



## BOARD MEETING MINUTES

Wednesday, 19<sup>th</sup> 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 21<sup>st</sup> 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, 5<sup>th</sup> & Sunday 6<sup>th</sup> June in Canberra, commencing 9:30 am 5<sup>th</sup> June at 9/65 Tennant Street, Fyshwick ACT  
? Wednesday, 16<sup>th</sup> June 2021 @ 6 pm AEST via Zoom?  
Wednesday, 21<sup>st</sup> 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

Accepted as a true and accurate record



JL Nicholls  
Chair, Australian Croquet Association Inc  
16 June 2021



## 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
<b>Total Income</b>		<b>\$44,218.20</b>
<b>Total Cost Of Sales</b>		<b>\$0.00</b>
<b>Gross Profit</b>		<b>\$44,218.20</b>
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
<b>Total Expenses</b>		<b>\$98,660.77</b>
<b>Operating Profit</b>		<b>-\$54,442.57</b>
<b>Net Profit/(Loss)</b>		<b>-\$54,442.57</b>

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

<b>Assets</b>		
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	
<b>Total Assets</b>		<b>\$550,698.36</b>
<b>Liabilities</b>		
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	
<b>Total Liabilities</b>		<b>\$3,600.67</b>
<b>Net Assets</b>		<b>\$547,097.69</b>
<b>Equity</b>		
Retained Earnings	\$489,228.26	
International Fund	\$112,312.00	
Current Year Earnings	-\$54,442.57	
<b>Total Equity</b>		<b>\$547,097.69</b>

This report includes Year-End Adjustments.



## Secretary's Report

### Action Items from 21<sup>st</sup> 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 18<sup>th</sup> 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

**Item 9.2.2 Executive Officer Report**

- **Action Items from April 19 meeting:**
  - 7.2.2.2 Academy Funds Audit – See attachment A.
  - 7.2.2.3 Legal Advice – Legal advice to be sought for NDSO Data Management requirements, NSO working with children requirements and protection of ACA personal property. See Attachment B for full list of advice being required for legal advice.
  
- **Ongoing Items:**
  - ACA Auditor – Request has been made to the ACA lawyer, Assurance Matters for a quote for the 2021 fee. Assurance Matters will advise ACA of the rate after the end of the financial year.
  - Tournament and Events Committees EOI's - Expression of interest has been advertised on the social media sites, Clearinghouse for Sport as well as via email to the States and clubs. At this stage ACA hasn't received any interest.
  - Face to Face Board Meeting June
    - Accommodation has been booked for the Board to attend Face to Face meeting in Canberra on the 5<sup>th</sup> and 6<sup>th</sup> of June.
  - ACA Tournaments and Events
    - Events and Tournaments Committees have been advised that the EO position will take on the administrative duties for both committees.
    - Development of procedures for both committees are currently being developed and will be completed by the end of June.
    - Expression of interest have been advertised on ACA website, social media accounts and Clearinghouse for Sport. Also the State Associations and Clubs were advised of the vacancies via email.
    - The first event since the Covid lock down was held between from the 8<sup>th</sup> to the 16 of May at the Victorian Croquet Centre Cairnlea. The singles event received 37 entries which is down 9 entries from the 2019 event. The Doubles event attracted 15 pairs which is down by 10 from the field of 25 in 2019.
    - The first AC event will be the Patron's Trophy which will be held from the 12<sup>th</sup> and 14<sup>th</sup> of June at the Wynnum Croquet Club. ACA has received 6 entries.
  - Treasurer
    - Treasurer EOI's – Expression of interest has been advertised on the ACA website, social media sites and Clearinghouse for Sport. Also, the States and Clubs have been advised of the vacancies via email.
  - Finance Officer
    - Quotes were have been sought for the costs associated with engaging a Finance Officer. Depending on transaction the cost would be between \$80 and \$160 an hour.
    - Other options are being pursued and a further update will be provided at the 19<sup>th</sup> May Board Meeting.



