

**MINUTES OF THE SACA BOARD MEETING HELD ON MONDAY,**  
**20<sup>TH</sup> SEPTEMBER, 2021 AT 5 PM AT HUTT ROAD**

<b>1.</b>		<b>Welcome by the President</b>
<b>2.</b>		<b>Present</b> President – Lyn Parnell Vice President – Ansi Baumanis AC Director – Roger Buddle GC Director – Joan Glastonbury Treasurer – Geoff Crook Minute Secretary – Di Helier
<b>3.</b>		<b>Apologies – Nil</b>
<b>4.</b>		<b>Conflict of Interest</b> – The Treasurer declared a conflict of interest with the Administration position.
<b>5.</b>		<b>Confirmation of minutes of Board meeting held on 16<sup>th</sup> August 2021</b> Moved by the GC Director and Seconded by the AC Director that the Minutes be accepted and adopted. Carried
<b>6.</b>		<b>Business Arising</b> <b>Adelaide City Council</b> Work has started on repairing the Equipment Shed. The quotes received for the storage shed are in excess of the budget. Moved by the Vice President that we do not proceed with the building of the storage shed. Seconded by the AC Director. Carried The Board expressed their thanks to Philip Hadley for all the time and work he has spent on the project. The President has requested a meeting with the ACC to discuss various issues. The Vice President will arrange for the Exit sign on the back door to be repaired and get advice on the requirement of a second sign over the main entrance door.
	<b>6.2</b>	<b>Constitution</b> The Board will meet on Monday, 27 <sup>th</sup> September at 10.00 am to finalise the draft Constitution.
	<b>6.3</b>	<b>Playing Regulations</b> AC Director to speak with Barry Haydon to finalise the regulations.
	<b>6.4</b>	<b>State Uniforms</b> The Uniform Committee met and suggested that the Red Blazer, playing polo tops and tracksuit be recognised as the essential items forming the state uniform. Hats, rain jackets/vests etc were items players could decide but were not viewed as compulsory attire. Julianne Jago offered to further research options for a new logo design – no decision will be made until comment has been sought from the AC and GC state squads on logo preference, polo and tracksuit design.
	<b>6.5</b>	<b>SACA Administration Officer</b> One application has been received for the position. An official appointment will be made after the closing date – Friday, 24 <sup>th</sup> September. The Treasurer left the room during this discussion.

<b>7.</b>		<b>AC Director Report</b> Moved by the AC Director that the report be accepted. Seconded by the President. Carried.  <p style="text-align: right;"><b>SEE ATTACHMENT</b></p>
<b>8.</b>		<b>GC Director Report</b> Moved by the GC Director that Graeme Thomas be appointed Chair of the GC Selection Committee. Seconded by the Vice President. Carried. The Vice President will install hooks in the shelter sheds for hanging jackets. Moved by the President that the report be accepted. Seconded by the Vice President. Carried.  <p style="text-align: right;"><b>SEE ATTACHMENT</b></p>
<b>9.</b>		<b>Treasurer Report</b> The President and other Board members complimented the Treasurer on the high quality and detail provided in his report. Moved by the President that the Draft Budget and the Report be accepted. Seconded by the AC Director. Carried.  <p style="text-align: right;"><b>SEE ATTACHMENT</b></p>
<b>10.</b>		<b>General Business</b> <b>10.1 Casual Country Registrations</b> The Treasurer will sit in on an ACA Forum to discuss the paper outlining this category of registration. <b>10.2 AGM – Nomination</b> A nomination has been received from Linda Kinch (Kadina Croquet Club) for the position of Vice President. <b>10.3 ISS Adelaide – 2022</b> Croquet SA has been asked and agreed to hold the ISS in September 2022. GC Director to discuss with the GC Committee and advise the Board on plans and timelines. The Board will assist the organising committees as required. <b>10.4 Financial Assistance to Clubs</b> The Port Pirie Club Secretary raised with the Treasurer, concerns in respect to the new Country Casual Member Fee being for new registrations only, and overall problems being experienced in retaining and attracting new members. The Board discussed the financial difficulties facing many clubs, both metro and country and agreed to establish a small grant programme as a two-year trial. Grants would be capped at \$250 and all clubs could apply. The GC Director to prepare criteria which clubs must address in their application in order to qualify for this grant. Moved by the President that a grant programme be implemented on a two year trial basis and all clubs be invited via an expression of interest to apply. Seconded by the GC Director. Carried. <b>10.5 Presentation Day – Saturday, 11<sup>th</sup> December</b> Deferred to next Board meeting.
<b>11</b>		<b>Any other Business</b> <b>11.1 Gateball</b> The President endorsed Geoff Crook as the South Australian State Gateball Coordinator. A State event to be held at SACA in November. AC Director will arrange to have the lawns marked. <b>11.2 Hoop Points</b> Jill Millhouse was endorsed by the Board as the new Editor of Hoop Points
		<b>The meeting closed at 6.40 pm.</b>

