



MINUTES  
Board Meeting

Wednesday 9 December, 2015 at 1630 ESST via Skype

**1. Roll Call**

In attendance     Bob Godfrey, Deputy Chair  
                         Jim Clement  
                         Don Close  
                         Megan Fardon  
                         Jim Saunders  
                         Tricia Vierra

Susan Linge ACA Secretary/Administrative Officer

Apologies           Robyn Wallace, Chair  
                         David Taylor

Meeting commenced at 1636

**2. Welcome**

Bob Godfrey welcomed Directors to the meeting and outlined the order in which the items are to be considered. [Agenda Items 1-6, 7, 10.1, 11.4, 11.5, 11.7, 11.8, 11.9, 12.2.3, 14, 15, 16.1, 16.2, 17, 19, 20]

**3. Minutes**

3.1 Adoption Minutes Wednesday 11 November, 2015

It was agreed that Directors would review the additions made by Jim Saunders which were distributed on 25 November at 0834 and if there was no disagreement by close of business on Friday 11 December, the minutes would be taken as approved.

3.2 Business arising from the Minutes (Apart from Action Items listed in 5.1 and 5.2)

There was no additional business arising from the minutes.

**4. Recording of Motions sent and agreed to be Email**

4.1 A majority of Directors replied positively to the request from the WCF Management Committee that the Georgia Croquet Federation become an Observer Member. As the voting period fell outside of the Board's meeting schedule responses were sought by email.

To formally acknowledge Australia's position the Directors agreed to the Management Committee's recommendation that the Georgia Croquet Federation become an Observer Member of the WCF.

**5. Review of Action Items**

5.1 Action Items arising from the Meeting held on Thursday 11 November, 2015

Item	Action	Responsibility	Action
3.2.2	Badges for Appointed Officers to have a magnetic attachment and shall be ordered after 9 December.	AO/Treasurer	To be completed by 10 December
4.1	Confirm ACA's acceptance of Regional Insurance Brokers proposal	AO/ACA Secretary	Completed
4.1	Review of Corporate Travel before the 2016 renewal	Board	Ongoing
5.1 [4.8.1.8]	ND Gateball to be advised of the Board Liaison	AO/ACA Secretary	Completed

Item	Action	Responsibility	Action
5.4 [4.2]	Policy on Clothing Requirements for Representative Teams to be drafted by end of December.	AO/ACA Secretary	Ongoing
5.4 [4.4]	Statement re players entering the Qualifier and ACA's revised decision to pay entry fees for those who qualify for the main event to be placed on the website and inform AC and GC Selection Committees.	AO/ACA Secretary	Ongoing
5.4 [4.5]	Notice of Meeting sent to State Associations including information about elections for Board positions	AO/ACA Secretary	Completed
9.1	Terms of Reference for the Marketing and Promotion Committee to be updated with timeframe for minutes	AO/ACA Secretary	Completed
10.1	Draft Policy re Secret Ballot and the terms by which votes are to be counted	Chair Governance sub-committee	Agenda Item 10.1
11.1	TR Report for President's AC Eights to be circulated to Events and Tournament Committees	AO/ACA Secretary	Completed
11.2	TM Report for President's AC Eights to be circulated to Events and Tournament Committees	AO/ACA Secretary	Completed
11.3	TR Report for GC Men's Singles and ISS to be circulated to Events and Tournaments Committees	AO/ACA Secretary	Completed
	Pro forma to be drafted for the appointment of TRs and TMs which outlines reporting requirements	AO/ACA Secretary and Chair of Events	Ongoing
11.4	Update website re new dates for the Inaugural Under 21 GC Championship.	AO/ACA Secretary	Completed
11.4	Draft article for website re ACA Under 21 GC Development Program	AO/ACA Secretary	Completed
11.5	Place article on website re GC TT Team	AO/ACA Secretary	Completed
11.5	Letter to be sent to GC TT team wishing them every success in NZ	AO/ACA Secretary	No
12.3.3	Greg Whymark to be advised of Jacky McDonalds appointment to CACC	AO/ACA Secretary	Completed
12.3.3	Jacky McDonald to be advised of appointment to CACC	AO/ACA Secretary	Completed
12.4	NDRGC proposed amendment to Tournament Regulation 7.3.11.3 be sent to Tournament Committee for comment.	AO/ACA Secretary	Completed
13.2	WCF to be advised of Australia's votes for President and members of the Management Committee by Sunday 6 December	AO/ACA Secretary	Completed
13.3	Finalise member of the MacRobertson Shield Committee	AO/ACA Secretary	Completed
14.2	Paperwork to be finalised re third signatory.	Treasurer	Agenda Item 14.2
15.1	Review on-line entries	AO/ACA Secretary/Chair Events Committee	Agenda Item 15.1
16.1	Budget considerations document to be updated with Boards' amendments and distributed with letters of extension.	AO/ACA Secretary	Completed

#### 5.1.1 Comments arising from the Action Items

5.1.1.1 [9.1] Tricia Vierra in her capacity of Chair of the SPWG, asked Megan Fardon if she could now take carriage of the Marketing and Promotion Working Committee. Megan agreed.

