



BOARD MEETING MINUTES

Wednesday, 15th February 2023 via Zoom

1. **Attendance:**
 - 1.1. **Directors:** Jim Nicholls (Chair), Max Kewish (Deputy Chair), Kah Yang Loke (Treasurer), Barbara Northcott, Kerri-Ann Organ, Pat Habner
 - 1.2. **Officers:** Jim Clement (Secretary), Melanie Woosnam (CEO)
2. **Opening:** The Chair opened the meeting at 18:06 AEDT
3. **Declaration of Directors' Interests:**
 - Max Kewish – President, Croquetwest
 - Pat Habner – President, CAQ
 - Kah Yang Loke – employee of a sponsoring business
4. **Adoption of Minutes of Previous Meeting:**
 - 4.1. **Business Arising From Minutes of Previous Meeting:** Resolved to accept the minutes of the previous (25th January 2023) meeting as a true and accurate record.
 - 4.2. **Ratification of Circular Resolution/s:**
 - 4.2.1. resolved to accept the quotation from Adala Studios for finalisation of the Youth Training Manuals. **Action: CEO**
 - 4.2.2. Resolved to accept the recommendations regarding AGU. **Action: CEO**
5. **Compliance Matters:** An extract from Compliance Calendar for Feb-Jun 23 is attached at Annex A
 - 5.1. Agreed that financial matters (BAS, Insurance payments, etc.) be added to the Calendar.
 - 5.2. Regarding election/appointment of Directors at the AGM, it was agreed that those without Directors ID can nominate but cannot be appointed to the Board until they hold the ID.
6. **Finance Reports:**
 - 6.1. **Treasurer's Report:** The Treasurer spoke to his report, attached at Annex B, stating that the MLC statement is the only item outstanding for with regard to the audit. The Board resolved to accept the financial reports.

Secretarial Note: Kah Yang Loke left the meeting at 18:51

7. **Correspondence:**
 - 7.1. **Inwards**
 - 7.1.1. 28 Jan 23 from Eildon CC re U21 GC Champs
 - 7.2. **Outwards**
 - 7.2.1. 30 Jan 23 to Mary McMahon re complaints process

Resolved to accept the Correspondence
8. **For Decision:**
 - 8.1. **Governance:**
 - 8.1.1. **NIF Complaints, Disputes & Discipline Policy:** deferred until discussions between SIA and a group of NSO CEOs are concluded.
 - 8.1.2. **Board Secretary's PD:** resolved to accept the Secretary's Position Description v2.0
 - 8.1.3. **Tournament Regulations:** resolved to accept the updated Tournament Regulations Feb 23 Edition
 - 8.2. **Management:**
 - 8.2.1. **Academy GM v NCC:** CEO is to review Academy GM PD and NCC ToR. **Action: CEO**

8.2.2. **U25 Player Support Donation App:** The Board agreed that there was already one donation app and a second was not necessary. The existing app requires more publicity and the development of pathways for players and officials. **Action: CEO**

8.2.3. **Close Family Donation:** Discussion regarding subsidisation of travel and accommodation fees for U21 GM entrants. CEO to contact Gold Medallists and winner. Resolved participants to receive full reimbursement for the 2023 events (Eildon and NZ Open). Board to review re-imburement / contribution for future years once 2023 reimbursements have been finalised. **Action: CEO**

8.3. Events:

8.3.1. **2023 ACA Ricochet Championships:** resolved that Richard Hughes be appointed as Tournament Manager for the inaugural ACA Ricochet Championships, 14th – 20th April 2023, at Tempe, NSW.

8.3.2. **2023 WCF GC O50 WC:** deferred, pending receipt of Eol from Chris Clarke. **Action: Sec**

8.4. WCF:

8.4.1. **2025 WCF GC WTC1:** resolved to accept the CTas bid for the 2025 WCF GC WTC1 and Sec to forward to WCF. **Action: Sec**

9. For Discussion:

9.1. Governance

9.1.1. **AGM:** resolved to appoint Jim Clement as the Returning Officer for the AGM.

