



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

Accepted as a true and accurate record



Chair, Australian Croquet Association Inc
21 March 2023



Item 5 – Compliance Calendar Extract for Feb – Jun 2023

Date	Subject	Action	Reference	Who
Early Feb	Management	Call for EoI for Appointed Officers & Committees	Agreed to defer pending CEO's review	Secretary
Early to Mid Feb	Finance	Resolve to accept and sign audited accounts		Board
By 17 Feb	Governance	Distribute AGM Agenda & Papers	Constitution s 15.3(e) 30 days prior to AGM	Secretary Ready
AGM 20 Mar 23	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	AO
Board meeting following AGM	Management	Appointment of Appointed Offices & Committee members	Relevant ToRs & PDs	Board
	Governance	Check Director ID	ABR	Secretary
By end Jun	Incorporation	Submit Annual Return	Associations Incorporation Act	AO

Jim Clement
Secretary to the Board



Item 6 – Financial Report

January 2023 financial report

- Total asset \$615,372, total liability \$48,630, total equity \$710,810, net asset \$48,630
- Cash and cash equivalents \$240,185
- Short term investments \$340,111
- Revenue for the month \$8,651 primarily from event entry fee
- Operating deficit of \$16,043 – primarily from domestic travel \$1,526, catering for events \$1,196, insurance \$1,210 and salary and wages \$14,128
- YTD results is a deficit of \$16,042.

Note

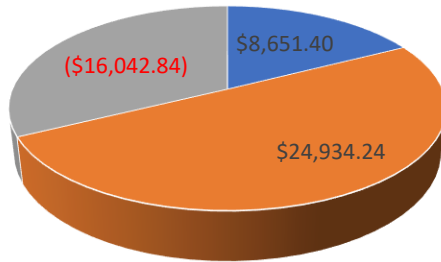
- Financial statement did not include adjustments to the fair value of the managed funds investments.

Appendices:	Appendix 1	Profit & Loss
	Appendix 2	Balance Sheet



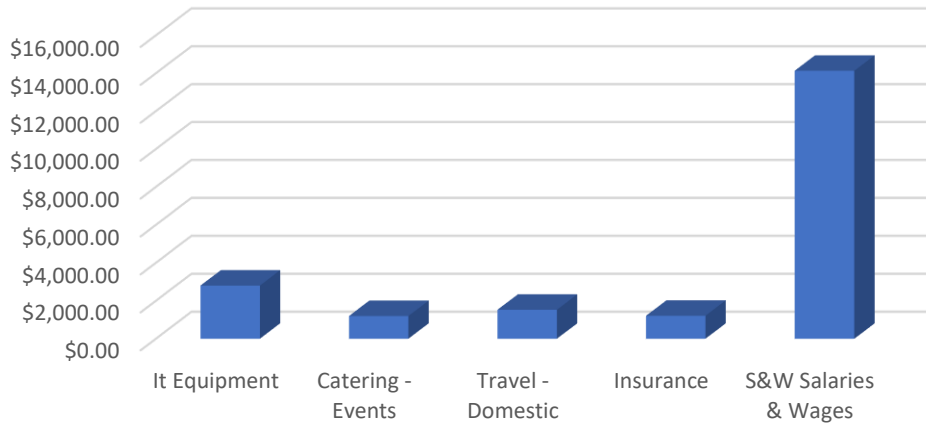
Australian Croquet Association Inc				
Profit & Loss [With Year to Date]				
January 2023				
	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Sale of Goods				
Wedge Gauges	\$340.84	3.90%	\$340.84	3.90%
Sale of Equipment	\$1,909.09	22.10%	\$1,909.09	22.10%
Sponsorship	\$110.00	1.30%	\$110.00	1.30%
Event Entry Fees - Full	\$5,650.00	65.30%	\$5,650.00	65.30%
Event Entry Fees - Concession	\$90.00	1.00%	\$90.00	1.00%
Interest	\$104.47	1.20%	\$104.47	1.20%
Other	\$132.00	1.50%	\$132.00	1.50%
WCF 2017 Income				
2022 MacRob Sale of Merchandise	\$315.00	3.60%	\$315.00	3.60%
Total Income	\$8,651.40	100.00%	\$8,651.40	100.00%
Cost Of Sales				
Sales of Hoop gauges	(\$240.00)	-2.80%	(\$240.00)	-2.80%
Total Cost Of Sales	(\$240.00)	-2.80%	(\$240.00)	-2.80%
Gross Profit	\$8,891.40	102.80%	\$8,891.40	102.80%
Expenses				
It Equipment	\$2,799.25	32.40%	\$2,799.25	32.40%
Referee Log Books - Gateball	\$302.73	3.50%	\$302.73	3.50%
Rules & Laws Books, Hoop Gauge	(\$584.50)	-6.80%	(\$584.50)	-6.80%
Bank charges	\$21.20	0.20%	\$21.20	0.20%
STRIPE charges	\$77.76	0.90%	\$77.76	0.90%
Prizes	\$250.00	2.90%	\$250.00	2.90%
Catering - Events	\$1,196.00	13.80%	\$1,196.00	13.80%
Travel - Domestic	\$1,526.18	17.60%	\$1,526.18	17.60%
Hires - Events	\$528.00	6.10%	\$528.00	6.10%
Accommodation - domestic	\$895.24	10.30%	\$895.24	10.30%
Computer Expenses				
Computer Expenses	\$250.00	2.90%	\$250.00	2.90%
Online Magazine	\$800.00	9.20%	\$800.00	9.20%
Consultancy Fees	\$366.42	4.20%	\$366.42	4.20%
Employure	\$168.72	2.00%	\$168.72	2.00%
Insurance	\$1,210.00	14.00%	\$1,210.00	14.00%
S&W Superannuation	\$998.86	11.50%	\$998.86	11.50%
S&W Salaries & Wages	\$14,128.38	163.30%	\$14,128.38	163.30%
Total Expenses	\$24,934.24	288.20%	\$24,934.24	288.20%
Operating Profit	(\$16,042.84)	-185.40%	(\$16,042.84)	-185.40%
Net Profit/(Loss)	(\$16,042.84)	-185.40%	(\$16,042.84)	-185.40%

