



## 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

Accepted as a true and accurate record



JL Nicholls  
Chair of ACA Board  
15th February 2023



## 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



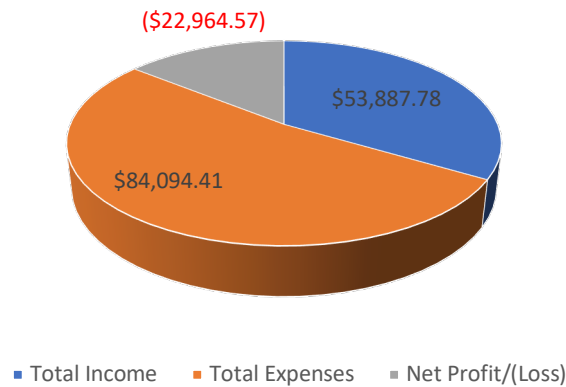


Appendix 1 to  
Annex B to  
ACA Board Meeting Minutes  
25<sup>th</sup> January 2023

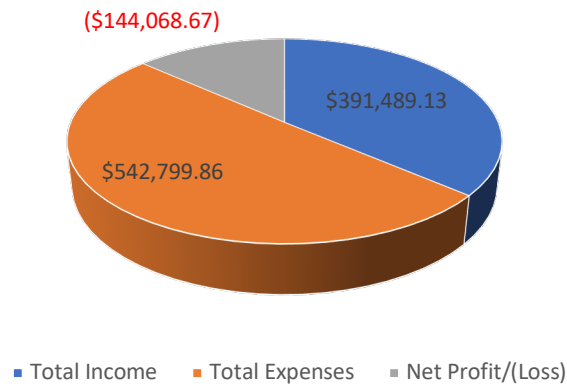
<b>Australian Croquet Association Inc</b>				
<b>Profit &amp; Loss [With Year to Date]</b>				
December 2022				
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$0.00	0.00%	\$281,364.90	71.90%
AC Law Books	\$0.00	0.00%	\$8.18	0.00%
GC Rule Books	\$0.00	0.00%	\$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%

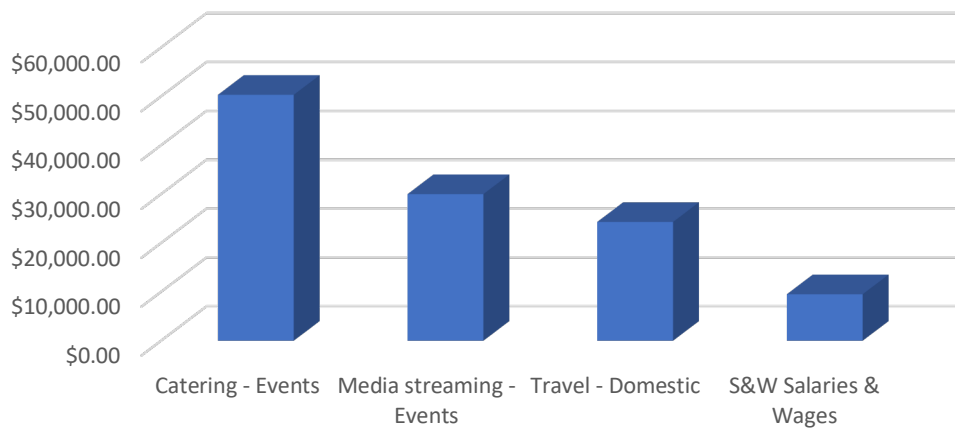
### Income statement for the period from 1 December to 31 December 2022



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



### Major expenses for December 2022



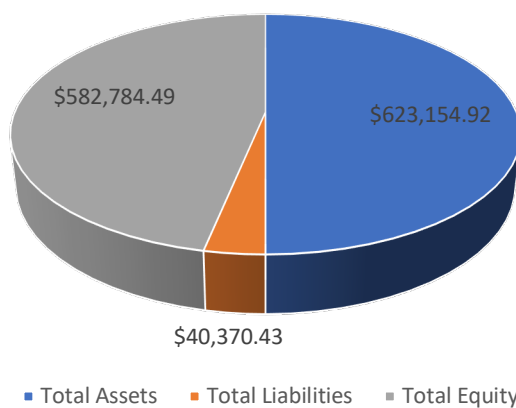




Appendix 2 to  
Annex B to  
ACA Board Meeting Minutes  
25<sup>th</sup> January 2023

<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.

