



## BOARD MEETING MINUTES

Wednesday, 13<sup>th</sup> May 2020, via Go-to-Meeting

### 1. Attendance:

- 1.1 **Directors:** Megan Fardon (Chair), Jim Nicholls (Deputy Chair), Don Close (Treasurer), Jacky McDonald, Mary Marsland, Geoff Crook and Max Kewish (members)
- 1.2 **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
- 1.3 **Apologies:**

### 2. Opening: The Chair opened the meeting at 17:09 AEST

### 3. Adoption of Minutes of Previous Meetings: Resolved to accept the minutes listed below as true and accurate records of the appropriate meeting with the amendment of relevant dates in the 6<sup>th</sup> May 2020 minutes.

- 3.1 **Meeting held 1<sup>st</sup> April 2020:**
- 3.2 **Meeting held 9<sup>th</sup> April 2020:**
- 3.3 **Meeting held 16<sup>th</sup> April 2020:**
- 3.4 **Meeting held 29<sup>th</sup> April 2020:**
- 3.5 **Meeting held 6<sup>th</sup> May 2020:**
- 3.6 **Business Arising from Minutes of Previous Meetings:**
  - 3.6.1 **1<sup>st</sup> April 2020:**  
Item 7.1 Board Calendar updated, available in Dropbox

### 4. Reports

- 4.1 **Finance Report:** States have been invoiced; Jim Nicholls now authorised for banking. P&L and Balance Sheet distributed. Resolved to adopt the Finance Report.
- 4.2 **Executive Officer's Report:**
  - 4.2.1 Need to tidy up the ownership of the Gateball Australia website.
  - 4.2.2 Board confirmed the membership of the Selection Committees. Secretary to notify all concerned. **Action: Sec**
  - 4.2.3 **Membership database:** to include code played, Coaching Qualifications. Executive Officer's Report was accepted.

### 5. Correspondence *copies in Dropbox*

- 5.1 **Inwards:**
  - 5.1.1 20/4/20 from Croquet SA re Selection Policy (email)
  - 5.1.2 20/5/13 from Croquet NZ re Trans-Tasman series.
  - 5.1.3 20/5/13 Coaching Press Release
- 5.2 **Outwards:**
  - 5.2.1 3/4/20 to Croquet SA re Selection Policy
  - 5.2.2 3/4/20 to Joyce Carbone re Scholarship Application

Resolved to accept the correspondence.

- 5.3 **Business Arising from the Correspondence**
  - 5.3.1 Secretary to reply to CNZ and advise HPMS **Action: Sec**

