



BOARD MEETING MINUTES

Saturday & Sunday, 18th & 19th June 2022 at 9:30 AEST

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
- 1.2. **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
- 1.3. **Others Present:** Greg Bury (Academy General Manager) – Saturday, 18th June 2022
- 1.4. **Apologies:**

2. **Opening:** The Chair opened the meeting at 09:31 AEST on Saturday, 18th June 2022, welcoming all, with a special welcome to Bob Berry attending his first face to face Board meeting.

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 accept the minutes of the 18th May 2022 as a true and accurate record.

5. Finance Reports:

5.1. **Treasurer's Report:** The treasurer spoke to his report. Resolved to adopt the Financial Report, attached at Annex B.

5.1.1. Business Arising from Treasurer's Report:

5.1.1.1. **Current Assets:** Agreed to review expenditure of excess assets to the benefit of members, and the amount of current assets held as a reserve during the forthcoming budget process.

5.2. **Budgeting Procedures:** Secretary to redraft relevant policies and ToR.

Action: Sec

Secretarial Note: Kah Yang Loke and Greg Bury left the meeting at 10:01 AEST

6. **Compliance Matters:** The Board reviewed the Compliance Report, attached at Annex A.

6.1. Business Arising from Compliance Report:

6.1.1. Resolved that the Player Development Pathways WG be dissolved as it has been replaced by the national Pathways Development Project Plan.

6.1.2. Agreed that Kerri-Ann Organ and Max Kewish carry out staff reviews for EO, Academy GM and Secretary.

Action: KAO/MK

7. Correspondence:

7.1. Inwards:

- 7.1.1. 2 Jun 22 from Cambridge CC (WA) re Morris v ACA
- 7.1.2. 10 Jun 22 from Croquet SA re insurance.
- 7.1.3. 18 Jun 22 from NCGb - resignation

7.2. Outwards

- 7.2.1. 8 Jun 22 to Minister for Sport re croquet as a school sport
- 7.2.2. 9 Jun 22 to NSW Community Building Partnership Program 2022 – support for Wagga Wagga CC grant application

7.3. Business Arising from Correspondence

7.3.1. Croquet SA letter: The Secretary advised that he had emailed RIB seeking advice and was awaiting a reply.

7.3.2. The question of insurance cover for members doing handyman tasks around a club was raised. Secretary to query all states for other matters that they would like included in the policy.

Action: Sec

7.3.3. Cambridge CC letter: Secretary to acknowledge receipt of letter, citing confidentiality agreement.

Action: Sec

8. For Decision:

8.1. Governance:

8.1.1. Policies:

8.1.1.1. **By Laws V2:** Resolved to rescind the By Laws and incorporate necessary parts within the Constitution and policies. **Action: Sec**

8.1.1.2. **Personal Grievance Policy V2**

8.1.1.3. **Review & Appeals Policy V2**

8.1.1.4. **Social Media Policy V2**

Resolved to accept the Personal Grievance, Review & Appeals, and Social Media Policies.

8.1.2. **Sport Integrity:** Resolved to accept the ACA Integrity Education Plan provided by SIA

8.2. WCF:

8.2.1. **Topic 114 Update to Refereeing Regulations:** Resolved that ACA vote in favour of the amended Referee Regulations. **Action: Sec**

9. For Discussion:

9.1. Governance:

9.1.1. **State Association Compliance with ACA Constitution:** Secretary to gather State Association Constitutions and seek three quotes from legal firms and Parbery Consulting to:

9.1.1.1. review the ACA Constitution

9.1.1.2. determine State Association Constitution compliance, and

9.1.1.3. provide templates for club constitutions suitable for adoption under the relevant state or territory legislation. **Action: Sec**

9.1.2. **Whistle-blower Policy:** Secretary to draft and present to next meeting. **Action: Sec**

9.1.3. **Selection Appeals Policy:** Agreed to retain current Selection Policy

9.2. Management:

9.2.1. **National Coaching Committee:** Agreed to attach to current Coaching Committee ToR as an appendix. Secretary to provide to next meeting for adoption. **Action: Sec**

9.2.2. Referee Recruitment & Training:

9.2.2.1. Resolved that the Croquet Vic paper be reviewed and most valuable parts be extracted for consideration for incorporation into a referee accreditation/ re-accreditation program. **Action: Sec/PH**

9.2.2.2. Resolved that the NCRGC introduce an Umpire level for GC, to officiate at club and pennant level. **Action: NCRGC**

9.2.2.3. Resolved that the draft Gateball Referee Training and Re-Accreditation paper currently under preparation be completed by 31st July 2022. **Action: NCRGb**

9.2.2.4. Free ranging discussion regarding succession planning for referees, including for AC referees with a possible goal of having at least one more AC referee at TR standard in each state and at least one more AC International Referee by the end of 2024.

