



BOARD MEETING MINUTES

Wednesday 21st June, 2023 at 5.30pm AEST via Zoom

1. Attendance:

- 1.1. **Directors:** Pat Habner (Chair), Jim Nicholls, Max Kewish, Barbara Northcott, , Claire Keating, Sarina Cevaal-Hewitt
Nick Chapman – joined the meeting at 6.10pm
- 1.2. **Officers:** Melanie Woosnam (CEO)
- 1.3. **Visitors:** Grant Baldock from Beyond the Break joined the meeting at 6pm to present the draft brand logos.
He left the meeting at 6.20pm

2. **Opening:** Meeting opened at 5.30pm. Pat Habner was appointed as Chair as Jim Nicholls was unwell.

3. Declaration of Directors' Interests:

- Pat Habner – President, CAQ
- Claire Keating – Treasurer, VCA
- Nick Chapman – Director of sponsoring company Parbery
- Sarina Cevaal-Hewitt – Secretary VCA, 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 18 May 2023
 - 4.1.2.Review 2023 Rolling Action List
- 4.2. **Ratification of Flying Minutes:**
 - 4.2.1.Refer to List of Flying Minutes May/June 2023

Resolution: The Board resolved to approve all recommendations from the Finance Committee meeting held on 29 May via Zoom (refer to Appendix 1).

5. Compliance Matters:

- 5.1. Refer to Compliance Register.

Resolution: The Board resolved to accept the compliance register as presented.

6. Finance Reports:

- 6.1. **Financial Report:** Refer to attached consolidated financial report including a summary, P&L, balance sheet, P&L Year to Date (refer Appendix 2).

The Treasurer noted some adjustments to the Q3 BAS, including claiming GST for travel and accommodation reimbursements from receipts received. The ACA asset register to be updated to include all staff and volunteer computer and office equipment, phones and other assets.

Resolution: The Board resolved to accept the financial report as presented.

7. Correspondence:

7.1. Inwards

- 7.1.1. May 22 Modern Approach to Officiating Workshop notes
- 7.1.2.May 23, National Sports Collective meeting notes

7.2. Outwards

7.2.1. May 26, Significant Sporting Events Grants submitted to Victoria Government for \$10K for the AGCs in Wodonga.

7.2.2. June 12, Letter of condolence, Cynthia Tacey's family

8. For Decision:

8.1. Governance:

8.1.1. **ACA Secretary role:** Jacky McDonald has provided a verbal EOI to be the ACA Secretary in a non-voting capacity to assist with taking Board and other minutes as required. Board to confirm Jacky's appointment as interim minute Secretary for the next few ACA Board meetings.

Resolution: The Board resolved to confirm Jacky McDonald as the interim Minute Secretary for ACA. Jacky to attend the next ACA Board meeting scheduled for Monday 17 July at 6pm via Zoom.

8.1.2. **FARM Committee:** FARM Committee convened on Thurs 15 June and revised the FARM TORs.

The Chair of the FARM Committee to research some additional wording re broader risk management to include in the TORs before submitting to the Board for approval.

8.1.3. **ACA Injury/Incident Report Form:** An ACA Injury & Incident Report form has been developed to go on website and for use by States, Regions and Clubs.

Resolution: The Board resolved to approve the ACA Injury & Incident Report Form.

8.1.4. **ACA Flag Bearer Selection Process:** Refer attached briefing paper proposing a process for selecting the ACA Flag Bearers for Team and Individual events.

Resolution: The Board resolved to approve the process for selecting the Flag Bearer and that this process be included in the ACA Selection Policy.

8.1.5. **Ricochet Rules amendment:** Please refer to attached proposed Ricochet Rules Amendment as proposed by the National Co-ordinator for Ricochet – Ray Chapman.

A Ricochet Rules Committee was formed consisting of the National Ricochet Co-ordinator and the State Ricochet Co-ordinators from NSW, Vic and Qld. The Committee identified changes to the rules and States were given opportunity to review and provide feedback. No feedback was received from the States.

Resolution: The Board resolved to approve the updated Ricochet Rules as presented.

8.1.6. **Formal approval of ACA signatories:** Approve ACA Directors Jim Nicholls, Barbara Northcott and Claire Keating as the current signatories of the ACA bank account.

