



## BOARD MEETING MINUTES

Wednesday, 18<sup>th</sup> August 2021 via Zoom

### 1. Attendance:

- 1.1. **Directors:** Jim Nicholls (Chair), Mary Marsland (Deputy Chair) , Kah Yang Loke (Treasurer) *until 18:42*, 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 GM) - *from 19:55 to 20:45*

### 2. Opening: The Chair opened the meeting at 18:03 AEST

### 3. Declaration of Directors' Interests:

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

### 4. Adoption of Minutes of Previous Meetings: Resolved to accept the minutes of the meetings held 21<sup>st</sup> July 2021 and 28<sup>th</sup> July 2021 as true and accurate records.

#### 4.1. Business Arising from the Minutes:

##### 4.1.1. Minutes of 21<sup>st</sup> July 2021:

##### 4.1.2. Minutes of 28<sup>th</sup> July 2021:

##### 4.1.2.1. Discussion Forum items:

Constitution - term for Board Chair, individual members, state acceptance of the ACA Constitution,  
Membership affiliation; when? category?

### 5. Finance Reports:

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

#### 5.2. Business Arising from Treasurer's Report:

5.2.1. Agreed that Treasurer's Account be closed, and all payments come from Operating Account.

5.2.2. Maturing Term Deposit funds be invested in a managed fund to obtain a better interest rate, to be decided by Finance Committee.

*Kah Yang Loke left the meeting at 18:42*

### 6. Correspondence:

#### 6.1. Inwards:

##### 6.1.1. Independent Investigative Services - Sport Integrity Australia

Resolved to accept the Correspondence

### 7. For Decision:

#### 7.1. Management:

7.1.1. **Tournament Committee Nomination:** Resolved to appoint Alan Honey to the Tournament Committee. **Action: Sec**

## 7.2. Events:

- 7.2.1. **Australian Gateball Championships:** Resolved to endorse the Gateball Australia decision to defer the Australian Gateball Championships, scheduled for the Gold Coast 17<sup>th</sup> – 19<sup>th</sup> September 2021, until 22<sup>nd</sup> – 24<sup>th</sup> April 2022, due to the current Coronavirus situation in SE Queensland.

## 8. For Discussion:

### 8.1. Governance:

- 8.1.1. **Review of Governance Documents:** Ongoing
- 8.1.2. **Risk Management:** Ongoing
- 8.1.3. **20 Year Plan:** The EO advised that the draft is currently with the Academy GM for comment.
- 8.1.4. **Strategic Plans and Academy:**
- 8.1.5. **Legal Advice –**
- 8.1.5.1. **Academy Website Terms & Conditions:** Resolved to adopt the amended T&C for the Academy website, which have been agreed with our lawyers.
- 8.1.6. **Privacy Policy:** Resolved to accept the revised Privacy Policy. **Action: Sec**

### 8.2. Management:

- 8.2.1. **Planning, Requirements & Support for MacRob and VCC:** The Board agreed to decline the request to provide funding for court preparation as this would create a precedent. **Action: Sec**
- 8.2.2. **Sport Integrity Resources:** Secretary to complete survey. **Action: Sec**
- 8.2.3. **Child Abuse Insurance:** Secretary to continue to investigate. **Action: Sec**

### 8.3. WCF:

- 8.3.1. **Management Committee Membership:** Secretary to write to individuals as suggested by Board members. **Action: Sec**
- 8.3.2. **WCF GC World Championship:** Secretary to advise WCF of ACA agreement with the event being held in Sussex County CC. **Action: Sec**

## 9. For information:

- 9.1. **Outstanding Action Items:** The Action Item list was reviewed

### 9.2. Reports

- 9.2.1. **Secretary's Report:** attached at Annex B
- 9.2.2. **EO's Report:** attached at Annex C

*Greg Bury joined the meeting at 19:55 AEST*

- 9.2.3. **Academy GM's Report:** attached at Annex D

### 9.2.4. Business Arising from Reports:

- 9.2.4.1. EO to check that credit card issued to Don Close has been cancelled. **Action: EO**
- 9.2.4.2. Agreed that current HPMs be allowed time to accredit as a coach, but that reappointment will require accreditation.
- 9.2.4.3. Academy GM to present updated quotes for shirts, cards, etc. **Action: GB**

*Greg Bury left the meeting at 20:45*

### 9.3. WCF

- 9.3.1. **Topic 94: Gender Policy Consultation:** WCF has provided the feedback supplied in relation to this question and advised that it would be revisited in the future.

