



BOARD MEETING MINUTES
Wednesday, 1st December 2021
via Zoom

1. Attendance:

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

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
- Alison Sharpe – Principal of a Croquet coaching business

4. For Discussion and Decision:

4.1. Potential conflict of interest:

- 4.1.1. **Perception** of employee being paid for Volunteer role/s
4.1.2. **Possible Risk:** Workers Compensation premiums if employee is also a volunteer; any exclusions should be clearly articulated in the employment contract.

4.2. Academy Title: Resolved that the Academy be formally known as the ACA Academy.

4.3. Role & Responsibilities of Academy & Academy General Manager:

- 4.3.1. Terms of Reference/Goals/Objectives for Academy including introductory statement referring to reasons for Academy, to be drafted by Secretary and circulated to Board members for review and comment. **Action: Sec**
4.3.2. Position Description for Academy GM to be drafted by Secretary and circulated to Board members for review and comment. PD to include that Academy GM can be a non-voting *ex-officio* member of appointed committees when development or review of Academy operations relevant to that committee make this necessary. **Action: Sec**

4.4. Flow on to other positions:

- 4.4.1. Check National Coaching Committee ToR Add that the committee to evaluate the national coaching program, its rollout and effectiveness and report to the Board on an annual basis. **Action: Sec**
4.4.2. Chair to speak to Academy GM re possible conflict with NCC role. **Action: Chair**

- 4.5. **Grant Application:** It was noted that the current grant application for a youth training program included funding for the Academy GM for 18 hrs/week. As the GM is already employed for 25 hrs/week this raises the possibility of reducing the GM's hours devoted to Academy duties to meet the Award maximum of 38 hrs/week. Chair to speak to Employers regarding this. **Action: Chair**

5. Next Meeting: Wednesday, 15th December 2021 at 6 pm AEST via Zoom

6. Close: The meeting closed at 19:45

Accepted as a true and accurate record

A handwritten signature in black ink, appearing to read 'JL Nicholls', written in a cursive style.

JL Nicholls
Chair, Australian Croquet Association Inc
15 December 2021