



BOARD MEETING MINUTES

Wednesday, 17th November 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:** Greg Bury (Academy General Manager) *in attendance from 19:29 to 20:10 AEDT*

2. Opening: The Chair opened the meeting at 18:02 AEDT

3. Declaration of Directors' Interests:

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

4. Adoption of Minutes of Previous Meeting: Resolved to accept the minutes of the 20th October 2021 meeting as a true and accurate record.

5. Finance Reports:

5.1. Treasurer's Report: Resolved to accept the Treasurer's Report. **Attached at Annex A**

5.1.1. Business Arising from Treasurer's Report:

5.2. Business Arising from Budget Committee Minutes of 29 Oct 21:

There was discussion regarding possible conflict between Greg Bury's employment as the Academy GM and his voluntary role/s as NCC and involvement with the Publicity Committee, including the question of Work Cover. This matter is to be discussed at a further single topic meeting on Wednesday, 1st December 2021, with directors to submit their views prior.

Action: All Directors

Kah Yang Lok left the meeting at 18:39 AEDT

6. Correspondence:

6.1. Outwards:

- 211020 to WCF S-G – Nomination for Management Committee
- 211007 to Central Coast Council (NSW) – support for EDSACC CC re 2025 Masters Games
- 211025 - support for Stephens CC (Qld) Court Lighting Project
- 211031 – support for Callum Hyland to attend CTas round of ACA Bronze Medal
- 211115 to Amir Ramsis – congratulations on induction in to WCF Hall of Fame
- 211116 to Maitland City Council – request for information re Maitland Croquet Club lighting

7. For Decision:

7.1. Governance:

7.1.1. **Budget Committee Terms of Reference:** Resolved to accept the Budget Committee Terms of Reference. Secretary to post to website. **Action: Sec**

7.1.2. **National Integrity Framework:** Resolved to institute the National Integrity Framework, with the Secretary to amend policy templates and present to the Board for adoption. **Action: Sec**

Resolved that Rob Murray continue as the ACA Complaints Officer and Jim Clement be appointed as the National Integrity Manager.

7.2. WCF:

7.2.1. Topic 99:

7.2.1.1. **Election of Treasurer:** Resolved that the Secretary casts Croquet Australia's votes in favour of Peter Payne. **Action: Sec**

7.2.1.2. **Election of MC Members:** Resolved that the Secretary casts Croquet Australia's votes in favour of Stephen Richards, Begona Perez de Guzman and Graeme Roberts. **Action: Sec**

8. For Discussion:

8.1. Governance:

8.1.1. **Review of Governance Documents:** The Board accepted the suggested timelines for review of Governance Documents.

8.1.2. **Board Composition & 2022 AGM:** The Board agreed that Alison Sharpe was elected for a one-year term at the 29th March 2021 AGM.

8.1.3. **Constitution Review:** Mary Marsland spoke to the changes discussed at the September Discussion Forum.

8.1.4. **Board Induction:** Board members to review the circulated draft and submit emailed responses to KA Organ and J Nicholls for collation and presentation to the next meeting. **Action: All Directors**

8.2. Management:

8.2.1. **SIA Child Safeguarding in Sport Induction e-Learning course:** The Board agreed to strongly encourage all members with possible contact with children and especially coaches and referees to complete the course. **Action: Sec**

8.2.2. **Child Molestation Insurance:** The Secretary advised that this could not be arranged as there were some states without Child Protection policies binding on their members.

Greg Bury joined the meeting at 19:29 AEDT

8.2.3. **Academy Coaching Resources:** Agreed that coaching videos are made available to all Croquet Australia individual members. Greg to check with John Hayes on the best way to allow this. **Action: Greg Bury**

Access to Academy coaching resources will be made available to successful coaching applicants two weeks prior to the commencement of their course. Access will be terminated if the applicant does not complete accreditation.

There were discussions regarding the insertion of questions into the Coaching LMS.

8.2.4. **National Database & Website Brief:** The Board agreed that the Brief can be forwarded to the States. **Action: Greg Bury**

8.2.5. Items Raised in GM's Report:

8.2.5.1. **Charging for Coaching:** Agreed that while coaches cannot charge for training other coaches, reimbursement of expenses incurred in coaching players is a matter to be agreed between the parties involved.

