



## Minutes

### Board Meeting

Wednesday 2 September at 1600 hours EST via Skype

#### 1. Roll Call

In attendance Robyn Wallace (Chair)  
 Bob Godfrey (Deputy Chair)  
 Jim Clement  
 Don Close  
 Megan Fardon  
 Jim Saunders  
 David Taylor  
 Tricia Vierra

Susan Linge ACA Secretary/Administrative Officer

#### 2. Welcome

The Chair welcomed everyone to the meeting.

#### 3. Minutes

3.1 Minutes of the meeting Wednesday 19 August were accepted with the proviso that the footer is added with the Association's information and the amendment to Clause 15.1 as requested by the Treasurer is made.

3.2 Business arising from the Minutes.  
 No additional business.

#### 4. Recording of Motions sent and agreed to by Email

4.1 No motions circulated

#### 5. Review Action Items – Wednesday 19 August, 2015

	Item	Responsibility	
4.1	Letter to be sent to State Associations	Secretary/AO	Completed
9.1	Provide briefing notes for ACA Official Representatives at functions being held in Tasmania by 11 September	Secretary/AO	11 September
9.4	Suggestion that Ballarat may be able to host AC 'B' event be relayed to the Chair of Events.	Secretary/AO	Completed
11.1	List of policies as distributed by email – 31 July to be prioritised and returned to the AO no later than Friday 28 August.	Board Members	Completed
12.1.1	Can entries on <i>The Duffers Tice</i> have an edit feature?	Secretary/AO	Outstanding
12.1.2	Soccer club to be thanked at the mayoral function; a letter of thanks to be sent from ACA to the President of the club at the conclusion of the event.	Secretary/AO	28 September
12.1.2	Reminder email to Bob Godfrey for details of the soccer club ie name, address and President's name.	Secretary/AO	Completed

	Item	Responsibility	
12.2.1	Decision to increase the number of wild cards for the President's ACA Eights be relayed to the Chair of AC SC.	Secretary/AO	Completed
13.1.1	New documentation to be prepared ie referee accreditation/reaccreditation. Wednesday 2 September.	Secretary/AO	Outstanding
12.4	Accommodation and Airfares to be finalised for the GC TT Team by 10 September	Secretary/AO and GC TT Manager	Completed
16	Follow up suggestions and comments with Croquet Tasmania for ACA Website	Secretary/AO and Webmaster	Outstanding
19.2	Agenda for SGM to be distributed to State Associations by 21 August	Secretary/AO	Completed
19.4.1	Supporting papers for discussion topics to be drafted by 2 September	Secretary/AO	Completed

Update Finance Assistant

It was agreed that a draft letter of appointment be written as a matter of priority and sent to Jim Clement and Don Close for their approval before sending to successful applicant.

## 6. Board – Roles and Responsibilities

Nothing to report

## 7. Board Priorities

Nothing to report

## 8. Board Representation at ACA Events

	Event	Dates	Representative
8.2	Australian Gate ball Championship	Thursday 4 to Sunday 6 September (Wynnum CC, QLD)	Tricia Vierra
8.3	GC Gold Medal, Men's and Women's Singles, ISS	Tuesday 15 to Sunday 27 September (Hobart and Launceston, TAS)  Gold Medal Governor's Function – 17 September Welcome Women's Singles – 17 September Mayoral Function - 22 September Presentation Dinner – 27 September	Bob Godfrey Jim Saunders Bob Godfrey Robyn Wallace Robyn Wallace
8.4	President's AC Eights	Friday 9 to Monday 12 October (Cairnlea, VIC)	Jim Saunders
8.5	National AC 'B' Level Event	Saturday 17 to Sunday 25 October (TBA)	Postponed 2016
8.6	National GC Handicap	Monday 2 to Friday 6 November (Deniliquin, NSW)	Jim Clement
8.7	AC Open Doubles and Singles Championships	Saturday 14 to Sunday 22 November (Cairnlea, VIC)	
9.8	National GC Secondary Schools Championships	Friday 27 to Sunday 29 November (Maitland CC)	Robyn Wallace
9.9	GC Trans-Tasman	Monday 30 November to Saturday 5 December (Nelson, NZ)	Robyn Wallace

## 9. Strategic Plan

Nothing to report

## 10. Policies

101.1 The list of policies that had been circulated for prioritisation by each Board Member was collated. There was a lengthy discussion and it was agreed the immediate policies to be written were those with three and two ticks (see below). Also the Board realised its responsibilities under Occupational Health and Safety particularly when the States host National events on behalf of ACA. A letter to be drafted for approval by the Governance sub-committee re OH&S issues for State Associations.

