



MINUTES

Thursday 4 May, 2017
At 1700 hours AEST, via Skype

Meeting commenced at 1704 hours.

1. Welcome

Chair, Megan Fardon welcomed Directors to the first formal meeting of the new Board.

2. Roll Call

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

Susan Linge, Secretary

3. Minutes

3.1 Adoption Minutes of the meeting held on Tuesday 28 March, 2017
Mike Cohn noted an omission re the website discussion and asked that reference be included noting that the breadth of work may require a tender process.

Tony McArthur moved that the minutes be approved.
Mike Cohn seconded the motion subject to his amendment

Jim Nicholls abstained otherwise all in favour.

4. Business Arising from the Minutes

4.1 Actions arising

	Action	Responsibility	Completion Date
4.1.1	Discussion Website with Webmaster	Secretary	Completed
4.1.2	Vision Statements	Directors	Ongoing
4.1.3	Claim Form and list of Reimbursements	Treasurer/ AO	See Agenda Item 8.2
4.1.4	Certificates	Secretary	See Agenda Item 16.1
4.1.5	Letter to Employsure	Secretary	Completed
4.1.6	Copies of GC U21 WC complaint letters	Secretary	Ongoing

4.1.1 The Secretary gave the Directors an update of the discussions that had been held with the webmaster and passed on apologies as the new front page was not ready for this meeting.

Once the Board can see the new 'look' and decide what else is needed to be added, a scope of works can be developed and quotes sought if necessary.

Murray Tinker said that 'News' should continue to be part of the first page.

Mike Cohn said that Appointed Officers should have the capacity to update their relevant sections.

It was noted that the Office would be the 'content editor'.

- 4.1.2 Murray Tinker said that he and Megan Fardon had had a meeting with the Australian Sports Commission and reported that when he repeated Croquet New Zealand's vision statement "More people playing better croquet more often" Matthew Warr said that this is ours [ASC's]. Murray went on to say that he and Megan had come up with the following – "growing participation, nurturing skills to achieve word class results". Mike Cohn said that this statement could alienate social players. Another thought was "enrich your lifestyle by playing croquet". It was suggested that the first statement may be preferable if the word 'to' be omitted i.e. "growing participation, nurturing skills, achieving world class results".

Megan Fardon asked if a Dropbox could be set up for the Directors to continue adding their thoughts.

Don Close asked if this exercise was leading to creating action plans. Megan said yes; a new strategic plan, with achievable outcomes.

- 4.1.6 Murray Tinker wanted to know if the WCF's Secretary General had asked for an explanation and was informed no, he had not, and some of the complaints were addressed to the WCF not the ACA.

Mike Cohn said the Working Group had viewed the Under 21's as a subordinate event; there was some confusion with the Plate as the Qualifiers were being held at the same time. He also said that it is very likely that future Under 21 world championships will be held as a separate event.

- 4.2 Business arising from the minutes of the meeting held on Tuesday 28 March, 2017 Graeme Thomas asked on behalf of the South Australia Croquet Association that the proposed face to face meeting initially mooted for Wednesday 4 and Thursday 5 July be moved to Tuesday 11 July and Wednesday 12 July.

	Day	Time	Means
with Members of SACA MC++	Tuesday 11 July	1400 hours AEST	Adelaide
Board	Wednesday 12 July	0930 hours AEST	Face to Face

++ Directors to arrive on morning of Tuesday 11 July and meet with SACA Management Committee in the afternoon – accommodation Tuesday 11 July.

5. Recording of Motions sent and agreed to by Email

- 5.1 Request Treasurer
On Thursday 13 April the Treasurer sent by email a request for Directors to approve a transfer of \$23,000 from the Operating Account to the Treasurer's Account. The majority of Directors agreed.

Motion was formally recorded in these minutes being the first meeting following the electronic request.

6. New Business

- 6.1 See Agenda Items 8,13,15,18

[Secretarial Note – the meeting went to the first item of new business]

8. Finance

- 8.1 Financial Statements
 - 8.1.1 Profit and Loss Statement – Friday 28 April
 - 8.1.2 Balance Sheet – Friday 28 April
 - 8.1.3 Budget versus Actual
 - 8.1.3.1 Jobs
 - 8.1.3.2 Jobs consolidated

The Treasurer talked to the figures and said that the number of outgoings was more than had been predicted but there will be sufficient funds to get through May without needing to draw on monies being held in term deposits or investments. Income will be received during June from Affiliation fees and International levies.

