



MINUTES
Thursday 1 June, 2017
At 1700 hours AEST via Skype

Meeting commenced at 1701 hours

1. Welcome

The Chair welcomed Directors to the meeting and thanked them for their attendance.

2. Roll Call

In attendance Megan Fardon, Chair
Mike Cohn, Deputy Chair
Don Close, Treasurer
Tony McArthur
Jim Nicholls
Murray Tinker
Graeme Thomas

Susan Linge, Secretary

3. Minutes

3.1 Adoption Minutes of the meeting held on Thursday 4 May, 2017.
The minutes were adopted but with an amendment to Item 14.3 about the makeup of the working group and corrections to typographical errors.

Moved Mike Cohn
Seconded Murray Tinker

All in favour

4. Business Arising from the Minutes

4.1 Actions Arising

	Action	Responsibility	Completion Date
4.1.1	Completion new 'look' ACA website	Secretary/ Webmaster	No longer applicable
4.1.2	Set up Dropbox - Vision Statements	Secretary	Completed
4.1.2	Vision Statements to be added to Dropbox	Directors	Ongoing
4.1.6	Copies of GC U21 WC complaint letters	Secretary	Ongoing
8.2	Claim Form updated	Treasurer	Completed
8.3	Contact Mac Team Manager re Dinner contribution	AO	Completed
9	Contact Directors Re working committees	Chair	Ongoing
14.1	Confirm Appointments to ACSC	Chair	Completed
16	Certificates	Secretary	Ongoing

- 4.1.1 Murray Tinker alerted Directors that he had added a link to the Vision Statement Dropbox - <http://robdkelly.com/blog/leadership/vision-and-mission-statement-examples/>
- The site lists vision statements from several major enterprises. Mike Cohn commented that a Vision Statement can be 'pie in the sky' but not the Mission Statement.
- 4.1.2 The Board took the opportunity to acknowledge the Australian MacRobertson Shield Team and their legendary victory at Mission Hills, California. The players – Ian Dumergue (Captain) Greg Fletcher, Malcolm Fletcher, Robert Fletcher, Stephen Forster and Simon Hockey. Peter Landrebe was Team Captain.
- 4.1.3 It was agreed the Claim Form would be placed in the Director's Dropbox.
- 4.1.4 Megan Fardon gave a vote of thanks to the Administrative Officer for writing and distributing Media Releases and obtaining significant coverage following the success of the MacRob Team.
- 4.1.5 A concern was raised about the functionality of Dropbox but it was agreed that its usage was still in the early learning stages.
- 4.2 Business arising from the minutes of the meeting held on Thursday 4 May, 2017
There was no business arising.

5. Recording of Motions sent and agreed to by Email

No motions were distributed.

6. New Business

- 6.1 See Agenda Items 8.3; 11.1; 14.1; 15.1; 16; 18.1; 20.

7. Board – Roles and Responsibilities

8. Finance

- 8.1 Treasurer's Report
Don Close sent a Treasurer's report via email which included three financial reports generated from MYOB and a request to transfer funds.
- 8.1.1 Funds Transfer
The Treasurer requested approval to transfer \$21,708.00 from the Operating Account to the Treasurer's account.
- 8.1.2 Financial Statements
The reports, as at 26 May, that were sent to Directors –
- 8.1.2.1 Jobs Consolidated
- 8.1.2.2 Balance Sheet
- 8.1.2.3 Reconciliation Treasurer's Account
Mike Cohn queried why the ACA had a 'Treasurer's account'. The Secretary explained the history of the account and pointed out that it allowed funds to be isolated up to a maximum of \$25,000. The uses of the Operating Account and Treasurer's account are clearly defined, the former income only and the latter expenditure only. It was agreed that the current practise

of having two separate accounts be reviewed by the Finance Committee – see Item 8.3.

Don Close moved that the Treasurer's Report be approved including the Transfer of funds.

Seconded Tony McArthur

All in favour

8.2 Approvals to access Investment funds

The Treasurer advised the Board to give certain Directors authority to access the Association's investment portfolio.

MOTION: The Board approves any two of the three following positions of Chair, Treasurer, Chair Finance Committee to authorise correspondence with, and/or deposits/withdrawals into and out of the ACA's investment accounts.