	Short – within three months	Commentary
OH&S	√√	1. For whom 2. ACA has legal obligations
Code of Ethics	√√	1. For whom 2. Protection of children
Performance Review	√√	1. High priority - see Fair Work
Risk Management	√√	1. Insurance cover, OH&S obligations, court barriers
Selection Policy – July 2012	√√	1. Need to avoid potential for conflicts of interest
Privacy	√√	1. Need to consider before collecting data for membership database
Confidentiality	√√	
Member Protection approved by ASC June 2014 and is currently being reviewed by Governance sub-committee	√√	
Conflict of Interest	√√	
Board Confidentiality	√√	
Board Delegations	√√	
Budget Planning	√√	
Authority to Sign Cheques	√√	
Reimbursement of Expenses	√√	
Credit/Financial Transaction Cards	√√	
Appointment of Tournament Managers	√√	
Appointed Officers – Appointment and Position Descriptions	√√	
Insurance	√√	
Conduct of Meetings	√	1, Equip/software required by Board members
Leave Policy (Personal, Carer's, Compassionate, Unpaid, Long Service Leave)	√	1. Not required unless employment conditions are changed 2. High priority - see Fair Work
Appointed Officers	√	1. Urgent need to fill vacant Directors positions

Board Office Bearers & Position Description	√	
Board Members Induction	√	
Transparency and Accountability	√	
Compliance with Incorporations Act	√	
Records and archiving	√	
Investment Planning	√	
Accounts with Suppliers	√	
Email Retention and Archiving	√	
Staff Recruitment	√	
Resignation and Retirement	√	
Hosting of Events – ACA	√	
Hosting of Events – WCF	√	
Gateball Selection Policy – July 2012	√	
Uniform Policy – for Players representing Australia at team and individual events – draft being written by AO	√	
Committees – Appointment and Terms of Reference	√	

## 11. Tournaments

### 11.1 GC Gold Medal, Men's and Women's Singles and ISS

Administrative Officer confirmed the number of entries received for both the Men's and Women's Singles and said that a list of players had been uploaded to the website.

Bob Godfrey updated the Board on the preparations for the lawns at the soccer field. The grass has been mown several times and the hoop setting team is coming up from Hobart early next week.

A query was raised as to the makeup of the Appeals Committee.

### 11.2 President's AC Eights

Final day for payment of entry fees is Thursday 3 September and so far of the Open 24, five players have not paid and of the Women's Eights three were yet to pay. The Board gave its backing to the AO to approach the next person on the reserve list if an invited player and not paid their entry fee by the due date despite reminders.

### 11.3 Inaugural GC Schools Championship

Nothing to report

### 11.4 Golf Croquet Trans-Tasman

The Team was having its first practice session at Cairnlea on Saturday 5 and Sunday 6 September and the players will be asked for their uniform sizes so the polo shirts can be ordered.

### 11.5 Reimbursement Tournament Officials for ACA Events

Based on the information gleaned by the Treasurer from States there are differing amounts paid to Officials from \$0.00 to contributions towards fuel and accommodation. It was agreed that no further action be taken at this time.

### 11.6 National AC 'B' Level Event

The Events Committee reported that they had not been able to secure a host club and the event will be held in 2016. A news item is to be placed on the ACA website.

