



BOARD MEETING MINUTES

Monday 17th July 2023 at 6pm via Zoom

1. Attendance

1.1 Directors: Jim Nicholls (Chair), Claire Keating, Nick Chapman, Max Kewish, Sarina Cevaal-Hewitt

1.2 Officers: Melanie Woosnam (CEO), Jacky McDonald (Minute Secretary), Jim Clement (Observer)

Apologies: Pat Habner, Barbara Northcott

2. Opening: Meeting opened at 6.00pm

3. Declaration of Directors' Interests:

- Pat Habner - President CAC
- Claire Keating - Treasurer VCA
- Nick Chapman - Director of sponsoring company, potential service provider
- Sarina Cevaal-Hewitt - 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 21 June 2023

4.1.2. Refer to 2023 Rolling Action List

4.2. Ratification of Flying Minutes:

4.2.1. NIL

5. Compliance Matters

5.1 Refer to July Compliance Letter

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).

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

7. Correspondence

7.1 Inwards

7.1.1 25 June – Email from Auditor Assurance Matters (Heather Stewart CA) re audit requirements if ACA were to transition to a Company Limited by Guarantee structure.

7.1.2 12 July – Email from Sport Integrity Australia providing updated NIF policies following review.

7.1.3 12 July – Email from Confederation of Australian Sport re Fair Work Australia updates to Sporting Organisation Award and Industrial Relations amendments.

7.2 Outwards

7.2.1 23 June - Farewell and thankyou letter Greg Bury

7.2.2 28 June – Support VCA application for Vice Regal Patronage

7.2.3 30 June – Signed Deed of Release re agreement with Coaching Cohort & John Hayes

- 7.2.4 12 July – Appointment of Kevin Beard as official Flag Bearer for WCF AC World Championships
- 7.2.5 14 July – Completed subscription with Odoo for LMS platform hosting (\$142.56/month 2 users)
- 7.2.6 14 July – Email to WCF confirming revised 2025 Openshaw Shield bid application.

8. For Decision:

8.1 Governance

- 8.1.1 **ACA Chief Medical Officer position:** Refer to attached briefing paper seeking approval for the position of ACA Chief Medical Officer and the appointment of Karen Bisley to this position until December 2024.

Resolution: The Board resolved to appoint Karen Bisley as the Chief Medical Officer for the ACA from 18 July 2023 to 31 December 2024. CEO to write to Karen advising of appointment.

- 8.1.2 **Gateball Australia Recognition of Prior Learning (RPL) Process:** Refer to attached document outlining the Recognition of Prior Learning process for the accreditation and reaccreditation of Gateball Referees.

There was discussion around the need for Gateball to have different policies and/or processes to the ACA. To ensure consistency and to avoid confusion, where possible, Gateball Australia should use existing ACA policies, procedures and processes and add an addendum for Gateball where appropriate. If a separate policy, process or procedure is required for Gateball then Gateball Australia is to provide valid reasons/justification for this. This is to ensure all ACA policies are aligned as much as possible.

Resolution: The Board resolved to approve the Gateball Recognition of Prior Learning process and request that this document be incorporated into the Gateball Referee Accreditation and Reaccreditation Framework.

- 8.1.3 **Chinese Gateball Tourism Proposal:** Refer to attached briefing paper seeking approval to progress discussions and seek additional information to provide a budgeted proposal to the Board.

Resolution: The Board resolved to approve the NCGB and CEO seeking additional information regarding the Chinese Gateball Tourism proposal in order to provide a budgeted proposal to the Board.

- 8.1.4 **Gateball International Referee Assessments and Registrations:** Refer to attached briefing paper requesting approval for ACA to approve funding to pay for any Level 2 Referees who are successful in obtaining their International Referee accreditation in the 6 months to December 2023.

Resolution: The Board resolved to approve funding to pay for any Level 2 Gateball Referees to obtain their International accreditation in the 6 months to December 2023. The Board noted the cost of Gateball referee registrations is stated in \$USD so the budget would be approx. \$300-\$400 \$AUD.

