



## BOARD MEETING MINUTES

Wednesday, 13<sup>th</sup> January 2021 via Zoom

### 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 (Academy General Manager)

### 2. Opening: The Chair opened the meeting at 17:05 AEDT

### 3. Declaration of Director's Interests:

- Don Close – President, Croquet Qld
- Max Kewish – President, Croquetwest

*Greg Bury updated the Board on progress with the Academy (see Item 9.2.3) and left the meeting at 17:42 AEDT*

### 4. Adoption of Minutes of Previous Meeting: Resolved to accept the minutes of 9<sup>th</sup> December 2020 as a true and accurate record.

#### 4.1. Business Arising from Minutes:

**Tribunal Panel (Item 9.1.2) of previous minutes:** Nominations received from Croquet Victoria.

### 5. Finance

- 5.1. **Finance Report:** The Treasurer spoke to the financial reports and advised that investments as at 31 December 2020 were up by \$28K  
Resolved to accept the financial report. Attached as Annexes A1 and A2

### 6. Correspondence

#### 6.1. Inwards:

- 6.1.1. 17/12/20 from Croquetwest re new club
- 6.1.2. 24/12/20 from Jenny Clarke re induction into WCF Hall of Fame
- 6.1.3. 2/1/21 from Jose Alvarez-Sala re induction into WCF Hall of Fame

#### 6.2. Outwards:

- 6.2.1. 11/12/20 to Jose Alvarez-Sala re induction into WCF Hall of Fame
- 6.2.2. 11/12/20 to Salah Hassan re induction into WCF Hall of Fame
- 6.2.3. 15/12/20 to North Esk CC re New Club Grant
- 6.2.4. 18/12/20 to ASIC re ACA Contact and ASIC Key

## 7. For Decision:

### 7.1. Governance:

**7.1.1. AGM Preparation:** Resolved to hold the AGM via Zoom at 5 pm AEDT on Monday 22<sup>rd</sup> March 2021 and to appoint the Secretary as the Returning Officer.

**Action: Sec**

### 7.2. Management:

#### 7.2.1. Coaching Manuals:

Resolved that charges for coaching manuals be: General Principles Manual – free; Levels 1 and 2 - \$20 each; and Levels 3 and 4 – free.

### 7.3 Events:

#### 7.3.1 Forthcoming:

**7.3.1.1 President's GC Eights:** Cairnlea, Feb 21

**7.3.1.2 AC Gold Medal, Men's & Women's Champs, Eire Cup:** Mar 21

**7.3.1.3 GC Open Doubles & Singles:** Cairnlea, May 21

Resolved to cancel all events until 30<sup>th</sup> April 2021 and recommence the calendar at the 1<sup>st</sup> May 2021.

**Action: Sec & EO**

**7.3.2 VCA Proposal for Live Streaming:** Resolved to accept the VCA proposal.

**Action: Sec**

### 7.4 WCF:

**7.4.1 Topic 88 AC Laws 7<sup>th</sup> Edition:** Resolved to accept the 7<sup>th</sup> Edition.

**Action: Sec**

**7.4.2 Renewal of Affiliation for 2021:** Resolved to renew WCF affiliation.

**Action: Sec & Treasurer**

## 8. For Discussion

### 8.1 Governance:

**8.1.1 Australian Gateball Union:** Matter raised in the NCGb report were considered and it was agreed that there was no impediment to ACA members also being members of the AGU.

**8.1.2 Australian National Anti-doping Policy Implementation:** The Secretary reported on his discussions with Sport Integrity Australia and advised that the ANADP would have little, if no, effect on normal club members. The effect would be confined to those members competing at National and International level. SIA will also assist in the setting up of required Education program.

**8.1.3 WHS Requirements:** Secretary advised that he and EO had accessed Parbery's WHS and were considering if it could, with minor modification, cover ACA employees working in the ACA Canberra office.

**Action: Sec & EO**

### 8.2 Management:

**8.2.1 Quotation – Online Learning Management System:** Resolved to accept the quotations relating to the coaching and podcast platforms.

