



## BOARD MEETING MINUTES

Wednesday, 25<sup>th</sup> January 2023 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), Melanie Woosnam (CEO)
  - 1.3. **Apologies:** Kah Yang Loke (Treasurer)
2. **Opening:** The Chair opened the meeting at 18:01 AEDT, welcoming the CEO, Melanie Woosnam, to her first Board meeting.
3. **Declaration of Directors' Interests:**
  - Max Kewish – President, Croquetwest
  - Pat Habner – President, CAQ.
4. **Adoption of Minutes of Previous Meeting:** Resolved to adopt the minutes of the 14<sup>th</sup> December 2022 Board meeting as a true and accurate record.
  - 4.1. **Business Arising from Minutes of Previous Meeting:**
    - Item 10.3.4.1** – Update on 2 Nov 22 Coaching Committee action items received.
  - 4.2. **Ratification of Circular Resolutions:** Resolved to ratify the following four (4) Circular Resolutions, all of which were passed without dissent.
    - 4.2.1. **re WCF Topic 119 - Update to Equipment Regulations:**
    - 4.2.2. **re WCF Topic 121 - 2023 Budget for Approval:**
    - 4.2.3. **re WCF Topic 122 - Financial grant request from the Czech-Moravian Croquet Association:**
    - 4.2.4. **re WCF 50+ GCWC – Ratification of Personnel:**
  - 4.3. **Business Arising from Ratification of Circular Resolutions:** A TM is required to be nominated for WCF 50+ GCWC, an Eol is to be circulated, closing 10 Feb, then Circular Resolution  
**Action: MK/CEO**
5. **Compliance Matters:** Discussion of when to call for Eol for Appointed Officers and Committee meetings, pending the CEO review of relevant ToR. Extract of the Compliance Calendar for the period Jan – Mar 23 is attached at Annex A.
6. **Finance Reports:**
  - 6.1. **Treasurer's Report:** Resolved to accept the Finance Report, attached at Annex B.
  - 6.2. **Business Arising from the Finance Report:**
    - Resolved to pay the following honorariums: Peter Freer (Events) \$500, Kah Yang Loke (Treasurer) \$1000, Jim Clement (Treasurer) \$3000.  
**Action: AO**
    - Resolved to authorise Kerri-Ann Organ to purchase a Square unit on behalf of Croquet Australia  
**Action: KO**
  - 6.3. **2023 Budget:** to be circulated and adopted by Circular Resolution. **Action: CEO**
7. **Correspondence** Resolved to accept the Correspondence
  - 7.1. **Inwards**
    - 7.1.1. 22 Dec 22 from Rosie Landrebe re MacRob catering & Merchandise
    - 7.1.2. 23 Dec 22 from M McMahon re complaint process
  - 7.2. **Outwards:**
    - 7.2.1. 21 Dec 22 to Rosie Landrebe re MacRob catering & Merchandise
    - 7.2.2. 28 Dec 22 to M McMahon re complaint process
    - 7.2.3. 28 Dec 22 to R Pickvance & E Fleming re complaint
  - 7.3. **Business Arising from Correspondence:** CEO to respond to M McMahon. **Action: CEO**

## 8. For Decision:

### 8.1. Governance:

- 8.1.1. **Gateball Tournament Regulations v1.0:** Resolved to adopt the Gateball Tournament Regulations. Secretary to post to website. **Action: Sec**
- 8.1.2. **Secretary's & Treasurer's PDs:** Resolved to accept the revised Treasurer's PD with the Secretary's PD to be further reviewed and brought to then February meeting. **Action: Sec**
- 8.1.3. **Administrative Officer:**
  - 8.1.3.1. **Change of title** – Resolved to change Rob Murray's title to Administrative Officer

### 8.2. Management:

- 8.2.1. **IT Audit:** Resolved to proceed with an audit of ACA IT to be performed by John Orr from Orrsome Computing Solutions. **Action: AO**

### 8.3. Events:

- 8.3.1. **Catering for Team Presentation Functions:** The Board decided that it would not provide funding for the Eire Cup Team Presentation catering at VCC, as it does not do so for any other venue. Secretary to advise. **Action: Sec**

## 9. For Discussion:

### 9.1. Governance:

- 9.1.1. **Strategic Forum 20 Mar 23:** Agreed that the Strategic Forum be held after the AGM on Monday, 20<sup>th</sup> March 23, with a dinner after, and the Board meeting to be held on Tuesday, 21<sup>st</sup> March 2023. Secretary to advise States that ACA will pay for 2 nights accommodation for delegates, committee chairs and Board Directors. **Action: Sec**
- 9.1.2. **ACA Lighting Guidelines:** It was noted that the guidelines, as provided, do not mention Gateball. Secretary to modify guidelines to include Gateball and then post to website. **Action: Sec**

