



BOARD MEETING MINUTES

Wednesday, 10th February 2021 via Zoom

1. Attendance:

- 1.1. **Directors:** Megan Fardon (Chair), Jim Nicholls (Deputy Chair), Don Close (Treasurer), Jacky McDonald, Mary Marsden, Geoff Crook, 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 17:02 AEDT

3. Declaration of Directors' Interests:

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

4. Adoption of Minutes of Previous Meeting:

Resolved that the minutes of the meeting held 13 Jan 21, as circulated, be accepted as a true and accurate record. **Action: Sec**

The Board resolved that the text of Greg Bury's reports, as presented to the Board at the Nov 20, Dec 20 and Jan 21 meetings, is to replace the dot point PowerPoint slides in those minutes.

Action: Sec

Secretarial Note: Greg Bury presented his report between 17:04 and 17:19 and then left the meeting.

5. Finance

- 5.1. **Financial Report:** There has been a lot of money spent on printing of coaching manual – around \$38,000 – of which a fair amount will come back from the states. A term deposit of \$25,000 matures later this month. The Profit & Loss Statement and Balance Sheet are attached as Appendices 1 and 2 respectively to Annex A.

6. Correspondence:

6.1. **Inwards:** Nil

6.2. **Outwards:**

- 6.2.1. 19 Jan 21 to State Secretaries – formal notice of AGM, request for nominations and notices of motion.

7. For Decision:

7.1. **Governance:**

- 7.1.1. **AGM Preparation:** The Board reviewed options for the AGM as presented by the Secretary and EO and resolved that the meeting be conducted via Zoom for the Delegates the Board and the nominees, with individual members allowed to view via livestreaming.

- 7.1.2. **Policies:** Resolved that the Appointed Officers, Committees and Working Groups Policy and Procurement Policy be adopted. Sec to post to website. **Action: Sec**
- 7.1.3. **Terms of Reference:** Resolved that the Terms of Reference for the National Coordinator of Ricochet, the National Handicapper, the National Coordinator of U21 Croquet, the U21 Croquet Committee, the National Coordinator of Gateball and the Public Officer be adopted. Secretary to post to website. **Action: Sec**

7.2. Management:

- 7.2.1. **Requirements for WWCC or equivalent:** Resolved that all Croquet Australia accredited Coaches, Referees and Umpires must hold the Working with Children Check or equivalent from their state of residence. Members without the check may attend courses and be assessed but not be accredited until proof of the check is provided.
- 7.2.2. **Extension of Accreditation – Ricochet Referees:** Resolved that the accreditation of Ricochet referees be extended by one year, due to Covid-19 impact.
- 7.2.3. **Coaching Accreditation – Prerequisites v RPL:** Resolved that Recognition of Prior Learning may override the requirement for pre-requisites, with the applicant's qualifications reviewed by two different State Coordinators of Coaching and subject to final review by the National Coordinator of Coaching.

7.3. Events:

- 7.3.1. **2022 AC Gold Medal, Men's & Women's Championships, Eire Cup:** Resolved that CNSW, having confirmed that it wishes to host the 2022 AC Gold Medal, Men's & Women's Championships, and Eire Cup, is empowered to do so.

7.4. WCF:

- 7.4.1. **Topic 89 Temporary Variation to Sports Regs:** Resolved to support the temporary variation to WCF Sports Regulations. **Action: Sec**
- 7.4.2. **Topic 90 Ranking Regs:** Resolved to vote in favour of the adoption of the WCF Ranking Regulations. **Action: Sec**
- 7.4.3. **2022 MacRob:** The Secretary advised that Members of the VCC Committee, responsible for the running and operations of VCC itself, are confident that the venue can be presented in a favourable state for the hosting of the MacRob in November 2022. Secretary to seek VCA commitment. **Action: Sec**
- 7.4.4. **Topic 92 Refereeing Regulations v1.5:** Resolved to vote in favour of the adoption of the WCF Refereeing Regulations v1.5. **Action: Sec**

8. For Discussion

8.1. Governance:

- 8.1.1. **Guidelines for Inclusion of LGBTQI in Sport:** Resolved to accept the guidelines, advise members and post to website. **Action: Sec**
- 8.1.2. **New Club Grant Policy:** Secretary to amend and present to next meeting. **Action: Sec**

8.2. Management:

- 8.2.1. **Referee Accreditation/Reaccreditation Program:** The National Coordinators of Referees to review, amend and present to a forthcoming meeting. **Action: Sec**

8.3. WCF:

- 8.3.1. **Topic 91 Multi Sports Events:** Resolved to support David Underhill's offer to consult with the WGU. **Action: Sec**
- 8.3.2. **2025 MacRob:** Agree with the proposed changes to the WCF events calendar.
- 8.3.3. **Management Committee Representation:** Secretary to call for Eols for a member to replace Pete Landrebe as a possible Australian member on the Management Committee. **Action: Sec**

9. For information

9.1. **Outstanding Action Items:** The Outstanding Action Item List was reviewed.

