



CANBERRA CROQUET CLUB INC

ANNUAL REPORT 2020-21

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Section 73 Report

This report is presented to members in accordance with Section 73 of the ACT Associations Corporations Act.

The Committee members for 2020-21 were:

- President Stephen Richards
- Vice President Peter Dale
- Secretary Margaret Richardson
- Treasurer Sorina Atkin
- Captain Peter Freer
- Committee members Sue Forrest; David Hoffman and David Marshall

The principal activities of the Canberra Croquet Club (the Club) are the playing of croquet and Gateball by its members and supporting and fostering these games in the community. These activities have not changed over the course of the year.

Stephen Richards
President

Margaret Richardson
Secretary

Auditor's Report to the Members of the Canberra Croquet Club and Financial Summary for 2020-21

Auditor's Report to the Members of the Canberra Croquet Club Incorporated

I have examined the accounts and records of the Canberra Croquet Club Incorporated and have audited the financial transactions recorded therein.

In my opinion, the Balance Sheet and Statement of Receipts and Expenditure present fairly the financial position of the Club as at 31 May 2021 and the result of its operations for the year ended on that date.



Tim Goodland

28 June 2021

Canberra Croquet Club			
Statement of Receipts and Expenditure for Year Ending 31 May 2021			31-May-20
Operating Receipts	\$	\$	
Green Fees	993		1,091
Hirings	9,980		6,800
Coaching	1,225		1,890
Membership	34,680		32,686
Donations and Grants	21,000		5,015
Sale of Refreshments	315		368
Sales	96		779
Insurance Claims	0		1,074
Tournament - CNSW GC (Sept)	1,319		
Tournament - CNSW AC (Oct)	320		380.00
Tournament - Other	0		100
	69,927		50,182
Operating Expenditures			
Affiliation & Regulatory Fees	5,717		3,523
Badges, Keys, Engraving & Lettering	1,447		1,338
Cleaning and Rubbish Removal	732		587
Clubhouse Maintenance-Minor	1,069		427
Contingency	-		
Court Maint & Improvements	13,349		17,650
Electricity	382		1,068
Water Costs	7,918		8,090
Provisions & Celebrations	1,122		1,103
Equipment	1,722		2,631
Garden Maintenance	-		178
Gratuities, Gifts etc.	180		180
Coaching material	49		177
Insurance	3,183		2,803
Library, Magazines & Journals	-		-
Marketing & Advertising	49		-
Postage & Stationery	28		-
Cost of Refreshments for sale	13		63
Purchase of Inventory	17		260
Rent and Rates	322		2,631
Telephone & Internet	1,260		1,095
Tournament Entry Fees	170		
Tournament - CNSW GC (Sept)	-		100
Tournament - CNSW AC (Oct)	-		
Tournaments - Other	-		180
Room Hire	195		
Christmas Dinner	- 6		
Training	80		
Bank Fees	5		
Special Grants	2,053		
	41,056		44,084
Operating Surplus/(Deficit)	\$28,871		\$6,099
Term Deposit Interest Received in Bank Account	568		1,900
Sponsorships (Dixon)	-		-
Special Grants	-		
Clubhouse-Upgrade Plans & Major Maintenance	(2,121)		(12,086)
Court Maintenance-Major	-		(1,265)
Asset Purchase	-		(2,122)
Total Surplus/(Deficit)	\$27,318		(\$7,475)

Canberra Croquet Club					
Balance Sheet at 31 May 2021					31-May-20
Members' Accumulated Funds		Represented by:			
Current Assets			\$	\$	\$
Commonwealth Bank Trading Accounts			56,477		36,750
Members Equity Bank Term Deposits			71,000		63,000
Drink Stocks			195		176
Shop Stocks			714		642
Total Current Assets				128,385	100,568
Fixed Assets					
Croquet and Lawn Equipment at cost			23,920		
Less Accumulated Depreciation			(17,162)	6,758	4,401
Other Equipment at cost			16,759		
Less Accumulated Depreciation			(9,449)	7,310	8,213
Trophies and Honour Boards			2,950		
Less Accumulated Depreciation			(501)	2,450	714
Total Fixed Assets				16,517	13,327
TOTAL ASSETS				144,902	113,895
Current Liabilities					
Unpresented Cheques				-	-
NET ASSETS				144,902	113,895
Bank Account Details					
COMMONWEALTH BANK ACCOUNTS					
Opening balance			36,750		19,092
Add YTD 2020-21 Receipts			198,407		145,360
Less YTD 2020-21 Payments			(178,680)		127,702
Balance at 31 May 2021			56,477		36,750
Cash at Bank at 31/5/21			56,477		36,750
Add O/S Deposits			-		-
Less O/S Cheques			-		-
Balance at 31 May 2021			56,477		36,750
TERM DEPOSITS at ME BANK					
Opening balance			63,000		88,000
Interest rolled to/(from) Term Deposit			409		-
Transfer from Current Account			49,913		0
Transfer to Current Account			(42,321)		(25,000)
Balance at 31 May 2020			71,000		63,000
Details of Term Deposits:					
to 22/08/21	Reserved: night lights		20,000		20,000
to 02/09/21			11,000		11,000
to 22/12/21			10,000		10,000
to 26/07/21			30,000		22,000
			71,000		63,000

