

MINUTES OF THE SACA BOARD MEETING HELD ON MONDAY 30TH NOVEMBER, 2020
AT 6.00PM AT HUTT ROAD.

No	Topic	Action	Attachments
1.	<p>Welcome by the President. The President addressed the Board highlighting the importance of teamwork, always respecting the differing views of Board members – key objectives for the Board being the provision of strategic direction, leadership and ensuring appropriate policies are in place that direct and govern croquet in SA.</p>		
2.	<p>Present Lyn Parnell (President) Ansi Baumanis (Vice President) Lorraine Smith (Treasurer) Roger Buddle (Association Croquet Director) Heath Jackson (Golf Croquet Director) Mick Reidy (Director, Sport Development)</p> <p>Di Helier attended as Minute Secretary</p>		
3.	<p>Apologies None</p>		
4.	<p>Confirmation of the in-camera Board Minutes: Moved - Roger Buddle - Seconded - Mick Reidy - that the Minutes be adopted and approved. Carried</p> <p>At the conclusion of the in-camera board meeting the following items were raised requiring follow up and inclusion on Agenda for Board meeting of 30th November</p>		

No	Topic	Action	Attachments
4.1	<p>Cleaning Contract</p> <p>Greg Rowberry and Yan Ping have been cleaning at SACA for approximately 5 years. This work has been undertaken at a discounted rate. Although a list of cleaning tasks was prepared, no formal contract exists. The Board agreed a contract be prepared outlining the scope of the work – the new contract will include inside and outside cleaning. Future cleaning from hereon to be at market rates. Current arrangement of only internal cleaning will continue till the end of the financial year.</p> <p>Moved - Lorraine Smith - Seconded - Heath Jackson - that cleaning arrangements continue at market rate till the end of the financial year but reviewed at budget time in April 2021 - a formal contract will then be negotiated extending the service to include inside and outside cleaning. Carried</p>		
4.2	<p>Executive Director's Absence</p> <p>On Wednesday 11th November the Executive Director notified the Board via the Treasurer, that she would be absent until the 14th December due to a medical condition. At the Board meeting on the 30th November, the Treasurer tabled another certificate from the Executive Director advising she would be absent until the 29th January based on a medical condition.</p>		
4.3	<p>Temporary Staff Arrangement</p> <p>Having regard to the initial absence of the Executive Director, interim volunteer arrangements were made. Given the extended period of absence now advised by the Executive Director, the President informed the Board that Shirlene McBride had made contact to offer her assistance. Shirlene has previously worked at SACA. Shirlene was available for 2 days per week until the end January and, if required, till the end of the financial year. The Board agreed to accept Shirlene's offer to provide services commencing in January.</p>		
4.4	<p>AC Coaching Coordinator</p> <p>The AC Director advised the Board that David Wise is the AC Coaching Coordinator and he has established a Coaching Subcommittee. A National Coaching Program led by Greg Bury, General Manager, ACA Coaching Academy is being held at SACA from 24th – 28th February. This Program is being run for Association, Golf and Gateball</p>		

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4.5	<p>Directors and Officers Insurance The Treasurer to give a full report on Insurance at the next meeting.</p>	Treasurer	
5.	<p>Business Arising – SACA Board Meeting 19th October, 2020</p>		
5.1	<p>Ongoing Liaison with Adelaide City Council (ACC) re 4th lawn and Lease The Board agreed that Mary Marsland be appointed as an ex officio to the Board to be responsible for all future negotiations with ACC in respect to lease arrangements, 4th lawn, maintenance and insurance of buildings at Hutt Road. Mary has extensive experience dealing with government and Councils and was a member on the Adelaide Parklands Authority. Mary is also a Board Member of ACA and her involvement with SACA Board will keep members fully informed of activities at the National level. Moved - Roger Buddle, Seconded - Ansi Baumanis - that Mary be invited in an ex officio capacity to undertake negotiations with the ACC in respect to the SACA Lease, 4th Lawn, Building, maintenance and insurance - Carried</p>		
5.2	<p>Maintenance/Grounds The Vice President has been volunteering considerable time undertaking maintenance and repair work at SACA. There is a problem with flooding of the lawns given the current drainage configuration. In the Board minutes of 19th October, it was agreed that it was SACA's responsibility to obtain a quote to reconfigure the guttering away from the clubhouse. This was to be undertaken by the Executive Director. The Vice President and Director Sport Development to discuss with Mary Marsland.</p>	Vice President Director Sport Development	
5.3	<p>Hammertime Licencing - status The President questioned if a survey had been conducted with member Clubs to validate the success of Hammertime – e.g., how many new members have Clubs obtained – is there a better way we can present this programme? Hammertime appears more of a social event which raises the profile of croquet rather than teaching the game. Board discussed Hammertime licence – were questions on whether we can charge for the name if it is licenced – if others want to use programme could put it into generic instructions to be handed out to others. Director Sport Development responsible for Hammertime and how it can be enhanced/used as part of sport promotion.</p>	Director Sport Development	