- Gateball
  - Online entry form has been developed for the Australian Gateball Championships. The document will go live on the ACA website in mid-May.
- Strategic Plan
  - See Attachment C for update on the ACA Strategic Plan.
- Attachments
  - A – Academy Audit
  - B – Legal Advice document
  - C – Update on Strategic Plan

ROB MURRAY

EXECUTIVE OFFICER  
AUSTRALIAN CROQUET ASSOCIATION  
0457 678 380



#### Academy Update Zoom Meeting with the Board

On Thursday the 29<sup>th</sup> of April a special Academy Meeting was held with the ACA Board. The purpose of this meeting was to provide all Board Members with an update on the tasks completed on the Academy Development Plan and provide an insight on the projects planned for 2021.

Topics included:

The new Coaching platform, The new Academy Website, The new Club Support service, Podcasting Plans, Social Media/Promotional video's results and Plans, Marketing Strategy, Grants and Sponsorship proposals, Online Newsletter update, plus a Q and A session. Minutes of this meeting are now available on the Australian Croquet Website.

#### Digital Marketing

Here's a list below of what's been done with the Croquet Australia digital marketing.

1. The three main videos have been uploaded to the Croquet Australia YouTube channel:

- Croquet Australia promotion video - Long version - <https://youtu.be/h6r5MhTMoEA>
- Croquet Australia promotion video -Short version - <https://youtu.be/V2nHtXI-rOw>
- Croquet Australia Kayo promotion video - <https://youtu.be/owUeLzXp1z8>

These links have been shared with clubs so they can be used on their Facebook and/or Webpage.

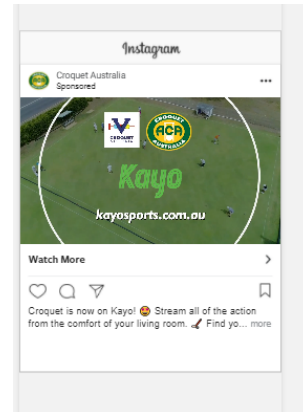
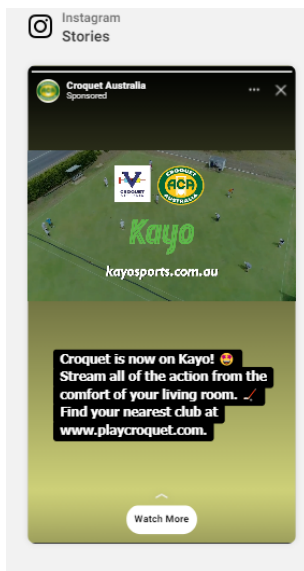
2. The May events were posted to the Croquet Australia website, being:

- Mother's Day – Sunday May 9th
- Australia Biggest Morning Tea – Thursday May 27<sup>th</sup>

There will be professional Facebook banners completed for around 15 upcoming events. Clubs can decide which events they wish to support and which banners to use on their Facebook and website.



3. We have a paid advertising campaign on Facebook and Instagram for the Kayo Promotional Video, utilising advertising spend to broadcast this across Australian Croquet focused audiences. The watch more button is a direct link to Kayo so anyone can subscribe and start watching.



- There will be Kayo Facebook banner for every Kayo Croquet Australia tournament: (Banners to be updated )

#### Upcoming events



WED, 12 MAY-16 MAY

#### Australian Croquet Association - Golf Croquet Open Singles

Croquet Australia – 65 Nobel Banks Dr, Cairnlea VIC 3023, Australia



WED, 8 SEP-12 SEP

#### Australian Croquet Association - Golf Croquet Interstate Shield

Croquet Australia – 63 George St, Latrobe TAS 7307, Australia



FRI, 8 OCT-11 OCT

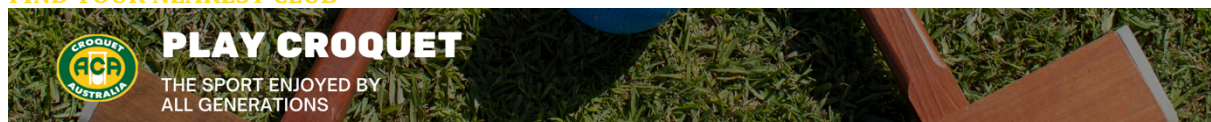
#### Australian Croquet Association - Presidents Eights

Croquet Australia – 65 Nobel Banks Dr, Cairnlea VIC 3023, Australia



- Created a find your nearest club function for new and interested players. This feature is available on [www.play-croquet.com](http://www.play-croquet.com) and will be used in all Social Media promotions

#### FIND YOUR NEAREST CLUB



The WORLD CROQUET DAY promotion was a use success with over 50,000 impressions. (A new record). Our next big promotion is Kayo and with your help I am looking forward to beating the World Croquet Day result.

