

MINUTES OF THE SACA BOARD MEETING HELD ON MONDAY, 15TH FEBRUARY, 2021 AT HUTT ROAD AT 6.00PM.

		TOPIC
1.		Welcome – The President welcomed Ron McBride as the new Treasurer.
2.		Present President – Lyn Parnell Vice President – Ansi Baumanis Treasurer – Ron McBride AC Director – Roger Buddle GC Director – Heath Jackson Minute Secretary – Di Helier
3.		Apologies – Nil
4.		Conflict of Interest – Nil
5.		Confirmation of Minutes of Board Meeting held on 18th January, 2021 <i>Moved by the Vice President and seconded by the AC Director that the minutes be approved. Carried</i>
6.	6.1	Business arising from the Minutes Board Governance Board members received a proposal from Parbery Consulting Pty Ltd to review and update governance documents of SACA. The Board accepted the quote to undertake this work. Consultation with Clubs will occur during this review process. <i>Moved by the Treasurer that the proposal be accepted. Seconded by the Vice President. Carried</i>
	6.2	Contracts Contracts for the cleaning and greenkeeper to be deferred until the next meeting. More information in respect to insurance and risk management for third parties undertaking work at Hutt Road Headquarters. Treasurer to follow up.
	6.3	Adelaide City Council Meeting The President, Mary Marsland and Philip Hadley met with the ACC in respect to the Lease and 4 th lawn development. Philip, who has previously been involved in negotiations with the Council on these issues, has prepared a Business Case for the 4 th Lawn. Mary Marsland, who represented Croquet SA, was familiar with the lease arrangement. The Council committed to follow up on a number of matters raised. Cleaning and maintenance of the Disabled toilet is a responsibility of the ACC – the condition of this toilet is not acceptable in its current state – ACC to follow up with their cleaning contractors. SACA to monitor the cleaning of this toilet and keep ACC informed. The concept of a new small shed under western verandah to house the trollies and other items was raised. The ACC did not foresee a problem with this proposal. Philip Hadley be requested to draw up a plan to submit to ACC. Anomalies exist with old lease agreement and SACA insurance cover. A further meeting will be arranged with the ACC to discuss the lease, 4 th Court and insurance.
	6.4	Social Membership

		<p>The Board supported that a review of the Terms of Reference and a different membership of this Committee was required. The President, Phillip Hadley (previous chair of this Committee) and AC Director to initially draft new Terms of Reference. The Board to then approve the new terms and membership of this Committee. All country and metro clubs will be surveyed. Only country clubs were surveyed previously with a small response rate.</p> <p><i>Moved by the Treasurer that a revised Committee be established and new terms of reference be written to examine social membership.</i> Seconded by AC Director.</p> <p>Carried</p>
	6.5	<p>Key audit</p> <p>Only 35 replies to the request for clubs/people to advise SACA if they have SACA keys. As there has been a discrepancy in the alcohol in the bar refrigerator and the money received, in future Shirlene McBride will conduct a regular reconciliation of the money. The Treasurer is examining the Licensing Act to determine where SACA stands in respect to serving alcohol. Suggested that only RSA's serve alcohol. Board agreed the key to the bar refrigerator be changed and only people with the RSA will receive a new key.</p> <p><i>Moved by the Treasurer that the Club Secretaries and those currently on the RSA list be advised of the change of key to the bar refrigerator.</i> Seconded by the President.</p> <p>Carried</p>
7.		<p>AC Director Report</p> <p>Murray Baum, the AC Coaching Coordinator requested financial assistance from the Board for the coaching manuals that will be available from the National Coaching Program. The GC Director has also requested financial assistance. Travel assistance is available for country people who travel over 100kms.</p> <p><i>Moved by the Treasurer than the Board budget for up to \$2000 total for both AC and GC Coaching Manuals for those Clubs who have coaches involved in the National Coaching Program and that travel assistance for country people attending the National Program be provided.</i></p> <p>Seconded by Vice President. Carried.</p> <p style="text-align: right;">SEE ATTACHMENT FOR AC DIRECTOR REPORT</p>
8.		<p>GC Director Report</p> <p>The organisers of World Record Day to be held on 28th March requested financial assistance from the Board. The flyer for the event can be printed at SACA.</p> <p><i>Moved by GC Director for the expenditure of up to \$350 to assist with expenses of World Record Day.</i></p> <p>Seconded by Vice President. Carried.</p> <p style="text-align: right;">SEE ATTACHMENT FOR GC DIRECTOR REPORT</p>
9.		<p>Treasurer Report</p> <p>There are currently 944 registrations.</p> <p>The Treasurer has organised new signatories to SACA Accounts.</p> <p>The Treasurer is currently working on next year's budget.</p> <p>The refund policy for events to be reviewed.</p> <p>The Treasurer has been looking into the Archives and the best way to get them on to an electronic system.</p> <p>A new desk top computer has been installed.</p> <p>The need for a sub committee to investigate the future IT requirements of SACA</p>