8.2.5.2. **Microsoft for NFP:** Greg mentioned an offer for Microsoft software to Not for Profits, details of which had already been forwarded to Directors and the States.

8.2.5.3. **Meeting with Minister for Sport:** scheduled for Canberra in the New Year.

8.2.5.4. **Paid Advertising in On-line Magazine:** The Board approved the the acceptance of paid advertising in the on-line magazine.

8.2.6. **Intellectual Property Rights/Copyright of Gareth Denyer's simulation.** Mary Marsland reported on her conversation with Gareth Denyer and recommended that all matter produced for the Academy be protected. The Board resolved that the intellectual property rights of all matter produced for or posted to the Academy website should be appropriately protected.

Greg Bury left the meeting at 20:10 AEDT

9. For information:

9.1. **Outstanding Action Items:** updated list provided to Directors prior to the meeting:

9.2. **Reports:** Copies of the following reports were provided to all directors prior to the meeting

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

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

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

9.2.4. **Other Reports:**

9.2.4.1. **Synthetic Turf in Public Spaces Report** prepared for NSW Government

9.2.4.2. **Media Release: National Strategy to Prevent and Respond to Child Sexual Abuse** Released by Dept of Prime Minister & Cabinet

9.3. **WCF:**

9.3.1. **Topic 100: GC Rules, 6th Edition:** The draft 6th Edition of the GC Rules has been provided by WCF and has been forwarded to all members of the ACA GC Referees Committee for review and comment. Collated responses to the WCF GC Rules Committee closes on 15 Jan 22, and the intention is to submit a final version for voting by the WCF Council by end Jan 22.

10. Next Meetings: Wednesday, 15th December 2021 at 6 pm AEDT via Zoom
Wednesday, 19th January 2022 at 6 pm AEDT via Zoom
Wednesday, 16th February 2022 at 6 pm AEDT via Zoom
Monday, 21st March 2022– AGM, Discussion Forum & Board Meeting, Sydney, timings and venue TBA.

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

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

Resolved to accept as a true and accurate record



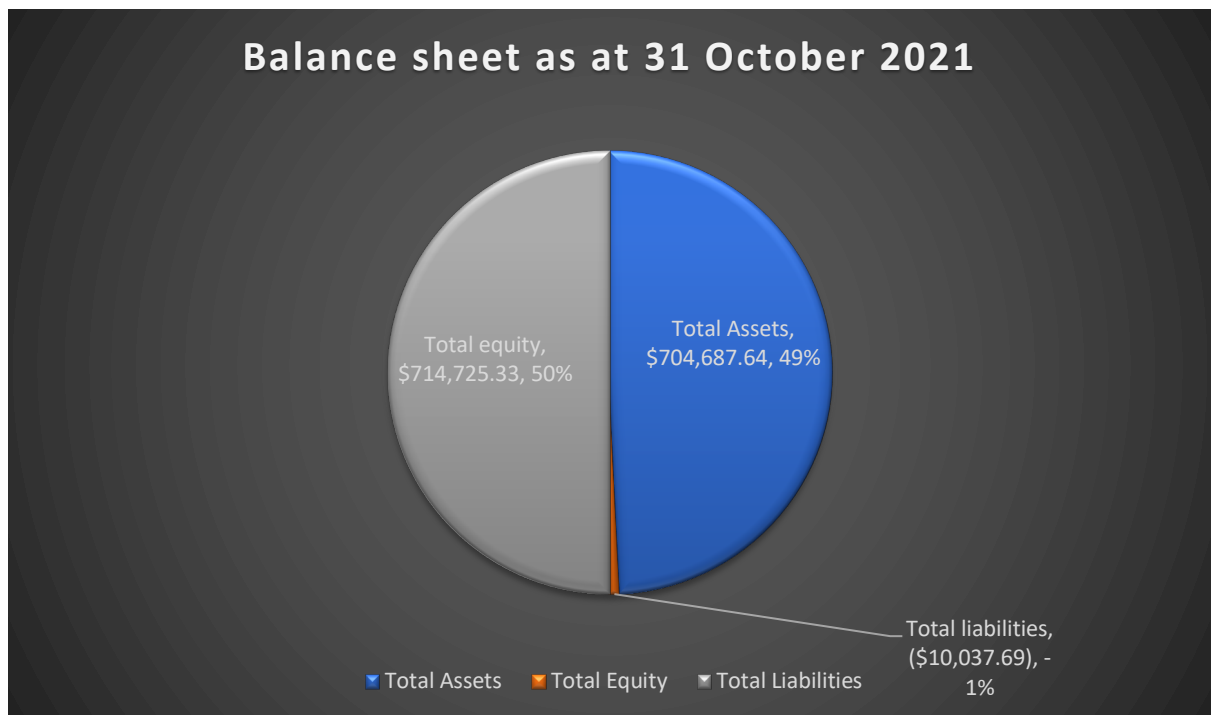
JL Nicholls
Chair, Australian Croquet Association Inc
15 December 2021