Profit or Loss for the period from 1 January to 31 January 2023



■ Total Income ■ Total Expenses ■ Net Profit/(Loss)

Major expenses for January 2023

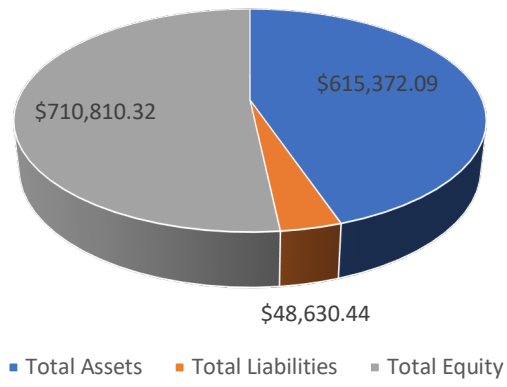




Appendix 2 to
Annex B to
ACA Board Meeting Minutes
15th February 2023

Australian Croquet Association Inc			
Balance Sheet			
As of January 2023			
Assets			
Current Assets			
Treasurer's Account	\$140,184.64		
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	\$22,064.55		
Electronic Clearing Account	(\$28,701.63)		
Stock on Hand	\$33,174.43		
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			\$615,372.09
Liabilities			
Trade Creditors		\$540.00	
Accrued Expenses		\$1,742.40	
WCF Funds		\$568.00	
Income in Advance		\$4,044.00	
Grant Liability		\$5,500.00	
GST Collected		\$23,877.21	
GST Paid		(\$17,489.90)	
PAYG and Superannuation payable		\$20,085.48	
Provision for Annual Leave		\$9,763.25	
Total Liabilities			\$48,630.44
Net Assets			\$566,741.65
Equity			
Retained Earnings		\$726,853.16	
Current Year Earnings		(\$16,042.84)	
Total Equity			\$710,810.32

Balance sheet as at 31 January 2023





Secretary's Report

Action Items from 25th January 2023 Meeting

- **Minutes of meeting** posted to website and forwarded to members – 29/1/23
- **Item 8.1.1** Gateball Tournament Regulations posted to ACA website and forwarded to NCGb for posting to Gateball Australia website – 29/1/23
- **Item 8.1.2** Treasurer's PD recovered and posted to website 31/1/23
- **Item 9.1.1** States advised of ACA reimbursement of Strategic Forum accommodation costs – 29/1/23
- **Item 9.1.2** Guidelines for Croquet Court Lighting amended to include mention of Gateball and posted to website – 29/1/23
- **Item 9.2.1** Handicapping GC Timed Handicap games - email to WCF S-G with request to forward as appropriate – 29/1/23. WCF S-G advised that request has been forwarded to WCF GCRC for decision.

