



BOARD MEETING MINUTES

Wednesday, 17th August 2022 via Zoom

1. Attendance:

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

2. Opening:

Jim Nicholls declined to chair the meeting, which was chaired by Max Kewish, and which commenced at 18:07 AEST

3. Declaration of Directors' Interests:

- Kah Yang Loke - Employee of a sponsoring business
- Karri-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 previous meeting, held 20th July 2022, as a true and accurate record.

5. Compliance Report:

The Compliance Report is attached at Annex A

6. Finance Matters:

- 6.1. **Treasurer's Report:** Resolved to accept the Financial Reports attached at Annex B
- 6.2. **Financial Policies:** Resolved to adopt the amended Banking & Finance Policy, Finance Committee ToR, and Budget Sub-Committee ToR. **Action: Sec**
- 6.3. **Parbery Sponsorship:** Resolved to allocate the Parbery sponsorship as \$3,000 each to the AC Open Doubles & Singles, and the GC Open Doubles & Singles for the first eight (8) places in the Singles and the first four (4) pairs in the doubles, \$1000 p.a. to the Australian Gateball Championships (noting that this is a bi-annual event, and \$800 to a National Ricochet Championship. The Board agreed to make the awards retrospective for this years GC Open Doubles & Singles.
- 6.4. **Constitutional Review, ACA & States:** Resolved to accept the quotation provided by Mills Oakley for review if the ACA Constitution and State Constitutions for compliance with the ACA Constitution. **Action: Sec**
- 6.5. **Gateball Development Program – Team Captains:** Resolved to adopt the proposed Gateball Development Program attached at Annex C
- 6.6. **Marketing:** The Board resolved to approve the expenditure of an amount up to \$3,000 for Jamie Wilson, a director of Coordinate Group Pty Ltd, to address the meeting of State Association presidents at Adelaide in September, with regard to rebranding croquet and Gateball in Australia.

7. Correspondence:

Resolved to receive the correspondence

7.1. Inwards:

- 7.1.1. 21 Jul 22 from Hon Anika Wells re Russia & Belarus
- 7.1.2. 24 Jul 22 from Bob Berry re resignation

7.2. Outwards:

- 7.2.1. 2 Aug 22 letter of support - Parkes (NSW) CC
- 7.2.2. 5 Aug 22 to WGU - update on Gateball in Australia
- 7.2.3. 5 Aug 22 to AGU re meeting

7.3. Business Arising from Correspondence

- 7.3.1. Resolved, regrettably, to accept Bob Berry's resignation

8. **Secretary's Report:** attached at Annex D
9. **Next Meetings:** Discussion Forum, 19th September 2022, @ 9:30 AEST, Adelaide
Monday, 19th September 2022 @ 1 pm AEST, Adelaide
Wednesday, 19th October 2022 @ 6 pm AEST, via Zoom
10. **Close:** Kah Yang Loke left the meeting at 19:15 AEST and the meeting became non-quorate

Attachments:

Annex A	Compliance Report
Annex B	Finance Report
Annex C	Gateball Development Program – Team Captains
Annex D	Secretary's Report

Accepted as a true and accurate record



JL Nicholls
ACA Board Chair
19th September 2022



Item 5 - Compliance Matters

Date	Subject	Action	Reference	Who
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
Mid Sep	Insurance	Query State membership numbers		EO
Mid Sep	Governance	SGM		Board
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