Action: NCRAC

9.2.3. **Succession Planning:** Agreed that Succession Planning for a NFP is more a Recruitment Campaign and the Board should try to identify and recruit for each position. To be included in Discussion Forum, September 2022

9.2.4. **Risk Assessment/Management Review:** Defer until July meeting. **Action: Sec**

9.2.5. **ACA Member Database and Website:** There was extended discussion regarding the Board's requirements for these items, to be further discussed with the Academy GM at the items at 9.2.9

9.2.6. **Vacancies on Committees/Appointments:** Secretary to circulate a call for Expressions of Interest for all vacant committee and appointed positions. **Action: Sec**

- 9.2.7. **Duty of Care:** Deferred to the July meeting. EO to provide papers on Duty of Care to employees, appointees and volunteers **Action: Sec/EO**
- 9.2.8. **Project Management:** ACA Project Management was discussed with a policy/procedure /process to be developed. **Action: BB**

Secretarial Note: The meeting was adjourned at 16:05 AEST Saturday, 18th June 2022 and resumed at 09:07 AEST Sunday, 19th June 2022 with all listed in Item 1, except Kah Yang Loke, present.

9.2.9. **Academy Matters:**

The Chair explained that the Board had agreed at 9.2.8 above that all projects, including those below, are to be subject to a simple to do list with a traffic light indication of progress. The proforma template to be developed by Bob Berry. **Action: BB**

9.2.9.1. **National Website & National Member Management Platform:** Greg Bury demonstrated the layout of the proposed national website and member management platform. It was agreed that systems require to be verified using the Tasmanian data, with Kerri-Ann Organ coordinating with Tasmanian club secretaries to ensure that data is entered as necessary, by the August Board meeting, before establishing State requirements prior to demonstrations at the September Discussion Forum. **Action: GB/KAO**

Chair to discuss honorarium with Kerri-Anne **Action: JN**

9.2.9.2. **National Youth Training project plan** Discussed in coordination with Item 9.2.9.8, Greg & Bob to work towards presentation at a September meeting. **Action: GB/BB**

9.2.9.3. **National Publicity and Marketing Project Plan** Deferred, noting that the Marketing Committee is meeting later on 19th & 20th June 2022, following this Board meeting.

9.2.9.4. **National Pathways and Development Project Plan** Deferred to July meeting

9.2.9.5. **National Recruitment and Retention Project Plan** Deferred to July meeting, noting that the next issue of the online magazine will include an article to promote the Membership Incentive Program, with Greg Bury & Jim Nicholls to discuss. **Action: JN**

9.2.9.6. **National Grants and Sponsorship Project Plan** Deferred to July meeting.

9.2.9.7. **National Communication Project Plan** Deferred to July meeting (includes database as No 1 priority).

9.2.9.8. **Academy Donation request:** Resolved to accept the donation for the specified purpose of development of U21 croquet by instituting a National Gold, Silver & Bronze Medal competition, with the winner to compete in the NZ Open.

Action: NCU21, Events Committee, GC Tournament Committee

9.2.9.9. **Quotes from Community sport and Club Map:** Resolved to utilise Community Sport to provide similar material to that on the Bowls Australia website and to accept a single webinar from Club Map on use of technology. **Action: GB**

9.2.9.10. **Quote from Momentum:** Deferred, (for this level of expenditure two written quotes are required under the ACA Purchasing Policy).

9.2.9.11. **NCC Coaching Update:** Priority is to ensure that the Coaching LMS is working properly. In conjunction with Barbara Northcott, determine questionnaire for State Coordinators of Coaching for forthcoming National Coaching Committee meeting post Interstate Shield in Adelaide, September 2022, to identify gaps in LMS and coaching. **Action: GB/BN**

9.2.9.12. **Priorities review:** Priorities are:

9.2.9.12.1. Member Management Platform

9.2.9.12.2. National Website

9.2.9.12.3. Coaching LMS

9.2.9.12.4. Youth Training Program

10. For information:

10.1. **Outstanding Action Items:** The Board reviewed the Outstanding Action Items list.

