



BOARD MEETING MINUTES

Wednesday, 14th December 2022 at 18:00 AEDT 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
 - 1.2. **Officers:** Jim Clement (Secretary), Greg Bury (Academy General Manager)
 - 1.3. **Apologies:** Rob Murray (Executive Officer)
2. **Opening:** The Chair welcomed all to the last Board meeting of 2022 and opened the meeting at 18:06 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, 9th November 2022 as a true and accurate record.
 - 4.1. **Ratification of Circular Resolution:** Resolved to ratify the vote in favour of WCF Topic 116 proposed changes to WCF Ranking system.
5. **Compliance Matters:** Attached at Annex A
 - 5.1. RIB expects invoices to be with states by end of this week and has club Certificates of Currency ready to be distributed as soon as state invoices are paid.
 - 5.2. Budget Committee is yet to meet, being the members who are also involved with interviewing CEO applicants.
 - 5.3. Scholarship matters addressed below at Item 8.2.1
6. **Finance Reports:**

Treasurer's Report: Kah Yang spoke to his report, attached at Annex B. Resolved to accept the Treasurer's Report.

 - 6.1. **Business Arising from the Finance Report:** Pat Habner queried the costs of hosting the MacRob and whether this was budgeted for from the International Fund. Resolved to put the expense of the MacRob against the account line item of the International Fund. The Board agreed to write to Rosie Landrebe regarding catering and merchandise for the MacRob, and that Kerri-Ann be responsible for disposal of the excess merchandise. **Action: JN/K-AO**

Kah Yang Loke left the meeting at 19:16 AEDT

Greg Bury spoke to his report, at Item 10.3.2, and left the meeting at 19:32 AEDT

Greg to organise a perpetual trophy to the value of \$300 for the U21 Gold Medal

Action: GB

7. Correspondence

7.1. Inwards

- 7.1.1. 25 Nov 22 from Richard Pickvance re complaint – Pat Habner, as President of CAQ, declared a conflict of interest in this matter.
- 7.1.2. 25 Nov 22 from Lakes Entrance CC
- 7.1.3. 2 Dec 22 from Chatswood CC

7.2. Outwards

- 7.2.1. 15 Nov 22 to Cambridge CC re Morris v ACA
 - 7.2.2. 28 Nov 22 to Lakes Entrance CC
- Resolved to accept the Correspondence

7.3. Business Arising from Correspondence:

Item 7.1.1 Complaints Officer to respond to all parties by COB Monday 19 December.

Action: Complaints Officer

8. For Decision:

8.1. Governance:

8.1.1. **Appointment of Directors:** Pat Habner spoke about the services offered by Sports Recruitment for the two Appointed Directors. Agreed to defer this matter for consideration with the CEO, yet to be appointed, and until the AGM, when the members can elect Directors and the Board can appoint to fill skill gaps. **Action: Sec**

8.1.2. **Livestreaming Policy:** Resolved to adopt the Livestreaming Policy. **Action: Sec**

8.1.3. **Gateball Referee Accreditation Framework:** The Chair thanked all those who attended several long Zoom meetings to check the framework line by line to ensure that the framework was put in place to ensure that Gateball referees retained accreditation. Resolved to accept the Gateball Referee Accreditation and Reaccreditation Framework. **Action: NCGb**

8.2. Management:

8.2.1. **Scholarships 2023:** Deferred for Pat Habner and Kerri-Ann Organ to review out of meeting and advise Secretary by end of the week. **Action: Sec**

8.3. Events:

8.3.1. **2025 WCF GC Teams Championship Tier 1:** Resolved to accept the offer from the Croquet Tasmania. **Action: Sec**

8.3.2. **2023 ACA U21 GC Championship:** Resolved to provide \$1000 to Eildon CC to support the U21 GM Presentation Dinner with funds to come from the marketing budget **Action: Sec**

8.3.3. **2023 GC Presidents Eights:** Resolved that fees be set at \$110 with no reimbursement to players Secretary to notify Events Committee. **Action: Sec**

8.4. WCF:

8.4.1. **Topic 118:** Resolved to vote against the CA proposals which do not address the fact of only one event in 2024 and moves the centenary of the MacRob from 2025. **Action: Sec**

9. For Discussion:

9.1. Governance:

9.1.1. **ACA as NSO for Gateball:** to be referred to the CEO

9.2. Management

9.2.1. **Duty of Care & Proposal for Paramedics at ACA Events:** to be referred to the CEO