		<p><i>Moved by the President that the Treasurer and AC Director form a subcommittee to advise on the best and most suitable IT system for SACA needs. Seconded by GC Director. Carried.</i></p> <p style="text-align: right;">SEE ATTACHMENT FOR TREASURER REPORT</p>
10.		<p>Vice President Asset register – 50 of the bigger items have been costed at over \$30,000. Only half way through - more items to be costed. The current SACA insurance for contents is \$40,000. May need to be reviewed. The asset register, once completed, will be kept by the Treasurer. This register should be reviewed every two years. The Vice President advised a Risk Audit had been undertaken - several important areas have been identified as requiring attention. he Vice President and the Treasurer have met and drawn up a risk assessment sheet for the Board and will write an action sheet. They have both been working on a job safety analysis. The Council would like to do an Asbestos Audit on the building and will contact the Vice President to arrange. <i>Moved by the President that the Vice President's report be accepted. Seconded by the Treasurer. Carried</i></p>
11.		<p>Correspondence In – Invoices & Items relating to finance – Action: Treasurer Out – Grant support for Holdfast Bay Croquet Club Thankyou letter to Robert Brown for donation of Trolleys</p>
12.		<p>OTHER BUSINESS</p> <p>12.1 Review of Honoraria Deferred to next Agenda.</p> <p>12.2 SACA Board Meeting Dates 2021 These are on the SACA Calendar – AC Director to send the dates to all Board members.</p> <p>12.3 Grants Officer Ken McHugh was asked if he would be the Grants Officer for SACA. Ken has been successful in obtaining grants for his own club and agreed to assist the Board in advising and preparing grant submissions. The President and Ken McHugh recently met with Grants staff at the Department of Recreation and Sport to discuss existing SACA grants and new grant programs. <i>Moved by the President that Ken McHugh be appointed Grants Officer. Seconded by the Treasurer. Carried</i></p> <p>12.4 Laptop Computer This has been purchased and is in the process of being installed.</p> <p>12.5 New Computer and hard-drive Atomix has kindly donated to SACA a computer and associated equipment and provided a technician to install it. SACA now has a computer in the Office and the new Laptop will be linked to this Computer. The President to organise a letter of thanks to Atomix.</p> <p>12.6 Video of Hammertime Department of Recreation and Sport have requested a copy of the Hammertime video. The original video needs to be found – Board was concerned it did not accurately reflect a true representation of croquet. President to follow up with Rec and Sport.</p> <p>12.7 Hoop Points Vice President commended the new look Hoop Points and requested that Shirlene McBride be thanked for her initiative and work.</p>

	12.8	<p>Membership – Financial year</p> <p>The Treasurer advised that the current registration for players runs from October to October and doesn't link with anything. <i>Moved by the Treasurer that in future player registration commences on 1st January.</i> Seconded by AC Director. Carried.</p>
13.		<p>Executive Director</p> <p>The Board discussed the position of Executive Director.</p> <p><i>Moved by the AC Director that the Board revoke the appointment of an Executive Director effective immediately in accordance with article 20.1 of the SACA Constitution. A position of Executive Director as both a paid employee and a voting member of the Board is poor governance and not appropriate for SACA.</i></p> <p>Seconded by the Treasurer.</p> <p>The Vice President moved an amendment that the Executive Director be contacted before a decision is made.</p> <p>No seconder. Motion lapsed.</p> <p>Original motion put. Carried.</p>
14.		<p>Public Officer</p> <p>As the Public Officer is the Company's representative to the ATO, Incorporations Commission and Australian Business Registration, and is responsible for the Company's obligations under the Income Tax Assessment Act, it is important that a replacement person be appointed in the absence of the Executive Director position (20.3 of the Constitution). Also, all old members registered on the Australian Business Register shall be removed by the new Public Officer.</p> <p><i>Moved by the President that Ms. Cathy Leske be removed from the position of Public Officer of the South Australian Croquet Association Inc. and that Mr. Ron McBride be appointed as Public Officer of the South Australian Croquet Association Inc.</i></p> <p>Seconded by the Vice President. Carried.</p>
		<p>The meeting closed at 8.20pm. Next Meeting: Monday, 22nd March, 2021 at 6pm.</p> <p>The Board then held an in-camera meeting to address the future administrative support for SACA.</p>

