



Minutes

Board Meeting
Wednesday 1 July at 1700 hours EST via Skype

1. Roll Call

In attendance Robyn Wallace (Chair)
Jim Clement
Don Close
Megan Fardon
Bob Godfrey
Jim Saunders
Tricia Vierra

Susan Linge ACA Secretary/Administrative Officer

Apologies David Taylor

2. Welcome

The Chair welcomed everyone and thanked them for their attendance.

3. Adoption Minutes

The minutes from the meeting Tuesday 2 June, 2015 were accepted.

4. Recording of Motions sent and agreed to by Email – no motions circulated

5. Review Action Items – Tuesday 2 June, 2015

	Item	Action	
6	Call for nominations for the position of Deputy Chair.	AO	Ongoing
7	Develop process/policy on placement of completed Terms of Reference and Position Descriptions.	AO/Jim Clement	8 July
8	Paper on Skype Etiquette – set-up and protocols to be distributed as a matter of urgency.	AO	Set up Completed Protocols outstanding
8.2	Briefing - Gateball	Tricia Vierra/Director of Gateball	Completed
11.2	Chair of the Governance sub-committee to provide a list of priorities for discussion at the next meeting.	Jim Clement	Completed
12.4.1	List of Qualified Referees to be sent to the Chair.	AO	Completed
12.5.1	Appointment of TM for the GC Gold Medal, Men's and Women's Singles and ISS be conveyed to Henry Burbury and to the Chair of Events Committee.	AO	Completed
12.5.1	NDRGC Board Liaison to discuss appointment of TR with NDRGC.	Jim Saunders	Completed
12.7	Convey Board's decision to add GC Schools Competition to the national	AO	Completed

	Item	Action	
	calendar of events to Chair Events Committee		
12.7	Information about reimbursement for the President's Eights be sent to the Board Liaison for NDSC.	Jim Clement	Completed
12.7	Board Liaison for NDSC to talk with the NDSC about preparing a budget for the inaugural GC Schools Competition.	Tricia Vierra	Completed
12.7	Board Liaison to discuss with NDSC a 'monetary pool' for travel reimbursement	Tricia Vierra	Completed
13	Item 4(ii) Follow up as to the process of reviewing reaccreditation of referees	AO add to next Agenda	Completed
13	Item 6 Board Liaison NDRGC write a clear statement outlining the way in which TRs are to appointed for ACA Events	Jim Saunders	Completed
13	Item 7 Paper drafted with options for Referee reimbursement for ACA events	Jim Clement/AO	8 July
13	Item 10 Glossary to be circulated to the Board	AO	Website
13	Index for inclusion in <i>The Rules of Golf Croquet</i>	AO	Completed
13.2	Review Member Protection Policy	Governance sub-committee	Update 8 July
14	Follow up Players who have not returned their signed Agreements for WCF Women's AC WC	AO	Completed
20.1	Confirm Appointment – Finance Assistant	AO	Completed
20.1	Purchase laptop for Finance Assistant.	AO/Jim Clement	Ongoing

Secretarial note – held over items from the meeting on Tuesday 1 June were discussed – 17.1.1, 17.1.2, 12.3 and ongoing item 20.1 Finance Assistant were discussed.

17. Appointed Officers

17.1 National Director of School Croquet

17.1.1 Report Development Strategy Under 21s

Board Liaison for NDSC talked to the report which listed 8 recommendations.

Recommendation 1

ACA to change 'Schools Croquet' to the 'Student Croquet' program directed toward individual students aged between 13 to 21 years and to reflect this change in the title of the appointed Director and the position description;

It was agreed that from 2016 the Schools Competition be called the Under 21 Competition and for consistency it was agreed that the title National Director of Schools be renamed to National Director Under 21s Croquet (NDU21C)

Recommendation 2

ACA to inform State Associations of the changes to the Student Croquet program and request they appoint a State Director of Student Croquet at the earliest opportunity;

It was agreed that ACA would write to the State Associations informing them of the changes to the Student/Under 21 Croquet Program and with the request to appoint their own State Director/Co-ordinator of Under 21 Croquet.

