



BOARD MEETING MINUTES

Wednesday, 9TH November 2022 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 18:04 AEDT

3. Declaration of Directors' Interests:

- Max Kewish – President, Croquetwest
- Pat Habner – President, CAQ
- Kah Yang Loke – employee of a sponsoring business

4. Adoption of Minutes of Previous Meeting:

Resolved to accept the minutes of the previous meeting, held 19th October 2022, with the inclusion of the edited Academy Report, as a true and accurate record.

Action: JN/Sec

4.1. Ratification of Circular Motion:

The Board resolved to ratify the previous circular motion resolution to accept the \$18874.96 invoice from Regal Sportswear for MacRob merchandise as organised by Rosie Landrebe.

4.2. Business Arising From Minutes of Previous Meeting:

- 4.2.1. **Item 5.1 Scholarships:** To be distributed to appropriate Selection Committee and Finance Committee for recommendation to December Board meeting. **Action: EO**
- 4.2.2. **Item 6.2: Croquetwest Affiliation Fees Invoice:** Paid

5. Compliance Calendar:

- 5.1. **Matters Arising from Compliance Calendar:** Main items of note are insurance renewal and scholarships. Calendar extract is attached at Annex A.

6. Finance Reports:

- 6.1. **Treasurer's Report:** Resolved to accept the Financial Report, attached at Annex B.

7. Correspondence:

7.1. Inwards:

Nil

7.2. Outwards:

- 7.2.1. 18 Oct 22 to Addison Matthews – notification of place in WCF U21 GCWC
- 7.2.2. 18 Oct 22 to Tim Wright – notification of place in WCF U21 GCWC
- 7.2.3. 18 Oct 22 to Belmont CC – thanks for use of courts for MacRob practice
- 7.2.4. 18 Oct 22 to VCA – thanks for use of courts for MacRob practice
- 7.2.5. 20 Oct 22 to Phillip Brown – notification of appointment as Gateball HPM
- 7.2.6. 21 Oct 22 to Victorian Minister of Sport – invitation to attend MacRob opening ceremony
- 7.2.7. 23 Oct 22 to Gateball NZ re communications
- 7.2.8. 25 Oct 22 to Curtis Mead – notification of replacement ranking place in U21 GCWC
- 7.2.9. 25 Oct 22 to Ethan Gumbrell – notification of replacement ranking place in U21 GCWC
- 7.2.10. 26 Oct 22 to Jamie Fleming - notification of replacement ranking place in U21 GCWC

Resolved to accept the correspondence.

8. For Decision:

8.1. Governance:

8.1.1. **NCR ToR:** Resolved to accept the revised NCR ToR. Secretary to post to website.

Action: Sec

8.1.2. **Endorsement of WGU Statutes:** Moved Jim Nicholls, seconded Barbara Northcott, that the Board endorse the World Gateball Union Statutes – Carried

Action: Sec

8.1.3. **International Engagement for Gateball Policy:** Resolved to accept the International Engagement for Gateball Policy. Secretary to post to website.

Action: Sec

8.1.4. **Complaint:** With regard to the complaint submitted by Cambridge Croquet Club, the Board noted that the ACA Chair and CAQ President have spent time over the past few months meeting with AGU, seeking ways to improve the relationship between ACA and AGU as recommended by the NST Tribunal, therefore:

8.1.4.1. the Board resolved that it inappropriate to apologise to Mr Morris for its actions outlined in its letter to him dated 11th March 2022, noting that he had only to declare that he was not a member of ACA at the time of the alleged offence for the action to be retracted.

8.1.4.2. The Board also resolved that there is no requirement to reimburse Mr Morris' costs in attending the National Sports Tribunal hearing, as such costs were determined by the National Sports Tribunal CEO and agreed to in the Arbitration Agreement, signed by both parties.

8.1.4.3. The Board further noted that although the names of past and present Directors are in the public domain, being contained in both Board meeting minutes and Annual Reports available from the ACA website, the release of Director's private addresses would be inappropriate and any communications with Directors should be through the Secretary.

Secretary to notify Cambridge Croquet Club.

Action: Sec

8.2. Management:

8.2.1. **Gateball Selection Procedure:** Resolved to adopt the Gateball Selection Procedure. An appropriate formal procedure to be posted to the website.

Action: Sec

Secretarial Note: Greg Bury joined the meeting at 19:30 to discuss his report at Item 10.3.2 and left at 20:08 AEDT.