6. **Outstanding items:** Mary Marsland spoke re Google Groups as a “chat room” (16 Apr 20. Item 5 refers).
7. **Governance:**
- 7.1 **Risk Management:** Discussion re being both a recognised and a funded sport.
  - 7.2 **Strategic Plan:** Status of plan was queried, has been reviewed, requires more measurable targets and the needs to be accepted by the Board. **Action: MM/GC**
  - 7.3 **Policies:** There was discussion on the current situation of policies reviewed by Parbery Consultants, including the Member Protection Policy. To be brought forward to the June meeting. **Action: Sec**
  - 7.3.1 **Selection Policy:** Consideration deferred to June meeting.
  - 7.3.2 **Epidemic/Pandemic Policy:** Consideration deferred to June meeting.
8. **Management:**
- 8.1 **Minutes of Committee, etc. Meetings:**
    - 8.1.1 **Publicity Group meeting 1 Apr 20**
  - 8.2 **Covid-19: Situation Review:** The Board received questionnaire replies from Croquet Tas, Croquet SA, Croquet Vic and Croquetwest. Secretary to ask States to advise of any significant drop-off in re-affiliation at clubs after their AGMs. **Action: Sec**
  - 8.3 **Croquet Academy:** Jim Nicholls provided background to this proposal. The Board agreed that the concept should be further developed. **Action: DC**
  - 8.4 **HPM GC Proposed Training Pathway:** This paper was initially presented to the March 2020 meeting. HPM to be given approval in principle and asked to review in light of CNZ withdrawal from Trans-Tasman **Action: Sec**
  - 8.5 **U21 in NZ:** Barry Hayden’s report to be passed to Greg Bury for inclusion in his planning. **Action: DC**
  - 8.6 **Tournament Calendar Review Working Group:** The Board approved the Draft Terms of Reference. Secretary to notify members. **Action: Sec**
  - 8.7 **Stocktake and Disposal of ACA Items as VCC:** Secretary to draft flyer for approval. **Action: Sec**
  - 8.8 **Insurance Policy Cover:** Secretary to ask RIB to price increased medical cover when reviewing the market for next year’s policy. **Action: Sec**
  - 8.9 **Publicity Group:** Max explained the actions taken in seeking an appropriate company to provide the necessary materials and avenue of presentation. Jim Nicholls asked how the effectiveness of the campaign would be measured and do we have the necessary personnel to be the state and national contact persons. In answer to Don Close’s question as to who the target audience would be, Max advised that it would be the general public, not necessarily current members. Resolved that the proposal be endorsed, with an increased budget, subject to further review by the Board.
9. **Events:**
- 9.1 **2020 GC GM, M&W, ISS:** Deferred until June meeting.
  - 9.2 **2021 AC GM, M&W, Eire Cup:** The Board concurred with NCRAC recommendation that Stephen Howes be appointed as TR for these events.
  - 9.3 **2020 WCF WACWC:** Selection of Australian entrants
  - 9.4 **2021 ACA U21 GC:** The Windsor CC bid to host this event be forwarded to Events Committee for action. **Action: Sec**

**10. WCF**

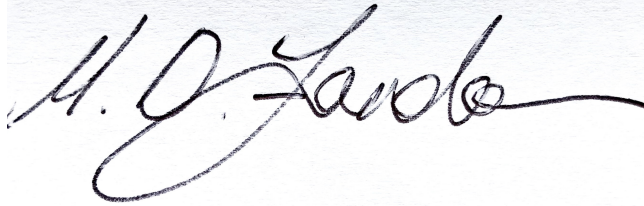
- 10.1 2021 MacRobertson Shield:** Secretary is to amend the 2021 MacRob Regulations to include the VCA Adverse Condition Policy and the ACA Anti-doping Policy. **Action: Sec**
- 10.2 Proposed WCF Grant to Latvian Croquet Federation:** Resolved to vote in favour of the Latvian Croquet Federation being provided with the WCF Grant. Secretary to advise WCF S-G **Action: Sec**
- 10.3 WCF Events:** The Board agreed that its position was to slide all events except the MacRob and the O50GC. Jim Nicholls to be the Board contact for the meeting. Secretary to notify WCF S-G. **Action: Sec**

- 11. Next Meetings:** 20 May 2020 Covid-19 Update  
27 May 2020 Covid-19 Update  
3 Jun 2020 Covid-19 Update  
10 Jun 2020 Board Meeting

**12. Close:** The meeting closed at 19:30 AEST

Attachments: Annex A Profit & Loss Account as 30<sup>th</sup> April 2020  
Annex B Balance Sheet as at 30<sup>th</sup> April 2020

