

1. Attendance

1. **Directors:** Jim Nicholls (Chair), Max Kewish, Pat Habner, Nick Chapman, Sarina Cevaal-Hewitt
- 1.1. **Officers:** Kristie Middleton, Rob Murray, Kerri-Ann Organ, Jim Clement
- 1.2. **Apologies:** Barbara Northcott, Claire Keating

2. Declaration of Directors' Interests:

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

3. Opening

The Board Meeting commenced at 6.00pm.
The Board noted the inclusion of attendees at the meeting.

Chair Jim Nicholls noted that the inclusion of Rob Murray, Kerri-Ann Organ and Jim Clement was to ensure they were acknowledged for their contribution. Specifically in the last several months which has seen considerable change.

Noted that Nick Chapman joined the meeting at 6.06pm. This constituted the quorum for this Board Meeting.

Chair Jim Nicholls noted that Administration Officer Rob Murray would be concluding his role on Friday, 22 September 2023, having started with the Australian Croquet Association approximately five years ago, Rob has provided a steady hand and specifically during the period of COVID there was considerable work done to keep croquet updated during that time, along with holding the position of complaints officer. Chair Jim Nicholls thanked Rob and wished him the best for the future.

Rob Murray and Jim Clement left the meeting at 6.10pm.

4. Minutes of the Previous Meeting

4.1 Minutes of the Previous Meeting

- 4.1.1 The Directors noted the previous minutes dated 16 August 2023.
RESOLUTION: The Board Resolved to accept the Minutes of the Previous Meeting dated 16 August 2023.
Moved by Max Kerwish, seconded by Pat Habner.
- 4.1.2 The Directors noted that the Rolling Action was not provided for review.

4.2 Ratification of Flying Minutes

- 4.2.1 The Directors noted ratification of the following Flying Minutes:
 - 9/8/2023 The ACA Board resolves to approve the employment of Kerri-Ann Organ on a casual basis for 3 days a week commencing 24 July 2023. Employment to be reviewed after other staff return from annual/personal leave. Unanimous.
 - 28/8/23 The ACA Board resolves to appoint Simon Hockey as the HPM for AC effective immediately until the conclusion of the next MacRob event. Unanimous.
 - 1/9/23 The ACA Board resolves to support the request from the WCF to upgrade the Deutscher Krocket Bund and the Welsh Croquet Associations from Associate to Full Membership. Unanimous.
 - 1/9/23 The ACA Board resolves to appoint Kristie Middleton as Chief Executive Officer. Unanimous.

5. Compliance Matters

Noted that additional items should be included to ensure the compliance listing includes the legislative requirements, the annual general meeting dates and audit requirements.

6. Finance Reports

6.1 Chair Jim Nicholls noted that there has been considerable work done to

Kerri Ann Organ noted the provision of the report immediately prior to the meeting. Kerri-Ann Organ noted that there are a number of matters in the aged payables and receivables that need to be corrected and updated from incorrect coding or a failure to update balance from previous changes.

The Directors noted the Financial Reports dated 20 September 2023.

RESOLUTION: The Directors accepted the Financial Reports dated 20 September 2023

The Directors discussed the 2023 Budget and the creation of the 2024 Budget.

The Directors agreed that a meeting of the Finance Audit and Risk Management Committee was required.

Kerri Ann Organ left the meeting at 6.38pm.

7. Correspondence

7.1 Inwards

The Board Noted the correspondence in from:

7.1.1 30/8/23 – Email from WCF re vacancies for President and two Management Committee positions due 31 October.

7.1.2 30/8/23 – Email from WCF requesting upgrades from Associate to Full Membership for Deutscher Krocket Bund and the Welsh Croquet Association.

Noted that Croquet Australia responded to this correspondence in the affirmative.

8. For Decision

The Directors noted that the:

- Noted that the ACA section policy item was not necessary as it had previously been considered.
- Noted the registration of the new Croquet Australia logo and the next steps to rolling out usage.
- Noted that there will be a debit card application in order to provide a debit card to the CEO. There are specific requirements from the Commonwealth Bank, which requires specific minutes, in order to have cards provided. Noted that the card will be for employees.

RESOLUTION: The Directors RESOLVED the following account changes:

The Australian Croquet Association’s bank accounts and authorities to be as follows:

No Change to the following account

Account Name: Australian Croquet Association Inc No 2 account

[Redacted account details]

No Change to the following account

Account Name: Australian Croquet Assoc Inco

[Redacted account details]

Amend the following account to:

Account Name: Australian Croquet Association Inc No 2 account



8.3 Events

- 8.3.1 Chair Jim Nicolls noted that he attended the Gateball Event and was pleased to part of the hosted dinner, which included the opportunity for Australia to host the 2026 World Gateball Championship.
- 8.3.2 Noted that additional information was required of the 2024 AC Gold & Silver Medal, Singles and Eire Cup and also 2025 WCF Openshaw Shield.
- 8.3.4 The Directors discussed GC World Championship Over 50's and the inclusion of 10% towards cost for Livestreaming by Croquet Australia.

RESOLUTION: The Board RESOLVED that 10% (\$6,800) of the livestreaming cost would be provided by Croquet Australia.

9. For Discussion

9.1 Governance

The Directors noted and discussed:

- Budget discussions should be deferred to CEO Kristie Middleton
- Additional information would be required for the Special General Meeting Agenda
- The collection of affiliation fees, setting the fees for 2024 and how the national database project would impact the collection future membership fees.
- Suitable candidates for the WCF Hall of Fame and Management Committee nominations.

9.2 Management

The CEO Kristie Middleton noted that the changes to the staff required additional consideration.

10. For Information

10.1 The Directors noted the WCF Over 50s GC World Championships meeting minutes July and August.

10.2.3 Project Updates

- 10.2.3.1 Director Nick Chapman noted an update on this National Database Project to confirm the preferred supplier being RevSport. There will be additional testing environments for the user group.
- 10.2.3.2 Director Nick Chapman noted that he had engaged with the Working Group considering the updated National Integrity Framework. The Directors noted that the current Working Group would be dissolved, to be replaced by a more contemporary, modern committee.
- 10.2.3.3 The Directors discussed the Learning Management System and its lack of accessibility.

The Directors noted a presentation from the CEO on the immediate work to be done in this newly staffed role.

11. Next Meeting

The Directors noted the next meeting would be set by the Chair and CEO after consultation.

12. Close

The meeting closed at 8.37pm.