



BOARD MEETING MINUTES - SUMMARY

Wednesday 19th April at 6pm AEST via Zoom

1. Attendance:

- 1.1. **Directors:** Jim Nicholls (Chair), Max Kewish, Barbara Northcott, Pat Habner, Nick Chapman, Claire Keating, Sarina Cevaal-Hewitt
- 1.2. **Officers:** Melanie Woosnam (CEO)

2. Opening: 6.01pm

3. Declaration of Directors' Interests:

- Max Kewish – President, Croquetwest
- Pat Habner – President, CAQ
- Claire Keating – Treasurer, VCA
- Nick Chapman – Director of sponsoring company
- Sarina Cevaal-Hewitt – Secretary & Treasurer, Twin City Croquet Club

4. Adoption of Minutes of Previous Meeting:

4.1. Business Arising From Minutes of Previous Meeting:

4.1.1.ACA Board Meeting 21 March 2023

- **RESOLUTION:** The Board resolved that visiting overseas coaches that are non-ACA accredited coaches could not coach at affiliated venues without ACA approval and the relevant WWCC and/or WWVP approvals that satisfies the relevant State legislation.
- **RESOLUTION/ACTION:** The Board resolved to develop a definition for coaching and/or mentoring.
- **ACTION:** MW – ACA to seek clarification from Regional Insurance Brokers re non-accredited coaches.
- **RESOLUTION:** Board resolved to approve the minutes from 21 March 2023 with the above amendments.

4.1.2.ACA Special Board meeting 4 April 2023

- **RESOLUTION:** Board resolved to approve minutes from 4 April 2023

4.1.3.Review 2023 Rolling Action List

4.1.4.Refer to Resolutions Register as at 21/3/23 (now incorporated into Rolling Action List)

4.2. Ratification of Flying Minutes:

4.2.1.Refer to List of Flying Minutes March/April 2023

- **RESOLUTION/ACTION:** Board resolved to discuss at the next Heads of State meeting. Agenda item Are any States having concerns in relation to players living in one State and registering/ playing/ representing another State.
- **RESOLUTIONS/ACTIONS:** Board resolved to approve the Flying Minutes for March/April 2023.

5. Compliance Matters:

5.1. Refer to Compliance Register

- **RESOLUTION/ACTION:** Board resolved for CEO to review requirements for Workers Compensations for staff in ACT and Qld.
- **ACTION:** MW to add the governance & management compliance items and create a consolidated compliance register.



Annex C to CEO Report
ACA Board Meeting Minutes
19th April 2023

6. Finance Reports:

6.1. Treasurer's Report: Refer to financial reports:

6.1.1. Profit and Loss

- **ACTION:** MW & CK – will draft and send an email re affiliation fees to States by Friday 21 April

6.1.2. Balance Sheet

6.1.3. Aged Receivables

- **ACTION:** MW to follow up Aged Receivables with RM.

6.1.4. Aged Payables

6.1.5. BT online statement

- Suggest Finance Committee need to review the ACA investments and make a recommendation to the Board.
- **RESOLUTION:** Board resolved to approve the March 2023 Financial Reports
- **RESOLUTION/ACTION:** Board resolved to establish a Finance, Audit, Risk and Management (FARM) Committee as a matter of priority and recruit people with the requisite experience and skill set. MW and NC to develop TORs for FARM and advertise for Committee Members before end of May to convene in June. Consider Chair as an ex-officio.

7. Correspondence:

7.1. Inwards - noted

7.1.1.20 March Email from Lowen Clarke acknowledging ACA email dated 10 Feb and 13 March advising he has a suggested outcome re transferring Croquet Australia business name to ACA and will be in touch soon.

7.1.2.27 March Email from Genevieve Newton – Executive Assistant/Diary Manager to Minister for Aged Care and Minister for Sport – Hon Anika Wells requesting time for a meeting and to contact Amber Setchell – Deputy Chief of Staff and Sports Adviser after 3 April.