		<b>NEXT MEETING: MONDAY, 11<sup>TH</sup> OCTOBER, 2021 AT 5 PM AT HUTT ROAD.</b>
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### **ACTION**

	<b>TOPIC</b>	<b>ACTION BY</b>
6.1	MEETING WITH ACC	PRESIDENT
	LETTER TO P. HADLEY	ADMINISTRATION
	EXIT SIGNS IN CLUBHOUSE	VICE PRESIDENT
6.3	PLAYING REGULATIONS	AC DIRECTOR
6.4	STATE UNIFORMS	PRESIDENT/D HELIER
6.5	SACA ADMINISTRATON APPOINTMENT	PRESIDENT/D HELIER
8.	HOOKS IN SHELTER SHEDS	VICE PRESIDENT
10.1	ACA FORUM	TREASURER
10.3	ISS ADELAIDE	GC DIRECTOR
10.4	CRITERIA FOR CLUBS	GC DIRECTOR

# SOUTH AUSTRALIAN CROQUET ASSOCIATION INCORPORATED



## BOARD MEETING

### FOR DECISION

#### Treasurer's Report

**Author(s):**

Geoff Crook

**Date Paper Written / Last Updated:**

13 September 2021

**Date of Meeting:**

20 September 2021

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**Recommendation(s):**

That the Board review and subject to any amendments, approve the draft budget for 21/22.

**Purpose:**

To provide the Treasurer's report to the Board

**Background:**

This is a standing agenda item.

**Discussion:**

**1. Budget 21/22**

The draft budget for 21/22 is attached for consideration and approval. Summary graphs showing expected income and expenditure are also provided.

As this is a P&L budget, all figures exclude GST unless otherwise stated.

Key assumptions in the budget are:

### **Income**

a. **Membership revenue**

Membership revenue has been based on last year with an assumed attrition of 1/13 resulting in 611 metro renewals (from 662) at \$109 each, and 293 Country registrations (from 317) at \$70 each. 51 Country casual memberships at \$33 each have been assumed. These figures exclude \$5 per registered player allocated to insurance income. GST has been deducted from these amounts in the budget.

Hopefully this will prove to be overly pessimistic.

New members in each category have been assumed to be added at a rate of 2% per quarter.

b. **Event entry fees**

These have been based on input from the GC and AC event managers, and are slightly down on last year.

c. **Insurance income**

A number of clubs provide their own insurance and so do not pay the \$5 (including GST) per player insurance levy. Insurance income has been based on an estimate of 864 players. This results in a shortfall of around \$900 in insurance income versus expected expenditure.