	TOPIC	ACTION BY
6.1	Board Governance	President
6.2	Contracts – Cleaning & Greenkeeper – Next Agenda	President/Treasurer/Minutes Secretary
6.3	Summation from ACC meeting	President
6.4	Social Membership – New committee	President
9.	Subcommittee to look at computer and file system	Treasurer/AC Director
10.	Risk Assessment	Vice President/Treasurer
12.1	Honoraria – Next Agenda	Treasurer/Minutes Secretary
12.2	Board dates for 2021 – Send to Board	AC Director
12.6	Hammertime Video	President/Administration Staff

AC Director Report – Board Meeting Feb 15, 2021

A meeting of the AC Subcommittee was held on Jan. 20, 2021

Extracts from the minutes and updated information: -

- Chair of Selection
Gold Medal, Eire Cup and National Singles Championships cancelled due to Covid-19.
State squad and team rules relating to attendance at training sessions need revising.
Need to establish a Development Squad.
Request for expressions of interest to be sent out seeking AC State Selectors.
- Events Coordinator
Most of the AC medals and pennants were presented at Norwood Croquet Club on Feb. 6th, followed by a BBQ luncheon. The remainder of the medals will be presented during functions at other clubs.
A flyer has been circulated advertising the new Sunday Funday competition. There has been, to date, a mixed response.
- Refereeing Coordinator
A refereeing course covering the new version 7 of the AC laws is to be held on Saturday 20th and 27th of March. Following correspondence from a country member, an additional day was added – Sunday 21st March – to allow country members to make one trip instead of two.
Priority will be given to country members for the Sunday session.
A “Referee’s Corner” Q & A has been published in Hoop Points newsletter.
- Coaching Coordinator
The National Coaching Program (24-28 Feb) is in hand. Funding for some coaching manuals has been sought from the Board.
Coaching Coordinator to review the composition of the coaching subcommittee to include more country members.
Considering 3 regional country areas for coaching clinics.

Roger Buddle
AC Director

GC Director's Report – 15 February 2021

General

- GC presentations to be conducted at Hyde Park Croquet Club on Saturday 13th February.
- World Record Day – 28 March 2021 at North Adelaide. Will suit AC and GC players. Planning is ongoing, GC State Squad have had some trial runs to test out the format. Carolyn Cooper emailed a flyer to Google Groups.

Coaching

- Upcoming ACA Academy coaching, as announced elsewhere.
- GC Development Squad will start again soon for 2021

Events

- Events held:
 - o GC President's Trophy – David Wise (Norwood) was the overall winner
- Fleurieu Pennants tournament to start in March, with four teams entered
- GC Weekend Pennants has commenced for 2021
- GC Autumn Pennants commencing shortly
- GC playing conditions to be reviewed and amended if necessary to ensure it is supportive for players with illness or disability.

Handicapping

- The GC Handicapping Coordinator, Carolyn Cooper, has resigned from the position.

Refereeing

- Continued work with training of referees (Anne Woodhouse and John Arney leading)

Selection

- High quality of play in the President's Trophy was noted.

Heath Jackson

GC Director

8/2/21

SACA Treasurers Board Report

February 2021

Finance

We currently have \$216,763.25 in Current Assets accounts. We have \$20365.62 in Liabilities. This gives us a total Equity of \$196,397.63.

For January we have had an operating Profit of (-\$1926.42). This was \$6,398.58 above budget (-\$8,325.00) as we allowed for State Team expenses, grounds and greens bills did not arrive in the month and accounts not arriving for club house expenses.

I am Working on amending the current budget to reflect spending in the remainder of the year and have started on setting up the budget process for the coming financial year.

We have changed all signatories at Bank SA and closed the credit card account. I am currently sourcing the most cost-effective way to replace the credit card account.

We need to look at the refund policy for player withdrawing from events after the closing date and in the case of GC after registering through esports.

A total check on all Croquet SA assets is under way and will be brought to charge on the books when completed. Ansi has completed the first count and we are now costing the items.

Risk Management

JSA's and site inspection forms are in draft mode and due for use within the next two weeks.

I have a meeting with our local insurers Thursday 25th to discuss our current coverage and make sure that we have the coverage required to protect our assets and the board.

