



BOARD MEETING AGENDA

Wednesday, 16th August 2023 at 6pm AEST via Zoom

1. Attendance:

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

2. Opening: Congratulations to Jamie Gumbrell winner of the Women's World GC Championship

3. Declaration of Directors' Interests:

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

4. Adoption of Minutes of Previous Meeting:

4.1. Minutes of 17 July 2023 Meeting:

- Amend declaration for SCH
 - Reword to remove reference to briefing papers, 8.1.1, 8.2, 8.1.3, 8.1.4
 - Links do not work – 8.1.5, 8.1.6
 - No need to include 'references to briefing papers in minutes'
- Approved subject to the above amendments. *Action: Sec*

4.2. Ratification of Circular Resolutions:

- 4.2.1. **Adoption of Updated June Financials:** *still awaiting approval* *Action: CEO*
- 4.2.2. **Adoption of Coach Refresher Package:** *still awaiting approval* *Action: CEO*

4.3. Business Arising from Minutes of 17 July:

- Item 8.1.1 - WCF S-G advised of Karen Bisley's appointment and a letter showing such appointment provided to Karen (*see Item 7.2.2 below*)
- Items 8.1.2 & 8.1.6 - Updated Gateball Referee Accreditation and Reaccreditation Framework document posted to Croquet Australia and Gateball Australia websites.
- Item 8.1.8 - Working Group has met via Zoom and work to combine all complaint and appeals policies and procedures into one document meeting SIA requirements has commenced.

5. Compliance Matters:

- Reviewed

6. Finance Reports:

6.1. Financial Report: The Treasurer spoke to reports.

- Reconciliation of accounts continues, noting some recent asset purchases yet to be added.
- Grant funding for WCF Over 50's events received.
Report approved.

7. Correspondence:

7.1. Inwards

7.2. Outwards

7.2.1. 28 Jul 23 to Wagga City Council – letter of support

7.2.2. 29 Jul 23 to Karen Bisley – letter of appointment

CEO has written a congratulatory letter to Jamie Gumbrell.

8. For Decision:

8.1. Governance:

8.2. Management:

8.2.1. Referee Accreditation-Reaccreditation Program

The Board queried if there had been sufficient consultation with the referee committee and state coordinators of refereeing. The Board also queried the rationale of introducing the various levels and if other countries had adopted a similar program. The Board requested the NGCR committee to update paper following wider consultation and discussion.

Action NGCR

8.2.2. New Club Grant

Approved, subject to confirming the affiliation date of the Forbes CC with CNSW.

Action Admin Officer

8.2.3. New ACA Logo – approved Version 5 option 4B agreed to with slight variation with the larger font for Croquet and smaller font for Australia.



8.2.4. In camera discussion

8.2.4.1. In camera discussion.

8.2.4.2. In camera discussion.

8.2.4.3. Accreditation of non-member coaches, eg schoolteachers, for junior programs.

The Board noted other teachers are not members, and teachers are generally not coaches for the other sports they coach (demonstrate) eg, Netball, soccer, softball etc.

ACA does not require another tier of membership. Motion Lapsed

8.3. Events:

8.3.1. GC National Team Selection – Approved

Action: CEO & Treasurer

8.3.2. Australian Gateball Championships – Due to Visa issues the number of international participants will be lower. Reimbursement is available for the official Tournament Referee and the International Referee. Approved

Action CEO, NCGb

8.3.3. Peter Coles sponsorship – deferred to the September meeting.

Projects

Responsibilities and priorities

- Database tenders are imminent, CEO to meet with Nick Chapman and Gareth Bushill
- NIF – CEO and Policy Review Working Group
- CLG – CEO to commence application.
- LMS access – AO to oversee whilst Barb Piggott overseas
- Website and Social media – AO, assistance from Kerri-Ann Organ and Chair

9. For Discussion:

9.1. **Governance:** Nil

9.2. **Management:** Nil

9.3. **Events:** Nil

9.4. **WCF:** Hall of Fame – Request recommendation from Marty / Hall of Fame committee *Action CEO*

