



## MINUTES

Wednesday 12 July, 2017

At 0900 hours – SACA Headquarters, Adelaide

Meeting opened 0904 hours

### 1. Welcome

The Chair welcomed Directors to Adelaide.

### 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 Thursday 1 June, 2017

The Chair said that against item 16.1.1 she wanted the distribution of monies recorded in an action item.

The Board was informed that a summary of court hire based on \$30 per court per day, not including a dollar contribution per player per day and the additional collection of \$10 per court per day since the beginning of 2017 has been distributed to the Finance Committee.

Mike Cohn said that the Victorian Croquet Centre (VCC) was the most expensive venue to be used for tournaments and that VCC will always charge for the use of 12 courts even if less are used. If fewer courts are used ACA can expect to receive a cleaning bill.

The Chair wishes for a Directive to be sent to the Tournament Committee for the monies to be disbursed which is to be recorded under 'Business Arising'

With the inclusion of the above amendments Minutes from the meeting held on Thursday 1 June, 2017 were adopted

Moved Mike Cohn  
Seconded Tony McArthur  
All in favour

### 4. Business Arising from the Minutes

4.1

Actions Arising

	Action	Responsibility	Completion Date
4.1.3	Claim Form Directors Dropbox	Secretary	Friday 14 July
10.1	Contact Chair Policy/Bylaws Committee	Secretary	Completed

11.1	Co-option WCF DSC	Jim Nicholls	Ongoing
13.1	Budgets to be sent to Appointed Officers	Secretary	Ongoing
14.1	Distribute Publicity Initiatives Report	Chair	Completed
14.1	Letter of thanks – Tim Murphy	Chair	Completed
16.4	Confirmation of Chair AS SC	Chair	Completed
21	Invoices for flights to Adelaide return to be sent to the Office	Directors	Completed
21	Arrival times collated and sent to Graeme Thomas	Secretary	Completed

- 4.2 Business arising from the Minutes of the meeting held on Thursday 1 June, 2017
- 4.2.1 The Chair sought an update re Gateball and refereeing. Mike Cohn informed Directors that there will be a combined meeting with all three codes – Association, Golf and Gateball regarding accreditation of referees.
- The Chair reminded the Board that Croquet Australia's Mission Statement is driving its decisions.
- 4.2.2 The Chair followed up with Jim Nicholls in relation to 11.1 – co-option to the WCF Development Sub-committee. Jim said that he was still toying with the idea.

## 5. Recording of Motions sent and agreed to by Email

- 5.1 Transfer of Funds  
The Treasurer requested by email on Friday 16 June approval to transfer \$23,172.41 from the Operating Account to the Treasurer's Account to cover payments due to be paid up until 30 June, 2017. This included payment to VCC for GC WC Invoice.
- A majority of Directors approved the transfer.
- 5.2 Invoice for Logo Design  
On Thursday 27 June, the Treasurer notified Directors 'that ACA had received an invoice for \$440.00 from Barker & Barker for work done on "LOGO DESIGN" to date. The correspondence indicates that approval was received for this to occur. I believe that ACA has an obligation to pay this invoice, but I would like to have agreement from Directors prior to making payment. May I have direction for this to occur?'
- A majority of Directors approved the payment of the invoice.
- 5.3 University of Queensland  
Murray Tinker distributed an email on Wednesday 7 June outlining discussions that had been held with the University of Queensland and requested 'the Board's approval to initiate the relationship and be the responsible party for managing the relationship on behalf of Croquet Australia'.
- A majority of Directors approved the request.
- The three decisions i.e. items 5.1, 5.2 and 5.3 that were agreed to by email were formally approved.

Moved Mike Cohn

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## 6. New Business

- 6.1 See Agenda Items 7, 8, 9, 10, 11.2, 12, 14, 15, 16, 20
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## 7. Board – Roles and Responsibilities

- 7.1 Revised Meeting Schedule  
The Secretary circulated a revised meeting schedule