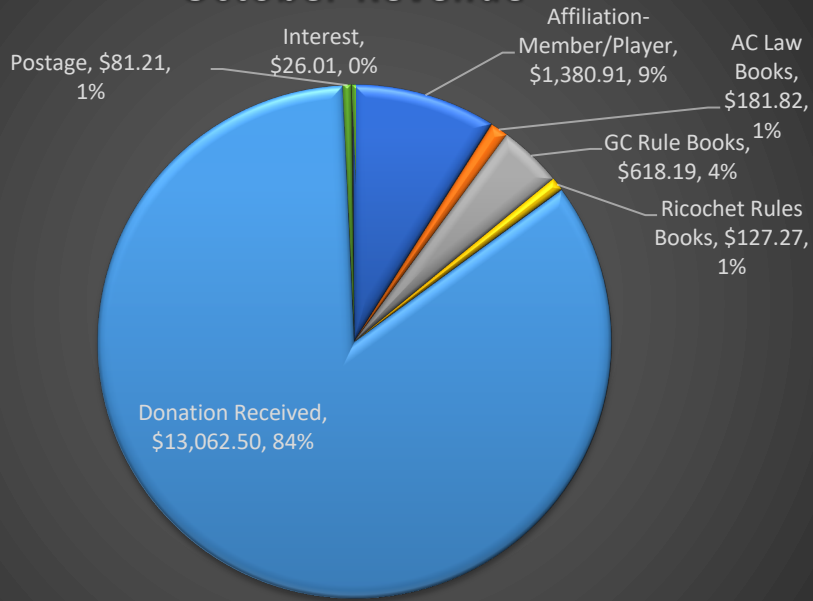
Treasurer's Report

October financial report

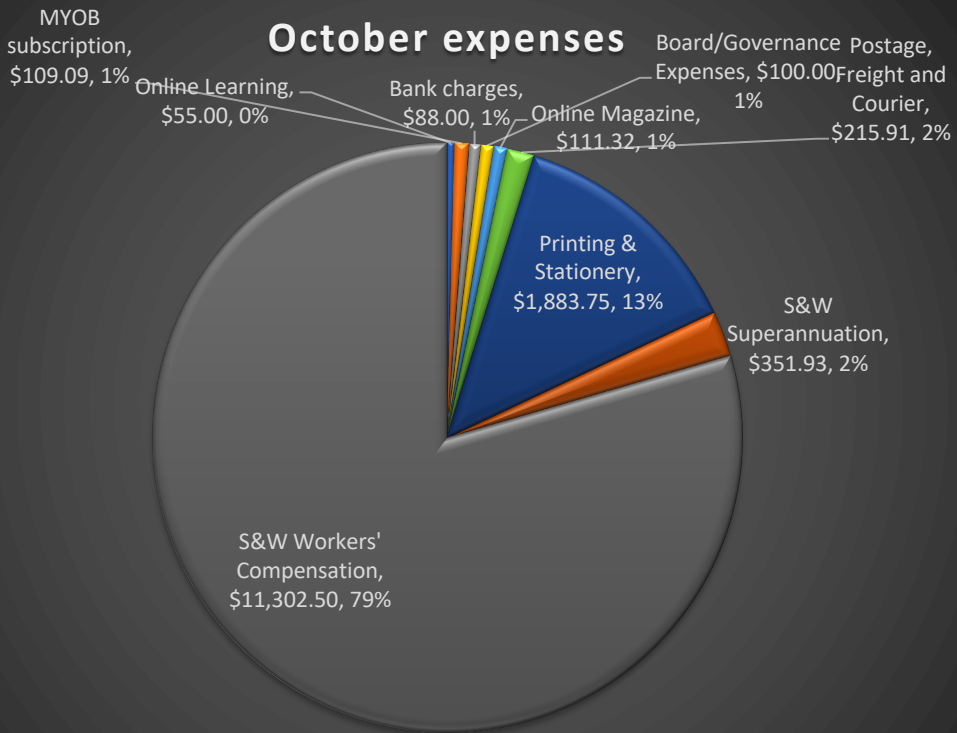
- Net surplus of \$1,014
- YTD net surplus of \$113,185
- Total assets as at 31 October 2021 - \$714,725 as compared to \$653,358 in 2020
- Total equity as at 31 October 2021 - \$714,725 as compared to \$649,912 in 2020
- No liabilities as at 31 October 2021 due to GST refund expected



