

## ACA Executive Committee Minutes

9<sup>th</sup> April 2014

### Attendees

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

### Apologies

Nil	

Subject	Issues	Action	Officer and Completion Date
Adoption of Previous Minutes		Adopted	09-04-14
Follow up Action Items from last Executive Meeting	3.1.1 Signing of Confidentiality Agreements  3.1.2 Letters sent to people who were successful in being voted onto a committee and to those Appointed Officers, and letter to unsuccessful candidates	All Executive Committee members to sign the agreement.  Letters were written and emailed to recipients	SL and Exec members 09-04-14  BF 02-04-14
Issues Arising from Committees and/or Appointed Officers	4.1 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  Patrons tournament notice and entry form to be	Exec member  SL  SL  SL & Events Committee

		produced and placed on the ACA Website	
	4.2 Email received from Australia's representative on the International Laws Committee re: Amendment to CURRENT TOURNAMENT REGULATIONS <b>16 TIME LIMITS</b> 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
	4.3 Executive Members to act as mentors/contacts	Agreed to implement, A list of appointed officers and committees to be sent out by SL for consideration	SL
	Draft letter to Appointed Officers	Letter to be sent	BF
	4.3.1 Allocation of Officers to individual members of the Executive	Consider Exec members who should be allocated to liaise with Appointed Officers and Committees	All
	4.3.2 Review of Handbook description of position duties/functions	Allocated Exec member to progress with Appointed Officers	
	4.3.2 Frequency of reports from Appointed Officers (stagger various reports throughout the year)	Allocated Exec member to progress with Appointed Officers	
	4.4 Action items from Reports to AGM	Allocated Exec member to progress with Appointed Officers	
Issues Arising from Players/Team Representation/ Individual International Representation	5.1 Review of criteria for ACA funding for Overseas tournaments	Prepare a paper examining the issues	JC
World Croquet Federation	6.1 Update	Availability of Dawson Balls JC to liaise with WCF	JC

Matters		<p>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<sup>th</sup> anniversary of WCF</p> <p>ACA to support the annual WCF World Croquet Day on 3<sup>rd</sup> May 2014 Advise States</p> <p>Consider the creation of an ACA Promotions Committee to progress</p> <p>In Cairo Australia has four Places in WCF Women's GC WC Australia has four Places in WCF Over 50's GC WC</p>	<p>SL</p> <p>All</p> <p>SL has advised the GC SC of the requirements</p>
Policy and Procedure Development	7.1 Review of Governance Documents/Policies	<p>Need to review all governance documents to ensure we are current - no regular review at present.</p> <p>The Selection Policy will be the first reviewed</p> <p>The Member Protection Policy is excluded from Exec review</p> <p>A review of the Constitution is dependent on outcomes of Strategic Plan working group</p>	<p>AC SC to review</p>
Tournaments	<p>ACA Representation at Tournament/functions 8.1.1 Which ones need Executive attendance</p> <p>8.2.2 Who to represent the Executive</p>	<p>All ACA events should have representation by Executive Committee members in case there are appeals and to do presentations.</p> <p>Consider for next meeting.</p> <p>Jim Saunders will represent the ACA at the Tasmanian Easter event.</p>	<p>All</p> <p>NW to provide input</p>

Financial Matters	Financial Reports	<p>Both financial reports are required by EC members.</p> <p>Please respond to Treasurer's requests for permission to carry out financial transactions.</p> <p>There are increasing costs in running ACA events. Prepare a paper on costs to be borne by the ACA at national tournaments</p>	<p>JC</p> <p>All</p> <p>JC</p>
Administration	<p>10.1 Administrative Officer/Secretary delineation of duties</p> <p>10.2 Posting of Executive minutes on ACA website</p> <p>10.3 Four Outstanding complaints and progress</p>	<p>Leave till face to face meeting on 15-05-14</p> <p>Review of Admin Officer's position</p> <p>Minutes to be approved by circulation to Exec members Minutes to be placed on the website and State secretaries emailed.</p> <p>Being addressed</p>	<p>JS JC and SL</p> <p>BF 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"> <li>• Current budget</li> <li>• Current Distribution</li> <li>• Potential Alternatives</li> <li>• If potential alternatives are raised, a timeframe and who to progress it is required.</li> </ul>	<p>Exec members Magazine Editor Magazine Committee</p>
	HPM GC	<p>This is an urgent appointment Place a job description on the website inviting applications.</p>	<p>SL 11-04-14</p>
	Skype contacts	<p>Provide Skype contact numbers for Exec members</p>	<p>JC 11-04-14</p>
Next Meeting	15 May Face to Face in Melbourne		