	Day	Time	Means
Board Mid-term fin review	Thursday 3 August	1700 hours AEST	Skype
SGM plus Discussion Forum	Monday 11 September	0900 hours AEST	Brisbane
Board	Monday 11 September	1400 hours AEST	Face to Face
Board^ Mtg CAQ MC	Tuesday 12 September	TBA-1000 AEST	Face to Face
Board	Thursday 2 November	1700 hours AEDT	Skype
Board 2018 Draft Budget	Thursday 7 December	1100 hours AEDT	Sydney
Board	Thursday 1 February, 2018	<del>1100 hours AEDT</del> 1700 hours AEDT	<del>Sydney</del> Skype
Board AGM Papers	Thursday 15 February	1100 hours AEDT	Melbourne
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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## 8. Finance

- 8.1 Financial Statements
- 8.1.1 Three financial reports – Profit & Loss Statement, Balance Sheet and Budget v. Actuals ending Friday 30 June were distributed to the Finance Committee.
- Jim Nicholls talked to the reports and said that after looking at the suite of reports generated by MYOB these three were the most pertinent for the Board.
- 8.1.2 Investments
- Don Close took the opportunity to say that the investment accounts were in hand. At the moment BT which had had a substantial return in 2016 was not performing as well but MLC was increasing which was opposite to last year's result.
- Jim Nicholls said that ACA has exposure to the Australian Market and asked should this be minimised?
- 8.1.3 Reimbursement

The Board discussed timeframes for reimbursements and individuals shall have fourteen days after incurring an expense to forward a claim and Associations/Clubs hosting ACA events shall have thirty days.

Disbursement of funds for the President's Eights was discussed and the suggestion was made that if a player had not forwarded tax invoices/receipts fourteen days after the completion of the event then they would only receive a minimum payment of \$50.

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8.2 Funds Transfer

The Treasurer requested approval to transfer an amount of \$22,800.61 from the Operating Account to the Treasurers Account to meet payments due by the end of July, 2017.

The Board approved the transfer of funds but Mike Cohn gave notice that he would not support this method after 30 September this year.

Moved Mike Cohn  
Seconded Tony McArthur  
All in favour

Jim Nicholls said that he is seeking advice from work colleagues as to the best practise and shall advise the Board accordingly.

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8.3 Finance Committee – Chair

8.3.1 The newly appointed Finance Committee met on Wednesday 14 July and agreed to a draft Terms of Reference. The draft Terms of Reference were presented for the Board's approval.

8.3.2 Minutes of the Finance Committee Meeting held on Wednesday 14 July.

These items were not formally adopted.

8.4 Explanation increased expenditure

Expenditure has grown exponentially since Golf Croquet Championships have become an integral part of the national calendar. It was suggested that stakeholders be informed of this as well as advising the benefits of being a member of ACA.

**20. Other Business**

20.2 Update GC Rules

Murray Tinker reported that the GC Rules were being reviewed by the WCF GC Rules Committee and Australia's representative on the committee, Gordon Matthews has requested that a working group be appointed representative of players and officials to provide feedback and commentary to the WCF GC Rules Committee via Gordon Matthews.

The Board agreed that a working group be appointed to assist with the revision of the GC Rules.

Moved Murray Tinker  
Seconded Graeme Thomas  
All in favour

It was noted that this working group would not be a constituted committee of Croquet Australia and thereby will not have terms of reference nor will the members receive an honorarium.

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## 9. Strategic Plan

Discussed Tuesday 11 July.

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## 10. Policy/By-Laws

### 10.1 Report from Chair, Policy Committee

The Chair said that Bob Godfrey should be congratulated for his work. Don Close drew the Board's attention to Bob Godfrey's request under the heading 'Future Development' –

'While I continue to work on issues raised in earlier reports, I anticipate that priorities may have changed and if so I await any such advice from the Board.'

It was agreed that the Secretary would, after reviewing the handbook and Bob Godfrey's earlier documentation provide a list for the Board's consideration enabling the Board to determine its priorities and Bob Godfrey to be advised accordingly.

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## 14. Matters Arising from Committees and Working Groups

### 14.1 Tournament Committee

Draft Terms of Reference – AC Tournament Committee

The Directors reviewed the draft Terms of Reference for the AC Tournament Committee. It was agreed that a statement be included under 'Personnel' indicating that at the first meeting in September a Chair be appointed from within the members.

Megan Fardon felt that the reporting was too prescriptive and the dates to be removed. Also, under 'Responsibilities' there should be a statement requiring the committee to regularly review tournament formats.

The Board approved the AC Tournament Committee Terms of Reference with the above amendments. In addition, the Board approved the template.

