



BOARD MEETING MINUTES

Wednesday, 14th October 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
- 1.2 **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
- 1.3 **Others:** Greg Bury (GM, Croquet Academy)
- 1.4 **Apologies:**

2. **Opening:** The Chair opened the meeting at 17:00 AEDT, welcoming Greg Bury, Croquet Academy General Manager, who attended to present his report, which was done prior to any other business.

(Secretarial Note: Greg Bury spoke to his report (refer to Item 8.3.3 below) and left the meeting at 17:36 AEDT)

3. Adoption of Minutes of Previous Meetings:

- 3.1 **Meeting held 9th September 2020:** Resolved that the minutes of the 9th September 2020 Board meeting be accepted as a true and accurate record.

4. Finance

- 4.1 **Finance Report:** Agreed that \$100,000 be put into Term Deposit for 10 to 12 months. Draft Budget to be ready for consideration at the November meeting, and for approval at the December meeting. Profit & Loss Report and Balance Sheet as at end of September are attached as Annexes A & B respectively.

5. Correspondence

- 5.1 **Inwards:** Nil
- 5.2 **Outwards:**
 - 5.2.1 200911 to John Parks re complaint
 - 5.2.2 200922 to States re figures for insurance renewal
 - 5.2.3 201004 to WCF – support for Croquetwest Eol

6. For Decision:

- 6.1 **Governance:**
 - 6.1.1 **Policies:** The Board approved the draft Selection Policy **Action: Sec**
 - 6.1.2 **Discussion Forum:** It was agreed that a formal discussion forum is not required, but the Board needs to meet to discuss future events.
- 6.2 **Management:**
 - 6.2.1 **Employure Contract:** Agreed that the contract be renewed for a further five (5) years.
 - 6.2.2 **Terms of Reference:** The Board approved the following Terms of Reference for:
 - 6.2.2.1 The Complaints Officer
 - 6.2.2.2 The Selection Committees, and
 - 6.2.2.3 The WCF AC Laws Committee and GC Rules Committees. **Action: Sec**

6.2.3 New Club Grant Applications - Twin Rivers Community MSC (Qld):

The application was considered and approved. Club to be advised and funds transferred.
Action: Sec/Treas

7. For Discussion

7.1 Governance:

7.1.1 Risk Management: Geoff Crook and Secretary to review current risk management framework for next meeting.
Action: Sec/GC

7.1.2 Compliance with ASC Sport Governance Principles:

7.1.2.1 Board Charter: Accepted, to be posted to website. **Action: Sec**

7.1.2.2 Board Conflict of Interest Policy: Adopted, to be posted to website.
Action: Sec

7.1.2.3 Calendars: Agreed that the distributed Board and Compliance calendars, available to directors in Dropbox, meet the requirement of the SportAus Governance Principles.

7.1.2.4 Risk Appetite Statement: To be included in Item 7.1.1 above, for next meeting.

7.2 Management:

7.2.1 Adverse Playing Conditions: Agreed that legal advice be sought regarding any possible problems resulting from conflict between State & National policies, when hosting an ACA event. **Action: Treasurer**

7.2.2 Sale of Surplus Equipment: Deputy Chair & Secretary to review bids.
Action: JN/Sec

8. For Information:

8.1 Reports:

8.1.1 Secretary's Report: Attached at Annex C

8.1.2 Executive Officer's Report: Attached at Annex D

8.1.3 Academy General Manager's Report: Greg Bury briefed the Board on progress.

8.2 Committee Minutes Received: Publicity Committee, 29/9/20 & 6/10/20

8.3 Events: Croquetwest has entered into an agreement for the 2021 Australian Masters Games in WA

8.4 WCF

8.4.1 WCF Newsletter: Attached at Annex D

8.4.2 WCF Events: Croquetwest Eol for 2025 GCTC Tier 1 sent to WCF with ACA endorsement.

10. Next Meetings:

11th November 2020 at 17:00 AEDT

9th December 2020 at 17:00 AEDT

11. Close. The Chair closed the meeting at 19:17 AEDT.

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| Attachments: | Annex A | Profit & Loss Statement |
| | Annex B | Balance Sheet |
| | Annex C | Secretary's Report |
| | Annex D | Executive Officer's Report |

Accepted as a true and accurate record