9.1.2. **Strategic Discussion Forum:** Nick Chapman has offered to facilitate the Strategic Discussion Forum. CEO to follow up. **Action: CEO**

9.2. Management

9.2.1. **GC Handicapping Regulations:** Secretary has queried WCF, which has forwarded to WCF GCRC, no reply yet.

9.2.2. **Complaint:** This item was discussed *in camera* and minuted separately.

10. For information:

10.1. **Outstanding Action Items:**

10.2. Governance

10.2.1. **Secretary's Report:** Attached at Annex C

10.3. Management

10.3.1. **CEO's Report:** Attached at Annex D.

10.3.1.1. Agreed that Gareth Bushill be asked to provide input to ACA IT needs.

10.3.1.2. Marketing Project – CEO & Kerri-Ann Organ to review quotes and interview representatives of both companies.

10.3.2. **AO's Report:** Attached at Annex E

10.3.3. **Academy GM's Report:** Attached at Annex F

11. **Next Meetings:** 20th March 2023 – AGM @ VCC 9:30 am
20th March 2023, Strategic Discussion Forum @ VCC
21st March 2023 @ VCC 9:30 am

12. **Close:** The chair closed the meeting at 21:14 AEDT

Attachments: Annex A – Compliance Matters
Annex B – Financial Report
Annex C – Secretary's Report
Annex D – CEO's Report
Annex E – Administrative Officer's Report
Annex F – Academy General Manager's Report



Item 5 – Compliance Matters

Extract from the Compliance Calendar covering the period Jan – Mar 23 inclusive is under:

Date	Subject	Action	Reference	Who
Jan	Finance	Deliver accounts to auditor	Associations Incorporation Act	Treasurer/ EO
NLT 18 Jan	Governance	Distribute AGM Notice, call for Notices of Motion & Board Nominations	Constitution s15.3 (b) 60 days prior to AGM	Secretary Done 7 Dec 22
By 31 Jan	WCF	Membership Renewal	WCF Statute 153.3	Finance Offr
By 1 Feb 22		Notices of Motion & Board Nominations due	Constitution s15.6 & 21.2(c) 45 days prior to AGM	
Early Feb	Management	Call for EoI for Appointed Officers & Committees		Secretary
Early to Mid Feb	Finance	Resolve to accept and sign audited accounts		Board
By 17 Feb 22	Governance	Distribute AGM Agenda & Papers	Constitution s 15.3(e) 30 days prior to AGM	Secretary
AGM (March)	Scholarships	Announce scholarship budget for following calendar year	Scholarship Policy 11a	Treasurer
	Finance	Submit accounts to members	Associations Incorporation Act	
After AGM	Incorporation	Update Board Member list with Access Canberra	Associations Incorporation Act	EO
Board meeting following AGM	Management	Appointment of Appointed Offices & Committee members	Relevant ToRs & PDs	Board
	Governance	Check Director ID	ABR	Secretary