- 8.1.5 **Gateball Hosting the World Gateball Championships in 2026:** Refer to attached [briefing paper](#) requesting approval to progress discussions with the WGU and seek additional information about the expectations and costs of hosting the WGC in order to provide a budgeted proposal to the Board.

Resolution: The Board resolved to approve the NCGB and CEO seeking additional information regarding the hosting of the 2026 World Gateball Championships in order to provide a budgeted proposal to the Board.

8.1.6 **Gateball Referee Accreditation & Reaccreditation Framework:** Refer to attached document outlining the updated [Referee accreditation and reaccreditation process](#) following the Referee Committee meeting in June.

Resolution: The Board resolved to approve the Gateball Referee Accreditation and Reaccreditation Framework and request that the Recognition of Prior Learning process be included in this document.

8.1.7 **Gateball Tournament Regulations:** Refer to attached document outlining the updated [Gateball Australia Tournament Regulations](#) following the Referee Committee meeting in June.

Resolution: The Board resolved to approve the updated Gateball Australia Tournament Regulations as presented.

8.1.8 **National Integrity Framework (NIF):** Sport Integrity Australia has completed the review of the NIF policies and have provided an updated suite of policies for acceptance by NSOs. ACA are required to adopt the updated NIF policies or SIA approved policies by 30 November and implement them by 1 January, 2024. As per the resolution from the June Board meeting, it is recommended that the ACA develop a Working Group to review the ACA and new NIF policies to develop practical, clear and straight forward policies that align with the new NIF and are approved by SIA.

Resolution: The Board resolved to approve a Policy Review Working Group to review the existing ACA policies and the updated NIF policies as circulated by SIA. The Working Group to consist of Paul Coughlin, Nick Chapman, Belinda Chapman and Jim Clements. The CEO to develop Terms of Reference for this Working Group.

8.2 Management: Nil

8.3 Events:

8.3.1 2023 AGC in Wodonga from 7-10 September. ACA was advised it is unlikely to receive funding under the Victorian Government Significant Sporting Events funding program due to timing of the grant round and proximity to the event. The event budget has been revised but is still sitting at a deficit of \$2275.

Resolution: The Board resolved that the CEO continues to work with the NCGB and the venue manager at the Wodonga Tennis Centre to seek to reduce event costs and that all opportunities to source additional commercial revenue to offset event costs are pursued.

9. For Discussion

9.1 Governance:

9.1.1 **Strategic Planning Workshop:** Confirm date and venue for the ACA Board Strategic Planning workshop.

Resolution: The Board resolved to hold the strategic planning workshop via Zoom due to the difficulties and costs in co-ordinating a face to face meeting. CEO to canvass with the Board a weeknight and a half day on a weekend during mid to end of August. Nick and Mel to assist in facilitating the planning workshop.

9.1.2 **Marketing Branding Project:** BTB have developed four alternate versions of a logo following review by the Board. These versions have now been emailed to the States for review and feedback by Fri 21 July. ACA have also provided States with the opportunity to have further consultation and discussion on the logo next week if required.

Two States responded with their logo preference and only one State responded advising they would be happy to discuss the brand logos further with the ACA and other States. Croquet Victoria will be discussing the logos at a meeting on Weds 19 July.

Resolution: The Board resolved for the CEO to follow up with States regarding convening a meeting to discuss the brand logos by Friday 21 July.

9.2 Management:

9.2.1 **Staffing:** Rob Murray is on leave from 12 July to at least 26 July inclusive. During this period Kerri-Ann Organ will be Acting Administrative Officer. Mel Woosnam is on annual leave from 24 July to 14 August inclusive and during this period Jim Clements will be monitoring the CEO email and liaising with Jim Nicholls on any Board or governance matters.

9.3 Events: NIL

9.4 WCF:

9.4.1 **2025 Openshaw Shield:** ACA has submitted a revised bid submission for the 2025 Openshaw Shield to the WCF following confirmation from Croquet Tasmania.

9.5 APGU:

9.5.1 **Invitation to attend APGU AGM:** Refer attached invitations for Ros Crowe and John Park (or another nominated GA representative) to attend the 2023 Asia-Pacific Taipei Open Gateball Championships and AGM in Taipei, Taiwan from 27-31 October (flights, accommodation and transport covered by the Chinese Taipei Gateball Association).

