



BOARD MEETING MINUTES

Wednesday, 19th September 2022
held at SACA HQ, Hutt Rd, Adelaide

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)
- 1.3. **Appointees:** Greg Bury (Academy GM & NCC), Ros Crowe (NCGb)
- 1.4. **Apologies:** Kah Yang Loke (Treasurer), Rob Murray (Executive Officer)

2. Opening: The Chair opened the meeting at 2:00 pm

3. Declaration of Directors' Interests:

- Max Kewish – President, Croquetwest
- Pat Habner – President, CAQ

Secretarial Note: The meeting commenced without Jim Clement, Greg Bury or Ros Crowe in attendance to allow matters to be dealt with in camera and they joined the meeting at 2:45 pm. The results of the in camera deliberations are recorded at Items 8.1.1 and 8.2.1.

4. Adoption of Minutes of Previous Meeting: Resolved to accept the minutes of the previous meeting, held 17th August 2022, as a true and accurate record.

- 4.1. **Ratification of Circular Resolution:** Resolved to ratify the circular resolution adoption of the Recognition of Prior Learning & Experience Policy.
- 4.2. **Business Arising from Circular Resolution:** Pat Habner noted that the ACA policy does not comply with either the AIS or Australian Government definitions of RPL. Individual coaching, refereeing, etc., documents to be reviewed to ensure compliance.

5. Compliance Report: Attached at Annex A

- 5.1. **Business Arising from Compliance Report:** The Board appointed Jim Nicholls, Max Kewish and Barbara Northcott as the specialist committee for any scholarship applications for coaching, refereeing and tournament management, etc.

6. Finance Reports:

- 6.1. **Treasurer's Report:** Resolved to accept the Financial Reports. Attached at Annex B
 - 6.1.1. **24 Aug 22 Affiliation Fees WG Minutes:** Resolved to accept the recommendation regarding quarterly invoicing for ACA affiliation fees. commencing Jan 2023. Executive Officer to develop and notify members of procedures. **Action: EO**

7. Correspondence: Resolved to accept the correspondence.

7.1. Outwards:

- 7.1.1. 18 Aug 22 to WGU re change of Director
- 7.1.2. 31 Aug 22 to Wagga Council – letter of support for Wagga CC
- 7.1.3. 9 Sep 22 to Willoughby Council – re Chatswood CC

8. For Decision

8.1. Governance:

- 8.1.1. **CEO:** Board resolved to employ a Chief Executive Officer and to engage Sports People Recruitment. **Action: JN, PH, MK**
- 8.1.2. **Board Directors' PD:** Resolved to adopt the amended Board Directors' Position Description – amended to include requirement for Directors ID Number prior to appointment.

- 8.1.3. **Election Policy:** Resolved to adopt the amended Election Policy– amended to include requirement for Directors ID Number prior to appointment
- 8.1.4. **Whistleblower Policy:** Resolved to adopt the Whistleblower Policy.
- 8.1.5. **By Laws:** Secretary to review.
- 8.1.6. **Coaching Committee ToR:** Resolved to adopt the amended Coaching Committee ToR.
- 8.1.7. **Tournament Sponsorship Policy:** Resolved to adopt the Sponsorship Policy
- 8.1.8. **Gateball High Performance Manager ToR:** Resolved to adopt the Gateball HPM ToR.