Resolution: The Board resolved to approve the following:

1. Claire Keating was elected as a Director to the ACA Board at the ACA AGM held on 20 March, 2023. (refer 2023 AGM Minutes).
2. Claire Keating was appointed by the Board as ACA Treasurer at the ACA Board Meeting held on 21 March, 2023. (refer 21 March Board Minutes)
3. Claire Keating to be added as signatory for the ACA Commonwealth Bank Account (BSB 062 919 Account Number 1027 2913) to provide more flexibility and this be actioned as soon as possible with the Commonwealth Bank.
4. That the existing ACA bank signatories are Jim Nicholls, Barbara Northcott and Kerri-Ann Organ.

5. That the requirement for any two authorised ACA signatories to approve bank transactions is to be maintained.
6. Payroll and payments will now be loaded and authorised on a Thursday as required.

8.2. Management:

8.2.1. **Academy TORs:** A Committee has now reviewed the Academy TORs to present to the Board for approval, however, with the resignation of the Academy General Manager, the Board may wish to review the staffing structure and Academy requirements moving forward.

Resolution: The Board resolved to defer the approval of the updated Academy TORs until a strategy planning session is conducted with the Board to identify the strategic priorities, the role of the Academy and the staffing structure moving forward. Board members are to advise their availability to attend a one day strategic planning session during July/August.

8.2.2. **IT Audit Report:** Orrsome Computing Solutions has finalised the IT Audit Report on the ACA's Non-Tangible IT assets. Suggest the Board consider implementing the suggestions within the IT report to move to a more cost effective, scalable and reliable Microsoft 365 product including SharePoint, Teams, multiple email accounts and Cloud based storage.

Resolution: The Board resolved to request a quote from John Orr - Orrsome Computing Solutions to transition ACA to a Microsoft Office 365 IT solution for cloud storage, email hosting and video conferencing as per the audit report. Nick Chapman also offered to assistance as required.

8.3. Events:

8.3.1. ACA:

8.3.1.1. **Peter Coles Event Proposal:** Refer to attached briefing paper re Peter Coles sponsorship of an ACA event to the value of \$4000. HPMs, Events and Tournament Committees have discussed the proposal and have prepared the attached paper. Also attached is a proposal from WA re their Regional Qualifying Event.

Resolution: The Board resolved to socialise the Peter Coles proposal in a one page document to the States along with the draft proposal from WA to show what a State qualifying event may look like and seek feedback by 10 July, 2023.

8.3.1.2. **ACA Equipment Committee:** Refer attached briefing paper from Elizabeth Fleming recommending ACA establish an Equipment Committee.

Resolution: The Board resolved to write to the WCF and Croquet NZ outlining some of the issues outlined in the briefing paper and requesting the WCF to consider some possible solutions.

8.3.2. WCF: NIL

9. For Discussion:

9.1. Governance:

9.1.1. **Marketing Branding Project:** BTB have developed four versions of a logo for review and consideration by the Board before a consultation piece with the States ideally next week. They have also canvassed a small sample of Teachers about a proposed name for the Sporting Schools Program and 'Hammer Time' was most popular amongst the group with 'Cannon Ball' and 'Magic Mallets' also registering votes. This will be discussed further once the main brand logo has been finalised.

The Board generally supported design options 3 and 4 and liked the contemporary designs with some slight variations. The feeling was that the mallet is an integral and unique element of the sport and should be included in the logo, ideally hitting the ball or showing movement if possible.

Resolution: The Board resolved to request Beyond the Break to develop up to 3 versions of design options 3 and 4 to be considered by the Board before socialising with the States.

9.1.2. **NIF policy review:** SIA held a series of NIF Webinar Presentations in May. The NIF is currently under review and Sport Integrity Australia (SIA) is in the process of updating all policy templates. ACA are required to adopt the updated NIF policies or develop SIA approved policies by 30 November and implement them by 1 January, 2024. As per the paper from Croquet VIC, suggest the ACA conducts an internal review of the ACA policies in the context of the NIF review.

Resolution: The Board resolved to support the previous suggestion from Croquet VIC to form a Working Group to redraft Croquet Australia's suite of NIF and related policies for approval by SIA. As a minimum, the NIF policies should be consolidated, simplified and the role of SIA in these policies reduced.

9.1.3. **ACA Accredited Coaches:** Following discussion at Board level of the desire to have at least one accredited coach in every Club, Regional Insurance Brokers have provided further advice as follows:

"Our advice is that accreditation is a prudent risk mitigation strategy but not one mandated by our insurance cover. All clubs should ensure they have a suitably experienced or accredited coach available where appropriate".

The Board supports the aspiration of having at least one accredited coach in every Club, ideally for each discipline that is offered at the Club.

9.1.4. **Barbara Northcott:** ACA Director and signatory will be overseas from 28 June to 25 July. We will need to finalise additional ACA signatories ASAP to ensure payments can be made while Barbara is away.

