

ACA Executive Committee Meeting Minutes

25th June 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	23-05-14
Issues Arising from Committees and/or Appointed Officers	Re-appointment of Appointed Officers	The existing Appointed Officers who held roles in 2013 and who submitted expressions of interest will be reappointed.	BF
		Members discussed the value of reviewing the roles with the Appointed Officers and the need for additional time for this process. A paper is to be prepared by JC and SL for discussion with Council to further enhance this process.	JC and SL
	NZ / Australia refereeing reciprocity	NDRAC was waiting on confirmation that New Zealand still wished to pursue having reciprocal recognition of refereeing qualifications between the two countries. It was resolved that ACA would recognise qualified AC referees from New Zealand.	
	National Technical Panel Referee Training Manual Project	<ul style="list-style-type: none">ACA accept the Referee Training Manual in principle provided ACA has exclusive ownership of the intellectual	

		<p>property. The Manual should not be hosted on an external website.</p> <ul style="list-style-type: none"> • ACA to scope the project particularly with regards to the ACA website <p>The Honorary Secretary to write to the NTP to thank them for their work so far and that the ACA will work with them through the implementation stage.</p> <p>Note the possible launch of the Referee Training Manual during the September Council Meeting.</p> <p>Consideration should be given to formalising the role of the National Technical Panel (NTP) requiring an update to the By-Laws at the September Council Meeting.</p>	BF
	2014 Gate Ball World Championship in Japan.	<p>Treasurer to confirm amount in the budget for travel and uniforms.</p> <p>Administrative Officer to follow up on use of the Australian Coat of Arms and Uniforms.</p>	JC SL
Issues Arising from Players/Team Representation/ Individual International Representation	<p>Review of criteria for ACA funding for Overseas tournaments</p> <p>Press Release re the Australian Players Going to Egypt for the WCF GC Tournaments</p>	<p>It was that agreed that a paper would be drafted with the aim of having the policy adopted by Council at the September Meeting.</p> <p>It was agreed that there was a difference between team representation and individual participation and it would be up to Clubs to issue a press release if one of their members was competing in an international competition. ACA would issue releases for Team Events.</p>	JS JC and SL 31 July
World Croquet Federation Matters	Nothing to report		
Policy and Procedure Development	Review of Governance Documents/Policies	Following the Executive's agreement at the last meeting that the ACA Selection Committee is to review the ACA's Selection Policy, SL reported that a scoping	ACSC and SL to review

		document was being finalised and would be forwarded to Executive for approval.	
Tournaments	<p>Minutes of Players Meetings</p> <p>Appointment of Tournament Referees</p> <p>2014 Patron's Trophy held at Moorabinda Croquet Club</p>	<p>Honorary Secretary to request the Minutes of Players' Meeting to be sent to the Executive no later than fourteen days after an event to enable appropriate consideration and any necessary action</p> <p>The TR's for the two National Handicap Events have not yet been appointed. The process is that National Directors make recommendations for approval by the Executive. It was noted that future events to be held at Deniliquin require transport of hoops from Cairnlea.</p> <p>There was a record entry and positive feedback from the players. The office has received a request from Moorabinda CC to host the event next year. Honorary Secretary to write to the President of Moorabinda Club thanking the club for hosting the event.</p>	<p>BF</p> <p>BF</p>
Financial Matters	<p>Costs for running ACA events</p> <p>Financial Reports</p>	<p>There are increasing costs in running ACA events. The Treasurer to prepare a paper on costs to be borne by the ACA at national tournaments for discussion with Council</p> <p>The Treasurer reported that invoices for affiliation fees had been issued as well as invoices for sales of merchandise which were mainly for the new golf croquet rule books.</p>	JC
Administration	<p>Administrative Officer/Secretary delineation of duties</p> <p>Review of Admin Officer's position</p>	<p>It was agreed that this now be undertaken to reflect the existence of the Admin Officer position description</p> <p>A review with the Administrative Officer was conducted on Thursday 19 June and three consequential documents were produced for</p>	<p>JC and JS</p> <p>JS, JC and SL</p>

	<p>Report on issues relating to Tenancy of ACT Sports House</p> <p>Process for updating the web site</p>	<p>Executive approval</p> <ul style="list-style-type: none"> It was agreed that Job reviews are to be conducted annually in June The position description as produced during the review be adopted The salary as stated be approved. A directive to be sent to Appointed Officers and Committees that the Office receives a copy of all communications. <p>A new facility has been built on the University of Canberra's campus to house the tenants of ACT Sports House.</p> <p>It was agreed that the ACA's Office move from the old building to the new facility, Sports Commons, for a twelve month trial.</p> <p>The Treasurer asked the Administrative Officer to investigate a 'bundle' for all telecommunications as part of the new Office setup.</p> <p>Ongoing...SL producing a paper defining the protocols for updating the web site</p>	<p>SL</p> <p>SL</p> <p>SL</p>
Strategic Plan	Strategic Plan Working Group (SPWG) – Draft Final Strategic Plan	<p>The President reiterated the importance of the Strategic Plan and complemented the members of the SPWG on their hard work. The document is impressive, professional and is a true collaboration involving all the States.</p> <p>The Chair of the SPWG requested the Executive consider extending the brief of the Group to include the completion of the operational plans.</p> <p>It was agreed that the SPWG should take a leading role in developing each of the Strategic</p>	

		<p>Priorities</p> <p>A letter is to be written to the members of the SPWG congratulating them on producing an excellent document and thanking them for their input and acknowledging the amount of time that each person has contributed.</p>	BF
ACA Magazine		The President reported that he had emailed the Editor of the Croquet Australia magazine explaining that a review of the magazine will take place in the near future.	
Exec Meetings	Conflicts of interest	It is up to a member of the Executive to declare a perceived conflict of interest. If an Executive Committee member leaves the meeting the times are to be minuted	BF
Next Meeting	Wednesday 23 July at 1815 hrs		