



AGENDA

Thursday 3 August, 2017
At 1700 hours via Skype (1630 SA; 1500 WA)

Meeting opened at 1702 hours

1. Welcome

Megan welcomed Directors.

2. Roll Call

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

Susan Linge, Secretary

Apologies Jim Nicholls

3. Minutes

3.1 Adoption Minutes.
The minutes from the meeting held on Wednesday 12 July, 2017 were adopted.
Moved Mike Cohn
Seconded Tony McArthur
All in favour

4. Business Arising from the Minutes

4.1 Actions Arising

	Action	Responsibility	Completion Date
4.2.1	Referee Meeting held with NC AC Refereeing; GC Refereeing and Gateball	Mike Cohn	Monday 31 July
4.2.2	Co-option WCF DSC	Jim Nicholls	Ongoing
8.2	Seeking advice on best practice payment approvals	Jim Nicholls	TBA
8.4	Benefits to belonging to ACA and increases in expenditure to be included in next issue of the magazine	TBA	Mid-August
20.2	Personnel recruited for GC Rules Working Group	Murray Tinker	Thursday 31 August
10.1	Review Handbook and Priorities	Secretary	Ongoing
14.1	Make amendments to ToFR AC TC	Secretary	Completed
10.2	Terms of Reference updated Policy/By-Law Committee	Secretary	Ongoing
11.2	Australia's Responses to WCF Topic 62	Secretary	Completed

- 4.2 Business arising from the minutes of the meeting held on Wednesday 12 July, 2017
- 20.2 Murray Tinker updated the Board on the membership of the GC Rules Working Committee it is likely to have seven members including himself and he anticipates the appointments will be finalised in the next few days. He alerted Directors that the committee will be ongoing and suggested a review of honorariums as the workload for some committees was greater than others.

Mike Cohn asked if there was someone being considered competent in AC Laws as the changes need to take into account the commonality of the rules of GC and the laws of AC.

5. Recording of Motions sent and agreed to by Email

5.1 Transfer of Funds

On Thursday 27 July, the Treasurer requested by email approval to transfer \$13,419.61 from the Operating Account to the Treasurer's Account to cover the April to June quarterly BAS payment.

A majority of Directors approved the transfer.

This motion was formally accepted.

Moved Tony McArthur

Seconded Murray Tinker

All in favour

6. New Business

Items 7.2; 7.3; 8; 11.2; 14; 16.1; 20.

7. Board – Roles and Responsibilities

7.1 Meeting Schedule

Revised schedule as discussed in July.

	Day	Time	Means
Board (Mid-term fin review)	Thursday 3 August	1700 hours AEST	Skype
SGM plus Discussion Forum	Monday 11 September	0900 hours AEST	Brisbane
Board	Monday 11 September	1400 hours AEST	Face to Face
Board [^] Mtg CAQ MC	Tuesday 12 September	1000 AEST	Face to Face
Board	Thursday 2 November	1700 hours AEDT	Skype
Board [↓] 2018 Draft Budget	Thursday 7 December Friday 8 December	1100 hours AEDT 0900 hours AEDT	Sydney
Board	Thursday 1 February, 2018	1700 hours AEDT	Skype
Board ► AGM Papers	Thursday 15 February	1100 hours AEDT	Melbourne
AGM plus Discussion Forum	Monday 26 March, 2018	0900 hours ACST	Adelaide
Board	Monday 26 March, 2018	1400 hours ACST	Face to Face
Board	Tuesday 27 March, 2018	TBA	

Directors agreed that the changes discussed at the last meeting are as above. The Chair said that she will think about the meeting with members of CAQ members as nothing has been arranged to date.

Mike Cohn took the opportunity to advise that Jim Saunders will be transporting the MacRobertson Shield to Brisbane and Mike will bring it back when he returns to Melbourne.

7.2 SGM Agenda

The Board looked at the proposed agenda for the SGM being held in Brisbane on Monday 11 September. It was noted that the motions listed in Item 4.2 of the Agenda did not include 'Lodge by:' and the Secretary explained that these clauses reflected the specific changes required in response to CNSW's suggestion to remove all references to 'First Directors'.