2021-22 Budget – Canberra Croquet Club

Operating Receipts	2020-21 Actual \$	AGM 2020-21 Budget \$	2021-22 Budget \$
Green Fees	993.00	1,000	1,000
Hirings	9,980.00	7,000	9,000
Coaching	1,225.00	1,200	500
Membership	34,680.00	36,000	36,580
Donations & Grants	21,000.00	10	-
Donations – ASF Club Operations	-	-	1,000
Donations – Other	-	-	-
Grants	-	-	-
Sale of Refreshments	314.50	500	500
Sales	96.00	400	400
Insurance Claims	-	-	-
Tournament - CNSW GC (Sept)	1,318.95	400	-
Tournament - CNSW AC (Oct)	320.00	400	-
Tournament - Other	-	300	-
Tournaments	-	-	1,100
Total Operating Receipts	69,927.45	47,210	50,080
Operating Expenditure			
Affiliation & Regulatory Fees	5,717.00	5,500	5,500
Badges, Keys, & Engraving	1,447.44	1,800	1,000
Cleaning and Rubbish Removal	732.24	650	650
Clubhouse Maintenance-Minor	1,069.45	400	800
Contingency	-	500	500
Court Maintenance & Minor Improvements	13,349.28	17,300	18,300
Electricity	381.51	1,500	1,500
Water Costs	7,917.71	8,000	8,000
Provisions & Celebrations	1,122.01	870	1,300
Equipment	1,722.23	1,500	1,500
Garden Maintenance	-	50	50
Gratuities, Gifts, etc.	180.00	180	180
Coaching material	48.98	100	100
Insurance	3,183.17	3,000	3,300
Library, Magazines & Journals	-	100	100
Marketing & Advertising	48.97	100	100
Postage & Stationery	27.98	100	300
Cost of Refreshments for sale	13.00	450	-
Purchase of Inventory	16.90	250	250
Rent and Rates	321.91	2,800	2,100
Telephone & Internet	1,260.05	1,250	1,250
Tournament - CNSW GC (Sept)	-	200	-
Tournament - CNSW AC (Oct)	-	200	-
Tournament - Other	-	200	-
Tournament Entry Fees	170.00	-	100
Tournaments	-	-	800
Room Hire	195.00	-	-
Christmas Dinner	-6.40	-	-
Training	79.90	-	-
Bank Fess	5.00	-	-
Special Grants	2,052.83	-	-
Total Operating Expenditure	41,056.16	47,000	47,680
Operating Surplus/(Deficit)	28,871.29	210	2,400

2021-22 Budget – Canberra Croquet Club (cont)

Non-Operating & Capital Items	2020-21 Actual \$	AGM 2020-21 Budget \$	2021-22 Budget \$
Term Deposit Interest	568	1,500	500
Donations – ASF Clubhouse Renovation	-	-	20,000
Sponsorships	-	-	-
Special Grants	-	-	-
Clubhouse Renovation – Architect Fees	-	-	(14,000)
Clubhouse Maintenance	(2,121)	(20,000)	(10,000)
Court Maintenance-Major (Concreting)	-	-	-
Asset Purchases	-	(5,000)	(6,400)
Total Surplus/(Deficit)	27,318	(23,500)	(\$9,900)

President's Report

In what was a slightly abbreviated year – the Committee was only in place for just over 10 months following its election at the 2020 AGM on 29 August 2020 – lots still happened! And while it's mainly been a period of consolidation the Club has moved forward in a number of areas too.

Firstly, on the consolidation front the Club has come through the last 12 months of the Covid-19 pandemic in a fairly good position. Our membership numbers have returned to pre-pandemic levels and our financial position – as a consequence of our strong membership, a good uptake of hirings following the gradual easing of Covid restrictions in late 2020 and early 2021, and some ACT Government rebates on our rates and utilities charges – is sound. The Club has regularly reviewed and updated its "Return to Play in a Covid-Safe Environment" plan over the last 12 months and our members have adapted to those requirements. Covid-19 will be with the Canberra community for some time to come and it will be important for the Club and its members to remain vigilant in the year ahead.