7.1.3.23 March Email from Debbie Lines S-G WCF requesting information re WCF O50s GC WC Qualifying tournaments

7.1.4.29 March Email from Laura Giblett from ASC with notes and actions from ACA strategy planning session held on 20 March at Cairnlea

7.1.5.31 March Email from the ASC re Recognition Agreement expiry at end June 2023 and granting of recognition from 1 July 2023 to 30 June 2024 and opportunity to apply for 4 year Recognition agreement. Requirement to become a company limited by guarantee prior to June 2024.

7.1.6.4 April Email from Debbie Lines requesting representatives to attend a meeting to discuss 2026 MacRob Shield.

7.2. Outwards

7.2.1.27 March Email to Genevieve Newton – Executive Assistant to Minister Wells advising ACA will contact Amber Setchell after Easter

7.2.2.11 April Letter to Bruce McAllister thanking him for his time in role as NCRGB and outlining this role will now fall under NCGb, handover process and documents required.

7.2.3.13 April Email to Debbie Lines S-G WCF providing information re the WCF O50s GC WC Qualifying information

- **RESOLUTION:** Board resolved to accept the inwards and outwards correspondence for March/April.

8. For Decision:

8.1. Governance:

8.1.1. Approve Gateball Australia Selection Policy

- **RESOLUTION/ACTION:** Board resolve to approve this document and we review the Selection policies of all codes and have consistency across key principles of all policies



Annex C to CEO Report
ACA Board Meeting Minutes
19th April 2023

where required within 3-6 months. CEO to advise NCGb and upload to websites and distribute as required.

8.1.2. Approve updated Selection Committee TORs

- **RESOLUTION:** Board resolve to approve the updated Selection Committee TORs. Advise NCGb and upload to websites and distribute as required.

8.1.3. Approve Sue Beatie as a member of the GC Selection Committee (refer attached bio)

- **RESOLUTION:** Board resolve to approve Sue Beattie as a GC Selection Committee. RM to advise Sue of appointment.

8.1.4. Approve proposal from Lowen Clarke to transfer the business name Croquet Australia to the ACA.

- **RESOLUTION/ACTION:** Board resolved to accept the proposal from Lowen Clarke and include the statement in next edition of the newsletter. Business name to be transferred in next 2 weeks and include in newsletter once transfer is officially completed/confirmed by ASIC.

8.1.5. Consider Gateball Australia position

- **RESOLUTION/ACTION:** Board resolved for ACA to take actions to protect the GA and Gateball brand via correspondence and work on providing better value, marketing and experience for Gateball community within financial delegations.

8.1.6. Confirm date for next Heads of State Meeting. Discussion items to include:

- National database
- Registration issues
- Non-accredited coaches
- Next steps in strategic planning project
- Other TBC
- **RESOLUTION/ACTION:** Board resolved for CEO to set a date for next meeting with the Heads of State.

8.1.7. Approve ACA commencing steps to become a company limited by guarantee as per ASC Recognition Update correspondence.

- **RESOLUTION/ACTION:** Board resolved for the ACA to take necessary steps to become a company limited by guarantee. CEO to seek advice from the ASC.

8.2. **Management:**

8.2.1. **National database project:** Recommend to accept the Audit Report from Gareth Bushill not to proceed with Tidy HQ and form a Working Group Chaired by Nick Chapman to confirm requirements /specifications for a national database and prepare a Request for Proposal (RFP)(Refer to CEO Report).

- **RESOLUTION/ACTION:** Board resolve to establish a Working Group to confirm requirements /specifications for a national database and consult with States as to their requirements and prepare a Request for Proposal (RFP). Nick Chapman to Chair the Working Group and NC and MW to develop TORs for the Working Group.

8.3. **Events:**

8.3.1. **ACA:**

8.3.1.1. **2023 ISS events.** ACA Board to endorse John Doepel as the TM and Basil Ladyman as TR.