Megan Fardon asked if Item 6.2 was a first? The response was yes, a forecast of expenditure for the remainder of an operating year had not for at least the past four years been presented to delegates.

Mike Cohn also asked that the Treasurer provide a formal report.

7.3 SGM Accommodation Brisbane

The Secretary advised the Directors that no arrangements had been made regarding accommodation in Brisbane and urged that the deal struck between Accor Hotel Group and Croquet Queensland be honoured. Secretary to forward information to the the Chair.

8. Finance

8.1 Financial Statements

- 8.1.1 Profit & Loss Statement – dated Friday 28 July
- 8.1.2 Balance Sheet – dated Friday 28 July
- 8.1.3 Budget v. Actuals – dated Friday 28 July

A query was raised re the GST collected and GST paid. 'GST collected' is on entry fees, affiliation fees and international levy i.e. any income. This needs to be paid to the tax department. 'GST paid' is paid to suppliers on purchases and is claimed back from the tax department.

8.2 Funds Transfer

The Board approved the Treasurer's request to transfer an amount of \$20,698.08 from the Operating Account to the Treasurers Account to bring the Treasurer's account up to \$25,000.00.

Moved Don Close
Seconded Mike Cohn

All in favour

8.3 Finance Committee – Chair

- 8.3.1 The newly appointed Finance Committee met on Wednesday 14 July and agreed to a draft Terms of Reference. The draft Terms of Reference were presented for the Board's approval.
- 8.3.2 Minutes of the Finance Committee Meeting held on Wednesday 14 July.

The previous face to face meeting overlooked these two items and both were received at this meeting.

Moved Murray Tinker

Seconded Mike Cohn

All in favour

8.4 Six-month review –

8.4.1 1 July to 31 December, 2017

The Treasurer said that the review indicates that the deficit will be reduced by about \$20,000 but the loss is still significant, just under \$130,000.

9. Strategic Plan

The Chair reminded Directors that the Strategic Plan is a work in progress and ownership is required to move the plan forward. The five strategic priorities were divided as follows –

- | | |
|---|---------------|
| 1. Governance and Management | Mike Cohn |
| 2. Marketing and Promotion | Megan Fardon |
| 3. Funding and Sponsorship | ?? |
| 4. Participation Development (Membership) | Murray Tinker |
| 5. Sport Development (Hammertime) | Tony McArthur |

The Chair requested each Director tasked with a strategic priority to write a one-page summary report to be included in the next agenda

10. Policy/By-Laws

11. WCF

11.1 WCF MC – Development Actions – Update

Nothing further to add as Jim Nicholls was an apology

11.2 WCF AC WC

Directors were given an update as to the number of Australian Players wishing to compete in the WCF AC WC.

‘Expressions of interest were received from 27 Australian Players vying for a ranking place to compete in the WCF AC World Championships being held in Wellington from Saturday 3 to Sunday 11 February, 2018. The AC Selectors submitted two players to be considered for wild cards – Claire Bassett and Edward Wilson’.

12. Gateball

12.1 Gateball Refereeing

12.1.1 Mike Cohn informed the Board that a Skype meeting had been held with John Park, National Co-ordinator Gateball, Jim Clement, National Co-ordinator GC Refereeing and himself as National Co-ordinator AC Refereeing with the outcome that Gateball referees are to be now included in any ACA documentation.

13. Matters Arising Appointed Officers

- 13.1 National Co-ordinator AC Coaching
Don Close as the Board Liaison with the National Co-ordinator reported that he had talked with Greg Whymark who is now getting ready to 'ramp up' the work that is required for the next level of coaching.
- 13.2 National Co-ordinator GC Coaching
Murray Tinker asked about the need for a National Co-ordinator GC Coaching. Don Close said that there is criticism about players not being able to obtain coaching on the ground but noted that this was not an issue for ACA. ACA is required to provide the means by which people can become coaches. Accessing coaches is a different matter.

