



## 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

---

<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>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$0.00</b>	<b>0.0%</b>
<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**

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.



Annex C to  
ACA Board Meeting Minutes  
18<sup>th</sup> August 2021

Croquet Australia