- Peter Freer suggested sending an Assistant TM to prepare for the 2024 event. MW concerned over the costs and who covers travel and accommodation as it is not in the budget (return flights and 9 days accommodation – approx. \$3K)
- **RESOLUTION/ACTION:** Board resolve to approve John Doepel as the TM and Basil Ladyman as TR for the 2023 ISS.



Annex C to CEO Report
ACA Board Meeting Minutes
19th April 2023

- **RESOLUTION:** Board resolve that CAQ pursue other funding options to support the attendance of an Assistant TM at the 2023 ISS.

8.3.1.2. **2023 Eastern & Western Qualifier Events.** ACA Board to endorse Roger Jakeway as TM and Brian Hadley Assistant TM and Basil Ladyman as TR for Western qualifier. For Eastern Qualifier - Kevin Beard as TM and Janet Dickenson as Assistant TM (Katrina Peterson we be a back for both positions) and Jim Clement recommends John van der Touw as TR (refer minutes of meeting)

- **RESOLUTION/ACTION:** Board resolve to approve the appointments for the Eastern and Western Qualifiers. ACA to notify the relevant people of their appointments.

8.3.2. **WCF:** NIL

9. For Discussion:

9.1.1. **Governance:** Appointment of an ACA Secretary

- **RESOLUTION/ACTION:** Board resolve to distribute an EOI for the position of ACA Secretary using the updated ACA Secretary TORs. CEO to prepare and distribute an EOI.

9.1.2. **Director ID:** Confirm status of Director ID for Sarina Cevaal-Hewitt. Sarina's Director ID has been received (036 387 984 154 249) and Sarina will forward a copy of the official notice to ACA once received. Confirm Sarina's Director ID number in minutes.

- **RESOLUTION:** Board resolved to endorse Sarina Cevaal-Hewitt as a voting ACA Director.

9.1.3. **Financial Account Signatories:** Claire Keating and Jim Nicholls to complete CBA form

- **ACTION:** Rob to provide Claire and Jim with form for completion and signing so it can be lodged with CBA.

9.1.4. **ACA Investments:** Jim suggested the Finance Committee should consider recommending to the Board a transfer of the BT investment funds to the MLC fund.

- **RESOLUTION:** Finance Committee to review the ACA investments and make a recommendation to the Board.

9.1.5. **Academy TORs and Position Description (PD):**

- **RESOLUTION/ACTION:** Board resolve to form a committee to review the Academy TORs. Composition of committee to be SCH, BN, MK and MW.

9.1.6. **Naming of Australia Teams:** Refer to email from HPM GC – Marty Clarke.

- **RESOLUTION/ACTION:** Board resolved for Marty Clark to submit a proposal to the Board. CEO to request a proposal from Marty.

9.1.7. **ACA Scholarship Program:** Refer to email from NCRGC Jim Clement.

- **RESOLUTION/ACTION:** Board resolved to reinstate scholarship funding on basis it is still available. CEO to check if scholarship funds are still available and if so, advise accordingly.
- **RESOLUTION/ACTION:** Board resolved that Jim Clements is to provide a recommendation to the Board re the referee for the WCF Women's World Championship. CEO to contact JC.

9.1.8. **Incident Report Form:** Refer email from Regional Insurance Brokers.

- **RESOLUTION/ACTION:** Board resolved for CEO to develop a consistent National Incident Report Form and distribute to all States and Clubs and make available under the insurance section of the website.

9.2. **Management:**

9.3. **Events:**

9.4. **WCF:**

9.4.1. ACA have asked Peter Landrebe, Kevin Beard Stephen Forster to be ACA representatives to attend the 2026 MacRob meeting to be convened by WCF.



