



## BOARD MEETING MINUTES

Wednesday, 21<sup>st</sup> April 2021 via Zoom

### 1. Attendance:

- 1.1. **Directors:** Jim Nicholls, Mary Marsland, Max Kewish, Barbara Northcott, Alison Sharpe, Kerri-Ann Organ, Bernie Pfitzner
- 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 18:04 AEST

### 3. Declaration of Directors' Interests:

- Max Kewish – President, Croquetwest  
Alison Sharpe – Principal of a Croquet coaching business  
Kerri-Ann Organ – Employee of a sponsoring business

### 4. Adoption of Minutes of Previous Meeting: Resolved to accept the minutes of the previous meeting, held 31<sup>st</sup> March 2021, as a true and accurate record.

- 4.1. **Business Arising:** The Chairman advised that clarification of the eligibility for SportAus grants and funding of an NSO with a Board that does not meet SportAus gender quotas is continuing, with the Academy GM having action.

*Greg Bury highlighted items on his report that need approval in the short term (which were discussed later by the Board under Item 7.2.2) and left the meeting at 18:14 AEST.*

### 5. Finance Report: Resolved to accept the Treasurer's Report, attached at Annex A.

- 5.1. **Matters Arising from the Treasurer's Report:** Mary queried the level of the association's reserves and asked if there was a policy that set the level of these.

### 6. Correspondence:

#### 6.1. Outwards:

- 6.1.1. 210401 to Jacky McDonald:

### 7. For Decision:

#### 7.1. Governance:

##### 7.1.1. Policies:

- 7.1.1.1. **Use of Chemicals Policy:** Resolved to adopt the Use of Chemicals Policy with amendment. Secretary to distribute to members and post to website.

**Action: Sec**

- 7.1.2. **Appointment of Auditor:** Resolved to appoint Assurance Matters as auditors for the FY2021 accounts subject to a satisfactory proposal regarding fees. **Action: EO**

- 7.1.3. **SGM & Discussion Forum:** Secretary to query states as to possibility of notices of motion for a SGM, and their interest in a discussion forum with possible topics.

**Action: Sec**

- 7.1.4. **Eol for Treasurer:** Secretary and EO to circulate widely.

**Action: Sec & EO**

#### 7.2. Management:

7.2.1. **Face-to-face Meeting, Canberra:** Agreed to hold a face to face meeting in Canberra 5<sup>th</sup> & 6<sup>th</sup> June 2021. Secretary & EO to organise program and accommodation.

**Action: Sec & EO**

7.2.2. **ACA Academy:**

7.2.2.1. **Academy Update:** Agreed that a Board meeting be held in the next week to provide an update to Directors.

7.2.2.2. **Momentum:** EO to carry out audit of Academy funds and advise. **Action: EO**

7.2.2.3. **Legal Advice:** EO to clarify requirement **Action: EO**

7.2.2.4. **Logo:** Prefer logo without blue circular background, and with solid lettering (this could be either gold or green, depending on material or background colour)

7.3. **Events**

7.3.1. **Appointment of TM & TR for ACA GC D&S:** Resolved to appoint Ian Petersen as TM and Judy Stewart as TR for the ACA GC Doubles and Singles.

8. **For Discussion:**

8.1. **Governance:**

8.1.1. **Twenty Year Strategic Plan:** Deferred until 5/6 June 2021 meeting.

8.1.2. **Risk Management:** Deferred until 5/6 June 2021 meeting.

8.1.3. **By Laws:** Resolved to adopt the By Laws as amended.

**Action: Sec**

8.2. **Management:**

8.2.1. **Events & Tournaments Committees interaction with EO:** The chair advised the Board that the chairs of the Events and Tournament committees have served well over their maximum terms and have been unsuccessful in finding others to join those committees. There has been discussion of the EO taking over many of the functions of those committees, with the committees reverting to an advisory capacity. EO to commence learning procedures. Secretary to circulate Expressions of Interest for these committees.

**Action: Sec**

*Alison Sharpe left the meeting at 19:36 AEST*

8.2.2. **WCF Specifications for Croquet Mallets:** Agreed that WCF be asked to define "fine grooves" **Action: Sec**

8.2.3. **Covid Vaccine/Testing for National Tournaments:** There was discussion of requiring entrants to ACA tournaments to either have received a Covid vaccine or returned a negative test within 14 days of the start of the event, but agreed not to introduce.

8.2.4. **Reimbursement of State Costs incurred in Coaching Roll-out:** Agreed that states should cover their own expenses for the roll-out of the new coaching system.

9. **For information:**

9.1. **Secretary's Report:** attached at Annex B

9.2. **EO's Report:** attached at Annex C

9.3. **Academy Report:** attached at Annex D

9.4. **National Coordinator of Coaching Report:** The report on the roll-out of the new coaching accreditation program is attached at Annex E.