9.2. Reports:

- 9.2.1. **Secretary's Report:** Attached as Annex B
- 9.2.2. **Executive Officer's Report:** Attached as Annex C
- 9.2.3. **Academy General Manager's Report:** Attached as Annex D

9.3. **Committee Minutes:** None received

9.4. WCF

- 9.4.1. **Topic 88 7th Edition AC Laws:** WCF advised that the 7th Edition of the AC Laws has been accepted, by 43 votes to Zero.
- 9.4.2. **2025 WCF GCTC Tier 1:** Original Croquetwest bid was for Oct 25, WCF has queried whether Feb 25 is acceptable. WCF has been advised that Croquetwest is amenable to either dates.

10. Next Meetings:

Board – 17th March 2021, via Zoom at 5:00 pm AEDT
AGM – 22nd March 2021, via Zoom at 5:00 pm AEDT

11. Close: The Chair closed the meeting at 19:06 AEDT

Attachments:

Annex A	Financial Report
Appendix 1	Profit & Loss Statement
Appendix 2.	Balance Sheet
Annex B	Secretary's Report
Annex C	Executive Officer's Report
Annex D	Academy General Manager's Report

Accepted as a true and accurate record



JL Nicholls
Chair, Australian Croquet Association Inc
31 March 2021

**Appendix 1 to
Annex A to
Board Meeting Minutes
10th February 2021**

Created: 5/02/2021 2:42 PM

Australian Croquet Association Inc
2/65 Tennant St
Fyshwick ACT 2609
ABN: 90 330 745 920
Email: finance.croquet@gmail.com

Profit & Loss Statement

January 2021

Income		
Wedge Gauges	\$10.91	
Postage	\$3.00	
Interest	\$6.07	
JOBKEEPER SUBSIDY (NO GST)	\$5,850.00	
Total Income		\$5,869.98
Total Cost Of Sales		\$0.00
Gross Profit		\$5,869.98
Expenses		
Coaching Manuals	\$16,483.65	
Bank charges	\$17.00	
Computer Expenses	\$99.09	
Consultancy Fees	\$153.38	
Affiliation Fees - WCF, WGU	\$1,592.85	
Postage, Freight and Courier	\$372.73	
S&W Superannuation	\$500.55	
S&W Salaries & Wages	\$6,335.25	
Total Expenses		\$25,554.50
Operating Profit		-\$19,684.52
Net Profit/(Loss)		-\$19,684.52

This report includes Year-End Adjustments.

**Appendix 2 to
Annex A to
Board Meeting Minutes
10th February 2021**

Australian Croquet Association Inc

2/65 Tennant St
Fyshwick ACT 2609

ABN: 90 330 745 920

Email: finance.croquet@gmail.com

Balance Sheet

As of January 2021

Assets		
Current Assets		
Operating Account	\$39,091.36	
Treasurer's Account	\$3,689.90	
Overseas payments account	\$1.00	
QANTAS Card	\$1,000.00	
TD 471050245779 11 Nov 2020	\$60,000.00	
BT Investment C11731060	\$138,348.21	
MLC Investment 35368672	\$138,600.49	
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	
Total Assets		\$601,889.67
Liabilities		
Trade Creditors	\$48.00	
Accrued Expenses	\$1,440.00	
GST Collected	\$283.51	
GST Paid	-\$4,275.16	
PAYG and Superannuation payabl	\$8,252.26	
Total Liabilities		\$5,748.61
Net Assets		\$596,141.06
Equity		
Retained Earnings	\$512,116.58	
International Fund	\$103,709.00	
Current Year Earnings	-\$19,684.52	
Total Equity		\$596,141.06

This report includes Year-End Adjustments.



Secretary's Report

Action Items from January Meeting

- Item 7.1 - State Associations were formally notified of the AGM within the required timeframe (*copy of letter provided under Item 6 Correspondence*)
- Item 7.3.1 - Notice re cancellation of events sent to State Associations and posted to website News page
- Item 7.3.2 – VCA notified of Board decision regarding live streaming of events.
- Item 7.4 WCF has been advised of the Board's:
 - o Acceptance of the 7th edition of the AC Laws o
 - o Renewal of WCF affiliation
- Item 8.1.3 – Review of the Parbery WHS policy and its applicability to ACA employees is continuing.

New Club Grant Policy See Agenda Item 8.1.2 This item was not addressed at the January meeting.

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?

Governance Documents on Website

With much hand holding from Rob, I have posted all current governance documents to the website. I believe that I can now keep it up to date and current.

I will continue to learn the maintenance of the website to cover for Rob when needed.

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

Jim Clement
Secretary to the Board



Executive Officer Report

To Board Meeting – 10th February

Website:

- On Monday the 1st of February a meeting was held with the Academy Manager (Greg Bury), ACA Vice Chair (Jim Nicholls) and myself to discuss the implementation of the ACA Academy page onto the current website. Preliminary discussions included a change to the look of the front page to accommodate the Academy component. This can be done without too many issues. There will need to be further discussions once decisions have been made on the image of the website and social media pages.
- Also, Greg requested clarification from Memberpoint on the possibility of linking coaching videos to the ACA website. I spoke to Maria from Memberpoint and there shouldn't be any issues linking the videos to the website.