9. For Discussion:

9.1. Events:

9.1.1. **Livestreaming of Events:** Pat Habner spoke to her paper, stating that a policy is required to define which events would be livestreamed and how it is to be funded. Secretary to draft.

Action: Sec

9.2. WCF:

9.2.1. **WCF 12 Year Forward Calendar:** The Board discussed hosting of the 2025 WCF GC Team Championships. Secretary to query states for Eol to host in Jan/Feb 25

Action: Sec

9.2.2. **Topic 117:** There was discussion of the preference for single or multi- venues for WCF events – which may require restriction of entries to 64 rather than 80. Secretary to advise WCF S-G of ACA preference for multi venues events confined 64 entries.

Action: Sec

10. For information:

10.1. Governance

10.1.1. **Secretary's Report:** attached at Annex C

10.2. Management

10.2.1. **EO's Report:** attached at Annex D

10.2.2. **Academy GM's Report:** Greg Bury spoke to his report, attached at Annex E

10.2.3. **Committee Minutes Received:** *nil*

10.3. Events:

10.3.1. **ACA AC Doubles TR Report:** Secretary to forward to VCA for information. **Action: Sec**

11. **Next Meetings:** 14th December 2022 at 18:00 AEDT via Zoom
25th January 2023? at 18:00 AEDT via Zoom

12. **Close:** The meeting closed at 20:50 AEDT

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

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

JL Nicholls
ACA Board Chair
14th December 2022



Compliance Calendar

Date	Subject	Action	Reference	Who
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



October 2022 financial report

- Total asset \$871,181, total liability \$170,488, total equity \$700,693, net asset \$700,693
- Cash and cash equivalents \$342,090.
- Short term investments \$440,111
- Operating deficit of \$122,045 – primarily from domestic travel \$21,126, other expenses \$44,943 which are primarily Gateball grant repayment to DFAT of \$20,000, merchandise for MacRob event paid to Regal Sportswear \$18,874, ACA contribution \$10,500 paid to Victorian Croquet Association, Hire events \$6,744, entry fees \$5,055, accommodation \$12,480, recruitment fee \$6,000 paid to People Recruitment and wages \$9,513
- YTD results is a deficit of \$23,460. This is about \$51,968 above the annual budget for the same period (surplus \$28,509).

