



## MINUTES

Thursday 14 December, 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, Jim Nicholls, Graeme Thomas, Murray Tinker

### Apology

Tony McArthur

### 3. Minutes

Minutes of the meeting held Thursday November 2, 2017 - approved.

Minutes of the meeting held Thursday December 7, 2017 - deferred.

### 4. Business Arising from the Minutes

Outstanding actions

	Action	Responsibility	Completion
7.1	Committees to be advised of budget allocation Develop claim form for committees	Graeme Thomas	Will be done
	AC Selection committee to be advised of position.	Megan Fardon	Done
8.2	Provide direction to Bob Godfrey	Jim Nicholls	Bob has resigned due to ill health
8.4	Website - develop specification document	Murray Tinker	In progress, 3 quotes to be obtained
9	One-page summary to be completed on a strategic priority	Mike Cohn Megan Fardon Murray Tinker Tony McArthur	On-going
9	Advertise ACA Scholarship	Graeme Thomas	Advertised and 6 applicants
10.1	WCF AC WC in 2020 - Seek interest in conducting the event from States	Graeme Thomas	ongoing
11.2	Respond to Redcliffe Gateball Club re World	Graeme Thomas	Letter sent

	Championship funding request		
11.3	Advise Gateball of removal of \$25 referee qualification fee.	Graeme Thomas	Complete
12	Approach potential candidates for Complaints Officer	Megan Fardon	On-going
14	Advise Latrobe Croquet Club of approval of new club grant	Graeme Thomas	Complete
15.1	Reporting membership numbers	Chair	On-going
19.2	Advertise Administrative Officer position	Megan Fardon	Complete 8 applicants
20.1 (Aug)	AC Refereeing website to be discussed at annual AC Referee's Meeting	Mike Cohn	Meeting conducted
20.2 (Aug)	Review of honorariums	TBA	On-going as part of budget discussions

#### **4.1 Business arising**

##### **4.1.1 Business arising from the minutes of the meeting held on Thursday November 2, 2017**

(8.4) Website - Murray to obtain 3 quotes.

##### **4.1.2 Business arising from the minutes of the meeting held on Thursday December 7, 2017**

Strategic Planning meeting budgetted for \$15,400 to be reduced. Don to revise. To be held in Melbourne with Board meeting.

Honoraria for 2017 to be paid according to agreed amounts. In 2018 honoraria will be directed to committees rather than individuals.

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#### **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.

A majority of Directors approved the transfer.

##### **5.2 Appointment of Jim Saunders as Insurance officer for 2018 policy.**

A majority of Directors approved the appointment.

Letter of thanks to be sent.

### 5.3 ACA AC Selection Committee review Trans Tasman selection

- review the selected team (all members) in relation to Section 6.3 of the ACA Selection policies.
- ask the various State Associations for documentation in reference to player behaviour, attitude etc..

This review to be completed prior to team announcement /player invites sent.

Moved by Jim Nicholls and approved.

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## 6. Board – Roles and Responsibilities

Meeting Schedule - revised schedule as discussed in July.

	Day	Time	Means
Board	Thursday 14 December	1700 hours AEDT	Skype
Board	Tuesday 30 January, 2018	1700 hours AEDT	Skype
Board ► AGM Papers	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	

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## 7. Finance

### 7.1 Financial Statements

Profit & Loss Statement – dated 14 December 2017 - end of year result should be around a \$30,000 deficit. Moving Trans Tasman to 2018 will impact the 2018 result. Several items also did not occur despite being included in the budget for 2017.

Balance Sheet– dated 14 December 2017.

Budget v. Actuals – dated 14 December 2017.

Updated international expenditures provided.

- Under 21 coaching should be reduced to \$6,000pa.
- Long-term outlook for the international fund has significant costs and consequent shortfalls in 2020 and 2021.

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### 7.2 Funds Transfer

See 5.1 above.

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- 7.3 Finance Committee – working on financial policy and management accounting. No action in last month.  
New process for making payments has been implemented and is working well.
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7.4 Other Financial matters

It was agreed that Anne Mann receive a \$50 gift voucher for her efforts.

