

ACA Executive Committee Minutes

15th May 2014 Face to Face

Attendees

Neil White (NW)	Jim Saunders (JS)
Bruce Fleming (BF)	Robyn Wallace (RW) by phone
Susan Linge (SL)	Jim Clement (JC) by phone

Apologies

Megan Reynolds (MR)	

Subject	Issues	Action	Officer and Completion Date
Adoption of Previous Minutes		Adopted by email circulation	15-04-14
Issues Arising from Committees and/or Appointed Officers	Email received from the Chair of the AC Selection Committee re: <i>Advise of which events the ACA requires the Committee to make selections in the next 12 months and the dates by which you require notification of those selections?</i>	Allocated Exec member to discuss selection requirements with AC SC Place on ACA Website a request for expressions of interest in AC Eights Discuss rescheduling Women's AC Eight with Tournament Committee	Exec member SL 30 May Deferred to next year
	Email received from Australia's representative on the International Laws Committee re: Amendment to CURRENT TOURNAMENT REGULATIONS 16 TIME LIMITS 3.1	Tournament Regulations Reg 16 TIME LIMITS to be updated and placed on the ACA website In accord with the ILC representative recommendations	SL
	Allocation of Officers to individual members of the Executive	Table of allocation of Exec members to Appointed Officers and Committees to be forwarded to Exec	BF

	<p>Review of Handbook description of position duties/functions</p> <p>Frequency of reports from Appointed Officers (stagger various reports throughout the year)</p> <p>Action items from Reports to AGM</p> <p>NDR AC Issues requiring action from Executive and Admin</p> <ol style="list-style-type: none"> 1. Correction of website Issues 2. Provision of Wedge Gauge documentation 3. NZ / Australia refereeing reciprocity 4. Updated Referee Manual <p>NDR AC Proposal for Referee training and development</p> <p>HPM GC and HPM AC appointments</p>	<p>members</p> <p>Allocated Exec member to progress with Appointed Officers</p> <p>Allocated Exec member to progress with Appointed Officers</p> <p>Allocated Exec member to progress with Appointed Officers</p> <p>These issues are to be resolved by the Exec Committee liaison representative for the NDR AC as a matter of urgency.</p> <p>NDR AC has a budget of \$5000 to use</p> <p>Applications were received for HPM GC. Skype interviews with shortlisted candidates for HPM GC</p> <p>Applications were received for HPM AC. Skype interviews with shortlisted candidates for HPM AC</p>	<p>All</p> <p>MR</p> <p>BF RW and NW Before June 2</p> <p>BF MR and NW Before June 2</p>
Issues Arising from Players/Team Representation/ Individual International Representation	<p>Review of criteria for ACA funding for Overseas tournaments</p> <p>Player's entitlements WCF GC Over 50's WC and WCF GC Women's WC</p>	<p>Prepare a paper examining the issues.</p> <p>Players in the WCF GC Over 50's WC and WCF GC Women's WC to receive the</p>	JC June

	Player entitlements for WCF open GC WC in New Zealand	usual level of funding for northern hemisphere events. Place a note on the website stating the funding arrangements are under review	SL
World Croquet Federation Matters	Update	Availability of Dawson Balls JC to liaise with WCF WCF to present medals to winners of the GC Men's and Women's Singles in 2014 and the AC Men's and Women's Singles in 2015 to commemorate the 25 th anniversary of WCF	JC
Policy and Procedure Development	Review of Governance Documents/Policies	Need to review all governance documents to ensure we are current - no regular review at present. The Selection Policy will be the first reviewed	AC SC to review
Tournaments	ACA Representation at Tournament/functions Which ones need Executive attendance Who to represent the Executive. TR appointment for the GC National Championships in Adelaide.	All ACA events should have representation by Executive Committee members in case there are appeals and to do presentations. Consider for next meeting. JC appointed TR	All
Financial Matters	Costs for running ACA events	There are increasing costs in running ACA events. Prepare a paper on costs to be borne by the ACA at national tournaments	JC
Administration	10.1 Administrative Officer/Secretary delineation of duties	Leave till Review of Admin Officer's position completes Review of Admin Officer's position	JS JC and SL June Skype meeting

	<p>Four Outstanding complaints and progress</p> <p>Report on issues relating to Tenancy of ACT Sports House</p> <p>Process for updating the web site</p>	<p>Being addressed</p> <p>Decision required to be made in six weeks SL to prepare a paper outlining the alternatives</p> <p>The Admin Officer to produce a paper defining the protocols for updating the web site</p>	<p>SL</p> <p>SL</p>
ACA Magazine	<p>11.4.1 Current budget/cost</p> <p>11.4.2 Current distribution</p> <p>11.4.3 Potential alternatives</p> <p>11.4.4 Who to progress it and timeframe</p>	<p>Requires review considering</p> <ul style="list-style-type: none"> • Current budget • Current Distribution • Potential Alternatives • If potential alternatives are raised, a timeframe and who to progress it is required. 	<p>Exec members</p> <p>Magazine Editor</p> <p>Magazine Committee</p>
Exec Meetings	Agenda to be provided earlier	Meeting agenda to be forwarded ten days in advance with invitation to add agenda items	BF
Next Meeting	Spread sheet to be circulated to determine availability and decide meeting dates		SL