



BOARD MEETING MINUTES

Wednesday, 20th October 2021 via Zoom

1. Attendance:

- 1.1. **Directors:** Jim Nicholls, Mary Marsland, Kah Yang Loke, Max Kewish, Barbara Northcott, Alison Sharpe, Kerri-Ann Organ, Bernie Pfitzner
- 1.2. **Officers:** Jim Clement (Secretary), Rob Murray (Executive Officer)
- 1.3. **Others:**
- 1.4. **Apologies:**

2. **Opening:** The Chair opened the meeting at 6:06 ADST, while Alison Sharpe was having difficulty joining the meeting.

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 meeting held 15th September 2021 as a true and accurate record.

4.1. Business Arising from the Minutes:

Item 6.3.1 in previous minutes: The Board agreed that the Budget Committee should decide on VCA request for funding assistance for the 2022 MacRob at its meeting on 29 Oct 21.

5. Finance Reports:

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

Alison Sharpe joined the meeting at 18:20 during discussion on the Treasurer's report.

5.1.1. Business Arising from Treasurer's Report:

5.1.1.1. Discussion of benefits of Stripe vs PayPal. Determination of the future system to be discussed with the operations personnel. Kah Yang suggested that the new website could be linked direct to the account.

5.1.1.2. Discussion on whether the Budget Committee should stand alone from the Finance Committee or should be a sub-committee of the Finance Committee.

Kah Yang Loke left the meeting at 18:50 AEDT

6. Correspondence:

6.1. Inwards:

211019 from EDSACC Croquet Club (via email) requesting letter of support for hosting croquet in 2025 Australian Masters Games.

6.2. Outwards:

211001 to States re Self-Assessment of Income Tax Exemption

211007 letter of support for grant application

Resolved to accept the Correspondence.

6.3. **Business arising from Correspondence:** The Board agreed to provide the requested letter of support to EDSACC Croquet Club

7. For Decision:

7.1. Governance:

7.1.1. **AC Handicap Regulations:**

7.1.2. **GC Handicap Regulations:**

Resolved to adopt the revised AC and GC Handicap Regulations. Secretary to post to website. **Action: Sec**

7.2. WCF:

7.2.1. **Nominations for WCF MC:** Resolved to support Stephen Richard's nomination for WCF Management Committee, 1 Jan 22 – 31 Dec 25. Secretary to forward to WCF S-G with letter of Board endorsement. **Action: Sec**

7.2.2. Governance Documents:

7.2.2.1. **Topic 95: Regional Governance Consultation:** Resolved to vote in favour of the establishment of the European Regional Committee. Secretary to advise WCF S-G. **Action: Sec**

7.2.2.2. **Topic 98 - Amendments to Statutes and Event Regulations:** Resolved to vote in favour of the amended documents. Secretary to advise WCF S-G. **Action: Sec**

8. For Discussion:

8.1. Governance:

8.1.1. **Director ID Requirements:** The Secretary advised that as ACA has an Australian Registered Business Number (ARBN) it is a "registered Australian Body" for the purposes of the *Corporations Director Identification Number* legislation and ACA Directors will require a Director Identification Number.

8.2. Management:

8.2.1. **Disability Sports National Referral Hub:** Resolved to become a partner with the Referral Hub. Secretary to register Croquet Australia and to notify states. **Action: Sec**

8.3. Events:

8.3.1. **2022 President's AC Eights and AC Open Doubles & Singles:** Agreed that the Events Committee advice be accepted. Events Committee to be notified. In regard to vaccination status, Croquet Australia encourages full vaccination but will follow state and federal government requirements. **Action: Sec**

8.3.2. **2022 GC ISS:** Croquet SA has indicated willingness to host the 2022 GC ISS. Chairman and Events Committee to discuss rotation of this event. **Action: Chair**

8.3.3. **2024 GC ISS:** The Board agreed to confirm that CAQ will host the 2024 GC ISS, even if the rotation will require amendment. **Action: Sec**

9. For information:

9.1. **Outstanding Action Items:** The list was reviewed and updated.