Resolution: The Board resolved to approve that Ros Crowe and another ACA/GA representative attend the 2023 Asia-Pacific Taipei Open Gateball Championships and AGM in Taipei, Taiwan from 27-31 October. Ros to liaise with a suitable representative to attend on behalf of GA/ACA.

10. For information:

10.1 Governance:

- 10.1.1 Finance Audit and Risk Management (FARM) Committee minutes 15 June
- 10.1.2 Gateball Australia Referee Committee minutes 18 Dec 2022 & 15 June & Briefing Paper
- 10.1.3 Gateball Australia Results from feedback survey from the Gateball Captains Course
- 10.1.4 Notes meeting between Paul Coughlin and Mel Woosnam re VCA facility and the ACA Complaints Handling Process and NIF.

The VCA have a Facility Committee in place that will be presenting options to the VCA Board for consideration re the Cairnlea Facility and future usage and sustainability options. The VCA may liaise further with the ACA following consideration of this information.

10.1.5 2023 VCA Annual Report and Financials were received by the ACA.

10.2 Management

10.2.1 CEO's Report

10.2.2 AO's Report – Not Available

10.2.3 Projects Update

10.2.3.1 **National Database project:** Nick provided a verbal report. The National Database User Group has had two meetings to discuss the requirements and technical specifications for a national database. The main challenges are /will be the varying level of technical capability across the 6 States, and the change management and managing the people through this process. The next meeting is Weds 19 July with a view to confirming requirements to be able to go to tender.

10.2.3.2 **Youth Training Program and Coach Refresher Courses:** Barb Piggott – Assistant National Coaching Co-ordinator will be the point of contact for all coaching matters and the LMS. A communication will be sent to all State Secretaries and State Coaching Co-ordinators.

Barb will also liaise with the State Coaching Co-ordinators and U21 Committee to review the final version of the Youth Training Program manual.

The content for the Coach Refresher Courses was intended to be circulated for approval at the May Board meeting however it wasn't included for consideration. The CEO will circulate these documents to the Board for consideration by Flying Minute.

10.2.3.3 **ACA Magazine:** Kerri-Ann will assist in collating the next edition of the ACA Magazine. The distribution date for this edition is planned for week of 24 July.

10.3 Events: NIL

10.4 WCF: NIL

11. Next Meeting: Wednesday 16 August 2023 @ 6pm via Zoom

12. Close: 7.46pm

Profit & Loss Statement

June 2023

| | | |
|--------------------------------|-------------|--------------------|
| Income | | |
| Affiliation- Member/Player | \$71,965.23 | |
| Gain on disposal of assets | \$11,968.39 | |
| Donation Received | \$209.00 | |
| Event Entry Fees - Full | \$483.65 | |
| Interest | \$138.08 | |
| Total Income | | \$84,764.35 |
| Total Cost Of Sales | | \$0.00 |
| Gross Profit | | \$84,764.35 |
| Expenses | | |
| Gifts | \$108.50 | |
| It Equipment | \$31.91 | |
| Equipment Purchases | \$2,185.32 | |
| Badges | \$1,944.01 | |
| Subscriptions | \$4,887.78 | |
| Bank charges | \$16.53 | |
| STRIPE charges | \$6.84 | |
| Board/Governance Expenses | \$138.00 | |
| Prizes | \$2,825.00 | |
| Referees/Venue Manager | \$492.00 | |
| Entry Fees - WCF | \$179.00 | |
| Videographer | \$3,365.00 | |
| Catering - Events | \$142.01 | |
| Travel - Domestic | \$3,567.66 | |
| Other | \$72.65 | |
| Consultancy Fees | \$473.21 | |
| Employsure | \$168.72 | |
| Insurance | \$1,077.30 | |
| Entry Fees | \$501.50 | |
| Postage, Freight and Courier | \$186.86 | |
| Printing & Stationery | \$41.26 | |
| S&W Superannuation | \$4,413.91 | |
| S&W Salaries & Wages | \$26,592.84 | |
| Telephone and Internet Charges | \$253.15 | |
| Total Expenses | | \$53,670.96 |
| Operating Profit | | \$31,093.39 |
| Net Profit/(Loss) | | \$31,093.39 |

This report includes Year-End Adjustments.

