

MINUTES OF THE SACA BOARD MEETING HELD ON MONDAY, 22ND MARCH, 2021 HELD AT HUTT ROAD AT 6.00PM.

1.		Welcome
2.		Present Lyn Parnell – President Ansi Baumanis – Vice President Treasurer – Ron McBride AC Director – Roger Buddle GC Director – Heath Jackson Di Helier – Minute Secretary
3.		Apologies – Nil
4.		Conflict of Interest The Treasurer expressed a conflict of interest in respect to Venue hire funding to clubs.
5.		Confirmation of Minutes of Meeting held on 15th February, 2021. Moved by the Treasurer and seconded by the AC Director that the Minutes be adopted. Carried
6.		Business Arising
	6.1	Board Governance President has received an update from Parbery’s regarding the Governance Manual More information will be available for the Board before the next meeting.
	6.2	Contracts – Cleaning and Greenkeeper The President to speak with Greg Rowberry regarding their Insurance for cleaning. The Treasurer to follow up the contract with Greenkeeper and request him to in future, submit a monthly account to assist with budgeting.
	6.3	Summation from ACC meeting The President is waiting on commitments made by the ACC regarding the new shed and the 4 th lawn. There were issues with the current insurance arrangement that need to be clarified. An offer to discuss these with the ACC has been made but still waiting for the Adelaide City Council to set up the meeting. The Treasurer spoke with the ACC and as a result they have repaired the car park surface, especially the area in front of the steps.
	6.4	Casual Registration The AC Director has formed a sub-committee with Linda Kinch (Snowtown), Terry Catling (Tumby Bay), Mary Marsland, Philip Hadley and Joan Glastonbury to consider Casual Registration with Croquet SA. The AC Director will organize a Zoom meeting shortly.
7.		Cathy Leske Update This matter is ongoing.

8.		<p>Web Master – Position</p> <p>The Board discussed the appearance of the website and agreed that the design and layout could be improved if a person with croquet knowledge was setting it up. The ByLaws state that this position is a yearly appointment. Administration to call for a Registration of Interest for the position of Webmaster through Googlegroups. The President to advise current Webmaster that the position will be advertised and she can reapply. The Vice President suggested that a letter of thanks be sent to the Webmaster.</p>
9.		<p>Rules and Regulations AC/GC Sub-committee meeting.</p> <p>The sub-committee had a very successful meeting and will meet again next month to continue looking at the AC and GC Rules and Regulations. Once the draft is completed it will go to the review team and also the clubs for comments and then the Board for approval.</p>
10.		<p>Vice President Report</p> <p style="text-align: right;">SEE ATTACHMENT – VP REPORT</p>
11.		<p>AC Director Report</p> <p>Registrations of Interest to be circulated for AC State Selectors, State Coach and State Manager. Submissions to be sent to the AC Director and then the final selection to the Board for ratification. Moved by The Treasurer that the term of office for the AC State Selectors, State Coach and State Manager be for a term of two years. Seconded by Vice President. Carried</p> <p style="text-align: right;">SEE ATTACHMENT – AC DIRECTOR REPORT</p>
12.		<p>GC Director Report</p> <p>The visit by Greg Bury was well received with GC having 17 coaches and 4 presenter/assessors.</p>
13.		<p>Treasurer Report</p> <p>The Treasurer highlighted the need to have a credit card facility for some payments. An approach to be made to People's Choice Credit Union.</p> <p>A refund policy of players withdrawing from events will be considered as an item in the AC/GC Rules and Regulations.</p> <p>13.1 Funds from Venue Hire – AC/GC/SACA</p> <p>There was a general discussion on how income from the Venue hire should be allocated. Board discussed option of a percentage going into the same area as affiliation fees which support the running of the club house and associated costs and eventually will assist all clubs in keeping registrations fees to a minimum. Moved by the GC Director that the Treasurer make a recommendation on the schedule of fees and submit to the Board. Seconded by Vice President. Carried</p> <p>13.2 Grants</p> <p>Board members have been asked to provide a wish list of anything they think could be applied for through a grant. This list will go to the Board and be rated in terms of importance so that when grants are advertised, the Grants Officer can refer to the list and make the appropriate application.</p> <p>13.3 Honoraria</p> <p>The Treasurer to review the current criteria – ongoing.</p>

	13.4	Sub-committee – Computer and File System AC Director outlined the quote received from Commuserv. The Treasurer and AC Director to re negotiate the quote with Commuserv and the requirements of Croquet SA. <p style="text-align: right;">SEE ATTACHMENT: TREASURER REPORT</p>
14.		Correspondence IN Email from B Haydon re keys Email from L Morgan ACC requesting copy of Insurance Certificates forwarded to Treasurer for action OUT Reply to B Haydon re keys
15.		Administration There have been no additions to the previous number of replies re key register from last report. A hard copy of a key register has been located. Colleen is coming in to commence the uploading of files to the cloud. Waiting decision on the registration of Hammer Time croquet - ongoing Strategic plan – one reply to date from Norwood - ongoing Currently working on the electronic filing system
16.	16.1 16.2 16.3 16.4	General Business Emergency phone number list prepared by Administration with a copy to be displayed on the wall. Vice President would like to repair a section of the hedge to keep the venue more secure. ACA AGM The President to send a Croquet SA report for inclusion in the 2020 ACA Annual Report. Moved by the Treasurer that the President be the SA Delegate for the ACA AGM. Seconded by AC Director. Duty Statements of Board Members. Board Members to review their Duty Statement and forward to the Treasurer.
		The meeting close at 7.45pm. NEXT MEETING: MONDAY, 19TH APRIL, 2021 AT 6PM AT HUTT ROAD.