8.2. Management:

- 8.2.1. Board resolved focus of ACA Academy for next 3 months:
 - 8.2.1.1. Completion of Database
 - 8.2.1.2. Youth Training Program
 - 8.2.1.3. Coaching
 - 8.2.1.4. LMS
- 8.2.2. **Court Lighting:** Resolved that Wal Mills prepare guidelines for lighting croquet courts prior to the re-issue of AS2560 Sports Lighting

8.3. WCF

- 8.3.1. **Topic 115: Amendments to Sports & Events Regulations:** Resolved to advise WCF S-G that Australia votes in favour of acceptance.
- 8.3.2. **WCF Hall of Fame:** None – Secretary to add to Compliance Calendar. **Action: Sec**

9. For Discussion:

9.1. Governance

- 9.1.1. **Project Management Policy:** Resolved to accept as a procedure. **Sec to amend**
- 9.1.2. **Directors' Skills Matrix:** Secretary to call for further expressions of interest, identifying missing skills, and to advertise externally. **Action: Sec**
- 9.1.3. **Board Assessment against SportAus Governance Principles:** deferred until next meeting.
- 9.1.4. **Risk Assessment/Management Review:** deferred to Oct 23 meeting.
- 9.1.5. **Gateball Protocols:** With regard to the CNSW Gateball Championships, CNSW breached the Gateball Australia policy by contacting overseas gateball organisations. Secretary to write to CNSW. Also write to member states and international gateball associations outlining policy and procedures. **Action: Sec**

9.2. Management:

- 9.2.1. **November Meeting Date:** to be set for 9th November 2022
- 9.2.2. **Duty of Care:** deferred to Oct 23 meeting
- 9.2.3. **Youth Training Program:** Greg Bury advised that meeting with State Coordinators of Coaching set for tomorrow (20 Sep 22) anticipating launch in Jan 23.

9.3. Events

- 9.3.1. **Proposal for a Gateball Interstate Event:** deferred to Oct 23 meeting
- 9.3.2. **Proposal for Paramedics at ACA Events:** deferred to Oct 23 meeting. CNSW advises that all attendees were offered counselling and will follow up.

10. For information:

10.1. Reports

- 10.1.1. **Secretary's Report:** Attached at Annex C

10.2. Committee Minutes:

- 10.2.1. **24 Aug 22 Affiliation Fees WG:** Received & dealt with under Item 6.1.1

- 11. **Next Meetings:** Wednesday, 19th October 2022 @ 6 pm AEDT, via Zoom
Wednesday, 9th November 2022? @ 6 pm AEDT, via Zoom
Wednesday, 21st December 2022 @ 6 pm AEDT, via Zoom

- 12. **Close:** The meeting closed at 5:42 pm

Attachments: Annex A Compliance Report
 Annex B Financial Report
 Annex C Secretary's Report

Accepted as a true and accurate record

A handwritten signature in black ink, appearing to read 'JL Nicholls', written in a cursive style.

JL Nicholls
ACA Board Chair
19th October 2022



Item 5 – Compliance Report

Aug/Sep	Scholarships	Appoint expert committees	Scholarship Policy 19	Board
Mid Sep	Insurance	Query State membership numbers		EO
Mid Sep	Governance	SGM		Board
Sep 2024	WCF	Seek Eol for ACLC & GCRC		Secretary
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
By early Dec	Insurance	Brokers to invoice States		Brokers
Dec Board	Budget	Approve Budget		Board
By end Dec	Scholarships	Notify all applicants	Scholarship Policy 11e	EO

Jim Clement
Secretary to the Board



August 2022 financial report

- Total asset \$984,486, total liability \$123,545, total equity \$860,942, net asset \$860,942
- Cash and cash equivalents \$454,135.
- Short term investments \$440,111
- Operating deficit of \$49,796 – primarily from rates and taxes (BAS payment) \$22,540, salaries and wages \$9,513 and web design expenses 8,721
- YTD results is a surplus of \$136,788. This is about \$49,116 above the annual budget for the same period (surplus \$87,672).

