

# MINUTES OF THE SOUTH AUSTRALIAN CROQUET ASSOCIATION INC.

## BOARD MEETING

FRIDAY 27 APRIL AT 12.15 PM AT HUTT ROAD

Minute taker: Jane Horton

1.		<b>Welcome</b> - Meeting opened at 12.20pm
2.		<b>Present</b> Graeme Thomas Lorraine Smith Ansi Baumanis Jane Horton Mark Senior
3.		<b>Apologies</b> Linda Kinch Eileen Ferguson Minute Secretary Trish Fazackerley
4.	4.1	<b>Confirmation of Minutes</b> 27 March 2023. Confirmed.
	4.2	<b>Business Arising from Minutes</b>  4.2.1 Event Fees – ACA will be moving to a ‘per day’ fee arrangement. ACA will increase fees in 2024 and this will result in a SACA membership fee increase.  4.2.2 Australian Masters Games – going as planned.  4.2.3 Strategic Plan Report – ongoing  4.2.4 Complaints Policy – currently SACA does not have its own policy and is bound by abiding by ACA’s policy; suggested a link to their policy on SACA website for members. Review of ACA policy to be done re how relevant is it for SACA. Complaints Officer and MPIO roles still vacant.  4.2.5 Grants – main round of grants coming out in June. Mark to note relevant grants for SACA and follow up. Current grant money needing to be spent by end of June – Mark to follow up wording of grant to see what it can be spent on.  4.2.6 Technology Management Access –ongoing – technical issues with Google Workspace; Graeme is looking at cost of commercial licence for Office 365. Investigating most economical system for accepting payments for tournaments etc.  4.2.7 Facility – Development and Maintenance. Nothing done to date, although CoA came out and inspected the drainage pipes.  4.2.8 Constitution – nothing done to date

	<p>4.2.9 Child Protection compliance statement – now completed. Email to be sent ASAP to all clubs outlining that if any member of any club officially or unofficially is teaching or coaching children they require a WWCC.</p> <p>4.2.10 Weather Policy – clarification needed re playing in the evening (cooler temperature than during the day). Graeme proposed that if 37-39C forecasted for the day, members play in evening only. If forecasted over 40C, no play during day or evening. Current draft of policy needs to be updated to reflect this clarification. Once completed, to be sent to all clubs.</p> <p>Graeme moved we accept the updated policy and circulated. <i>Carried.</i></p> <p>Graeme to send copy to Roger to put up onto website.</p>
5.	<p><b>Health and Safety</b></p> <p>5.1 Incident reports - nil</p> <p>5.2 Hutt Rd maintenance and security – Storm water issues being dealt with. Key register has been reviewed, spot checks suggested to check accuracy of register.</p>
6.	<p><b>Reports (previously disseminated)</b></p> <p>6.1 President’s Report</p> <p>6.2 Country Clubs Report – Member Protection Information Officer (MPIO) position needing to be filled, not just Complaints Officer role. Mark suggested an email be sent to all club secretaries outlining role requirements and asking for someone to volunteer.</p> <p>6.3 Treasurer’s Report – The Treasurer role is very time consuming. Lorraine suggested the role be split into a Board Treasurer/Financial Director role and a separate off-Board bookkeeper role. Lorraine is happy to continue as bookkeeper. Job description for ‘Treasurer/Financial Director’ to be done and board to appoint someone for this role.</p> <p>6.4 AC Director Report – Graeme to send report from Greg Rowberry re ‘The 2023 ACA Men’s and Women’s Singles Championships to ACA. Funding request for assistance with team and coaching training to be fed into the budget for consideration.</p> <p>6.5 GC Director Report –Board endorses the inclusion of Ron &amp; Shirlene Mc Bride into the State Training Squad. Ansi suggested a training session for hoop setters; he is prepared to write up a training session and organise. It was suggested he contact Croquet Queensland re how their course is run. Funding increase for country travel to be fed into budget for consideration.</p> <p>All reports accepted by the Board.</p>
7.	<p><b>General Business</b></p> <p>7.1 Draft Risk Assessment General Checklist – Jane to consolidate this and ‘Draft Outside Hirer Risk Assessment Form. Resend to board for comment.</p> <p>7.2 – Draft Outside Hirer Risk Assessment form - discussed above.</p> <p>7.3. Sport SA Membership – agreed it is an advantage for SACA to continue being a member.</p> <p>7.4 AC Selectors – previously voted on via email</p>
8.	<p><b>Correspondence in/out</b></p> <p>8.1 Email from Barry Haydon</p>

