

**MINUTES OF THE SA CROQUET BOARD MEETING HELD ON
MONDAY, 18TH JANUARY 2021 AT HUTT ROAD AT 6.00PM**

No.	TOPIC
1.	Welcome by the President
2.	Present: Lyn Parnell - President Ansi Baumanis – Vice President Roger Buddle - AC Director Heath Jackson – GC Director (Di Helier - Minute Secretary)
3.	Apologies: Nil
4.	Conflict of Interest: Nil
5.	Confirmation of Minutes of Board Meeting held on 30th November 2020 Moved by the Vice President that the Minutes be adopted and accepted. Seconded by AC Director. Carried
6.	<p>6.1 Business arising from Previous minutes Board Governance Training – Parbery The President tabled a briefing paper from Parbery in respect to a Governance Review of SACA - Parbery to undertake an audit of current policies and identify those needing change or updating and any new policies required – this review to include the Constitution, Regulations and By Laws. Parbery had already identified two new Policies required which were a Code of conduct for Directors and a Board Charter. The Board supported the overview of work to be undertaken – President to follow up on the cost involved and time frames. Parbery had previously agreed to review the Constitution without charge as had been their practice for other not for profit organisations.</p> <p>6.2 New Key System – SACA Quote received from Metro Locks outlining two keying systems. One with three separate key systems, the other a card system which although more expensive, identifies those entering the premises. Cards are valid for 12 months - a very up to date system. Board felt any change to the current system would be complex and expensive. Was agreed to send an email to all clubs and members asking them to advise who has keys, and for which areas etc It will be an honesty system but will enable the Board to update the current register. Later the Board may enact a new keying system. It was important that Clubs keep their SACA key in a secure place. Moved by AC Director that the current key system be retained, and an audit be conducted to establish who has keys. Seconded by GC Director. Carried</p> <p>6.3 Contracts in 2021 – Cleaning and Greenkeeper President to contact Greg Rowberry and David Watchman to draft contracts - to be tabled at the next meeting.</p>

	<p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p>	<p>Mary Marsland – ex officio on Board Mary has agreed to be the liaison officer for SACA for all future negotiations with the Adelaide City Council – this would include the Lease, a 4th lawn and ongoing maintenance issues at the headquarters. Mary to arrange meeting with ACC in next few weeks.</p> <p>Social Membership Report President has requested a copy of the brief from Philip Hadley – the previous Board did not endorse the committee’s recommendations – considered some aspects of the brief were not addressed. The Board to examine the brief and if required, revise the terms of reference. A Committee be re-established, and a survey of metropolitan clubs be included in this review.</p> <p>Presentation of Medals/Pennants President advised an email was sent to clubs in respect to the collection of their medals. A presentation for AC winners is to be held at Norwood Croquet Club in February - Heath advised GC were arranging their own presentation of medals.</p> <p>Confirmation of new bank signatories The Board agreed that the President, Vice President and Treasurer be the signatories to the SACA bank accounts.</p> <ol style="list-style-type: none"> 1. The Board moved at the meeting on 18th January 2021 to remove access to the bank accounts for Eileen Ferguson (former President), David Taylor (former Treasurer), Cathy Leske (current Executive Director) and Lorraine Smith (former Treasurer). 2. Add full access to Ron McBride (new Treasurer) 3. Add restricted access for Lynette Parnell (current President) and Ansi Baumanis (current Vice President), and 4. Allow online access to view the accounts to President, Vice President and Treasurer. <p>Appointment of Treasurer Ron McBride has advised the President he is willing to take on the role of Treasurer following the resignation of Lorraine Smith. As Ron is now the Registration Officer receiving money from Clubs for affiliations and player registrations, the President saw an alignment with these two roles. Board discussed the merits of seeking a registration of interest. Moved by the Vice President that expressions of interest be sought for the position of Treasurer. Seconded by GC Director. Not carried. Due to the urgency to fill this position and having regard to both his availability, skills and experience, the Board agreed to support the appointment of Ron McBride to the casual Director vacancy of Treasurer. Moved by President that Ron McBride be appointed as the new Treasurer until the balance of the term. Seconded by the AC Director. Carried unanimously.</p> <p>Temporary Staff Arrangement Moved by GC Director to extend Shirlene McBride’s employment until the end of March or until such time that the Executive Director’s absence is determined,</p>
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		<p>whichever is the earliest. A review of the future needs of the Office to be undertaken. Seconded by Vice President. Carried</p> <p>6.9 Hammertime – Licencing Sally Harper has indicated she is willing to assist the Board in respect to the future of Hammertime - The President to contact Mick Reidy to see if he is prepared to work with Sally on this project.</p> <p>6.10 Director’s and Officer’s Insurance A copy of the Insurance Summary has been supplied by the Treasurer. Copied and distributed to Board members. Treasurer to follow up.</p>
7.		<p>Reports</p> <p>AC Director The next meeting of the AC Sub Committee was on Wednesday, 20th January. ACA advised the AC Gold Medal, Men’s and Women’s Singles and the Eire Cup had all been cancelled for 2021. The mixed doubles event, which was a practice for the AC State Team will still go ahead on 13/14 February David Wise resigned as AC Coaching Coordinator but is happy to remain on the Coaching committee. Murray Baum has been appointed as new AC Coaching Coordinator. A new format of competition called Sunday Funday has been advertised. Some of the AC Medals and Certificates will be presented at Norwood on 6th February. The AC handicaps posted on the website are now in two lists – Active players sorted by handicap and Registered players sorted by name.</p>
8.		<p>GC Director GC are organising a gathering to present their medals.</p>
9.		<p>Vice President A complete stocktake has been carried out and a register was tabled to the Board listing by name, number and physical location all stock at Hutt Road Headquarters. Once a monetary amount is assigned to all items, it will provide greater accuracy in future for insurance and record purposes. There are 3 new trollies made by Robert Brown in the shed. One was donated by Robert. A letter of thanks to be sent to Robert.</p>
10.		<p>Correspondence IN – Resignation of Director of Sport Development Resignation of Treasurer ACA – Request for Tribunal Panel Members ACA – Insurance documents Email – Jim Clements – Social Committee Report Email – Graeme Thomas – keying system Email – Sally Harper – Hammertime Holdfast Croquet Club – SACA support for Grant application Email – Norma Amey – Letter of thanks for the voucher OUT – Letters to Norma Amey and Barbara Gordon – Voucher and letter expressing thanks for their time as volunteers.</p>