9.1.1. **Lighting Standards:** Greg Bury to check on current court lighting survey

Action: Greg Bury

9.1.2 **Referee Accreditation/Re-Accreditation:** Continuing

9.1.3 **Call for EoI for WCF MC Membership:** Completed, refer to Item 7.2.1 above.

9.1.4 **Coaching Accreditation RPL Listing:** Completed, Secretary distributed to Board members during the meeting.

9.1.4 **Constitutional Review:** Continuing

9.1.5 **Governance Documentation Review:** Continuing

Greg Bury joined the meeting at 19:30 AEDT with connection problems, left at 19:36 AEDT, re-joined at 19:39 with audio only.

9.2. Reports

9.2.1. **Chair's Report:** The Chairman spoke to his report, attached at Annex B

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

9.2.3. **Academy GM's Report:** Greg Bury spoke to his report, attached at Annex D

There was extended discussion regarding the proposed national database, the national coaching program (particularly access to videos, which possibly requires review), Gareth Denyer's development and his protection of his simulation program, linking SportAus youth policy with the Croquet Australia Strategic Plan.

Mary Marsland to discuss Intellectual Property Rights/Copyright of simulation program with Gareth Denyer. **Action: MM**

The Board agreed to link the SportAus Youth Policy with the ACA Strategic Plan.

Greg Bury left the meeting at 20:35 AEDT

9.2.4. **Business Arising from Reports:** The Board resolved to appoint Peter Landrebe and Gary Phipps to the Events Committee. **Action: Sec**

9.3. Committee Minutes:

9.3.1. **24 Sep 21 Budget Committee Meeting:** available to Directors in Dropbox

9.3.2. **28 Sep 21 U21 Committee Meeting:** available to Directors in Dropbox

9.4. WCF

9.4.1. **Topic 95 – Regional Governance Consultation:** Responses were received from England, Scotland, Wales, Latvia, Spain, Australia, NZ and USA, with the European countries being in favour of a European Region, but Australia, NZ and USA opposing the establishment of such within their areas. Item 7.2.2.1 above refers.

9.4.2. **Topic 97 – Funding of 2022 GCWC:** The proposal to amend funding for the 2022 GCWC was carried, 48 votes to 0.

10. **Next Meetings:** Wednesday, 17th November 2021 at 6 pm AEDT via Zoom
Wednesday, 15th December 2021 at 6 pm AEDT via Zoom

11. **Close:** The Chair closed the meeting at 20:52 AEST

Attachments:

Annex A: Financial Reports

Annex B: Chairman's Report

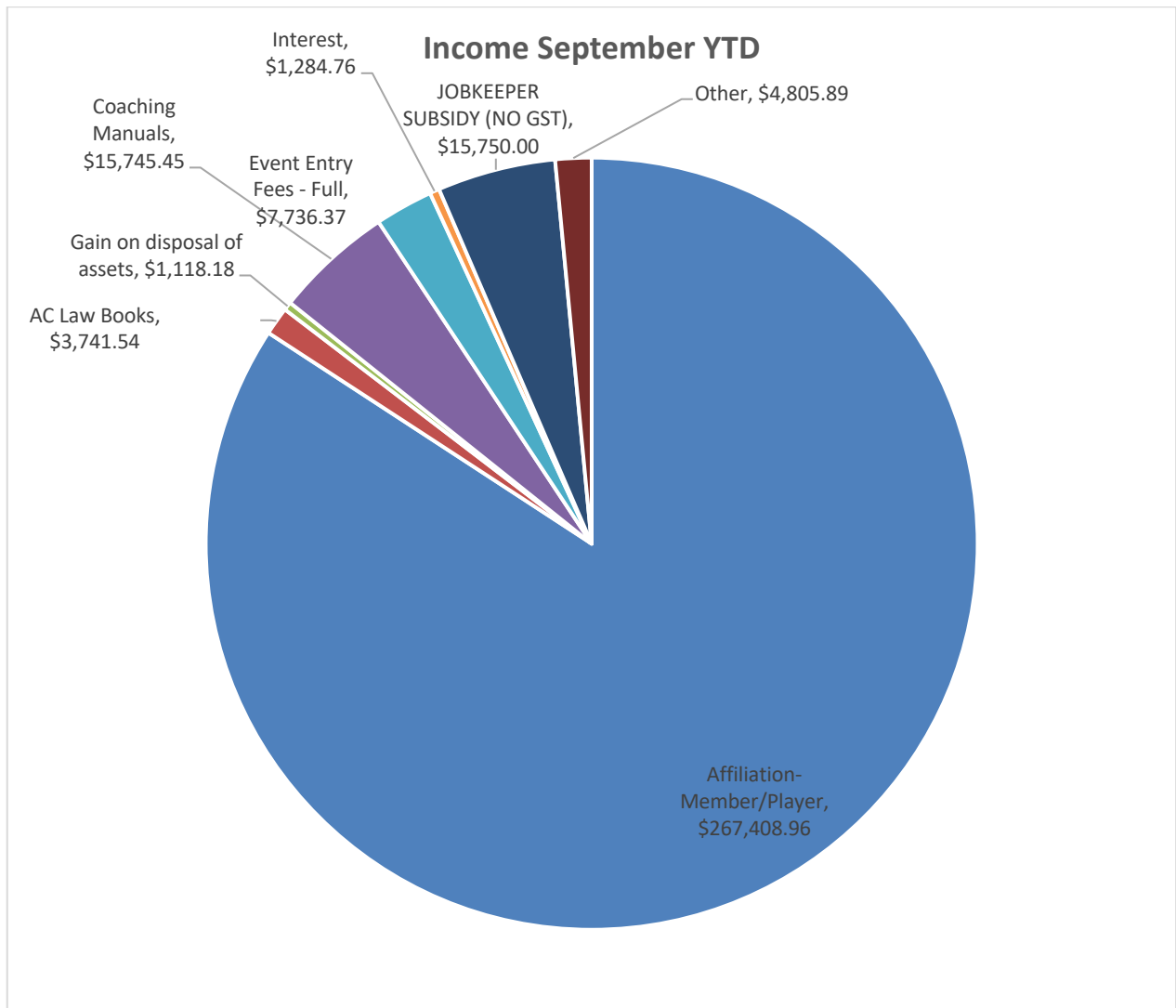
Annex C: Executive Officer's Report