### 9.2. Management:

- 9.2.1. **GC Handicapping Regulations:** Discussion regarding the inclusion of timed handicap events, either by extra turns or advantage play, in Handicap Cards. Secretary to check with National Handicapper and overseas associations and place this item on the agenda of the next meeting. **Action: Sec**

## 10. For information:

### 10.1. Governance

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

### 10.2. Management

- 10.2.1. **CEO's Report:** Melanie spoke to her report, providing updates from meetings in last few days since writing the report. She has spoken to Coaching Cohort and examined what has been so far provided. She has also spoken to Tidy HQ, the provider of Learning Management Systems, which is being used by Coaching Cohort, and to Bowls Australia with its Bowls Link platform, which was designed by MemberPoint, the company which designed the current Croquet Australia website. The Marketing program proposed by Coordinate P/L appears to be expensive and too expensive with which to continue. Attached at Annex D
- 10.2.2. **AO's Report:** Attached at Annex E
- 10.2.3. **Academy GM's Report:** Attached at Annex F
- 10.2.4. **Committee Minutes Received:**
  - 10.2.4.1. 15 Dec 22 National Referees Committee Gateball Meeting

### 10.3. Events:

- 10.3.1. **ACA 2023 U21 GC Championship:** TM's report in Dropbox

### 10.4. WCF:

- 10.4.1. **WCF Management Committee Report for 2022:** available from <https://worldcroquet.org/wp-content/uploads/2022/12/2022-MC-Annual-Report.pdf>
- 10.4.2. **2021 Final Accounts and the 2022 Financial Review:** These have been published on the WCF website at <https://worldcroquet.org/wcf-business/accounts/>
- 10.4.3. **Topic 118 - [English] Croquet Association Proposed Amendment to Forward Calendar:** WCF S-G advised that this was passed by WCF members, 31 votes to 14.

- 10.4.4. **Topic 120 – Election of Independent Examiner:** WCF S-G advised that Brian Havill had been elected by 52 votes, with 8 abstentions.
- 10.4.5. **Topic 121 – 2023 Budget:** WCF S-G advised that this was passed by 43 votes with 19 abstentions. (USA, which missed the reply cut-off, advised that it would have cast its 8 votes in favour, which would have resulted in 51 affirmative votes.)
- 10.4.6. **Spain’s Voting Rights:** WCF S-G has advised that Spain was upgraded to an 8 vote member, wef 1 January 2023.
- 10.4.7. **Topic 122 – Grant to Czech-Moravian Croquet Assn:** WCF S-G advised that this was passed by 51 votes with 11 abstentions.

11. **Next Meetings:** 15<sup>th</sup> February 2023 at 1800 AEDT via Zoom  
20<sup>th</sup> March 2023 AGM at 09:30 AEDT at VCC, Cairnlea  
20<sup>th</sup> March 2023 Discussion Forum at 11:00? AEDT at VCC  
21<sup>st</sup> March 2023 at 14:00? AEDT at VCC

12. **Close:** The Chair closed the meeting at 21:00 AEDT

<b>Attachments:</b>	Annex A	Compliance Calendar – Jan-Mar 23
	Annex B	Financial Report
	Annex C	Secretary’s Report
	Annex D	CEO’s Report
	Annex E	AO’s Report
	Annex F	Academy GM’s Report



## Item 5 – Compliance Matters

Extract from the Compliance Calendar covering the period Jan – Mar 23 inclusive is under:

Date	Subject	Action	Reference	Who
Jan	Finance	Deliver accounts to auditor	Associations Incorporation Act	Treasurer/ EO
NLT 18 Jan	Governance	Distribute AGM Notice, call for Notices of Motion & Board Nominations	Constitution s15.3 (b) 60 days prior to AGM	Secretary <b>Done 7 Dec 22</b>
By 31 Jan	WCF	Membership Renewal	WCF Statute 153.3	Finance Offr
By 1 Feb 22		Notices of Motion & Board Nominations due	Constitution s15.6 & 21.2(c) 45 days prior to AGM	
Early Feb	Management	Call for EoI for Appointed Officers & Committees		Secretary
Early to Mid Feb	Finance	Resolve to accept and sign audited accounts		Board
By 17 Feb 22	Governance	Distribute AGM Agenda & Papers	Constitution s 15.3(e) 30 days prior to AGM	Secretary
AGM (March)	Scholarships	Announce scholarship budget for following calendar year	Scholarship Policy 11a	Treasurer
	Finance	Submit accounts to members	Associations Incorporation Act	
After AGM	Incorporation	Update Board Member list with Access Canberra	Associations Incorporation Act	EO
Board meeting following AGM	Management	Appointment of Appointed Offices & Committee members	Relevant ToRs & PDs	Board
	Governance	Check Director ID	ABR	Secretary