9.3.2. **Topic 96: Consultation on World championship Frequency:** Lack of response to consultation (replies only from Australia & Scotland) has been taken to indicate that present schedule is acceptable.

9.3.3. **GC Rules, Draft 6<sup>th</sup> Edition:** The Draft 6<sup>th</sup> Edition has been received from WCF and is being considered by the ACA GC Referees' Committee with comments to the WCF GCRC due by 30 Sep 21.

**10. Next Meetings:** Monday 23<sup>rd</sup> August 2021 at 6 pm via Zoom<sup>1</sup>  
Friday, 3<sup>rd</sup> September 2021 at 6 pm via Zoom<sup>2</sup>  
Wednesday, 15<sup>th</sup> September 2021 at 6 pm AEST via Zoom  
Saturday, 16<sup>th</sup> October 2021 at 6 pm via Zoom<sup>3</sup>  
Wednesday, 20<sup>th</sup> October 2021 at 6 pm via Zoom  
Wednesday, 17<sup>th</sup> November 2021 at 6 pm via Zoom  
Wednesday, 15<sup>th</sup> December 2021 at 6 pm via Zoom

**11. Close:** The meeting closed at 20:53 AEST

**Attachments:**

Annex A:	Financial Report
Annex B:	Secretary's Report
Annex C:	Executive Officer's Report
Annex D:	Academy Report

Accepted as a true and accurate record



JL Nicholls  
Chair, Australian Croquet Association Inc  
15 September 2021

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<sup>1</sup> To decide go/no go for GC Handicap Championships, 27 Sep – 1 Oct

<sup>2</sup> To decide go/no go for President's AC Eights, 8-11 Oct

<sup>3</sup> To decide go/no go for AC Open Doubles & Singles, 20-28 Nov



## **ACA Management Accounts for the period 1 July 2021 to 31 July 2021**

### **Balance Sheet**

- Treasurer bank account in overdraft – transfer of funds insufficient and account spent \$40,080 during July. Largest payment of \$14,960 relates to Coaching Cohort
- Operating bank account is down from the same period of last year – approximately \$93,042 due to funds invested in term deposit TD50247627 \$100,000
- Grant liability of \$10,000 is a reversal from income for Australian Korean Foundation Grant. The visit from the players is now expected to be in 2022
- Trade debtors balance of \$276,799 is made up primarily from the Victoria Croquet Association \$87,001, NSW Croquet Association \$88,931, Queensland Croquet Association \$45,643 and the WA Croquet Association \$27,218. There appears to be a balance of \$11,000 owing by DFAT in the balance for the AKF grant which should have been received

### **Income Statement**

- Net loss for July of \$42,961 primarily due to the following:
- Reversal of income from AKF grant. See comment above
- Refund of sale of coaching manuals to the South Australian ACA – \$3,600
- Web design expense of \$14,960 paid
- Hire event \$5,856 paid to Victoria Croquet Association
- Legal fee \$1,363 to Snedden, Hall & Gallop