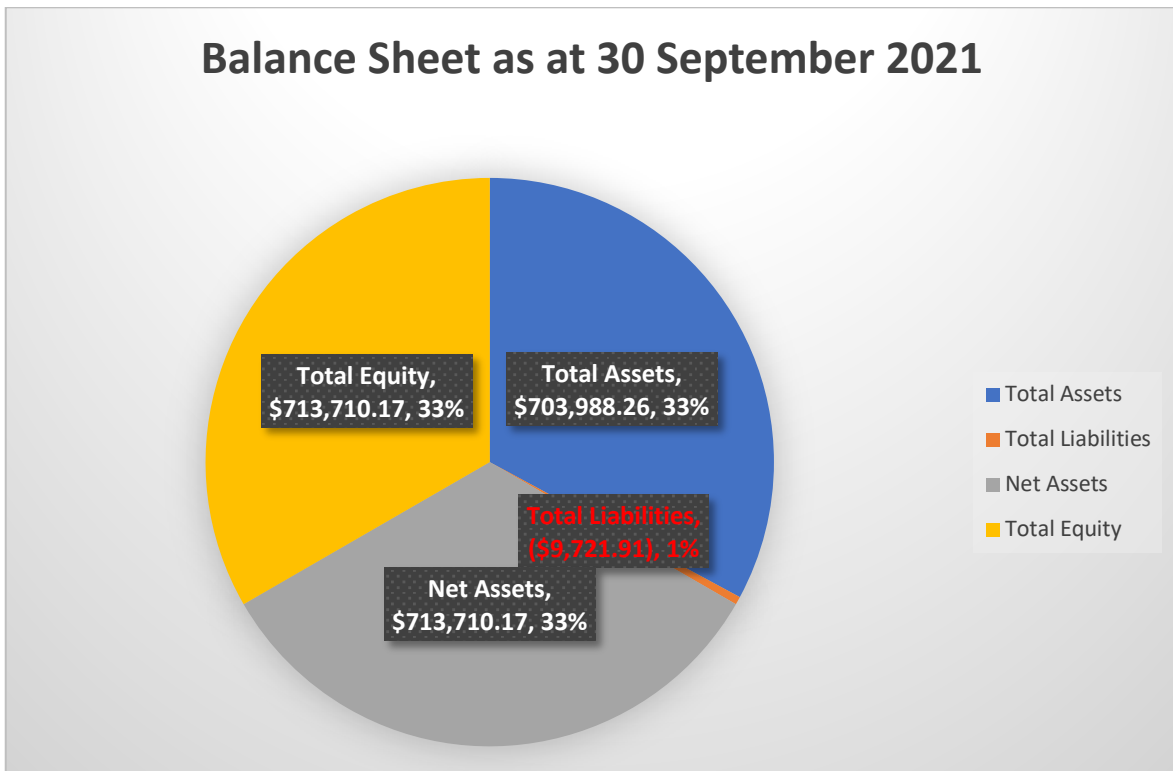
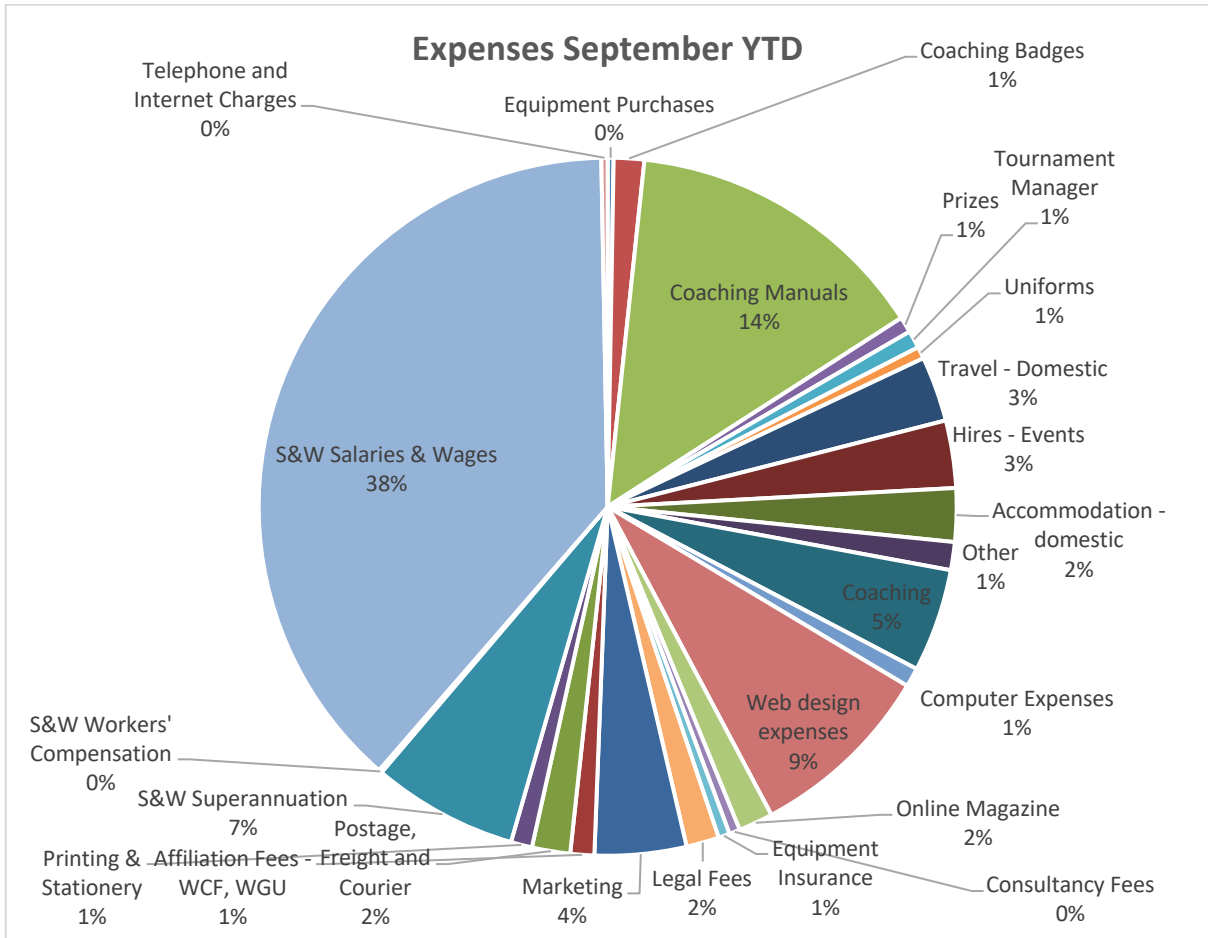
Annex D: Academy Report