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5.4	<p>Medals/Pennants – Status</p> <p>Most of the GC and AC medals and pennants have been collected. The President requested a list of winners be prepared- a schedule to visit clubs to be organised. AC and GC Directors and Vice President indicated interest to accompany President.</p>	Admin Staff	
5.5	<p>Completion of Night Singles</p> <p>There is a delay in the AC night singles due to Covid-19. AC Director has contacted all the team captains and suggested they play any night that is agreeable to both teams so the competition can be completed. GC also have some pennant matches to be completed.</p>	AC Director	
5.6	<p>Minutes of recent AGM</p> <p>President queried if the Executive Director had completed the Minutes from the recent AGM. The Treasurer stated minutes had been completed. Temporary volunteer staff to check Executive Officer’s PC to clarify status.</p>	Admin Staff	
5.7	<p>Social Membership Committee Report</p> <p>Treasurer had a copy of the report compiled by Philip Hadley in respect to Social Membership - distributed to all Board members.</p>		
5.8	<p>Ongoing COVID Management</p> <p>In the absence of the Executive Director, the Board agreed there needed to be an alternative system established to ensure Clubs are regularly notified of instructions and updates issued by the Government on COVID Management. Croquet SA must have a COVID safe plan and will be required to display a QR code and make it available for people to scan with their mobile phone or have a sign in sheet for those who do not have a phone. Di Helier and Joan Kelly to organise QR Code display at Hutt road and forward updates of the Govt COVID Management Plans to Clubs</p>	Admin Staff	
5.9	<p>Stocktake – Vice President</p> <p>Vice President advised he has commenced a stock take at Hutt Road. Informed the Board SACA did not have an Asset Register and he was in the process of compiling one. President queried how previous SACA Boards had valued contents cover for insurance if there was no register of assets – Vice President to prepare Asset Register.</p>	Vice President	
6.	<p>Correspondence</p> <p>Out – 20th November - Letter to Cathy Leske – Couriered November 23rd – Sick leave.</p>		

No	Topic	Action	Attachment
7.	Reports		
7.1	Treasurer The end of October report has been sent out. Income is down on budget because party bookings are not being accepted due to the Executive Director's absence.		Attachment A
7.2	AC Director AC Director tabled a report to the Board - (See attachment)		Attachment B
7.3	GC Director GC Director advised Karen Magee is organising a World Croquet Day at North Adelaide on 28 th March, 2021 for both GC and AC players. Various events will be held. Philip Hadley has been asked to join the GC Selection Sub Committee. The Board supported Philip Hadley's nomination. GC Director to advise the Board of the new Selection Sub Committee.		
8.	Other Business		
8.1	Board Governance Training President stated the importance of good governance and the need for all Board members to be conversant with their responsibilities as Directors - suggested a training workshop on Board Governance - date to be determined. President to follow up in New Year. Moved - Roger Buddle, Seconded - Heath Jackson - that the Board supports a training session on Board Governance. Carried	President	
8.2	Board Communication Protocols Some Board members expressed concern at excessive communication between members via email – a phone call or text preferable. Need to carefully consider when and if appropriate to place communication on Googlegroups.		
8.3	Review of Constitution and By Laws Brendan Egan from Parberys has agreed to assist in the re-write of the Constitution (last updated in 2013). Anomalies exist between the Constitution, By-Laws and Regulations. Board members were invited to make comment on areas they identified should be addressed. All comments to be forwarded to Brendan. Treasurer supported having an independent person review the Constitution and provide views to SACA Board for comment. Parberys have assisted ACA to update their Constitution and undertaken governance work for other State croquet associations. President to follow up with Brendan Egan at Parberys.	Board	