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## **8. Strategic Plan**

Reports on planning work to date -

- 8.1 MikeCohn- governance.
  - 8.2 Jim Nicholls - Bylaws and policy committee. Bob Godfrey has resigned due to ill health.
  - 8.3 Megan Fardon- Marketing
  - 8.4 Murray Tinker - participation
  - 8.5 Tony McArthur - sports promotion.
  - 8.6 Jim Nicholls and Murray Tinker -Sponsorship and funding.
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## **9 Policy/By-Laws**

See 8.2 above.

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## **10 WCF**

- 10.1 WCF AC WC - request to be circulated.
  - 10.2 Replacement of our WCF Management Committee delegate. (It is a vote process.) Pete Landrebe was elected in the election process.
  - 10.3 Financial reports received from WCF. Vote needed in appointment of auditor.
  - 10.4 Our process of getting players to pay their own entry for WCC events has created a tax issue. We need to look at alternatives.
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## **11 Gateball**

- 11.1 Support for teams attending World Gateball Championships in Brazil to be \$5,000 taken from International levee.

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## **12 Matters Arising Appointed Officers**

12.1 Filling of Complaints Officer position.

12.2 Ratification of GC Selection Committee positions –

Request from Terry Ericson - ACA Board endorses the GC Selector appointments for Pete Landrebe (NSW) and John Arney (SA). Ron McBride (SA) automatically comes on line with his HP role. Approved. Graeme to notify Terry Ericson.

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## **13 Matters Arising from Committees and Working Groups**

13.1 Tournament Committee

13.2 Events Committee

Proposal for hoop settings. << Info from Peter Freer>>

Ask committee to present proposal.

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## **14. Issues from State Associations**

14.1 Don close to take over as Qld president.

14.2 Nerida has resigned as chair of CNSW. Tricia Vierra has also resigned.

14.3 Work being undertaken re levelling lawns at Cairnlea

14.4 WA has committee working on different levels of membership.

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## **15. Tournaments**

15.1 GC Under 21s - limited numbers.

15.2 GC President's Eights - 52 expressions of interest. 32 notified and rest on reserve list.

15.2 AC Gold Medal, Men's and Women's singles, Eire Cup. Reception to be at Government house.

15.3 AC Trans Tasman – Wynnum CC April 2018 - agreement being drafted.

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## **16. Development Squads**

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## **17. Communication – Website, Magazine**

- 17.1 Murray to seek out 3 quotes for the new website.
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## **18. Board Representation at ACA Events**

	Event	Dates	Representative
19.1	GC U21 Championships	Saturday 20 to Monday 22 January (Sandy Bay CC, Tas)	Tracy McDonald
19.2	WCF AC World Championship	Saturday 3 to Sunday 11 February Wellington, New Zealand	Megan Fardon Mike Cohn Jim Nicholls
19.3	GC President's Eights	Friday 16 to Sunday 18 February Adelaide	Graeme Thomas Mike Cohn Murray Tinker
19.4	AC Gold Medal AC Men's & Women's Singles Eire Cup	Wednesday 14 to Sunday 25 March (Adelaide)	Graeme Thomas Mike Cohn
19.5	AC Trans-Tasman	Monday 23 to Saturday 28 April (Wynnum CC, Qld)	Megan Fardon Mike Cohn

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## **20. Other Business**

- 20.1 Replacement Process – Administrative Officer (documents in other papers in dropbox). 8 responses with 2 in ACT. CVs to be circulated to selection panel.
- 20.2 Marketing (Murray Tinker)
- 20.3 Goalsetting (Murray Tinker)
- 20.4 Governance, Compliance and Policy (Jim Nicholls)
- 20.5 STA Travel request to be supplier of travel bookings in return for bonuses for ACA. Agreed not to take up the offer.
- 20.6 Blazer pockets to be made available for purchase. Megan to explore the possibility.
- 20.7 Letter to AC worlds participants congratulating them and defining our expectations.
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## **21. Next Meeting**

Tuesday 30 January at 1700 hours – Skype (1630 SA, 1500 WA) Graeme to initiate Skype meeting.

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## **22. Meeting Closed -1913.**