September 2021 financial report

- Net deficit of \$14,618 for the month of September.
- No invoices raised in September.
- Legal fees paid to Snedden Hall & Gallop - \$1,627
- Salary and wages - \$9,331
- Online magazine paid to Adal Group - \$1,500
- Purchases from Gateball Solutions - \$500
- Trade creditors increased due to the Spring Newsletter costs incurred to Adala Group in September.
- Trade debtors balance primarily from the Croquet Association Queensland Inc. - \$45,751 raised on 24 June 2021.





Appendix 1 to Australian Croquet Association Inc
Annex A to
ACA Board Meeting Minutes
20 October 2021

9/65 Tennant St
 Fyshwick ACT 2609

ABN: 90 330 745 920

Email: finance.croquet@gmail.com

Profit & Loss [With Year to Date]

September 2021

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$0.00	0.0%	\$267,408.96	83.8%
AC Law Books	\$0.00	0.0%	\$3,741.54	1.2%
GC Rule Books	\$0.00	0.0%	\$409.09	0.1%
Wedge Gauges	\$0.00	0.0%	\$240.02	0.1%
Ricochet Rules Books	\$0.00	0.0%	\$165.00	0.1%
Gain on disposal of assets	\$0.00	0.0%	\$1,118.18	0.4%
Coaching Manuals	\$0.00	0.0%	\$15,745.45	4.9%
Event Entry Fees - Full	\$0.00	0.0%	\$7,736.37	2.4%
Event Entry Fees - Concession	\$0.00	0.0%	\$54.55	0.0%
Postage	\$0.00	0.0%	\$675.45	0.2%
Interest	\$20.73	100.0%	\$1,284.76	0.4%
JOBKEEPER SUBSIDY (NO GST)	\$0.00	0.0%	\$15,750.00	4.9%
Other	\$0.00	0.0%	\$4,805.89	1.5%
Total Income	\$20.73	100.0%	\$319,135.26	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	\$20.73	100.0%	\$316,914.78	99.3%
Expenses				
New Account	\$0.00	0.0%	\$4,498.00	1.4%
Equipment Purchases	\$500.00	2,412.0%	\$512.00	0.2%
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	\$0.00	0.0%	\$477.48	0.1%
Coaching Manuals	\$0.00	0.0%	\$26,668.88	8.4%
Podcasts	\$0.00	0.0%	\$3,403.64	1.1%
Online Learning	\$0.00	0.0%	\$4,872.73	1.5%
MYOB subscription	\$99.09	478.0%	\$297.27	0.1%
Bank charges	\$16.81	81.1%	\$100.21	0.0%
STRIPE charges	\$0.00	0.0%	\$323.46	0.1%
Board/Governance Expenses	\$0.00	0.0%	\$355.28	0.1%
Prizes	\$32.00	154.4%	\$1,370.82	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%
Training	\$230.00	1,109.5%	\$230.00	0.1%
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	1.5%
Other	\$0.00	0.0%	\$2,430.25	0.8%
Coaching	\$0.00	0.0%	\$8,968.64	2.8%
Computer Expenses				
Computer Expenses	\$181.50	875.5%	\$1,660.12	0.5%
Web design expenses	\$0.00	0.0%	\$16,220.00	5.1%
Online Magazine	\$1,500.00	7,235.9%	\$3,000.00	0.9%
Consultancy Fees	\$0.00	0.0%	\$935.62	0.3%
Equipment Insurance	\$0.00	0.0%	\$986.90	0.3%

This report includes Year-End Adjustments.