Jim Clement  
Secretary to the Board



## Chief Executive Officer's Report

### Items from Previous meeting

NIL

### For Decision

1. **Recommendation 1:** Refer agenda item 8.1.3 Administrative Officer – 8.1.3.1 Change of Title (Briefing Paper)
2. **Recommendation 2:** Refer agenda item 8.2 Management – 8.2.1 IT Audit (Briefing Paper)

### For Discussion/Updating

#### 1. IT Projects

##### a. Learning Management System (LMS)

It is taking some time to understand the current arrangement with the LMS and the proposed new platform. There are still a lot of uncertainties that surround the current contract, what has been delivered and paid for, the scope of works for the current project to move to a new LMS platform and the contracted hours and outcomes still to be delivered.

The following points are a summary of the current position as presented by John Hayes at Coaching Cohort:

- The learning management system ACA were using cost **\$5280 per year COST (just to have it)**. Coaching Cohort (CC) charge ACA \$5395 pa plus additional work. CC can downgrade to \$3000 pa
- The initial system was good but was never going to be sustainable long term and ACA were always going to transition to something more achievable for the sport. With the new platform, CC has purchased the license on a lifetime deal for ACA. ACA can buy CC out of this license at any time for approximately \$5k or renegotiate an agreement.
- A decision needs to be made regarding the course content, PDF's
- Learning management systems normally use PDF's as supporting documentation and not the actual course content. ACA will need to develop course content that is different from the manuals and includes additional/different content, activities, videos, quizzes and other interactive content. Simply replicating the manual is not on-line learning.
- ACA have been able to get away with this, but it was always a short-term solution.
- The content should be developed as 'text' with supporting documents loaded to 'files', links etc.
- The reason for this is ACA can then edit course text, images, files etc as required without having to format a whole manual, separate the pages, take a screenshot and upload.
- This will require a lot of work at the beginning but CC believe is a better way to manage content long term.

##### b. Tidy HQ (Member Management System and Database)

ACA are getting a very customised solution with Tidy HQ. Originally, ACA were going to have basic database and this was quoted accordingly. However, this platform has been customised as follows:

*Development and centralised online database for up to 15,000 contacts providing All-in-One CRM management business platform. Host and maintain for 36 months (3 years), Set up and hosting \$3500 year 1, maintenance and hosting \$1500 year 2, maintenance and hosting \$1500 year 3;*

- ACA are getting access to a \$30k Enterprise set up for less than a 1/3 (strictly confidential). Other sports are paying \$70k
- What CC have been able to do for ACA is change the Learning Management Platform and set up an arrangement with Tidy HQ which **COSTS ACA \$7584 per year**
- In summary, if ACA add \$5395 (LMS) plus \$1500 (Database) together it = **\$6895 (CC is actually making a loss of \$689 on software this year).**
- CC make money through consulting, formatting, editing, and building, not hosting or providing software.
- CC have been very supportive of Croquet and helping out at very low rates, but CC can't continue to do it for cost or nothing

I had a videocall with John Hayes from Coaching Cohort and Isaak from Tidy HQ. It was an interesting meeting and I got a strong sense that both John and Isaak are very frustrated with the current status of the IT projects, namely the Member Management System and LMS. It seems that Tidy HQ should be able to deliver the level of functionality and sophistication required, however, without comparing this to other systems, I am not completely confident. It seems that the determining factor in negotiating this system has been the price point. John has negotiated a very good deal with Tidy HQ to come on board with ACA, however, this third-party arrangement is still unclear and even Tidy HQ indicated there is no formal agreement in place.

Essentially John Hayes indicated he wishes to review the agreement and possibly exit from it. I need to review the contract to understand what has been delivered and paid for, what is still outstanding that we have paid for and what has yet to be delivered and paid for. This is something that needs to be completed as a matter of priority.

