



BOARD MEETING MINUTES

Tuesday, 21st March 2023 at VCC, Cairnlea commencing at 09:30 AEDT.

1. Attendance:

- 1.1. **Directors:** Jim Nicholls (Chair), Max Kewish, Barbara Northcott, Pat Habner, Claire Keating, Sarina Cevaal-Hewitt* ^b, Nick Chapman* (*via Zoom, ^b no Director ID, not eligible to vote)
- 1.2. **Officers:** Jim Clement (Secretary), Melanie Woosnam (CEO)

2. Opening: Jim Nicholls opened the meeting at 8:44, welcoming all in attendance.

3. Appointments: Jim Nicholls was nominated and elected unopposed as Board Chair, Max Kewish as Deputy Chair. Agreed that Jim Nicholls, Barbara Northcott and Nick Chapman serve two year terms, with Max Kewish, Pat Habner, Claire Keating and Sarina Cevaal-Hewitt to stand down and be eligible for re-election in 2024.

4. Declaration of Directors' Interests:

- Max Kewish – President, Croquetwest
- Pat Habner – President, CAQ
- Claire Keating – Treasurer, VCA
- Nick Chapman – Director of sponsoring company

5. Adoption of Minutes of Previous Meeting:

- 5.1. **Business Arising From Minutes of Previous Meeting:** Resolved that the minutes of the meetings held 15th February 2023 and 14th March 2023 be accepted as true and accurate records.

5.2. Ratification of Circular Resolution/s:

- 5.2.1. **WCF Topic 123 - Acceptance of Mexico as an Associate Member:** The Board resolved to vote in favour of Mexico as an Associate Members of WCF. WCF S-G was notified on 22nd February 2023 and advised, on 10th March 2023, that Mexico had been accepted as an Associate Member by 43 votes to 0.
- 5.2.2. **WCF 2023 O50 GC WC – Appointment of TM:** The Board resolved to appoint Chris Clarke as TM of the 2023 WCF O50 GCWC. Chris and others who expressed interest were informed on 24th February 2023 and WCF signified its endorsement on 7th March 2023.
- 5.2.3. **ACA Rebranding:** The Board resolved to accept the quotation from Beyond the Break for the marketing project.
- 5.2.4. **Access to Academy Material:** The Board resolved that Academy material should be password protected.
- 5.2.5. **2023 AGBC – Invitation of Pakistan:** Resolved that an invitation to the 2023 Australian Gateball Championship be extended to Pakistan. **Action: NCGb**

Resolved to ratify the above Circular Resolutions

6. Compliance Matters: extract from Compliance Calendar attached at Annex A

- 6.1. **Appointment of Committees & Officers:** These appointments are mostly deferred while the CEO review Terms of References, but the Board resolved to appoint Barry Haydon & Jennifer Brand to the GC Selection Committee.

The Board resolved to appoint Claire Keating as Treasurer, to add her to the signatory list for all accounts and to remove Kerri-Ann Organ as a signature to the Commonwealth Bank accounts.

7. Finance Reports:

7.1. **Treasurer's Report:** Not available

7.2. **New Club Grant:** Resolved to pay the New Club Grant to Hyden Lions Club Inc. **Action:AO**

8. Correspondence:

8.1. Inwards

8.1.1. 28 Feb 23 from Access Canberra re acceptance of amended Constitution

8.1.2. 20 Mar 23 from Jim Clement – resignation from Secretary position.

8.1.3. 20 Mar 23 from M Clarke – re lawns at NTCC

8.2. Outwards

8.2.1. 3 Mar 23 to AGU re action items from 13 Jan 23 meeting

8.2.2. 14 Mar 23 to WGU re AGU correspondence

9.3 **Business Arising:** CEO to write to NTCC regarding lawns at the facility. **Action: CEO**

9. For Decision:

9.1. Governance:

9.1.1. **Governance matter:** Matter for the Board.

9.1.2. **National Gateball Coordinator & National Gateball Referee Committee ToRs:** Resolved to accept the revised Terms of Reference for the National Coordinator of Gateball and the National Gateball Referee Committee.

9.1.3. **NCGbR Expenses:** The Board approved payment of the 2022 NGC expenses to be paid from the 2023 Gateball budget.

9.2. Management:

9.2.1. **Board Calendar:** The Board calendar was reviewed and amended. Copy in Dropbox.

9.2.2. **ACA U21 GC GM Entrants Reimbursement:** All GM entrant reimbursements have been paid, still waiting for a reimbursement submission for an entry to NZ U21 Championships.