Events and Tournament Committees

- Discussions have taken place between the ACA Vice Chair (Jim Nicholls) and the Chair(s) of the Events (Peter Freer) and Tournament (Trevor Bassett) Committees regarding the Executive Officer joining both committees. It was decided that the primary role for the Executive Officer will be to formally document the procedures used by both committees. A time period of twelve months was agreed upon for this process and this function will be added to the Executive Officer's KPI's.

Audit

- On Friday the 5th of February the ACA Finance Officer (Anne Mann) and myself met with the ACA Auditor (Assurance Matters) to discuss the 2020 audit. All relevant paperwork has been passed on to the auditor and completion is set down for the end of the month. This will allow sufficient time for the completed documentation to be added to the ACA Annual Report and presented to the members at the upcoming AGM.

Gateball Australia Business Name Renewal

- The renewal of the Gateball Australia business name with the Australian Securities and Investments Commission has been completed. Details have been updated to reflect the changes to office location and contact details.

Annual Reports

- Approximately fifty percent of the Annual Reports from the various State bodies and Committee Chairs have been received. The cut-off date for submitting a report is Monday the 22nd February. Currently I am putting together a draft copy of the Annual Report which will be finalised by the end of February.

ACA Office Location

- Parbery Consulting is set to move the location of their office at the end of March 2021. The new office will still be located in Tennant St but will be in a new building. Parbery have allocated ACA office space so we will be moving across with them.

Strategic Plan update

- See Attachment B – No further progress has been made since the January update.



Annex D to
Board Meeting Minutes
10th February 2021

The Australian Croquet Academy Report February 2021

Academy Information Sessions in Newcastle and Canberra

Special thanks to the Newcastle and Canberra Croquet Clubs for hosting the recent Croquet Academy information sessions. These were well attended providing participants an update on the Academy Development Plan and what has been achieved including a sneak peek of the latest promotional and coaching videos. There are sessions also planned for Perth, Adelaide, Melbourne and Hobart.

Game Plan Trial

On Tuesday the 9th of March 2021, everyone is invited to attend one of 2 National Conference calls with SportAus and The Australian Croquet Academy to introduce Game Plan.

Call One: Queensland Tasmania and New South Wales 6-00pm – 7-00pm (AEDT, QLD 5pm Tas 6pm NSW 6pm)

Call Two: Victoria, South Australia and Western Australia 7-00pm – 8-00pm (AEDT, Vic 7pm ACDT, SA 6-30pm, AWST WA 4-00pm)

Game Plan is an online self-assessment tool aimed at helping clubs examine how they are operating. The checklist looks at a number of different factors that are crucial to success at club level and together these factors are used to build an overall picture of the way clubs carry out their operations.

Once all questions are answered, a detailed report is generated that identifies improvements and growth areas for the club and organisation.

Put simply, SportAus Game Plan helps clubs improve and perform at their best.

Want more information? Watch the SportAus video via this link:

<https://youtu.be/ooFZnHinlak>

Queensland UNI Project

The Objective is to review all current data and recommend/implement a system that best suits our model for sharing information.

Podcasting

Plans are now in place for the first podcast in May/June. I will be meeting with John Hayes in March to finalise the format, content and editing processes before the launch. Will also advertise on social media.

Coaching Platform

Coaching Cohort have now received the content to produce the platform for all coaching materials including manuals and videos.

John will require 8 weeks to complete the project that will include club support materials on the website.

A meeting is scheduled on Tuesday 16th Feb to review the progress

[Type here]

Promotional Video/Social Media

Kymodo have reviewed the promotional video and proposal for social media. This will include additional Facebook materials for advertising and targeting certain demographics and markets.

Online Magazine

Next edition due at the end of April.

Please keep sending in articles and pictures.

Wanting to include the new Board Members, State Presidents, message for incoming and outgoing president.

Academy Website

A recent meeting in Canberra has identified some additional opportunities to improve and add more content to the Academy Website.

The first step/priority is to complete the coaching and club support components.

Coaching Update

Special Thanks to Croquet NSW for hosting the National Coaching Program. Great to see so many Coaches recertifying in Newcastle and Canberra.

The venues and hospitality were simply first class and I do appreciate everything everyone did to make it a success.

The plan is now to sign off coaches and presenters in Western Australia , South Australia, Victoria and Tasmania.

Coaching Manuals have been printed and sent to all States ready for training.

The National Youth Training program is to be developed after sessions in Hobart and Victoria.

Clarification paper on prerequisites and RPL currently reviewed by the board.

Clubs are wanting to buy the entire set of manuals / manuals are only available to certified coaches.

Sponsorship Proposal

A proposal /quote has been circulated for discussion with the Board.

Need to start improving and selling our brand.

Tax deductible app on webpage

Discussion to include it on the website.

In consultation with the Sports Foundation.

Special Thanks

To all my Academy Advisors and supporters of the Australian Croquet Academy.

I do appreciate everything you have done.

Greg Bury

General Manager

The Australian Croquet Academy