10. For information:

10.1. **Outstanding Action Items:** Reviewed

10.2. Governance

10.2.1. **2023 AGM Preparation:**

10.2.2. **Secretary's Report:** Attached at Annex C

10.3. Management

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

10.3.2. **Academy GM's Report:** Attached at Annex E

10.3.3. **NCGb Report:** Attached at Annex F

10.3.4. Committee Minutes Received:

10.3.4.1. 2 Nov 22 National Coaching Committee. Secretary to request that the Board be updated on action items, especially those flagged to be completed by 30 November 2022

Action: Sec

11. Next Meetings: 25th January 2023 at 18:00 AEDT via Zoom
15th February 2023 at 1800 AEDT via Zoom
20th March 2023 AGM at 09:30 AEDT at VCC, Cairnlea
20th March 2023 Discussion Forum at 11:00? AEDT at VCC
20th March 2023 at 14:00? AEDT at VCC

12. Close: The Chair thanked the Board members for their work over the year and closed the meeting at 21:33 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
Annex F – National Coordinator Gateball Report



Item 5 – Compliance Calendar

| Date | Subject | Action | Reference | Who |
|-------------------|----------------|---|--|---------------|
| By end Oct | Scholarships | Recommendations to Board | Scholarship Policy 11c | Committees |
| Nov Board meeting | Insurance | Board to receive/approve broker's recommendations | | Board |
| Nov Board meeting | Insurance | 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 |
| Jan | Finance | Deliver accounts to auditor | Associations Incorporation Act | Treasurer/ EO |
| Jan | Governance | Distribute AGM Notice, call for Notices of Motion & Board Nominations | Constitution s15.3 (b) 60 days prior to AGM | Secretary |
| Jan/Feb | Governance | Notices of Motion & Board Nominations due | Constitution s15.6 & 21.2(c) 45 days prior to AGM | Members |
| Early Feb | Management | Call for EoI for Appointed Officers & Committees | | Secretary |
| Early to Mid Feb | Finance | Resolve to accept and sign audited accounts | | Board |
| Mid Feb | Governance | Distribute AGM Agenda & Papers | Constitution s 15.3(e) 30 days prior to AGM | Secretary |



November 2022 financial report

- Total asset \$795,361, total liability \$146,927, total equity \$648,433, net asset \$648,433
- Cash and cash equivalents \$240,088.
- Short term investments \$440,111
- Operating deficit of \$52,260 – primarily from domestic travel \$22,276 of which \$6,236 was paid to Bruce Felming for travel and accommodation for the McRob, Other expenses \$48,471 which are primarily live streaming of McRob \$30,000 paid to My Sport Live and catering for McRob \$15,592 paid to Rosemary News, Hires/purchases – App Officer \$9,948 of which \$8,000 paid for recruitment fee, Hire events \$17,725 paid to various clubs.
- YTD results is a deficit of \$75,720. This is about \$77,787 above the annual budget for the same period (surplus \$2,067).