### **Expenditure**

The General Ledger summary attached provides a detailed breakdown of each item of expenditure. The attached expenditure graph groups this expenditure into areas of focus in the strategic plan to provide a high level overview of proposed expenditure.

a. **Hutt Rd Costs**

This items includes lawn and facility maintenance (with an increase of \$5,000 proposed to cover additional maintenance works), together with rent, utilities and cleaning costs, event costs which covers medals, pennants and bar/fridge consumables, together with head office equipment (including court and playing equipment).

These are paid for by competition entry fees, the metro club registration fee supplement (\$39 per registered player less GST) and an \$11,400 contribution from Registration fees.

b. Governance Costs

The Administration component includes the cost of the Administrative Officer from 1 October 2021, together with the other unavoidable admin costs associated with running an organisation – audit, IT, software, stationery, printing and postage.

The Advice and Insurance component covers the cost of advice to the Board in the form of training and expert assistance (Constitution review) and Croquet SA insurance.

These are largely covered by the Office of Recreation and Sport Grant.

c. ACA Affiliation Costs

These have been assumed at \$31 per registered member (including country casual members)

d. Volunteer Support Costs

These have been retained from the previous draft budget and include Honoraria of \$3,000.

e. Club Insurance Costs

These have been estimated based on a small increase over last year's premium.

f. Player Development Costs

These include coaching and referee training costs.

g. Elite Pathway Costs

These include State team support for AC and GC, and have been heavily reduced following cancellation of key tournaments this year. The Board should confirm the level of reduction is appropriate.

h. Sport Development Costs

The various \$500 amounts have been removed from the budget. I believe this area needs significant investment which can only come from sponsorship or more likely a significant new initiative supported by a grant.

**2. Actuals to 31 August 2021**

Actuals need further review, and will be provided once the budget has been approved.

**3. Supplier Payments**

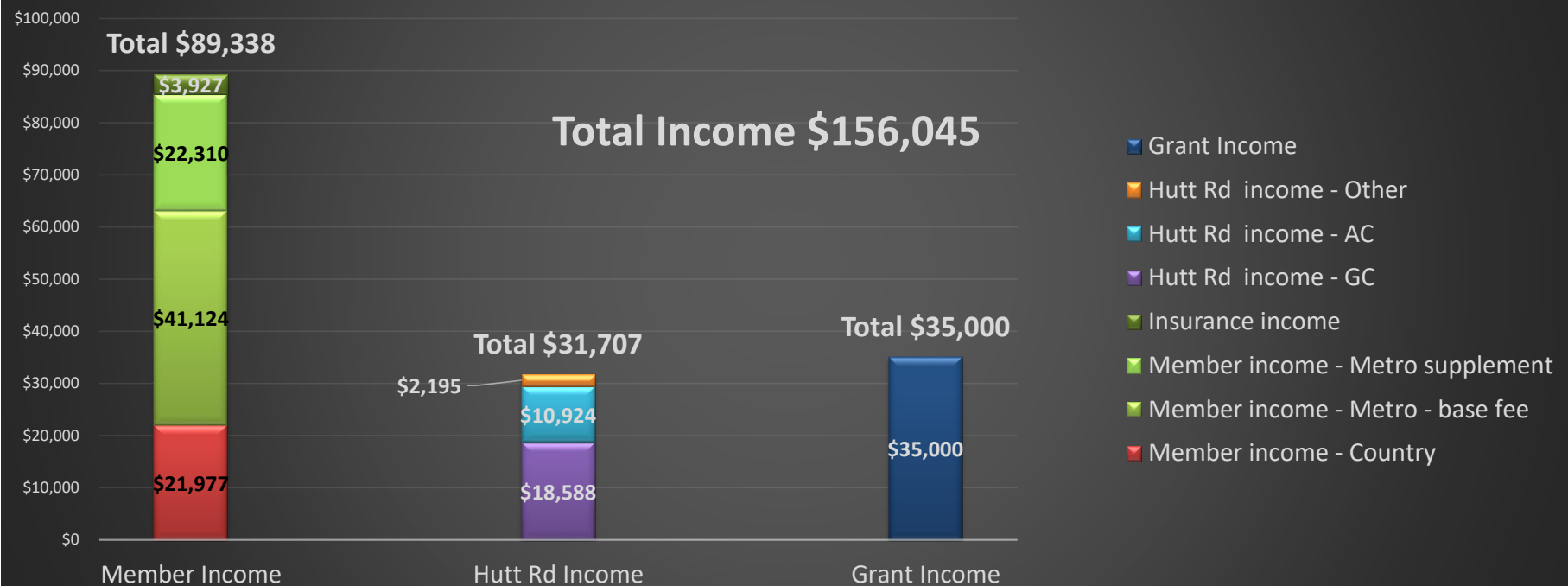
We have had more difficulty than I imagined in setting up the payment authorization processes with the bank, which is impacting on our ability to pay suppliers in a timely manner.

