



MINUTES
Tuesday 12 September, 2017
At 946 hours Sports House, Brisbane

1. Welcome

2. Roll Call Megan Fardon, Mike Cohn, Murray Tinker, Tony McArthur, Jim Nicholls, Graeme Thomas

Apology Don Close

3. Minutes

3.1 Adoption Minutes of the meeting held on Wednesday 3 August, 2017. Approved.

4. Business Arising from the Minutes

Actions Arising

	Action	Responsibility	Completion Date
20.2	Review of honorariums	TBA	TBA
7.1	Arrangements for meeting with CAQ to be finalised	Chair	
7.3	Accommodation information to be sent to Chair	Secretary	14 August
9	One-page summary to be completed on a strategic priority	Mike Cohn Megan Fardon Murray Tinker Tony McArthur	
13.3	Position descriptions to be sent to Tony McArthur	Secretary	18 August
14.2.1	Discussions to occur with GC Nationals' organising committee re Hammertime	Murray Tinker	
14.2.1	Discussion with Exec Director SACA	Graeme Thomas	
15.1	Reporting membership numbers	Chair	
15.1	Modelling for ACA on membership-type	Graeme Thomas	Provided
	Insurance and membership to be placed on Discussion Forum	Graeme Thomas/ Megan Fardon	
16.1.2	Follow up use of 'ANZAC' in terms of AC Trans Tasman	?	Use appropriate protocols
20.1	AC Refereeing website to be discussed at annual AC Referee's Meeting	Mike Cohn	5 October

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

5. Recording of Motions sent and agreed to by Email

5.1 Transfer of Funds

The Treasurer requested by email on Thursday 29 August approval to transfer \$24978.14 from the Operating Account to the Treasurer's Account to cover the April to June quarterly BAS payment.

A majority of Directors approved the transfer.

6. New Business

Items 7.2; 7.3; 8; 11.2; 14; 16.1; 20.

7. Board – Roles and Responsibilities

7.1 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 Friday 8 December (subject to change pending venue selection)	1100 hours AEDT 0900 hours AEDT	Sydney/ Hunter - Subject to review
Board	Tuesday 30 January, 2018	1700 hours AEDT	Skype
Board ► AGM Papers	Thursday 15 February	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	

8. Finance

8.1 Financial Statements

8.1.1 Profit & Loss Statement – dated Friday 28 July

8.1.2 Balance Sheet – dated Friday 28 July

8.1.3 Budget v. Actuals – dated Friday 28 July

8.2 Funds Transfer

The Treasurer requested approval to transfer an amount of \$24,978.14 from the Operating Account to the Treasurers Account to bring the Treasurer's account up to \$25,000.00. This was approved by email vote – see 5.1 above.

8.3 Finance Committee – working on financial policy and management accounting.

8.4 Six-month review –

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

Michael Murphy, an accountant, has offered assistance to Don Close re accounting during the transition.

9 Strategic Plan

- 9.1 Mike Cohn to work on governance.
- 9.2 Jim Nicholls to be co-opted to the Bylaws and policy committee. Agreed.
- 9.3 Megan Fardon to work on Marketing
- 9.4 Murray Tinker to work on participation
- 9.5 Tony McArthur to work on sports promotion.
- 9.6 Jim Nicholls and Murray Tinker to work on Sponsorship and funding.

10 Policy/By-Laws

See 9.2 above.

11 WCF

11.1 WCF AC WC

Expressions of interest were received from 27 Australian Players vying for a ranking place to compete in the WCF AC World Championships being held in Wellington from Saturday 3 to Sunday 11 February, 2018. The AC Selectors submitted two players to be considered for wild cards – Claire Bassett and Edward Wilson.

On 28 August the initial list of ranking place acceptances was forwarded from WCF to Megan Fardon and she has emailed the successful nominees and requires response by 15 September. 14 players have accepted so far.

It was confirmed that ACA would continue to provide funding support to U21s to this event. A report will be expected from any recipient.

It was agreed that Edward Wilson will receive \$500 upfront as a grant.

Two shirts will be provided to each participant. The shirt will be white with a green collar with Australia on the back and the ACA logo on the front left breast. Megan Fardon to organise.

- 11.2 We need to replace our WCF Management Committee delegate. We can nominate but this does not necessarily get our nominee on the Committee. It is a vote process.

12 Gateball

- 12.1 Issues paper supplied for information. The ACA Board supports the direction indicated.
 - 12.2 Budget for Gateball National Championships supplied.
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13 Matters Arising Appointed Officers

- 13.1 Filling of the positions of HPMAC, HPMGC, GC Coaching Coordinator

Ron McBride was approved as HPMGC and GC Coaching Coordinator. Ron will be sent the job description and asked to provide a one-page statement of his plans for the role. The Board considered names to approach for the HPMAC position.

- 13.2 Filling of Complaints Officer position.