11.		<p>Other Business</p> <p>11.1 Appointment of Archivist Ron McBride had indicated his willingness to take on the role of Archivist. Moved by the President that Ron McBride be the Archivist. Seconded AC Director. Carried</p> <p>11.2 Policy re payment of Honoraria Information on who receives an Honoraria is on the website. The Treasurer to review the appropriateness of the Honoraria.</p> <p>11.3 Purchase of New Laptop Computer The AC Director tabled two quotes. It was agreed to purchase a new laptop at this stage and consider a docking station to a screen and keyboard for the office later. Moved by the President that the Quote from Quikfix be accepted. Seconded by the GC Director. Carried.</p> <p>11.4 Appointment of Director – Sport Development An advertisement in the next edition of Hoop Points and an email to go in google groups seeking expressions of interest to fill this position following the resignation of Mick Reidy.</p> <p>11.5 Strategic and Operations Plan The Director GC raised the need to update and run a Strategic and Operations Plan. A Strategic Forum is needed for people to voice their views. Board supported an update and Forum but should wait till Constitution, Regulations and By Laws are updated.</p> <p>11.6 Life Membership criteria Board to consider in the future, establishing a committee to review Life Membership. Under the Constitution, two criteria exist.</p> <p>11.7 Presentation Dinner The President suggested having Medals presented immediately after each event rather than an end of year presentation which is often months after the event. End of year presentation would be for team events – e.g. Pennant winners. More discussion and consultation required.</p> <p>11.8 The President raised the idea of reintroducing an annual country carnival. Some country clubs had expressed interest if it was held at Clubs rather than headquarters, where the hospitality extended to players attending country tournaments could be reciprocated. A friendly Club atmosphere with morning and afternoon tea and lunch offered plus social activities arranged etc –</p> <p>11.9 All Board members need to have a Liquor Licence. This can be done online.</p> <p>11.10 In future, Board members to provide a written report to the Admin Officer one week before the Board meetings so these reports can be sent out with the Agenda.</p> <p>Meeting closed at 8.20 pm. NEXT MEETING: MONDAY, 15TH FEBRUARY 2021 AT 6.00PM AT SACA</p>

NO	TOPIC	ACTION BY
6.1	Board Governance Training – Parbery	President
6.2	Email re people and clubs who have a key to SACA	Admin Staff
6.3	Draft Contracts – Cleaning and Greenkeeper	President
6.5	Social Membership Brief – Philip Hadley	President
6.7	Bank – Signatories	President, Vice President, Treasurer
6.10	Director’s and Officer’s Insurance	Treasurer
9	Equipment Trolleys	President, Treasurer
11.2	Honoraria	Treasurer
11.3	Laptop Computer	AC Director