### c. ACA Website

John has shown me the final draft of the revamped ACA website during a zoom call last week. It seems to present quite well. He has sent me the details to log on to the website in the back end to conduct a more detailed review of the content, however, the link is showing an error message. Once John sends through the correct link, I will review prior to the Board meeting and if possible, I will share the link with the Board for your review and feedback as well. The initial comments from John Hayes are that:

- The site contains a lot of information, over 90 pages when most websites should be around 25-30 pages.
- We need to simplify content and include only the important information. For more information we should include links to somewhere else.
- We need to build roadmaps for what content and where we want it to sit
- We need to settle on the design and user experience, perhaps be more interactive
- Lot of duplication between website, academy site and Tidy HQ. Content should be in one place and use links rather than duplicate content.

## 2. Marketing Project

- CEO and Greg met with Jamie from Co-ordinate on Friday 6 Jan to discuss the current marketing project. Jamie outlined what has been done to date and referenced the initial workshop last year to seek alignment and the future state with National branding and marketing concepts and a national campaign and launch on World Croquet Day which is scheduled for early May (date TBC).
- ACA also require a logo and short video for the Sport Australia School Sports Program to be ready for Term 2.
- It was suggested that we conduct another workshop with the Board and Heads of State to confirm a marketing vision, purpose and identity. From this we should be able to glean from the members, what other marketing support and collateral they require.
- Jamie has submitted a revised quote and timeline (refer attachments in Dropbox), however, I am still concerned with the figure he is quoting which is still around \$45K.

- As an organisation, we need to decide on the scope of this marketing project and perhaps seek another 2 quotes (unless this has already been done) as I am not sure we are getting value for money.
- The Board need to agree the level of budget allocation towards this project and/or if we intend to request any financial contribution from the States.

### 3. Staffing/HR

- Currently conducting weekly Staff meetings every Monday at 10am (Qld time) – discuss key priorities/projects, staff work plans, meetings, events and any operational matters
- CEO to review GB and RM Position Descriptions. Only PDFs were located on the Bright HR portal. JN has since provided MW with a word version of these documents for review and mark up.
- Discussion around Rob Murray's title of Executive Officer and the confusion with this now ACA have a CEO in place. The briefing paper provides a recommendation.

### 4. 2023 Budget

- I have reviewed the budget and have concerns that we are currently looking at a deficit of approx. \$180-\$200K.
- In relation to events, there is no income item at all listed and this does need to be included as we do charge entry fees yet these are not listed. Event expenses are listed as negative amounts in expenditure which is also reflecting a better position that is actually the case.
- Rob, Greg and I have a budget review meeting scheduled for Thurs 19 Jan to see where we may be able to revise some income and expenditure. We may also need to review the program budgets for each code. Unless the Board is willing to make a significant investment this year in funding this deficit then we do need to make some serious adjustments to the 2023 budget.
- A starting point for the budget should be the previous year's P&L, noting any one off or abnormal items. Last year's P&L shows total income of \$403K with income from affiliation fees as \$343K yet we have only budgeted for \$300K. There was also a donation of approx. \$31K – will this continue in 2023. Event income was almost \$12K and other was \$7K. So we need to identify if any of this income (\$93K) will be realised in 2023.
- In terms of expenditure from last year's P&L, the total operating expenses were \$586K. Again, we need to identify any one off or abnormal expenses. Some of these may include recruitment costs of \$6K, legal costs of \$2K, entry fee reimbursements \$8K, purchase of rule books, hoops etc \$9K some of which may need to be allocated across future years as a pre-payment, hires/purchases \$9K (TBC), other \$162K (Rob and Kah Yang reviewing), ACA contribution (to what?) \$15K, computer expenses \$15K, web expenses \$18K, consultancy fees \$7K (TBC).
- Suggest we look at separating the budget into fixed income and fixed costs to get a better understanding of where some of the fluctuations are likely to be.
- I also note that the total allocation to gateball alone (>\$50K) is more than the total allocation to all other codes. Is this realistic/fair based on the possible ROI.
- I feel the 2023 requires further review and strategic input from the Board and finance committee before it can be submitted for formal approval.
- Following the budget review by Rob, Greg and myself and also a discussion with Kah Yang following the presentation of the final financial statements to Kah Yang, I hope to be in a better position to provide additional information to the Board re the 2023 budget.

