



BOARD MEETING MINUTES

Wednesday, 19th May 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:** Peter Landrebe (HPMAC & WCF MC Member) from 18:01 – 18:35 AEST
Greg Bury (Academy GM) from 19:45 to 20:35 AEST

2. Opening: The Chair opened the meeting at 18:01 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 adopt the minutes of the meeting held 21st April 2021 as a true and accurate record.

5. Finance Reports:

5.1. Treasurer's Report: Resolved to accept the Treasurer's Report.

5.1.1. Business Arising from Treasurer's Report:

5.2. Finance Committee Minutes:

5.2.1. Business Arising from Finance Committee Minutes:

5.2.1.1. **Item 4 Terms of Reference:** To be developed.

Action: Chair/Sec

5.2.1.2. **Item 6 Financial Reserves:** to be determined.

Action: Treasurer

Alison Sharpe dropped out 18:40

6. Correspondence:

6.1. Inwards:

6.1.1. 28Apr21 Cc of CroquetSA to RIB:

6.2. Outwards:

6.2.1. 4May21 to RIB, Cc CroquetSA:

Resolved to accept the Correspondence.

7. For Decision:

7.1. Governance:

7.1.1. **Appointment of Treasurer:** Resolved to appoint Kah Yang Loke as an Appointed Director of Croquet Australia, as provided for in the Constitution s22.1, and as the Treasurer, for a period not exceeding two years.

7.1.2. **Appointment of Financial Assistant:** Resolved to offer the Financial Assistant position to Angelina Tan.

Action: EO

7.2. Management:

7.2.1. **Board Calendar:** The Board Calendar was updated in relation to Board representation at ACA events.

Alison Sharpe re-joined 19:10

7.2.2. **Tournament Regulations:** Resolved to adopt the amended TRegs with the inclusion of the appendix relating to Gateball **Action: Sec**

7.2.3. **Coaching Badge Requirement:** Quotation was approved.

7.2.4. **Purchase of GC Rules Books:** Resolved to accept the Tavid Print Group quote for the printing of 500 GC Rules books. **Action: Sec**

7.3. Events

7.3.1. **Patron's Trophy:** Resolved to confirm Gordon Giles as TM and Elizabeth Fleming as TR for this event. **Action: Sec**

7.4. WCF

7.4.1. **Election of WCF Treasurer:** The Board resolved to support the nomination of Chris Clarke as the WCF Treasurer. **Action: Sec**

8. For Discussion:

8.1. Governance:

8.1.1. **Review of Governance Documents:** deferred with the Secretary to update the briefing paper **Action: Sec**

8.1.2. **Use of Chemicals Policy:** Secretary to reword the policy. **Action: Sec**

8.1.3. **Future Governance Structure of Croquet in Australia:** deferred to June face-to-face meeting. **Action: Sec**

8.2. Management:

8.2.1. **Membership Categories:** deferred to June face-to-face meeting. **Action: Sec**

8.2.2. **Gateball Funding:** Resolved to re-allocate funds within the Gateball budget to allow visits to WA and Tasmania.

8.3. Events:

8.3.1. **Future Tournament Calendar:** Peter Landrebe spoke to the papers that he provided prior to the meeting, highlighting the stagnant nature of Australian player's standing.

8.4. **WCF:** Peter Landrebe spoke to the WCF proposed amended Ranking Regulations, and on the Gender Policy and a forthcoming paper regarding the credibility and viability of WCF Events if some member countries cannot send entries.

9. For information:

9.1. **Outstanding Action Items:** The Outstanding Action Items List was reviewed and amended.

9.2. Reports

9.2.1. **Secretary's Report:**

9.2.2. **EO's Report:**

9.2.3. **Academy Report:** Greg Bury spoke to his report and the Board:

9.2.3.1. Agreed to proceed with Facebook banner for booking of club courts

9.2.3.2. Agreed to purchase more coaching badges

9.2.3.3. Agreed to purchase Coaching Presenter manuals at \$170

9.2.3.4. Agreed to provide letter of support for grant to develop national website.

Action: Sec

9.2.3.5. Agreed that legal advice be sought regarding privacy, data storage, child safety, etc.

9.2.3.6. Agreed that a six-month Academy update be provided to the states

9.2.3.7. Agreed that a face-to-face meeting of the Publicity Committee be held in Brisbane.

9.2.3.8. Agreed to provide letter of support for grant to develop a national youth training program.

Action: Sec

Resolved to accept the reports.

9.3. WCF

9.3.1. **Multi-Sports Events and Gateball:** WCF update report provided for information.

10. Next Meetings: Saturday, 5th & Sunday 6th June in Canberra, commencing 9:30 am 5th June at 9/65 Tennant Street, Fyshwick ACT
? Wednesday, 16th June 2021 @ 6 pm AEST via Zoom?
Wednesday, 21st July 2021 @ 6 pm AEST via Zoom

11. Close: The Chair closed the meeting at 20:36 AEST

Attachments:

Annex A	Treasurer's 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



Treasurer's Report

Summary

Transaction Accounts

Payments for the month of April totalled \$22,176.