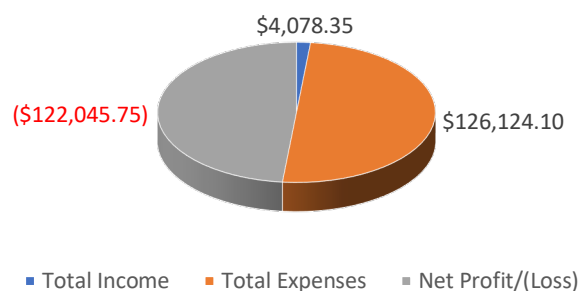


Appendix 1 to
Annex B to
ACA Board Meeting Minutes
9th November 2022

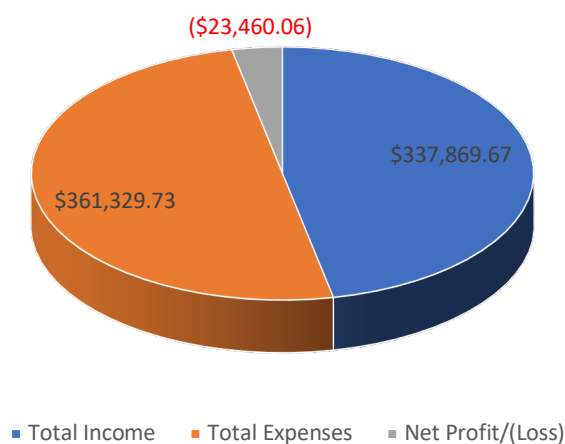
Australian Croquet Association Inc				
Profit & Loss [With Year to Date]				
October 2022				
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$0.00	0.00%	\$281,821.45	83.40%
AC Law Books	\$0.00	0.00%	\$8.18	0.00%
GC Rule Books	\$0.00	0.00%	\$1,071.86	0.30%
Wedge Gauges	\$158.64	3.90%	\$169.55	0.10%
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	9.40%
Event Entry Fees - Full	\$495.00	12.10%	\$11,859.50	3.50%
Postage	\$0.00	0.00%	\$7.55	0.00%
Interest	\$39.45	1.00%	\$95.52	0.00%
Other	\$3,385.26	83.00%	\$7,668.06	2.30%
Total Income	\$4,078.35	100.00%	\$337,869.67	100.00%
Total Cost Of Sales	\$0.00	0.00%	\$0.00	0.00%
Gross Profit	\$4,078.35	100.00%	\$337,869.67	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	2.90%
Badges	\$0.00	0.00%	\$200.91	0.10%
Coaching Manuals	\$0.00	0.00%	\$2,059.63	0.60%
Audit Fees	\$0.00	0.00%	\$1,584.00	0.50%
MYOB subscription	\$0.00	0.00%	\$218.18	0.10%
Bank charges	\$35.68	0.90%	\$99.87	0.00%
STRIPE charges	\$29.23	0.70%	\$1,555.83	0.50%
Board/Governance Expenses	\$0.00	0.00%	\$7,985.82	2.40%
Prizes	\$0.00	0.00%	\$1,981.82	0.60%
Tournament Referee	\$1,237.96	30.40%	\$3,218.96	1.00%
Referees/Venue Manager	\$0.00	0.00%	\$72.00	0.00%
Uniforms	\$2,472.72	60.60%	\$3,065.72	0.90%
Training	\$2,095.92	51.40%	\$2,095.92	0.60%
Entry Fees - WCF	\$0.00	0.00%	\$393.36	0.10%
Travel - Domestic	\$21,126.59	518.00%	\$37,541.76	11.10%
Hires - Events	\$6,744.00	165.40%	\$27,685.44	8.20%
New Club Grants	\$0.00	0.00%	\$1,500.00	0.40%
Accommodation - domestic	\$12,480.00	306.00%	\$19,579.72	5.80%
Grant Plan	\$0.00	0.00%	\$453.75	0.10%
Other	\$44,942.66	1102.00%	\$58,380.11	17.30%
ACA Contribution	\$10,500.00	257.50%	\$15,500.00	4.60%
Coaching	\$0.00	0.00%	\$172.00	0.10%
Cleaning - Events	\$0.00	0.00%	\$290.91	0.10%
Computer Expenses				
Computer Expenses	\$150.99	3.70%	\$3,050.75	0.90%
Web design expenses	\$0.00	0.00%	\$16,253.76	4.80%

Online Magazine	\$1,900.00	46.60%	\$6,500.00	1.90%
Consultancy Fees	\$351.93	8.60%	\$6,731.71	2.00%
Donations Paid	\$0.00	0.00%	\$240.00	0.10%
Legal Fees	\$0.00	0.00%	\$2,050.00	0.60%
Marketing	\$0.00	0.00%	\$1,100.00	0.30%
Affiliation Fees - WCF, WGU	\$489.56	12.00%	\$2,078.06	0.60%
Entry Fees	\$5,055.00	123.90%	\$7,592.00	2.20%
Postage, Freight and Courier	\$0.00	0.00%	\$671.25	0.20%
Printing & Stationery	\$0.00	0.00%	\$428.01	0.10%
Rates & Taxes	\$0.00	0.00%	\$22,540.00	6.70%
S&W Superannuation	\$998.86	24.50%	\$13,245.17	3.90%
S&W Salaries - Other	\$0.00	0.00%	\$3,380.50	1.00%
S&W Salaries & Wages	\$9,513.00	233.30%	\$73,323.25	21.70%
Recruitment expense	\$6,000.00	147.10%	\$6,000.00	1.80%
Telephone and Internet Charges	\$0.00	0.00%	\$667.67	0.20%
Total Expenses	\$126,124.10	3092.50%	\$361,329.73	106.90%
Operating Profit	(\$122,045.75)	-2992.50%	(\$23,460.06)	-6.90%
Net Profit/(Loss)	(\$122,045.75)	-2992.50%	(\$23,460.06)	-6.90%

