



BOARD MEETING MINUTES

Wednesday, 15th 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 18th 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 31st 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, 20th October 2021 at 6 pm via Zoom
Wednesday, 17th November 2021 at 6 pm via Zoom
Wednesday, 15th December 2021 at 6 pm via Zoom

11. Close: The Chair closed the meeting at 20:45

Accepted as a true and accurate record

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


JL Nicholls
Chair, Australian Croquet Association
20 October 2021

**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
Income				
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%
Total Income	\$7,761.46	100.0%	\$322,188.34	100.0%
Cost Of Sales				
Sales of Rules Books	\$0.00	0.0%	\$2,220.48	0.7%
Total Cost Of Sales	\$0.00	0.0%	\$2,220.48	0.7%
Gross Profit	\$7,761.46	100.0%	\$319,967.86	99.3%
Expenses				
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

	Selected Period	% of Sales	Year to Date	% of YTD Sales
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%
Total Expenses	\$14,597.05	188.1%	\$190,103.98	59.0%
Operating Profit	-\$6,835.59	(88.1)%	\$129,863.88	40.3%
Net Profit/(Loss)	-\$6,835.59	(88.1)%	\$129,863.88	40.3%

This report includes Year-End Adjustments.

Balance Sheet [Last Year Analysis]

August 2021

	This Year	Last Year	\$ Difference	% Difference
Assets				
Current Assets				
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%
Fixed Asset				
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%
Total Assets	\$719,259.06	\$654,146.24	\$65,112.82	10.0%
Liabilities				
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
Total Liabilities	-\$12,145.08	\$1,737.57	-\$13,882.65	(799.0)%
Net Assets	\$731,404.14	\$652,408.67	\$78,995.47	12.1%
Equity				
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%
Total Equity	\$731,404.14	\$652,408.67	\$78,995.47	12.1%

This report includes Year-End Adjustments.



Secretary's Report

Action Items from 18th 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 25th August to 29th September, due to lack of supporting papers for distribution as at 22nd 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 19th 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 5th and 6th 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 16th 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 18th of August. Document passed onto the Academy Manager for action.

Action Items from 18th 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



Academy Report

Updates

Online Booking Form

The “Book your Croquet venue Today” and “Come and Try Croquet Today” promotional videos and banners have now been completed and distributed to all States to share with their clubs.

Book your croquet venue Today

<https://youtu.be/bY3I-UcWwzs>

Come And Try Croquet Today

<https://youtu.be/L1y-r7C8C08>

Gary Phipps has now taken this another step forward and has developed and tested the new Online booking Tool.

This new resource will come with a complete “how to guide” so all clubs can customise their details on their websites.

It will live in the Club Support section of the new website.

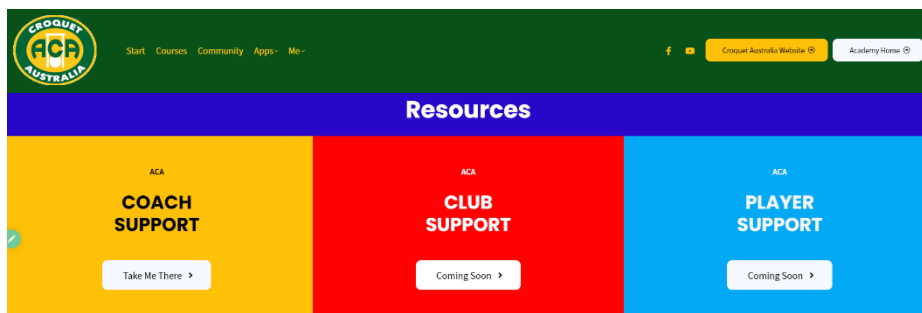
Online Booking Form link

<https://forms.gle/GXyCoz5QTaZbbotq9>

Coach, Club and Player support

Work is in progress to provide all members with a Coach, Club and Player Support service on the website.

This new and exciting tool is under development and will be tested before going live.



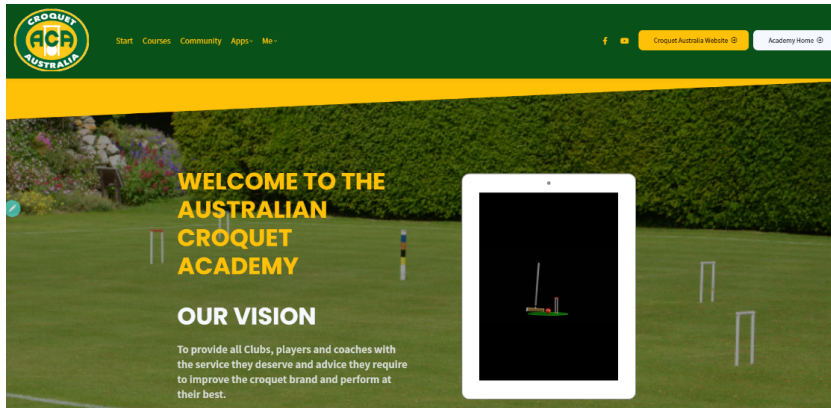
Select Your State or Territory to Find Courses



National Coaching Update

The National Coaching Online Platform will be launched to all Board Members ,State Associations and State Coaching Directors/ Co-ordinators on Tuesday 14th of September via Zoom.

John Hayes will be hosting the call and providing a “how to guide” to assist with the training of using the new system.



National Data Base and Website

Have consulted with several key stakeholders and now planning to have a Zoom Meeting with all State Associations to provide an update on our progress.

This will also be an opportunity to listen to what States need and want from their national data base and website.



Proposals, clarification and sign offs.

Clarification on Grant Opportunities

Refer to Extracts from Clearinghouse paper submitted by Jim C
Will provide an update on our opportunities.

Learning Management System for Referees

Engagement with major stakeholders and will provide an update with Jim Clements

Feedback on National Data Base and Website

Will discuss the recent feedback received

Online Magazine

The Australian Croquet Online Newsletter to be signed off
(Details to be sent to all Board Members in a separate email)

Uniform and Business Card

The Academy General Manager Uniform to be signed off
(Details to be sent to all Board Members in a separate email)

My Priorities

Discussion on Setting us up for success.