Other Matters

- **2023 AGM, Strategic Discussion Forum and March Board Meeting:** VCC has been booked for 20th & 21st March 2023.
- **2023 AGM:** The agenda for the 20th March 2023 AGM and supporting documents (minutes of previous AGM and SGM, Nomination forms and Notice of Motion) have been prepared (*available for perusal in Dropbox/Directors/2023/2023 AGM/Agenda*) and will be released on 16/17 Feb 23.

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

Jim Clement
Secretary to the Board



Chief Executive Officer's Report

Items from Previous meeting

1. Administrative Officer tile – Rob has now changed this on the website and email salutation and I am in the process of reviewing the Executive Officer and Finance Officer position descriptions to consolidate this into an Administrative Officer position description. Rob will be given the opportunity to review and amend as required.
2. IT Audit – Rob has completed the IT Audit proforma and is currently liaising with IT Consultant John Orr to provide any further information to complete the process. A report will be provided to the ACA once completed.

For Decision

1. **Recommendation 1:** Refer agenda item 8.2 Management – 8.2.3 Allocation of Close Donation (Briefing Paper)

For Discussion/Updating 1. IT Projects a. Learning Management System (LMS)

- We are progressing with finalising the Learning and Development platform with John Hayes at Coaching Cohort as we have paid for this project to be completed and delivered. This will not be a typical fully integrated and functioning LMS, however, it will have the PDF coaching manuals and videos loaded onto the platform for each respective discipline and course level so we can at least have the right resources and products for our members and presenters to access in the interim for courses to be delivered.
- In time ACA will need to develop a proper integrated online LMS. This will require ACA to develop course content that is different from the manuals and includes additional/different content, activities, videos, quizzes and other interactive content. This will need to be phase two of the Learning and Development journey for ACA as this will require advice and assistance from the ASC and the Australian Sports Learning Centre to ensure the project is planned, managed and delivered as a fit for purpose digital L&D solution for ACA.

b. Member Management System and Database Project

- We have been liaising with John Hayes at Coaching Cohort and also Tidy HQ directly. The current arrangement with Tidy HQ is a third-party arrangement with Coaching Cohort which is not ideal should the arrangement with Coaching Cohort cease. John will speak with Tidy HQ about this arrangement and provide further information about a way forward that gives ACA direct control over the agreement with Tidy HQ. However, I have also requested a quote directly from Tidy HQ for ACA to have a direct agreement with them and this quotation is significantly higher than the arrangement John has in place with them currently. This does raise some red flags in terms of what ACA is getting from the third-party arrangement with Coaching Cohort and Tidy HQ.
- Following on from above and to ensure due diligence is completed with regard to a fit for purpose database and member management solution for ACA, we have also been liaising with MemberPoint and Revolutionise Sport. MemberPoint are the current website hosts for ACA and have developed and manage the BowlsLink database, member and competition management platform for Bowls Australia.

