



## BOARD MEETING MINUTES

Wednesday, 15<sup>th</sup> September 2021 via Zoom

### 1. Attendance:

- 1.1. **Directors:** Jim Nicholls (Chair), Mary Marsland (Deputy Chair), Kah Yang Loke (Treasurer), 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), Claire Keating & Kevin Beard (both Croquet Victoria)

### 2. Opening: The Chair opened the meeting at 18:05 welcoming Greg, Claire & Kevin

### 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:

- 4.1. **Meeting held 18<sup>th</sup> August 2021:** Resolved to accept the minutes as a true and accurate record.
- 4.2. **Ratification of Email Vote 23 August 21:** Resolved to ratify the unanimous response from all Directors to cancel all remaining 2021 events.
- 4.3. **Business Arising from the Minutes:**
  - 4.3.1. Australian Gateball Championships now to be held 1 - 3 April 2022.

*Claire Keating and Kevin Beard left the meeting at 18:39 after discussion regarding the VCC Committee request at Item 6.1.1 below. Greg Bury left the meeting at 19:02 after speaking to his report.*

### 5. Finance Reports:

- 5.1. **Treasurer's Report:** Resolved to accept the Treasurer's Report.
- 5.2. **Finance Committee Report:** The committee recommends that:
  - 5.2.1. \$100k of maturing IBTD be invested in Macquarie Australian Fixed Interest Fund and \$40k be transferred to operating account; and
  - 5.2.2. a Business Plan be developed.

*Kah Yang Loke left the meeting at 19:30 after presenting the financial reports*

### 6. Correspondence:

- 6.1. **Inwards:**
  - 6.1.1. 210909 from VCC Committee re MacRob
- 6.2. **Outwards:**
  - 6.2.1. letters to various members re nominating for WCF MC membership see *item 8.4.1*
  - 6.2.2. 210908 to Stephen Mulliner on retirement from post of WCF S-G see *Item 9.4.1*
- 6.3. **Business Arising from Correspondence:**
  - 6.3.1. Agreed that an answer be provided to VCC Committee by end of October 2021.

**Action: Finance Committee**

**7. For Decision:**

**7.1. Management:**

**7.1.1. New Club Grants:**

7.1.1.1. **Beverly Bowls & Croquet Club (WA)**

7.1.1.2. **Katanning Croquet Club (WA)**

Resolved to provide the New Club Grant to Beverly Bowls & Croquet Club and the Katanning Croquet Club.

**7.1.2. Discussion Forum Attendance:** Limit attendance to the provisions of Constitution s27.2

**8. For Discussion:**

**8.1. Governance:**

8.1.1. **Review of Governance Documents:** Secretary to prepare a schedule for review of policies, etc. **Action: Sec**

8.1.2. **Risk Management:** Continuing. **Action: MM**

**8.2. Management:**

8.2.1. **Child Abuse Insurance:** This is to be discussed at the 29 September 2021 Discussion Forum.

8.2.2. **Handicap Regulations:** Secretary to develop for presentation to next Board meeting. **Action: Sec**

8.2.3. **Gateball:** Secretary to redraft statement, in conjunction with Chair **Action: Sec**

**8.3. Events:**

8.3.1. **Scheduling of AC Open D&S 2022:** Agreed that preferred timing would be for the Doubles & Eights to be played before the MacRob, Events to provide options.

8.3.2. **2022 GC Interstate Shield:** Croquet SA to be asked to host in 2022. **Action: Sec**

**8.4. WCF:**

8.4.1. **Management Committee Membership:** Secretary reported on current situation.

**9. For information:**

9.1. **Outstanding Action Items List:** Reviewed and amended

**9.2. Reports**

9.2.1. **Secretary's Report:** Attached at Annex B

9.2.2. **EO's Report:** Attached at Annex C

9.2.3. **Academy Report:** Attached at Annex D

**9.3. Committee Minutes:**

9.3.1. **Finance Committee:** minutes of the 30/8/21 Finance Committee meeting received.

**9.4. WCF**

9.4.1. **Stephen Mulliner's Retirement as Secretary-General:** Stephen stood down on 31<sup>st</sup> August 2021 after 8 years. A notice was placed on the ACA website and a letter of thanks sent to Stephen on behalf of the Board.

9.4.2. **WCF GC Teams Championship:** Update on Tier 2 & 3 Championships received.