Jim Clement  
Secretary to the Board



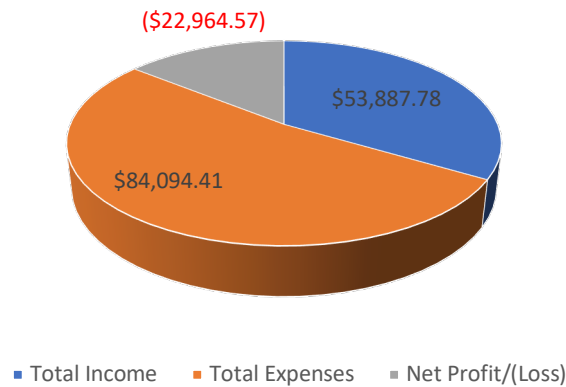


Appendix 1 to  
Annex B to  
ACA Board Meeting Minutes  
25<sup>th</sup> January 2023

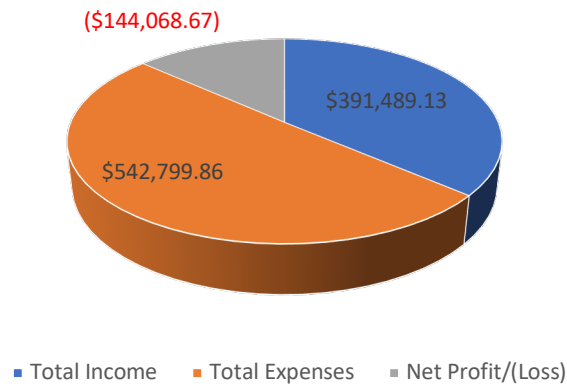
<b>Australian Croquet Association Inc</b>				
<b>Profit &amp; Loss [With Year to Date]</b>				
December 2022				
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$0.00	0.00%	\$281,364.90	71.90%
AC Law Books	\$0.00	0.00%	\$8.18	0.00%
GC Rule Books	\$0.00	0.00%	\$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	(\$2,000.00)	-3.70%	\$1,000.00	0.30%
Donation Received	\$0.00	0.00%	\$31,768.00	8.10%
Event Entry Fees - Full	\$44,857.69	83.20%	\$56,762.19	14.50%
Postage	\$0.00	0.00%	\$7.55	0.00%
Interest	\$101.09	0.20%	\$279.84	0.10%
Other	\$383.00	0.70%	\$8,111.06	2.10%
WCF 2017 Income				
2022 MacRob Sale of Merchandise	\$10,546.00	19.60%	\$10,546.00	2.70%
<b>Total Income</b>	<b>\$53,887.78</b>	<b>100.00%</b>	<b>\$391,489.13</b>	<b>100.00%</b>
Cost Of Sales				
Sales of Rules Books	(\$7,242.06)	-13.40%	(\$7,242.06)	-1.80%
<b>Total Cost Of Sales</b>	<b>(\$7,242.06)</b>	<b>-13.40%</b>	<b>(\$7,242.06)</b>	<b>-1.80%</b>
<b>Gross Profit</b>	<b>\$61,129.84</b>	<b>113.40%</b>	<b>\$398,731.19</b>	<b>101.80%</b>
Expenses				
Equipment Purchases	\$0.00	0.00%	\$71.95	0.00%
Rules & Laws Books, Hoop Gauge	\$0.00	0.00%	\$5,019.94	1.30%
Badges	\$0.00	0.00%	\$200.91	0.10%
Coaching Manuals	\$0.00	0.00%	\$2,059.63	0.50%
Online Learning	\$0.00	0.00%	\$5,395.00	1.40%
Audit Fees	\$0.00	0.00%	\$1,584.00	0.40%
MYOB subscription	\$0.00	0.00%	\$218.18	0.10%
Bank charges	\$26.40	0.00%	\$151.60	0.00%
STRIPE charges	\$13.12	0.00%	\$664.10	0.20%
Board/Governance Expenses	\$0.00	0.00%	\$7,804.78	2.00%
Prizes	\$3,146.91	5.80%	\$8,130.00	2.10%
Hires/Purchases-App Officer	\$0.00	0.00%	\$9,948.00	2.50%
Tournament Referee	\$250.00	0.50%	\$2,637.96	0.70%
Referees/Venue Manager	\$0.00	0.00%	\$72.00	0.00%
Disbursement Presidents 8s	\$1,752.00	3.30%	\$3,672.00	0.90%
Uniforms	\$1,276.85	2.40%	\$6,076.47	1.60%
Training	\$0.00	0.00%	\$2,095.92	0.50%
Entry Fees - WCF	\$0.00	0.00%	\$393.36	0.10%
Catering - Events	\$50,314.03	93.40%	\$50,314.03	12.90%
Media streaming - Events	\$30,000.00	55.70%	\$30,000.00	7.70%
Travel - Domestic	\$24,301.92	45.10%	\$79,239.28	20.20%
Hires - Events	\$0.00	0.00%	\$42,111.38	10.80%