- We have had several videocalls with both Bowls Australia Staff and also MemberPoint over the past 2 weeks and they have been very helpful in sharing the functionality of this system and how it can work for ACA. In terms of aligning with the needs of ACA, the BowlsLink platform is the closest and would require only minor adjustments to cater for the scoring and competition management functionality for events and competitions.
- In addition, we have also been liaising with Revolutionise Sport who work with numerous SSOs and NSOs in Australia. The RevSport system essentially has similar functionality to MemberPoint, albeit the competition management feature may require some customisation for ACA scoring, events and competitions.
- Both systems can essentially deliver what ACA require in terms of a one stop shop for the database, member and competition management requirements for ACA. The costs for all three platforms are substantially higher than the current third party arrangement with Coaching Cohort and Tidy HQ, however, we need to fully understand the nature of this agreement moving forward should Coaching Cohort and ACA part ways. Tidy HQ could be the right platform for ACA, however, we require further information to confirm that it will continue to deliver what is required moving forward.
- Financially, the risks to ACA in parting ways with Coaching Cohort are very low, however, the reputational risks with our members in moving to another provider at this stage is something ACA will need to consider.
- We have received formal quotes from Tidy HQ, MemberPoint and Revolutionise Sport. The key points of these agreements are summarised below and the detailed proposals and quotes accompany this report.
- To ensure ACA are making the best decision for the sport at all levels, I recommend ACA engage the services of an independent IT consultant who has experience in this area to review all three platforms and provide a recommendation as the most cost effective and fit for purpose platform for ACA.
- Paul Pascoe is an independent consultant who works in this space. He ran a company called BVIT which then evolved into Sports Pulse, he has worked with Athletics Australia in this space, has consulted a few digital transitions, is involved in international sailing as a judge and IT for the Olympics and essential has spent his career in IT and digital solutions for sport.
- I contacted Paul today and he has knowledge of all three providers and their respective platforms. He is happy for me to provide him with further information so I will reach out to him more formally to provide an overview on our current position. He will be in Qld next week and we are hoping to meet and discuss how he may be able to assist us in making the right decision for the sport. I will request a proposal and quote from Paul and hopefully be in a position to provide a further update prior to the Board meeting next Wednesday.

Scope / Company	Tidy HQ	MemberPoint	Revolutionise Sport
Member database management	240 Clubs = \$36000 pa 7 States + ACA = \$33600 pa	\$22000 pa	Yr 1 = \$0 Yr 2 = \$20999 Yr 3 = \$27119 Yr 4 = \$41 398 Yr 5 = \$41 398
Competition management	N/A	\$22000 pa Discount = \$40000 pa for both	Av 5 years = \$26183 pa Av 4 years = \$32729 pa
Set up	mostly completed	\$11 500 member & comp mgt \$2800 LMS	N/A
Onboarding	\$25 000	Included	\$8850

Data migration	\$2500	Included	\$3000-\$5000
			depends on volume, quality/integrity of data
LMS/Accred. Courses	N/A	\$4500 pa	Included
Club websites	basic template included	\$250 pa	basic template included
Scoring app	N/A	\$6000 pa	POA
Admin training annual	N/A	N/A	600
Safeguarding Course + action items	\$18000	N/A	N/A
Transaction fees	1% + stripe or 3.75% + stripe	2.7% + 50c	2% + \$1.60
TOTAL	240 Clubs = \$36000 pa 7 States + ACA = \$33600 pa plus onboarding \$25000 plus data migration \$2500	\$40000 pa Club websites \$250 pa Set up \$11500 LMS set up \$4500 pa Scoring App \$6000 pa	Av 5 years = \$26183 pa Av 4 years = \$32729 pa plus \$8850 onboarding plus data migration POA

Please note: Coaching Cohort quote for Tidy HQ, LMS and ACA website with basic functionality is as follows:

Tidy HQ member management platform	\$ Yr 1 = \$3500 pa, Yr 2 = \$1500 pa , Yr 3 = \$1500 pa
LMS	\$5395 pa + \$2600 sports-plus + updates
ACA website hosting	\$4160 pa
Competition Management	N/A

2. Marketing Project

- As agreed at the January Board meeting, I have now received two additional quotes from other marketing companies to complete the re-branding project.
- The scope of the project was aligned to the one initially provided by Co-ordinate and both companies have experience in undertaking similar branding projects for other NSOs and SSOs.
- Quotes have been received from Night and Day who have done similar projects for Badminton and Taekwondo and Beyond the Break (BTB) who have worked with Squash, Water Polo and Surf Life Saving.
- Both quotes have come in under \$20K which is less than half the cost of the Co-ordinate quotation. Even considering Co-ordinate conducted an initial workshop with our members last year, these quotes are still substantially lower to deliver the same outcome for ACA.
- A summary comparison of the three proposals and quotes is provided below.
- I recommend we do proceed with one of the two new quotes from Night and Day or BTB, however, I would like to further clarify the preferred timelines for the project to align with World Croquet at start of May and the capacity of these companies to deliver within these timeframes.
- I do need to declare my conflict of interest as I did work with BTB in my previous role with Water Polo Qld. To alleviate this I would like to suggest that Pat and Max from the marketing committee be involved in these discussion to assist in making the final recommendation to the Board.