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8.4	<p>Clarification of Directors roles – duty statements To be addressed as part of the Board Governance Training.</p>		
8.5	<p>Headquarters Director The Board noted in the Constitution there was a position of Headquarters Director. This position had been abolished by a previous SACA Board (was not considered a strategic position). Current Board does not share this view. HQ Director is an important and strategic position. The negotiation of SACA Lease with the ACC, preparation of a business case to support a 4th lawn, drainage problems and budget estimates for maintenance of buildings, lawn quality, upkeep of gardens and surrounds, and oversight of groundsman David Watchman – all important functions to ensure Headquarters maintained to a high standard – Board agreed groundsman in future should present a work program each year and be under a contract and subject to a performance review. President to contact David Watchman to arrange a meeting in the New Year.</p>	President	
8.6	<p>New Key Register – New Locks The Key register is out of date. There is no accurate record of who has keys to the Hutt Road Headquarters. The Board noted from the key Register provided by the Executive Director, that 5 different keys are listed for access points in the building. For security purposes, the President changed the locks to Executive Director’s Office and the Store room. The Board supported new keys be organised that cannot be duplicated. A Card option was discussed. President will meet with Metro Locksmiths, Mark Goldsmith to consider the best way to implement any change and seek a recommendation from Mark on most appropriate options.</p>	President	
8.7	<p>Confirm dates for Future meetings Meetings to be held monthly on a Monday at 6 pm at SACA</p> <p>Meeting closed at 8.10 pm</p> <p>NEXT MEETING: MONDAY, 18TH JANUARY, 2021 AT SACA AT 6.00 PM.</p>		

ATTACHMENT B

AC Director's Report to Board Meeting Monday November 30th

An AC Subcommittee meeting was held on Wednesday November 25th. All subcommittee members attended. The main point from their reports: -

1. Selection: The state team has been selected and the Eire Cup will proceed in March 2021. Edward Wilson continuing as State Coach.
2. Events: 2021 calendar completed and sent to the calendar coordinator for inclusion on the SACA Website.
Night Singles delayed by Covid-19 but hopefully will be completed by the end of the year. Clubs encouraged to play whenever they can.
Discussion about introducing new types of competition. An email sent on Googlegroups about Sunday home-and-away pennants has received a mixed reception.
3. Refereeing: New edition of the AC Laws (version 7) about to be introduced. Refereeing Coordinator to organize a refereeing course early next year. Also undertook to put some questions and answers on the AC laws in Hoop Points.
4. Handicapper: Handicap list on the SACA website to be changed to two lists – active players by ranking and registered players by name. All unregistered players have been removed from the list. The website will be updated on a more regular basis.
5. Coaching: David Wise is the new coaching coordinator. He has formed a sub-subcommittee of 5 people with view to conducting more coaching programs and accrediting more coaches.

National Coaching Program: Greg Bury will visit Adelaide on Feb. 24 – 28th. The program will be conducted at Hutt Road. The last two days of his program have been swapped to avoid a clash with the Victor Harbor tournament.

Roger Buddle

AC Director, Croquet SA

Balance Sheet

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

Accrual mode
30 Nov 2020
ABN: 62267815857
Generated 07 Dec 2020

		Total
Asset		
Current Assets		
1-1000	Cheque Account	84,398
1-2000	Express Saver Account	29,108
1-3000	Term Deposit - lawns expansion	40,000
1-3100	Term Deposit	80,000
1-3500	Cash on Hand	280
1-5000	Trade Debtors	2,483
Total Current Assets		236,269
Total Asset		236,269
Liability		
Current Liabilities		
2-0340	State Team blazer deposits	200
2-1800	Accounts payable	636
2-2600	PAYG withholdings payable	-1,386
2-3000	GST Collected	13,954
2-3200	Superannuation payable	950
2-4000	GST Paid	-6,597
2-5000	Specified donation	4,750
Total Current Liabilities		12,507
2-8000	Long Service Leave Provision	14,300
Total Liability		26,807
Net Assets		209,462
Equity		
Current Earnings		
3-1800	Current year earnings	104,609
Total Current Earnings		104,609
Retained Earnings		
3-8000AR	Retained Earnings	40,082
3-9999AR	Historical Balancing Account	64,771
Total Retained Earnings		104,853
Total Equity		209,462