Whilst we are now set up in Business Banking Online, our payment authorization limit was set too low to actually authorise the payments we need to make. The required forms were submitted to the bank, and we have visited the bank to try and expedite the process.

The good news is that suppliers have now been paid but payments only require one authorisation instead of the requested 2 authorisations.

This will require submission of a further form to fix (the same form we have already submitted twice!) and will be dealt with at the Board meeting.

## Croquet SA Budget Income By Source 21/22



## Croquet SA Budget Expenditure By Source 21/22



## GC DIRECTOR REPORT – OCTOBER 2021

### Development Squad

Kim Millhouse is continuing coaching this group.

### Events Played

- 5+ Doubles held on the 14<sup>th</sup> September. Won by Peter Woodward and Robert Hamshere
- 9+ Doubles held on the 16<sup>th</sup> September. Won by Sara Kendrick and William Chapman

### Upcoming Events

- 21<sup>st</sup> and 28<sup>th</sup> September 5+ Spring Singles
- 23<sup>rd</sup> and 30<sup>th</sup> September 9+ Spring Singles
- 5<sup>th</sup> and 6<sup>th</sup> October Handicap Singles
- 9<sup>th</sup> and 10<sup>th</sup> October Open Doubles
- 14<sup>th</sup> – 17<sup>th</sup> October SA Men's and Women's Spring Championships

### Rules Days

John Arney is organising 4 days at various clubs. This is to replace the day earlier in the year which had to be cancelled due to Covid restrictions.

The GC Committee are requesting that 4 hooks for jackets be placed in each shelter at Hutt Road

## **AC Committee Report – Croquet SA Board meeting, September 20 2021**

The AC Committee met on Thursday, September 16

### **Coaching**

- A Zoom meeting was held on Tuesday September 14, by Greg Bury, ACA Academy Manager, to announce the new Coaching website that will be online soon. State Coaching Coordinators will familiarize themselves with the new system to assist all coaches in accessing the new system.
- The preparation for the coaching weekend at Kadina Croquet Club on October 30-31 is in hand.

### **Events**

- The J F Harvey Bronze Medal event due to be held in August was cancelled due to a lack of sufficient entries, possibly due to Covid-19 implications.
- Entries in the C B Sharp Gold Medal are coming in at a satisfactory level.
- Entries are open for the new format event - Alternate Turns Handicap Doubles.
- Sunday Fundays are progressing, with some matches not being played during the Covid-19 lockdown.
- Entries are now being received for both AC and GC events via entry forms on the Croquet SA website. After some early problems with the forwarding of entry emails, the system is now working well. It replaces the eSportsdesk system used by golf croquet.

### **Refereeing**

- A referee roster has been drawn up for the Norwood AC Singles.

### **Selection**

- The President's Trophy event was won by Dwayne McCormick (men's block) and Virginia Arney (women's block)

### **Handicapping**

- Chris Birdsey has resigned as Handicap Coordinator. In the interim the position will be filled by Roger Buddle.

R. Buddle  
AC Director