Don Close moved that the reports be received.
Seconded by Tony McArthur
All in favour

Note for Directors –
Maturing dates for Term Deposits are -

A/c 5002 5480	\$20,504.51	Matures 6 August 2017
A/c 5002 5448	\$20,487.73	Matures 6 November 2017
A/c 5002 5915	\$30,232.52	Matures 21 February 2018

7. Board – Roles and Responsibilities

- 7.1 Director Liaison Roles

Mike Cohn said that it would make sense to have the same Director Liaison for coaching and refereeing in the same code. It was agreed that as Don Close works closely with the National Co-ordinator Coaching – AC that he would continue but Tony McArthur would provide assistance. It was noted that Tony's first task is to find a National Co-ordinator Coaching – GC.

Appointed Officer Role	Director Liaison	
	2016	2017 (revised 4/5)
High Performance Manager – AC	Mike Cohn	Mike Cohn
National Co-ordinator Coaching – AC	Don Close	Don Close
National Co-ordinator Coaching – GC	Tricia Vierra	Tony McArthur
National Co-ordinator Refereeing – AC	Mike Cohn	Mike Cohn
National Co-ordinator Refereeing – GC	Jim Saunders	Mike Cohn
National Co-ordinator Under 21 Croquet	Tricia Vierra	Tony McArthur
National Co-ordinator Gateball	Graeme Thomas	Graeme Thomas
National Handicapper	Murray Tinker	Murray Tinker
Archivist	Megan Fardon	Megan Fardon
Representative The WCF GC Rules Committee	Murray Tinker	Murray Tinker
Representative International Laws Committee	Tricia Vierra	Mike Cohn

7.2 Director Committee Liaison Roles

Committee	Director Liaison	
	2016	2017 (revised 4/5)
Tournament Committee - AC	Graeme Thomas	Graeme Thomas
Tournament Committee - GC	N/A	Graeme Thomas
Events Committee	Graeme Thomas	Graeme Thomas
AC Selection Committee	Megan Fardon	Megan Fardon
GC Selection Committee	Jim Saunders	Megan Fardon
Croquet Australia Coaching Committee	Tricia Vierra	Tony McArthur

The Directors discussed further expanding the liaison roles and Murray Tinker moved that the Chair liaise with Presidents/Chairs of State Associations.

Seconded Graeme Thomas

All in favour

Murray Tinker moved that the Chair becomes Croquet Australia's contact point with the World Croquet Federation.

Seconded Mike Cohn

This engendered a discussion but in the end the status quo continues.

8. Finance

8.2 Reimbursement – Draft

8.2.1 Discussion – what can be claimed

The Treasurer provided a list of items that Directors can claim conducting ACA business. Directors suggested some additions –

- Taxi from home to airport and return
- Airport parking charges (whichever is the cheaper – taxis or parking)
- Road tolls

Some felt that reimbursement of \$0.31 per was quite generous for a not-for-profit organisation.

The form to be on-line. It was also agreed that requests for reimbursement should be sent within three months of incurring the expenditure.

The Board went onto discuss Directors' attendance at Events.

It was agreed that the Chair should attend both the President's GC and AC Eights. The discussion also encompassed attendance at International events and sport conferences but it was felt that these could be looked at by the Board on a needs basis.

8.2.2 Claim Form

The Treasurer to update the form and it is to be placed on the website. The Treasurer reiterated that copies of tax invoices/receipts are to accompany every claim form. Completed forms are to be sent to finance@croquet-australia.com.au. Remittance advice is to be sent via MYOB

8.3 Australia's MacRobertson Shield Team

In honour of the team's win, the Treasurer moved that ACA pay for the team to attend the final dinner and provide a contribution towards drinks up to AUD \$800.

Seconded Tony McArthur

All in favour

AO to contact the Team Manager to facilitate this gesture from the Board.

9. Strategic Plan

- 9.1 The Chair reported further on the meeting that she and Murray Tinker had with Matthew Warr from the Australian Sports Commission and said there were two major priorities to be accomplished in the next six months – membership data base and increasing the participation numbers. The latter can include people who attend croquet clubs for 'come and try' days, parties, conferences etc and to collate this information a new level of membership may need to be introduced. The ASC recommended that the database contain minimal fields – name, email address, gender and age range.

The Chair noted that these two priorities require a number of issues to be resolved and suggested that the Board may wish to set up two working committees and will contact each Director in a fortnight's time.

