



ACA Executive Committee Meeting

Minutes

10th December, 2014 at 1915 hours

Attendees

Neil White (NW)	Jim Saunders (JS)
Megan Reynolds (MR)	Jim Clement (JC)
Bruce Fleming (BF)	Susan Linge (SL)
Robyn Wallace (RW)	

Apologies

Notes

Subject	Issues	Action	Officer and Completion Date
2 Adoption of Previous Minutes	Executive Committee Meetings		
	2.1 Wednesday 20 August, 2014	Adopted	
	2.2 Tuesday 26 August, 2014	Adopted - Item 4(a) needs to be corrected from Eire Cup to Interstate Shield.	SL
	2.3 Wednesday 19 November, 2014	Adopted	
	2.4 Wednesday 26 November,	Adopted – Action items and	SL

	2014	actioning officers need to be realigned in the document.	
3 Updates on Action Items from previous Executive Meetings	3.1 Appointment of Appointed Officers	Appointments as agreed by the Executive on 26 November have been confirmed in writing. The Honorary Treasurer reported that he is beginning to receive proposed budgets for 2015 from appointees.	
3.2	Croquet Tasmania's bid for 2015 Golf Croquet, Gold Medal, Men's and Women's Singles and ISS	Croquet Tasmania has been advised that their bid has been approved.	
3.3	Complaints Officer	This issue has been incorporated with the member protection recommendations emanating from the Burns report being dealt with by the President, the Senior Vice President, the Vice President and the Administrative Officer. The Member Protection Committee will be consulted on the issues. The President is preparing a paper recommending changes to the Member Protection Policy to be presented to the next AGM.	
3.4	Croquet Refereeing Guide	The Croquet Refereeing Guide is being rolled out to the SDR in each state. The Honorary Secretary to liaise with NDRAC to provide a copy to the Administrative Officer and the Webmaster for inclusion on the ACA website.	BF
3.5	Recommendations from ACSC – WCF W AC WC	The Administrative Officer has sent expressions of interest including supporting documentation for the wild card nominees to the WCF by the due date	

3.6	Update ACA Website	The Administrative Officer will continue negotiations with Tim Murphy and Nick Chapman on the future of the administration of the website.	SL
4 Follow up required on Action Items from previous Executive Meetings	4.1 Accreditation and Reaccreditation Program ACA Referees and Umpires	The Administrative Officer will update telephone numbers and the document format prior to loading on the ACA website.	SL
4.2	Eligibility for Interstate Teams and ACA Medal Events	The paper prepared by the President was noted. The President reiterated the decision from the Council Meeting 'consultation was needed with key stakeholders and a timeframe to be set; this will be discussed by the Executive'. Much discussion ensued. A Skype meeting will be arranged with the State representatives. The Honorary Secretary to liaise with Queensland and Tasmania to confirm their representatives	NW & BF to finalise SL to host Skype Meeting
4.3	Define Role for Patron	An article entitled 'What does being a Patron mean?' had been circulated. It was agreed that the ACA should define what it wants from a Patron. The President to prepare a paper	NW
4.4	ACA Refereeing Regulations	The Administrative Officer received some corrections. These to be made before the document is uploaded to the website.	SL
4.5	Entering Tournaments On-line	It was agreed to trial on-line entering of tournaments for the AC Men's and Women's Singles. It was agreed that each event should have a separate link on the ACA website. An email should be sent to the States providing information on	SL

		the facility and requesting that the information be added to the respective websites.	
4.6	Executive attendance at ACA tournaments	<p>The President is preparing a paper for the Executive.</p> <p>The President reported on the feedback he had received when he was at the AC Open Singles that the players appreciated a member of the Executive being in attendance at the beginning and end of a tournament.</p> <p>A concern was raised within the Executive about how an appeal committee would be able to operate...it was suggested that this could occur via Skype but the ACA Representative should be at least within the same time zone as that of the event.</p>	NW
4.7 2015 Anti-Doping Policy	2015 Anti-Doping Policy	<p>The President has advised ASADA that the ACA has adopted the policy.</p> <p>The Administrative Officer to add the ACA livery to the document and place on the website.</p>	SL
5 Issues arising from Committees and/or Appointed Officers	5.1 NDRAC Feedback on Appointment Letter	The Honorary Secretary to respond to NDRAC and advise that consultation will occur with appropriate Appointed Officers or Committees before By-Law and policy changes are made which are dependent on the adoption of the new constitution.	BF
6 Issues arising from Players/Team International Representation		Administrative Officer said that all the uniforms for New Zealand had been ordered.	
7 World Croquet Federation Matters	7.1 WCF Topic 37 - Appointment of Independent Examiner	Approved. The Administrative Officer has advised the WCF.	