**10. Next Meetings:** 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 Chair closed the meeting at 20:45

<b>Attachments:</b>	Annex A	Financial Report
	Annex B	Secretary's Report
	Annex C	Executive Officer's Report
	Annex D	Academy Report



**Appendix 1 to  
Annex A to  
Board Meeting Minutes  
15th September 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 Year to Date]

August 2021

	Selected Period	% of Sales	Year to Date	% of YTD Sales
<b>Income</b>				
Affiliation- Member/Player	\$0.00	0.0%	\$267,408.96	83.0%
AC Law Books	\$482.72	6.2%	\$3,741.54	1.2%
GC Rule Books	\$0.00	0.0%	\$409.09	0.1%
Wedge Gauges	\$65.46	0.8%	\$240.02	0.1%
Ricochet Rules Books	\$95.00	1.2%	\$165.00	0.1%
Gain on disposal of assets	\$0.00	0.0%	\$1,118.18	0.3%
Coaching Manuals	\$1,690.91	21.8%	\$15,745.45	4.9%
Event Entry Fees - Full	-\$129.09	(1.7)%	\$10,647.34	3.3%
Event Entry Fees - Concession	\$0.00	0.0%	\$218.20	0.1%
Postage	\$113.80	1.5%	\$675.45	0.2%
Interest	\$762.23	9.8%	\$1,263.22	0.4%
JOBKEEPER SUBSIDY (NO GST)	\$0.00	0.0%	\$15,750.00	4.9%
Other	\$4,680.43	60.3%	\$4,805.89	1.5%
<b>Total Income</b>	<b>\$7,761.46</b>	<b>100.0%</b>	<b>\$322,188.34</b>	<b>100.0%</b>
<b>Cost Of Sales</b>				
Sales of Rules Books	\$0.00	0.0%	\$2,220.48	0.7%
<b>Total Cost Of Sales</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$2,220.48</b>	<b>0.7%</b>
<b>Gross Profit</b>	<b>\$7,761.46</b>	<b>100.0%</b>	<b>\$319,967.86</b>	<b>99.3%</b>
<b>Expenses</b>				
New Account	\$4,498.00	58.0%	\$4,498.00	1.4%
Equipment Purchases	\$0.00	0.0%	\$12.00	0.0%
Coaching Badges	\$0.00	0.0%	\$2,649.09	0.8%
Rules & Laws Books, Hoop Gauge	\$0.00	0.0%	\$681.82	0.2%
Badges	\$477.48	6.2%	\$477.48	0.1%
Coaching Manuals	\$0.00	0.0%	\$26,668.88	8.3%
Podcasts	\$0.00	0.0%	\$3,403.64	1.1%
Online Learning	\$0.00	0.0%	\$4,872.73	1.5%
MYOB subscription	\$0.00	0.0%	\$198.18	0.1%
Bank charges	\$11.28	0.1%	\$80.90	0.0%
STRIPE charges	\$31.35	0.4%	\$323.46	0.1%
Board/Governance Expenses	\$144.55	1.9%	\$355.28	0.1%
Prizes	\$0.00	0.0%	\$1,338.82	0.4%
Tournament Manager	\$0.00	0.0%	\$1,527.64	0.5%
Tournament Referee	\$0.00	0.0%	\$747.06	0.2%
Referees/Venue Manager	\$0.00	0.0%	\$184.00	0.1%
Uniforms	\$0.00	0.0%	\$1,038.95	0.3%
Travel - Domestic	\$0.00	0.0%	\$5,661.75	1.8%
Hires - Events	\$0.00	0.0%	\$5,856.36	1.8%
Scholarships	\$0.00	0.0%	\$1,000.00	0.3%
Accommodation - domestic	\$0.00	0.0%	\$4,641.42	1.4%
Other	\$0.00	0.0%	\$2,430.25	0.8%
Coaching	\$0.00	0.0%	\$8,968.64	2.8%
Computer Expenses				
Computer Expenses	\$99.09	1.3%	\$1,478.62	0.5%
Web design expenses	\$0.00	0.0%	\$16,220.00	5.0%
Online Magazine	\$0.00	0.0%	\$1,500.00	0.5%
Consultancy Fees	\$153.38	2.0%	\$935.62	0.3%
Equipment Insurance	\$0.00	0.0%	\$986.90	0.3%
Legal Fees	\$0.00	0.0%	\$1,363.64	0.4%

This report includes Year-End Adjustments.

**Profit & Loss [With Year to Date]**

August 2021

	<b>Selected Period</b>	<b>% of Sales</b>	<b>Year to Date</b>	<b>% of YTD Sales</b>
Marketing	\$0.00	0.0%	\$7,253.77	2.3%
Affiliation Fees - WCF, WGU	\$429.92	5.5%	\$2,076.50	0.6%
Postage, Freight and Courier	\$0.00	0.0%	\$3,174.43	1.0%
Printing & Stationery	\$0.00	0.0%	\$1,847.49	0.6%
S&W Superannuation	\$1,391.00	17.9%	\$10,871.54	3.4%
S&W Salaries & Wages	\$7,361.00	94.8%	\$64,368.72	20.0%
Telephone and Internet Charges	\$0.00	0.0%	\$410.40	0.1%
<b>Total Expenses</b>	<b>\$14,597.05</b>	<b>188.1%</b>	<b>\$190,103.98</b>	<b>59.0%</b>
Operating Profit	-\$6,835.59	(88.1)%	\$129,863.88	40.3%
<b>Net Profit/(Loss)</b>	<b>-\$6,835.59</b>	<b>(88.1)%</b>	<b>\$129,863.88</b>	<b>40.3%</b>

This report includes Year-End Adjustments.

