



MINUTES of ACA Board Meeting
Thursday 2 November, 2017
At 1700 hours via Skype (1630 SA; Qld 1600; 1400 WA)
Megan to lead Skype

1. Welcome

2. Roll Call Megan Fardon, Mike Cohn, Don Close, Tony McArthur, Jim Nicholls, Graeme Thomas

Apology Murray Tinker

3. Minutes

3.1 Minutes of the meeting held Tuesday 12 September, 2017 - adopted.

4. Business Arising from the Minutes

Actions Arising

	Action	Responsibility	Completion
7.1	Venue for December meeting -	Tony McArthur	now Skype
9	One-page summary to be completed on a strategic priority	Mike Cohn Megan Fardon Murray Tinker Tony McArthur	On-going
11.1	Notify Edward Wilson of his grant	Megan Fardon	Done - grant paid
11.1	Organise shirts for AC WC participants and future needs	Megan Fardon	In process
11.2	Seek delegate for WCF management committee	Megan Fardon	Done
13.1	Advise Ron McBride of appointment as HPMGC and GC Coaching Coordinator. Request statement of plans	Graeme Thomas	Completed
13.1	Approach potential candidates for HPMAC	Mike Cohn	Completed
13.2	Approach potential candidates for Complaints Officer	Megan Fardon	On-going
15.1	Reporting membership numbers	Chair	On-going
20.1 (Aug)	AC Refereeing website to be discussed at annual AC Referee's Meeting	Mike Cohn	Meeting deferred
20.2 (Aug)	Review of honorariums	TBA	On-going as part of budget discussions
20.4	Type up and forward Secretary/Admin Officer tasks to Janine McHardy	Graeme Thomas	Completed

4.1 Business arising from the minutes of the meeting held on Thursday 3 August, 2017

High Performance Manager AC - Peter Landrebe happy to continue until after the Trans Tasman. No further action.

Peter Landrebe happy to continue as WCF representative. Awaiting WCF vote outcome.

5. Recording of Motions sent and agreed to by Email

5.1 Transfer of Funds

The Treasurer requested by email on Thursday 25 October approval to transfer \$21,748.02 from the Operating Account to the Treasurer's Account.

Directors approved the transfer.

5.2 Appointment of Jim Saunders as Insurance officer.

Directors approved the appointment.

6. Board – Roles and Responsibilities

6.1 Meeting Schedule

Revised schedule as discussed in July.

	Day	Time	Means
Board	Thursday 2 November	1700 hours AEDT	Skype
Board - 2018 Draft Budget	Thursday 7 December	1700 hours AEDT	Skype
Board	Thursday 14 December	1700 hours AEDT	Skype
Board	Tuesday 30 January, 2018	1700 hours AEDT	Skype
Board ► AGM Papers Annual Report (G Thomas to address)	Thursday 15 February 2018	1100 hours AEDT	Melbourne Face to Face
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	

7 Finance

7.1 Financial Statements

- 7.1.1 Profit & Loss Statement – dated Friday 20 October
- 7.1.2 Balance Sheet– dated Friday 20 October
- 7.1.3 Budget v. Actuals – dated Friday 20 October

Outcome will be in deficit for 2017 but not as bad as expected.

There are issues with claims for payment with little justification. Committees need to be advised of budget and work within their allocation. AC Selection committee to be advised of position by Megan Fardon.

Agreed to adopt multiple batches of payments for approval, those essential and those of less vital for approval.

7.2 Funds Transfer

See 5.1 above.

7.3 Finance Committee –

Minutes of finance committee meeting on 25 October added to Dropbox.

Magazine - rate card for advertising established. Little revenue raised from advertising. Cost of production. Need to tidy up invoicing. Consideration should be given to an electronic version. Megan to follow up.

- 7.4 Authorised Signatories to accounts – Finance Committee to ensure appropriate authorisation signatures in place with the bank - Done.

- 7.5 Approval of travel for AC Selectors. General approval process – do we need a formal approval process with Treasurer to sign off? Committees should be aware of and manage within their budget.