Profit & Loss [With Year to Date]

September 2021

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Legal Fees	\$1,479.16	7,135.4%	\$2,842.80	0.9%
Marketing	\$705.00	3,400.9%	\$7,958.77	2.5%
Affiliation Fees - WCF, WGU	\$0.00	0.0%	\$2,076.50	0.7%
Postage, Freight and Courier	\$145.86	703.6%	\$3,320.29	1.0%
Printing & Stationery	\$0.00	0.0%	\$1,847.49	0.6%
S&W Superannuation	\$1,796.75	8,667.4%	\$12,668.29	4.0%
S&W Workers' Compensation	\$280.42	1,352.7%	\$280.42	0.1%
S&W Salaries & Wages	\$7,535.00	36,348.3%	\$71,903.72	22.5%
Telephone and Internet Charges	\$136.80	659.9%	\$547.20	0.2%
Total Expenses	\$14,638.39	70,614.5%	\$204,744.87	64.2%
Operating Profit	-\$14,617.66	(70,514.5)%	\$112,169.91	35.1%
Net Profit/(Loss)	-\$14,617.66	(70,514.5)%	\$112,169.91	35.1%

This report includes Year-End Adjustments.

Balance Sheet [Last Year Analysis]

September 2021

Appendix 2 to Australian Croquet Association Inc
Annex A to
ACA Board Meeting Minutes
20 October 2021

9/65 Tennant St
Fyshwick ACT 2609

ABN: 90 330 745 920

Email: finance.croquet@gmail.com

	This Year	Last Year	\$ Difference	% Difference
Assets				
Current Assets				
Operating Account	\$190,669.62	\$162,218.76	\$28,450.86	17.5%
Treasurer's Account	\$2,720.44	\$3,744.09	-\$1,023.65	(27.3)%
Overseas payments account	\$1.00	\$416.09	-\$415.09	(99.8)%
QANTAS Card	\$1,568.31	\$857.06	\$711.25	83.0%
Customer Electronic Payments	-\$60.00	\$0.00	-\$60.00	NA
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	\$49,945.75	\$68.00	\$49,877.75	73,349.6%
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	\$703,988.26	\$657,889.24	\$46,099.02	7.0%
Liabilities				
Suspense - liability	\$90.00	\$0.00	\$90.00	NA
Trade Creditors	\$1,455.00	\$48.00	\$1,407.00	2,931.3%
Grant Liability	\$10,000.00	\$0.00	\$10,000.00	NA
GST Collected	-\$60.17	\$4.17	-\$64.34	(1,542.9)%
GST Paid	-\$32,320.67	-\$1,446.89	-\$30,873.78	(2,133.8)%
PAYG and Superannuation payabl	\$9,342.93	\$5,561.80	\$3,781.13	68.0%
Provision for Annual Leave	\$1,771.00	\$0.00	\$1,771.00	NA
Total Liabilities	-\$9,721.91	\$4,167.08	-\$13,888.99	(333.3)%
Net Assets	\$713,710.17	\$653,722.16	\$59,988.01	9.2%
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	\$112,169.91	\$40,444.93	\$71,724.98	177.3%
Total Equity	\$713,710.17	\$653,722.16	\$59,988.01	9.2%

This report includes Year-End Adjustments.



Chairman's Report

Employure

Completed 2 Zoom meetings in the past month.

HR and Health and Safety

HR included a timesheet app which Rob Murray is currently trialling.

The outcome of the health and safety meeting was development of Health and Safety Manual, Health and Safety handbook, Safe Operating Procedures, draft policies and agreements, incident and report forms.

A Corrective Action Plan has been established and have commenced the first steps with Rob.

The above documents are available in Dropbox -

Dropbox\DIRECTORS\ADMINISTRATION\Employure

The Health and Safety handbook includes provision for volunteers.