New Club Grants	\$0.00	0.00%	\$1,500.00	0.40%
Accommodation - domestic	\$0.00	0.00%	\$19,579.72	5.00%
Marketing and Promotion Plan	\$2,447.93	4.50%	\$2,447.93	0.60%
Grant Plan	\$0.00	0.00%	\$453.75	0.10%
Other	(\$51,792.75)	-96.10%	\$43,549.71	11.10%
ACA Contribution	\$0.00	0.00%	\$10,000.00	2.60%
Coaching	\$0.00	0.00%	\$172.00	0.00%
Cleaning - Events	\$3,047.27	5.70%	\$3,518.18	0.90%
Computer Expenses				
Computer Expenses	\$130.00	0.20%	\$15,692.38	4.00%
Web design expenses	\$2,280.00	4.20%	\$18,533.76	4.70%
Online Magazine	\$750.00	1.40%	\$6,300.00	1.60%
Consultancy Fees	\$351.93	0.70%	\$7,435.57	1.90%
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	\$150.00	0.30%	\$6,813.00	1.70%
Postage, Freight and Courier	\$9.09	0.00%	\$775.59	0.20%
Printing & Stationery	\$3,557.12	6.60%	\$4,492.18	1.10%
S&W Superannuation	\$998.86	1.90%	\$15,242.89	3.90%
S&W Salaries - Other	\$0.00	0.00%	\$3,380.50	0.90%
S&W Salaries & Wages	\$9,513.00	17.70%	\$111,345.75	28.40%
Recruitment expense	\$0.00	0.00%	\$6,000.00	1.50%
Telephone and Internet Charges	\$1,570.73	2.90%	\$2,238.40	0.60%
Total Expenses	\$84,094.41	156.10%	\$542,799.86	138.70%
Operating Profit	(\$22,964.57)	-42.60%	(\$144,068.67)	-36.80%
Net Profit/(Loss)	(\$22,964.57)	-42.60%	(\$144,068.67)	-36.80%

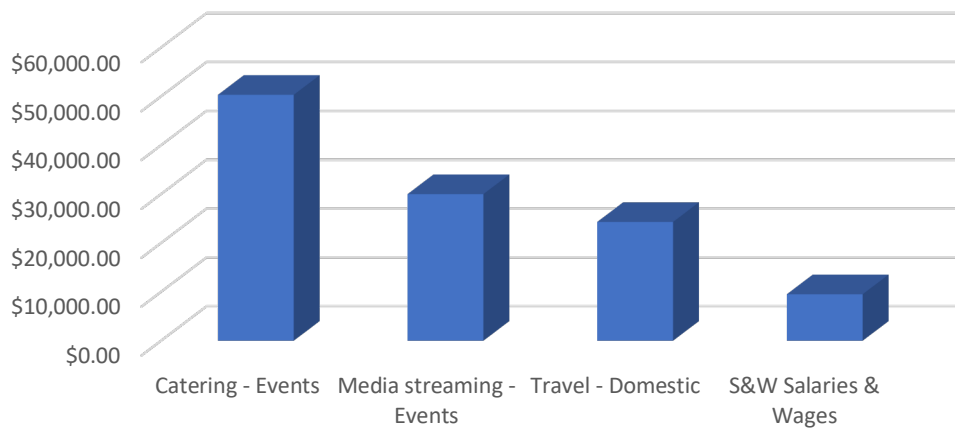
### Income statement for the period from 1 December to 31 December 2022