- 7.6 Prior approval of travel on behalf of ACA (e.g. AC selectors) – Committees should be aware of and manage within their budget. Claim form for committees to be developed (Graeme Thomas to design).
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8 Strategic Plan

Reports on planning work to date -

- 8.1 Mike Cohn- governance.
- 8.2 Jim Nicholls - Bylaws and policy committee.

Jim looking at a person from each state to assist. Formal direction to be provided to Bob Godfrey by Jim Nicholls.

- 8.3 Megan Fardon- Marketing. Croquet SA requested marketing advice re Eire Cup. Agreed to allocate a budget of \$500 for Croquet SA to use. Croquet NSW working on logo. Potential to upscale to National level.
- 8.4 Murray Tinker - participation - paper provided by Murray to Megan as stage 1 of process.
Website - Murray to produce specs for consideration by next meeting.
- 8.5 Tony McArthur - sports promotion - no action.
- 8.6 Jim Nicholls and Murray Tinker -Sponsorship and funding - no action.

9 Policy/By-Laws

See also 8.2 above.

ACA scholarship policy updated by relevant committees. More power sought. Should trial before changing.

Send out request for nominations via website and message to states (Graeme Thomas to load to Website and circulate States including copy of policy).

10 WCF

- 10.1 WCF AC WC in 2020 - Seek interest in conducting the event from States (Graeme Thomas to circulate)
- 10.2 Peter Landrebe to stand for a further 4 year term as WCF Management Committee delegate. (It is a vote process.)

11 Gateball

- 11.1 Report on Gateball National Championships supplied.
- 11.2 Support for teams to attend World Championships. It is noted that while teams are from Australia they would be competing under their club banner. Graeme Thomas to draft response letter but no allocation will be advised at this stage.
- 11.3 Referee qualification fee. Gateball wish to remove their \$25 fee to comply with croquet referees who are accredited without charge. Agreed.

12 Matters Arising Appointed Officers

- 12.1 Filling of Complaints Officer position - no action to date. Megan Fardon to follow up.

13 Matters Arising from Committees and Working Groups

13.1 Tournament Committee

13.2 Events Committee

14 Issues from State Associations

Approved - Latrobe Croquet Club Inc granted \$1,500 as a new club grant.

Timing of games for AC. Should be referred to appropriate committee.

15 Tournaments

15.1 GC Handicap Doubles and Singles

15.2 AC Open Singles and Doubles

15.3 GC Under 21s

15.4 AC TransTasman – Wynnum CC April 2018

ACA will consider additional claims for referee payments from event managers.

16 Development Squads

17 Communication – Website, Magazine

17.1 Paper re future direction See earlier items

18 Board Representation at ACA Events

	Event	Dates	Representative
18.1	National GC Handicap	Monday 6 to Friday 10 November (Deniliquin, NSW)	Tony McArthur
18.2	AC Open Doubles & Singles	Saturday 11 to Sunday 19 November (Cairnlea, Vic)	Mike Cohn
18.3	GC U21 Championships	Saturday 20 to Monday 22 January (Sandy Bay CC, Tas)	Jacky MacDonald
18.4	WCF AC Championship	Saturday 3 to Sunday 11 February (Wellington NZ)	Jim Nicholls
18.5	GC President's Eights	Friday 16 to Sunday 18 February (Cairnlea, Vic)	Megan Fardon

19 Other Business

19.1 GC Rules Committee/Working Group – is this a short-term group?

19.2 Replacement Process – Administrative Officer

Job description was reviewed. Advertise on Sports people.com.au website. Close by end of November. Megan, Don and Graeme to be selection panel.

19.3 Marketing (Murray Tinker)

19.4 Goalsetting (Murray Tinker)

19.5 Governance, Compliance and Policy (Jim Nicholls)

20 Next Meeting

Thursday 7 December at 1700 hours - Budget only – Skype (1630 SA, 1600 Qld, 1400 WA)

Thursday 14 December at 1700 hours - Board matters – Skype (1630 SA, 1600 Qld, 1400 WA)

21 Meeting Closed