Moved Don Close

Seconded Jim Nicholls

All in favour.

MOTION: The Board authorises these roles to access specifically the two investment accounts currently being held by ACA – BT Financial Group (Westpac Australian Properties Fund) and MLC Share Fund – and from now until the AGM in 2018 shall be Megan Fardon (Chair), Don Close (Treasurer) and Chair Finance Committee.

Moved Tony McArthur

Seconded Mike Cohn

All in Favour

8.3 Establishment Finance Committee – Chair

There was much discussion about the establishment of a Finance Committee and the Treasurer spoke favourably as to its role, in particular being a resource for the Treasurer as well as setting guidelines for the Association's financial processes.

MOTION: The Board establishes a Finance Committee from now until the AGM in 2018 and its members shall be Don Close, Jim Nicholls and Tony McArthur.

Moved Mike Cohn

Seconded Graeme Thomas

The Board quickly agreed that Jim Nicholls would be the Chair of the Finance Committee and at the first meeting establish its terms of reference.

[Secretarial Note: As the Board appointed the Jim Nicholls as Chair of the Finance Committee, the personnel listed in the second motion approved in Item 8.2 should now read -

The Board authorises these roles to access specifically the two investment accounts currently being held by ACA – BT Financial Group (Westpac Australian Properties Fund) and MLC Share Fund – and from now until the AGM in 2018 shall be Megan Fardon (Chair), Don Close (Treasurer) and Jim Nicholls (Chair Finance Committee).

9. Strategic Plan

9.1 Update

Following a query from Don Close about the progress of the Strategic Plan as it seems to have fallen into abeyance and this is now impacting on the States and their capacity to move forward. He cited Croquet Queensland as an example.

The Chair said that the latter half of the year will be focussed on the Strategic Plan. It was agreed that two to three hours be earmarked when the Board meets in Adelaide next month.

10. Policy/By-Law/Terms of Reference Update

10.1 Alignment of Constitution.

The Secretary reported that Croquet Queensland had sought clarification about what ACA required constitutionally for it to bring its own constitution in line with that of the ACA (as stated in Clause 6.2(b)) and advised that initial information had been sent which had been approved by the Chair, Policy/ByLaws Committee.

11. WCF

11.1 WCF MC – Development Actions

The Secretary-General of the WCF distributed an email to Members stating that the Management Committee's focus for 2017 will be on development and is requesting ideas to be submitted to the Development Sub-Committee (DSC).

Murray Tinker based on initial discussions with the University of Queensland suggested a program to develop croquet within Universities. Jim Nicholls nominated the live streaming of matches integrated with social media.

Jim Nicholls was asked if he wanted to be co-opted to the DSC replying that he would think about it.

12. Gateball

12.1 Query Refereeing

Graeme Thomas, Board Liaison for Gateball, asked if a similar coaching program was going to be developed for refereeing. Mike Cohn said that this will be an agenda item when a combined meeting of National Co-ordinators of Refereeing is held. Graeme Thomas also noted that a copy of the approved budget for Gateball had been sent to the National Co-ordinator Gateball.

12.2 Attendance at Australian National Gateball Championships.

Graeme Thomas sought approval from the Board to attend the Australian Gateball Championships being held at EDSAC, Bateau Bay between Friday 11 to Sunday 13 October. Graeme's request was approved.

13. Matters Arising Appointed Officers

13.1 Budgets Appointed Officers

The Administrative Officer was asked to send to Appointed Officers their approved budgets for 2017.

14. Matters Arising from Committees and Working Groups

14.1 Marketing and Promotions Sub Committee report

Megan Fardon placed a report updating publicity initiatives in the Director's Dropbox but it was in an inaccessible format for the majority of Directors. Megan Fardon said that she would distribute the document separately via email.

The Board was informed of Tim Murphy's resignation as ACA webmaster. However, the Board was reassured that Tim would finish the Tournament module and other issues surrounding tournament information but would not take on any new or developmental work.

The Board acknowledged Tim's work and the Chair to send a formal letter.

15. Issues from State Associations

15.1 Payment VCC Invoice – Hosting GC WC

The ACA has received an invoice from the Victorian Croquet Association Inc for \$16,819 being the deficit incurred hosting the GC WC. There was much discussion about the costs incurred and the process by which the report from Croquet Victoria had been distributed.

