



MINUTES

Board Meeting

Wednesday 11 November at 1630 ESST via Skype

1. Roll Call

In attendance Bob Godfrey, Deputy Chair
 Jim Clement
 Don Close
 Jim Saunders
 David Taylor
 Tricia Vierra

Susan Linge ACA Secretary/Administrative Officer

Apologies Robyn Wallace, Chair
 Megan Fardon

2. Welcome

With two apologies, the Deputy Chair thought it prudent to wait until the remaining members were in attendance and the meeting commenced at 16.40.

3. Minutes

3.1 Adoption Minutes Thursday 29 October

The minutes from the meeting held on Thursday 29 October, 2015 were accepted.

3.2 Business arising from the Minutes

3.2.1 At the previous meeting the Board agreed ACA will pay entry fees for those players who qualify for a place in a world championship but did not determine from which 'account' the monies would be taken. At any one time, Australia can only have up to a maximum of four players being offered a qualifying place in a main event. It was agreed that the fees would be paid from the International Levy - Individual Fund.

3.2.2 On Wednesday 4 November, the AO sent an email illustrating the 'look' of the badges to be ordered for Appointed Officers. The Board agreed that each should receive a badge that has a magnetic attachment. The per unit cost is \$14.50 inclusive of GST

4. Recording of Motions sent and agreed to by Email

4.1 This Agenda item was superseded as the ACA's Insurance Brokers sent their Insurance Renewal Report earlier than expected. This allowed the Board the opportunity to review the Broker's recommendations. It was agreed that ACA should accept Regional Insurance Brokers proposal as follows –

Sportscover Australia Pty Ltd	
Platinum Liability	\$18,910.00
and Personal Accident	\$9,410.00
AIG	
Corporate Travel	\$5,580.00
QBE Insurance	
Business Package	\$1,050.00
Total	\$34,950.00

The Board also agreed that in 2016 the need for corporate travel to be reviewed.

5. Review of Action Items

IN CAMERA OUT OF CAMERA

5.1 Action Items arising from Wednesday 21 October
Only one item listed which had been completed

5.2 Action Items arising from Thursday 29 October

	Item	Responsibility	Action
4.1	Reports on delegated tasks to be sent to the ACA Secretary by Friday 6 November	Board Members	Completed
4.2	Policy on Clothing Requirements for Representative Teams to be drafted.	Secretary/AO	End of December 2015
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.	Secretary/AO	Ongoing
	Follow up with the two players who qualified for the WCF Golf Croquet World Championships re ACA paying their entry fee.	Secretary/AO	Completed
4.5	Notice of Meeting sent to State Associations including information about elections for Board positions	Secretary/AO	Ongoing
	Dates when Board Members will be out of communication over Christmas/New Year and January to be sent to the AO	Board Members	Ongoing
4.8.1.1	Update contacts on website ie remove positions of Assistant Treasurer and Insurance Officer and add Finance Assistant	Secretary/AO	Completed

6. Board – Roles and Responsibilities

6.1 ACA and Employsure

Jim Clement advised that he had signed the Contract with Employsure, signed the direct debit form, first payment has been made, and an initial meeting occurred on Tuesday 10 November to discuss the employment contract for the Administrative Officer. A second meeting has been set for Monday 30 November.

At this stage neither Croquet NSW nor South Australian Croquet Association have confirmed if they wish to be included under ACA's umbrella. If either or both do come on board, the division of cost will be by total payroll.

IN CAMERA OUT OF CAMERA

7. Board Priorities

Nothing to Report

Secretarial Note – a five minute break was held between 1755 and 1800 hours.

8. Board Representation at ACA Events

	Event	Dates	Representative
8.7	AC Open Doubles and Singles Championships	Saturday 14 to Sunday 22 November (Cairnlea, VIC)	Jim Saunders
8.8	National GC Secondary Schools Championships	TBA	Tricia Vierra
8.9	GC Trans-Tasman	Monday 30 November to Saturday 5 December (Nelson, NZ)	Bob Godfrey

9. Strategic Plan

9.1 Marketing and Promotion Sub committee

The Board approved the Terms of Reference for the Marketing and Promotion Committee sub-committee which is charged with overall responsibility for the marketing strategy and promotion of the sport at the national level and for the implementation of associated initiatives outlined in the ACA Strategic Plan 2015-18.