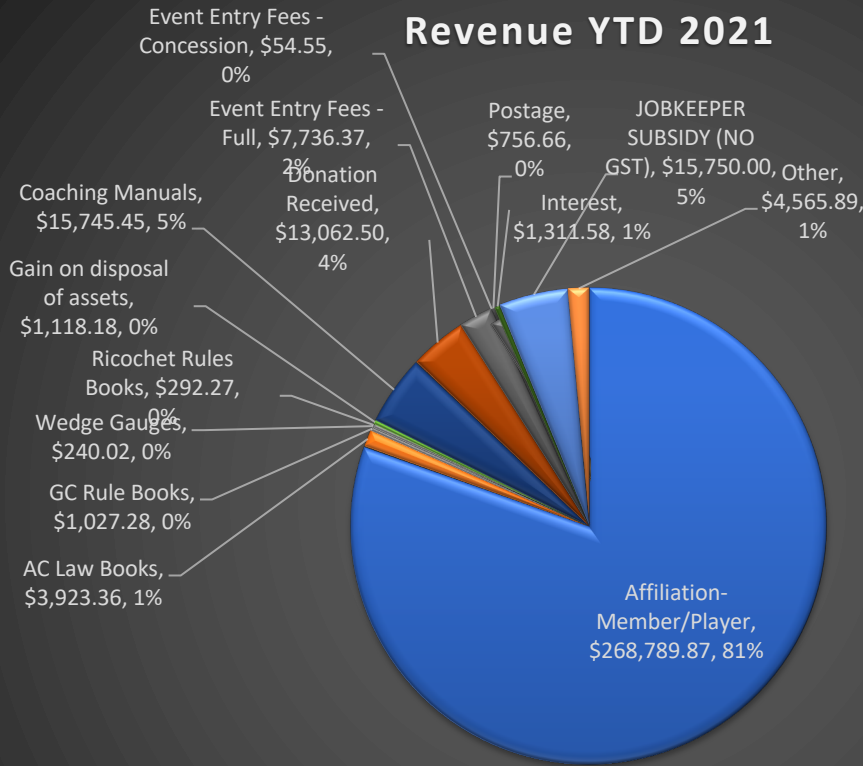
October Revenue



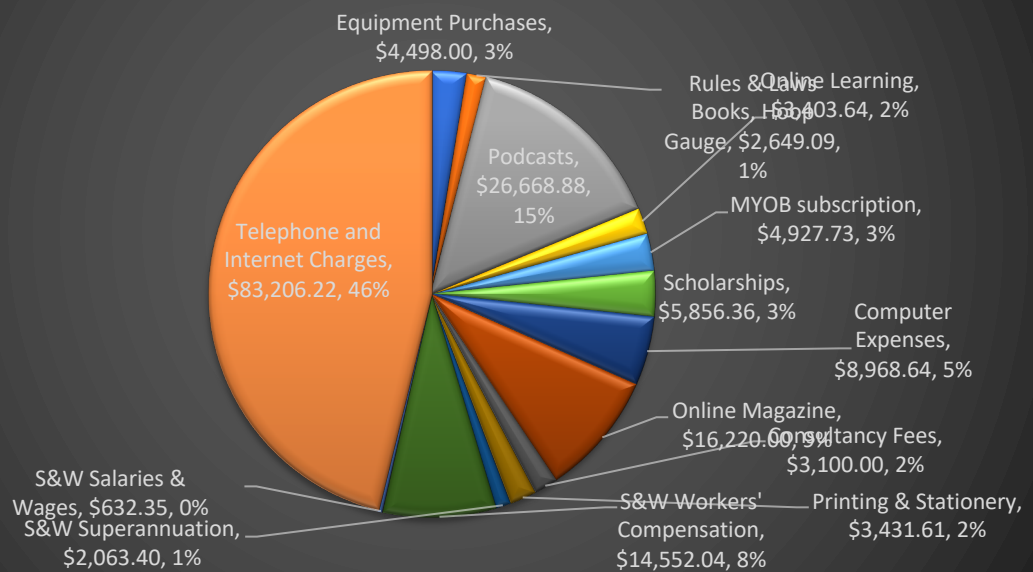
October expenses



Revenue YTD 2021



Expenses YTD 2021





Appendix 1 to
Annex A to
ACA Board Meeting Minutes
17th November 2021

Profit & Loss [With Year to Date]

October 2021

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$1,380.91	9.10%	\$268,789.87	80.40%
AC Law Books	\$181.82	1.20%	\$3,923.36	1.20%
GC Rule Books	\$618.19	4.10%	\$1,027.28	0.30%
Wedge Gauges	\$0.00	0.00%	\$240.02	0.10%
Ricochet Rules Books	\$127.27	0.80%	\$292.27	0.10%
Gain on disposal of assets	\$0.00	0.00%	\$1,118.18	0.30%
Coaching Manuals	\$0.00	0.00%	\$15,745.45	4.70%
Donation Received	\$13,062.50	85.70%	\$13,062.50	3.90%
Event Entry Fees - Full	\$0.00	0.00%	\$7,736.37	2.30%
Event Entry Fees - Concession	\$0.00	0.00%	\$54.55	0.00%
Postage	\$81.21	0.50%	\$756.66	0.20%
Interest	\$26.01	0.20%	\$1,311.58	0.40%
JOBKEEPER SUBSIDY (NO GST)	\$0.00	0.00%	\$15,750.00	4.70%
Other	(\$240.00)	-1.60%	\$4,565.89	1.40%
Total Income	\$15,237.91	100.00%	\$334,373.98	100.00%
Cost Of Sales				
Sales of Rules Books	\$0.00	0.00%	\$2,220.48	0.70%
