

ACA Executive Committee Meeting Minutes

23rd July 2014 at 1815hrs

Attendees

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

Apologies

Subject	Issues	Action	Officer and Completion Date
Adoption of Previous Minutes		Adopted by email circulation	09-07-14
Issues Arising from Committees and/or Appointed Officers	Appointment of Appointed Officers	A paper prepared by the Administrative Officer for the Executive was accepted. The Honorary Secretary to write to the Appointed Officers advising them of the proposed new timetable for appointments. The Honorary Secretary to write to the State Secretaries to communicate the proposed changed process to the States	BF BF
	National Technical Panel Referee Training Manual Project	NW and MR to work with James Temlett and Liz Fleming to agree amendments required in the final draft to clarify/correct presentation and to formalise ACA intellectual property rights and ensure suitability for hosting the document on the ACA website. Note the proposed possible launch of the Referee Training Manual during the September Council Meeting.	NW and MR

		The role of the National Technical Panel (NTP) should be formalised and this should be considered during the Strategic Plan operational planning process	
	Gateball issues	The Honorary Secretary needs to respond to a letter from the steering committee regarding the proposal to host the 2018 Gateball World Championship on the Gold Coast indicating that ACA will not be supporting a bid .	BF
	Review of By-Law 28.16 National Handicapper	This position has become less relevant in recent years with the abolition of national records of handicaps, and State Handicappers ensuring compliance with the national handicapping system. It was decided that it should be proposed at the Special Council Meeting that By-Law 28.16 be deleted from the ACA Handbook.	BF
	Report from the AC Selection Committee chair on provision of Scholarships	Honorary Secretary to respond to correspondence from the chair AC SC re the number of scholarships to be provided. The Administrative Officer prepared a report on the process for awarding scholarships. This report and associated timetable was accepted. The Honorary Secretary to notify the State Secretaries; State Coaches and State Directors.	BF BF
	Golf Croquet Referees Manual.	The document will be circulated to the Executive Committee after minor amendments have been done. If there are no further comments after two weeks it can be posted on the ACA website.	SL
	Report from the Tournament Committee Guidelines – Minimum Lawns and Lawn Speeds	The report was discussed and the Administrative Officer will work with the Tournament Committee to review the report considering comments raised at the Exec. Meeting.	SL

	Member Protection Information Committee	<p>The Honorary Secretary to send the advice contained in the report to Croquet Tasmania.</p> <p>This Committee was not appointed at the March 2014 AGM. The Honorary Secretary to write to the Chair advising that all members remain appointed to their positions. A motion will be prepared for the Special Council Meeting to the effect that the Handbook be amended enabling these Committee members remain appointed until they resign or are removed.</p>	<p>BF</p> <p>BF</p> <p>BF</p>
Issues Arising from Players/Team Representation/ Individual International Representation	Review of criteria for ACA funding for Overseas tournaments	It was that agreed that a paper produced by the Senior Vice President, Treasurer, and the Administrative Officer would be revised for comments made at the Executive meeting with the aim of having a policy change adopted by Council at the September Meeting.	
World Croquet Federation Matters	Nothing to report		
Policy and Procedure Development	Review of Governance Documents/Policies	The Administrative Officer produced a terms of reference document on the review of the ACA's Selection Policy. The document and associated timelines were accepted. The ACSC will lead the review in consultation with the GCSC and the playing community.	ACSC and SL to review
Tournaments	Appointment of Tournament Referees	<p>The Tournament Referee (TR) nomination for the AC National Handicap Event in Launceston was accepted. Ian Scott of Launceston was accepted.</p> <p>The TR nomination for the GC National Handicap Event in Deniliquin was discussed in the light of communications with JS the Liaison Officer for that position.—It was resolved to thank the GCRC for their considerations and to appoint a local qualified TR, Eric O'Donnell to the position. As</p>	

	Use of Handicap Cards in Golf Croquet Events	<p>reported in the June Executive meeting the transport of the necessary Tournament equipment to Deniliquin will require coordination.</p> <p>The Honorary Secretary will convey this to the NDRGC by letter.</p> <p>The Senior Vice President produced a paper on this issue. The paper was discussed at length and it was resolved that the President would produce a statement on this issue for the Clips newsletter</p>	<p>BF</p> <p>NW</p>
Financial Matters	<p>Costs for running ACA events</p> <p>Financial Reports</p>	<p>The Treasurer and the Administrative Officer to modify the Tournament Regulations in accordance with comments made at the Executive Committee meeting. Appendix B Tournament Expenses Claim section 3.2 to be updated.</p> <p>The Treasurer has provided financial reports for the end of June. The reports were adopted. The Treasurer has received a claim for costs incurred staging the national AC championships in Brisbane.</p>	JC
Administration	<p>Administrative Officer/Secretary delineation of duties</p> <p>Report on issues relating to Tenancy of ACT Sports House</p> <p>Process for updating the web site</p>	<p>This review was completed and resulted in documents proposing changes to the Administrative Officer position description and to the ACA Handbook By-Laws section 25.5. The Treasurer moved that the meeting accept the documents. The motion was carried and a proposal to amend the Handbook will be tabled at the Special Council Meeting in September</p> <p>The Administrative Officer is waiting for the tenancy agreement</p> <p>The President produced a paper</p>	<p>SL</p> <p>NW and JS</p>

		defining a process for updating the website. The President and Senior vice President will both authorise website updates.	
Strategic Plan	Strategic Plan Working Group (SPWG) – Draft Final Strategic Plan	The draft plan has been issued to the States for comment by 1 st August. The SPWG will meet again on 4 th August. The President will attend the meeting. Assuming the plan is accepted by the States it will be will be tabled for endorsement at the September Council meeting.	NW
ACA Magazine	Nothing to report		
Meetings	Special Council Meeting 15 September 2014	The Administrative Officer provided a memo on proposed arrangements for the September Council meeting. This was accepted and the meeting will be held at the Royal Coach, Adelaide. Administrative Officer will send accommodation information to delegates The meeting will be a special council meeting. The Honorary Secretary will advise the State Secretaries and request agenda items.	SL BF
Next Meeting	Wednesday 20 August at 1815 hrs		