The Board noted the importance of finalising Claire Keating as the additional bank signatory as a matter of urgency.

9.1.5. **ASC Transgender & Gender Diverse Guidelines:** The ASC have now released some guidelines regarding transgender and gender diversity in HP Sport.

Resolution: The Board resolved to adopt the ASC Transgender and Gender Diverse Guidelines for High Performance Sport, noting that ACA adopted the ASC Transgender and Gender Diverse Guidelines in June 2019.

9.2. Management

9.2.1. **Staffing:** Greg Bury tendered his resignation as the Australian Croquet Academy General Manager and National Coaching Co-ordinator effective Monday 12 June, 2023. Greg's last official day will be Friday 23 June.

Resolution: The Board resolved to provide Greg with a letter of thanks and a suitable gift as a gesture of appreciation for his service and commitment to ACA.

9.3. **Events:**

9.3.1. **National Hoop Setters Course:** ACA to develop a National Hoop Setters Course. Request from Qld to have representatives involved either as trainers and/or trainees to assist ACA in implementing their national plan for a standardised Hoop Setting Course.

The Tournament Management Working Group is considering Hoop Setting as a module within the Tournament Management Course and resources.

9.4. **WCF: NIL**

9.4.1. **Clarification of rule 16.4.4:** Response from WCF GCRC – Stephen Mulliner re what constitutes a level 1, 2 or 3 warning under GC rule 16.4.4.

The WCF cannot provide further clarity as they believe what constitutes bad behaviour is too variable to classify exactly in advance and can consist of more than one element at the same time. Rather the WCF have provided examples which may be included in the ACA Referee Manual.

10. **For information:**

10.1. **Governance:**

- 10.1.1. Tournament Management Working Group minutes 23 May, 2023 and 14 June, 2023.
- 10.1.2. Gateball Captains Course Report 23 May, 2023
- 10.1.3. NCC State Coaching Conference meeting minutes 24 May, 2023

10.2. **Management**

- 10.2.1. **CEO’s Report** (refer to Appendix 4).
- 10.2.2. **AO’s Report** (refer to Appendix 5).
- 10.2.3. **Academy GM’s Report** (refer to Appendix 6).
- 10.2.4. **Projects Update**

10.3. **Events:**

- 10.3.1. Events and Tournament Committee meeting minutes 17 May, 2023.
- 10.3.2. TR Report on GC Open Doubles and Singles GC Championships 6-14 May, 2023.
- 10.3.3. WCF O50s GC World Champs Organising Committee minutes 11 June, 2023

10.4. **WCF:**

- 10.4.1. Minutes of meeting re Future MacRob events and Formats V Objectives, 23 May, 2023.
- 10.4.2. **Resolution:** The Board resolved to write to the WCF to request they establish a complaints process for general complaints and for WCF events and tournaments.

11. **Next Meetings:** **Monday** 17 July 2023 @ 6pm AEST via Zoom
 Wednesday 16 August 2023 @ 6pm via Zoom

12. **Close:** 8.10pm

Signed:	Jim Nicholls - President	Date:
Signed:		

List of appendices:

APPENDIX 1: 4.2.1 Flying Minutes May/June 2023

APPENDIX 2: 6.1 Financial Report (inserted as a PDF below)

APPENDIX 3: 10.2.1 CEOs Report (inserted as a PDF below)

APPENDIX 4: 10.2.2 Administrative Officers Report (inserted as a PDF below)

APPENDIX 5: 10.2.3 Academy General Managers Report (inserted as a PDF below)

APPENDIX 1: FLYING MINUTE RECOMMENDATIONS TO THE BOARD FOLLOWING THE FINANCE COMMITTEE MEETING HELD BY ZOOM ON 29TH May 2023

Item 1. Transfer of Existing managed fund investments

Recommendation Number 1: As a matter of urgency withdraw funds from the existing investments, which are managed funds, and transfer to Term Deposit. It is suggested that we choose different terms, e.g., 3 months, 6 months, and 9 months.

Item 2. Annual Budget 2023

Recommendation number 2: Approve the budget at the next Finance Audit & Risk Management Committee (FARM) meeting for recommendation to the Board to approve. The expectation going forward is that the Management team would then provide actuals against budget for the previous 6 months of this year and into the future.

Item 3. FARM Committee

There was discussion about the responsibilities of the FARM. The TORs were agreed at the last Board meeting. The first meeting of the FARM should review the TOR for FARM. There was discussion about the composition of the FARM committee.