10.2. Reports

10.2.1. **Secretary's Report:** Resolved to accept the Secretary's Report, attached at Annex C, and to notify the members of the Hall of Fame Committee. **Action: Sec**

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

10.3. Committee Minutes Received:

10.3.1. **Marketing Committee**, 20 May 22

10.4. WCF:

10.4.1. **Topic 112**

10.4.1.1. **Forward Calendar:** a 12 year forward calendar was approved, 37 votes to 8

10.4.1.2. **U21 GC WC:** The U21 GCWC approved to be held separately from the GCWC, 45 votes to 0

10.4.2. **Topic 113 O50s GCWC:** approved to become O60s GCWC by 43 votes to 10 (the 10 votes were for an O65s GCWC) - to take effect from 2027

11. Next Meetings: Wednesday, 20th July 2022 @ 6 pm AEST, via Zoom
Wednesday, 17th August 2022 @ 6 pm AEST, via Zoom
SGM Monday, 19th September 2022 @ 9:30 am AEST, Adelaide
Monday, 19th August 2022 @ 1 pm AEST, Adelaide

12. Close: The Chair closed the meeting at 11:59 AEST

Attachments:

| | |
|---------|----------------------------|
| Annex A | Compliance Report |
| Annex B | Financial Report |
| Annex C | Secretary's Report |
| Annex D | Executive Officer's Report |

Accepted as a true and accurate record



JL Nicholls
ACA Board Chair
20th July 2022



Compliance Matters

The following is an extract from the Compliance Calendar, showing matters due during the period July – Aug/Sep 2022.

| 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 |
| 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 |
| 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 |