Annex C to CEO Report
ACA Board Meeting Minutes
19th April 2023

10. For information:

10.1. Governance:

10.2. Management

10.2.1. **CEO Report:** Refer below

10.2.2. **AO's Report:** Refer below

10.2.3. **Academy GM's Report:** *Not available this month*

10.2.4. **Projects Update:**

10.2.5. **Committee Minutes Received:** WCF O50s GC WC Qualifying Events Meeting Minutes

10.3. **Events:** Ricochet Open Doubles (15-16 April) and Open Singles (17-19 April) at Tempe NSW

10.4. **WCF:**

11. **Next Meetings:**

Thursday	18 May 2023 @ 6pm AEST via Zoom
Wednesday	21 June 2023 @ 6pm AEST via Zoom
Wednesday	19 July 2023 @ 6pm AEST via Zoom

12. **Close:** 9.18pm



1. Chief Executive Officer's Report

Items/Actions from Previous meeting

1. Refer to Action List and Project List Update

For Discussion/Updating

1. Learning Management System (LMS)

- John Hayes has provided a draft of the new LMS platform. Greg and Barb Piggott are currently reviewing the platform prior to us commencing testing with the State Coaching Co-ordinators

2. Member Management System and Database Project

- ACA's Audit Advisor - Gareth Bushill has provided a report re the Tidy HQ platform
- Recommendation to accept the report from Gareth not to proceed with Tidy HQ and consider establishing a Working Group Chaired by Nick Chapman to confirm requirements/specifications for a national database for ACA and the States and prepare a Request for Proposal (RFP).
- Gareth's suggested next steps from his report are summarised below:
 - ACA to define its business requirements. From that will follow its technical requirements on the platform. The technical requirements of ACA should be combined with requirements solicited from each of the States.
 - These should all go into a consolidated RFP to be distributed to States, so each State has the opportunity to provide an RFP response if they wish. Once the RFP is updated and signed off ACA can tender for providers.
 - Any solution should be properly tested before it is formally accepted.
 - We now have copies of two National Database RFP documents from Little Athletics Australia and Basketball NSW that we can use as a guide (saved in Dropbox)

3. 2023 Budget

- The Gateball budget has now been revised.
- Meeting with the Events and Tournament Committees to review event entry fees which may impact the budget.
- Once these amendments have been made to the budget I will circulate to the Board for review and approval.

4. Marketing Project

- Beyond the Break (BTB) have completed the Brand Perception survey and over 180 responses were received and approx. people expressed an interest in being a part of the focus group sessions.
- BTB will arrange an additional focus group to accommodate a portion of these people during the first week of May.
- States have asked for the list of people so they can identify the people they feel will add the most value to this additional focus group.
- Most of the focus groups have been conducted with the Club focus session scheduled for Weds 19 April
- Next phase of the project will involve Audience analysis and a design phase



5. Croquet Australia Business Name

- Lowen Clarke responded to my previous emails on 20 March advising he had a suggested outcome in relation to my request for him to transfer the business name Croquet Australia to the ACA.
- As I have not received a response, I have advised him that unless I receive a reply and satisfactory outcome before Weds 19 April, the ACA will proceed with requesting ASIC that the name be signed across to the ACA as we are using it as our Trading Name.

6. Strategy session at AGM

- The States have been sent the information from the Strategy planning session that was held on Monday 20 March following the AGM.
- The suggested next steps for the Whole of Sport strategy planning project include:
 - Convene a meeting with the Heads of State to discuss next steps and appetite to develop a Whole of Sport Strategy with a national vision and set of values, seek alignment with planning periods across ACA and States
 - Develop a Survey to send to States, Clubs and Members to gain additional feedback and confirm common themes
 - Establish a Strategy Working Group with clear Terms of Reference with National, State, Club and Member representation
 - Develop a timeline for the project and key tasks and outcomes to be delivered