10. For information:

10.1. **Governance:** Nil

10.2. **Management:** Nil

10.3. **Events:** Nil

10.4. **WCF:** Nil

11. **Next Meetings:** **Wednesday** 20 September 2023 @ 6pm via Zoom

12. **Close:** 8pm

Financial Reports – August 2023 Board Meeting

Financial Report Summary		
Financial Report	Balance	Comments
1. ACA Bank Accounts:		
a. Treasurers account	\$563 243	As at July 2023
2. Qantas Card	TBC	
3. ACA Investments:		
a. TD 471050245779 (investment amount \$60,000.00)	\$60 000	
4. Profit & Loss	Income = \$362 906 Expenditure = \$306 705 Profit YTD = \$56 442	Report below
5. Balance Sheet	Total Assets = \$670 171 Total Liabilities = \$93 300 Net Assets/Equity = \$576 871	Report below
6. Aged Payables	Payables = \$2130	Report below
7. Aged Receivables	Total receivables = \$12 710 > 90 days = \$8767 61-90 days = \$2200 31-60 days = \$0 0-30 days = \$1744	Report below

Profit & Loss [Last Year Analysis]

January 2023 To July 2023

	This Year	Last Year	\$ Difference	% Difference
Income				
Affiliation- Member/Player	\$287,759.46	\$250,382.40	\$37,377.06	14.9%
Sale of Goods				
AC Law Books	\$0.00	\$8.18	-\$8.18	(100.0)%
GC Rule Books	\$0.00	\$1,071.86	-\$1,071.86	(100.0)%
Wedge Gauges	\$351.75	\$0.00	\$351.75	NA
Advertising income	\$0.00	\$100.00	-\$100.00	(100.0)%
Gain on disposal of assets	\$318.18	\$0.00	\$318.18	NA
Sale of Equipment	\$909.09	\$0.00	\$909.09	NA
Grants	\$4,307.00	\$0.00	\$4,307.00	NA
Donation Received	\$209.00	\$31,768.00	-\$31,559.00	(99.3)%
Sponsorship	\$2,110.00	\$0.00	\$2,110.00	NA
Event Entry Fees - Full	\$43,065.30	\$6,545.41	\$36,519.89	557.9%
Event Entry Fees - Concession	\$368.10	\$0.00	\$368.10	NA
Postage	\$3.50	\$4.55	-\$1.05	(23.1)%
Gateball Food	\$484.55	\$0.00	\$484.55	NA
Interest	\$907.48	\$25.49	\$881.99	3,460.1%
Increase in value of investmen	\$19,281.00	\$0.00	\$19,281.00	NA
Other	\$132.00	\$3,387.42	-\$3,255.42	(96.1)%
WCF 2017 Income				
2022 MacRob Sale of Merchandise	\$2,700.00	\$0.00	\$2,700.00	NA
Total Income	\$362,906.41	\$293,293.31	\$69,613.10	23.7%
Cost Of Sales				
Sales of Hoop gauges	-\$240.00	\$0.00	-\$240.00	NA
Total Cost Of Sales	-\$240.00	\$0.00	-\$240.00	NA
Gross Profit	\$363,146.41	\$293,293.31	\$69,853.10	23.8%
Expenses				
Gifts	\$314.47	\$0.00	\$314.47	NA
It Equipment	\$5,789.38	\$0.00	\$5,789.38	NA
Referee Log Books - Gateball	\$302.73	\$0.00	\$302.73	NA
Equipment Purchases	\$7,251.55	\$71.95	\$7,179.60	9,978.6%
Rules & Laws Books, Hoop Gauge	-\$584.50	\$5,019.94	-\$5,604.44	(111.6)%
Badges	\$3,779.46	\$200.91	\$3,578.55	1,781.2%
Coaching Manuals	\$2,750.00	\$514.18	\$2,235.82	434.8%
Audit Fees	\$0.00	\$1,584.00	-\$1,584.00	(100.0)%
MYOB subscription	\$123.64	\$218.18	-\$94.54	(43.3)%
Subscriptions	\$5,140.77	\$0.00	\$5,140.77	NA
Bank charges	\$93.36	\$49.05	\$44.31	90.3%
STRIPE charges	\$270.67	\$410.97	-\$140.30	(34.1)%
Board/Governance Expenses	\$138.00	\$7,741.53	-\$7,603.53	(98.2)%
Prizes	\$3,650.00	\$1,981.82	\$1,668.18	84.2%
Tournament Referee	\$708.90	\$1,150.00	-\$441.10	(38.4)%
Referees/Venue Manager	\$492.00	\$72.00	\$420.00	583.3%
Accommodation - Overseas	\$737.00	\$0.00	\$737.00	NA
Airfares - Overseas	\$2,878.58	\$0.00	\$2,878.58	NA
Uniforms	\$0.00	\$593.00	-\$593.00	(100.0)%
Entry Fees - WCF	\$742.72	\$393.36	\$349.36	88.8%
Videographer	\$4,699.90	\$0.00	\$4,699.90	NA
Catering - Events	\$2,184.15	\$0.00	\$2,184.15	NA
Lawn Hire	\$13,254.54	\$0.00	\$13,254.54	NA

