



## BOARD MEETING MINUTES

Wednesday, 14<sup>th</sup> 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 9<sup>th</sup> September 2020:** Resolved that the minutes of the 9<sup>th</sup> 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:

**11<sup>th</sup> November 2020 at 17:00 AEDT**

**9<sup>th</sup> December 2020 at 17:00 AEDT**

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

**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