[Secretarial note; Murray Tinker raised a question after reading minutes from Croquet Queensland and in order to keep the query in context it has been included under Item 15 – Issues from State Associations]

15 Issues from State Associations

- 15.1 Murray Tinker had noted that in the minutes of Croquet Queensland's Management Committee meeting that ACA was to be asked to take on the management of ricochet, Don Close spoke wearing his Deputy President of Croquet Queensland's hat and said that Croquet Queensland had developed the rules and printed the 'Rules of Ricochet' but is anticipated to send a request shortly for the ACA to take over in about twelve months. CAQ will formally write to ACA with this request. The possible move could be a Discussion Forum Item.

10. Policy/By-Law/Terms of Reference Update

11 WCF

- 11.1 The Chair asked if a letter had been sent to the World Croquet Federation's Secretary General informing him of changes to the ACA Board. The Secretary said that an email had been sent but only addressing the retirement of Robyn Wallace and the appointment of Megan Fardon to the position of Chair.

12 Gateball

13 Matters Arising Appointed Officers

14 Matters Arising from Committees and Working Groups

- 14.1 Process of appointments and whom to the AC Selection Committee
The Secretary explained the current practice of appointing people to Selection Committees, Tournament Committee and Event Committee is outlined in the By-Laws which under the new constitution still apply until they are reviewed and made into a policy.

The Board can second people if there is a vacancy. As it is expected that the AC Selection Committee will shortly be announcing the team for the AC Trans-Tasman it is necessary to fill two vacancies.

The Chair moved that Trevor Bassett and Martin Clarke be seconded to the AC Selection Committee.

Seconded Don Close.

Those in favour – Megan Fardon, Don Close, Tony McArthur, Jim Nicholl, Murray Tinker, Graeme Thomas

Mike Cohn abstained

- 14.2 Process of appointments and whom to the GC Selection Committee
It was agreed that any secondments to this committee be deferred.

- 14.3 Process of appointment and whom to the GC Tournament Committee
It was agreed that as this is a new committee it would be appropriate to define the terms of reference and complete job descriptions. The Chair asked Graeme Thomas to head up the working committee which will include Tony McArthur and Peter Freer. The Chair to talk with Peter during the GC Open Doubles.

16 Tournaments

- 16.1 Certificates of Appreciation – see supporting papers
The Board was shown an example of the proposed certificate and it was agreed that the wording should be altered to 'Certificate of Appreciation to' not Certificate of Appreciation awarded to.....'

Certificates to be distributed to all clubs that were involved in the Gold Medal, AC Men's and Women's Singles and the Eire Cup as well as clubs who hosted players during the GC World Championship.

17 Development Squads

18 Communication – Website, Magazine

19. Board Representation at ACA Events

	Event	Dates	Representative
19.1	GC Open Doubles	Saturday 6 to Tuesday 9 May (Cairnlea)	Megan Fardon
19.2	GC Open Singles	Wednesday 10 May to Sunday 14 May (Cairnlea)	Mike Cohn (with Tony McArthur as back up)
19.3	Patron's Trophy	Saturday 10 to Monday 12 June (Wynnum CC, Brisbane)	Murray Tinker
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

20. Other Business

- 20.1 Tony McArthur asked if the Office had received any communication from the National Coordinator U21 Croquet. The Administrative Officer said that notification had been received as to the preferred location of the Australian GC Under 21 Championship for January 2018 and that usually this type of decision had not previously required Board approval as it was an operational matter and had been endorsed by the Events Committee. It was agreed this be left to the expert committees.

However it was noted that South Australia had wished to host the event in January 2018 as it was their centenary year. The Administrative Officer was asked to talk further with Jacky McDonald and the Events Committee Chair.

- 20.2 The Chair asked that the draft minutes be circulated via Dropbox by Thursday 11 May.

21. Next Meeting

Thursday 1 June at 1700 hours AEST – as per schedule discussed on Tuesday 28 March

22. Meeting Closed

Meeting Closed at 1902 hours AEST

Action Items arising from the Meeting

	Action	Responsibility	Completion Date
4.1.1	Completion new 'look' ACA website	Secretary/ Webmaster	Thursday 1 June
4.1.2	Set up Dropbox - Vision Statements	Secretary	Friday 12 May
4.1.2	Vision Statements to be added to Dropbox	Directors	Tuesday 30 May
4.1.6	Copies of GC U21 WC complaint letters	Secretary	Monday 15 May
8.2	Claim Form updated	Treasurer	Tuesday 30 May
8.3	Contact Mac Team Manager re Dinner contribution	AO	Thursday 4 May
9	Contact Directors Re working committees	Chair	Thursday 18 May
14.1	Confirm Appointments to ACSC	Chair	Friday 12 May
16	Certificates	Secretary	Monday 15 May