It was noted under the draft terms that an inclusion should be made stating that Minutes of the M&P sub-committee are to be submitted to the Secretary within a fortnight of each meeting.

It was agreed that seeking expressions of interest for additional members to be co-opted to the committee should be extended to State Associations for circulation, the magazine and the website.

10. Policies

- 10.1 Draft Policy outlining process for conducting a secret ballot and the terms under which the votes are counted.

Jim Clement as Chair of the Governance sub-committee reported that the group had agreed voting would not be based on a preferential system, each nominee is required to reach a majority and Delegates must be given the chance to say 'no'. Jim said writing the correct form of words has been the sticking point but will provide a draft policy for the next Board meeting.

11. Tournaments

- 11.1 President's AC Eights – Report Tournament Referee
Copy to be sent to the Events and Tournaments Committees

- 11.2 President's AC Eights – Report Tournament Manager
Copy to be sent to the Events and Tournaments Committees

- 11.3 Men's Singles and ISS – Report Tournament Referee
Copy to be sent to the Events and Tournaments Committees

After looking at the reports tabled in items 11.1, 11.2 and 11.3 the Board agreed that these reports are to be sent directly to the Chairs of Events and Tournament Committees, National Directors of Refereeing and Board Members. It is up to a committee or an Appointed Officer to raise issues of concern with the Board via the Secretary.

The AO noted that this instruction should be included when a Tournament Referee or Tournament Manager is appointed.

- 11.4 Inaugural GC Schools Championship
Tricia Vierra provided the following information -

- 11.4.1 Update on entries and dates

Arising from several conversations involving the Board Liaison, Chair of Events Committee and NDU21C, the schools GC Championship has been postponed. It will now occur between Friday 15 and Sunday 17 January, 2016, still at Maitland CC with eight competitors.

The Competition will be renamed as the Inaugural Under 21 GC Championship

- 11.4.2 Handicap cards and ACA ID numbers for non-affiliated players
The National Handicapper advised that the sequence of numbers 80,000 to 80,499 be allocated for use for those players Under 21 who are not affiliated with a club.
- 11.4.3 The program for preparation of potential entrants in the WCF U21 GC Championships be called the ACA U21 Golf Croquet (GC) Development Program.
- 11.4.4 The Program will be announced during the January event.
A training kit is currently being prepared.
- 11.4.5 Approvals of roles.
The Board agreed that the NDU21C, Jacky McDonald will be the Program Liaison, charged with administration and oversight including the budget and Terry Ericson to be

the Program Coach, charged with overall coordination and delivery of player training and development (in consultation with the GC HPM, if available).

The Board noted that the players may need to have handicaps set and it was agreed that this could fall to Terry Ericson.

11.5 Golf Croquet Trans-Tasman

AO informed the Board that all the uniforms had been received and would be distributed at the next practice weekend being held on Saturday 14 and Sunday 15 November. It was noted that a letter offering best wishes to the GC Team be sent on behalf of the Board to the Players. A news item also to be added to the Website.

IN CAMERA

OUT OF CAMERA

11.6 AC Open Doubles and Singles

Jim Saunders confirmed that he is the ACA Representative and he will be at Cairnlea on Monday 15 and Sunday 21 November.

12. (a) Matters arising from Committees and Working Groups

12.1 State Directors Under 21 Croquet Meeting – Minutes 22 September

Deferred

12.2 WCF Under 21 Development Working Group Meeting – Minutes 22 September

Deferred

12.3 Croquet Australia Coaching Committee

12.3.1 Minutes 2 November

Deferred

12.3.2 Proposal for ACA Participant Map (report sent as Reports – Appendix 1)

Deferred

12.3.3 CACC – Appointment of New Committee Member

The Board agreed to appoint Jacky McDonald to the Croquet Australia Coaching Committee.

12.3.4 Proposal for New Coach Logo

Deferred

12. (b) Matters Arising from Appointed Officers

12.4 National Director Refereeing Golf Croquet – Gordon Matthews

The Board agreed that the proposed amendment to Tournament Regulation 7.3.11.3 be sent to the Tournament Committee for their comment.