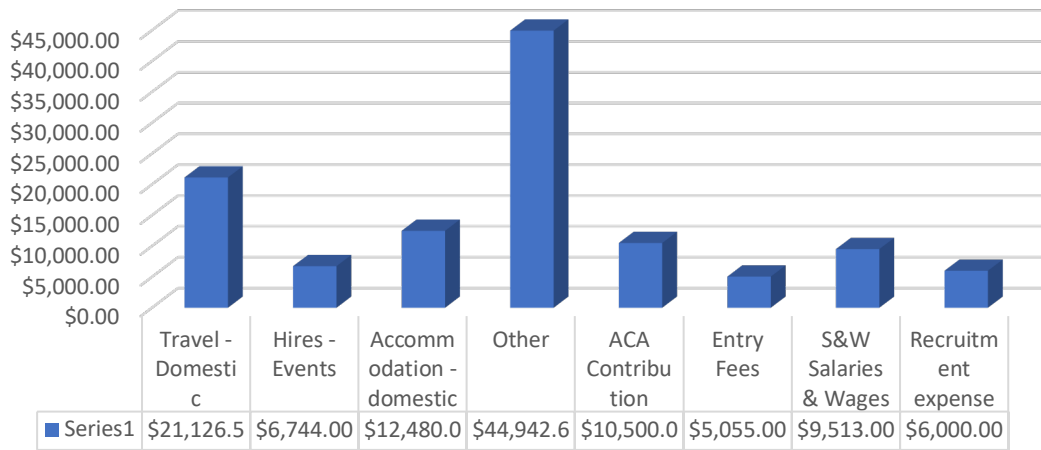
Income statement for the period from 1 October to 31 October 2022



Income statement from 1 January to 31 October 2022



October 2022 major expenses

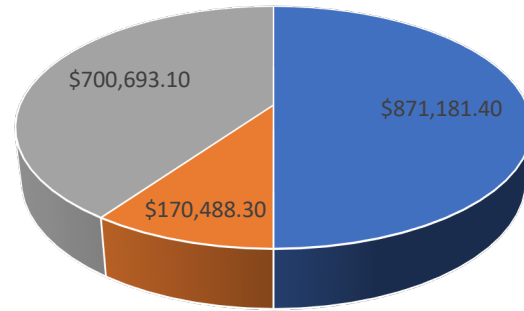




Appendix 2 to
Annex B to
ACA Board Meeting Minutes
9th November 2022

Australian Croquet Association Inc			
Balance Sheet			
As of October 2022			
Assets			
Current Assets			
Operating Account	\$19,129.06		
Treasurer's Account	\$322,961.60		
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	\$54,501.05		
Electronic Clearing Account	(\$664.89)		
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			\$871,181.40
Liabilities			
Suspense - liability		\$90.00	
Trade Creditors		\$540.00	
Accrued Expenses		\$1,742.40	
WCF Funds		\$568.00	
Income in Advance		\$103,534.30	
Grant Liability		\$5,500.00	
GST Collected		\$26,982.53	
GST Paid		(\$9,721.08)	
PAYG and Superannuation payabl		\$31,488.90	
Provision for Annual Leave		\$9,763.25	
Total Liabilities			\$170,488.30
Net Assets			\$700,693.10
Equity			
Retained Earnings		\$611,841.16	
International Fund		\$112,312.00	
Current Year Earnings		(\$23,460.06)	
Total Equity			\$700,693.10

Balance sheet as at 31 October 2022



■ Total Assets ■ Total Liabilities ■ Total Equity



Secretary's Report

Action Items from 19th October 2022 Meeting

- **Item 8.2.1** Phillip Brown advised of appointment 20/10/22
- **Item 8.4.1** WCF S-G advised of resolution 20/10/22

Other Matters

- **WCF U21 GCWC**
 - Addison Matthews and Tim Wright advised of their member places 18/10/22
 - Curtis Mead and Ethan Gumbrell were offered replacement ranking places 24/10/22 and WCF S-G notified of their acceptance the same day.
 - Jamie Fleming offered a replacement ranking place 25/10/22 and S-G advised of acceptance of offer.
- **Letters of Thanks** sent to VCC and Belmont CC for making courts available for MacRob practice 18/10/22

Jim Clement
Secretary to the Board



Executive Officer's Report

Action Items from previous meetings

5.1 Compliance – Scholarship – Advertise scholarship via emailing the States.
Reminder email sent to the States and advertised via the ACA Website.

6.2 Business Arising – Forward outstanding Affiliation Fees invoice to Croquet West.
Invoice emailed to Croquet West President, Secretary and Treasurer on 21/10/22.
Invoice amended and sent to Croquet West Treasurer on 4/11/22.