Total Cost Of Sales	\$0.00	0.00%	\$2,220.48	0.70%
Gross Profit	\$15,237.91	100.00%	\$332,153.50	99.30%
Expenses				
New Account	\$0.00	0.00%	\$4,498.00	1.30%
Equipment Purchases	\$0.00	0.00%	\$512.00	0.20%
Coaching Badges	\$0.00	0.00%	\$2,649.09	0.80%
Rules & Laws Books, Hoop Gauge	\$0.00	0.00%	\$681.82	0.20%
Badges	\$0.00	0.00%	\$477.48	0.10%
Coaching Manuals	\$0.00	0.00%	\$26,668.88	8.00%
Podcasts	\$0.00	0.00%	\$3,403.64	1.00%
Online Learning	\$55.00	0.40%	\$4,927.73	1.50%
MYOB subscription	\$109.09	0.70%	\$406.36	0.10%
Bank charges	\$6.06	0.00%	\$106.27	0.00%
STRIPE charges	\$0.00	0.00%	\$323.46	0.10%
Board/Governance Expenses	\$88.00	0.60%	\$443.28	0.10%
Prizes	\$0.00	0.00%	\$1,370.82	0.40%
Tournament Manager	\$0.00	0.00%	\$1,527.64	0.50%
Tournament Referee	\$0.00	0.00%	\$747.06	0.20%
Referees/Venue Manager	\$0.00	0.00%	\$184.00	0.10%
Uniforms	\$0.00	0.00%	\$1,038.95	0.30%
Training	\$0.00	0.00%	\$230.00	0.10%
Travel - Domestic	\$0.00	0.00%	\$5,661.75	1.70%
Hires - Events	\$0.00	0.00%	\$5,856.36	1.80%
Scholarships	\$0.00	0.00%	\$1,000.00	0.30%
Accommodation - domestic	\$0.00	0.00%	\$4,641.42	1.40%