Accepted as a true and accurate record



Megan Fardon  
Chair, Australian Croquet Association Inc  
10 June 2020

**Profit & Loss Statement**Annex A to  
ACA Board Meeting Minutes  
13th May 20202/65 Tennant St  
Fyshwick ACT 2609

January 2020 To April 2020

ABN: 90 330 745 920  
Email: finance.croquet@gmail.com

Income		
International Fund	\$2,222.38	
Affiliation- Member/Player	\$4,179.21	
Wedge Gauges	\$207.28	
Ricochet Rules Books	\$207.41	
Event Entry Fees - Full	\$23,086.91	
Postage	\$7.27	
Interest	\$1,843.28	
<b>Total Income</b>		<b>\$31,753.74</b>
<b>Total Cost Of Sales</b>		
		<b>\$0.00</b>
<b>Gross Profit</b>		<b>\$31,753.74</b>
Expenses		
Equipment Purchases	\$445.45	
Badges	\$136.00	
Audit Fees	\$1,600.00	
Bank charges	\$65.04	
Prizes	\$1,999.55	
Tournament Manager	\$637.67	
Tournament Referee	\$1,519.64	
Referees/Venue Manager	\$1,342.00	
Contingency - Events	\$1,035.67	
Disbursement Presidents 8s	\$4,959.40	
Accommodation - Overseas	\$6,500.00	
Car Hire - Overseas	\$526.65	
Airfares - Overseas	\$2,442.44	
Uniforms	\$2,957.82	
Honoraria	\$36.36	
Travel - Domestic	\$13,842.46	
Hires - Events	\$8,234.36	
New Club Grants	\$3,000.00	
Scholarships	\$500.00	
Accommodation - domestic	\$8,764.54	
Event dinner expense	\$6,119.00	
Other	\$3,985.24	
Officials contributions	\$3,301.30	
Welcome Functions	\$200.00	
Cleaning - Events	\$749.99	
Computer Expenses	\$1,034.98	
Web design expenses	\$140.00	
Consultancy Fees	\$817.20	
Equipment Insurance	\$976.69	
Legal Fees	\$500.00	
Affiliation Fees - WCF, WGU	\$1,677.76	
Postage, Freight and Courier	\$273.23	
Printing & Stationery	\$1,213.63	
Rent	-\$277.42	
Corporate Publicity	\$6,000.00	
S&W Superannuation	\$1,296.18	
S&W Salaries & Wages	\$18,814.95	
Telephone and Internet Charges	\$287.28	
<b>Total Expenses</b>		<b>\$107,655.06</b>

This report includes Year-End Adjustments.

## Profit & Loss Statement

January 2020 To April 2020

<hr/>	
Operating Profit	-\$75,901.32
Net Profit/(Loss)	-\$75,901.32
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This report includes Year-End Adjustments.

**Balance Sheet**Annex B to  
ACA Board Meeting Minutes  
13th May 20202/65 Tennant St  
Fyshwick ACT 2609

As of April 2020

ABN: 90 330 745 920

Email: finance.croquet@gmail.com

Assets		
Current Assets		
Operating Account		\$42,177.65
Treasurer's Account		\$2,037.52
Overseas payments account		\$416.09
QANTAS Card		\$1,000.00
TD 471050245779 11 Mar 2020		\$60,000.00
BT Investment C11731060		\$142,088.70
MLC Investment 35368672		\$128,720.43
TD471050245154 16 April 2020		\$40,000.00
TD 471050245162 16 July 2020		\$20,000.00
TD 50246667 21 June 2020		\$50,000.00
TD50246675 21 October 2020		\$40,000.00
Trade Debtors		\$68.00
Stock on Hand		\$1,646.96
Fixed Asset		
Croquet Equipment		\$27,832.91
Less Accum Depn Croq Eq		-\$18,769.09
Office Equipment		\$8,735.46
Less Acc Depn Off Equip		-\$8,735.31
Gateball Equipment		\$4,284.99
Less Acc Depn Gateball Eq		-\$3,796.00
<b>Total Assets</b>		<b>\$537,708.31</b>
Liabilities		
GST Collected		\$2,940.16
GST Paid		-\$6,664.57
PAYG and Superannuation payabl		\$4,056.81
<b>Total Liabilities</b>		<b>\$332.40</b>
<b>Net Assets</b>		<b>\$537,375.91</b>
Equity		
Retained Earnings		\$509,568.23
International Fund		\$103,709.00
Current Year Earnings		-\$75,901.32
<b>Total Equity</b>		<b>\$537,375.91</b>

This report includes Year-End Adjustments.