**Appendix 2 to  
Annex A to  
Board Meeting Minutes  
15th September 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]**

August 2021

	<b>This Year</b>	<b>Last Year</b>	<b>\$ Difference</b>	<b>% Difference</b>
<b>Assets</b>				
<b>Current Assets</b>				
Operating Account	\$204,065.61	\$115,886.48	\$88,179.13	76.1%
Treasurer's Account	\$1,199.05	\$2,681.93	-\$1,482.88	(55.3)%
Overseas payments account	\$1.00	\$416.09	-\$415.09	(99.8)%
QANTAS Card	\$1,568.31	\$1,000.00	\$568.31	56.8%
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	\$53,281.95	\$43,576.50	\$9,705.45	22.3%
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>\$719,259.06</b>	<b>\$654,146.24</b>	<b>\$65,112.82</b>	<b>10.0%</b>
<b>Liabilities</b>				
Trade Creditors	\$720.00	\$48.00	\$672.00	1,400.0%
Grant Liability	\$10,000.00	\$0.00	\$10,000.00	NA
GST Collected	\$247.21	\$4.17	\$243.04	5,828.3%
GST Paid	-\$31,892.72	-\$1,129.91	-\$30,762.81	(2,722.6)%
PAYG and Superannuation payabl	\$7,009.43	\$2,815.31	\$4,194.12	149.0%
Provision for Annual Leave	\$1,771.00	\$0.00	\$1,771.00	NA
<b>Total Liabilities</b>	<b>-\$12,145.08</b>	<b>\$1,737.57</b>	<b>-\$13,882.65</b>	<b>(799.0)%</b>
<b>Net Assets</b>	<b>\$731,404.14</b>	<b>\$652,408.67</b>	<b>\$78,995.47</b>	<b>12.1%</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	\$129,863.88	\$39,131.44	\$90,732.44	231.9%
<b>Total Equity</b>	<b>\$731,404.14</b>	<b>\$652,408.67</b>	<b>\$78,995.47</b>	<b>12.1%</b>

This report includes Year-End Adjustments.



## Secretary's Report

### Action Items from 18<sup>th</sup> August 2021 Meeting:

- **Item 7.1.1:** Alan Honey advised of appointment to Tournament Committee, 19 Aug, copied to Trevor Bassett
- **Item 8.1.5:** Revised Privacy Policy posted to website, 21 Aug, States advised
- **Item 8.2.1:** VCA advised of Board decision, 19 Aug
- **Item 8.2.2:** Sport Integrity Australia survey completed, 19 Aug
- **Item 8.2.3:** Child Molestation Insurance investigation continuing, States emailed 22 Aug.
- **Item 8.3.1:** Letters requesting consideration of EoI sent 22 Aug to
  - Martin Clarke (declined due to work pressure)
  - Simon Hockey (declined due to work pressure)
  - Alan Sands,
  - Ian Dumergue,
  - Chris McWhirter
  - Ian Smith
  - Leigh Herington
  - Stephen Richards
  - Mike Cohn
  - Jim Nicholls
- **Item 8.3.2:** WCF advised of Croquet Australia position, 18 Aug.

### Other Matters

- **Discussion Forum:** This was deferred from 25<sup>th</sup> August to 29<sup>th</sup> September, due to lack of supporting papers for distribution as at 22<sup>nd</sup> August
- **Referee Vests:** Following a request from Croquet SA State Coordinator of GC Referees and in consultation with Mike Cohn, NCRAC, I approved the wearing of alternate colour Hi-vis vests for those referees who may be susceptible to anaphylactic shock from bee stings, bees being attracted to the yellow vests.

A handwritten signature in black ink, appearing to read 'Jim Clement', 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. The responses from Sneddon, Hall and Gallop has now been passed onto the Academy General Manager for information.

### 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. Task on hold as directed by the ACA Chair.

### 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. Document was approved by the ACA Board on the 18<sup>th</sup> of August. Document passed onto the Academy Manager for action.

### Action Items from 18<sup>th</sup> August Meeting:

- **Item 9.2.4.1 EO to check that credit card issued to Don Close (former Treasurer) has been cancelled.** Card is linked to the Treasurer's account which is currently still open. Treasurer's account will be closed once the organisation moves to a single operating account.
- **Item 8.1.5.2 Approved ACA Privacy Policy.** ACA Privacy Policy is now available on the ACA website.

### Other Matters

- **New club Grants.** ACA has received new club grant applications from the Beverley and Katanning Croquet Clubs. See agenda item 7.2.1 for copy of the applications.
- **Strategic Plan.** See EO Report Attachment B for updated status of the ACA Strategic Plan.

Rob Murray  
Executive Officer  
Croquet Australia