We've also seen the clubhouse repairs necessitated by the January 2020 hailstorm completed. This was an endurance event in itself given the need to secure heritage approvals for the repair works; and difficulties the builder experienced in obtaining heritage approved materials and bringing in skilled workers from Sydney to undertake the repairs when Covid-19 travel restrictions were in place in late 2020/early 2021. Thanks to all members for their understanding through this process; the builders for their excellent work; our insurers, Elders, for their support and advice throughout; and Club Vice-President, Peter Dale, for oversighting the repair works from go till final sign-off.

And we've got back on the lawns playing croquet and Gateball. There's been an expansion in the number of weekly draws. Club competitions are back and have been fiercely contested. And the Club is again sending teams to compete in CNSW Pennants and Gateball Australia events.

On the moving forward front, we've seen the Club agree to proceed with the Clubhouse Extension project at a Special General Meeting held on 28 April 2021. There has been a significant amount of work over the last 10-12 months in finalising the design, starting the process of obtaining heritage and planning approvals, and liaising with the ACT Government about potential funding support. This will continue to be a major project for the Club in 2021-22.

We've also started to explore options for accessing additional lawns for our members. This has been necessary due to our strong membership numbers – as at 31 May 2021 we had 136 full members and 6 social members – which is placing pressure on members' access to the lawns. A short-term response was the imposition of a temporary "freeze" on membership while options were considered. During the year, Committee representatives met with ACT Sport and Recreation to access to additional land and were advised that no new land was available for sport and recreation activities in the short to medium term and that the Club should approach existing sports clubs and venues about potential access to their facilities. The Committee has subsequently had discussions with the National Hockey Centre in Lyneham, the Belconnen Bowls Club in Hawker and the Canberra Bowls Club in Forrest. There are many issues to be resolved such as the compatibility of surface requirements for different sports, financial arrangements for lawn access, equipment requirements and so on. Again, this is likely to be an issue that will be a major project for the next 12 months.

And finally, the Committee started assessing the Club's administrative capability using a free online tool developed by the Australian Sports Commission to assist sports clubs analyse and improve their performance. This has highlighted that the Club has a number of robust systems and policies in place but also that there is room for further improvement. Again, this will be an area for further work in 2021-22.

The initiatives outlined above are part of a broader suite of actions that the Club Committee and the Playing Committee have undertaken over the last 10 months in order to deliver on the priority areas set out in the Club's Strategic Plan for 2018-23, build on the work of previous years, and respond to

events such as the 2020 hailstorm and Covid-19. Some of the other initiatives put in place in 2020-21 have included:

Develop and sustain an active membership

- Recommitting to a Club membership target of 120-130 members. At this level, the Committee believes the Club will have a sufficiently strong membership base to support its ongoing operations and ensure a sound financial position upon which to base future planning. In August 2020 we had 110 full members, 2 life members and 6 social members. As at 31 May 2021 we had 136 full members, 2 life members and 6 social members on our books
- Conducting a survey of members to obtain information on member demographics, playing preferences and views that will help inform future Club decision making. Thanks to Judy Tier for organising and conducting the 2021 survey, and to Judy and David Hoffman for their analysis of the survey results and comparative assessment with a similar member survey conducted in 2018. Survey results can be found at: <https://canberracroquet.org.au/members/resources/survey>.
- Continuing to provide playing opportunities for our members across all racket disciplines through access to our lawns for Club competitions, scheduled draws, coaching and practice.

Promote and support excellence in competition and play

- The ongoing implementation and delivery of an annual Coaching Calendar to provide better structure and clearer scheduling of introductory and other coaching modules in Association Croquet (AC), Golf Croquet (GC) and Gateball across the year.
- Being a venue for sessions of a new Croquet Australia Coach Accreditation program in February 2021. At this program 85 coaching accreditations were delivered, which included updated qualifications across the range of codes for 9 Canberra coaches. And a further 6 Club members have put up their hand for Level 1 GC coach accreditation.
- Hosting the CNSW 2020 GC Gold Broach (17-19 August 2020) and the CNSW 2020 Division 2 Doubles and Singles Championships (6-10 October 2020) to provide the opportunity for our members to play in and watch, high quality GC events without the need to travel outside the ACT.
- recommitting to host an annual multi-day regional Gateball event in November 2021 that will provide Club members with a regular opportunity to play in and watch, high quality Gateball without having to leave Canberra – we had planned to host the inaugural event in late 2020 but it was cancelled due to uncertainty surrounding Covid-19 travel restrictions for interstate teams.
- Supporting the entry of Club teams in the 2020 and 2021 CNSW GC and AC Pennants competitions.