Recommendation 3

The NDSC, in consultation with the NCDGC, to develop and deliver a national program for the development of U21 players that is based on Golf Croquet;

It was agreed that the NDU21C would develop and deliver a national program for the development of Under 21 players based on Golf Croquet in consultation with the NCDGC.

Recommendation 4

ACA to establish a non-voting 'Student' membership structured on a 50% reduced affiliation fee and international levy for individuals under 21 or full-time students under 25, effective in 2016;

It was agreed to establish an Under 21 membership category. The Fees – ie affiliation and international levy would be discounted by 50%.

Recommendation 5

ACA to establish an annual ACA Student Championship as a preliminary event to the Golf Croquet Championships, beginning in 2016;

It was agreed that this recommendation be referred to the Events Committee with the note that the event shall be called Under 21 Championship.

Recommendation 6

ACA to establish a WCF U21 Working Group (WCF U21WG) of appropriate ACA appointees and players with WCF experience to develop processes for player identification, selection and development to form a U21 Squad;

The Board asked for a briefing paper outlining the structure, makeup and a suggested terms of reference for this working group to be presented at the Board's first meeting in August – Wednesday 5th.

Recommendation 7

ACA to support WCF U21 squad with budget lines in 2016 and 2017;

The comment was made that a budget should be part of the briefing paper ie Recommendation 6.

Recommendation 8

ACA to increase the number of 'Junior' or 'Student' Scholarships to three annually;

It was noted that ACA already has a category of Junior Scholarship.

17.1.2 ASC Sporting Schools – update (Schools Liaison)

It should be noted that when the Board Liaison was talking to the report ie Agenda Item 17.1.1 she stated that in her discussions with the NDSC it was realised that Croquet Australia is not in a position to participate in the ASC's Schools Participation Program as the focus is now on the developing Under 21 players rather than targeting Primary School aged children.

12. Tournaments

12.3. Inaugural GC Schools Championship

12.3.1 Budget

The Budget was noted and the current Treasurer said that he expected the entire event would cost approximately \$3,000.00.

12.3.2 Reimbursement to Student Players

It was agreed that students attending the Schools Championship in Maitland be reimbursed up to \$100.00 if they travelled in excess of 100 kilometres and/or required accommodation on the provision of tax invoices submitted to the Treasurer.

It was also noted that this arrangement is to be reviewed prior to the new event – Under 21 Championship in 2016.

Secretarial note – Business continuing from Meeting held on Tuesday 2 June

Item 20.1 Finance Assistant

To finalise the appointment of the Finance Assistant it was agreed that referees be sought and contacted. The AO to draft a letter of appointment and send to the members of the interview panel for comment.

6. Board – Roles and Responsibilities

6.1 Position of Deputy Chair

It was agreed that nominations would be called for the position of Deputy Chair and the process would be similar to that of seeking nominations for the position of Chair in April.

7. Board Priorities

7.1 Governance sub-committee – report 8 July (Chair, Governance sub-committee)

8. Skype Etiquette

8.1 Using Skype for meetings

Once again there were issues experienced with connectivity and it was agreed that the next meeting scheduled for Wednesday 8 July commence at 1600 hours (EST), 1530 (SA) and 1400 (WA)

Protocols are still required for the way in which members indicate if they would like to make a contribution to the discussions.