ACTION LIST

No.	TOPIC	ACTION BY
6.2	CONTRACT - CLEANING	PRESIDENT
	CONTRACT - GREENKEEPER	TREASURER
6.3	ADELAIDE CITY COUNCIL - MEETING	PRESIDENT
6.4	CASUAL REGISTRATION – ZOOM MEETING	AC DIRECTOR
8	WEBMASTER – POSITION TO BE ADVERTISED	PRESIDENT/ADMINISTRATION
11	ADVERTISE STATE SELECTORS, ETC	AC DIRECTOR
13.1	ALLOCATION OF VENUE FUNDING	TREASURER/ADMINISTRATION

13.2	GRANTS – WISH LIST	BOARD MEMBERS
13.3	HONORARIA – ONGOING	TREASURER
13.4	MEETING WITH COMMUSERV	TREASURER/AC DIRECTOR
16.1	EMERGENCY PH. NO. IN CLUBHOUSE	ADMINISTRATION
16.3	REPORT TO ACA	PRESIDENT

AC Director Report – Board Meeting March 22, 2021

- **Selection**
Request for expressions of interest to be sent out seeking AC State Selectors, AC State Coach and AC State Team Manager.
- **Events Coordinator**
Night Doubles for Divisions 2, 3 and 4 are complete. Open section still has 2 matches to complete.
A very pleasing response to the Handicap Doubles event – 10 pairs have entered which is a full house.
Division 4 Singles and the Marryatville Silver Medal have been advertised.
- **Refereeing Coordinator**
On Saturday March 12th at Hyde Park CC, Liz Fleming (as Australian National ECF official representative) ran an advanced referees' seminar, reviewing the changes from Laws version 6 to 7, with PowerPoint slides. Several accredited referees attended and this will be repeated by James Temlett using similar slides on Sat 20th at SACA. Accreditation of referees will be held on Saturday, March 27th or possibly by email.
- **Coaching Coordinator**
A very successful visit by Greg Bury, Aust. Croquet Academy, was held from Feb. 24th – 28th. Coaching certification was awarded to AC and GC personnel – 8 Level 1, 1 Level 2, 7 Level 3 and 1 Level 4 AC coaches were certified. In addition, there were 5 AC Presenters/Assessors certified.
There will be coaching sessions held at Naracoorte and Tumby Bay in association with their annual tournaments in May.
- **State Handicapper**
Handicap lists have been updated on the SACA website. Lists will be updated monthly.

Roger Buddle
AC Director

Monthly Report from the Vice President

February 2021

Some further work is required on the asset register to finalise the costs of replacing some of our assets. Ron McBride has offered to assist with this and a copy has been forwarded to him.

Some minor maintenance issues have been addressed namely:

- New light switch replaced in the pantry.
- The rear door has not been closing on its own. Now fixed.
- A new aluminium ladder has been purchased as we did not have one to fix minor at height issues.
- The ceiling light in the main room was hanging down and now has been fixed.
- Door frame to equipment shed needs to be secured to brickwork. Existing fixings points have become loose. Hinges on the doors need to be made deeper to accommodate the doors in the frame better, and new fixing points need to be established. Have placed this on my to do list.
- It has been suggested by Ron McBride that we should try and get funding for a roller door along with a water tank/s.
- We need to get the new equipment shed as soon as possible so as that the shed can be cleaned out and tidied. There are numerous Health and Safety issues that also need to be addressed as soon as possible.
- New/secondhand cabinets to be sourced for tool, hazardous chemicals storage. Now Purchased 2 cabinets for \$120.
- LPG bottles need to be stored outside in fresh air under lock and key.
- Message books have purchased for the Cleaners, Groundsman and for Maintenance requests. This is to ensure that issues identified that need attention are attended to and a record kept.
- Have hung several licences and Bryan Dawson Certificate and photo outside office on wall.
- Created a **wish list** to purchase basic maintenance tools total comes to \$975.00.
- Cleaned up outside of building (reserve side).
- Creating a list of work that needs to be done and requesting that grants be looked at to finance these. Eg Levelling of Lawn 3 where there it has sunk, gardens and surrounds to be weeded and cleaned up, removing old grass around the surrounds and replace with imitation grass, and the old chestnuts, the retaining walls and the flooding issues.
- Awaiting copies of agreements for work to be undertaken by the Cleaner and the groundsman so that they may be held accountable if anything is not done.

A Baumanis Facilities Manager / Vice President

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