For Information

1. ASC Coach and Official training/upskilling

- CEO spoke with Brooke Kneebush – Senior Officiating Advisor (Coaching and Officiating) with the ASC on 12 April. Brooke provided an update about us accessing training/upskilling opportunities for our referees and officials in the areas of emotional intelligence, soft skills, attitude, communication, people management, etc.
- The ASC are redeveloping the Community Officials course to incorporate Emotional Intelligence (EI) and a modern approach to officiating and coaching and understanding the participant/athlete to allow them to thrive.
- The areas of EI, communication, soft skills and people management are particular areas the ASC want to address in all future training of coaches, officials and athletes
- The coaching area has some good content re EI with one module on 'Coaching – How we connect' which would also be useful for officials/referees
- The ASC will also be offering Masters Classes for officials in the coming months, including one on Reflection – how things went, how successful were they and identifying areas for improvement
- Key initiatives the ASC are developing is a modern approach to officiating – modernising the community skills course
- The ASC will be hosting a Coaching and Officiating Conference on the Gold Coast in May which she suggested we could attend
- The ASC will also be offering 2 soft launches of the new workshops in May in Syd and Melbourne. She asked if we had a blue-sky thinker that could attend the workshop in Melbourne. Suggest Jim Clement could be the right person to attend on behalf of the ACA.
- The ASC would like sports to come along on the journey with this new approach to coach and official development and embed the modern approach into our course content
- Brooke provided a list of suggested options for training/upskilling we may be able to access in the interim:

[Coursera.org](https://www.coursera.org)

Australian Sport Learning Centre:

[For learners | Australian Sports Commission \(sportaus.gov.au\)](#) – Community Coaching Essential Skills

[Training for Officials | Australian Sports Commission \(sportaus.gov.au\)](#) – for Community Officiating General Principles (soon to be replaced).

[Advanced officiating | Australian Sports Commission \(sportaus.gov.au\)](#)

Note that the Advanced Level Officiating resources are for Sports to conduct training, rather than an online course.

PlayByTheRules:

[Find out about different issues that support safe, fair and inclusive sport - Play by the Rules - Making Sport inclusive, safe and fair](#)

Club Respect:

[Club Respect | Pass It On](#)

2. ASC Participation and Workforce Reporting

- We received an email from the ASC on 13 April requesting information to provide the sector with insights into participation trends and benchmarking across 2021-2022.
- The ASC Partner Portal is open and the ASC is seeking reporting by 5 May.
- The reporting covers our overall participation and membership numbers including players, coaches, officials, paid administrators and volunteers. There are some additional questions related to diversity, equity and inclusion, including additional gender breakdown categories such as non-binary and x/another term, as well as demographic questions to better capture Aboriginal and/or Torres Strait Islander, People with Disability and Cultural and Linguistically Diverse (CALD) communities.
- In addition, there are questions related to the Sport Volunteer Coalition Plan that captures information on volunteers in our sport.



Melanie Woosnam

CEO

Croquet Australia



Administrative Officer's Report

Items from Previous meeting

6 Compliance Matters

6.1 Appointment of Committees and Officers - Board resolved to appoint Barry Haydon and Jennifer Brand to the ACA GC Selection Committee.

Barry and Jennifer have been advised of their appointment and their contact details have been added to the ACA website.

Board resolved to appoint Claire Keating as Treasurer – Claire is yet to be added as a signatory to the Bank account. Will advise once this process has been actioned.

7 Finance Report

7.2 New Club Grant

Board resolved to pay the New Club Grant to Hyden Lions Club Inc.

Payment made on the 24th of March 2023.

For Information

Compliance

Please see attached ACA Compliance Register.

Events

Ricochet Open

The inaugural Ricochet Open will be held at Tempe CC in April. Currently we have received 10 entries for the Singles and 7 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 43 entries for the Singles and 20 pairs for the Doubles.

Complaints Officer

No further complaints have been received since the March report.

ACA Newsletter

The statistics for the summer edition of the ACA Newsletter are:

Flip Page version

- There have been 1062 impressions overall, that is how many times pages in the newsletter have been seen.
- 164 reads, meaning when users have flipped pages, zoomed in, or clicked on links.

Website

- 126 views of the Newsletter via the website.

FaceBook

- 945 users have accessed the post.
- 46 have reacted or commented on the post.
- 118 have clicked on the link to read the document.

Rob Murray

Administrative Officer

Croquet Australia