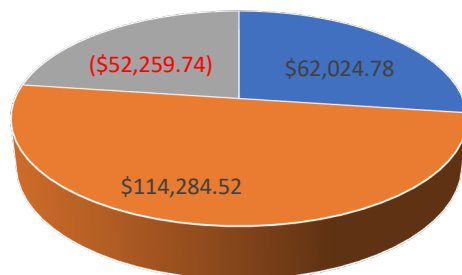


Appendix 1 to
Annex B to
ACA Board Meeting Minutes
14th December 2022

| Australian Croquet Association Inc Profit & Loss [With Year to Date] November 2022 | | | | |
|---|--------------------|----------------|---------------------|-------------------|
| | Selected Period | % of Sales | Year to Date | % of YTD Sales |
| Income | | | | |
| Affiliation- Member/Player | \$61,668.82 | 99.40% | \$343,490.27 | 85.90% |
| Affiliation - Member/Player Rebate | \$167.73 | 0.30% | \$167.73 | 0.00% |
| 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% | \$169.55 | 0.00% |
| Advertising income | \$0.00 | 0.00% | \$400.00 | 0.10% |
| Grants | \$0.00 | 0.00% | \$3,000.00 | 0.80% |
| Donation Received | \$0.00 | 0.00% | \$31,768.00 | 7.90% |
| Event Entry Fees - Full | \$45.00 | 0.10% | \$11,904.50 | 3.00% |
| Postage | \$0.00 | 0.00% | \$7.55 | 0.00% |
| Interest | \$83.23 | 0.10% | \$178.75 | 0.00% |
| Other | \$60.00 | 0.10% | \$7,728.06 | 1.90% |
| Total Income | \$62,024.78 | 100.00% | \$399,894.45 | 100.00% |
| Total Cost Of Sales | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Gross Profit | \$62,024.78 | 100.00% | \$399,894.45 | 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 | 2.40% |
| Badges | \$0.00 | 0.00% | \$200.91 | 0.10% |
| Coaching Manuals | \$0.00 | 0.00% | \$2,059.63 | 0.50% |
| Online Learning | \$5,395.00 | 8.70% | \$5,395.00 | 1.30% |
| Audit Fees | \$0.00 | 0.00% | \$1,584.00 | 0.40% |
| MYOB subscription | \$0.00 | 0.00% | \$218.18 | 0.10% |
| Bank charges | \$25.33 | 0.00% | \$125.20 | 0.00% |
| STRIPE charges | \$10.87 | 0.00% | \$1,566.70 | 0.40% |
| Board/Governance Expenses | \$0.00 | 0.00% | \$7,985.82 | 2.00% |
| Prizes | \$3,001.27 | 4.80% | \$4,983.09 | 1.20% |
| Hires/Purchases-App Officer | \$9,948.00 | 16.00% | \$9,948.00 | 2.50% |
| Tournament Referee | \$0.00 | 0.00% | \$3,218.96 | 0.80% |
| Referees/Venue Manager | \$0.00 | 0.00% | \$72.00 | 0.00% |
| Disbursement Presidents 8s | \$1,920.00 | 3.10% | \$1,920.00 | 0.50% |
| Uniforms | \$2,970.26 | 4.80% | \$6,035.98 | 1.50% |
| Training | \$0.00 | 0.00% | \$2,095.92 | 0.50% |
| Entry Fees - WCF | \$0.00 | 0.00% | \$393.36 | 0.10% |
| Travel - Domestic | \$22,276.35 | 35.90% | \$59,818.11 | 15.00% |
| Hires - Events | \$17,725.94 | 28.60% | \$45,411.38 | 11.40% |
| New Club Grants | \$0.00 | 0.00% | \$1,500.00 | 0.40% |
| Accommodation - domestic | \$0.00 | 0.00% | \$19,579.72 | 4.90% |
| Grant Plan | \$0.00 | 0.00% | \$453.75 | 0.10% |
| Other | \$48,471.60 | 78.10% | \$106,851.71 | 26.70% |
| ACA Contribution | \$0.00 | 0.00% | \$15,500.00 | 3.90% |

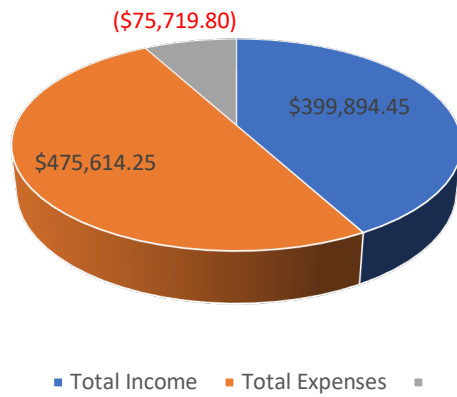
| | Selected Period | % of Sales | Year to Date | % of YTD Sales |
|--------------------------------|-----------------|------------|---------------|----------------|
| Coaching | \$0.00 | 0.00% | \$172.00 | 0.00% |
| Cleaning - Events | \$180.00 | 0.30% | \$470.91 | 0.10% |
| Computer Expenses | | | | |
| Computer Expenses | \$12,729.81 | 20.50% | \$15,780.56 | 3.90% |
| Web design expenses | \$0.00 | 0.00% | \$16,253.76 | 4.10% |
| Online Magazine | \$0.00 | 0.00% | \$6,500.00 | 1.60% |
| Consultancy Fees | \$351.93 | 0.60% | \$7,083.64 | 1.80% |
| Donations Paid | \$0.00 | 0.00% | \$240.00 | 0.10% |
| Legal Fees | \$0.00 | 0.00% | \$2,050.00 | 0.50% |
| Marketing | \$0.00 | 0.00% | \$1,100.00 | 0.30% |
| Affiliation Fees - WCF, WGU | \$0.00 | 0.00% | \$2,078.06 | 0.50% |
| Entry Fees | \$704.00 | 1.10% | \$8,296.00 | 2.10% |
| Postage, Freight and Courier | \$95.25 | 0.20% | \$766.50 | 0.20% |
| Printing & Stationery | \$507.05 | 0.80% | \$935.06 | 0.20% |
| Rates & Taxes | (\$22,540.00) | -36.30% | \$0.00 | 0.00% |
| S&W Superannuation | \$998.86 | 1.60% | \$14,244.03 | 3.60% |
| S&W Salaries - Other | \$0.00 | 0.00% | \$3,380.50 | 0.80% |
| S&W Salaries & Wages | \$9,513.00 | 15.30% | \$82,836.25 | 20.70% |
| Recruitment expense | \$0.00 | 0.00% | \$6,000.00 | 1.50% |
| Telephone and Internet Charges | \$0.00 | 0.00% | \$667.67 | 0.20% |
| Total Expenses | \$114,284.52 | 184.30% | \$475,614.25 | 118.90% |
| Operating Profit | (\$52,259.74) | -84.30% | (\$75,719.80) | -18.90% |
| Net Profit/(Loss) | (\$52,259.74) | -84.30% | (\$75,719.80) | -18.90% |