Recommendation number 3: It was suggested that Claire, Nick and Pat hold the first meeting with Jim N as ex-officio and the CEO on invitation. Responsibility for financial matters passes to FARM at that point.

Item 4. Affiliation Fees for 2023

The difference between the states affiliation dates for payment was discussed. There was also discussion about the inaccuracy of affiliation numbers. Therefore, ACA need to monitor these affiliation numbers to be presented by states on a **quarterly basis** in March, June, September and December.

Recommendation number 4: This is our highest priority right now to ease cash flow and provide pertinent information. The Board require Rob to reissue invoices with a view to getting money in quickly. Fees for 2024 should be discussed, agreed and advised to States as soon as possible. This is a key item for the FARM meeting in June.

Item 5. World Competition Entry Fees

There is a lack of clarity about the World Competition entry fees and who pays. The Finance Committee believes that individual entries should be paid by individuals, however team events would be paid by ACA. It was noted that there is nothing in the budget for these team events.

Recommendation number 5: That individuals pay for themselves, however, team events would be covered by ACA. In line with ACA policy, ACA will pay if funds were available, however, they are not available at this time. It is recommended that ACA are crystal clear on whether we pay or not at the next opportunity, i.e., before the next AGM.

Item 6. Shirts for World Events

Shirts were discussed as they need to be supplied for the Worlds events for Australia players.

Recommendation number 6: That ACA provide and pay for shirts for the 3 Worlds events coming up between June and October. There are shirts for everyone in the Event (World Shirts), but ACA need to provide shirts with Australia on the back which ACA pay for. These need to be ordered and paid for by ACA.

Item 7. Incentive Scheme for increasing club memberships

It was agreed that the Board needs to know correct numbers in order to have realistic expectations in terms of finance.

Recommendation 7: ACA need to monitor affiliation numbers to be presented by states on a quarterly basis. States to provide affiliation numbers in March, June, September and December.

Item 8. Financial forecasting

This will be an item to be addressed by the FARM committee.

Recommendation 8: That a 3-year financial forecast be produced by the FARM Committee in conjunction with Management.

Item 9. Management of MYOB

Recommendation 9: That the President, Treasurer and CEO discuss the possibility of bringing in MYOB expertise as required.

All recommendations approved unanimously by the ACA Board

Financial Reports – June 2023 Board Meeting

Financial Report Summary – May Board Meeting		
Financial Report	Balance	Comments
1. ACA Bank Accounts:		
a. Treasurers account	\$102 239	
2. Qantas Card	\$1568	
3. ACA Investments:		
a. TD 471050245779 (investment amount \$60,000.00)		
b. BT Investment C11731060 (investment amount \$134,768.57)	\$144875.67	
c. MLC Investment 35368672 (investment amount \$151,330.96)	\$163 733.64 as of 20 June, 2023	Request to withdraw on 16/6/23
4. Profit & Loss	Income = \$178 064 Expenditure = \$227853	Report below Increased income from affiliation fees
5. Balance Sheet	Total Assets = \$500 120 Total Liabilities = \$30 191 Net Assets/Equity = \$469 929	Report below
6. Aged Payables	Payables = \$540	Report below
7. Aged Receivables	Total receivables = \$117 269 > 90 days = \$1247 31-60 days = \$3120 0-30 days = \$112 902	Report below Primarily affiliation fees. NSW, Qld and TAS received. Following up WA & SA & VIC due mid-July

Profit & Loss Statement

January 2023 To May 2023

Income		
Affiliation- Member/Player		\$127,204.91
Affiliation - Member/Player Rebate		\$5,526.82
Sale of Goods		
Wedge Gauges		\$351.75
Sale of Equipment	\$1,909.09	
Grants		\$4,307.00
Sponsorship		\$2,110.00
Event Entry Fees - Full		\$33,048.51
Event Entry Fees - Concession		\$115.00
Postage		\$3.50
Interest		\$585.30
Other		\$132.00
WCF 2017 Income		
2022 MacRob Sale of Merchandise	\$2,770.00	
Total Income		\$178,063.88
Cost Of Sales		
Sales of Hoop gauges		-\$240.00
Total Cost Of Sales		-\$240.00
Gross Profit		\$178,303.88
Expenses		
Gifts		\$205.97
It Equipment		\$4,441.11
Referee Log Books - Gateball		\$302.73
Equipment Purchases		\$3,133.88
Rules & Laws Books, Hoop Gauge		-\$584.50
Badges		\$1,689.60
Coaching Manuals		\$2,750.00
Bank charges		\$51.75
STRIPE charges		\$277.64
Prizes		\$825.00
Tournament Referee		\$708.90
Accommodation - Overseas		\$737.00
Airfares - Overseas		\$2,878.58
Entry Fees - WCF		\$563.72
Videographer		\$834.90
Catering - Events		\$2,042.14
Lawn Hire		\$13,254.54
Honoraria		\$4,500.00
Travel - Domestic		\$22,967.10
Hires - Events		\$2,464.36
New Club Grants		\$1,500.00
Scholarships		\$500.00
Accommodation - domestic		\$1,503.24
Marketing and Promotion Plan		\$8,750.00
Other		\$0.01
Officials contributions		\$696.00
Cleaning - Events		\$2,895.47
Computer Expenses		
Computer Expenses		\$1,086.24
Online Magazine	\$2,710.00	