9. Board Representation at ACA Events

	Event	Dates	Representative
8.2	Australian Gateball Championship	Thursday 4 to Sunday 6 September (Wynnum CC, QLD)	Tricia Vierra
8.3	GC Gold Medal, Men's and Women's Singles, ISS	Tuesday 15 to Sunday 27 September (Hobart and Launceston, TAS)	Robyn Wallace
8.4	President's AC Eights	Friday 9 to Monday 12 October (Cairnlea, VIC)	
8.5	National AC 'B' Level Event	Saturday 17 to Sunday 25 October (TBA)	
8.6	National GC Handicap	Saturday 1 and Friday 6 November (Deniliquin, NSW)	
8.7	AC Open Doubles and Singles Championships	Saturday 14 to Sunday 22 November (Cairnlea, VIC)	
8.8	National GC Secondary Schools Championships	Friday 27 to Sunday 29 November (TBA)	
8.9	GC Trans-Tasman	Monday 30 November to Saturday 5 December (Nelson, NZ)	Robyn Wallace

10. Strategic Plan

10.1 Terms of Reference

The terms of reference for the continuation of the SPWG were agreed to and letters of invitation are required to be sent to the three new State Representatives – Queensland, Tasmania and Western Australia.

11. Policies

11.1 Prioritisation of Policies

The supporting paper listed over fifty possible policies that require writing or reviewing. It was agreed that each Director shall list their priorities and forward to the AO for collation and the item would be discussed at the meeting scheduled for Wednesday 5 August.

11.2 Appointment of Tournament Referees Draft Policy

It was recommended that such a policy include appointment of referees for both Golf Croquet and Association Croquet. It was agreed that a longer lead time was required ie three months not eight weeks. Jim Saunders to update.

Add to the list of policies re Appointment TM

12. Tournaments

12.1 Patron's Trophy

12.1.1 Report TM

12.1.2 Report TR

Both reports were accepted and commended for their detail and recommendation. Reports to be distributed to the Events Committee

12.2 GC Gold Medal, Men's and Women's Singles and ISS

12.2.1 Appointment TR

The Board Liaison for the NDRGC after much discussion with the NDRGC, made the following recommendation which was approved –

Graham Denehey be appointed the Tournament Referee for the Gold Medal, Men's Singles and Interstate Shield and Grant Wilson be appointed Tournament Referee for the Women's Singles.

Secretarial Note Items 12.4, 13, 14, 15, 16, 18 and 19 be held over to the next meeting

20. Meeting Closed

Meeting Closed at 1915

Next Meeting – Wednesday 8 July at 1600 hours EST via Skype

Action Items arising from Meeting 1 July, 2015

	Item	Action	
17.1.1	Recommendation 1	Inform the NDSC that the position title is now National director Under 21s Croquet (NDU21C)	Board Liaison NDSC/(NDU21C)
	Recommendation 2	ACA to write to State Associations informing them of the change to the Schools Program and requesting each State give consideration to appointing a State Director or Co-ordinator of Student/Under 21 Croquet	Secretary/AO to work with Board Liaison and NDU21C to draft letter for sending by Secretary/AO.
	Recommendation 3	To be included in the Position Description of the NDU21C. Revised PD to be completed	Board Liaison 8 July
	Recommendation 4	ACA to establish an Under 21 membership category	
	Recommendation 5	The establishment of an Under 21 Championship be referred to the Events Committee	Secretary/AO
	Recommendation 6	Briefing Paper to be written outlining the structure, makeup and terms of reference	Board Liaison 5 August
	Recommendation 7	Budget to be included in the Briefing Paper ie Recommendation 6	Board Liaison 5 August

	Item	Action	
6	Position of Deputy Chair	Call for nominations	Secretary/AO
8	Skype	Protocols during meeting to be established	Secretary/AO
10	Strategic Plan	Letters to be drafted for new members to the SPWG. ACA to send letters.	Chair, SPWG Secretary/AO
11.1	Prioritisation of Policies	List of Priorities to be sent to Board Members with notes against current policies	Secretary/AO
		Board Members to list their priorities and return to the AO for collation	Board Members 5 August
11.2	Appointment of Tournament Referees Draft Policy	Draft to include the appointment of referees for both Golf Croquet and Association Croquet	Board Liaison NDRGC
12.1 1 & 12.1.2	Patron's Trophy	TM and TR reports to be sent to the Events Committee	Secretary/AO
12.2	GC Gold Medal, Men's and Women's Singles and ISS	Appointments of TR to be confirmed to Croquet Tasmania and Events Committee	Secretary/AO