Income statement for the period from 1 Nov to 30 Nov 2022

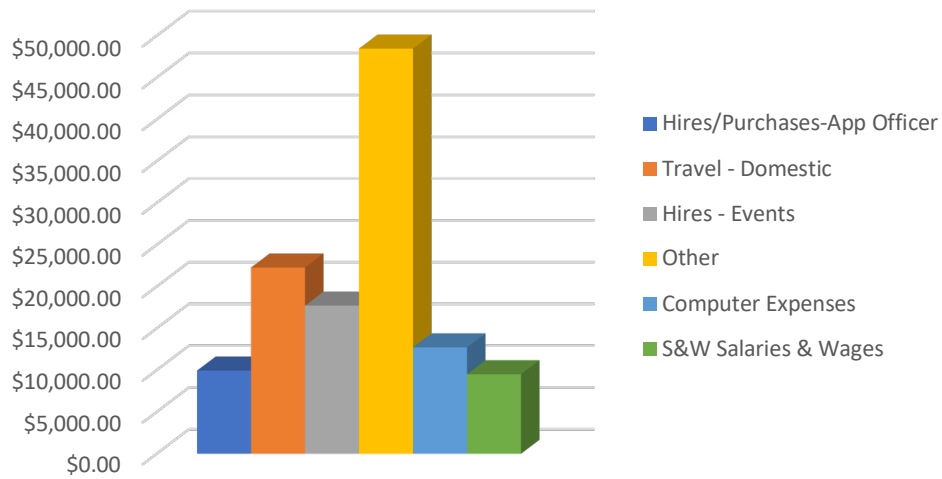


■ Total Income ■ Total Expenses ■ Net Profit/(Loss)