7.2	WCF Topic 38 - approval of 2015 budget	Approved. The Administrative Officer to advise the WCF.	SL
7.3	WCF Topic 39 - Election of the Uruguay Croquet Federation	Approved. The Administrative Officer to advise the WCF.	SL
7.4	WCF Topic 40: Permanent Adoption of e-mail voting.	Approved. The Administrative Officer has advised the WCF.	
8 Policy and Procedure Development	8.1 Travel Computation – Explanatory Document	The Administrative Officer to develop a policy document for presentation at the next Council Meeting.	SL
9 Tournaments	9.1 TM Report for the President's AC Eights	The Administrative Officer to forward to the appropriate Committees and Appointed Officers.	SL
9.2	TR Report for the Australian Open Doubles and Singles	The Administrative Officer to forward to the appropriate Committees and Appointed Officers.	SL
9.3	TM Report for the Australian Open Doubles and Singles	The Administrative Officer to forward to the appropriate Committees and Appointed Officers.	SL
9.4	TR Report for GC Handicap	The Administrative Officer to forward to the appropriate Committees and Appointed Officers.	SL
9.5	TM Report for the GC Handicap	The Administrative Officer to forward to the appropriate Committees and Appointed Officers.	SL
9.6	GC Handicap - Minutes of the	The Administrative Officer to forward to the appropriate	SL

	Players Meeting	Committees and Appointed Officers.	
10 Financial Matters		No issues to report.	
11 New Business	Schools Competition	The Honorary Secretary to write and thank the CNSW Director of Schools Croquet, Jacky McDonald for her submission. It was agreed that it was premature to proceed before an appointment had been made to the ACA's National Director of Schools Croquet position.	BF
11.2	Christmas Close Down	<p>The ACA and Administrative Officer will be taking a break over the Christmas period. An announcement to be placed on the website. Also an 'out of office' notification to be placed on ACA emails letting people know that if the matter is urgent to email or call the President.</p> <p>The close down is from Monday 22 December, 2014 to Sunday 4 January, 2015 inclusive.</p>	SL
11.3	Meeting Schedule for 2015	<p>The Executive Committee meetings are scheduled for Wednesday 21st January Friday 6th February Wednesday 18th February Wednesday 4th March</p> <p>A further meeting was added – Wednesday 14 January, 2015 to address the draft constitution which is due for distribution to the Executive on Monday 5 January, 2015.</p>	
11.4	TR for AC Gold Medal, Men's and Women's Singles and Eire Cup	<p>The Honorary Secretary declared a conflict of interest and left the meeting from 2100hrs to 2106hrs.</p> <p>The decision was deferred until the first meeting of the year – Wednesday 14 January, 2015.</p>	

11.6	Constitutional Review	A revised scoping document from the Constitutional Review Working Group which proposed some modified milestones was discussed and adopted.	
	11.5 Meeting Schedule for 23/3/15	<p>The process for holding a meeting to consider, and if thought fit, to adopt a new constitution was discussed and approved.</p> <p>A draft timetable of events leading to the 23/3/15 was approved.</p> <p>A letter from the Hon Sec advising the meeting program for 23/3/15, to be accompanied by an explanatory note on the process from the President, was approved for sending to State Secretaries.</p>	
	Office of Regulatory Services	The Executive agreed that it would keep the registered address of the Association as PO BOX 254 DICKSON ACT 2602	
	Christmas Greetings	The President thanked the Executive for its work during the year and wished everyone a Merry Christmas	
Meeting closed at 2145hrs.			
Next Meeting – Wednesday 14 January Time to be confirmed.			