This report includes Year-End Adjustments.

Profit & Loss [Last Year Analysis]

January 2023 To July 2023

	This Year	Last Year	\$ Difference	% Difference
Honoraria	\$4,500.00	\$0.00	\$4,500.00	NA
Travel - Domestic	\$25,365.80	\$2,393.59	\$22,972.21	959.7%
Hires - Events	\$2,464.36	\$20,941.44	-\$18,477.08	(88.2)%
New Club Grants	\$1,500.00	\$1,500.00	\$0.00	0.0%
Scholarships	\$954.55	\$0.00	\$954.55	NA
Accommodation - domestic	\$1,503.24	\$4,603.83	-\$3,100.59	(67.3)%
Marketing and Promotion Plan	\$17,500.00	\$0.00	\$17,500.00	NA
Grant Plan	\$0.00	\$453.75	-\$453.75	(100.0)%
Other	\$72.66	\$5,819.41	-\$5,746.75	(98.8)%
ACA Contribution	\$0.00	\$5,000.00	-\$5,000.00	(100.0)%
Officials contributions	\$696.00	\$0.00	\$696.00	NA
Coaching	\$150.00	\$0.00	\$150.00	NA
Cleaning - Events	\$2,895.47	\$290.91	\$2,604.56	895.3%
Computer Expenses				
Computer Expenses	\$1,521.46	\$2,053.89	-\$532.43	(25.9)%
Web design expenses	\$490.75	\$7,532.16	-\$7,041.41	(93.5)%
Online Magazine	\$3,460.00	\$2,550.00	\$910.00	35.7%
Consultancy Fees	\$11,103.92	\$2,416.17	\$8,687.75	359.6%
Employsure	\$2,201.09	\$0.00	\$2,201.09	NA
Donations Paid	\$0.00	\$240.00	-\$240.00	(100.0)%
Insurance	\$3,263.60	\$0.00	\$3,263.60	NA
Legal Fees	\$0.00	\$2,050.00	-\$2,050.00	(100.0)%
Marketing	\$0.00	\$1,100.00	-\$1,100.00	(100.0)%
Affiliation Fees - WCF, WGU	\$1,553.37	\$1,588.50	-\$35.13	(2.2)%
Entry Fees	\$1,910.00	\$464.00	\$1,446.00	311.6%
Postage, Freight and Courier	\$330.65	\$413.87	-\$83.22	(20.1)%
Printing & Stationery	\$4,999.20	\$7.80	\$4,991.40	63,992.3%
Rates & Taxes	\$25.48	\$0.00	\$25.48	NA
S&W Superannuation	\$14,704.19	\$9,749.14	\$4,955.05	50.8%
S&W Salaries - Other	\$0.00	\$3,380.50	-\$3,380.50	(100.0)%
S&W Salaries & Wages	\$146,994.06	\$59,024.25	\$87,969.81	149.0%
Trophy / Engraving	\$802.93	\$0.00	\$802.93	NA
Telephone and Internet Charges	\$353.10	\$390.78	-\$37.68	(9.6)%
Zoom Account	\$131.54	\$0.00	\$131.54	NA
Croquet Scores	\$540.00	\$0.00	\$540.00	NA
Total Expenses	\$306,704.74	\$153,964.88	\$152,739.86	99.2%
Operating Profit	\$56,441.67	\$139,328.43	-\$82,886.76	(59.5)%
Net Profit/(Loss)	\$56,441.67	\$139,328.43	-\$82,886.76	(59.5)%

This report includes Year-End Adjustments.