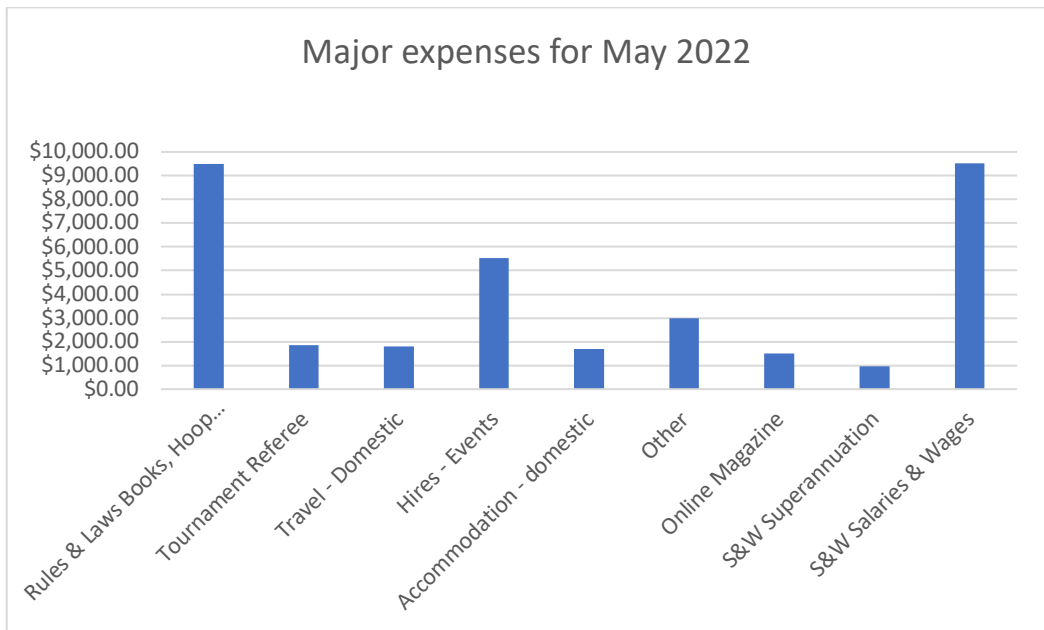
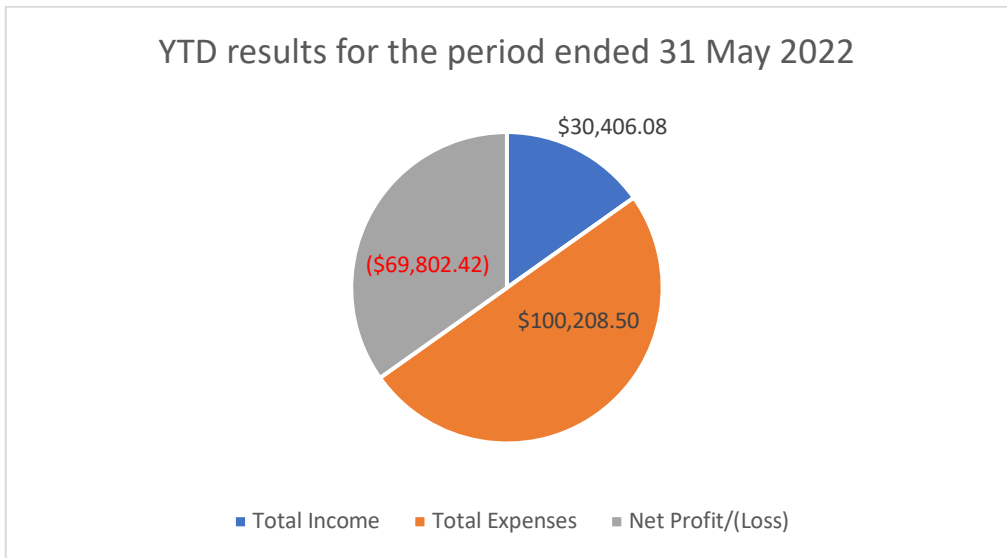
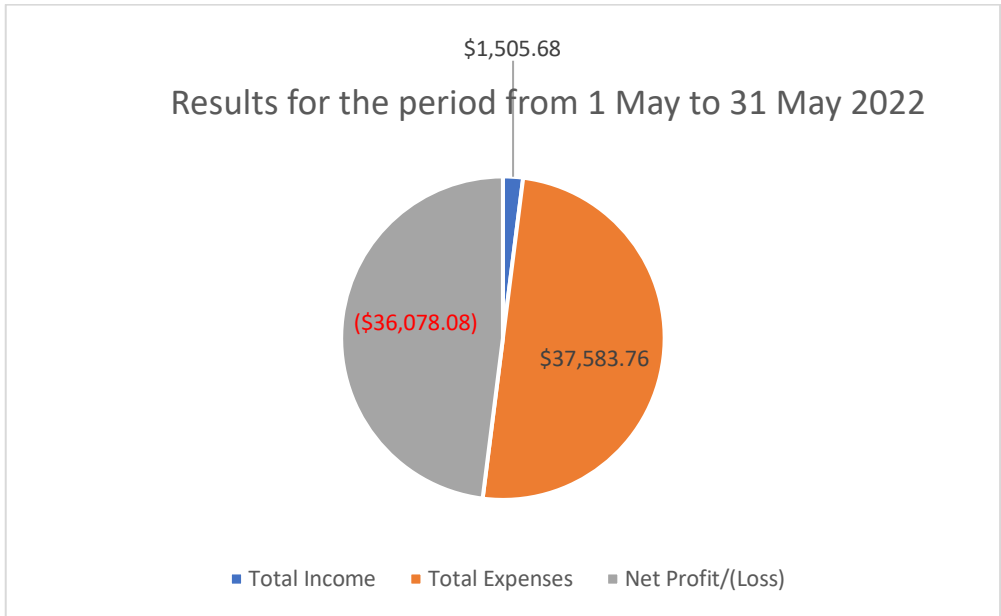
May 2022 Financial Report

- Total asset \$706,764, total liability \$52,413, total equity \$654,351, net asset \$654,351
- Cash and cash equivalents \$240,896.
- Short term investments \$440,111
- Net loss of \$36,078 – primarily from salaries \$10,464, rules & law books \$9,500, hire events \$5,527, domestic travel and accommodation \$3,477 and online magazine \$1,500
- Revenue is from WCF membership fee (\$1,503)
- YTD results is a deficit of \$69,802. This is about \$205,169 below the annual budget for the same period (surplus \$135,367). This is primarily due to the budget expecting \$300,000 of affiliation fee in January 2022 but as at 31 May 2022, the actual affiliation fee received is \$21,506 and the actual expenses incurred to date is below budgeted expenses (\$100,208 vs \$165,433).