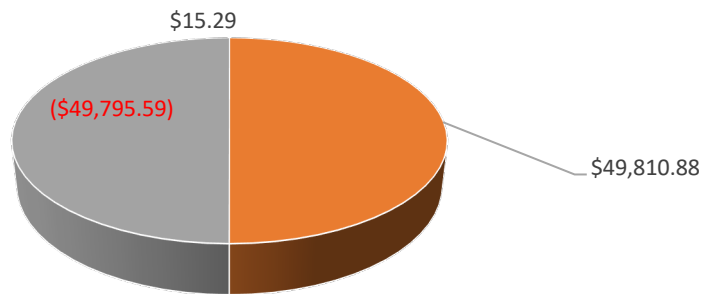


Appendix 1 to
Annex B to
ACA Board Meeting Minutes
19th September 2022

Australian Croquet Association Inc				
Profit & Loss [With Year to Date]				
August 2022				
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$0.00	0.00%	\$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	\$0.00	0.00%	\$31,768.00	9.70%
Event Entry Fees - Full	\$0.00	0.00%	\$7,254.50	2.20%
Postage	\$0.00	0.00%	\$7.55	0.00%
Interest	\$15.29	100.00%	\$40.78	0.00%
Other	\$0.00	0.00%	\$3,387.42	1.00%
Total Income	\$15.29	100.00%	\$328,290.65	100.00%
Total Cost Of Sales	\$0.00	0.00%	\$0.00	0.00%
Gross Profit	\$15.29	100.00%	\$328,290.65	100.00%
Expenses				
Equipment Purchases	\$0.00	0.00%	\$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	\$8.53	55.80%	\$57.58	0.00%
STRIPE charges	\$144.60	945.70%	\$557.28	0.20%
Board/Governance Expenses	\$0.00	0.00%	\$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	\$4,514.52	29526.00%	\$6,908.11	2.10%
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	\$448.00	2930.00%	\$5,051.83	1.50%
Grant Plan	\$0.00	0.00%	\$453.75	0.10%
Other	\$190.60	1246.60%	\$6,072.98	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	\$370.08	2420.40%	\$2,630.89	0.80%
Web design expenses	\$8,721.60	57041.20%	\$16,253.76	5.00%
Online Magazine	\$1,000.00	6540.20%	\$3,850.00	1.20%
Consultancy Fees	\$351.93	2301.70%	\$2,768.10	0.80%
Donations Paid	\$0.00	0.00%	\$240.00	0.10%
Legal Fees	\$0.00	0.00%	\$2,050.00	0.60%

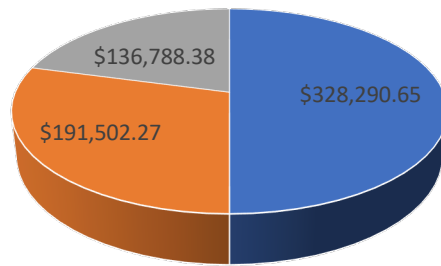
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Marketing	\$0.00	0.00%	\$1,100.00	0.30%
Affiliation Fees - WCF, WGU	\$0.00	0.00%	\$1,588.50	0.50%
Entry Fees	\$569.00	3721.40%	\$1,265.00	0.40%
Postage, Freight and Courier	\$163.65	1070.30%	\$671.25	0.20%
Printing & Stationery	\$0.00	0.00%	\$7.80	0.00%
Rates & taxes	\$22,540.00	147416.60%	\$22,540.00	6.90%
S&W Superannuation	\$998.87	6532.80%	\$10,748.01	3.30%
S&W Salaries - Other	\$0.00	0.00%	\$3,380.50	1.00%
S&W Salaries & Wages	\$9,513.00	62217.10%	\$49,540.75	15.10%
Telephone and Internet Charges	\$276.50	\$18.08	\$667.67	0.20%
Total Expenses	\$49,810.88	\$3,257.74	\$191,502.27	58.30%
Operating Profit	(\$49,795.59)	(\$3,256.74)	\$136,788.38	41.70%
Net Profit/(Loss)	(\$49,795.59)	-325674.20%	\$136,788.38	41.70%
	(\$49,795.59)	-325674.20%	\$136,788.38	41.70%