#### Online Newsletter

The new and exciting edition has been released

Now also comes with a flip page feature.

Plans now in place for the Spring edition

Available online or click on the link below

<https://croquet-australia.com.au/wp-content/uploads/2021/05/Aus-Croquet-Autumn-2021.pdf>

## **Academy Website**

Work has commenced on the layout and content for the Academy website. John Hayes has done a wonderful job putting together the Club Support Section.

Currently Simon Cook is also assisting in the development and testing of this platform.

An additional quote is needed to complete it with plans to do the final testing in June/July.

## **Podcasting**

Some podcasts have been completed but will not be released until they are edited and produced to the highest standard.

Work still to be done on the Intro, format and style to be used.

Once a template has been signed off then future editions will be produced more regularly.

I will not rush this.

## **Game Plan / Queensland Uni Project**

Queensland Uni will provide me with a presentation of their findings and recommendations on Tuesday 18<sup>th</sup> May

Currently working with Tom from SportAus to rework the questionnaires so they are more croquet specific

Tom is also looking at using Croquet Clubs as case studies for SportAus.

## **Coaching Update**

A lot of great work has been completed by Coaching Cohort.

All State Coaching Directors are now in the process of testing the new Coaching Platform. This Platform will provide all Presenter/Assessors with all the training materials they need to train their Coaches and the tools for Coaches to train their Players.

Some of the features that will be available include:

A new Online Logbook system, access to over 100 training videos, over 50 drills for all mallet sports, Coaching Certificates that can be printed at home and taken to the club, Individual Development Plans, Goal setting templates, Session Plans and much more.

Only Certified Coaches and Presenter/ Assessors will have access to these resources.

A survey was completed recently to determine how many manuals were needed in each State. All States are now in the process of sending back and pulling manuals from the hub. This will ensure that all current manuals are used before any new editions need to be printed.

A stocktake on Badges was also completed with a quote sent in for approval.

## **Proposals and updates**

1 KMD proposal (open link below)

<https://pages.gwilt.com/Croquet-Australia-Ongoing-Digital-Marketing-yVPLwtDiQgiv>

This quote includes the production and promotion of a short promotional video for (Booking Croquet Clubs as a venue, complete with an online booking template)

This would be needed and used by the majority of our clubs and make us look more professional as an organisation.

2 Have completed a stocktake on badges and require more in every State (quote attached is \$2,032.)

3 Have completed a stocktake on Presenter/Assessor manuals and require more in every state (Quote is 30x Presenter Manuals

24pp, 250gsm Cover/115gsm Internal Full Colour = \$170.00 including GST makes each manual \$5.66 each) may need 40 to be sure.

4 Additional work needed to be completed by John from Coaching Cohort (quotes to come for) :

Centralising database (Quoting and or Sports Plus)

Website/s re-work

App development

Sports Plus set up

Design and maintenance of platforms

Finalise and launch academy platform June

When all work is completed we will then have a website filled with up to date information and resources that is also user friendly.

- 5 Summary of questions for legal advice (see attached)  
Are there any other questions or concerns?
- 6 Schedule and host a Half Yearly Academy Update with all State Associations via Zoom at the end of June or Early July. (Greg to co-ordinate and deliver)
- 7 For the National Publicity Committee to meet in Brisbane to sign off the National Publicity and Communication program. This would be 1 airfare from Perth to Brisbane, 1 airfare from Launceston to Brisbane plus 4 nights' accommodation. This would be a lot cheaper than sending everyone to Canberra or Melbourne.

Another Busy Month with plenty more to do.  
Appreciate everyone's support,

Greg Bury  
General Manager  
The Australian Croquet Academy.