Appendix 1 to
Annex B to
ACA Board Meeting Minutes
18th/19th June 2022

| Profit & Loss [With Year to Date] | | | | |
|--|----------------------|------------------|----------------------|-------------------|
| May 2022 | | | | |
| | Selected Period | % of Sales | Year to Date | % of YTD Sales |
| Income | | | | |
| Affiliation- Member/Player | \$0.00 | 0.00% | \$21,506.27 | 70.70% |
| Advertising income | \$0.00 | 0.00% | \$400.00 | 1.30% |
| Grants | \$0.00 | 0.00% | \$3,000.00 | 9.90% |
| Event Entry Fees - Full | \$0.00 | 0.00% | \$3,981.80 | 13.10% |
| Interest | \$2.34 | 0.20% | \$14.67 | 0.00% |
| Other | \$1,503.34 | 99.80% | \$1,503.34 | 4.90% |
| Total Income | \$1,505.68 | 100.00% | \$30,406.08 | 100.00% |
| Total Cost Of Sales | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Gross Profit | \$1,505.68 | 100.00% | \$30,406.08 | 100.00% |
| Expenses | | | | |
| Rules & Laws Books, Hoop Gauge | \$9,500.00 | 630.90% | \$9,500.00 | 31.20% |
| Audit Fees | \$0.00 | 0.00% | \$1,584.00 | 5.20% |
| MYOB subscription | \$109.09 | 7.20% | \$218.18 | 0.70% |
| Bank charges | \$8.91 | 0.60% | \$27.70 | 0.10% |
| STRIPE charges | \$10.26 | 0.70% | \$247.70 | 0.80% |
| Board/Governance Expenses | \$838.98 | 55.70% | \$4,129.89 | 13.60% |
| Prizes | \$0.00 | 0.00% | \$1,981.82 | 6.50% |
| Tournament Referee | \$1,855.00 | 123.20% | \$1,981.00 | 6.50% |
| Referees/Venue Manager | \$72.00 | 4.80% | \$72.00 | 0.20% |
| Uniforms | \$0.00 | 0.00% | \$593.00 | 2.00% |
| Travel - Domestic | \$1,794.48 | 119.20% | \$1,794.48 | 5.90% |
| Hires - Events | \$5,527.68 | 367.10% | \$8,839.04 | 29.10% |
| New Club Grants | \$0.00 | 0.00% | \$1,500.00 | 4.90% |
| Accommodation - domestic | \$1,682.92 | 111.80% | \$1,682.92 | 5.50% |
| Grant Plan | \$0.00 | 0.00% | \$453.75 | 1.50% |
| Other | \$2,992.15 | 198.70% | \$2,992.15 | 9.80% |
| ACA Contribution | \$0.00 | 0.00% | \$5,000.00 | 16.40% |
| Computer Expenses | | | | |
| Computer Expenses | \$172.06 | 11.40% | \$1,132.33 | 3.70% |
| Web design expenses | \$0.00 | 0.00% | \$272.16 | 0.90% |
| Online Magazine | \$1,500.00 | 99.60% | \$1,500.00 | 4.90% |
| Consultancy Fees | \$351.93 | 23.40% | \$1,712.31 | 5.60% |
| Donations Paid | \$240.00 | 15.90% | \$240.00 | 0.80% |
| Marketing | \$0.00 | 0.00% | \$700.00 | 2.30% |
| Entry Fees | \$464.00 | 30.80% | \$464.00 | 1.50% |
| Postage, Freight and Courier | \$0.00 | 0.00% | \$310.14 | 1.00% |
| S&W Superannuation | \$951.30 | 63.20% | \$7,798.97 | 25.60% |
| S&W Salaries - Other | \$0.00 | 0.00% | \$3,380.50 | 11.10% |
| S&W Salaries & Wages | \$9,513.00 | 631.80% | \$39,998.25 | 131.50% |
| Telephone and Internet Charges | \$0.00 | 0.00% | \$102.21 | 0.30% |
| Total Expenses | \$37,583.76 | 2496.10% | \$100,208.50 | 329.60% |
| Operating Profit | (\$36,078.08) | -2396.10% | (\$69,802.42) | -229.60% |
| Net Profit/(Loss) | (\$36,078.08) | -2396.10% | (\$69,802.42) | -229.60% |