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



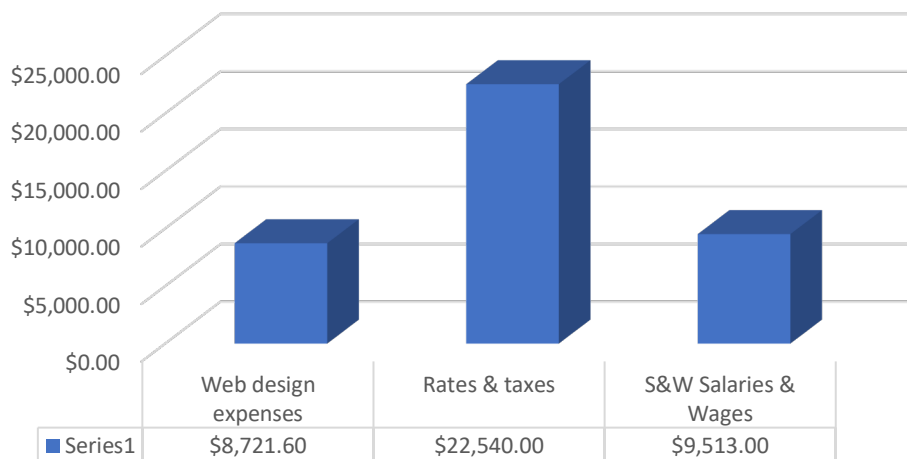
■ Total Income ■ Total Expenses ■ Net Profit/(Loss)

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



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

August major expenses



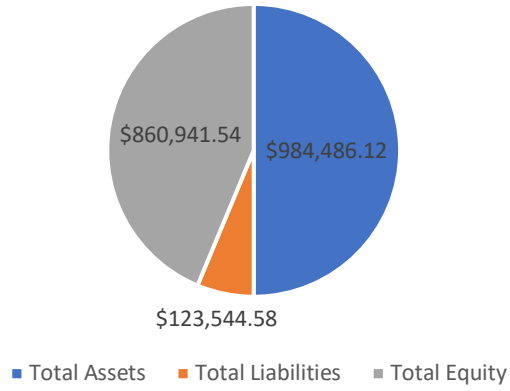


Appendix 2 to
Annex B to
ACA Board Meeting Minutes
19th September 2022

Australian Croquet Association Inc			
Balance Sheet			
As of August 2022			
Assets			
Current Assets			
Operating Account		\$18,529.06	
Treasurer's Account		\$435,606.32	
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		\$55,701.05	
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			\$984,486.12
Liabilities			
Suspense - liability			\$90.00
Trade Creditors			\$540.00
Accrued Expenses			\$1,742.40
WCF Funds			\$568.00
Income in Advance			\$58,236.69
Grant Liability			\$5,500.00
GST Collected			\$27,067.38
GST Paid			(\$3,194.88)
PAYG and Superannuation payable			\$23,231.74
Provision for Annual Leave			\$9,763.25
Total Liabilities			\$123,544.58
Net Assets			\$860,941.54
Equity			
Retained Earnings			\$611,841.16
International Fund			\$112,312.00
Current Year Earnings			\$136,788.38
Total Equity			\$860,941.54

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Balance Sheet as at 31 August 2022





Secretary's Report

Action Items from 17th August 2022 Meeting

- **Item 6.2** amended governance documents posted to website
- **Item 6.3** Events, NCGb & NCRic advised 19/8/22
- **Item 6.4** Mills Oakley, Lander & Rogers and Parbery Consulting all advised of Board decision, 19/8/22
- **Item 6.5** NCGb advised 19/8/22

Other Matters

- **WGU** advised of appointment of Ros Crowe as NCGb and as a Director of WGU and APGU
- **Letter of Support** sent to Wagga City Council for grant application for Multi-sport facility to include Wagga (NSW) CC
- **Letter of Support** for Chatswood (NSW) CC drafted

Jim Clement
Secretary to the Board