Jim Clement
Secretary to the Board

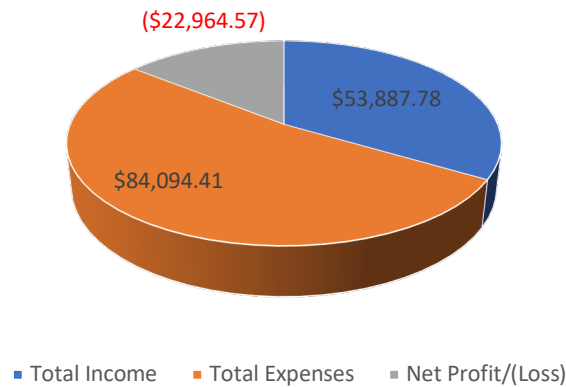


Appendix 1 to
Annex B to
ACA Board Meeting Minutes
25th January 2023

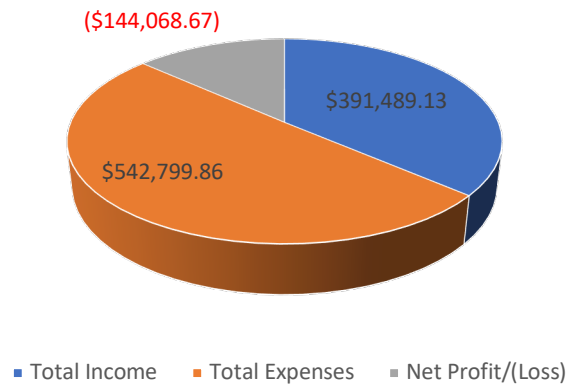
Australian Croquet Association Inc				
Profit & Loss [With Year to Date]				
December 2022				
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$0.00	0.00%	\$281,364.90	71.90%
AC Law Books	\$0.00	0.00%	\$8.18	0.00%
GC Rule Books	\$0.00	0.00%	\$1,071.86	0.30%
Wedge Gauges	\$0.00	0.00%	\$169.55	0.00%
Advertising income	\$0.00	0.00%	\$400.00	0.10%
Grants	(\$2,000.00)	-3.70%	\$1,000.00	0.30%
Donation Received	\$0.00	0.00%	\$31,768.00	8.10%
Event Entry Fees - Full	\$44,857.69	83.20%	\$56,762.19	14.50%
Postage	\$0.00	0.00%	\$7.55	0.00%
Interest	\$101.09	0.20%	\$279.84	0.10%
Other	\$383.00	0.70%	\$8,111.06	2.10%
WCF 2017 Income				
2022 MacRob Sale of Merchandise	\$10,546.00	19.60%	\$10,546.00	2.70%
Total Income	\$53,887.78	100.00%	\$391,489.13	100.00%
Cost Of Sales				
Sales of Rules Books	(\$7,242.06)	-13.40%	(\$7,242.06)	-1.80%
Total Cost Of Sales	(\$7,242.06)	-13.40%	(\$7,242.06)	-1.80%
Gross Profit	\$61,129.84	113.40%	\$398,731.19	101.80%
Expenses				
Equipment Purchases	\$0.00	0.00%	\$71.95	0.00%
Rules & Laws Books, Hoop Gauge	\$0.00	0.00%	\$5,019.94	1.30%
Badges	\$0.00	0.00%	\$200.91	0.10%
Coaching Manuals	\$0.00	0.00%	\$2,059.63	0.50%
Online Learning	\$0.00	0.00%	\$5,395.00	1.40%
Audit Fees	\$0.00	0.00%	\$1,584.00	0.40%
MYOB subscription	\$0.00	0.00%	\$218.18	0.10%
Bank charges	\$26.40	0.00%	\$151.60	0.00%
STRIPE charges	\$13.12	0.00%	\$664.10	0.20%
Board/Governance Expenses	\$0.00	0.00%	\$7,804.78	2.00%
Prizes	\$3,146.91	5.80%	\$8,130.00	2.10%
Hires/Purchases-App Officer	\$0.00	0.00%	\$9,948.00	2.50%
Tournament Referee	\$250.00	0.50%	\$2,637.96	0.70%
Referees/Venue Manager	\$0.00	0.00%	\$72.00	0.00%
Disbursement Presidents 8s	\$1,752.00	3.30%	\$3,672.00	0.90%
Uniforms	\$1,276.85	2.40%	\$6,076.47	1.60%
Training	\$0.00	0.00%	\$2,095.92	0.50%
Entry Fees - WCF	\$0.00	0.00%	\$393.36	0.10%
Catering - Events	\$50,314.03	93.40%	\$50,314.03	12.90%
Media streaming - Events	\$30,000.00	55.70%	\$30,000.00	7.70%
Travel - Domestic	\$24,301.92	45.10%	\$79,239.28	20.20%
Hires - Events	\$0.00	0.00%	\$42,111.38	10.80%