**Attachments:**      Appendix 1   Profit & Loss Account  
                             Appendix 2   Balance Sheet

**Appendix 1 to  
Annex A to  
ACA Board Minutes  
18 Aug 2021**

Australian Croquet Association Inc

9/65 Tennant St  
Fyshwick ACT 2609

ABN: 90 330 745 920

Email: finance.croquet@gmail.com

**Profit & Loss [With Last Year]**

July 2021

	<b>This Year</b>	<b>% of Sales</b>	<b>Last Year</b>	<b>LY % of Sales</b>
<b>Income</b>				
AC Law Books	\$434.77	4.5%	\$0.00	0.0%
GC Rule Books	\$0.00	0.0%	\$40.91	0.7%
Coaching Manuals	-\$3,272.73	33.7%	\$0.00	0.0%
Grants	-\$10,000.00	103.0%	\$0.00	0.0%
Event Entry Fees - Full	\$2,910.97	30.0%	\$0.00	0.0%
Event Entry Fees - Concession	\$109.10	1.1%	\$0.00	0.0%
Postage	\$65.25	0.7%	\$0.00	0.0%
Interest	\$0.00	0.0%	\$215.38	3.4%
JOBKEEPER SUBSIDY (NO GST)	\$0.00	0.0%	\$6,000.00	95.9%
Other	\$43.64	0.4%	\$0.00	0.0%
<b>Total Income</b>	<b>-\$9,709.00</b>	<b>100.0%</b>	<b>\$6,256.29</b>	<b>100.0%</b>
<b>Total Cost Of Sales</b>				
	\$0.00	0.0%	\$0.00	0.0%
<b>Gross Profit</b>	<b>-\$9,709.00</b>	<b>100.0%</b>	<b>\$6,256.29</b>	<b>100.0%</b>
<b>Expenses</b>				
Equipment Purchases	\$12.00	0.1%	\$0.00	0.0%
MYOB subscription	\$99.09	1.0%	\$0.00	0.0%
Bank charges	\$12.10	0.1%	\$3.50	0.1%
Prizes	\$0.00	0.0%	\$54.55	0.9%
Uniforms	\$1,038.95	10.7%	\$0.00	0.0%
Travel - Domestic	\$1,185.51	12.2%	\$0.00	0.0%
Hires - Events	\$5,856.36	60.3%	\$534.00	8.5%
Other	\$229.60	2.4%	\$0.00	0.0%
Officials contributions	\$0.00	0.0%	\$340.00	5.4%
Computer Expenses	\$0.00	0.0%	\$99.09	1.6%
Web design expenses	\$14,960.00	154.1%	\$38.50	0.6%
Consultancy Fees	\$0.00	0.0%	\$504.30	8.1%
Legal Fees	\$1,363.64	14.0%	\$1,231.00	19.7%
Postage, Freight and Courier	\$272.59	2.8%	\$0.00	0.0%
S&W Superannuation	\$695.50	7.2%	\$386.42	6.2%
S&W Salaries & Wages	\$7,390.00	76.1%	\$6,500.00	103.9%
Telephone and Internet Charges	\$136.80	1.4%	\$68.62	1.1%
<b>Total Expenses</b>	<b>\$33,252.14</b>	<b>342.5%</b>	<b>\$9,759.98</b>	<b>156.0%</b>
<b>Operating Profit</b>	<b>-\$42,961.14</b>	<b>442.5%</b>	<b>-\$3,503.69</b>	<b>(56.0)%</b>
<b>Net Profit/(Loss)</b>	<b>-\$42,961.14</b>	<b>442.5%</b>	<b>-\$3,503.69</b>	<b>(56.0)%</b>

This report includes Year-End Adjustments.

**Appendix 2 to  
Annex A to  
Board Meeting Minutes  
18 August 2021**

Created: 5/08/2021 2:30 PM

Australian Croquet Association Inc

9/65 Tennant St  
Fyshwick ACT 2609

ABN: 90 330 745 920

Email: finance.croquet@gmail.com

**Balance Sheet [Last Year Analysis]**

July 2021

	This Year	Last Year	\$ Difference	% Difference
<b>Assets</b>				
<b>Current Assets</b>				
Operating Account	\$21,443.59	\$114,486.46	-\$93,042.87	(81.3)%
Treasurer's Account	-\$5,280.21	\$2,614.31	-\$7,894.52	(302.0)%
Overseas payments account	\$1.00	\$416.09	-\$415.09	(99.8)%
QANTAS Card	\$1,568.31	\$792.34	\$775.97	97.9%
TD 471050245779 11 Nov 2020	\$60,000.00	\$60,000.00	\$0.00	0.0%
BT Investment C11731060	\$138,348.21	\$142,088.70	-\$3,740.49	(2.6)%
MLC Investment 35368672	\$138,600.49	\$128,720.43	\$9,880.06	7.7%
TD471050245154 16 Aug 2021	\$40,000.00	\$40,000.00	\$0.00	0.0%
TD 471050245162 23 May 2021	\$0.00	\$20,000.00	-\$20,000.00	(100.0)%
TD 50246667 21 Feb 2021	\$0.00	\$50,000.00	-\$50,000.00	(100.0)%
TD50246675 21 October 2020	\$0.00	\$40,000.00	-\$40,000.00	(100.0)%
TD50247627 15 August 2021	\$100,000.00	\$0.00	\$100,000.00	NA
Trade Debtors	\$276,799.25	\$66,051.50	\$210,747.75	319.1%
Electronic Clearing Account	-\$32,551.70	-\$1,080.00	-\$31,471.70	(2,914.0)%
Stock on Hand	\$5,355.40	\$1,303.15	\$4,052.25	311.0%
<b>Fixed Asset</b>				
Croquet Equipment	\$20,356.91	\$27,832.91	-\$7,476.00	(26.9)%
Less Accum Depn Croq Eq	-\$12,300.18	-\$18,769.09	\$6,468.91	34.5%
Office Equipment	\$135.46	\$8,735.46	-\$8,600.00	(98.4)%
Less Acc Depn Off Equip	-\$135.44	-\$8,735.31	\$8,599.87	98.4%
Gateball Equipment	\$5,075.99	\$4,284.99	\$791.00	18.5%
Less Acc Depn Gateball Eq	-\$3,742.00	-\$3,796.00	\$54.00	1.4%
<b>Total Assets</b>	<b>\$753,675.08</b>	<b>\$674,945.94</b>	<b>\$78,729.14</b>	<b>11.7%</b>
<b>Liabilities</b>				
Trade Creditors	\$0.00	\$48.00	-\$48.00	(100.0)%
Grant Liability	\$10,000.00	\$0.00	\$10,000.00	NA
GST Collected	\$23.30	\$13,272.17	-\$13,248.87	(99.8)%
GST Paid	-\$1,066.60	-\$1,165.20	\$98.60	8.5%
PAYG and Superannuation payabl	\$4,771.93	\$6,451.88	-\$1,679.95	(26.0)%
Provision for Annual Leave	\$1,771.00	\$0.00	\$1,771.00	NA
<b>Total Liabilities</b>	<b>\$15,499.63</b>	<b>\$18,606.85</b>	<b>-\$3,107.22</b>	<b>(16.7)%</b>
<b>Net Assets</b>	<b>\$738,175.45</b>	<b>\$656,339.09</b>	<b>\$81,836.36</b>	<b>12.5%</b>
<b>Equity</b>				
Retained Earnings	\$489,228.26	\$509,568.23	-\$20,339.97	(4.0)%
International Fund	\$112,312.00	\$103,709.00	\$8,603.00	8.3%
Current Year Earnings	\$136,635.19	\$43,061.86	\$93,573.33	217.3%
<b>Total Equity</b>	<b>\$738,175.45</b>	<b>\$656,339.09</b>	<b>\$81,836.36</b>	<b>12.5%</b>