14. Matters Arising from Committees and Working Groups

- 14.1 Tournament Committee
14.1.1 President's AC Eights
The Board was provided with an update on the President's AC Eights in which they were informed that the Tournament Committee had determined that the event in 2017 is to be played as four open eights rather than three open and a women's eights.
- The Board accepted the solution for this year but wished to reiterate the need for a Women's event and the Events Committee is to be asked to actively look at such a tournament in consultation with the Tournament, GC and AC Selection Committees. It was also noted that governments are pushing women-specific competitions.
- 14.2 Marketing and Promotion Sub-Committee
14.2.1 Minutes of the meeting held on Thursday 20 July, 2017.
Megan Fardon as Chair of the Marketing and Promotion Sub-Committee talked to the minutes and said that after the discussions in Adelaide the idea was put forward to hold a Hammertime-style event during the GC Nationals. The Board discussed venue options as well as some of the logistics that will need to be organised. It was suggested that Cathy Leske, Executive Director, Croquet SA and instigator of Hammertime in South Australia be invited to come to Brisbane to offer guidance. Graeme Thomas to liaise with Cathy. Murray Tinker offered to talk with the GC Nationals' organising committee. Costs were also discussed.
- Motion: The Board agreed the upper amount to be spent on such an event is \$5,000.
- Moved Tony McArthur
Seconded Don Close
All in favour

15. Issues from State Associations

- 15.1 Insurance numbers from State Associations
The Chair raised an issue received from the President of Croquet Victoria and others regarding the reporting of membership numbers. Underreporting will have a huge effect on ACA's bottom line. Graeme Thomas said that he had undertaken some work on behalf of Croquet SA looking at membership-types and correlating the fees accordingly. The Chair asked Graeme to do some similar modelling for the ACA and also said that she would report back to the State President's/Chairs and that this is to be an item for the Discussion Forum.

16. Tournaments

16.1 AC TransTasman – Wynnum CC April 2018

16.1.1 Appointment TM

Motion: The Board agrees to appoint Bruce Fleming as Tournament Manager for the AC Trans-Tasman being held at the Wynnum CC in April, 2018.

16.1.2 Appointment TR

Motion: The Board agrees to appoint Liz Fleming as Tournament Referee for the AC Trans-Tasman being held at the Wynnum CC in April, 2018.

Both items 16.1.1 and 16.1.2 were moved by Murray Tinker.

Seconded Tony McArthur

All in favour.

It should be noted that concern was expressed about using 'ANZAC' and to ensure ACA sought the correct permissions and protocol.

The Chair noted that a letter should be sent to Croquet Tasmania re the re-scheduling of the tournament.

17. Development Squads

18. Communication – Website, Magazine

18.1 Magazine

The Chair noted that an issue had been published since the Board's last meeting.

19. Board Representation at ACA Events

	Event	Dates	Representative
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	Gateball Championships	Friday 13 to Sunday 15 October (EDSACC – Bateau Bay)	Graeme Thomas

20. Other Business

20.1 AC Refereeing Site – James Temlett

James Temlett talked with the Secretary when the Board was in Adelaide and as a result an email clarifying the changes he has now made to his website www.croquetreferee.com was tabled. Mike Cohn said that this would be discussed at the annual AC Referees meeting in October and it is unfortunate that James will be an apology and confirmed that Liz Fleming, Australia's representative on the WCF AC Laws Committee had been invited to attend.

20.3 National Sports Plan – Survey

<https://www.ausport.gov.au/nationalsportsplan>

- 20.5 The Chair asked if any of the Directors had looked and/or completed the survey and the response was 'not yet'.
WCF Secretary General
The Chair informed the Board that Stephen Mulliner had been reappointed for a further term of four years
- 20.4 Replacement Process – Administrative Officer
The Chair thanked the Administrative Officer for her work.

Secretarial Note: Susan Linge left the meeting at 1846.

21. Next Meeting

Monday 11 September at 1400 hours – face to face Sports House, Brisbane

22. Meeting Closed

Meeting closed 1933 hours