9.2.3. **Gateball Scores Naming Conventions:** Resolved to accept the proposed naming conventions, with Gateball Tournament Regulations to be amended. **Action: CEO/NCGb**

9.2.4. **Appointment of Auditor:** Resolved to adopt the Assurance Matters quotation and to appoint Assurance Matters as the auditor for 2023. **Action: CEO**

9.2.5. **Appointment of Gareth Bushill:** Resolved to confirm Gareth Bushill's appointment to conduct an audit into national database requirements.

Action: CEO

9.3. Events:

9.3.1. **2023 WCF O50 GCWC:** CEO to review wording of SCS submission and to talk to WCF S-G regarding any restrictions on sponsorship. **Action: CEO**

10. For Discussion:

10.1. Governance

10.1.1. **Member Registration Policy:** should there be a requirement for players to register in State where they are primarily domiciled? To be put to next Heads of States meeting.

Action: CEO

10.2. Management

10.2.1. **Coaching Matters:** The Board resolved that accredited officers and coaches are free to use material from ACA coaching manual & website and are free to distribute to those that they are coaching. **Action: NCC**

The Board resolved that accredited coaches could coach at non-affiliated venues and log such coaching into their record. **Action: NCC**

10.2.2. **Possible Complaint:** Chair to speak to player concerned.

10.2.3. **WHS Checklist for Clubs:** Agreed that this be made available on Academy website.

11. For information:

11.1. Governance

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

11.2. Management

11.2.1. **CEO's Report:** Attached at Annex C

11.2.2. **AO's Report:** Attached at Annex D

11.2.3. **Academy GM's Report:** Attached at Annex E

Committee Minutes Received: 10 Mar 23 National Member Database NSW Project Audit Meeting,

12. Next Meetings: 19th April 2023 @ 18:00 AEST via Zoom

13. Close: The Chair closed the meeting at 12:32 AEDT

Attachments:

- Annex A – Compliance Matters
- Annex B – Secretary's Report
- Annex C – CEO's Report
- Annex D – Administrative Officer's Report
- Annex E – Academy General Manager's Report



Annex A to
ACA Board Meeting Minutes
21st March 2023

Item 5 – Compliance

Extract from Compliance Calendar for period Mar-Jun 23

Date	Subject	Action	Reference	Who
At AGM	Governance	Check Director ID	ABR	Secretary
Within 1 Month of 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
	Management	Change Financial Account Signatories, as Req		Board
By end Jun	Incorporation	Submit Annual Return	Associations Incorporation Act	AO

Jim Clement
Secretary to the Board



Annex B to
ACA Board Meeting Minutes
21st March 2023

Secretary's Report

Action Items from 15th February 2023 Meeting

- **Minutes of meeting** posted to website and forwarded to members – 16/2/23.
- **Item 8.3.2** Chris Clarke's Eol as TM for the WCF O50 GCWC was received and put to the Board as a Circular Resolution and approved. Chris and others who submitted Eol were notified on 24/2/23. WCF S-G advised the MC's endorsement of the appointment 8/3/23.
- **Item 8.4.1** The ACA/CTas bid document to host the 2025 WCF GC TWC, Tier 1 was forwarded to the WCF S-G on 17/2/23.

Other Matters

- **2023 AGM:** The agenda for the AGM and supporting documents (minutes of previous AGM and SGM, Nomination forms and Notice of Motion) were forwarded to members 18/2/23 and the agenda amended on 27/2/23 to reflect Jim Nicholls' eligibility for re-election.
- **21st March 2023 Bord Meeting:** I will ensure that there are copies of the Board Meeting Papers available for newly elected Directors.

Jim Clement
Secretary to the Board



Chief Executive Officer's Report

Items/Actions from Previous meeting

1. Adala Studios engaged to finalise **Youth Training Manuals**
2. Reply sent to the **AGU** on Friday 3 March advising on recommendations. ACA advised AGU we would no longer engage with the AGU due to recent actions and communications.
3. A **Financial Compliance Register** has been developed and the Administrative Officer will attach and complete as part of his report each month.
4. CEO to review **Academy and NCC ToRs**.
5. CEO advised Academy GM that ACA would only have **one donation app** and that we need to publicise this more broadly.
6. ACA has **reimbursed all U21 players** for travel and accommodation to attend the ACA Gold Medal event.
7. **Strategic Discussion Forum** – Laura Giblett from the ASC Governance and Organisational Enhancement Team will be facilitating the ACA planning session at no cost to ACA.
8. Gareth Bushill has been engaged as an **IT Advisor for the national database project**. Gareth has completed an initial assessment of the platform and has now commenced the audit process.
9. Following an interview process, **Beyond the Break** was appointed as the preferred company to deliver the **marketing and rebranding project**.