Other	\$0.00	0.00%	\$2,430.25	0.70%
Coaching	\$0.00	0.00%	\$8,968.64	2.70%
Computer Expenses				
Computer Expenses	\$0.00	0.00%	\$1,660.12	0.50%
Web design expenses	\$0.00	0.00%	\$16,220.00	4.90%
Online Magazine	\$100.00	0.70%	\$3,100.00	0.90%
Consultancy Fees	\$0.00	0.00%	\$935.62	0.30%
Equipment Insurance	\$0.00	0.00%	\$986.90	0.30%
Legal Fees	\$0.00	0.00%	\$2,842.80	0.90%
Marketing	\$0.00	0.00%	\$7,958.77	2.40%
Affiliation Fees - WCF, WGU	\$0.00	0.00%	\$2,076.50	0.60%
Postage, Freight and Courier	\$111.32	0.70%	\$3,431.61	1.00%
Printing & Stationery	\$215.91	1.40%	\$2,063.40	0.60%
S&W Superannuation	\$1,883.75	12.40%	\$14,552.04	4.40%
S&W Workers' Compensation	\$351.93	2.30%	\$632.35	0.20%
S&W Salaries & Wages	\$11,302.50	74.20%	\$83,206.22	24.90%
Telephone and Internet Charges	\$0.00	0.00%	\$547.20	0.20%
Total Expenses	\$14,223.56	93.30%	\$218,968.43	65.50%
Operating Profit	\$1,014.35	6.70%	\$113,185.07	33.80%
Net Profit/(Loss)	\$1,014.35	6.70%	\$113,185.07	33.80%



Appendix 2 to
Annex A to
ACA Board Meeting Minutes
17th November 2021

Balance Sheet [Last Year Analysis]

October 2021

	This Year	Last Year	\$ Difference	% Difference
Assets				
Current Assets				
Operating Account	\$0.00	\$96,915.76	(\$96,915.76)	-100.00%
Treasurer's Account	\$194,214.94	\$3,767.99	\$190,446.95	5054.30%
Overseas payments account	\$1.00	\$416.09	(\$415.09)	-99.80%
QANTAS Card	\$1,568.31	\$989.95	\$578.36	58.40%
Customer Electronic Payments	(\$60.00)	\$0.00	(\$60.00)	NA
TD 471050245779 11 Nov 2020	\$60,000.00	\$60,000.00	\$0.00	0.00%
BT Investment C11731060	\$138,348.21	\$142,088.70	(\$3,740.49)	-2.60%
MLC Investment 35368672	\$138,600.49	\$128,720.43	\$9,880.06	7.70%
TD471050245154 16 Aug 2021	\$40,000.00	\$40,000.00	\$0.00	0.00%
TD 471050245162 23 May 2021	\$0.00	\$20,000.00	(\$20,000.00)	-100.00%
TD 50246667 21 Feb 2021	\$0.00	\$50,000.00	(\$50,000.00)	-100.00%
TD50247627 15 August 2021	\$100,000.00	\$100,000.00	\$0.00	0.00%
Trade Debtors	\$49,670.25	\$683.50	\$48,986.75	7167.00%
Electronic Clearing Account	(\$32,401.70)	(\$1,080.00)	(\$31,321.70)	-2900.20%
Stock on Hand	\$5,355.40	\$1,303.15	\$4,052.25	311.00%
Fixed Asset				
Croquet Equipment	\$20,356.91	\$27,832.91	(\$7,476.00)	-26.90%
Less Accum Depn Croq Eq	(\$12,300.18)	(\$18,769.09)	\$6,468.91	34.50%
Office Equipment	\$135.46	\$8,735.46	(\$8,600.00)	-98.40%
Less Acc Depn Off Equip	(\$135.44)	(\$8,735.31)	\$8,599.87	98.40%
Gateball Equipment	\$5,075.99	\$4,284.99	\$791.00	18.50%
Less Acc Depn Gateball Eq	(\$3,742.00)	(\$3,796.00)	\$54.00	1.40%
Total Assets	\$704,687.64	\$653,358.53	\$51,329.11	7.90%
Liabilities				
Suspense - liability	\$90.00	\$0.00	\$90.00	NA
Trade Creditors	\$540.00	\$48.00	\$492.00	1025.00%
Grant Liability	\$10,000.00	\$0.00	\$10,000.00	NA
GST Collected	\$173.43	\$187.04	(\$13.61)	-7.30%
GST Paid	(\$30,785.30)	(\$348.28)	(\$30,437.02)	-8739.20%
PAYG and Superannuation payabl	\$8,173.18	\$3,559.17	\$4,614.01	129.60%
Provision for Annual Leave	\$1,771.00	\$0.00	\$1,771.00	NA
Total Liabilities	(\$10,037.69)	\$3,445.93	(\$13,483.62)	-391.30%
Net Assets	\$714,725.33	\$649,912.60	\$64,812.73	10.00%
Equity				
Retained Earnings	\$489,228.26	\$509,568.23	(\$20,339.97)	-4.00%
International Fund	\$112,312.00	\$103,709.00	\$8,603.00	8.30%
Current Year Earnings	\$113,185.07	\$36,635.37	\$76,549.70	209.00%
Total Equity	\$714,725.33	\$649,912.60	\$64,812.73	10.00%