This report includes Year-End Adjustments.



## Secretary's Report

### Action Items from 21<sup>st</sup> July 2021 Meeting:

- **Item 5.1.1.1:** States advised by email to submit invoices and reimbursement claims to [finance@croquet-australia.com.au](mailto:finance@croquet-australia.com.au)
- **Item 7.1.1:** Revised TRegs posted to website
- **Item 8.1.2:** Overtaken by events.
- **Item 8.2.1:** CTAs advised that recommendations for TM & TR at GC GM, etc have been accepted.
- **Item 8.2.2:** NCU21C, NCC and Chair of GC Selection Committee advised.
- **Item 8.3.1:** WCF S-G advised of Board's views re Topic 96

### Other Matters

- **The IOC Certificate - Safeguarding Officer in Sport:** The International Olympic Committee has commenced a program "to equip those involved with safeguarding athletes of all ages from harassment and abuse (non-accidental violence) in sport with the knowledge, skills and confidence to fulfill the role of Safeguarding Officer/Focal Point for their sport organisation." The course is of 8 months duration and conducted by distance learning. Details are at <https://www.sportsoracle.com/Safeguarding/Home/>

I have applied and been accepted for the course.

A handwritten signature in black ink, appearing to read "Jim Clement", is written over a light grey rectangular background.

Jim Clement



## Executive Officer's Report

### Action Items from 19<sup>th</sup> April 2021 Meeting:

- **Item 7.2.2.3 Legal Advice:** Collated a number of queries from the ACA Academy Manager and State Coaching Coordinators regarding a number of issues. This document was passed onto Sneddon, Hall and Gallop for comment. See EO Report Attachment A for a copy of the queries and response from Sneddon, Hall and Gallop.

### Action Items from 5<sup>th</sup> and 6<sup>th</sup> June Meeting:

- **Item 4.2.1 Collate ACA Strategic Plan, Academy Development Plan and 20-year briefing paper:** Ongoing - Draft plan has been sent to Academy General Manager for comment.
- **Item 4.6 Write to VCA – Future of VCC:** Response from the Victorian Croquet Association received on the 8<sup>th</sup> of August. Response is available at EO Report Attachment B.

### Action Items from 16<sup>th</sup> July Meeting:

- **Item 7.2.1 Terms & Conditions for Coaching Portal to be checked by lawyers:** Terms and Conditions for the ACA Coaching Portal has been reviewed by Sneddon, Hall and Gallop. See agenda item 8.1.5.1 for a copy of the updated document.

### Action Items from 21<sup>st</sup> July Meeting:

- **Item 5.1.1.3 Corporate Credit Card to be retrieved from Don Close:** Contacted the former Treasurer who advised that he has destroyed the card as it was in his name and couldn't be used by anyone else.

