



## BOARD MEETING MINUTES

Friday, 15<sup>th</sup> November 2019 @ 10:00 AEDT  
at Victorian Croquet Centre, Cairnlea

### 1. Attendance:

- 1.1 **Directors:** Megan Fardon (Chair), Jim Nicholls (Deputy Chair), Don Close (Treasurer), Mike Cohn, Jacky McDonald and Mary Marsland (members)
- 1.2 **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
- 1.3 **Observers:** Peter Freer (Chair, Events Committee), Trevor Bassett (Chair, Tournaments Committee)
- 1.4 **Apologies:** Mike Cohn

### 2. Opening: The Chair opened the meeting at 09:45 AEDT.

### 3. Adoption of Minutes of Previous Meeting: Resolved that the minutes of the 17<sup>th</sup> October 2019 be adopted as a true and accurate record.

#### 3.1 Business Arising from Minutes of Previous Meeting:

- 3.1.1 **WCF Presidential Elections:** Mike Cohn's nomination forwarded to the WCF Secretary-General and receipt acknowledged.
- 3.1.2 **Team Selection Criteria:** Selection Committees have been advised that the ACA Chair is to be notified of meetings and that reports and meeting minutes are required. Agreed that all committees provide copies of minutes to the ACA Secretary. **Action: Sec**

### 4. Reports

- 4.1 **Treasurer's Report:** Treasurer's report was distributed yesterday, receipts & expenditure to date indicate a possible surplus of \$50k. Much of the savings has been due to reduced travel. Resolved that the Treasurer's report be adopted.
- 4.2 **Finance Committee Report:** Distributed via Dropbox; much of report to be discussed under headings below.
- 4.3 **Secretary's Report:** Distributed via Dropbox; all matters to be discussed under headings below.  
Resolved that the Finance Committee and Secretary's Report be received.

### 5. Correspondence

#### 5.1 Inwards

- 191108 from Eaglehawk CC re complaint
- 191111 from Wynnum CC re 2020 Patron's Trophy

#### 5.2 Outwards

- 191024 to WCF S-G – Nomination for WCF President (Receipt acknowledged)
- 191024 to Appointed Officers querying their intention/willingness to continue in role/s.
- 191111 to Eaglehawk CC re complaint

#### 5.2.1 Business Arising from Correspondence:

- 5.2.1.1 **Club & Member Affiliation:** Mary Marsland, supported by Jacky McDonald, raised the question of club's affiliation and membership systems. Resolved that a Working Group including representatives of all State Associations,

be set up to investigate the problem. Secretary to ask SACA for Terms of Reference for its similar group. **Action: Sec**

- 5.2.1.2 Patron's Trophy:** Peter Freer advised that he has already apologised but Secretary to send a formal ACA apology to Wynnum CC. **Action: Sec**

## 6. Outstanding items:

- 6.1 Sponsorship:** Don Close raised the question of what do sponsors get for their money, how is sponsorship spent and do we have an approved policy? Resolved that Tournaments and Events Committees be asked to examine and make recommendations. **Action: EO**

## 7. Governance:

- 7.1 Appointed Officers:** The Secretary advised that all Appointed Officers are happy to continue for 2020.
- 7.2 Strategic Plan:** Mary Marsden distributed draft of the future Strategic Plan. Draft to be sent to Phillip Pogson for comment. **Action: EO**
- 7.3 2020 Board Calendar:** Board accepted the calendar.
- 7.4 Draft Policies:** Agreed to publish all newly drafted policies, with exception of MPP which the Board is to review. **Action: EO**  
Board comments due by 2<sup>nd</sup> December 2019 to allow discussion at December 2019 meeting. **Action: All**
- 7.5 Reimbursement Policy for ACA Representatives at Events:** Resolved that Jacky McDonald's expenses for attendance at the GC Handicaps be reimbursed. Further resolved that Finance Committee develop a policy for reimbursement of expenses for ACA representatives at ACA events. **Action: Finance Committee**

## 8. Management

- 8.1 Tournament Calendar Development:** Discussion of Peter Freer's paper, which is to be widely distributed for comment, with replies requested by end of February 2020 and to be taken to Discussion Forum, March 2020. **Action: Sec**  
Trevor Bassett to try to recruit members for Tournament Committee/s, to submit formal Eols, then Board appointment.
- 8.2 Scholarships:** Executive Officer advised that the sole Eol received has been passed on to the relevant Selection Committee.  
*(Secretarial Note: The meeting broke for lunch 12:30 to 13:00 AEDT; Peter Freer and Trevor Bassett did not rejoin the meeting after lunch.)*
- 8.3 Website:** A presentation was made to the Board by Phil Brophy of Member Point, 13:00 to 14:30, and he is to provide further information, via the EO.  
*(Secretarial Note: The meeting resumed its agenda 14:30 AEDT)*
- 8.4 AC Eights Players' Meeting Concerns:**  
*(Secretarial Note: Jacky McDonald left the meeting at 15:00 AEDT and the meeting became non-quorate.)*

## 9. Events

- 9.1 2019 AC Eights (Oct):** The TR's Report was received.
- 9.2 2020 U21 Championships (Jan):** Board representation - Megan
- 9.3 2020 AC GM, M&W, Eire Cup (March):** Appointments -yet to be made.

