



BOARD MEETING MINUTES

Wednesday, 21st 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 31st 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 5th & 6th 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, 19th May 2021 @ 6 pm AEST via Zoom
Saturday, 5th & Sunday 6th June in Canberra, timing and venue TBA
Wednesday, 16th 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

Accepted as a true and accurate record

A handwritten signature in black ink, appearing to read 'JL Nicholls', written in a cursive style.

JL Nicholls
Chair, Australian Croquet Association Inc
19 May 2021

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
Total Income		\$33,676.06
Total Cost Of Sales		\$0.00
Gross Profit		\$33,676.06
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
Total Expenses		\$71,306.91
Operating Profit		-\$37,630.85
Net Profit/(Loss)		-\$37,630.85

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	
Total Assets		\$568,980.05
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	
Total Liabilities		\$5,070.64
Net Assets		\$563,909.41
Equity		
Retained Earnings	\$489,228.26	
International Fund	\$112,312.00	
Current Year Earnings	-\$37,630.85	
Total Equity		\$563,909.41

This report includes Year-End Adjustments.



Secretary's Report

Action Items from 31st 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, 7th 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 31st 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



Executive Officer Report

- **Tournaments & Events**
 - **Golf Croquet Open**
 - GC Open Singles: The GC Open is the first scheduled event for ACA since Covid restrictions. The Singles event has received 29 entries with 27 of these entries using the website online entry system for the first time.
 - GC Open Doubles: The Doubles events has received entries of 10 pairs at the moment. All 10 entries have been received via the online entry system.
 - Entries are down on the last time the event was held. The 2019 event had 47 entries for the singles and 25 pairs for the doubles. This is a reflection of the uncertainty around possible Covid restrictions.
 - **Association Croquet Patron's Trophy**
 - The AC Patron's have only received 2 expressions of interest at this stage. The event attracted 12 entries in 2019. Further advertising will be done over the next couple of weeks to increase interest.
 - **Australian Gateball Championships**
 - On Thursday the 15th of May I met with the National Gateball Coordinator, John Park. We discussed the upcoming (September) National Gateball championships which are schedule for September on the gold Coast.
 - One of the discussion points was the development of an online entry form for the event. This will make entering the event a simple process for the player, administrators and the ACA finance Officer. The entry form is schedule to go live on the website by mid-May.
 - With the event being held at the Gold Coast Performance Centre where there is a cost involved in hiring the venue. In the event of a Covid lock down there is a reserve date booked for April 2022. The National Coordinator has requested if a cancellation has to be made due to Covid, are ACA able to assist with any costs involved? I have asked National Coordinator to provide me with a break up of possible costs.
- **ACA Office relocation**
 - The ACA office is now located in Building 9, 65 Tennant St Fyshwick. I have advised all the States of the change of address and made the necessary changes to the website and social media pages.
- **Finance Officer**
 - The ACA Finance Officer, Anne Mann has made the decision to retire. Anne submitted her resignation on the 8th of April. Anne will cease employment with the ACA on Thursday 27th of May. I have updated the duty statement for the position and will advertise the vacancy as soon as possible.

- **June Board Meeting (face to face)**
 - Parbery Consulting has kindly allowed ACA use of their Board room for the face-to-face meeting. We are tentatively booked in for the 5th and 6th of June. Once dates are confirmed I will advise Parbery and organise catering.

- **National Coaching Course Rollout**
 - The Canberra Croquet Club was scheduled to host the National Coaching course roll out on 2nd, 3rd and 4th of February. Canberra Croquet club house didn't have adequate facilities to hold the sessions so they had to hire other venues. As a result, Croquet NSW have requested that ACA split the costs which was \$300. This includes cost of conference facilities at Goodwin Village on the 2nd, Queanbeyan Bowls club on the 3rd and lawn hire at Canberra Croquet Club on the 4th.

- **Audit of 2021 Financials**
 - I contacted Assurance Matters regarding the 2021 ACA Audit. They have agreed to audit our financials again in 2021. Assurance Matters will send ACA a quote.

Rob Murray

Executive Officer AUSTRALIAN CROQUET ASSOCIATION 0457 678 380





Australian Croquet Academy Report

PROPOSALS FOR BOARD APPROVAL

1. To provide the new Australian Croquet Board with a summary of the Australian Croquet Academy Development Plan. To be conducted on a Zoom call in the coming week. (suggested date [Wednesday 28th April pm](#)).
2. To invite all State Associations to attend a one hour Zoom meeting to review the Australian Croquet Academy Half Yearly Report and Development Plan. (to be scheduled around [June 30](#))
3. To review the proposal from Momentum, a professional sport recreation and health consultancy (with existing croquet experience), to start building a relationship to launch the National Grants and Sponsorship program.
4. To seek legal advice on NSO data management requirements, NSO working with children requirements, protection of ACA and personal property and any other concerns.
5. To sign off the latest edition of the Online Magazine (available for the Board's approval once the Publicity Group have reviewed it).
6. To sign off the Kayo advertising package, including Social Media Videos and 4 Banners for Facebook (approval by Kayo requested).
7. To sign off the Mother's Day Banner for Social Media (to be released in the coming days) 8. To sign off the Academy logo (available for the Board's review next week).
9. Podcast of the new Chair and Board members (can be scheduled for [Monday the 3rd of May at 7-00pm](#)).
10. Support for the Broadbeach Croquet Club (possible legal advice)
11. Open discussions with Croquet New Zealand for a new Trans Tasman competition including under 21's (meeting scheduled with Greg Bryant)
12. Quote for professional promotional images to go onto the website.

ACIEVEMENTS AND ACTIONS

Half Yearly Report

To be completed and made available to all States by [June 30](#).