13. WCF

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

Not discussed

13.2 Voting for President and Management Committee Positions

The Board discussed the candidates and Australia will vote for –

President	Amir Ramis
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Management Committee	Mike Orgill
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	Samir Patel
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	Amir Ramsis
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13.3 Representative MacRobertson Shield Committee

AO reported that the WCF had asked for a person to represent Australia on the MacRobertson Shield Committee and had spoken with the Chair of Tournament Committee and HPM AC and Martin Clarke was approached. A second suggestion came from a Board Member that if Martin Clarke didn't take up the position Stephen Forster could also be asked.

The Board agreed that it would be happy to endorse either Martin Clarke, Peter Landrebe or Stephen Forster to represent Australia on MacRobertson Shield Committee.

14. Finance

14.1 Finance Report for October

The Treasurer sent under separate cover a financial report for October and an interim one as lunchtime on Wednesday 11 November. The Board Agreed to the transfer from the Operating Account to the Treasurer's account of \$20,740.03.

- 14.2 The question was raised whether or not the Board should appoint a third Director as a signatory to the Operating Account thus ensuring transfers of funds can be authorised. It was agreed that Don Close become the third signatory on ACA's operating account.

15. ACA Website

- 15.1 Jim Saunders raised the issue of *The Duffers Tice* and it was agreed that Jim Saunders with the Administrative Officer and Chair Events Committee review online entries.

IN CAMERA

16. Appointed Officer Positions

OUT OF CAMERA

17. New Business

Nothing Listed

18. Recommendations from Discussion Forum

Deferred

Secretarial Note: Jim Clement left the meeting at 1726 and exited Skype

IN CAMERA

OUT OF CAMERA

19 Meeting Closed

The Deputy Chair thanked everyone for their attendance and stamina as the meeting had lasted far longer than he would have preferred.

Meeting Closed 1929 hours

20 NEXT MEETING

Wednesday 9 December at 1630 (NSW, VIC, TAS), 1600 (SA), 1530 (QLD) and 1330 (WA).

Action Items Arising from Meeting 11 November.

Item	Action	Responsibility
3.2.2	Badges for Appointed Officers to have a magnetic attachment and shall be ordered after 9 December.	AO/Treasurer
4.1	Confirm ACA's acceptance of Regional Insurance Brokers proposal	AO/ACA Secretary
4.1	Review of Corporate Travel before the 2016 renewal	Board
5.1 [4.8.1.8]	ND Gateball to be advised of the Board Liaison	AO/ACA Secretary
5.4 [4.2]	Policy on Clothing Requirements for Representative Teams to be drafted by end of December.	AO/ACA Secretary
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
5.4 [4.5]	Notice of Meeting sent to State Associations including information about elections for Board positions	AO/ACA Secretary
9.1	Terms of Reference to updated with timeframe for minutes	AO/ACA Secretary
10.1	Draft Policy re Secret Ballot and the terms by which votes are to be counted	Chair Governance sub-committee
11.1	TR Report for President's AC Eights to be circulated to Events and Tournament Committees	AO/ACA Secretary

Item	Action	Responsibility
11.2	TM Report for President's AC Eights to be circulated to Events and Tournament Committees	AO/ACA Secretary
11.3	TR Report for GC Men's Singles and ISS to be circulated to Events and Tournaments Committees	AO/ACA Secretary
	Pro forma to be drafted for the appointment of TRs and TMs which outlines reporting requirements	AO/ACA Secretary and Chair of Events
11.4	Update website re new dates for the Inaugural Under 21 GC Championship.	AO/ACA Secretary
11.4	Draft article for website re ACA Under 21 BC Development Program	AO/ACA Secretary
11.5	Place article on website re GC TT Team	AO/ACA Secretary
11.5	Letter to be sent to GC TT team wishing them every success in NZ	AO/ACA Secretary
12.3.3	Greg Whymark to be advised of Jacky McDonalds appointment to CACC	AO/ACA Secretary
12.3.3	Jacky McDonald to be advised of appointment to CACC	AO/ACA Secretary
12.4	NDRGC proposed amendment to Tournament Regulation 7.3.11.3 be sent to Tournament Committee for comment.	AO/ACA Secretary
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
13.3	Finalise member of the MacRobertson Shield Committee	AO/ACA Secretary
14.2	Paperwork to be finalised re third signatory.	Treasurer
15.1	Set-up Meeting to review on-line entries with GC Board Liaison and Chair Events Committee	AO/ACA Secretary
16.1	Budget considerations document to be updated with Boards' amendments and distributed with letters of extension.	AO/ACA Secretary