Income statement for the period from 1 Jan to 30 Nov 2022



November major expenses

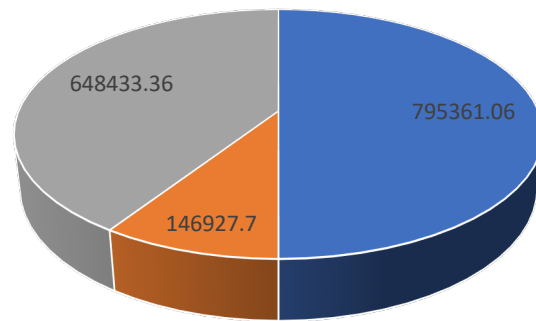




Appendix 2 to
Annex B to
ACA Board Meeting Minutes
14th December 2022

| Australian Croquet Association Inc | | | |
|---|---------------|---------------|---------------------|
| Balance Sheet | | | |
| As of November 2022 | | | |
| Assets | | | |
| Current Assets | | | |
| Operating Account | \$19,129.06 | | |
| Treasurer's Account | \$220,959.26 | | |
| 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 | \$85,003.55 | | |
| Electronic Clearing Account | (\$4,985.39) | | |
| 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 | | | \$795,361.06 |
| Liabilities | | | |
| Suspense - liability | | \$90.00 | |
| Trade Creditors | | \$540.00 | |
| Accrued Expenses | | \$1,742.40 | |
| WCF Funds | | \$568.00 | |
| Income in Advance | | \$104,209.30 | |
| Grant Liability | | \$5,500.00 | |
| GST Collected | | \$29,754.37 | |
| GST Paid | | (\$17,491.38) | |
| PAYG and Superannuation payable | | \$12,251.76 | |
| Provision for Annual Leave | | \$9,763.25 | |
| Total Liabilities | | | \$146,927.70 |
| Net Assets | | | \$648,433.36 |
| Equity | | | |
| Retained Earnings | | \$611,841.16 | |
| International Fund | | \$112,312.00 | |
| Current Year Earnings | | (\$75,719.80) | |
| Total Equity | | | \$648,433.36 |

Balance Sheet as at 30 November 2022



■ Total Assets ■ Total Liabilities ■ Total Equity



Secretary's Report

Action Items from 9th November 2022 Meeting

- **Item 4** October Board minutes amended to include edited Academy GM's reports and posted to website 21/11/22
- **Item 8.1.1** NCR ToR v1.1 posted to website 12/11/22
- **Item 8.1.2** endorsement of WGU Statutes posted to website as News item 12/11/22
- **Item 8.1.3** International Engagement for Gateball Policy posted to website 12/11/22
- **Item 8.1.4** answer re Complaint sent to Cambridge CC 15/11/22
- **Item 9.1.1** Livestreaming Policy drafted for consideration at this meeting
- **Item 9.2.1** WCF S-G advised that ACA prefers to host GC Team Champs Jan/Feb 25 12/11/22. Call for EoI sent to Members 13/11/22
- **Item 9.2.2** - Topic 117: WCF S-G advised of ACA's preference for multi-venue events, normally limited to 64 entries. 12/11/22. Receipt acknowledged 13/11/22
- **Item 10.3.1** ACA AC Doubles TR Report forwarded to VCA 12/11/22

Other Matters

- **SIA Child Safeguarding Policy Update:** At the direction of SIA, the Child Safeguarding Policy was updated to replace, in four places, the hyperlink to the Australian Institute of Family Studies website entry regarding WWCC. The South Australian Addendum to the policy was also amended to comply with the SA DHS requirements. State Associations and SIA were advised on 1/12/22, with SIA commending our prompt response.

Jim Clement
Secretary to the Board



Australian Croquet Academy Report

Member Management Platform

Currently, this project has been put on hold by the ACA Board until a new CEO has been appointed.

Decisions are needed for the following points:

- 1 To approve the schedule provided for the national roll out of the Member Management Platform.
- 2 To decide if a MOU agreement should be used for all states Data (a template has been provided).
- 3 To continue with the existing contracts.
- 4 To provide all states with a website homepage (quote provided).

Jamie Wilson/ Coordinate

A proposal to rebrand Croquet Australia with a national marketing campaign was provided to the ACA Board for approval in Oct/Nov.

Coordinate have now been short listed to complete the logos and marketing for the Brisbane Olympic Games. If a decision is not made regarding their proposal by Jan 1, it is possible Jamie's team at Coordinate will have too much work to complete our project in a reasonable timeframe or to be able to sign a contract.

Online Magazine

A page-by-page summary has been completed. The Summer Edition will be available in early January.

Sport Community Update, TidyHQ and Coaching Cohort

Are currently working together on a much cleaner interface and combining their knowledge to create a much better experience for all users of the new Member Management Platform.

Special thanks to John Hayes for initiating and making this happen.

I still have a lot of work to complete in this space (developing croquet specific resources and materials).

Youth Training Program

Have completed a list of all tasks to be completed and updating the project plan. (Still lots to be done and will need additional help early next year.)

Working with Murray Tinker to produce the necessary videos for all alternate games and promoting the new School Sport's Program.

MacRobertson Shield Support

Did everything I could to support this major event behind the scenes, on the ground and on social media.

Well done and thank you to all the volunteers and players for their support and contribution.

CEO Report

I will be providing the new CEO with a detailed report of what the Australian Croquet Academy has achieved and the project plans for 2023 and beyond.

Greg Bury

General Manager
The Australian Croquet Academy