## For Information

### 1. Communication/Liaison

- CEO has spent a lot of time over the past 2 weeks meeting with Board Members, Heads of State and key Committee personnel. There are still a number of Committee members the CEO would like to meet. The CEO sent an introductory email to all remaining Committee members who she has not yet connected with to arrange meetings during February.
- CEO and President attended the National U21 event at Eildon last Friday 13 Jan and the presentation dinner. CEO also met a lot of Club and State representatives as well as a few ACA Officials/Committee members.
- CEO visited Southport Croquet Club and met with Barbara Northcott, a number of Club representatives and former Croquet NZ President. There was a good discussion around what NZ do and perhaps what ACA can glean from NZ in relation to promotions, pathways and development.
- Jim N, Pat and CEO met with AGU representatives Geoff Morris and Leanne Scott last Friday 13 Jan at Bramble Bay Bowls Club. Whilst the recommendation from the National Sports Tribunal was for the organisations to try to work together, it was acknowledged on several occasions the risks to ACA in alienating current members in having any relationship with AGU or its members (who are not members of ACA).

The AGU indicated that have approximately 75-100 members, most based on the east coast and many are members of both ACA and AGU. AGU indicated their desire to host an International Event to promote gate ball and were seeking support from ACA to promote this event. AGU also advised they had applied to become an Associate Member of the WGU. There were some internal action items for the CEO to follow up and some discussion around suggested ways the organisations could work together. However, the ACA Board will need to consider these in more detail as to the risks and benefits of working with an unaffiliated and unrecognised organisation that is in direct competition with the services and activities provided by ACA. AGU will prepare formal minutes from this meeting and circulate to ACA for review.

- CEO has had several meetings with John Hayes from Coaching Cohort as also Isaak from Tidy HQ re the IT projects, Jamie from Coordinate re the marketing project, Nicky from UQ re the student research project around automated handicapping and Sport Australia re the SIA framework and education and the Learning Centre re the LMS and database projects.

### 2. Meeting Heads of State – 10<sup>th</sup> Jan 2023 at 4.30pm via Zoom (Jim N & Mel attended)

- **Meetings of Heads of State & ACA** – States would like to meet more regularly throughout the year to enhance engagement with ACA and across the sport more broadly. Suggestion was quarterly in addition to AGM/SGM and events. States encouraged to share areas of best practice.  
**ACTION 1:** States to set quarterly meetings, set agenda and invite ACA representatives to attend
- **Communication** – States would prefer a broad summary of the minutes following each Board meeting rather than just the minutes and reports to provide further context about decisions made.  
**ACTION 2:** ACA to provide a broad summary of the minutes following each ACA Board meeting in addition to the minutes and reports. Please note – any sensitive information should be removed from any public distribution of the minutes.
- **SIA** – States feel there was a lack of briefing/education provided by ACA in relation to the adoption of the NIF and SIA policies. Suggest we engage someone from SIA to deliver a workshop/briefing with the States either at or around the AGM or as part of the next Heads of State meeting.  
**ACTION 3:** CEO to contact SIA to request an education session/briefing re the SIA framework and policies. CEO has spoken with SIA and currently there is a review being undertaken of the SIA framework and

policies. Once this review has been completed, SIA will look to deliver an update and education session for ACA. No exact timeframe was provided but ACA provided some suggested timelines to SIA around Feb and March.

- **MacRob Shield** – discussed concerns with one person performing dual roles and that in future this needs to be 2 separate people. States would like training around Tournament/Event Management and Event Marketing. Suggest that ACA provide an Event Management Package/Plan for all ACA events/tournaments so there is a consistent approach/direction as to the delivery of ACA events across Australia.

**ACTION 4:** Suggest CEO to share this information with the Events and Tournament Committees and seek feedback on how this might occur. ACA to look at developing a consistent Event Management Plan for all ACA events/tournaments to ensure consistent processes and procedures, delivery, look and feel for all ACA events run across Australia. Suggest Board to review and discuss this matter further.

- **IT Projects** – States would like ACA to finalise the current IT projects, primarily the LMS/Academy, Member Management Platform/Database (Tidy HQ) and the ACA website. Kate McLoughlin suggested she would prefer that a User Group be established to undertake final testing to ensure we are maximising the use of the platform

**ACTION 5:** CEO to work to finalise the outstanding IT projects as a matter of priority. ACA to establish a User Group to undertake final testing of database, LMS and/or website.