Profit & Loss [With Year to Date]

January 2023 To June 2023

| | Selected Period | % of Sales | Year to Date | % of YTD Sales |
|---------------------------------|---------------------|---------------|---------------------|----------------|
| Income | | | | |
| Affiliation- Member/Player | \$204,696.96 | 77.9% | \$204,696.96 | 77.9% |
| Sale of Goods | | | | |
| Wedge Gauges | \$351.75 | 0.1% | \$351.75 | 0.1% |
| Gain on disposal of assets | \$11,968.39 | 4.6% | \$11,968.39 | 4.6% |
| Sale of Equipment | \$1,909.09 | 0.7% | \$1,909.09 | 0.7% |
| Grants | \$4,307.00 | 1.6% | \$4,307.00 | 1.6% |
| Donation Received | \$209.00 | 0.1% | \$209.00 | 0.1% |
| Sponsorship | \$2,110.00 | 0.8% | \$2,110.00 | 0.8% |
| Event Entry Fees - Full | \$33,532.16 | 12.8% | \$33,532.16 | 12.8% |
| Event Entry Fees - Concession | \$115.00 | 0.0% | \$115.00 | 0.0% |
| Postage | \$3.50 | 0.0% | \$3.50 | 0.0% |
| Interest | \$723.38 | 0.3% | \$723.38 | 0.3% |
| Other | \$132.00 | 0.1% | \$132.00 | 0.1% |
| WCF 2017 Income | | | | |
| 2022 MacRob Sale of Merchandise | \$2,770.00 | 1.1% | \$2,770.00 | 1.1% |
| Total Income | \$262,828.23 | 100.0% | \$262,828.23 | 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 | \$263,068.23 | 100.1% | \$263,068.23 | 100.1% |
| Expenses | | | | |
| Gifts | \$314.47 | 0.1% | \$314.47 | 0.1% |
| It Equipment | \$4,473.02 | 1.7% | \$4,473.02 | 1.7% |
| Referee Log Books - Gateball | \$302.73 | 0.1% | \$302.73 | 0.1% |
| Equipment Purchases | \$5,319.20 | 2.0% | \$5,319.20 | 2.0% |
| Rules & Laws Books, Hoop Gauge | -\$584.50 | (0.2)% | -\$584.50 | (0.2)% |
| Badges | \$3,633.61 | 1.4% | \$3,633.61 | 1.4% |
| Coaching Manuals | \$2,750.00 | 1.0% | \$2,750.00 | 1.0% |
| Subscriptions | \$4,887.78 | 1.9% | \$4,887.78 | 1.9% |
| Bank charges | \$68.28 | 0.0% | \$68.28 | 0.0% |
| STRIPE charges | \$284.48 | 0.1% | \$284.48 | 0.1% |
| Board/Governance Expenses | \$138.00 | 0.1% | \$138.00 | 0.1% |
| Prizes | \$3,650.00 | 1.4% | \$3,650.00 | 1.4% |
| Tournament Referee | \$708.90 | 0.3% | \$708.90 | 0.3% |
| Referees/Venue Manager | \$492.00 | 0.2% | \$492.00 | 0.2% |
| Accommodation - Overseas | \$737.00 | 0.3% | \$737.00 | 0.3% |
| Airfares - Overseas | \$2,878.58 | 1.1% | \$2,878.58 | 1.1% |
| Entry Fees - WCF | \$742.72 | 0.3% | \$742.72 | 0.3% |
| Videographer | \$4,199.90 | 1.6% | \$4,199.90 | 1.6% |
| Catering - Events | \$2,184.15 | 0.8% | \$2,184.15 | 0.8% |
| Lawn Hire | \$13,254.54 | 5.0% | \$13,254.54 | 5.0% |
| Honoraria | \$4,500.00 | 1.7% | \$4,500.00 | 1.7% |
| Travel - Domestic | \$25,143.80 | 9.6% | \$25,143.80 | 9.6% |
| Hires - Events | \$2,464.36 | 0.9% | \$2,464.36 | 0.9% |
| New Club Grants | \$1,500.00 | 0.6% | \$1,500.00 | 0.6% |
| Scholarships | \$500.00 | 0.2% | \$500.00 | 0.2% |
| Accommodation - domestic | \$1,503.24 | 0.6% | \$1,503.24 | 0.6% |
| Marketing and Promotion Plan | \$8,750.00 | 3.3% | \$8,750.00 | 3.3% |
| Other | \$72.66 | 0.0% | \$72.66 | 0.0% |

This report includes Year-End Adjustments.