9.	<p><b>Any Other Business</b></p> <p>In answer to Barry Haydon's email:</p> <p>a) Financial support for state teams has not been increased for at least 5 years and will be reconsidered during the budget process. Lorraine proposed to raise the financial subsidy for team members to \$5,000 for upcoming WA trip. Seconded: Graeme <i>Carried.</i></p> <p>b) Graeme proposed to allow players who need new tops to be provided with two new ones (hopefully they can be sourced from others members). Seconded: Ansi <i>Carried.</i></p> <p>b) Mark to head up a sub-committee to consider new playing tops. He suggested this sub-committee to include a rep from both AC and GC, and ideally a graphic designer. Mark to follow up.</p>
	<p><b>MEETING CLOSED at 2:35pm</b></p> <p><b>NEXT MEETING 26 May at Hutt Rd at 12.15pm</b></p>

## **COUNTRY CLUB REPORT**

### **ACTIONS SINCE 27<sup>TH</sup> APRIL**

- **EMAILED COUNTRY CLUBS WHO HAVEN'T REPLIED TO LAST MONTH'S EMAIL ABOUT THE CODES OFFERED PLUS FEEDBACK ON CCM. LOOKING FOR MEMBERS TO NOMINATE FOR COMPLAINT'S OFFICER AND ALSO MEMBER PROTECTION INFORMATION OFFICER.**
- **EMAILED AND THANKED THE CLUBS WHO DID REPLY LAST MONTH AND LOOKING FOR NOMINATIONS FOR MPIO.**
- **PHONED CAROLYN COOPER FROM ALDINGA BAY AND CONGRATULATED THEM ON THEIR \$20000 GRANT FOR THE ORSR. THEY HAVE A VERY GO AHEAD GRANTS COMMITTEE. THEY ARE USING THE MONEY TO INSTALL AN AUTOMATIC WATERING SYSTEM.**
- **HAVE EMAILED TO SALLY HARPER (SHE REQUESTED THIS INFORMATION) A LIST OF CODES OF CROQUET PLAYED AT SOME COUNTRY CLUBS. NOT ALL CLUBS RESPONDED.**
- **THE TREASURER OF THE KADINA CC HAS ASKED FOR AN INDICATION AS TO WHAT THE NEW FEES MIGHT BE FOR 2023- 2024 SEASON AND IN PARTICULAR THE CCM FEE. THE CLUB'S AGM IS HELD IN AUGUST AND SHE WANTS TO INFORM MEMBERS OF THE CLUB FEES AT THAT MEETING. THE KCC SEASON RUNS FROM 1<sup>ST</sup> SEPT TO 31<sup>ST</sup> OCT.**
- **READ AND GAVE FEEDBACK TO ACA HEADS OF STATE MEETING WHICH GRAEME PARTICIPATED VIA ZOOM.**
- **ACA FOCUS GROUP SUMMARY 2023: READ AND GAVE FEEDBACK to the BOARD.**
- **HAVE BEEN GATHERING FEEDBACK ON THE COUNTRY CASUAL MEMBERSHIP FROM ALL THE COUNTRY CLUBS. I WILL EMAIL THIS TO BOARD MEMBERS IN ADVANCE OF THE JUNE MEETING IN ORDER THAT THE COMMENTS CAN BE READ AND ABSORBED BEFOREHAND.**

**LINDA KINCH**

**24<sup>TH</sup> MAY 2023**