Using another sports person is seen as the best option.

14 Matters Arising from Committees and Working Groups

- 14.1 Tournament Committee

- 14.1.1 President's AC Eights

Expressions of interest was sought from players wishing to be selected to participate in the President's AC Eights. At the closing date only 32 players had put their name forward. The usual practice is to invite the top ranked 24 to play in the First, Second and Third Eights. The top eight women outside of this are placed the Women's Eights. This year with so few nominations the Tournament Committee has determined that the event in 2017 will be played as four open groups. New medals will be required.

Mike Cohn was approved as Tournament referee and Brian Foley will be deputy. The Board awaits nomination of the tournament manager.

- 14.1.2 For the Australian Open in November Brian Foley will be the Tournament referee and Mike Cohn will be his deputy.

- 14.2 Events Committee

- 14.2.1 MacRobertson Shield report accepted and the captain thanked for his efforts.

- 14.2.2 Scheduling the Mac Rob 2021 – 10 to 21 Mar 2021 agreed as the recommendation to the WCF although March or April most appropriate for weather reasons. The Events committee will be asked to reschedule the Eire Cup in NSW. Peter Freer will be asked to liaise with WCF.

- 14.2.3 ACA to express interest in World AC championships in 2020.

- 14.3 AC Selection Committee

- 14.3.1 Report from Chair of AC Selection Committee accepted with thanks.

- 14.3.2 The selection committee will be advised that regulations should be applied subject to the agreed amendment to have a fourth eight in lieu of the Women's Eight.

15 Issues from State Associations

Several action items were raised from the meeting with CAQ on 11 September (see separate minutes).

16 Tournaments

- 16.1 AC President's Eights
 - 16.2 GC Handicap Doubles and Singles
 - 16.3 AC TransTasman – Wynnum CC April 2018
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17 Development Squads

18 Communication – Website, Magazine

- 18.1 Paper re future direction

Murray Tinker to scope a new-look website which is easily maintained and updateable.

19 Board Representation at ACA Events

	Event	Dates	Representative
19.1	Australian Gateball Championship	Friday 13 to Sunday 15 October (EDSACC, NSW)	Graeme Thomas
19.2	National GC Handicap	Monday 6 to Friday 10 November (Deniliquin, NSW)	Tony McArthur
19.3	AC Open Doubles & Singles	Saturday 11 to Sunday 19 November (Cairnlea, Vic)	Mike Cohn
19.4	GC U21 Championships	Saturday 20 to Monday 22 January (Sandy Bay CC, Tas)	Tony McArthur
19.5	AC Worlds	3 to 11 February 2018 Wellington	Mike Cohn, Megan Fardon Jim Nicholls

20 Other Business

- 20.1 Formal approval of Graeme Thomas as voluntary interim secretary - Approved.
- 20.2 Accountability of Appointed Officers – deferred to next meeting.
- 20.3 GC Rules Working Group – it was agreed that this would be a working group and while the task was short-term, the group would continue to meet on an as needed basis.
- 20.4 Replacement Process – Administrative Officer -functions recorded and copied (attached). These will be forwarded to Janine McHardy who has agreed to prepare a job description.

- 20.5 Marketing (Murray Tinker) – deferred to next meeting.
- 20.5 Goalsetting (Murray Tinker) – deferred to next meeting.
- 20.6 Governance, Compliance and Policy (Jim Nicholls) – deferred to next meeting.

21 Next Meeting

Thursday 2 November at 1700 hours – Skype (1630 SA, 1500 WA)

22 Meeting Closed 1.30pm

DRAFT

	Action	Responsibility	Completion Date
7.1	Venue for December meeting	Tony McArthur	
9	One-page summary to be completed on a strategic priority	Mike Cohn Megan Fardon Murray Tinker Tony McArthur	
11.1	Notify Edward Wilson of his grant	Megan Fardon	
11.1	Organise shirts for AC WC participants and future needs	Megan Fardon	
11.2	Seek delegate for WCF management committee	Megan Fardon	
13.1	Advise Ron McBride of appointment as HPMGC and GC Coaching Coordinator. Request statement of plans	Graeme Thomas	
13.1	Approach potential candidates for HPMAC	Mike Cohn	
13.2	Approach potential candidates for Complaints Officer	Megan Fardon	
15.1	Reporting membership numbers	Chair	
20.1 (Aug)	AC Refereeing website to be discussed at annual AC Referee's Meeting	Mike Cohn	5 October
20.2 (Aug)	Review of honorariums	TBA	TBA
20.4	Type up and forward Secretary/Admin Officer tasks to Janine McHardy	Graeme Thomas	

Matters deferred

- 20.2 Accountability of Appointed Officers.
- 20.5 Marketing (Murray Tinker)
- 20.5 Goalsetting (Murray Tinker)
- 20.6 Governance, Compliance and Policy (Jim Nicholls)