This report includes Year-End Adjustments.

Profit & Loss Statement

January 2023 To May 2023

Consultancy Fees	\$16,126.42
Employsure	\$1,712.44
Insurance	\$2,186.30
Affiliation Fees - WCF, WGU	\$1,553.37
Entry Fees	\$1,408.50
Postage, Freight and Courier	\$54.45
Printing & Stationery	\$4,957.94
Rates & Taxes	\$25.48
S&W Superannuation	\$8,723.14
S&W Salaries & Wages	\$106,154.46
Trophy / Engraving	\$593.84
Zoom Account	\$131.54
Croquet Scores	\$540.00
Total Expenses	\$227,853.26
Operating Profit	-\$49,549.38
Net Profit/(Loss)	-\$49,549.38

This report includes Year-End Adjustments.

Balance Sheet

As of May 2023

Assets		
Current Assets		
Operating Account	\$102,239.12	
Treasurer's Account	-\$18,944.05	
QANTAS Card	\$1,568.31	
TD 471050245779 11 Nov 2020	\$60,000.00	
BT Investment C11731060	\$134,768.57	
MLC Investment 35368672	\$151,330.96	
Trade Debtors	\$38,107.00	
Electronic Clearing Account	-\$650.81	
Stock on Hand	\$25,924.79	
Fixed Asset		
Croquet Equipment	\$20,356.91	
Less Accum Depn Croq Eq	-\$15,321.45	
Office Equipment	\$135.46	
Less Acc Depn Off Equip	-\$135.44	
Gateball Equipment	\$5,075.99	
Less Acc Depn Gateball Eq	-\$4,335.60	
Total Assets		\$500,119.76
Liabilities		
Suspense - liability	-\$275.00	
WCF Funds	\$568.00	
Income in Advance	\$1,136.00	
GST Collected	\$4,235.64	
GST Paid	-\$678.16	
PAYG and Superannuation payabl	\$11,538.88	
Provision for Annual Leave	\$13,665.59	
Total Liabilities		\$30,190.95
Net Assets		\$469,928.81
Equity		
Retained Earnings	\$519,478.19	
Current Year Earnings	-\$49,549.38	
Total Equity		\$469,928.81

This report includes Year-End Adjustments.

Profit & Loss [With Year to Date]