These comprised:

Audit Costs	\$1584
Coaching Course Rollout	\$2487
AC Laws Rollout	\$467
Printing of H'cap Cards	\$1800
Autumn Newsletter deposit	\$825
Academy logo design deposit	\$193
Gifts	\$136
Purchase of Gateball balls	\$1234
Refund of entry fees	\$1070
Salary cost Incl SG	\$12380

I do not have access to the account into which deposits are made.

Term Deposits

A term deposit of \$20,000 matures later this month and will be deposited to our accounts

Reports

A Profit and Loss Statement and the Balance Sheet as at the end of April are attached. Reports against budget and Jobs against budget are also available for those Directors who wish to view them.

Jim Clement
Secretary to the Board and Interim Treasurer
+61 409 115 647

Attachments: Appendix 1 Profit & Loss Statement
 Appendix 2 Balance Sheet

Appendix 1 to

Annex A to

Board Meeting Minutes of Australian Croquet Association Inc 19th May 2021

Created: 6/05/2021 2:55 PM

9/65 Tennant St
Fyshwick ACT 2609

ABN: 90 330 745 920

Email: finance.croquet@gmail.com

Profit & Loss Statement

January 2021 To April 2021

Income		
Affiliation- Member/Player		\$1,866.68
GC Rule Books		\$409.09
Wedge Gauges		\$163.65
Gain on disposal of assets		\$1,118.18
Coaching Manuals		\$16,745.45
Event Entry Fees - Full		\$7,558.18
Postage		\$272.77
Interest		\$334.20
JOBKEEPER SUBSIDY (NO GST)		\$15,750.00
Total Income		\$44,218.20
Total Cost Of Sales		\$0.00
Gross Profit		\$44,218.20
Expenses		
Coaching Manuals		\$26,514.33
Podcasts		\$3,403.64
Online Learning		\$4,872.73
Bank charges		\$46.77
STRIPE charges		\$164.20
Board/Governance Expenses		\$210.73
Prizes		\$125.00
Travel - Domestic		\$2,148.88
Scholarships		\$1,000.00
Accommodation - domestic		\$1,849.61
Coaching		\$4,561.14
Computer Expenses		
Computer Expenses		\$1,106.85
Online Magazine	\$1,500.00	
Consultancy Fees		\$628.86
Equipment Insurance		\$986.90
Marketing		\$6,164.32
Affiliation Fees - WCF, WGU		\$1,646.58
Postage, Freight and Courier		\$2,505.02
Printing & Stationery		\$1,836.43
S&W Superannuation		\$3,012.22
S&W Salaries & Wages		\$34,239.76
Telephone and Internet Charges		\$136.80
Total Expenses		\$98,660.77
Operating Profit		-\$54,442.57
Net Profit/(Loss)		-\$54,442.57

This report includes Year-End Adjustments.

**Appendix 2 to
Annex A to
Board Meeting Minutes of
19th May 2021**

Australian Croquet Association Inc

9/65 Tennant St
Fyshwick ACT 2609

ABN: 90 330 745 920

Email: finance.croquet@gmail.com

Balance Sheet

As of April 2021

Assets		
Current Assets		
Operating Account	\$21,998.80	
Treasurer's Account	\$2,832.64	
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	
Stock on Hand	\$7,575.88	
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	\$5,075.99	
Less Acc Depn Gateball Eq	-\$3,742.00	
Total Assets		\$550,698.36
Liabilities		
Trade Creditors	\$1,017.50	
Accrued Expenses	-\$1,600.00	
GST Collected	\$808.54	
GST Paid	-\$1,848.11	
PAYG and Superannuation payabl	\$3,451.74	
Provision for Annual Leave	\$1,771.00	
Total Liabilities		\$3,600.67
Net Assets		\$547,097.69
Equity		
Retained Earnings	\$489,228.26	
International Fund	\$112,312.00	
Current Year Earnings	-\$54,442.57	
Total Equity		\$547,097.69

This report includes Year-End Adjustments.



Secretary's Report

Action Items from 21st April 2021 Meeting:

- **Item 7.1.1 Use of Chemicals Policy:** Amended as directed, posted to website and circulated to States.
- **Item 7.1.3 SGM & Discussion Forum:** States notified of possibility of SGM & Forum and advised of relative dates for providing notice, call for notices of motion and providing agenda. I have also booked the Northern Tasmania Croquet Centre at St Leonards as the venue for these and a Board meeting.
- **Item 7.1.4 Eol for Treasurer:** This has been circulated to States with a request to distribute widely and has been posted to Clearinghouse for Sport and social media.
- **Item 8.1.3 By Laws:** Amended as directed and posted to website.
- **Item 8.2.2 WCF Specifications for Croquet Mallets:** This matter has been forwarded to the WCF S-G, who has advised that it will be referred to the MC, ACLC and GCRC.

Items for 18th may Meeting:

- **Item 6:** There is a history of correspondence regarding this matter, of which I have been provided Cc copies
- **Item 7.2.2 Tournament Regulations:** It is likely that these will require further amendment in the near future, as Gateball has expressed a desire to be included (and Ricochet if that ever runs national event/s), but the immediate concern is to remove any possible conflict between the AC Laws, Ed 7, and TRegs.

Jim Clement