## 10. WCF

- 10.1 WCF Presidential and Management Committee Elections:** The Board members present recommended that Croquet Australia cast its votes in the WCF MC elections for Harold Denton, Begona Elzabura, and Samir Patel; and in the WCF Presidential election for Mike Cohn.

*(Secretarial Note: This recommendation to be circulated to all Directors via email for out-of-meeting endorsement.)*

**11. Next Meetings:**

- 12<sup>th</sup> December 2019, 6:30 pm AEDT via electronic means – Budget Meeting & Board Member Performance Review Possibly continue 19<sup>th</sup> December 2019, 5 pm AEDT
- 23<sup>rd</sup> January 2020, 5 pm AEDT via electronic means
- 13<sup>th</sup> February 2020, 5 pm AEDT via electronic means
- 23<sup>rd</sup> March 2020, Brisbane – **AGM**, 9 am AEST, Sports House, 150 Caxton St, Milton Qld

**12. Close:** The chair closed the meeting at 15:30 AEDT

Annexures:

- Annex A: Profit and Loss Statement
- Annex B: Balance Sheet

Accepted as a true and accurate record

Megan Fardon  
Chair, Australian Croquet Association Inc  
10 June 2020

**Annex A to:  
ACA Board Meeting Minutes  
15<sup>th</sup> November 2019**

<b>Account</b>	<b>Budget for year 2019</b>	<b>Actual as at 1/11/2019</b>	<b>Actual for year 2018</b>
<b>Income</b>			
International Fund	\$72,045.00	\$78,962.28	\$68,101.83
Affiliation- Member/Player	\$169,318.00	\$170,719.54	\$157,485.45
Magazine subscriptions			\$181.82
AC Law Books			\$193.50
GC Rule Books	\$0.00	-\$12,542.73	\$19,035.00
Wedge Gauges	\$0.00	\$447.27	\$490.91
Ricochet Rules Books	\$0.00	\$1,762.49	\$454.55
Fees - Referees	\$100.00	\$163.64	\$129.09
Donation Received	\$0.00	\$75.00	
Sponsorship	\$0.00	-\$945.45	\$1,400.00
Event Entry Fees - Full	\$51,818.20	\$56,090.65	\$50,513.66
Event Entry Fees - Concession	\$1,761.84	\$81.82	\$161.36
Event dinner income			\$2,672.59
Welcome functions			\$872.84
Postage	\$0.00	-\$240.80	\$640.32
Payment for uniform			-\$0.23
Interest	\$3,000.00	\$4,067.61	\$2,765.49
Increase in value of investment	\$8,000.00	\$0.00	-\$4,011.24
Other	\$0.00	\$5.00	\$248.19
<b>Total Income</b>	<b>\$306,043.04</b>	<b>\$298,646.32</b>	<b>\$301,335.13</b>
<b>Expense</b>			
Equipment Purchases	\$1,000.00	\$546.00	\$650.00
Coaching Badges			\$600.00
Rules & Laws Books, Hoop Gauge	\$0.00	\$5,189.91	\$3,197.24
ACA Ties & Caps			\$291.68
Badges	\$700.00	\$743.96	\$740.42
Audit Fees	\$2,182.00	\$1,600.00	\$1,600.00
Bank charges	\$400.00	\$123.80	\$261.73
Board/Governance Expenses	\$6,499.82	\$4,453.33	\$449.28
Business Planning, Reporting	\$0.00	\$78.18	
Depreciation-Office equip			\$468.62
Depreciation-Gateball equip			\$389.00
Prizes	\$2,579.08	\$2,312.51	\$2,749.51
Hires/Purchases-App Officer			\$54.42
Tournament Manager	\$3,981.87	\$1,860.27	\$2,888.28
Tournament Referee	\$7,440.16	\$3,227.16	\$3,545.11
Referees/Venue Manager	\$3,360.00	\$2,482.46	\$2,912.00
Contingency - Events	\$4,298.72	\$201.91	\$46.00
Disbursement Presidents 8s	\$9,061.60	\$6,826.20	\$8,037.54
Accommodation - Overseas	\$6,500.00	\$3,617.13	
Airfares - Overseas	\$8,000.00	\$0.00	\$4,750.00