### Other Matters

- **ACA Privacy Policy:** As part of the legal review of ACA documents, the ACA Privacy Policy has been reviewed by Sneddon, Hall and Gallop. The updated draft is located under agenda item 8.1.5.2.





## The Australian Croquet Academy Report

### National Data Base

Coaching Cohort are now in the process of building the National Data Base and have consulted with a number of major stakeholders.

Will consult and work with all States once the foundations are built and ready for the data entry.

In the process of prioritising the functions required for croquet. (Have a working group assisting)

Will provide a complete update in the upcoming online magazine.

### National Website

Coaching Cohort are currently signing off the sitemap and consulting with subject matter experts with the content required.

Have volunteers lined up to test the website before the ACA Board sign it off.

Will provide a complete update in the upcoming online magazine.

Will use the Academy Facebook and a podcast when the National Data Base and National Website are ready to launch.

### The Club Support Function.

Currently working on 24 topics to be included on the Australian website.

Have also engaged some subject matter experts to assist.

To be reviewed by the ACA Board when completed.

### Player Profiles for Wikipedia

Gareth Denyer has produced a survey link to gather the necessary information from players.

Gary Phipps has also volunteered to consolidate all this information so it is ready for the Website.

Gary and Coaching Cohort will then work together to enter this data.

The link below will be advertised in the upcoming Online Newsletter.

[https://docs.google.com/forms/d/e/1FAIpQLSf-RliNTSkqUokcj-5Lt23vIUhciUwTGGmPMFgiQC2K4aAFQA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSf-RliNTSkqUokcj-5Lt23vIUhciUwTGGmPMFgiQC2K4aAFQA/viewform?usp=sf_link)

There has already been a great response from players.

### New Promotional Facebook Banners

There are now 15 Facebook Promotional banners completed and have been sent to all State Secretaries to forward to their Clubs.

The link below is all the banners completed so far

[https://drive.google.com/drive/folders/1MwTzUw9o1ua3TJVfagegzAHq\\_n4mtne3?usp=sharing](https://drive.google.com/drive/folders/1MwTzUw9o1ua3TJVfagegzAHq_n4mtne3?usp=sharing)

### Online Newsletter

The next edition is due for release in the coming month.

A template has been completed.

A final draft will be sent to the National Publicity and Marketing Committee and the Australian Croquet Board for final approval.

### Donation App

Received donations this month over \$500

I do appreciate everyone's support.

### Gameplan Update

Marilyn Nelson is the new National Subject Matter Expert for Gameplan.

A one stop shop for Gameplan will be set up under Club Support on the National Website.

### **Trans-Tasman Opportunities**

Will continue to have regular meetings with Jake Inwood and Greg Bryant to explore opportunities for improvement.

### **National Publicity Committee Meeting**

The minutes and action points are attached of our most recent meeting. (16/07/2021)

The National Publicity, Marketing and Communication Plan has also been updated. (see attached)

The Forecast/Budget sheet has also been reviewed and updated.

Unable to confirm any dates suitable for our face to face meeting due to Covid.

Will review this opportunity in the New Year.

### **National Coaching Update**

The New Coaching Platform is ready to be launched and now just waiting on the Terms and Conditions to be signed off by the ACA.

Also investigating and looking to implement a Learning Management System for Referee's and Tournament/Venue Managers.

Currently working on the National Youth Program.

Unable to confirm any dates for our National Youth Conference due to Covid

Will review this opportunity in the New Year.

### **Proposals**

#### **1. Academy uniform**

Please find attached a quote for a new Academy uniform.

Will design a shirt with the ACA and Academy logo. (also in the same colours)

Hoping to purchase 4 polos with the Academy logo on them.

#### **2. Academy Business Cards**

Please find attached a quote for new Academy Business Cards

Will be designed with the ACA and Academy logo

Hoping to purchase 100 cards

The purpose is to give to potential sponsors/partners.

#### **3. Academy Monthly Update to States**

Will send all State Associations a separate monthly communication for their information and action.

#### **4. Trans-Tasman, Commonwealth Games, Olympic Games proposals.**

A lot of work to be done, however if not driven by any Country it will never happen.

Currently reviewing the requirements and identifying the actions needed.

Croquet New Zealand are also looking at this opportunity.

Need to identify and sell the benefits.

#### **5. Youth Training Promotional Video for Social Media**

The purpose is to create some interest in schools to play croquet.

To have a short explanation on how to play the game with some interactive footage to get students excited.

Script and video production to be completed Cost \$3000.

Enjoy and Take Care

Greg Bury  
General Manager