Jim Clement
Secretary to the Board

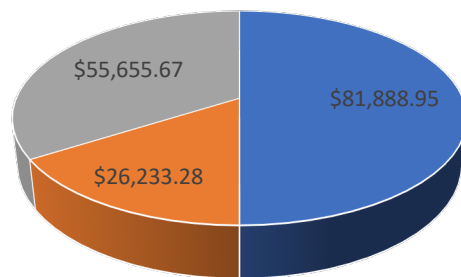


Item 6.1.1 – Profit & Loss Account

Australian Croquet Association Inc Profit & Loss [With Year to Date] July 2022				
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$78,400.68	95.70%	\$281,341.45	85.70%
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	\$209.00	0.30%	\$31,768.00	9.70%
Event Entry Fees - Full	\$3,272.70	4.00%	\$7,254.50	2.20%
Postage	\$0.00	0.00%	\$7.55	0.00%
Interest	\$6.57	0.00%	\$25.49	0.00%
Other	\$0.00	0.00%	\$3,387.42	1.00%
Total Income	\$81,888.95	100.00%	\$328,275.36	100.00%
Total Cost Of Sales	\$0.00	0.00%	\$0.00	0.00%
Gross Profit	\$81,888.95	100.00%	\$328,275.36	100.00%
Expenses				
Equipment Purchases	\$71.95	0.10%	\$71.95	0.00%
Rules & Laws Books, Hoop Gauge	\$0.00	0.00%	\$9,769.94	3.00%
Badges	\$0.00	0.00%	\$200.91	0.10%
Coaching Manuals	\$0.00	0.00%	\$514.18	0.20%
Audit Fees	\$0.00	0.00%	\$1,584.00	0.50%
MYOB subscription	\$0.00	0.00%	\$218.18	0.10%
Bank charges	\$6.00	0.00%	\$49.05	0.00%
STRIPE charges	\$131.77	0.20%	\$412.68	0.10%
Board/Governance Expenses	\$585.19	0.70%	\$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	\$599.11	0.70%	\$2,393.59	0.70%
Hires - Events	\$0.00	0.00%	\$20,941.44	6.40%
New Club Grants	\$0.00	0.00%	\$1,500.00	0.50%
Accommodation - domestic	\$0.00	0.00%	\$4,603.83	1.40%
Grant Plan	\$0.00	0.00%	\$453.75	0.10%
Other	\$896.10	1.10%	\$5,882.38	1.80%
ACA Contribution	\$0.00	0.00%	\$5,000.00	1.50%
Cleaning - Events	\$0.00	0.00%	\$290.91	0.10%
Computer Expenses				
Computer Expenses	\$791.06	1.00%	\$2,260.81	0.70%
Web design expenses	\$7,260.00	8.90%	\$7,532.16	2.30%
Online Magazine	\$750.00	0.90%	\$2,850.00	0.90%

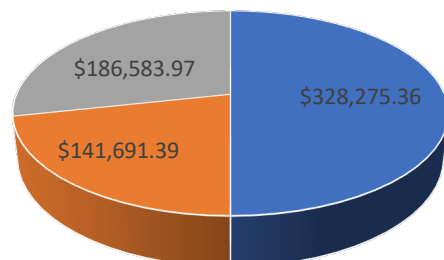
Consultancy Fees	\$351.93	0.40%	\$2,416.17	0.70%
Donations Paid	\$0.00	0.00%	\$240.00	0.10%
Legal Fees	\$2,050.00	2.50%	\$2,050.00	0.60%
Marketing	\$400.00	0.50%	\$1,100.00	0.30%
Affiliation Fees - WCF, WGU	\$1,588.50	1.90%	\$1,588.50	0.50%
Entry Fees	\$232.00	0.30%	\$696.00	0.20%
Postage, Freight and Courier	\$0.00	0.00%	\$507.60	0.20%
Printing & Stationery	\$7.80	0.00%	\$7.80	0.00%
S&W Superannuation	\$998.87	1.20%	\$9,749.14	3.00%
S&W Salaries - Other	\$0.00	0.00%	\$3,380.50	1.00%
S&W Salaries & Wages	\$9,513.00	11.60%	\$40,027.75	12.20%
Telephone and Internet Charges	\$0.00	0.00%	\$391.17	0.10%
Total Expenses	\$26,233.28	32.00%	\$141,691.39	43.20%
Operating Profit	\$55,655.67	68.00%	\$186,583.97	56.80%
Net Profit/(Loss)	\$55,655.67	68.00%	\$186,583.97	56.80%

Income Statement for the period from 1 July to 31 July 2022



■ Total Income ■ Total Expenses ■ Net Profit/(Loss)

Income Statement for the period from 1 January to 31 July 2022



■ Total Income ■ Total Expenses ■ Net Profit/(Loss)