New Club Grants	\$0.00	0.00%	\$1,500.00	0.40%
Accommodation - domestic	\$0.00	0.00%	\$19,579.72	5.00%
Marketing and Promotion Plan	\$2,447.93	4.50%	\$2,447.93	0.60%
Grant Plan	\$0.00	0.00%	\$453.75	0.10%
Other	(\$51,792.75)	-96.10%	\$43,549.71	11.10%
ACA Contribution	\$0.00	0.00%	\$10,000.00	2.60%
Coaching	\$0.00	0.00%	\$172.00	0.00%
Cleaning - Events	\$3,047.27	5.70%	\$3,518.18	0.90%
Computer Expenses				
Computer Expenses	\$130.00	0.20%	\$15,692.38	4.00%
Web design expenses	\$2,280.00	4.20%	\$18,533.76	4.70%
Online Magazine	\$750.00	1.40%	\$6,300.00	1.60%
Consultancy Fees	\$351.93	0.70%	\$7,435.57	1.90%
Donations Paid	\$0.00	0.00%	\$240.00	0.10%
Legal Fees	\$0.00	0.00%	\$2,050.00	0.50%
Marketing	\$0.00	0.00%	\$1,100.00	0.30%
Affiliation Fees - WCF, WGU	\$0.00	0.00%	\$2,078.06	0.50%
Entry Fees	\$150.00	0.30%	\$6,813.00	1.70%
Postage, Freight and Courier	\$9.09	0.00%	\$775.59	0.20%
Printing & Stationery	\$3,557.12	6.60%	\$4,492.18	1.10%
S&W Superannuation	\$998.86	1.90%	\$15,242.89	3.90%
S&W Salaries - Other	\$0.00	0.00%	\$3,380.50	0.90%
S&W Salaries & Wages	\$9,513.00	17.70%	\$111,345.75	28.40%
Recruitment expense	\$0.00	0.00%	\$6,000.00	1.50%
Telephone and Internet Charges	\$1,570.73	2.90%	\$2,238.40	0.60%
Total Expenses	\$84,094.41	156.10%	\$542,799.86	138.70%
Operating Profit	(\$22,964.57)	-42.60%	(\$144,068.67)	-36.80%
Net Profit/(Loss)	(\$22,964.57)	-42.60%	(\$144,068.67)	-36.80%

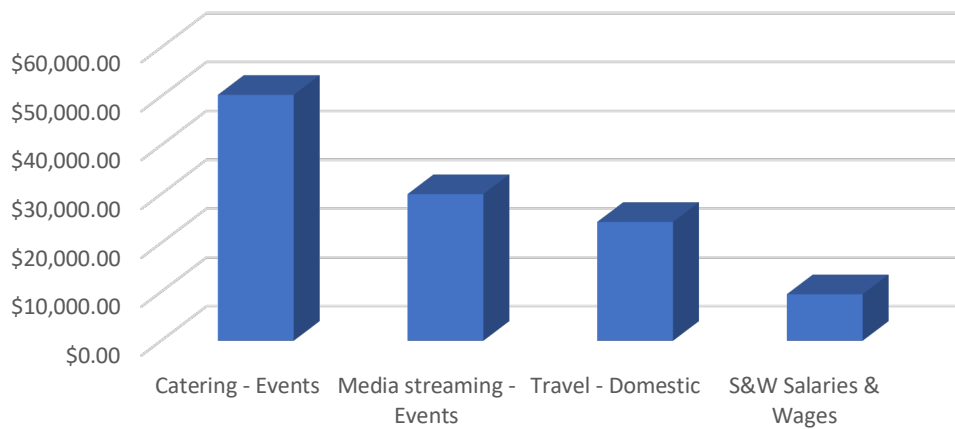
Income statement for the period from 1 December to 31 December 2022