January 2023 To May 2023

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Income				
Affiliation- Member/Player	\$127,204.91	71.4%	\$127,204.91	71.4%
Affiliation - Member/Player Rebate	\$5,526.82	3.1%	\$5,526.82	3.1%
Sale of Goods				
Wedge Gauges	\$351.75	0.2%	\$351.75	0.2%
Sale of Equipment	\$1,909.09	1.1%	\$1,909.09	1.1%
Grants	\$4,307.00	2.4%	\$4,307.00	2.4%
Sponsorship	\$2,110.00	1.2%	\$2,110.00	1.2%
Event Entry Fees - Full	\$33,048.51	18.6%	\$33,048.51	18.6%
Event Entry Fees - Concession	\$115.00	0.1%	\$115.00	0.1%
Postage	\$3.50	0.0%	\$3.50	0.0%
Interest	\$585.30	0.3%	\$585.30	0.3%
Other	\$132.00	0.1%	\$132.00	0.1%
WCF 2017 Income				
2022 MacRob Sale of Merchandise	\$2,770.00	1.6%	\$2,770.00	1.6%
Total Income	\$178,063.88	100.0%	\$178,063.88	100.0%
Cost Of Sales				
Sales of Hoop gauges	-\$240.00	(0.1)%	-\$240.00	(0.1)%
Total Cost Of Sales	-\$240.00	(0.1)%	-\$240.00	(0.1)%
Gross Profit	\$178,303.88	100.1%	\$178,303.88	100.1%
Expenses				
Gifts	\$205.97	0.1%	\$205.97	0.1%
It Equipment	\$4,441.11	2.5%	\$4,441.11	2.5%
Referee Log Books - Gateball	\$302.73	0.2%	\$302.73	0.2%
Equipment Purchases	\$3,133.88	1.8%	\$3,133.88	1.8%
Rules & Laws Books, Hoop Gauge	-\$584.50	(0.3)%	-\$584.50	(0.3)%
Badges	\$1,689.60	0.9%	\$1,689.60	0.9%
Coaching Manuals	\$2,750.00	1.5%	\$2,750.00	1.5%
Bank charges	\$51.75	0.0%	\$51.75	0.0%
STRIPE charges	\$277.64	0.2%	\$277.64	0.2%
Prizes	\$825.00	0.5%	\$825.00	0.5%
Tournament Referee	\$708.90	0.4%	\$708.90	0.4%
Accommodation - Overseas	\$737.00	0.4%	\$737.00	0.4%
Airfares - Overseas	\$2,878.58	1.6%	\$2,878.58	1.6%
Entry Fees - WCF	\$563.72	0.3%	\$563.72	0.3%
Videographer	\$834.90	0.5%	\$834.90	0.5%
Catering - Events	\$2,042.14	1.1%	\$2,042.14	1.1%
Lawn Hire	\$13,254.54	7.4%	\$13,254.54	7.4%
Honoraria	\$4,500.00	2.5%	\$4,500.00	2.5%
Travel - Domestic	\$22,967.10	12.9%	\$22,967.10	12.9%
Hires - Events	\$2,464.36	1.4%	\$2,464.36	1.4%
New Club Grants	\$1,500.00	0.8%	\$1,500.00	0.8%
Scholarships	\$500.00	0.3%	\$500.00	0.3%
Accommodation - domestic	\$1,503.24	0.8%	\$1,503.24	0.8%
Marketing and Promotion Plan	\$8,750.00	4.9%	\$8,750.00	4.9%
Other	\$0.01	0.0%	\$0.01	0.0%
Officials contributions	\$696.00	0.4%	\$696.00	0.4%
Cleaning - Events	\$2,895.47	1.6%	\$2,895.47	1.6%
Computer Expenses				
Computer Expenses	\$1,086.24	0.6%	\$1,086.24	0.6%

This report includes Year-End Adjustments.

Profit & Loss [With Year to Date]

January 2023 To May 2023

	Selected Period	% of Sales	Year to Date	% of YTD Sales
Online Magazine	\$2,710.00	1.5%	\$2,710.00	1.5%
Consultancy Fees	\$16,126.42	9.1%	\$16,126.42	9.1%
Employsure	\$1,712.44	1.0%	\$1,712.44	1.0%
Insurance	\$2,186.30	1.2%	\$2,186.30	1.2%
Affiliation Fees - WCF, WGU	\$1,553.37	0.9%	\$1,553.37	0.9%
Entry Fees	\$1,408.50	0.8%	\$1,408.50	0.8%
Postage, Freight and Courier	\$54.45	0.0%	\$54.45	0.0%
Printing & Stationery	\$4,957.94	2.8%	\$4,957.94	2.8%
Rates & Taxes	\$25.48	0.0%	\$25.48	0.0%
S&W Superannuation	\$8,723.14	4.9%	\$8,723.14	4.9%
S&W Salaries & Wages	\$106,154.46	59.6%	\$106,154.46	59.6%
Trophy / Engraving	\$593.84	0.3%	\$593.84	0.3%
Zoom Account	\$131.54	0.1%	\$131.54	0.1%
Croquet Scores	\$540.00	0.3%	\$540.00	0.3%
Total Expenses	\$227,853.26	128.0%	\$227,853.26	128.0%
Operating Profit	-\$49,549.38	(27.8)%	-\$49,549.38	(27.8)%
Net Profit/(Loss)	-\$49,549.38	(27.8)%	-\$49,549.38	(27.8)%

This report includes Year-End Adjustments.



APPENDIX 3: 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)

- The ACA LMS is now accessible and functioning and is located under the Academy webpage on the ACA website.
- It contains all coaching course manuals, materials and resources as well as a range of Club Development resources to build capacity and capability of Clubs.
- ACA will be transitioning to a self-management model for the management and maintenance of the LMS moving forward and key Staff and Volunteers will receive training to ensure a seamless transition.