Secretary's Report

Minutes of the 20th October 2021 Board Meeting were distributed to Directors, State Secretaries and posted to the Croquet Australia website on 21st October 2021

Action Items from 20th October 2021 Meeting:

- **Item 6.3:** letter of support forwarded to EDSACC 21/10/21
- **Items 7.1.1 & 7.1.2:** Handicap Regulations posted to website 21/10/21
- **Item 7.2.1:** WCF MC nomination and letter of endorsement provided to WCF S-G 20/10/21 (received 28/10/21)
- **Item 7.2.2:** WCF S-G advised of decisions re Topics 95 and 98 20/10/21
- **Item 8.2.1:** Attempted to register as participant/partner for the Disability Sports National Referral Hub, not realising the data required to be at hand when doing so. Have acquired a printout of the online registration form and will attempt to acquire the necessary information and try again to register.
- **Item 8.3.1:** Events Committee advised of agreement with recommended timings of 2022 Presidents AC Eights and AC Open D&S 21/10/21
- **Item 8.3.3:** President CAQ advised of decision re 2024 GC ISS 21/10/21
- **Item 9.2.4** Peter Landrebe, Gary Phipps and Events Committee members advised of appointments 21/10/21

Directors' ID

As Croquet Australia has an ARBN, its directors are required to obtain a Director Identification Number (**Director ID**) by 30 November 2022 (if appointed on or before 31 October 2021) or within 28 days of appointment (if appointed on or after 1 November 2021). From 5 April 2022, a Director ID must be obtained before appointment.

[Read the update](#)

Other Matters

- I received and approved a request from Croquet Canada to use parts of the Croquet Australia Selection Policy in developing its own policy.
- I received a call from Peter Britten of Backbone Business Networks, a Microsoft Partner, wanting to offer clubs the Microsoft NFP benefits, stating: "Not for profits are eligible for 10 x Microsoft Premium licences per ABN. (10 x \$27.50 ex GST per month). A club using all 10 licences would make a saving of around \$3,300 ex GST per annum. This licence allows Office apps to be installed and run on 5 computers per licence along with a Premium 365 Cloud account. "
I provided him with Greg Bury's contact details.

A handwritten signature in black ink, appearing to read 'Jim Clement'.

Jim Clement
Secretary to the Board



Executive Officer's Report

Action Items from 20th October 2021 Meeting:

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

- **Comparison of Stripe V PayPal as a secure online payment platform. What are the costs?**
 - Currently the ACA uses Stripe for all tournament entries via a secure platform on the website. The cost is 1.75% of each individual transaction. At the previous Board meeting a request was made to compare this cost with PayPal. After contacting PayPal, the costs are the same per transaction. 1.75% per transaction seems to be the standard cost from most ecommerce companies.

Other Matters

- **Australian Croquet Association Business name update.**
 - As mentioned in the September EO report to the Board, Jim Clement and myself met with Ros Crowe to discuss the ACA Business name issues. The three main items out of the meeting were to update the following:
 - Gateball Business Name,
 - Secure the Croquet Australia Business Name,
 - Update ATO Portal.
 - Current status is as follows:

1. Gateball Australia Business Name

- a. 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

- a. As previously reported, the owners of the CA business name are Lowen Clarke and Adrian Masterton-Smith. Lowen Clarke is in the process of transferring the ownership across to CA.
- b. Ros Crowe and Jim Clements have been added to the CA ASIC account.