**9. For Information:**

**9.1 Outstanding Action Items:** The list was considered.

**9.2 Reports:**

**9.2.1 Secretary's Report:** Attached at Annex B

**9.2.2 Executive Officer's Report:** Attached at Annex C

**9.2.3 Academy General Manager's Report:** Attached at Annex D

**9.2.4 National Gateball Coordinator's Report:** Attached at Annex E

**9.3 WCF:**

**9.3.1** Reference to 4<sup>th</sup> Edition GC Rules is to be deleted from WCF website

**9.3.2** WCF Treasurer has submitted his resignation. Eol for the position to be circulated shortly.

**10. Next Meetings:**

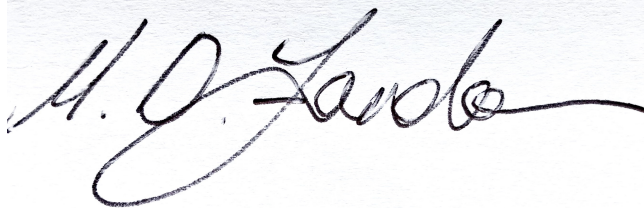
Board - 10<sup>th</sup> February 2021 at 17:00 AEDT via Zoom

**AGM** - 22<sup>nd</sup> March 2021, at 17:00 AEDT via Zoom

**11. Close:** The Chair closed the meeting at 1845 AEDT

<b>Attachments:</b>	Annex A1	Profit & Loss Statement
	Annex A2	Balance Sheet
	Annex B	Secretary's Report
	Annex C	Executive Officer's Report
	Annex D	Academy General Manager's Report
	Annex E	National Coordinator of Gateball Report

Accepted as a true and accurate record



Megan Fardon  
Chair, Australian Croquet Association Inc  
10 February 2021

## Profit & Loss Statement

January 2020 To December 2020

<b>Income</b>		
International Fund		\$89,809.08
Affiliation- Member/Player		\$175,181.82
International Fund - Rebate		-\$44,863.63
Affiliation - Member/Player Rebate		-\$87,590.91
Sale of Goods		
GC Rule Books		\$245.46
Wedge Gauges		\$370.92
Ricochet Rules Books		\$342.41
Old Croquet Balls	\$2,909.09	
Rent Free Income		\$6,000.00
Event Entry Fees - Full		\$22,712.36
Postage		\$16.45
Interest		\$4,026.29
Increase in value of investmen		-\$16,224.99
JOBKEEPER SUBSIDY (NO GST)		\$46,800.00
Cash flow boost subsidy		\$20,000.00
Other		\$4,368.05
<b>Total Income</b>		<b>\$224,102.40</b>
<b>Cost Of Sales</b>		
Sales of Rules Books		\$343.81
<b>Total Cost Of Sales</b>		<b>\$343.81</b>
<b>Gross Profit</b>		<b>\$223,758.59</b>
<b>Expenses</b>		
Equipment Purchases		\$3,032.50
Coaching Badges		\$5,205.02
Badges		\$136.00
Audit Fees		\$1,600.00
Bank charges		\$120.49
Prizes		\$2,054.10
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		\$5,186.36
Travel - Domestic		\$17,261.79
Hires - Events		\$9,450.18
New Club Grants		\$4,500.00
Scholarships		\$500.00
Accommodation - domestic		\$8,764.54
Event dinner expense		\$6,119.00
Other		\$4,135.24
Officials contributions		\$3,641.30
Welcome Functions		\$200.00
Coaching		\$11,230.70
Cleaning - Events		\$749.99

This report includes Year-End Adjustments.

**Profit & Loss Statement**

January 2020 To December 2020

Computer Expenses		
Computer Expenses		\$4,024.93
Web design expenses		\$6,264.00
Online Magazine	\$2,250.00	
Consultancy Fees		\$4,965.10
Insurance		
Equipment Insurance		\$976.69
Legal Fees		\$2,212.95
Affiliation Fees - WCF, WGU		\$2,141.94
Postage, Freight and Courier		\$373.10
Printing & Stationery		\$1,596.81
Rent		-\$277.42
Rent Free Expenses	\$6,000.00	
Corporate Publicity		\$6,000.00
Corporate Marketing		\$1,791.30
S&W Superannuation		\$6,084.07
S&W Workers' Compensation		\$1,678.84
S&W Salaries & Wages		\$86,347.95
Telephone and Internet Charges		\$848.15
<b>Total Expenses</b>		<b>\$239,086.91</b>
<b>Operating Profit</b>		<b>-\$15,328.32</b>
<b>Net Profit/(Loss)</b>		<b>-\$15,328.32</b>

This report includes Year-End Adjustments.