9.1.1. Duty of Care & Proposal for Paramedics at ACA Events: Item pending.

For Information

ACA Scholarships

Nine applications have been received for the 2023 ACA Scholarships. Applications have been received from the following:

1. Addison Mathews – Attend the Under 21 GC Championships – Attachment A
2. Robyn Brown – Attend Captain Development Program in QLD – Attachment B
3. Cheryl Kele – Attend Captain Development Program in QLD – Attachment B
4. Barry Jennings – Attend Captain Development Program in QLD – Attachment B
5. Megan Fardon – Attain Level 2/3 Coaching qualifications and attend Captain Development Program – Attachment B
6. Ruth Mulvaney – Attain Level 3 Coaching qualifications and attend Captain Development Program – Attachment B
7. Cheryl O'Dwyer – Attain Level 3 Coaching qualifications and attend Captain Development Program – Attachment B
8. Petula Shun – Attain level 2 Refereeing qualifications – funding used to attend QLD Pennant Final in May – Attachment B
9. Graham Whiteway – Attend Captain Development Program in QLD – Attachment C.

Full applications can be found in attachments.

Applications close on the 10th of November.

2023 ACA Budget

Most of the draft budgets have been received from the Appointed officers and Committee Chairs. Next step is to combine drafts into one document and present to the Finance Committee for comment.

Events

Tournament Referee Report – ACA AC Gold & Silver Medal

Please see attached for the Tournament Referees report from the AC Gold & Silver Medal. See Attachment D for a copy of the report.

IT Equipment

As agreed at the October Board meeting, IT equipment has been purchased for the National Gateball Coordinator and ACA Executive Officer. Items will be supplied in the coming week.

Association Croquet Selection Committee

The Chair of the AC Selection Committee, Martin Clarke has requested permission to advertise for two positions. Chris McWhirter has resigned and John Arney is considering moving on. As a result, it has been requested that we advertise for multiple vacant positions.

Rob Murray
Executive Officer
Croquet Australia



Annex E to
ACA Board Meeting Minutes
9th November 2022

Australian Croquet Academy Report

Member Management Platform

Currently signing off a national roll out schedule with Coaching Cohort for ACA approval.

John put in a quote to complete 6 extra zoom calls (one per state) at roughly 45min to 1hr in duration. All States requested an additional zoom call so an additional 6 have now been completed. These calls provided the states with the critical additional information they needed. I have requested John to provide an invoice for ACA Board Approval.

State Webpages/Homepages

One of the huge benefits of using the TIDYHQ platform is the ability to provide states and clubs with their own website page. The setting up of individual webpages is not part of the coaching Cohort brief. I have asked Coaching Cohort to provide a quote for ACA Approval.

Youth Training Program

A draft copy of the Youth Training Manual has been provided to The ACA Board for review and approval. All State Coaching Coordinators and invited clubs to have provided feedback in a Google Doc.

Currently working with Murray Tinker to produce the necessary videos for all alternate games and promoting the new School Sport.

A quote for a graphic designer and printing will be provided when the content has been signed off. When completed it will be ready to build into a learning Management System and be shared on the National Member Management Platform.

Jamie Wilson/ Coordinate

A meeting is scheduled with Coordinate on Thursday 03 of November. The purpose is to review a proposal and quote that includes: A National Campaign to promote our sport/National and State Rebranding/Producing a style guide/A social media strategy with resources/consultation with all states and key stakeholders.

National Coaching Zoom Call

Was held on Wednesday 02 of November to review the action plan created from the recent Coaching Conference. Key points included: signing off the youth training manual/producing skill cards/the printing of manuals/Reviewing prerequisites/completing a national survey.

Online Magazine

Delighted with the latest edition and the positive feedback received. The next Edition will be available in Jan/Feb

Sport Community Update

Met with Sport Community on Thursday 03rd of November. We are now working on the Club Spot online training and resource hub with unlimited logins for all ACA affiliated clubs to access the entire website content, including checklist, guides, eBooks, video tutorials and templates.

They will also customise and co-brand and additional 20 Sport Community topics/resources including a grants page that will provide all states with the grants that are currently available, how to apply and templates.

Weekly reports

Every week a report has been provided to the ACA Board with an update of my progress

Social Media

Continues to grow with popularity. Additional social media banners have been produced and used on Facebook.



Kind Regards

Greg Bury
General Manager of the Australian Croquet Academy