- 11.7 National GC Handicap
  - 11.7.1 Appointment TM  
The Board approved the appointment of Lorraine Gutter as Tournament Manager for both the Doubles and Singles.
  - 11.7.2 Appointment TR  
The Board agreed to appoint Jim Clement as Tournament Referee for both the Doubles and Singles rather than having separate TRs for each event. One TR is more cost effective as Jim Clement will be taking the ACA hoops and balls to Deniliquin.

## **12. (a) Committees**

- 12.1 GC Refereeing Committee Minutes
  - 12.1.1 Item 4(ii) Reaccreditation – 28 September
- 12.2 Croquet Australia Coaching Committee  
The Board approved the appointment of John Park, National Director of Gateball to the Croquet Australia Coaching Committee.  
  
Secondly Board appointed Tricia Vierra to be its representative on the Croquet Australia Coaching Committee for one year.
- 12.3 WCFU21C Working Group  
The Board approved the appointment of Barry Haydon, State Co-ordinator Coaching Golf Croquet from South Australia to the WCF U21C Development Working Group.

## **12. (b) Appointed Officers**

- 12.4 Reimbursement of Expenses  
The report was provided for information.

## **13. WCF**

- 13.1 WCF GC WC and WCF GC Under 21's GC Formal Bid – 28 September

## **14. Finance**

- 14.1 Financial Report  
The Finance Report for August, 2015 was received.

## **15. ACA Website**

Nothing to report.

## **16. Appointed Officers**

- 16.1 Appointments for 2016 – 28 September.

## **17. Australian Sports Commission**

- 17.1 The Treasurer asked if anyone had seen the latest discussion paper released by the ASC entitled "Governance Reform in Sport Discussion Paper" and offered to distribute copies to each Board member

## **18. New Business**

- 18.1 Schedule for Monday 28 September – Launceston  
The schedule for the day was agreed.

0845	Tea and coffee on arrival.
0900	Special General Meeting Discussion Forum
1030	Morning Discussion Forum reconvenes
1230	Lunch
1330	Board Meeting
1500	Afternoon Tea

1630/1700 Board Meeting reconvenes  
Board meeting finishes

18.2 Topics Discussion Forum– Launceston

No additional comments were made on the topics listed nor the content of the briefing papers.

18.3 Gateball in Australia

The Treasurer clarified that the annual membership fees to the World Gateball Union was not included in the allocation of funds for National Director of Gateball.

The Board agreed to an amount of \$2,000 to be put toward the promotion of Gateball which includes the purchase of indoor equipment.

18.4 Renewal of Office

It was agreed that the Board continue the lease of the office in Building 29 at the University of Canberra.

18.5 GC Selection Committee Membership

Clarification was sought as to the makeup of the GC Selection Committee. It was realised that another co-option is required when the committee is making its selection for the GC Teams. Co-option to be delegated to GC Selection Committee Chair, such co-option should be a player who does not have a conflict of interest.

*Secretarial Note: Tricia Vierra left the meeting at 18.32 hours.*

**19. Meeting Closed**

Meeting Closed at 18.37 hours.

Next Meeting – Face to Face in Launceston, Monday 28 September

Action Items arising from Meeting 2 September, 2015

	Item	Responsibility
3.1	Corrections to the minutes from 19 August	Secretary/AO
10.1	Draft letter re OH&S issues re- hosting National events on behalf of ACA. Draft to be approved by the Governance sub-committee.	Secretary/AO
11.6	Advice re postponement of National AC 'B' event be placed on the ACA Website and the Tournament Regulations updated.	Secretary/AO
11.7	Events Committee to be advised of appointed TM and TR for the National GC Handicap – Doubles and Singles	Secretary/AO
11.7.1	TM for National GC Handicap – Doubles and Singles to be advised of their appointment	Secretary/AO
11.7.2	NDRGC to be informed re TR appointment for National GC Handicap – Doubles and Singles.	Secretary/AO
17.1	The ASC "Governance in Sport Discussion Paper" to be distributed to Board Members	Treasurer
18.3	National Director Gateball to be advised of the additional sum of monies for promotion including the purchase of indoor equipment.	Secretary/AO
18.5	Chair of GC Selection Committee be advised of the need to make a co-option prior to the selection of the GC Teams	Jim Saunders