Profit & Loss [With Year to Date]

January 2023 To June 2023

| | Selected Period | % of Sales | Year to Date | % of YTD Sales |
|--------------------------------|---------------------|---------------|---------------------|----------------|
| Officials contributions | \$696.00 | 0.3% | \$696.00 | 0.3% |
| Cleaning - Events | \$2,895.47 | 1.1% | \$2,895.47 | 1.1% |
| Computer Expenses | | | | |
| Computer Expenses | \$1,041.46 | 0.4% | \$1,041.46 | 0.4% |
| Online Magazine | \$2,710.00 | 1.0% | \$2,710.00 | 1.0% |
| Consultancy Fees | \$9,799.63 | 3.7% | \$9,799.63 | 3.7% |
| Employsure | \$1,697.95 | 0.6% | \$1,697.95 | 0.6% |
| Insurance | \$3,263.60 | 1.2% | \$3,263.60 | 1.2% |
| Affiliation Fees - WCF, WGU | \$1,553.37 | 0.6% | \$1,553.37 | 0.6% |
| Entry Fees | \$1,910.00 | 0.7% | \$1,910.00 | 0.7% |
| Postage, Freight and Courier | \$241.31 | 0.1% | \$241.31 | 0.1% |
| Printing & Stationery | \$4,999.20 | 1.9% | \$4,999.20 | 1.9% |
| Rates & Taxes | \$25.48 | 0.0% | \$25.48 | 0.0% |
| S&W Superannuation | \$13,137.05 | 5.0% | \$13,137.05 | 5.0% |
| S&W Salaries & Wages | \$132,747.30 | 50.5% | \$132,747.30 | 50.5% |
| Trophy / Engraving | \$593.84 | 0.2% | \$593.84 | 0.2% |
| Telephone and Internet Charges | \$253.15 | 0.1% | \$253.15 | 0.1% |
| Zoom Account | \$131.54 | 0.1% | \$131.54 | 0.1% |
| Croquet Scores | \$540.00 | 0.2% | \$540.00 | 0.2% |
| Total Expenses | \$273,105.27 | 103.9% | \$273,105.27 | 103.9% |
| Operating Profit | -\$10,037.04 | (3.8)% | -\$10,037.04 | (3.8)% |
| Net Profit/(Loss) | -\$10,037.04 | (3.8)% | -\$10,037.04 | (3.8)% |

This report includes Year-End Adjustments.

Balance Sheet

As of June 2023

| | | |
|---------------------------------|--------------|---------------------|
| Assets | | |
| Current Assets | | |
| Operating Account | \$84.12 | |
| Treasurer's Account | \$275,890.87 | |
| QANTAS Card | \$1,000.00 | |
| TD 471050245779 11 Nov 2020 | \$60,000.00 | |
| BT Investment C11731060 | \$134,768.57 | |
| Trade Debtors | \$41,852.25 | |
| Electronic Clearing Account | -\$646.80 | |
| 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 | | \$544,649.67 |
| Liabilities | | |
| Suspense - liability | | -\$275.00 |
| WCF Funds | | \$568.00 |
| Income in Advance | | \$3,696.00 |
| GST Collected | | \$11,447.83 |
| GST Paid | | -\$1,281.96 |
| PAYG and Superannuation payable | | \$19,913.26 |
| Provision for Annual Leave | | \$13,665.59 |
| Total Liabilities | | \$47,733.72 |
| Net Assets | | \$496,915.95 |
| Equity | | |
| Retained Earnings | \$520,428.89 | |
| Current Year Earnings | -\$23,512.94 | |
| Total Equity | | \$496,915.95 |

This report includes Year-End Adjustments.