For Decision

1. **Recommendation 1:** The ACA Board approves the revised TORs for the NCGB and also the NRC (refer briefing paper and marked up documents in Dropbox).
2. **Recommendation 2:** The ACA Board approved the contract to engage Gareth Bushill as the IT Advisor in relation to the National Database Project (refer to contract in Dropbox)
3. **Recommendation 3:** The ACA Board approves Moorabinda Croquet Club to engage Sponsorship & Consulting Services (SCS) in a commercial agreement for the provision of sponsorship and consulting services in support of the 2023 Over 50s World Croquet Championship.
4. **Recommendation 4:** The ACA Board to consider a governance matter.

For Discussion/Updating 1. Gateball Referee Reimbursement

- ACA have received a request for reimbursement for expenses for expenses relating to the 2022 AGC.
- As ACA have closed the books for 2022, any reimbursement for GB will need to come from the 2023 Gateball budget.

2. IT Projects a. Learning Management System (LMS)

- John Hayes has provided a draft of the new LMS platform. Greg and Barb are currently reviewing and testing the platform prior to us doing a final review via videocall.
- We may need to rethink how these videos are hosted and if in fact we do want them behind a secure login as this may become a costly exercise. We are still exploring options here.
- We hope to be able to launch the new LMS before the end of March 2023.

b. Member Management System and Database Project

- As you are aware, the ACA engaged Gareth Bushill (GB) as our IT Advisor for the national database project.

- GB has now signed a Service Level Agreement to conduct an audit of the Tidy HQ system (refer attached SLA and project scope).
- GB has conducted the first audit with NSW and the outcome is not looking favourable at this stage.
- GB has the audit meeting scheduled with VIC on Friday 17 March. Tasmania were the only other State to respond to the audit request and they seem reasonably happy with the system as they started from a zero base and have had direct liaison with John Hayes as he lives in Tasmania.
- Will await the audit with VIC before presenting anything further to the Board.

3. Marketing Project

- Beyond the Break have been engaged as the preferred company to deliver the marketing rebranding project.
- A contract has been circulated to the Board for review and signing.
- BTB have been provided with existing planning information.
- The first forum will be conducted on Thurs 16 March. ACA are liaising with BTB re the presentation and next phases of the project, including the number and composition of the focus groups and broader member survey.

4. 2023 Budget

- Last week the Finance Committee reviewed the ACA event budget which is the only outstanding element of the budget to be confirmed.
- The Committee reviewed all costs related to ACA events and agreed on a daily rate to apply which would cover all fixed costs as well as an allocation towards variable costs which is quite conservative.
- It was also agreed that as Peter Freer has promoted all ACA events and advertised the event entry up until May this year, that ACA can only apply any changes to event entry fees to events from 1 July onwards and also the State Team events being the Eire Cup and Inter-State Shield.
- The updated budget will be provided to the Board to review along with the Audited Financial Statements for the Board videocall scheduled for Tues evening 14 March at 6pm AEDT/5pm AEST.

5. Croquet Australia Business Name

- Have not had a response to emails sent of 10 Feb advising detailed instructions how to sign across the Croquet Australia business name to the ACA.
- Further calls, sms messages and follow up emails were sent advising CEO will be in Melbourne and if it was possible to meet to sign over the name.
- Failing this we do have an option to approach ASIC and request the name be released to the ACA which may take a little longer but may be our only option.

6. Strategy session at AGM

- Laura Giblett from the ASC Governance and Organisational Enhancement Team will be facilitating the ACA planning session at no cost to ACA.
- Michael Fox from the ASC Participation Team will also be attending and has great experience and insights working with other NSO's on their participation planning.
- ACA has provided Laura with copies of the WCF, ACA and State Association Strategic Plans and other relevant planning information.
- Laura may look at doing a brief pre-planning survey with the attendees but will likely conduct a post planning session survey with members. She will be conducting a Mentimeter session at the planning day which is interactive presentation software that facilitates surveying of the audience in real time.
- The agenda was circulated to the Board, Heads of State, Appointed Officers and Staff on 1st March.
- Some Appointed Officers will be attending via Zoom so we should have a good representation of people at the planning session.

For Information

1. WCF Over 50s Golf Croquet World Championships

- ACA have sent two separate letters to Anika Wells – Minister for Aged Care and Minister for Sport in late 2022 and early 2023.
- No responses received to these letters. Jim N then provided an alternate email for Minister Wells and ACA then received a response from Federal Office for Sport – Major Events Department.
- Videocall with Assistant Director and Officers from the Office for Sport who suggested a few items for ACA to consider in order to make another approach to the Minister which may be more targeted in terms of maximising our opportunities for funding and/or in kind support.
- In particular the Federal Government are very focused on legacy/leveraging opportunities from events and the physical, health, economic, diplomatic and social outcomes from event hosting, ie. gender equity, participation, sustainability etc
- They have provided us with a form to complete which is heavily focused on numerical data which they use for assessing any requests for Ministerial consideration.
- They have also provided details for the International Event Co-ordinator Network which may be a good support for information and/or visa assistance in relation to the event. I have also passed this onto Ros for the AGCs.
- Overall a positive discussion and enabled ACA to engage with another level and department of Federal Government which is important.