Moved Jim Nicholls  
Seconded Mike Cohn  
All in favour

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*Secretarial Note: Discussion returned to Item 10.2*

## 10. Policy By/Laws

10.2 Bob Godfrey's draft message to be seeking members to the Policy/By-Laws Committee be re-written using the approved template and forwarded to Bob Godfrey for comment. The T of R to be included in the announcement seeking members for the committee.

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## 11. WCF

### 11.1 WCF MC – Development sub committee

*Secretarial Note: Item discussed in 4.2.2*

### 11.2 WCF Topic 62 – U21 GC World Championship

The Board discussed responses to Topic 62 – U21 GC World Championship and it was agreed that Australia would provide the following replies –

1. Should the U21 GCWC continue to be held in the same country as the GCWC and shortly beforehand?

ACA – No

2. Should the U21 become a regionally-based event (e.g. Southern Hemisphere and Northern Hemisphere) with a world final between the regional winners?

ACA – Idea had merit

3. Is the concept of U21 Places (and U21/Qualifier play-off places) in the GCWC now redundant given the ability of the best U21 players to gain GCWC places in their own-right?  
ACA – Agree

The WCF requires Australia's responses by Sunday 16 July.

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**12. Gateball**

- 12.1 Report – National Co-ordinator Gateball
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**13. Matters Arising Appointed Officers**

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**15. Issues from State Associations**

- 15.1 Application for New Club Grant  
Twin City Croquet Club submitted its application to be considered for a new club grant and the Board agreed that it met all the necessary criteria and approved a grant of \$1,500.

Moved Tony McArthur  
Seconded Graeme Thomas  
All in favour

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**16. Tournaments**

- 16.1 Patron's Trophy  
16.1.1 TM Report  
16.1.2 TR Report

Both the TM and TR Reports were taken as read.

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16.2 GC Handicap Doubles and Singles

- 16.2.1 Appointment TM  
Motion: The Board agreed to appoint Lorraine Gutchner as Tournament Manager for the GC Handicap Doubles and Singles in Deniliquin from Monday 6 to Friday 10 November.

- 16.2.2 Appointment TR  
Motion: The Board agreed to appoint Jim Clement as Tournament Referee for the GC Handicap Doubles and Singles in Deniliquin from Monday 6 to Friday 10 November.

The Board approved both appointments of Lorraine Gutchner and Jim Clement as Tournament Manager and Tournament Referee respectively for the GC Handicap Doubles and Singles being held in Deniliquin from Monday 6 to Friday 7 November.

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**17. Development Squads**

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**18. Communication – Website, Magazine**

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**19. Board Representation at ACA Events**

	Event	Dates	Representative
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
19.8	Gateball Championships	Friday 13 to Sunday 15 October (EDSACC – Bateau Bay)	Graeme Thomas

## 20. Other Business

- 20.1 Outcomes from Finance Committee Meeting  
It was noted that much had already been discussed as part of Item 8
- 20.3 National Sports Plan – Survey  
<https://www.ausport.gov.au/nationalsportsplan>  
Not discussed
- 20.4 SGM – Schedule  
Depending on the Chair of Croquet Queensland's availability, Directors may meet with CAQ's Management Committee on Monday afternoon and hold a daylong Board meeting on Tuesday rather than morning meeting with CAQ on Tuesday and two split meetings on both Monday and Tuesday afternoons.
- 20.5 Player International Representation  
The Secretary updated Directors on the previous Board's decision to rescind player contributions and sought clarification as to whether or not this included provision of polo shirts and payment of entry fees by Croquet Australia. After some discussion, it was agreed that each player offered a place in the following categories would still receive an Australian generic polo shirt – Ranking Place, Reserved Ranking Place, Member Place and Wild Card place. The shirt to have the word 'AUSTRALIA' printed on the back and the 'ACA' logo embroidered on the left-hand side and the name of the event on the front. i.e. no coat of arms.  
Moved Mike Cohn  
Seconded Murray Tinker  
All in favour
- 20.6 AC Trans-Tasman Update  
The Secretary informed the Board that a Skype meeting will be taking place between representatives from Croquet New Zealand and Croquet Australia to finalise arrangements.

## 21. Next Meeting

Thursday 3 August 1700 hours via Skype

## 22. Meeting Closed

Meeting closed at 1218 hours