Income statement for the period from 1 January to 31 December 2022



Major expenses for December 2022

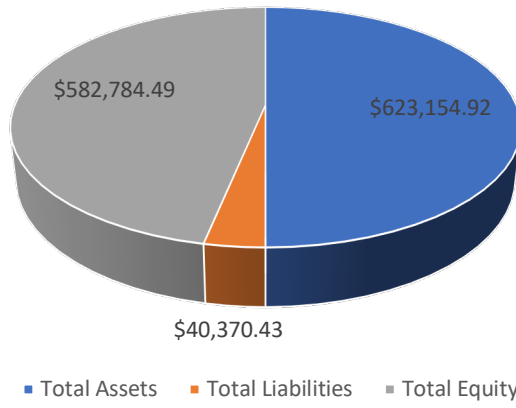




Appendix 2 to
Annex B to
ACA Board Meeting Minutes
25th January 2023

Australian Croquet Association Inc			
Balance Sheet			
As of December 2022			
Assets			
Current Assets			
Treasurer's Account	\$145,732.81		
Overseas payments account	\$1.00		
QANTAS Card	\$1,568.31		
Customer Electronic Payments	(\$60.00)		
TD 471050245779 11 Nov 2020	\$60,000.00		
BT Investment C11731060	\$174,498.65		
MLC Investment 35368672	\$165,612.38		
TD471050245154 16 Aug 2021	\$40,000.00		
Trade Debtors	\$25,464.55		
Electronic Clearing Account	(\$28,701.63)		
Stock on Hand	\$32,009.09		
Fixed Asset			
Croquet Equipment	\$20,356.91		
Less Accum Depn Croq Eq	(\$14,314.36)		
Office Equipment	\$135.46		
Less Acc Depn Off Equip	(\$135.44)		
Gateball Equipment	\$5,075.99		
Less Acc Depn Gateball Eq	(\$4,088.80)		
Total Assets			\$623,154.92
Liabilities			
Trade Creditors		\$540.00	
Accrued Expenses		\$1,742.40	
WCF Funds		\$568.00	
Grant Liability		\$5,500.00	
GST Collected		\$23,794.06	
GST Paid		(\$17,091.90)	
PAYG and Superannuation payabl		\$15,554.62	
Provision for Annual Leave		\$9,763.25	
Total Liabilities			\$40,370.43
Net Assets			\$582,784.49
Equity			
Retained Earnings		\$726,853.16	
Current Year Earnings		(\$144,068.67)	
Total Equity			\$582,784.49

Balance sheet as at 31 December 2022





Secretary's Report

Action Items from 14th December 2022 Meeting

- **Item 4.1** WCF S-G advised of ACA vote re revised Ranking Regulations - 30/11/22
- **Item 6.1** Letter to Rosie Landrebe sent via email on 21/12/22
- **Item 8.1.1** Providers of Eol as Board Directors notified of Board decision - 19/12/22
- **Item 8.1.2** Livestreaming Policy posted to website - 15/12/22
- **Item 8.2.1** Scholarship applicants advised of results - 21/12/22 to 3/1/23.
- **Item 8.3.1** CTas & WCF advised of acceptance of bid to host 2025 WCF GC WTC Tier 1 - 15/12/22
- **Item 8.3.2** Eildon CC advised to submit an invoice - 18/12/22
- **Item 8.3.3** Events Committee notified of GC Eights entry fees - 14/12/22
- **Item 8.4.1** - Topic 118: WCF S-G advised of ACA's position on 14/12/22 – see also below.
- **Item 10.3.4.1** Updates requested by NLT 14/1/23 - 15/12/22, received 14/1/23.

Other Matters

- **WCF Topic 118:** WCF S-G enquired the reason behind the Board voting against the CA proposal which was the result of discussion between the four MacRob nations. I replied that the proposal was viewed as making no substantial improvement to the WCF 12 year calendar as it did not address the fact of only one event in 2024 and that it delayed the "centenary" MacRob by a year, after the CA had insisted that it should host that event.
- **WCF Topic 119:** WCF S-G advised that Croquet Australia voted in favour of the update to Equipment Regulations - 9/1/23.
- **WCF Topic 120:** This topic covered the appointment of the WCF Independent Examiner (Auditor) for 2023. Brian Havill has been the Independent Examiner since 2018 and had indicated his willingness to continue. On behalf of the Board, I advised his acceptability to Croquet Australia. - 21/12/22
- **WCF Topic 121:** WCF S-G advised that Croquet Australia voted in favour of the 2023 Budget as circulated - 11/1/23
- **WCF Topic 122:** WCF S-G advised that Croquet Australia voted in favour of the financial grant request from the Czech-Moravian Croquet Association - 9/1/23
- **Scholarships 2023:** Pat & Kerri-Ann provided a list of scholarship applicants and these were individually advised that their application had been approved or declined, as appropriate, over the period 21/12/22 to 3/1/23. Many applications did not comply with the Scholarship Policy in letter or spirit, and there were several attempts at "double dipping". The policy itself possibly requires review as it currently excludes Gateball players.

A handwritten signature in black ink, appearing to read "Jim Clement". The signature is stylized and written in a cursive-like font.

Jim Clement
Secretary to the Board