- **Club Incentive Program** – States would like Mel to circulate a current list of all Clubs by State to all States indicating membership figures showing which States have increased in membership since Jan 2022. States below this may promote some healthy competition to increase membership. Figures need to show actual membership without any duplications with people registered with multiple Clubs.

**ACTION 6:** Mel to liaise with Rob to confirm all Club membership data by State and circulate to all State Associations as soon as possible (refer attached spreadsheet Dropbox).

- **Strategy session at AGM** – States are very keen for this to occur but would prefer ACA to allocate sufficient time for this after the AGM. People do schedule flights in the afternoon so the Board may need to consider the scheduling of this to ensure ample time for a good discussion/workshop session. Suggest this may require some pre-workshop work in collating some ideas and maybe engaging a consultant to run the session. Suggest ACA Board to discuss this at the Jan Board meeting.

**ACTION 7:** Board to discuss format and timing of arranging a strategy session in conjunction with the AGM.

- **Transgender Playing/Policy** – States would like some further discussion on this. CEO may need some further context around this item.

**ACTION 8:** ACA to provide States with further information on the Transgender Policy.



Melanie Woosnam  
CEO  
Croquet Australia





## Executive Officer's Report

### Items from Previous meeting

- **14<sup>th</sup> December**
  - **Item 7.1.1: Complaints Officer to respond to all parties by COB Monday 19 December.** Both parties have been advised of outcome as requested at the December 14 meeting.

### For Information

#### ACA Scholarships

Payments to all 2023 ACA Scholarship recipients was made on Friday 20<sup>th</sup> payments run.

#### Audit

Documentation has been finalised for the 2022 Audit and passed onto Assurance Matters for processing. To be finalised in early February.

#### Governance

Amendment to the ACA Constitution which was approved at the Special General Meeting on the 7<sup>th</sup> of December, has been sent onto Canberra Access. Confirmation of lodgement has yet to be received. Board to be updated at the meeting.

#### Events

##### GC Under 21 Championships

The 2023 GC U21 Championships was held from the 14-16<sup>th</sup> of January at the Eildon CC. Tournament Manager and Referee reports have not yet been submitted.

##### GC President's Eights

Expressions of Interest for the 2023 GC President's Eights closed on the 31<sup>st</sup> of December with 56 players confirmed entrants for the event. The Eights is set down for February at Cairnlea.

##### AC Men's and Women's

Entries have opened for the AC Men's and Women's Singles to be held at Cairnlea in March. Currently there is 5 entries in the Men's event and 3 in the Women's Event. The event flyer will be distributed this week which will immediately increase the entrants.

**Ricochet Open**

The inaugural Ricochet Open will be held at Tempe CC in April. Currently we have received 5 entries for the Singles and 4 pairs for the Doubles.

**Lighting Guidelines**

The interim ACA Guidelines for Lighting a Croquet Court is now available on the ACA and Academy websites. The guidelines have also been sent onto State Association and clubs.

**Complaints Officer**

No further complaints have been received since the December report.



Rob Murray  
Administrative Officer  
Croquet Australia



## Australian Croquet Academy Report

I am enjoying working with our new CEO Mel Woosnam. Mel, Rob, and I are now working together and have scheduled weekly meetings where our priorities are identified, and workloads reviewed.

I am also delighted to receive my new desk and monitor.

Mel has been updated on all the Academy projects, forecasts and tasks that are still to be completed.

Below is a summary of actions I have completed, or I am currently working on:

### **The Summer Edition of the Australian Croquet Online magazine**

I am very proud of this edition and hope you all enjoy it. A final draft has been provided to the ACA Board for approval. Special thanks to Tony Walker for providing the Tasmanian content and to Terry Ericson for proof reading.

### **Under 21 Trophy**

The ACA Board provided a budget to purchase a trophy for the winner of the Under 21 Gold Medal. A trophy was selected costing \$450. However, ACA Board approval was not given to spend more than \$300. After Grinners Trophies were told the background for having this trophy, they very kindly sponsored \$150 towards it. The inaugural winner Curtis Mead from Tasmania was delighted to receive it.

