



## Minutes

Monday, 25 March 2019

Forrest Park CC, Perth, Western Australia

### 1. Welcome

1.1 Introduction of new Board member, Jacky McDonald. Megan Fardon, Jim Nicholls and Don Close were re-elected. Two positions remain vacant.

### 2. Roll Call

**Present** – Megan Fardon (Chair), Jim Nicholls (Deputy-Chair), Don Close (Treasurer), Mike Cohn, Jacky McDonald, Mary Marsland (observer).

Executive Officer – Rob Murray

Mary Marsland appointed to the Board to fill a casual vacancy, under section 22.4 of the ACA Constitution.

The following positions were allocated –

Chair – Megan Fardon remains in the position

Deputy Chair - Jim Nicholls appointed

Treasurer – Don Close remains in the position

Secretary – Remains vacant - Rob Murray perform the role in the interim

### 3. Adoption of Minutes

Receipt of ACA Minutes from 21 February. Minutes accepted.

### 4. Business Arising from the Minutes

Outstanding actions (see items below)

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### 5. Recording of Motions sent and agreed to by Email

Nil

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### 6. Board – Roles and Responsibilities

6.1 Meeting Schedule –

	DAY	TIME	MEANS
Board	Thursday 2 May 2019	5pm	Skype
Board	Thursday 6 June 2019	5pm	Skype
Board	Thursday 4 July 2019	5pm	Skype
Board	Thursday 1 August 2019	5pm	Skype

SGM	Monday 16 September 2019	9am	Face to Face - Melbourne
Management Workshop	Tuesday 17 September 2019	9am	Face to Face - Melbourne
Board	Thursday 17 October 2019	5pm	Skype
Board	Friday 15 November 2019	9am	Face to Face - Melbourne
Board	Thursday 12 December 2019	5pm	Skype – Budget
Board	Thursday 19 December 2019	5pm	Skype – If required
Board	Thursday 23 January 2020	5pm	Skype
Board	Thursday 13 February 2020	5pm	Skype
AGM	Thursday 23 & 24 March 2020	Face to Face – Brisbane	Face to Face – Brisbane

## 6.2 Board Representation at ACA Events

Event	Dates	Representative	Venue
GC Trans-Tasman Series	25 to 29 April	Megan Fardon	Cairnlea
GC Open Doubles and Singles Championship	4 to 12 May	Mike Cohn	Cairnlea
AC Patron's Trophy	8 to 10 June	Jim Nicholls	Wynnum

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## 7. Finance

### 7.1 Financial Statements

Profit & Loss Statement - attached

Balance Sheet - attached

Budget v Actuals - attached

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### 7.2 Finance Committee – Nothing to report.

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### 7.3 Other Financial matters – Nothing to report.

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## 8. Correspondence

### 8.1 Inwards

8.1.1 ACA office received a letter via email from Heath Jackson, regarding the allocation of Wild Cards for the 2019 GC President's Eights. Action to be taken:

- Seek clarifications from Chairman of GC Selectors, Terry Ericson.
- Reply to Heath.
- Review policy.

Rob Murray to action.

### 8.2 Outwards

8.2.1 Draft a thanks you letter to Graeme Thomas for all his efforts as the ACA Secretary. Rob Murray to draft.

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## **9. Strategic Plan**

9.1 Update on Croquet New South Wales Strategic Plan workshop on Tuesday 26 February. Rob to provide update.

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## **10 Policy/By-Laws**

### **10.1 Review of policy documents**

ACA policies are in the process of being upgraded from draft form to final document. Rob Murray to pass onto Board for final approval by 20 April 2019. Once this task has been completed Rob Murray will pass onto the States for comment.

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## **11 WCF**

Cathy Leske (Executive Director Croquet South Australia) confirmed that South Australia will not be bidding WCF GC Over 50s World Championships.

### **11.1 Hosting of future WCF events – status of discussions**

#### **(a) 2020 AC WC – update**

Nothing to update

#### **(b) 2021 - MacRobertson Shield in Victoria- update**

Tentatively November

#### **(c) 2022 - WCF GC Over-50 World Championship.**

Cathy Leske has confirmed that South Australia will not be bidding for the WCF GC Over-50 World Championships.

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## **12 Gateball**

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## **13 Matters Arising Appointed Officers**

13.1 Filling of vacant positions – HPM AC and GC, Coaching Coordinators for AC and GC.

Rob Murray to write to ACA committees requesting a scope outlining objectives, Budget and time lines. – Rob to action.