2. ACA National Tournament Directors/ Tournament Management Course

- ACA need to develop a National Tournament Directors and/or Tournament Management Course and associated resources that can be delivered as a consistent ACA course across the country.
- We are aware that there are a few good Tournament Director resources currently being used in Vic, Qld, NZ and also the USA.
- The ACA have proposed to form a Working Group to review the current resources that exist in this area with the view to taking the best content and/or creating new content as required to create a National Tournament Director or Tournament Management Course and associated ACA resources.
- There are a number of very experienced and suitably qualified people within the States who may be interested and available to sit on such a Working Group.
- ACA have requested States to nominate up to 3 people who they feel have the expertise, knowledge and understanding to be part of a National Working Group and who could contribute positively to the development of such a course and associated resources.
- Ideally, ACA would like a diverse group of no more than 5 people with both genders represented.
- The Terms of Reference for this Working Group are being developed and will be circulated shortly.
- States are required to submit EOIs to the ACA Administrative Officer by COB Friday 24 March, 2023.

3. ASC/Sport AUS meetings

- CEO and ACA Staff have met with representatives from the ASC/Sport AUS in relation to participation funding and initiatives.
- Met with Sue McGill the Director of Participation Growth on 24 Feb about funding, product development and participation plans.
- ACA have been invited to be a part of the National Participation Leaders Network and CEO attended the first meeting yesterday which was very interesting.
- ACA have also been invited to attend the annual National Participation Conference on 6-7 June
- In order to be considered for funding ACA need to be more connected and visible with the ASC/SA

- Whilst there is an opportunity for unfunded sports to be considered for funding, there are only 2 pools of funding that ACA may be eligible for – a competitive participation program (best opportunity) and participation growth funding which is non-competitive and a fixed amount.
- ASC are currently reviewing their National Participation Strategy so these funding programs are on hold at present
- ACA will be required to develop their own national participation plan linked to our overall strategy and hence why we have a member from the ASC Participation Team attending our planning session
- ASC funding is also allocated on a financial year so we would need to be prepared and organised to apply once the funding programs have been reviewed

A handwritten signature in blue ink, appearing to read 'M. Woosnam', with a long horizontal flourish extending to the right.

Melanie Woosnam
CEO
Croquet Australia



Administrative Officer's Report

Items from Previous meeting

5.1 Compliance Calendar

5.1 Agreed that financial matters (BAS, Insurance payments, etc) be added to the Calendar.

Calendar has been updated to include BAS. See attached for updated version.

For Information

Audit

2022 Audit is complete and ready to presented to the members at the AGM.

Governance

BAS has been submitted and paid for the Oct-Dec 2022 quarter.

Events

Ricochet Open

The inaugural Ricochet Open will be held at Tempe CC in April. Currently we have received 6 entries for the Singles and 5 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 33 entries for the Singles and 14 pairs for the Doubles.

Complaints Officer

No further complaints have been received since the February report.

A handwritten signature in black ink, appearing to read 'Rob Murray'.

Rob Murray
Administrative Officer
Croquet Australia



Annex E to
ACA Board Meeting Minutes
21st March 2023

Australian Croquet Academy Report

The last 4 weeks have been extremely busy, and a lot of work has been completed behind the scenes.

ACA weekly Staff meetings are also identifying a number of tasks and questions that need to be actioned/answered.

Below is a summary of actions the Academy General Manager is currently working on:

University of Queensland Project

Last week we met with the Students at Queensland Uni who will be doing the national handicapping project. This working group will provide the ACA Board with a proposal.

Youth Training Program

The manuals are currently being worked on by a graphic designer. When completed we will then have another key component finished for SportAus to sign us off as a school sport.

Member Management Platform

Currently working with Mel, Gareth, and Rob with the resource's component of this project.

Sports Community

Conducted a live podcast on Grants and Sponsorship that can be seen on the Australian Croquet Facebook page.

Grant opportunities for Victoria were also communicated.

Learning Management Platform

A new platform has now been built. This platform will go live after it has been reviewed and tested

The Summer Edition of the Australian Croquet Online magazine

A page-by-page summary has been completed and I am currently in the process of gathering the content. This next edition will be available in April.

The last edition had 133 views via the ACA website. Stats for the flip page version were unavailable at the time of writing.

This will improve dramatically when we have a National Member Management Platform.

Social Media

The activity has steadily increased, with more people engaging each week.

Annual Report

Has been completed



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