## Balance Sheet

As of December 2020

Assets		
Current Assets		
Operating Account	\$61,219.99	
Treasurer's Account	\$3,371.22	
Overseas payments account	\$416.09	
QANTAS Card	\$1,000.00	
TD 471050245779 11 Nov 2020	\$60,000.00	
BT Investment C11731060	\$127,465.97	
MLC Investment 35368672	\$127,118.17	
TD471050245154 16 Aug 2021	\$40,000.00	
TD 471050245162 23 May 2021	\$20,000.00	
TD 50246667 21 Feb 2021	\$50,000.00	
TD50247627 15 August 2021	\$100,000.00	
Trade Debtors	\$302.60	
Stock on Hand	\$1,303.15	
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>\$601,750.15</b>
Liabilities		
GST Collected	\$319.86	
GST Paid	-\$2,466.33	
PAYG and Superannuation payabl	\$5,947.71	
<b>Total Liabilities</b>		<b>\$3,801.24</b>
<b>Net Assets</b>		<b>\$597,948.91</b>
Equity		
Retained Earnings	\$509,568.23	
International Fund	\$103,709.00	
Current Year Earnings	-\$15,328.32	
<b>Total Equity</b>		<b>\$597,948.91</b>

This report includes Year-End Adjustments.



## Secretary's Report

### Action Items from December Meeting

- The requirements necessary to comply with the Australian National Anti-Doping Policy will be uploaded to the website as soon as possible.
- North Esk CC has been advised of the Board's decision that its application for the New Club Grant was not in accordance with the spirit of the grant (see also **New Club Grant Policy** below)
- Regional Insurance Brokers (RIB) was advised of the Board's acceptance of the proposed renewal policies, RIB has invoiced the state associations, with Certificates of Currency being emailed to state contacts once premiums have been received.
- WCF has been advised of the Board's:
  - o acceptance of the 2019 Accounts, the 2020 Treasurer's Report and the 2021 Budget; and
  - o support of Brian Havill's nomination as Independent Examiner
  - o agreement to the WCF proposals regarding Multi Sports Events.
- States have been requested to nominate at least three members to the Croquet Australia Tribunal Panel. To date, the only reply has been from Croquet Victoria. States have also been requested to advertise the Croquet Australia requirement for a Complaints Officer.
- The gathering of further information for an Adverse Playing Conditions Policy is on-going.
- Congratulations have now been extended to all 2020 inductees to the WCF Hall of Fame.

### New Club Grant Policy

The policy states only that:

"It is acknowledged that setting up a new croquet club is both a long and expensive process. It is also acknowledged that new clubs should receive some support from Croquet Australia."

Should the policy be amended to include some definition of what the Board considers is suitable for the application of grant funds?

A handwritten signature in black ink, appearing to read 'Jim Clement'.

Jim Clement  
Secretary to the Board

### Item 9.2.2 Executive Officer Report

- **Website:**

- The website has now been in operation for 3 weeks and is available via the following link: <https://croquet-australia.com.au/>.
- Board Profiles, Committee Structure and previous year's Tournament Results have been added to the site. There is still a number of Policies that need to be uploaded and this will happen over the two weeks.
- Administrator access has now been given to the ACA Secretary, Jim Clement to enable Board Meeting Minutes to be uploaded.
- Tournament Calendar has been updated to reflect recent changes to Tournament dates but the format needs work. Currently the Tournaments are listed on one page instead of the preferred calendar format. I am working on changing this to a more user free format.
- The final invoice from Memberpoint has been received and was paid on the 23<sup>rd</sup> of December.