2. Marketing Project

- Beyond the Break (BTB) will provide some draft logos for the Board to review and consider by the morning of Tuesday 20 June.
- These logos have been refined following two meetings with the ACA Staff and also considering feedback from the focus group sessions.
- Grant Baldock from BTB would like to attend the start of the Board meeting to present the draft logos and explain what each depicts. Grant is also happy to take feedback from the Board to refine these logos further if required before the ACA consults with the States.
- It may be the case that not all States look to adopt the common logo and the ACA. As long as there is majority support for the logo from most States then it would be appropriate for the ACA to proceed.

3. National Integrity Framework

- Since October 2022 SIA have been carrying out a review of the NIF, which has involved a wide-ranging consultation process with NSOs and Sport Sector Stakeholders.
- In practice, this means from 1 February, 2023, SIA will only investigate complaints under the Child Safeguarding Policy or complaints that allege Discrimination under the Member Protection Policy on the basis of a Protected Characteristic such as race or nationality, disability, sex, age, sexual orientation, and religion.
- SIA will no longer be investigating:
 - Complaints under the Competition Manipulation and Sports Wagering Policy;
 - Complaints under the Improper Use of Drugs and Medicine Policy; or
 - Any complaints under the Member Protection Policy that aren't about Discrimination on the basis of a Protected Characteristic (e.g. bullying).

- SIA will continue to play a coordination role for complaints. Complaints received will be evaluated and either managed by SIA, referred on to an appropriate external agency or passed back to the Complainant with suggested pathways for them to pursue.
- The Integrity Policy 'Standards' are currently being reviewed to ensure alignment with the revised NIF policies.
- The intent is to have the 'Standards' finalised and ready to release with the NIF policies, or soon thereafter.
- There will **no longer be a requirement for sports to match components of the 'Standards' verbatim**, rather the various components will be **benchmarked against best practices principles**.
- **Adoption of NIF policies or SIA approval of integrity policies ('Standards') by 30 November 2023.**
- **Implementation date of 1 January** for NIF policies or SIA approved integrity policies. SIA will work with NSOs that this timeline does not suit due to the seasonal cycle of their sport.
- The adoption date of 30 November aligns with the ASC Recognition application process which is expected to open in early 2024.
- NSO/NSODs will be required to have adopted the NIF or have their own sport integrity policies benchmarked by SIA against best practice principles to be eligible for recognition as an NSO/NSOD with the ASC.
- Refer to the NIF Presentation within the Board pack.
- As per the VCA recommendation at the last Board meeting, it is recommended that the ACA develop a Working Group to review the ACA and SIA policy framework to develop practical, clear and straight forward policies that align with SIA best practice principles and are approved by SIA.

4. Staffing

- The Board to consider the future staffing structure and requirements with the resignation of the Academy General Manager – Greg Bury.

5. Financial Management

- The Treasurer, Administrative Officer (AO) and CEO met with Heather the Auditor on Monday 5 June to discuss cleaning up the Chart of Accounts (COA) to ensure the audit runs smoothly and that all is in order.
- Suggest that the ACA moves the AGM to May to allow more time for the audit to be completed as a March timeline is too tight. This could also mean the SGM is held later in the year, suggest October/November and that the ACA sets the fees at this time and starts invoicing at the start of Q3 (Jan-March). This will ensure the cash flow position of the ACA is reasonable.
- Suggest that the ACA also prepares the budget to present to the SGM in October/November (to be transparent) and to provide States with updated information re events and tournaments.
- The rollover of the accounting file has not been actioned as yet. The Treasurer, AO and CEO have reviewed the COA with the view to consolidating and deactivating any accounts that have not been used for the past 2 years. This process will take place and then the 2023 accounts will be rolled over.
- There are some adjustments that need to be made to the P&L and the Balance Sheet as there are some payments that are in the wrong place in terms of being an asset/liability rather than an income/expense which is showing an incorrect P&L and Asset position for the ACA.
- Suggest moving forward that Rob receives some training and support with MYOB, in particular that the all IAS/BAS obligations are reviewed prior to lodgement and any queries with payroll are clarified to ensure they are correct. Rob is more than capable of managing the daily financial management aspects for the ACA with some support from Claire and/or a bookkeeping firm on a needs basis.

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
- Board need to discuss and consider the next steps regarding this project.



Melanie Woosnam
CEO
Croquet Australia



APPENDIX 4: Administrative Officer's Report

Items from Previous meetings

Aged Receivables:

See attached Aged Receivables report from MYOB.

For Information

Affiliation Fees

NSW, QLD and Tasmania have paid their 2023 Affiliation fees in full.