10. **Next Meetings:** Wednesday, 19<sup>th</sup> May 2021 @ 6 pm AEST via Zoom  
Saturday, 5<sup>th</sup> & Sunday 6<sup>th</sup> June in Canberra, timing and venue TBA  
Wednesday, 16<sup>th</sup> June 2021 @ 6 pm AEST via Zoom

11. **Close:** The chair closed the meeting at 20:01 AEST

**Attachments:**      Annex A      Treasurer's Report  
Annex B      Secretary's Report  
Annex C      EO's Report  
Annex D      Academy Report  
Annex E      Coaching Report



**Appendix 1 to  
Annex A to  
Board Meeting Minutes  
21st April 2021**

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 To March 2021

Income		
Affiliation- Member/Player		\$728.50
GC Rule Books		\$409.09
Wedge Gauges		\$130.92
Gain on disposal of assets		\$1,118.18
Coaching Manuals		\$16,745.45
Event Entry Fees - Full		\$1,496.37
Postage		\$266.77
Interest		\$330.78
JOBKEEPER SUBSIDY (NO GST)		\$12,450.00
<b>Total Income</b>		<b>\$33,676.06</b>
<b>Total Cost Of Sales</b>		<b>\$0.00</b>
<b>Gross Profit</b>		<b>\$33,676.06</b>
Expenses		
Coaching Manuals		\$26,514.33
Podcasts		\$3,403.64
Online Learning		\$4,872.73
Audit Fees		-\$1,440.00
Bank charges		\$41.77
STRIPE charges		\$30.08
Board/Governance Expenses		\$87.00
Prizes		\$125.00
Travel - Domestic		\$1,393.08
Scholarships		\$1,000.00
Accommodation - domestic		\$378.62
Coaching		\$153.64
Computer Expenses		
Computer Expenses		\$1,007.76
Online Magazine	\$1,500.00	
Consultancy Fees		\$460.14
Marketing		\$2,900.00
Affiliation Fees - WCF, WGU		\$1,646.58
Postage, Freight and Courier		\$2,246.46
S&W Superannuation		\$1,936.19
S&W Salaries & Wages		\$22,913.09
Telephone and Internet Charges		\$136.80
<b>Total Expenses</b>		<b>\$71,306.91</b>
<b>Operating Profit</b>		<b>-\$37,630.85</b>
<b>Net Profit/(Loss)</b>		<b>-\$37,630.85</b>

This report includes Year-End Adjustments.

**Appendix 2 to  
Annex A to  
Board Meeting Minutes  
21st April 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 March 2021

Assets		
Current Assets		
Operating Account	\$40,398.81	
Treasurer's Account	\$5,365.91	
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	
TD50247627 15 August 2021	\$100,000.00	
Trade Debtors	\$10,950.60	
Other debtors	\$411.50	
Electronic Clearing Account	\$1,080.00	
Stock on Hand	\$4,666.79	
Fixed Asset		
Croquet Equipment	\$20,356.91	
Less Accum Depn Croq Eq	-\$12,300.18	
Office Equipment	\$135.46	
Less Acc Depn Off Equip	-\$135.44	
Gateball Equipment	\$3,841.99	
Less Acc Depn Gateball Eq	-\$3,742.00	
<b>Total Assets</b>		<b>\$568,980.05</b>
Liabilities		
Trade Creditors	\$1,650.00	
Accrued Expenses	-\$1,600.00	
GST Collected	\$2,013.80	
GST Paid	-\$4,683.69	
PAYG and Superannuation payabl	\$5,919.53	
Provision for Annual Leave	\$1,771.00	
<b>Total Liabilities</b>		<b>\$5,070.64</b>
<b>Net Assets</b>		<b>\$563,909.41</b>
Equity		
Retained Earnings	\$489,228.26	
International Fund	\$112,312.00	
Current Year Earnings	-\$37,630.85	
<b>Total Equity</b>		<b>\$563,909.41</b>

This report includes Year-End Adjustments.



## Secretary's Report

### Action Items from 31<sup>st</sup> March Meeting

- General – website amended to reflect current Board
- Item 6.2.2 – Directors' availability for a face to face meeting in Canberra queried – refer to Item 7.2.1 in agenda for this meeting.
- Item 6.2.3 – listing of Board Liaison Roles sent to all Appointed Officers and committee chairs.
- Item 8.1 – letter sent to Jacky McDonald acknowledging her contribution as a Director.

### Other Matters

- **AC Laws, 7<sup>th</sup> Edition:** Mike Cohn, NCRAC, has collected all three versions of the AC Law Books from the printers. He has distributed some to States to enable reaccreditation of referees to proceed, maintain records of this distribution and mailing costs. I will bring the books to Canberra when I attend the June Board meeting.

Prices have been set for the various versions of the books, using the previously approved policy, and States have been advised of the costs of the various versions (Board members were included as Bcc addressees).

- **Call for Expressions of Interest for National Coordinator of Referees Gateball (NCRGb)** Following coordination with the NCRGb, I distributed a call for EoI for the position of NCRGb, with a closing date of 31<sup>st</sup> May 2021. To date, I have received one reply, with the NCRGb advising that he has held discussions with at least one other.
- **Appointments for GC Gold Medal, M&W and Interstate Shield, Sep 21:** I have held discussions with CTAs regarding appointment of officials for these events, and am waiting for further information.

Jim Clement  
Secretary to the Board