### Income statement for the period from 1 January to 31 December 2022



### Major expenses for December 2022



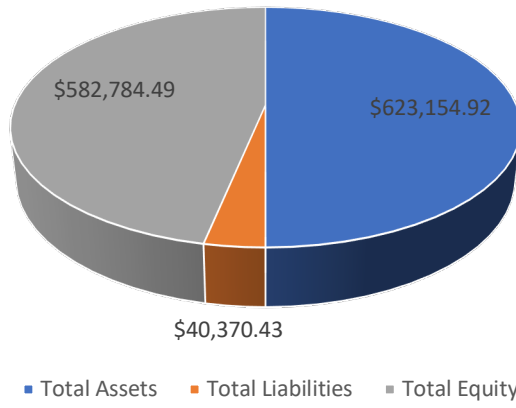




Appendix 2 to  
Annex B to  
ACA Board Meeting Minutes  
25<sup>th</sup> January 2023

<b>Australian Croquet Association Inc</b>			
<b>Balance Sheet</b>			
<b>As of December 2022</b>			
<b>Assets</b>			
<b>Current Assets</b>			
Treasurer's Account	\$145,732.81		
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	\$25,464.55		
Electronic Clearing Account	(\$28,701.63)		
Stock on Hand	\$32,009.09		
<b>Fixed Asset</b>			
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)		
<b>Total Assets</b>			<b>\$623,154.92</b>
<b>Liabilities</b>			
Trade Creditors		\$540.00	
Accrued Expenses		\$1,742.40	
WCF Funds		\$568.00	
Grant Liability		\$5,500.00	
GST Collected		\$23,794.06	
GST Paid		(\$17,091.90)	
PAYG and Superannuation payabl		\$15,554.62	
Provision for Annual Leave		\$9,763.25	
<b>Total Liabilities</b>			<b>\$40,370.43</b>
<b>Net Assets</b>			<b>\$582,784.49</b>
<b>Equity</b>			
Retained Earnings		\$726,853.16	
Current Year Earnings		(\$144,068.67)	
<b>Total Equity</b>			<b>\$582,784.49</b>

### Balance sheet as at 31 December 2022





## Secretary's Report

### Action Items from 14<sup>th</sup> December 2022 Meeting

- **Item 4.1** WCF S-G advised of ACA vote re revised Ranking Regulations - 30/11/22
- **Item 6.1** Letter to Rosie Landrebe sent via email on 21/12/22
- **Item 8.1.1** Providers of Eol as Board Directors notified of Board decision - 19/12/22
- **Item 8.1.2** Livestreaming Policy posted to website - 15/12/22
- **Item 8.2.1** Scholarship applicants advised of results - 21/12/22 to 3/1/23.
- **Item 8.3.1** CTas & WCF advised of acceptance of bid to host 2025 WCF GC WTC Tier 1 - 15/12/22
- **Item 8.3.2** Eildon CC advised to submit an invoice - 18/12/22
- **Item 8.3.3** Events Committee notified of GC Eights entry fees - 14/12/22
- **Item 8.4.1** - Topic 118: WCF S-G advised of ACA's position on 14/12/22 – see also below.
- **Item 10.3.4.1** Updates requested by NLT 14/1/23 - 15/12/22, received 14/1/23.

### Other Matters

- **WCF Topic 118:** WCF S-G enquired the reason behind the Board voting against the CA proposal which was the result of discussion between the four MacRob nations. I replied that the proposal was viewed as making no substantial improvement to the WCF 12 year calendar as it did not address the fact of only one event in 2024 and that it delayed the "centenary" MacRob by a year, after the CA had insisted that it should host that event.
- **WCF Topic 119:** WCF S-G advised that Croquet Australia voted in favour of the update to Equipment Regulations - 9/1/23.
- **WCF Topic 120:** This topic covered the appointment of the WCF Independent Examiner (Auditor) for 2023. Brian Havill has been the Independent Examiner since 2018 and had indicated his willingness to continue. On behalf of the Board, I advised his acceptability to Croquet Australia. - 21/12/22
- **WCF Topic 121:** WCF S-G advised that Croquet Australia voted in favour of the 2023 Budget as circulated - 11/1/23
- **WCF Topic 122:** WCF S-G advised that Croquet Australia voted in favour of the financial grant request from the Czech-Moravian Croquet Association - 9/1/23
- **Scholarships 2023:** Pat & Kerri-Ann provided a list of scholarship applicants and these were individually advised that their application had been approved or declined, as appropriate, over the period 21/12/22 to 3/1/23. Many applications did not comply with the Scholarship Policy in letter or spirit, and there were several attempts at "double dipping". The policy itself possibly requires review as it currently excludes Gateball players.

A handwritten signature in black ink, appearing to read "Jim Clement". The signature is stylized and written in a cursive-like font.

Jim Clement  
Secretary to the Board