Develop and maintain high quality lawns, facilities, equipment and clubhouse

- In July 2020, the Committee agreed to extend the contract for a further 12 months commencing from September 2020.
- In April 2021, the Club submitted an application for a 2021 ACT Heritage grant (\$3500) to assist with costs of repairs to deteriorating fascia and mouldings on external clubhouse walls. Successful applicants will be notified in October 2021.
- The purchase of new playing equipment in accordance with the Playing Committee's annual program of equipment acquisition, and organising the purchase of a new line marker.
- Implementation of rosters to provide for lawn rolling and line marking as required
- Ongoing organisation and operation of a clubhouse cleaning roster.

Ensure a well-run club with sound financial management, good governance and effective communication

- Ongoing implementation of a balanced budget covering all recurrent costs.
- With the assistance of members, continuing to provide hirings both as a means of promoting croquet in the ACT community and as an important source of revenue for the Club.

- A complete update and renewal of the Club website with inclusion of “public” and “member only” home pages and an online booking calendar. The new look website went “live” in August 2020 and the online booking calendar in January 2021. The changes significantly enhance our website and its accessibility for both members and the general public. Many thanks to our Club web master, Jamie Gumbrell, for the many hours of work to plan, set up and launch the new website and booking calendar, and to the Club Publicity Officer, Judy Tier, who worked with Jamie in developing the website design.
- Reviewing existing, and developing new, revenue streams to enhance the Club’s long term financial sustainability:
 - Lawn hiring charges were increased from \$100 per hour to \$120 per hour. Even with Covid restrictions in place the Club conducted 25 hirings (compared to 27 in 2019-20) and generated almost \$9,000 in revenue (an increase of 22% over hiring revenue in 2019-20).
 - In May 2021, established 2 accounts through the Australian Sports Foundation, that can that allow Club members and members of the general public to make tax deductible donations to support the Clubhouse Extension project and/or the Club’s annual operating costs.
 - The Committee investigated setting up a partnership with the Canberra Southern Cross Club through its “Community Rewards Program” which may generate additional revenue from 2021-22 onwards.
- The regular review and update of the Club’s “Return to Play in a Covid Safe Environment Plan” and the adoption of a Trans & Gender Diverse Policy that is consistent with Croquet Australia’s policy in March 2021.
- Ongoing implementation of the Club’s Member Protection Policy (MPP). Members raised four instances of concern with the Club’s Member Protection Information Officers during 2020-21, and all matters were progressed and resolved under the procedures set out in the MPP.
- Regular communication to members of administrative and playing news through the website, occasional President and Captain updates, and on the Club’s Facebook page.
- The Committee met 7 times and the Playing Committee met 5 times between September 2020 and July 2021.

A more detailed summary of progress against the 2018-2023 Strategic Plan can be found on the website at: https://www.canberracroquet.org.au/governance/Strategic_Plan_Progress.pdf.

With that scene setting, I would like to express my sincere thanks to all our members for their continued support of the Club, and their understanding through the assorted challenges presented by Covid restrictions, clubhouse closures necessitated by repair works and so on.

I would also like to acknowledge the efforts of the many members who have volunteered their time in both formal and informal volunteer roles within the Club over the last 10 months. This is a consistent trait of the Canberra Croquet Club and its members over many years.

And, more specifically, I would like to thank:

- The members of the Club Committee for their contributions through the year, and particularly:
 - our Treasurer, Sorina Atkin, for keeping our budget balanced and our bank accounts adequately stocked with funds to pay all the bills;
 - our Secretary, Margaret Richardson, for coming on board keeping Club administrative matters moving along efficiently and effectively, passing on timely news from CNSW to our members, and setting up the Emergency Contact box;
 - Vice President, Peter Dale, for his ongoing support, and for taking the lead on liaison with the builders in relation to hail damage repairs, and our architect in relation to the Clubhouse Extension project;

