



Agenda
Board Meeting
Wednesday 21 October, 2015 at 1630 ESST via Skype

1. Roll Call

In attendance Robyn Wallace, Chair
 Bob Godfrey, Deputy Chair
 Jim Clement
 Megan Fardon
 Jim Saunders
 David Taylor
 Tricia Vierra

Susan Linge ACA Secretary/Administrative Officer

Don Close joined the meeting at 1705

Before the meeting formally commenced the Treasurer asked where costs incurred by ACA Board Representatives attending ACA events should be charged to The Event or to Board Expenses. The general feeling was to Board Expenses.

2. Welcome

The Chair opened the meeting and thanked everyone for their attendance.

3. Minutes

- 3.1 Adoption Minutes
 Minutes of the meeting held on Monday 28 September in Launceston were accepted.
- 3.2 Business arising from the Minutes
 Jim Saunders noted that Item 8.7 – AC Open Doubles and Singles Championships being held from Saturday 14 to Sunday 22 November at Cairnlea did not as yet have a Board Member assigned to officiate. It was agreed that Jim Saunders would undertake this role.

**4. Carried Over Agenda Items
IN CAMERA**

OUT OF CAMERA

- 4.1 [18.3] Uniforms – Representative Team
 Not discussed
- 4.2 [18.4] Uniforms – GC Trans-Tasman
 Not discussed
- 4.3 [18.5] Payment of Entry Fees WCF events for qualifiers
 Note discussed
- 4.4 [18.6] Board Meeting dates.
 Not discussed
- 4.5 [18.7] When to hold the AGM and the Strategic Planning Meeting
 Not discussed
- 4.6 [18.9] ACA's communication with grass roots
 Not discussed

IN CAMERA

OUT OF CAMERA

5. New Business

Not discussed

6. Meeting Closed

Meeting finished 1807 hours

Action Items arising from Meeting 21 October, 2015

	Item	Responsibility
3.2/[8.7]	Details of the AC Open Doubles and Singles to be sent to Jim Saunders.	Secretary/AO
4.1.3	Spreadsheet of the Administrative Officer's computation re wages received against what should have been paid to be emailed to David Taylor	Secretary/AO
4.1.5	Employsure to be contacted to finalise contractual arrangements.	Jim Clement
	Job Description for the Administrative Officer's position to be drafted.	Tricia Vierra.