Scope / Company	Co-ordinate	Night & Day	Beyond the Break
Brand strategy/purpose	4500	6975	
Brand identity dev.	22600	3875	

Concept/variant dev	7600	5425	
Project management	7000	3100	
TOTAL	41700 + GST	19375 + GST	17 500 + GST

3. 2023 Budget

- Over the past 3 weeks Rob, Greg and myself have continued to review the budget in consultation with the various Appointed Officers as well as the Board to get the budget to as close to a break even position as possible.
- Whilst we have reduced costs across most programs and areas, including the Academy, limiting coach and referee workshops to online meetings and cancelling the face to face Board meetings in Canberra (June) and Perth (Sept), we are still a long way from a balanced budget and this is concerning.
- Earlier this week, we held a budget meeting with members of the Board and continued to refine the budget. This included reviewing event budgets and increasing event entry fees for those events that are scheduled for September onwards. As many of event entry fees for events in the first part of the year have been set and some people have already started to register for these events we cannot amend these entry fees. Whilst it is not ideal, we cannot continue to run ACA events at a loss and in most instances, event entries are only just covering the costs of the venue hire let alone the costs of officials.
- I will continue to liaise with a few Appointed Officers to review their program budgets to ensure we are delivering essential services. However, further cuts will be needed across a number of programs to continue to achieve a satisfactory budget position.
- Another area the Board needs to consider increasing is affiliation fees. Now that we have moved to quarterly invoicing, some States have already issued invoices for the first quarter instalment. However, I suggest that the Board is transparent in sharing the budget with the States to discuss increasing the ACA fee from \$32 to at least \$35 pp as soon as possible. This will require collaboration and consultation with the State Presidents at the next Heads of State meeting, ideally prior to the AGM in March.
- I should be in a position to present a final draft budget to the Board by next Weds following further consultation

4. Croquet Australia Business Name

- I spoke with Lowen Clarke today re signing over the registered business name of Croquet Australia. I discussed our plans to embark on a National branding campaign for the sport and the importance of ACA owning the name Croquet Australia. He agreed to sign the name across to us and I advised I would find out more about the process and liaise with him accordingly. He provided me with his email so I will liaise with ASIC to confirm the process and what information is required and will then walk Lowen through this process via videocall if necessary.

5. Strategy session at AGM

- I am yet to secure a Facilitator for the Strategic Planning Session following the AGM in March. However, Nick Chapman has submitted a nomination for the ACA Board and indicated he would like to attend the AGM. He also offered to facilitate the planning meeting. I am not sure how appropriate the Board think it would be for a potential Board member to facilitate the planning meeting.
- Suggest the Board discuss and provide advice as to whether or not this is something to consider or if you would prefer an independent Facilitator.

6. Meeting with AGU

- Following the meeting between the ACA and AGU held on 13 January, the ACA Board are required to follow up on the action items from this meeting and also respond to requests from a previous meeting held in August 2022.
- I have followed up the action items in relation to the selection and accreditation in relation to GM and others and have received advice and information from Ros, Bruce and Geoff to respond accordingly.
- I sent around a Flying Minute to the Board on 7 February and require at least 4 out of 6 Board members to respond before I respond formally to the AGU.

For Information

1. Communication/Liaison

We have established an ACA Bulletin as a monthly communication (or more frequently if required) to go to all States and Clubs re any relevant updates and information that we feel is relevant to communicate to our members.

2. Australian U21 Team

The planning and arrangements for the U21 Australian Team travelling to the World Championships has highlighted some gaps in our planning process, communication and duty of care around Teams representing Australia travelling overseas or even competing in Australia. This is particularly relevant when these participants are minors. Some of the gaps appear in the following areas and some of these processes were implemented for the recent tour while other processes/procedures/policies may need to be developed for future events/tours:

- Notification process and template for advising selected players and also reserve/back up players
- Collating correct contact details for all selected players and/or parents where they are minors
- Communication and liaison with players and/or parents
- Requirement for contact details, basic medical information and/or parent/guardian details
- Uniform orders and requirements (need to ensure ample stock and sizes available)
- Appointment process for Team Managers/Doctor as required
- Clarification of uniform requirements when playing and attending official functions
- Appointment process for the Flag Bearer – need to formalise a policy
- PDs for official Team Managers
- Agreements for players and officials representing Australia
- General communication from CEO congratulating players and wishing them luck



Melanie Woosnam
CEO
Croquet Australia



Administrative Officer's Report

Items from Previous meeting 25th January

6.2. Business Arising from the Finance Report: Resolved to pay the following honorariums: Peter Freer (Events) \$500, Kah Yang Loke (Treasurer) \$1000, Jim Clement (Treasurer) \$3000.