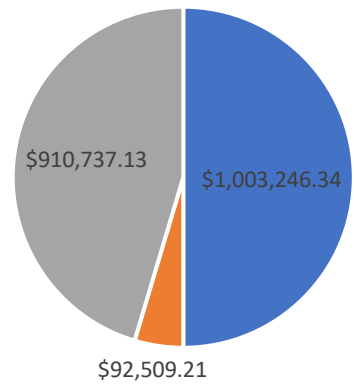


Appendix 2 to
Annex B to
ACA Board Meeting Minutes
17th August 2022

Item 6.1.2 – Balance Sheet

Australian Croquet Association Inc				
Balance Sheet				
As of July 2022				
Assets				
Current Assets				
Operating Account		(\$125.94)		
Treasurer's Account		\$454,366.54		
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		\$74,356.05		
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				\$1,003,246.34
Liabilities				
Suspense - liability			\$90.00	
Trade Creditors			\$540.00	
Accrued Expenses			\$1,742.40	
WCF Funds			\$568.00	
Income in Advance			\$30,075.69	
Grant Liability			\$5,500.00	
GST Collected			\$27,081.62	
GST Paid			(\$2,780.62)	
PAYG and Superannuation payabl			\$19,928.87	
Provision for Annual Leave			\$9,763.25	
Total Liabilities				\$92,509.21
Net Assets				\$910,737.13
Equity				
Retained Earnings			\$611,841.16	
International Fund			\$112,312.00	
Current Year Earnings			\$186,583.97	
Total Equity				\$910,737.13

Balance Sheet as at 31 July 2022



■ Total Assets ■ Total Liabilities ■ Total Equity



Annex C to
ACA Board Meeting Minutes
17 August 2022

Item 9.2.4 - Gateball Development Program – Team Captains

Proposal

To develop the tactical and strategic knowledge of the team captains and how to communicate and train team members.

Background

The Australian Gateball championships is held on a bi-annual basis aligning with the World Gateball Championships.

Representative teams are selected based on performance at the Australian Gateball championships.

The current format of the Australian Gateball championships includes coaching sessions and social games immediately prior to the commencement of the championships. This does not provide team captains and players sufficient time to include newly learned skills, tactics and strategies into their games.

Whilst the day prior to the championships for training and development assists in developing skills of individuals it does not provide sufficient time to build team skills and communications.

The Australian Gateball championships have been well attended attracting up to 20 Australian teams, the majority of teams are from Queensland.

Recommendation

A development weekend is conducted 3 to 6 months prior to the Australian Gateball Championships for Team Captains to attend.

Development weekend to be held in Queensland to minimise expenses as the majority of Gateball teams are located in Queensland.

National Gateball Director / Gateball committee to identify suitable persons to conduct training.

Financial Implication

Allocation of up to \$4,000 for lawn hire, flights and accommodation for non-local team captains to attend.

National Gateball Director to confirm attendance and other costs, e.g. lawn hire, and submit proposal if additional funds required.

The board encourages seeking grant funding where possible, eg youth development, women's leadership.

Jim Nicholls

Chair of the Board



Secretary's Report

Action Items from 20th July 2022 Meeting

- **Item 7.1.1** request for advice emailed to RIB 21/7/22
- **Item 7.1.3** outstanding, awaiting legal advice
- **Item 7.3** Geoff Morris & Claire Basset advised that Board had deferred filling the casual vacancy until after the Board skills gap analysis has been completed. 22/7/22
- **Item 7.4** appointees notified via email 21/7/22
- **Item 7.6** CroquetSA notified of Board agreement to event officials 21/7/22
- **Item 7.8** Rob Murray provided with access to MacRob Dropbox folder, and Stephen Forster advised of Board agreement to funding 21/7/22

Other Matters

- **SGM & Discussion Forum – 19 Sep 22:**
 - no advice of Notices of Motion were received by the closing date of 4 Aug 22, so the SGM will not be held.
 - Closing date for Discussion Forum items is 4 Sep 22

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

Jim Clement
Secretary to the Board