Uniforms	\$3,816.00	\$5,425.80	\$5,216.75
Training	\$0.00	\$6,898.38	\$7,417.17
Entry Fees - WCF	\$0.00	\$662.85	
High Performance Manager	\$4,400.00	\$697.29	\$1,370.27
Honoraria	\$7,600.00	\$3,750.00	\$578.00
Travel - Domestic	\$57,965.36	\$24,309.05	\$24,458.38
Resources - Appointed Officers			\$0.00
Hires - Events	\$18,450.00	\$15,723.50	\$19,606.00
New Club Grants	\$3,000.00	\$0.00	\$3,000.00
Meritorious Medal	\$100.00	\$0.00	
Scholarships	\$6,000.00	\$1,909.10	\$1,000.00
Accommodation - domestic	\$18,703.61	\$16,285.92	\$12,806.80
Sponsorship Plan	\$100.00	\$0.00	
Event dinner expense	\$180.00	\$1,434.14	\$2,727.27
Other	\$11,063.64	\$551.94	\$3,960.91
ACA Contribution	\$0.00	\$1,088.36	\$0.00
Contingency-committees	\$2,272.75	\$0.00	\$0.00
Surveys	\$454.55	\$0.00	\$0.00
Officials contributions	\$6,150.00	\$2,488.85	\$3,325.74
Welcome Functions	\$0.00	\$813.64	\$872.73
Coaching	\$7,168.18	\$3,324.00	\$0.00
Hosting Contribution	\$2,600.00	\$2,520.54	
Cleaning - Events	\$0.00	\$4,181.81	
Computer Expenses	\$5,352.56	\$4,116.60	\$3,503.49
Web design expenses	\$3,636.36	\$500.00	\$3,000.00
Consultancy Fees	\$22,451.60	\$4,315.73	\$4,540.46
Equipment Insurance	\$1,100.00	\$0.00	\$949.22
Legal Fees	\$3,636.36	\$600.00	\$0.00
Marketing	\$1,500.00	\$0.00	\$659.04
University Pilot Program	\$6,000.00	\$2,000.28	
Affiliation Fees - WCF, WGU	\$2,250.00	\$2,135.32	\$2,019.63
Postage, Freight and Courier	\$668.00	\$1,707.13	\$1,220.63
Printing & Stationery	\$12,735.92	\$1,506.78	\$1,560.43
Rent	\$6,972.00	\$527.39	\$6,273.33
Corporate Publicity	\$4,545.45	\$0.00	\$0.00
Corporate Marketing	\$4,545.45	\$0.00	\$104.55
Magazine Refund			\$2,040.88
S&W Superannuation	\$4,935.39	\$3,988.50	\$4,025.42
S&W Annual Leave			\$0.00
S&W Workers' Compensation	\$550.00	\$893.17	\$437.94
S&W Salaries & Wages	\$52,678.81	\$42,569.11	\$42,524.27
Telephone and Internet Charges	\$989.00	\$766.07	\$950.78
Write Off expense			\$2,034.00
<b>Total Expense</b>	<b>\$340,574.24</b>	<b>\$190,954.07</b>	<b>\$195,814.92</b>
<b>Net Profit (Loss)</b>	<b>-\$34,531.20</b>	<b>\$107,692.25</b>	<b>\$105,520.21</b>

**Balance Sheet**

As of 1/11/2019

Assets		
Current Assets		
Operating Account	\$96,179.47	
Treasurer's Account	-\$3,246.92	
Overseas payments account	\$172.00	
QANTAS Card	\$337.78	
TD 471050245779 11 Mar 2020	\$60,000.00	
BT Investment C11731060	\$118,154.43	
MLC Investment 35368672	\$105,447.67	
TD471050245146 16 April 2020	\$10,000.00	
TD471050245154 16 April 2020	\$40,000.00	
TD 471050245162 16 July 2020	\$20,000.00	
TD471050245170 16 Jan 20	\$30,000.00	
TD 50246667 21 June 2020	\$50,000.00	
TD50246675 21 October 2020	\$40,000.00	
TD 50246659 21 Feb 2020	\$30,000.00	
Trade Debtors	\$529.00	
Stock on Hand	\$7,417.07	
Coaching Badges	\$1,767.20	
Fixed Asset		
Croquet Equipment	\$27,832.91	
Less Accum Depn Croq Eq	-\$17,762.00	
Office Equipment	\$10,007.28	
Less Acc Depn Off Equip	-\$9,537.24	
Gateball Equipment	\$4,284.99	
Less Acc Depn Gateball Eq	-\$3,407.00	
<b>Total Assets</b>		<b>\$618,176.64</b>
Liabilities		
GST Collected	\$354.32	
GST Paid	-\$1,825.37	
PAYG and Superannuation payabl	\$1,604.20	
<b>Total Liabilities</b>		<b>\$133.15</b>
<b>Net Assets</b>		<b>\$618,043.49</b>
Equity		
Retained Earnings	\$427,026.87	
International Fund	\$87,955.00	
Current Year Earnings	\$103,061.62	
<b>Total Equity</b>		<b>\$618,043.49</b>

This report includes Year-End Adjustments.