### Events

- **2021 Eire Cup**

- Croquet Tasmania have advised that they are unable to select a team for the 2021 Eire Cup due to the uncertainties with the Covid-19 in Sydney and the related travel restrictions. Tasmania are discussing the option of a reduced team on the basis that NSW would assist with the player shortfall. See Attachment A for correspondence from Croquet Tasmania.
- After consultation with the Events and Tournament Committees some possible options were discussed:
  - Confirm that the Eire Cup go based on travel restrictions be lifted and no further outbreaks.
  - Defer a decision until the end of January. The negative for this would be the teams needing time to organise travel and accommodation. Also, Croquet NSW will need adequate notice to cancel the current arrangements.
  - Defer the Eire Cup until June or August.
  - Postpone for 12 months. Positive for this move would be to restore the 3 year gap between ISS & Eire Cup, and give Tempe 12 months for new lawns to settle.

### 2021 Golf Croquet Presidents Eights

- Expressions of Interests closed on the 3ast December. Events have received 33 entries from all States except Tasmania (NSW 9, QLD 4, VIC 11, SA 6, WA 4, TAS 0).
- Events Chair, Peter Freer is currently in the process of contacting all entries to confirm their Expression of Interest if the event goes ahead.



## Audit

- Audit of the 2020 Financials will be conducted by Heather Stewart from Assurance Matters. A meeting between Heather, Anne (ACA Finance Officer) and myself is scheduled for the first week of February.

## Annual Reports

- Reports have been requested from Chair, States and Committee Chairs.

## Strategic Plan update

- See Attachment B



ROB MURRAY

EXECUTIVE OFFICER  
AUSTRALIAN CROQUET ASSOCIATION  
0457 678 380



## Strategic Plan Update

Complete	
Ongoing	
To be Actioned	

### Participation and Growth

Priority	Target	Status	Comment
1. Increase numbers and diversity of codes played	• Have 10,000 registered players by 2024		
	• Develop a recruiting and retention program by Dec 2021		
2. Reduce the age profile of players	• Decrease the average age by 5%		
	• Establish a player data base by July 2021		
3. Maintain recognition as NSO and gain funding status to enable access to Australian Sports Commission and other grants	• \$100,000 grant to support rollout of for Croquet Academy		NSO Accreditation renewed by Sport Australia on the 30th June 2020
	• \$50,000 grant for marketing		
4. Introduce innovative programs to attract new players	• Adopt new coaching manuals by Oct 2020		Coaching manuals have been adopted
	• Deliver new coaching pathways by Dec 2021		Coaching programs in the process of being rolled out to the States
	• Introduce croquet in to schools and universities		
	• Receive funding from SportAus for National Schools Program by 2024		
5. Sponsor tournaments and raise profile in Australia	• Up to \$20,000pa from sponsors		
	• Develop a national rebranding and marketing strategy by 2021		
	• Publicity package for sponsors by Jun 2021		

6. Support High Performance Managers programs for the development of elite players	• 20% AC /10% GC of the top 100 world rankings to be Australian		
7. Ensure that clubs are viable and sustainable	• No net reduction in number of clubs		

### Capacity / Capability

Priority	Target	Status	
1. Develop pathways for players of all standards	• Adopt new coaching manual by October 2020		Coaching manuals have been adopted
	• Coaching programs in all States by July 2021		Coaching programs in the process of being rolled out to the States
2. Develop and deliver programs for coaching and referee accreditation from entry level to high performance	• 100% increase in Level 1, 2, 3 coaches by July 2021		
	• All coaches reviewed and reaccredited (certified) by Dec 2021		
	• Referee presenter/examiner manuals written/accepted/distributed by end 2021		

### Brand / Image

Priority	Target	Status	
1. Enhance and improve image of croquet through multi media including web site, social media and national publications	• 50% increase in hits on social media and websites		
	• Undertake a survey to get a better understanding of general knowledge and perception of croquet		
	• Website to include new croquet magazine		First edition of the online magazine released on the 11th December 2020

	<ul style="list-style-type: none"> <li>• Implement SportsAus Game Plan tool by Dec 2024</li> </ul>		
2. Target opportunities for youth and young adult engagement	<ul style="list-style-type: none"> <li>• Tenfold increase in participation in national junior events</li> <li>• Croquet Academy funded schools program by Dec 2024</li> </ul>		