3. ATO Portal

- a. An application was submitted to ASIC to add the ACA ABN to the Gateball Australia Business Name. This action was completed on the 3rd of November.
- b. Executive Officer has added Finance Officer to the ATO portal.

New Club Grants

New Club Grants were awarded to the Beverley and Katanning Croquet Clubs at the September Board meeting. Both of these clubs have now received there \$1500 grant payments.

Events Committee**Under 21 Championships**

Entries for the Under 21 Championships in January are now open.

Insurance

A letter has gone out to all the States, requesting member numbers for the ACA Insurance renewal which is due back to Regional Insurance Brokers by the 17th of December. The ACA policy expires on the 31st of December.

Rob Murray
Executive Officer
Croquet Australia



Academy Report Updates

The National Data Base and Website

A briefing paper for all states has been prepared and is waiting on ACA approval (see attached). The objective is to build a customised, modern, and flexible national database that is linked and working in conjunction with the national website. This will create a one stop shop for all Australian Croquet information and data.

A project plan has been completed, with several subject matter experts assisting with the implementation.

Actions and timeframes include:

W/C November 15th

A briefing paper including a list of frequently asked questions to be provided to all State Associations. The Academy to then arrange Zoom meetings with each state and develop Individual action plans / agreements.

W/C November 29th

Subject matter experts provided with the first version to test and provide feedback. (This is not a race, and we will take our time.)

W/C December 13th /Jan 10th

A customised version presented to the ACA Board for approval. Once reviewed and updated all states will then be asked for feedback before it is signed off and rolled out.

Club/Player/Coach Support

Subject matter experts are currently gathering content for the subjects and topics selected for the Academy website.

Learning Management System for Coaching

If we had a national database this task would have been completed overnight. However, many additional hours have been required to manual set up everyone for all their individual courses. Coaches can only be signed into the Learning Management System when we are provided with the correct email address. Unfortunately, we are still in the process of chasing this information. If anyone has any concerns please do not hesitate to contact Barb Piggott barbpiggott55@y7mail.com

Youth Schools Program

The Academy is working closely with Tracey Mogensen Project Manager -Operations - Sporting Schools Sport Australia to get Croquet recognised as a School Sport. A grant application has been completed. If unsuccessful, a Plan B will be rolled out.

Information, Proposals, Clarification and Sign offs.

The National Database and Website

Briefing paper on the national database and website to be signed off by the ACA Board and distributed to all States. Greg to update any changes and provide Jim Clement with a final version to then be sent out to all states.

Coaching videos available for all members

Opportunity to make all training videos available to all ACA members in the “Players Support” section of the website. Members would use their ACA number to gain access.

Learning Management System feedback

Have received some feedback in relation to making the Learning Management System available for coaches prior to their face-to-face training. A paper has been provided for discussion.

Letter of Support survey

Below is a link to the application for a letter of support from the ACA. Gary Phipps has produced a document to assist all clubs with their grant applications. This letter of support survey will make the process for clubs and the ACA secretary a lot easier. Clubs will find this document in the club support section of the Academy website.

<https://forms.gle/ZXdaPdQVbNkoRZXT8>

Should ACA have a procedure in writing for coaches wanting to charge for coaching?

Jim Clement has requested clarification on whether a written policy should be adopted for coaches wishing to charge for coaching services. In the past this has only been a mutual agreement between the coach and the player/club/association. There is nothing currently in writing (a previous discussion paper/email has been provided).

Registering Non-For-Profit clubs to receive Microsoft licencing and Office 365

Peter Britten from Backbone Business Networks is currently offering all non-for-profit organisations the opportunity to receive their IT services free of charge. Currently Mcllwraith Croquet Club in Queensland is already receiving the benefits. The proposal is to get Gary Phipps to develop a document that allows clubs to contact Peter directly to set up the package. Moving forward clubs will find this document in the “Club Support” section of the Academy website.

Possible meeting with Hon. Richard Colbeck

Opportunity to fly to Canberra and meet the Australian Minister for Sport the Hon. Richard Colbeck. More details to follow.

Trip to NSW

The purpose is to train Level 3 and Level 4 coaches, with a possible face-to-face meeting with the NSW Board. More details to follow.

Paid advertising in the online magazine

To be included in the next addition; a process for third parties to pay for advertising space in subsequent editions.



Greg Bury
General Manager
The Australian Croquet Academy