### **University of Queensland Project**

Nicky Scarvelis from the University of Queensland has accepted our brief to provide the ACA with a proposal to develop and implement a national online handicapping system. The students will need to:

- 1 Understand what we are currently using.
- 2 Understand what other National Sporting Organisations are using.
- 3 Determine best practise.
- 4 Know how to transition to best practise.
- 5 Provide ACA with a proposal for consideration.

The University of Queensland's working group's main goal is to make the experience of updating player handicaps easy and accurate. Special thanks to Ron Schodel and Murray Tinker for also assisting with this project.

### **Youth Training Program**

The manuals have been reviewed by our CEO and three quotes for graphic design and formatting are now ready for ACA approval.

Work to be completed include:

- 1 Formatting 40 pages of the Youth Training Manual.
- 2 Creating 10 diagrams.
- 3 Designing and formatting 12 session Plans.
- 4 Designing and formatting 15 lesson Plans.
- 5 Create and update 4 checklists.
- 6 Designing an information pack.
- 7 Designing a welcome pack.
- 8 Designing a certificate template for participants.

A large quantity of photos was taken at the recent Australian Under 21 events that can now be used in the manuals. Once the resources are signed off, we will then have a National Program to present to SportAus. This will be another step closer to been recognised as a school sport.

### **Youth Training Videos**

Murray Tinker has completed a lot of work at the recent Australian Under 21 events. The footage taken prior and during these events will help to complete the 5 projects:

- 1 To create a library of coaching tips.
- 2 To develop "how to play" videos for all disciplines.
- 3 To produce a school's promotional video so students and teacher can get excited about croquet.
- 4 To create 20 "how to" video clips (e.g., How to use gameplan).
- 5 15 alternate games for school sport and club fun days (e.g., Pirates).

### **National Programs and Budget Forecast**

A summary has been completed and provided to our CEO for review.

This summary includes a budget forecast for 2023.

### **Member Management Platform**

I have provided a complete summary of the events that took place regarding the Member Management Platform to our CEO. I have completed a new / updated national roll out proposal for the ACA Board's approval. The Memorandum of Understanding is still a topic for discussion.

### **Jamie Wilson/ Coordinate Marketing Company**

Recent meetings with Mel and Jamie indicate that there is still an opportunity to work with Coordinate. Jamie has provided a new proposal for the ACA Board's consideration.

This includes rebranding all associations and developing a national campaign for world croquet day.

There are also plans to sign off a logo for the School Sports program. (This is a SportAus requirement.)

This is an investment with opportunities to build our brand and welcome more partners and cash flow from our products.

### **Sport Community Update**

A meeting is scheduled on the 24<sup>th</sup> of January to review all content and decide how it will sit on the Member Management Platform.

All members will have access to the Club Spot online training and resource hub with unlimited logins for ACA affiliated clubs to access their entire website content. This includes checklists, guides, eBooks, video tutorials and templates.

There will also be 20 customised topics, including a grants section with all available grants for each state.

### **Momentum Sports Consultancy Group**

The CEO and I will be looking at the opportunities available for growing our partners and improving revenue streams.

Meetings are scheduled with Momentum to investigate this further.

### **Lighting Standards**

Any club wanting to apply for grants in relation to outdoor lighting should get in contact with the Australian Croquet Academy. I will be able to help with information needed to complete your application. Special thanks to Wal Mills for all the work completed in this space to date.

### **Heat Policy**

This was raised as a concern, especially with the hot weather forecasted in the coming months. I have provided our CEO with a complete summary of what is happening in each state and some solutions moving forward.

### **Bowls Australia**

Have kindly provided links to view their Learning Management Platform and Bowlslink.

Any learnings or opportunities for improvement will be used to improve our offer.

Special thanks to Haylee Jesensek from Bowls Australia for her continued support.

### **Under 21 / Under 25 / Under 30**

Working on a proposal to cater for all age brackets and levels. It is recommended that the Australian Under 21 Singles Championship have a Plate event. Participants who turn 22 still need a pathway and support.

### **Social Media**

A total of 96 posts were posted on the ACA Facebook from the 17/11 to 17/01.

The activity has steadily increased, with more people engaging each week.

### **Annual report**

I will be providing our CEO a draft copy of the Australian Croquet Academy Report so it can be included in the ACA Annual Report.

Kind Regards



Greg Bury

**General Manager**

AUSTRALIAN CROQUET ACADEMY.

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