### Governance / Management

Priority	Target	Status	
1. Ensure policies are current and relevant	<ul style="list-style-type: none"> <li>• Policies acknowledged as current and relevant by members</li> </ul>		ACA updated and new policies have been updated
2. Provide templates for state and clubs to utilise	<ul style="list-style-type: none"> <li>• Templates are available and are used at least 3 times per club per year</li> </ul>		
	<ul style="list-style-type: none"> <li>• Establish grant application proforma and guidelines by Dec 2021</li> </ul>		
3. Ensure governance standards are consistent with the SportAus Governance Principles	<ul style="list-style-type: none"> <li>• SportAus acknowledges that governance standards are consistent with Governance Principles</li> </ul>		NSO Accreditation renewed by Sport Australia on the 30th June 2020



Annex D to  
Board Meeting Minutes  
13<sup>th</sup> January 2021

## The Australian Croquet Academy Report

### **Game Plan Trial**

Recently a Club Health Check tool was launched by SportAus called Game Plan.

Its purpose is to identify opportunities for improvement in clubs and provide action plans and resources to improve.

Game Plan is currently been trialled by at least one Club in every State to ensure it is croquet friendly.

I would like to send a special thanks to Newtown, Gosnells, Norwood, Bairnsdale, Orange, Bribie Island and Eildon for your participation in this trial.

There are plans to roll out Game Plan to all Clubs soon.

### **Podcasting**

A proposal was put forward to complete 52 podcasts and have them edited and loaded onto the website.

Several topics are to be covered, including Player Profiles, President Updates and other Guest speakers who are subject matter experts in the field (lawn care).

### **Coaching Platform**

A proposal was put forward to load all Coaching Materials and property onto a new platform.

This is an LMS system that ACA members will be able to sign into and have access to.

It would also be dualled onto the Australian Croquet website.

### **Promotional video**

The first cut of the video has been completed and is currently been reviewed by the Publicity Committee.

The plan is to make several social media versions available to clubs.

### **Social Media**

A proposal was put forward to engage a professional media company to make several social media clips from the promotional video.

These media clips can then be circulated on social media platforms and specific demographic groups targeted to ensure we get the best results.

### **Academy Logo**

Work to be completed within the month.

Logo to be used to build The Australian Academy Croquet brand.

### **Online Magazine**

To date there has been lots of positive responses for the first edition.

Publicity Committee and Australian Board Members to review the next edition.

### **Wikipedia**

Putting plans in place to gather information for the website.

### **Academy Facebook**

To be launched after the new logo is completed.

[Type here]

### **Academy survey**

A survey has been sent out asking the following questions:

Are you willing to be a guest speaker on a zoom meeting?

Are you willing to be a commentator on Fox, Kayo or other livestream platforms?

Are you available to be interviewed for a croquet specific podcast?

Are you interested in having a Wikipedia page about your croquet achievements?

This information will be used to help plan the above initiatives.

### **Coaching Update**

Fourteen manuals have been printed and allocated to each State.

National Tour to continue (after its launch in Queensland) this month, travelling to Tas/NSW/WA/SA/VIC.

Cost of manuals to be signed off.

Some States are looking at subsidising the cost of manuals.

A new Presenter's manual is now completed.

Gateball Presenters signed off in QLD.

Greg Bury  
Academy General Manager



## **National Coordinator of Gateball Report**

Over the past weeks I have dealt with two issues from the World Gateball Union and the Asia Pacific Gateball Union.

I had a request from the WGU to assist them in replying to an email from Geoff Morris. He had asked for the AGU to be registered with the WGU. The draft letter they had prepared rejected that request. I made some corrections in the English in the letter and asked them to include an additional paragraph in which the WGU suggested that Geoff Morris contact the National Coordinator of Gateball in Australia to attempt to resolve his differences with Gateball Australia.

I would like to draw the Board's attention to the fact that this approach was made after the apparently conciliatory gesture that Geoff Morris made after the decision of the 17th June when it was stated that the aims and actions of the AGU were incompatible with membership of the ACA. His actions in the name of the AGU continue to be inappropriate.

Interestingly, the application was accompanied by a number of documents including the minutes of an AGU AGM held in December 2019. This indicated that there appears to be 29 members in Qld. GA believes that about one third of this number are also members of the ACA. Brian Hadley of the Cambridge club is noted to have paid \$70 and an additional payment for 9 members. It is believed that all these people are also members of the ACA. In total, it appears about half the members of the AGU are also members of the ACA.

A similar request was made of the APGU and was rejected.