Academy Updates

Presentations have been completed in QLD, NSW, WA, SA, TAS and VIC. A second Academy presentation is scheduled in Qld within the month.

These sessions were very successful. There are plans to continue keeping all States up to date with the Academy's progress.

Club Support

In partnership with Croquet NSW a platform will be built to provide all Associations and Clubs with a number of valuable resources in a "one stop shop" on the ACA website. This information can then be shared and used at the National and State level.

Topics and resources to be considered include:

Lawncare/publicity photos /social media advertising/ grants sponsorship and funding tools and information/templates for marketing /promotional event banners/ training resources for

members/job descriptions and best practises for clubs and members. This project is scheduled after the coaching LMS system is completed.

Coaching LMS system

A Zoom meeting is scheduled with John Hayes from Coaching Cohort and all State Coaching Directors [on Tuesday the 27th of April](#). The purpose of this meeting is to trial the new Coaching LMS system.

Some of the benefits and features include:

Presenters/Assessors able to assess all training material easily.

Coaches are able to use all the new material.

ACA resources are protected.

Launching the new logbook online system.

All Coaches will have access to Individual Development Plans, Goal Setting Templates, Coaching Session Plans and Certificates.

Concerns have been raised in relation to privacy of members information (clarification will be provided before any rollout).

Sports Foundation Donation App

Has now been launched on the Australian Croquet Website.

Will look at advertising before the end of the financial year

Online newsletter

The latest edition is nearly ready for release.

2 more editions are scheduled for the rest of the year (August and December).

Social Media

Sound Images and Kymodo have been brilliant.

World Croquet Day Videos and Facebook banners have been very successful. There has been over 37,247 Impressions. (refer to the report from Kymodo).

Now signing off promotional activity for Kayo and Mother's Day.

Banners also completed for Mother's Day, Australia's Biggest Morning Tea, Health and Physical Education Day, Father's Day, RUOK, Veterans Week, Grandparents Day, Melbourne Cup Day, International Volunteers Day.

Wikipedia sample

Ceridwen Dumergue (Academy Advisor) is in the process of formatting and editing player profiles.

Attached is a sample of an edited version (photo to be included)

Will need to follow up with more players before uploading their profiles onto Wikipedia.

Podcasts

A number of topics have now been scheduled for [Monday 3rd of May](#) 2021.

Will ensure they are the highest quality before releasing.

Happy not to rush and get it right

Game Plan update

Queensland University have done a magnificent job correlating the results.

User friendly tools have been built to provide ongoing monitoring of the results and sharing with Clubs and Associations their opportunities.

Due to the number of Clubs now participating SportAus have agreed with The Academy to redesign the questionnaires to be more croquet specific.

For example : How many members play Golf, Association, Ricochet and Gateball on a regular basis?

National Grants Working Group

In the process of putting together a National Grants working group for the Academy.

The objective is to have a structure in place where all grants are identified and communicated to Clubs.

The Academy Club Support feature on the website will include templates and subject matter experts available for consultation.

If anyone would like to become a Subject Matter Expert and invest in our future please contact me.

National Youth Training Program There

is a possibility of getting a grant.

This grant only applies for a new project.

Work has been delayed to try and meet the criteria.

I have now used up my long service leave, time without pay and holiday entitlements. I feel extremely proud of what has been achieved in this time.

Special thanks to everyone who has supported the Australian Croquet Academy. Especially the work completed by Coaching Cohort, The Adala Group, Kymodo, SportAus, Australian Sport Foundation ,University of Queensland, AG Photography and Sound Images. I do appreciate everything you do.

Greg Bury

General Manager

The Australian Croquet Academy



COACHING UPDATE

A National Tour has been completed to refresh and train as many existing Foundation/One Coaches as possible and to sign off new Presenter/Assessors in every State.

This project took 38 days to complete over a period of five months. I wish to thank my National Coaching Team for all the work they completed behind the scenes, with a special thanks to everyone who provided me with a billet and/or transport during my visits.

I would also like to thank all the Clubs I visited for their help and support. They include:

Queensland

Headland Buderim (1 day)

Nambour (1 day)

Bribie Island (2 days)

Stephens (1 day)

Southport (2 days)

Windsor (1 day)

Bundaberg (1 day)

Maryborough (1 day)

New South Wales

Newcastle (4 days)

Queanbeyan (1 day)

Goodwin retirement Village (1.5 days)

Canberra (1.5 days)

Western Australia

Forest Park (4 days)

South Australia

Headquarters Hutt Road (4 days)

Tasmania

Kington (4 days)

Northern Tasmanian croquet Centre (3 days)

Victoria

Victorian Croquet Centre (5 days)

Overall I have trained

146 Level 1 Golf Croquet Coaches

140 Level 2 Golf Croquet Coaches

25 Level 3 Golf Croquet Coaches

112 Level 1 Association Coaches

107 Level 2 Association Coaches

27 Level 3 Association Coaches

8 Level 4 Association Coaches

19 Level 1 Ricochet Coaches

13 Level 2 Ricochet Coaches

11 Level 1 Gateball Coaches

All participants have been trained in General Principles and their ACA requirements.

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27 Presenter Assessors have also been signed off around Australia to train Coaches.

An Improve Your Game Session for all players was also conducted in each state (Qld is scheduled this week)

Over 287 people have attended these sessions so far.

Two Under 21 sessions were also completed in Tasmania and Victoria.

I really enjoyed and look forward to spending more time developing our youth training program.

All States are now accepting applications for new ACA Coaches for all Levels.

Please contact your State Coaching Director for any further details or assistance.

Greg Bury

ACA National Coaching Coordinator.