Institute of Community Directors - Courses

Step in, Step up

Kerri-Ann and myself completed the "Step In, Step Up" online course. Have purchased the hard copy resource manual.

Step In, Step Up aim is Everything a New Community Board Member Needs to Know.

Designed for people considering or recently joined a not-for-profit community board or committee to ensure new board members get a good induction.

The course covers the legal and ethical responsibilities of a not-for-profit board member and provides an outline of the tools required to enable new board members to get up to speed quickly and start contributing immediately.

Outcome

KAO and JN to utilise course materials and current ACA documents to assist with development of the ACA Board Member Recruitment strategy. Draft materials to be available for November 2021 board meeting.

WTF Where's the Funding & Win More Grants

I completed the "WTF Where's the Funding & Win More Grants" online courses and purchased the hard copy resource manuals.

WTF Where's the Funding covers the 7 pillars of funding:

-
- Grants
 - Donations
 - Crowdfunding
 - Membership/Alumni
 - Special Events
 - Sales
 - Community-Business Partnerships

Win More Grants provided a comprehensive step by step guide covering different types of grants, what the grantmaker wants, the process, style & contentment of writing of the application, and checklists.

In both course it re-iterated the importance of having defined projects before seeking funding.

Outcome

JN to utilise course materials and liaise with Jim Clement to establish project template and folders in dropbox.

Template to include purpose, timing, responsibility and budget.

This will provide consistency and transparency for all projects and assist with budgeting.

Jim Nicholls



Executive Officer's Report

Action Items from 15th September 2021 Meeting:

5.1 Treasurer's Report - Finance Queries from ACA Treasurer Kah Yang

- **Unidentified deposit of \$46.80. Is this transaction a Tournament entry?**
 - No Tournament entry fees match up to this amount. After investigating the website online payment system there is no matching amount amongst the entry fees. There will need to be a trace put on this transaction through the Commonwealth Bank.
- **Do we need to use Stripe as our online payments system as there are charges relating to each transaction?**
 - I contacted John Hayes from Coaching Cohort, who is developing the new website. He was able to confirm that we will still need to use a third party with a secure online payment system. They generally use Stripe but we aren't locked into that provider. PayPal or Squarespace are other options.
- **Commonwealth Bank Account – Move to a single operating account.**
 - Operating account has now been closed and funds transferred to the cheque/society savings account. Finance officer has been advised and we are in the process of advising the States. Amendments to MYOB invoicing system will be made to reflect the new account details.

Other Matters

- **Australian Croquet Association Business name update.**
 - Jim Clement and myself met with Ros Crowe to discuss the ACA Business name issues. Ros is a Gateball player from Queensland who has a background working with the ATO. Ros has kindly offered her expertise in assisting us to look at the ACA / ABN and Business names. Three main objectives that came out of the meeting were:
 1. **Gateball Australia Business Name**

Gateball Australia Business name had lapsed due to incorrect contact details against the account. The business name has now been restored with the Australian Securities and Investment Commission (ASIC).
 2. **Croquet Australia Business Name**

With recent discussion about the possibility of changing the trading name to Croquet Australia some investigation was required to ascertain the owner of the Business Name. It has been established that the owners of the CA business name are Lowen-Clarke and Adrian Masterton-Smith. Both men are former Croquet players from Victoria. ACA Secretary, Jim Clements is contacting them to discuss the possibility of transferring ownership. Further update to come.

3. ATO Portal

- a. Application has been submitted with ASIC to add the ACA ABN to the Gateball Australia Business Name.
- b. Executive Officer to add Finance Officer to ATO portal.

ACA Office

The ACT Government has reduced the lock down restrictions as of Friday 15th October which will allow a gradual return to the office over the next few weeks. Parbery will re-open on the 1st of November so I will return to the office on Tuesday the 2nd.

Events Committee

The Events Chair, Peter Freer has requested the addition of Gary Phipps & Peter Landrebe to the Events Committee. If possible, could the Board approve the appointment of Gary and Peter to the Events Committee.

Rob Murray
Executive Officer
Croquet Australia