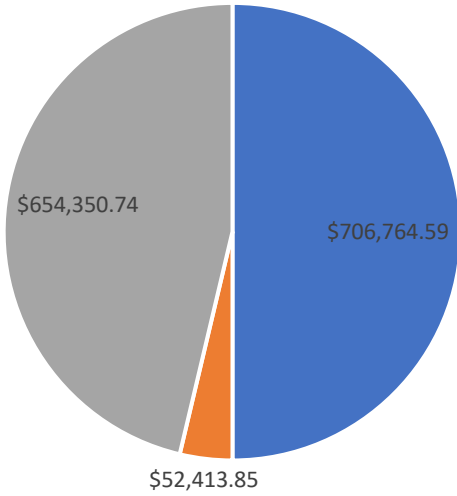




Appendix 2 to
Annex B to
ACA Board Meeting Minutes
18th/19th June 2022

| Australian Croquet Association Inc | | | |
|---|---------------|---------------|--------------|
| Balance Sheet | | | |
| As of May 2022 | | | |
| | | | |
| Assets | | | |
| Current Assets | | | |
| Operating Account | (\$125.94) | | |
| Treasurer's Account | \$240,896.70 | | |
| 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 | \$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 | | | \$706,764.59 |
| Liabilities | | | |
| Suspense - liability | | \$90.00 | |
| Trade Creditors | | \$540.00 | |
| Accrued Expenses | | \$1,742.40 | |
| WCF Funds | | \$568.00 | |
| Income in Advance | | \$21,715.69 | |
| Grant Liability | | \$5,500.00 | |
| GST Collected | | \$695.86 | |
| GST Paid | | (\$1,572.05) | |
| PAYG and Superannuation payabl | | \$13,370.70 | |
| Provision for Annual Leave | | \$9,763.25 | |
| Total Liabilities | | | \$52,413.85 |
| Net Assets | | | \$654,350.74 |
| Equity | | | |
| Retained Earnings | | \$611,841.16 | |
| International Fund | | \$112,312.00 | |
| Current Year Earnings | | (\$69,802.42) | |
| Total Equity | | | \$654,350.74 |

Balance sheet as at 31 May 2022



■ Total Assets ■ Total Liabilities ■ Total Equity



Secretary's Report

Action Items from 18th May 2022 Board Meeting

Item 6.2 – TRegs amended, posted to website & States advised.

Item 9.1.1 – Affiliation Fees WG ToR posted to website and distributed to State treasurers.

Item 9.1.2 – Hall of Fame Regulations posted to website, invitations sent to proposed committee members. Liz Fleming, Kenn Boal and Peter Tavener have accepted the invitation, Marty Clarke is considering.

Item 9.3.2 – WCF advised that ACA favours an O60s GC Championship – see Item

Item 10.1.1 – VCA advised of Board's reaction to proposed Referee Pathways.

Item 10.2.1 – Participation in Pan Pacific Masters Games referred to CAQ

Other Matters

Morris V ACA – I represented ACA at the virtual NST Tribunal Hearing of Morris's appeal against his expulsion from ACA. The Tribunal's determination is expected by 24th June 2022.

On 2nd June 2022, I received a letter from Cambridge CC which I have referred to the NST, questioning confidentiality provisions to which all parties are supposedly subject.

GC Rule Books, 6th Edition – I collected the newly printed Rule Books from the printer, calculated the selling price/s, distributed them to the States and provided details to the EO for invoicing.

As at 10:30 am, 10/6/22 and according to the Aust Post tracking App, the Croquetwest consignment was at Welshpool WA and "on time", the CTAs consignment was awaiting collection at the New Town PO, and all other consignments had been delivered.

Jim Clement
Secretary to the Board



Executive Officer's Report

Action Items from ACA board Meeting – 18th May 2022

Nil Action Items

Other Matters

ACA Website

The new ACA website was scheduled to go live on the 15th of June. The website provider has advised that it is not quite ready to go live so it was decided to extend the current contract with Memberpoint by one month to allow the new site to be completed.

Golf Croquet Open

Entries for the Golf croquet Men's and Women's Singles in September, have opened. Currently we have received 8 entries for the Men's and 11 for the Women's Events.

Order of Australia Nomination

The Australian Honours and Awards Secretariat has received a nomination for Eileen Ferguson to receive an Order of Australia Award. The council has requested support from the ACA Board for Eileen's nomination. Please see attached email for more information. Eileen's nomination is for her service to Croquet and more specifically:

- President of the South Australian Croquet Association.
- Committee Member of the 2012 World Croquet Federation Tournament.
- President of the Salisbury Croquet Club, and member since 1971.
- Awarded the Meritorious Service Award from the Australian Croquet Association.

Rob Murray
Executive Officer
Croquet Australia

Attachment A: Order of Australia Nomination