MOTION: The Board approved payment of this amount but it was noted this would be delayed until affiliation fees and international levels had been received.

Moved Tony McArthur

Seconded Jim Nicholls

Abstained Mike Cohn

All in favour

16. Tournaments

16.1 GC Open Doubles and Singles

16.1.1 TR Report

Jim Clement was the Tournament Referee for the GC Open Doubles and Singles and his report was presented to the Board which was taken as read.

16.2 GC Gold Medal, Men's and Women's Singles, ISS

16.2.1 Appointment TM

Croquet Queensland proposed Liz Fleming to be the Tournament Manager for the GC Gold Medal, Men's and Women's Singles and the ISS.

MOTION: The Board agreed to appoint Liz Fleming as Tournament Manager for the for the GC Gold Medal, Men's and Women's Singles and ISS being held in Brisbane from Wednesday 30 August to Sunday 10 September.

Moved by Mike Cohn

Seconded by Tony McArthur

16.2.2 Appointment TR

Liz Fleming had been in discussion with a referee from the Gold Coast to take on the role of Tournament Referee. After consultation with the National Co-ordinator of Refereeing GC it was agreed that Keith McLeod's name be put forward for consideration by the Board.

MOTION: The Board agreed to appoint Keith McLeod as Tournament Referee for the GC Gold Medal, Men's and Women's Singles and ISS being held in Brisbane from Wednesday 30 August to Sunday 10 September.

Moved by Mike Cohn

Seconded by Tony McArthur

- 16.3 TM and TR Appointments
Board Approvals of TM and TR
On behalf of the Events Committee the Secretary asked Directors still wished to approve the appointments of TM's and TR's for national events particularly since each event is budgeted. It was suggested that the Board's approval would only be sought if the anticipated cost exceeded the budgeted amount. Directors agreed that they wished the practice to continue.

- 16.4 AC Trans Tasman
The Secretary advised the Board that it was extremely unlikely that the AC Trans Tasman would go ahead in December as Croquet New Zealand's Executive Director had said that New Zealand would not be sending a team this year. The Secretary asked the Chair who had been appointed Chair of the AC Selection Committee. Megan Fardon to follow up.

17. Development Squads

18. Communication – Website, Magazine

- 18.1 Discussion and approval of spending on website
Item deferred.

19. Board Representation at ACA Events

	Event	Dates	Representative
19.3	Patron's Trophy	Saturday 10 to Monday 12 June (Wynnum CC, Brisbane)	Murray Tinker
19.4	Gold Medal	Wednesday 30 August to Friday 1 September (Brisbane)	Murray Tinker
19.5	Men's Singles	Saturday 2 to Tuesday 5 September (Brisbane)	Murray Tinker
19.6	Women's Singles	Saturday 2 to Tuesday 5 September (Brisbane)	Murray Tinker
19.7	ISS	Wednesday 6 to Sunday 10 September (Brisbane)	Megan Fardon
19.8	Australian Gateball Championships	Friday 11 to Sunday 13 October (Bateau Bay)	Graeme Thomas

20. Other Business

- 20.1 Federal Budget
Item deferred.
- 20.2 Australian Sports Foundation
Letter was distributed for information.
- 20.3 Late Item – GC Handicap Doubles and Singles
The Chair, Events Committee asked the Board to consider a new entry fee structure to attract more players to enter the GC Handicap Doubles and Singles. If six or members from the same club competed in the singles event each player would receive a fifty percent discount on their entry fee. The Board discussed this suggestion but

agreed that it was favouring players who lived within a 100-kilometre radius of Deniliquin.

It was decided not to adopt this proposal

21. Next Meeting

Tuesday 11 July at 1400 hours – Board to meet with Members of SACA MC

Wednesday 12 July at 0930 hours – Face to Face Meeting

The Treasurer asked Directors to book their flights as soon as possible and to send the tax invoices to the Office. Once arrival times for all Directors has been collated, the Administrative Officer to send to Graeme Thomas so that he could co-ordinate pickups from the airport.

22. Meeting Closed

Meeting closed 1921