Honorariums have all been paid as requested.

8.1.3.1 Administrative Officer — Change of Title.

Change has been made to reflect the title change on the website and email signature block. For Information

Audit

Documentation has been finalised for the 2022 Audit and passed onto Assurance Matters for processing. To be finalised by the end of February.

Governance

Amendment to the ACA Constitution which was approved at the Special General Meeting on the 7th of December, has been sent onto Canberra Access. Confirmation of lodgement has yet to be received.

Events

GC President's Eights

GC President's Eights is scheduled to begin on Friday 10th of February. 56 Expressions of Interest were received with a final field of 48 (4 men's and 2 Women's Eights) to contest the event.

AC Men's and Women's

Entries have opened for the AC Men's and Women's Singles to be held at Cairnlea in March. At this stage we have received 27 entries for the Men's event and 28 for the Women's Event. The event flyer will be distributed this week which will immediately increase the entrants.

Ricochet Open

The inaugural Ricochet Open will be held at Tempe CC in April. Currently we have received 5 entries for the Singles and 3 pairs for the Doubles.

GC open

Entries have been flowing in for the GC Open to be held at Cairnlea in May. Currently we have received 16 entries for the Singles and 6 pairs for the Doubles.

Complaints Officer

No further complaints have been received since the January report.

A handwritten signature in black ink, appearing to read 'Rob Murray', written over a light blue horizontal line.

Rob Murray
Administrative Officer
Croquet Australia



Australian Croquet Academy Report

The Australian Croquet Bulletin

I am producing this new form of communication that will be used in conjunction with the Online Quarterly Magazine. Editions will be released when needed to get information to members regarding events coming up, announcements and good news stories. The first edition will be launched on the 10th of February and be distributed through email and social media.

Member Management Platform and Website

I have been working with Mel and Rob reviewing all platforms and functionality. Have participated in a number of zoom calls with key stakeholders and provided detailed summaries of actions needed to be completed. Mel will now lead this Project.

Learning Management Platform

Coaching Cohort are now in the process of making all the necessary changes so the resources can go live. All coaching skills videos have been updated and are ready to be loaded on the new platform.

University of Queensland Project

Students will be providing the ACA with a research proposal to develop a national online handicapping system. This will be an 8-week project. Golf Australia and Bowls Australia are also assisting with this Initiative.

Youth Training Program

Work will continue on the Manuals once the graphic design and formatting quotes have been approved. Barb Piggott and I will provide all State Coaching Coordinates and the Under 21 National Coordinator a draft to review before it is signed off. A supplier to provide schools with suitable sporting equipment has been identified and are ready to service our needs.

Youth Training Videos

Murray Tinker and I are working on the additional videos needed for the Youth Training program.

Marketing

Currently working with Mel and Rob to review all providers, proposals/quotes to rebrand and promote our Organisation. The Schools Sports logo will be part of this exercise. Mel will now lead this project.

Sport Community Update

When the Member Management Platform goes LIVE all members will have access to the Club Community online training and resource hub with unlimited logins for ACA affiliated clubs to access their entire website content. This includes checklists, guides, eBooks, video tutorials and templates.

World Croquet Day

A new World Croquet Day Promotional video will be made available to all clubs to help promote this special event. Additional resource's will also be made available in the upcoming National online magazines and Bulletins. Any club wanting ideas or assistance please contact the Australian Croquet Academy.

Social Media

Continues to see an increase in activity. Anyone wishing to have their information or stories shared on social media please contact the Australian Croquet Academy.

Budget Savings and Admin support

Have been working with Mel and Rob Identifying opportunities and assisting wherever needed.

Under 25 Donation App Proposal

A separate paper has been submitted to the ACA Board for approval. The concept is to set up a donation App through the Australian Sports Foundation so money can be allocated to our under 25 players when needed.

Example: To enter and travel to/from events.

The CEO / ACA Board would decide how this money would be distributed.

Example: Five Australian representatives are playing in the U21 World Championships in NZ. All participants could receive an equal share of the donations made after a certain date.

All donations made will be Tax Deductible.