Balance Sheet

As of July 2023

Assets		
Current Assets		
Operating Account	\$84.12	
Treasurer's Account	\$563,242.75	
QANTAS Card	\$1,000.00	
TD 471050245779 11 Nov 2020	\$60,000.00	
Trade Debtors	\$16,051.26	
Electronic Clearing Account	-\$1,907.80	
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		\$670,170.99
Liabilities		
Suspense - liability		-\$275.00
Trade Creditors		\$743.97
WCF Funds		\$568.00
Income in Advance		\$4,697.55
Grant Liability		\$28,284.00
GST Collected		\$23,684.52
GST Paid		-\$3,004.60
PAYG and Superannuation payable		\$24,936.40
Provision for Annual Leave		\$13,665.59
Total Liabilities		\$93,300.43
Net Assets		\$576,870.56
Equity		
Retained Earnings	\$520,428.89	
Current Year Earnings	\$56,441.67	
Total Equity		\$576,870.56

Aged Receivables [Summary]

As of 31/07/2023

Name	Total Due	0 - 30	31 - 60	61 - 90	90+
Arney, Virginia	\$269.68	\$269.68	\$0.00	\$0.00	\$0.00
Barnwell, Pamela	\$322.82	\$322.82	\$0.00	\$0.00	\$0.00
Croquet Association Queensland Inc	\$631.00	\$0.00	\$0.00	\$0.00	\$631.00
Croquet New South Wales Inc	\$531.20	\$531.20	\$0.00	\$0.00	\$0.00
Deptment of Jobs, Skills, Industry and Regions	\$4,400.00	\$0.00	\$0.00	\$0.00	\$4,400.00
Gerda Lambeck	\$264.63	\$264.63	\$0.00	\$0.00	\$0.00
McLoughlin, Kate	\$264.63	\$264.63	\$0.00	\$0.00	\$0.00
Millar, Lachlan	\$56.89	\$56.89	\$0.00	\$0.00	\$0.00
Patullo, Lindsay	\$33.69	\$33.69	\$0.00	\$0.00	\$0.00
Rodney Kendall	\$15.50	\$0.00	\$0.00	\$0.00	\$15.50
Tasmanian Croquet Association Inc	\$1,240.00	\$0.00	\$0.00	\$0.00	\$1,240.00
Victorian Croquet Association Inc	\$1,240.00	\$0.00	\$0.00	\$0.00	\$1,240.00
West Australian Croquet Association Inc	\$1,240.00	\$0.00	\$0.00	\$0.00	\$1,240.00
Wodonga Council	\$2,200.00	\$0.00	\$0.00	\$2,200.00	\$0.00
Total:	\$12,710.04	\$1,743.54	\$0.00	\$2,200.00	\$8,766.50
Ageing Percent:		13.7%	0.0%	17.3%	69.0%

Aged Payables [Summary]

As of 31/07/2023

Name	Total Due	0 - 30	31 - 60	61 - 90	90+
Adala Group	\$275.00	\$275.00	\$0.00	\$0.00	\$0.00
Charles Quinn	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
Christine Eiffert	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
Claire Keating	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
Derek Bull	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
Devison, Glen	\$35.00	\$35.00	\$0.00	\$0.00	\$0.00
Jennings, Barry	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
Lester Hughes	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
McGlynn, Kevin	\$240.00	\$150.00	\$0.00	\$0.00	\$90.00
Member Point Pty Ltd	\$495.00	\$495.00	\$0.00	\$0.00	\$0.00
MYOB Australia	\$136.00	\$136.00	\$0.00	\$0.00	\$0.00
Organ, Kerri Ann	\$248.97	\$248.97	\$0.00	\$0.00	\$0.00
Patullo, Lindsay	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00
Quinn, Charles	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
Total:	\$2,129.97	\$1,589.97	\$0.00	\$0.00	\$540.00
Ageing Percent:		74.6%	0.0%	0.0%	25.4%