Croquet West have confirmed they will pay their invoice before June 30. The hold up with payment is a change of signatories to the Croquet West bank accounts.

South Australia is yet to pay there outstanding invoice. Have requested that they finalise their outstanding invoice by 30 June.

Croquet Victoria have confirmed they will pay their fees in mid-July.

Compliance

Please see attached for updated ACA Compliance Register.

Events

WCF GC Over 50s Qualifiers

Entries for the WCF GC Over 50s qualifiers are now being accepted. At this stage, 6 entries have been received for the Western Qualifier and 2 entries for the Eastern Qualifier.

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ACA GC Men's & Women's Singles

Entries have opened for the GC Men's and Women's Singles. Currently there are 6 entries for the Men's and 4 for the Women's event.

Complaints Officer

One complaint was received in the month of June. The complaint is not an ACA issue and should be handled at the club level. Complainant has been informed of this course of action. The Chair of Croquet NSW has also been advised.

Rob Murray
Administrative Officer
Croquet Australia



APPENDIX 5: Australian Croquet Academy Report

Australian Croquet Bulletin



The latest edition was released on the 31st of May.

<https://www.facebook.com/100057593612493/posts/pfbid0oVZpS3JiSgXryQbHVEe6bwwSaasS6g8pwvQXJ4SPiyEzZNR928gpGvwemRj1wYz3l/?d=n>

Learning Management Platform

The coaching manuals and resources are now available on the Learning Management System (LMS). When coaches sign in, they will have access to their content relating to skills, tactics and drills. Videos, online logbooks, session plans and templates are now available.

Frequently Asked Questions

A Frequently Asked Questions (FAQ) document has been produced to help answer any coaching questions. This document can now be found on the Academy Learning Management Platform.

Refresher Training

Every two years all coaches are to undertake a refresher course to maintain their qualification. All State Coaching Coordinators (SCCs) will plan the delivery in each state. Recognition of Prior learning (RPL), online resources and Zoom will be some of the tools used to complete this training. Coaches will be notified of the next steps to be taken.

Youth Training Manuals

The Youth Training Program (YTP) manuals for coaches and teachers are in the final stages of completion and will be reviewed by the National Coaching Team. Three clubs have been nominated to trial the session plans and provide feedback. All Sporting School requirements have been identified and we are now working on the promotional and alternate games videos. A full summary will be available in the upcoming online magazine.

Youth Training Videos

Murray Tinker has completed the majority of videos, which are now ready for approval. A promotional video is still scheduled for completion.

University of Queensland Project

A proposal to develop a national online handicapping system has been completed by the students University of Queensland. A presentation was delivered to Mel Woosnam, Ron Schodel and myself that explained the detailed opportunities available to croquet. Findings can now be used to make good decisions moving forward.

Croquet USA have also launched a platform that is worth ACA's consideration.

Sport Community Update

Resources will be loaded onto the new Learning Management platform that will benefit all clubs and members.

Online Magazine



A page-by-page summary has been completed and a draft copy will be ready for approval by the end of next week.

Peter Coles sponsorship proposal

Peter Coles has very generously sponsored \$4000 to increase participation at a National, State and Local level. A committee was put together to explore the possibilities and to produce a proposal. A separate paper has been submitted for ACA Board approval.

Academy Donations

There is still over \$10,000 in donations to the Australian Croquet Academy that have yet to receive ACA Board approval to be spent.

I would like to propose it is used to roll out the Youth Training Program in every State.

Special Thanks

To the ACA Board for appointing me as the first General Manager of the Australian Croquet Academy and the National Coaching Coordinator.

To Barb Piggott and the National Coaching Team for their support and hard work.

To John Hayes of Coaching Cohort for his dedication and passion to improve our croquet resources.

To Cam Tradell of AIS for his support and guidance in developing the Pathways of Coaching.

To Sonya Murphy of Adala Studios for her professional services in developing the Online Magazine and Youth Training Manual.

To Jen Szuster of Sports Community for putting together the valuable resources for clubs and players.

To Nicole Scarvelis of University of Queensland for assisting with all the student projects.

Gary Phipps/Gareth Denyer and Peter Freer for volunteering many hours and the quality of work they produced for the Academy.

Francesca de Wytt for all the hours of support during the years of the Australian Croquet Academy.

To everyone who volunteered their time and passion to improve croquet in Australia.

I appreciate all the help and support I received over the last two years.

I wish Mel and the team all the very best in the future.

Kind Regards



Greg Bury

General Manager

AUSTRALIAN CROQUET ACADEMY.

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