5.1.1.2 [10.1] (Even though this item was listed further in the Agenda it was discussed at this point).

Jim Clement as Chair of the Governance sub-committee, talked to the paper and there was a general discussion particularly in relation to the comments David Taylor had made – his email was included in the papers. It was agreed that the wording of policy be tidied up and presented to the Board at the January meeting so it can be distributed to the State Associations as part of the reminder calling for nominations. The Deputy Chair thanked Jim for his report.

5.1.1.3 The Deputy Chair noted that as yet no Tournament Referee Report had been received for the GC Women's Singles and said that he would endeavour to chase this up.

5.1.14 [14.2] The Treasurer confirmed that Don Close is now a third signatory on the Operating Account and is in possession of a ComBiz token (ACA has three in total).

### IN CAMERA OUT OF CAMERA

## 6. Board – Roles and Responsibilities

### 6.1 ACA and Employsure – update Jim Clement

During the last Board meeting Jim Clement said that a second meeting with Employsure had been arranged for Monday 30 November.

Jim Clement said that the meeting held on 30 November was to confirm that he had received all the material from Employsure.

### IN CAMERA

### 6.2 Employment – Senior Administrative Officer – update Jim Clement

### OUT OF CAMERA

## 7. Board Priorities

### 7.1 Member Protection Template

The ASC has sent Croquet Australia a revised Member Protection Policy template which needs 'corporatisation' i.e. inserting 'Croquet Australia' instead of 'NSO'. The ASC requires an indication by the end of the week as to when they can expect to receive a copy for their comment. The Board agreed that the ASC should receive ACA's version by the beginning of March and the Board shall endorse the Policy at the meeting in April.

## 8. Board Representation at ACA Events

Item Deferred

	Event	Dates	Representative
8.1	Inaugural Under 21 GC Championship	Friday 15 to Sunday 17 January, 2016 (Maitland CC, NSW)	Tricia Vierra
8.2	President's GC Eights	Friday 5 to Sunday 7 February, 2016 (Cairnlea, VIC)	
8.3	AC Gold Medal	Wednesday 9 to Friday 11 March, 2016 (Cairnlea, VIC)	
8.4	AC Men's and Women's Singles	Saturday 12 to Tuesday 15 March, 2016 (Cairnlea, VIC)	
8.5	Eire Cup	Wednesday 16 March to Sunday 20 March, 2016 (Cairnlea, VIC)	

## 9. Strategic Plan

Item Deferred to January.

## 10. Policies

*Secretarial Note* This Item was discussed under 5.1 see 5.1.1.2

## 11. Tournaments

Items 11.1, 11.2, 11.3. 11.4.1 to 11.4.3 were deferred

### 11.4 Inaugural Under 21 GC Championship

#### 11.4.4 Trophy

This item was a late addition. Earlier in the day the Office received an email from a Board member of Croquet NSW with the offer to donate a trophy to be awarded to the winner of the Inaugural Under 21 GC Championship. The Board was delighted to accept this offer but it was felt that at this stage the Trophy should not be named.

### 11.5 Golf Croquet Trans-Tasman

The Deputy Chair represented ACA at the inaugural Golf Croquet Trans-Tasman Test Series and gave a quick overview of the tournament which came down to the last test, the last match, the last game and the last hoop. He said the series was played with great spirit and took the opportunity to meet with the Chair of Croquet New Zealand establishing a new relationship between the two countries.

### 11.6 Quadway Hoops

Item Deferred

### 11.7 2016 President's GC Eights

11.7.1 The Board agreed to the NDRGC's nomination of Jim Clement to be appointed as the Tournament Referee for the 2016 President's GC Eights.

11.7.2 The Board agreed to the appointment of Brian Reither as Tournament Manager for the 2016 President's GC Eights.

### 11.8 2016 AC Gold Medal, Men's and Women's Singles and Eire Cup

11.8.4 The Board agreed to the appointment of Brian Reither as Tournament Manager for the AC Gold Medal, Men's and Women's Singles, and Eire Cup. It was also acknowledged that the role is to be shared with John Grieve.

11.8.2 The Board agreed that the Chair of Events approach Mike Cohn and/or Brian Foley to be the Tournament Referee for the AC Gold Medal, Men's and Women's Singles and Eire Cup? It was noted that they may wish to share the responsibilities across the tournaments.