13.2 Pending resignation of Peter Freer.

Peter Freer has volunteered to stay on until ACA has found advertised and found a suitable replacement.

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## **14 Matters Arising from Committees and Working Groups**

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## 15. Issues from State Associations

Issues outlined in the discussion forum held at Forrest Park Croquet Club Perth, on March 25<sup>th</sup> 2019.

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## 16. Tournaments

16.1 Tournament Referee for the Golf Croquet Open in Cairnlea will be Judy Stewart.

16.2 Develop a policy to train ACA Tournament Managers – Rob Murray to action.

16.3 Source a host for the 2019 GC Handicap event. – Rob Murray to action.

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## 17. Development Squads

Board requests that the AC Selection committee announce a development squad for the 2021 Mac Rob Shield. – Rob Murray to action.

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## 18. Communication – Website

18.1 Website update – Following on from ACA discussion forum more time to be put into the development of the new website. Board has granted Executive Officer, Rob Murray another 20 hours over the next month to work on the development of content for the website.

Rob Murray to meet with Graeme Thomas in the coming weeks as part of the website handover process.

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## 19. Other Business

19.1 Response to be drafted to the States regarding issues outlined in the March Discussion Forum. Rob to action.

19.2 ACA to develop action plan regarding review of tournament calendar. Megan Fardon to action in consultation with Peter Freer.

19.3 Liaison roles assigned for Appointed Officers and Committees

Appointed Officer Role	Director Liaison	
	2018	2019
High Performance Manager – AC	Mike Cohn	Mike Cohn

High Performance Manager GC	Tony McArthur	Don Close
National Co-ordinator Coaching - AC	Don Close	Don Close
National Co-ordinator Coaching - GC	Don Close	Don Close
National Co-ordinator Refereeing – AC	Mike Cohn	Mike Cohn
National Co-ordinator Refereeing – GC	Mike Cohn	Mike Cohn
National Co-ordinator Under 21 Croquet	Tony McArthur	Jacky McDonald
National Co-ordinator Gateball	Greame Thomas	Jim Nicholls
National Co-ordinator Ricochet	Don Close	Jacky McDonald
National Handicapper	Tony McArthur	Mary Marsland
Archivist	Megan Fardon	Megan Fardon
Representative – The WCF GC Rules Committee	Tony McArthur	Megan Fardon
Representative – The International Laws Committee	Mike Cohn	Mike Cohn
<b>Committee</b>	<b>Director Liaison</b>	
Tournament Committee	Greame Thomas	
Events Committee	Greame Thomas	
AC Selection Committee	Megan Fardon	Megan Fardon
GC Selection Committee	Megan Fardon	Megan Fardon

19.4 Croquet South Australia’s Treasure, Lorraine Smith to be contacted to gauge interest in joining the ACA Finance Committee. Mary Marsland to action.

19.5 Topic 78 WCF A1 and B1 Megan to send return to Stephen Mulliner from WCF.

## 20. Next Meeting

Thursday May 2 – Skype.

## 21. Meeting Closed- 11.30 closed by Chair

Accepted as a true and accurate record

## Appendix

**Action Items** Megan Fardon  
Chair, Australian Croquet Association Inc  
10 June 2020

Item no	Action	Responsible
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8.1.1	Email received from Heath Jackson regarding wild card entries for the GC President Eights.	Rob Murray
8.2	Letter of thanks to graeme Thomas	Rob Murray
9.1	Written report on Croquet NSW Strategic Plan workshop.	Rob Murray
10.1	Completion of policies review.	Rob Murray
13.1	Request scope from ACA committees	Rob Murray
13.2	Advertise for replacement for Chair of Events committee	Rob Murray
15	Issues from State Associations coming out of discussion forum.	Rob Murray
16.2	Develop policy to train ACA Tournament Managers	Rob Murray
16.3	Source a host for the 2019 GC Handicap	Rob Murray
17	Board requests a squad to be selected for the 2021 MacRob Shield. Executive Officer to approach AC selection committee	Rob Murray
18	Executive Office to travel to Adelaide to meet with Graeme Thomas regarding the website handover	Rob Murray
19.1	Response to the States regarding issues raised in the general discussion forum.	Rob Murray
19.2	ACA to develop action plan for Tournament Calendar	Megan Fardon
19.4	Contact Croquet SA Treasurer, Lorraine Smith about joining the ACA Finance Committee.	Mary Marsland
19.5	WCF Topic 78 – email response to Stephen Mulliner (WCF)	Megan Fardon