GRANTS REPORT FOR Jan 2021.

Ken McHugh has volunteered to do the role of Grants officer and will work with Admin officer and report to the board via the treasurer.

SPONSORSHIP REPORT FOR Jan 2021.

Shirlene and I will be canvassing to find someone to fill the sponsorship officers role.

Should there be any queries please contact me on 0427259751 or croquetsatre@gmail.com



Balance Sheet

South Australian Croquet Association Inc
South Parklands Hutt Road , ADELAIDE SA 5000, Australia

Accrual mode
31 Jan 2021
ABN: 62267815857
Generated 14 Feb 2021

		Total
Asset		
Current Assets		
1-1000	Cheque Account	7,519.21
1-2000	Express Saver Account	85,114.55
1-3000	Term Deposit - lawns expansion	40,000.00
1-3100	Term Deposit	80,000.00
1-3500	Cash on Hand	280.00
1-5000	Trade Debtors	3,849.49
Total Current Assets		216,763.25
Total Asset		216,763.25
Liability		
Current Liabilities		
2-0340	State Team blazer deposits	200.00
2-1800	Accounts payable	1,654.15
2-2600	PAYG withholdings payable	-2,435.99
2-3000	GST Collected	6,029.37
2-3200	Superannuation payable	1,709.82
2-4000	GST Paid	-5,841.73
2-5000	Specified donation	4,750.00
Total Current Liabilities		6,065.62
2-8000	Long Service Leave Provision	14,300.00
Total Liability		20,365.62
Net Assets		196,397.63
Equity		
Current Earnings		
3-1800	Current year earnings	91,594.76
Total Current Earnings		91,594.76
Retained Earnings		
3-8000AR	Retained Earnings	40,032.09
3-9999AR	Historical Balancing Account	64,770.78
Total Retained Earnings		104,802.87
Total Equity		196,397.63

SACA Registrations - Board Report

February 2021

Club Affiliation & player Registrations

The club affiliation and Player registration was commenced in September 2020 and the last forms were received back in by 3rd week of December. All 35 clubs re affiliated. A total of 928 players were registered which is 49 less than our total registrations of 977 for 2019/20. Our registration as at 15/02/21 are 944(sixteen new registrations since the club registrations were done).

I have been in contact with clubs to update our data base with both Club information and Player registration details. New reports have been sent to clubs with their club affiliation details and a complete listing of all players from their club that are currently registered. This report resulted in a further 60 changes required in the database. I have also sent a Club secretary listing to all clubs so that the clubs can contact the secretaries of other clubs and attached to this was a listing of all registered players in the state for the secretaries to use when running gala days and tournaments. This resulted in another 10 changes required to the data base. The secretaries listing will be updated as changes occur and the players listing will be updated monthly to the clubs if required. The player information only contains the players Nat ID, Name Club and Gender so as to protect the player's personal data. A confidential report has been designed for the GC and AC Handicappers and is available to the GC and AC Directors. This report contains all contact details for all current registered players of Croquet SA

I am currently designing the reports required for ACA and other bodies reporting. I am also designing reports to assist in the sports development.

It became evident during the registration period that the current forms require to be laid out differently to enable the players and clubs to identify the information required, and I have started this process. I have contacted several clubs during the registration process to ensure that they understand why we are seeking this information. Feedback in regard to the reports and requests has been positive with only one negative reply and this was because the person involved made incorrect assumptions. I have replied to this person explaining the situation and have had no further comments.

Ron McBride

Registrations Officer

Croquet SA

SACA Archivist Board Report

February 2021

Archives

We currently have a lot of hard copy documents as well as electronic files. I have commenced searching through these files, and it will take some time to put in order. We also have some material from clubs that have closed down and this needs some attention as well.

Hard Filing System

The current system requires substantial work to get hard copies of files in an order so as to be easily found. Also, the removal of duplicated files needs to happen.

A total check on all Croquet SA files is under way and will be reported on as soon as an understanding of the current situation and the requirements of all stakeholders is known.

Electronic Filing System

The current system is disjointed with files held on differing platforms with different personnel handling security of the systems. I believe we need to set this up similar to the hard copy filing system.

We have a desk top computer at Hutt Road which can act as our repository with one drive our tool for accessing files remotely.

Recommendations

That Roger Buddle and Ron McBride form a Subcommittee to investigate the requirements of Croquet SA electronic communication systems.

Should there be any queries please contact me on 0427259751 or croquetsaarc@gmail.com