*Secretarial Note* The meeting broke at 1742 hours. 1748 hours delegates were re-Skyped but due connectivity difficulties the meeting resumed at 1754 hours.

### 11.9 2016 WCF Golf Croquet Teams World Championship

A paper was provided to the Board which included matters for their consideration and a detailed budget. Before this was discussed the Board went into 'In Camera'.

## IN CAMERA

## OUT OF CAMERA

It was agreed that –

- 1 the Team would consist of four players;
- 2 a fifth person will be the Team Manager but is to have sufficient skill and ability to be the playing reserve if required;
- 3 the combined responsibilities of the Team Manager be conveyed to the Chair of GC Selectors;

- 4 it did not need to take a position as the eligibility of a player if they are playing AC in the World Championship being held in Florida, a fortnight or so before the Team's event;
- 5 a copy of the minutes of the selection meeting to be received by the Office within seven days of the meeting;
- 6 spouses unless playing spouses should not share accommodation or stay with the Team for the duration of the event;
- 7 a Board Liaison was not required but the Team Manager to be given a clear communication pathway;
- 8 its expectations as to the management of the Team be clearly outlined;
- 9 the Team should travel from Australia together as group but this need not apply to the return journey;
- 10 a car is required for local transport which is one of the reasons why the Team is to arrive together so that there is one pick-up before heading to Bath;
- 11 the minimum level of accommodation is to be a separate bedroom in a self-catered apartment;
- 12 the Selection Committee be advised to send their recommendations for the roles of Team Captain and Team Manager to the Office and the Board to approve/review at its next meeting;
- 13 copy of the budget be sent to the Chair of Selectors initially and to the Team Manager once appointed.

11.10 2016 GC Handicap Doubles and Singles.  
Item Deferred

## **12 (a) Matters arising from Committees and Working Groups**

12.1 State Directors Under 21 Croquet Meeting – Minutes 22 September  
Item Deferred

12.2 WCF Under 21 Development Working Group Meeting

12.2.1 Minutes 22 September

12.2.2 Minutes 15 October

Items 12.2.1 and 12.2.2 were deferred.

12.2.3 ACA U21 Development Squad Communication Strategy

The Board reviewed the communication strategy for the U21 Development Squad and agreed with their proposals and acknowledged the work undertaken by the members of the group.

12.3 Croquet Australia Coaching Committee

12.3.1 Minutes 2 November

12.3.2 Proposal for ACA Participant Map (Reports – Appendix 1 was distributed by email 9 November)

12.3.4 Proposal for New Coach Logo

At the last Board meeting these items 12.3.1, 12.3.2 and 12.3.4 were all deferred. As there are many issues still to resolve regarding the roll out of the new program it is suggested that these items be again deferred to the first meeting in 2016.

12.3.5 Report meeting between NCDAC, Greg Whymark and ASC, Natalie Menzies.

Meeting held at the ASC on Wednesday 25 November.

Item Deferred

12.4 Events Committee and Tournament Committee – TReg 12.7

Item Deferred

## **12. (b) Matters Arising from Appointed Officers**

Nothing to report

## **13 WCF**

13.1 WCF GC WC and WCF Under 21's and Qualifiers

Item Deferred

## **14 Finance**

- 14.1 Finance Report for November – update Jim Clement  
The Treasurer emailed the Finance Report for November on Monday 7 December.
- 14.2 Third Signatory – update Jim Clement  
Update provided in Item 5.1.14

## **15 ACA Website**

Earlier in the day the Administrative Officer sent a report that reviewed the use of *The Duffers Tice* for processing on-line entries to ACA events for the past year. The report also outlined the costs if ACA wished to bring this tool in-house. It was agreed that the ACA webmaster would receive payment for Phase 1 and 2 to develop and implement the Tournament Module with the understanding that Phase 1 would be completed and delivered by Monday 21 December.

## **16 Appointed Officer Positions**

- 16.1 Appointments for 2016  
Item Deferred

## **17 New Business**

### **IN CAMERA**

### **OUT OF CAMERA**

- 17.1 ACA Grant to New Clubs  
Item Deferred.

## **18 Recommendations from Discussion Forum**

Item Deferred

## **19 Issues from State Associations**

- 19.1 Coaching Accreditation – Secretary of Croquet Victoria would like to report ACA's position at their next Council Meeting.

Don Close spoke to this matter and explained the NDCAC had been in contact with Croquet Victoria but has not received any feedback despite several requests.

## **20 Next Meeting**

- 20.1 What to do if this Agenda is not completed?  
It was agreed that the Board would reconvene on Wednesday 16 December at 1700 hours ESST (1630 SA; 1600 QLD, 1400 WA).
- 20.2 First meeting for 2016.  
Item Deferred

## **21 Meeting Closed**

Meeting closed 1942