have done little coaching since their training.

A review of 'active' coaches is not possible currently as most coaches do not update their coaching hours in Logbooks. To determine 'active' coaches State Coordinators would be required to do a review of their coaches.

Conclusion

Based on the figures trained during both the National rollout and training conducted since the rollout there are sufficient coaches trained in most States to guarantee the success of the program. A review of the coaching requirements for each State – numbers required, and 'active' coaches should be a priority for the second half of 2022 as updating Workshops are due to start late 2022 / early 2023 which is a requirement of recertification.

Barb Piggott

Assistant National Coaching Coordinator