- David Marshall, David Hoffman and Sue Forrest for their support, wise counsel and considered inputs at Committee meetings; and
- Our Club Captain, Peter Freer, for his enthusiasm in relation to all matters coming before the Committee and for being an efficient and effective conduit between the Committee and the Playing Committee.
- The Playing Committee (Peter Freer – Captain; Kevin McGlynn – Vice Captain; Andrew Davies; Adrienne Fazekas; Di Gayler; Kate McLoughlin; Ralph Richardson and Judy Tier) for coordinating the playing side of the Club's activities including making arrangements for all Club competitions.
- Our Membership Officer, Adrienne Fazekas, for managing all arrangements associated with new members joining the Club and following up with members on the timely payment of annual membership fees.
- Our Hirings Coordinator, Andrew Davies, for his continued efforts in coordinating the lawn hirings during the year (including maintaining the Club's Working With Vulnerable People register). I would also like to congratulate Andrew Davies on being nominated for the 2020 Golden Mallet Award presented by Croquet NSW to the NSW Club member making a significant contribution to croquet over the last 12 months. While Andrew did not win the award, his contribution as the Club's Hiring Coordinator over many years has been significant, and his efforts over the last 12 months to revive hirings following a Covid-restriction imposed lull have been outstanding.
- The team of members who supported Andrew by chaperoning lawn hiring groups (Andrew and Margo Davies, Rob Ey, Sue Forrest, Peter Freer, Jill Golley, Ginny Graylin, Alison Hancock, David Hoffman, Jill Jones, Gerda Lambeck, Susan Linge, Kevin McGlynn, Kate McLoughlin, Ian Nicol, Margaret and Ralph Richardson, Marilyn Smith, Brian Usback and Peter Wood).
- Our Coaching Coordinator, Kate McLoughlin, for coordinating AC and GC coaching for the Club, and with the Playing Committee, developing and coordinating the delivery of the 2021 Coaching Calendar which has:
 - continued to deliver regular training sessions for GC Division 1 players and combined these sessions to include GC Division 2 players;
 - introduced 4–6-week coaching "blocks" for GC Division 2, 3 and 4 players to focus the sessions and reduce the workload for coaches;
 - delivered occasional coaching sessions on playing etiquette, rules refreshers and using extra turns in handicap games prior to regular draws;
 - contributed to: increases in the number of members who have improved their handicaps during the year and the number of entries in Club competitions; the fielding of strong teams in GC Pennants competitions; and the continued selection of Canberra players in State training squads and State teams.
- Judy Tier, for coordinating Gateball coaching for the Club, particularly in the lead up to the Tavender Trophy and State and National Championship events.
- The many members who supported Club coaching activities over the last 12 months by taking coaching sessions and/or passing on their knowledge through the provision of advice at Club AC, GC and Gateball draws. Your efforts are always appreciated by members, and the results of your efforts are evident in the growing skill levels and competition successes of our members across the board.
- Our Lawns Manager, Ralph Richardson, for managing the contract with our greenkeeper. As a consequence of this work, we are blessed with excellent lawns. Ralph's efforts in maintaining the amenity around our lawns is also greatly appreciated with his Victor mower regularly seen taking laps of the lawn surrounds.
- Those members who have helped with lawn rolling (Andrew Davies, Greg Diprose, Peter Freer, Ralph Richardson and Stephen Richards) and line marking (Ian Donald, Robert Ey, Adrienne

Fazekas, Peter Freer, Kevin McGlynn, Stephen Richards, Ralph Richardson, Judy Tier and Peter Wood) over the last 12 months so we are all able to hit between the lines.

- Our Member Protection Information Officers (MPIOs), Jan Marshall and Kate McLoughlin, for being available to speak to members about any concerns that may arise about member behaviour.
- Our First Aid Officer, Jill Golley, for ensuring the First Aid Kit is well stocked and being on hand to monitor and respond to any accidents at the Club.
- Those members who are part of the clubhouse cleaning roster that has kept our clubhouse sparkling clean over the last 10 months – Barrie Blackburn, Jenni Demkin; Greg Diprose, Anne Fulker, Jill Golley, Heather Goodman, Alison Hancock, Edward Houghton, Judy Inveen, Jill Jones, Gerda Lambeck, Denese McCann, Kate McLoughlin, Richard Meacock, Pam Nielson, Fran Novitski, Margaret Richardson, Marilyn Smith, Annie Tola and Julie Toms. All their work is much appreciated. I encourage all members to do their bit in keeping the clubhouse clean on the basis that many hands make light work, and to add their names to the cleaning roster in the months ahead. Special thanks to Julie Toms for coordinating and re-issuing the cleaning roster as necessary.
- Our website manager, Jamie Gumbrell, for updating website entries in an efficient and effective manner.
- Our Publicity Officer, for generating some additional coverage of the Club and promotion of croquet through organising some newspaper, and local radio and TV coverage.
- Our IT support team of Bob Gingold, Peter Freer and Ben Freasier for their work in keeping on top of the IT network and updating our passwords and mailing lists as required.
- Our Christmas Elf, Sue Forrest, for organising the highly successful, well attended and Covid-safe Club 2020 Christmas Party.
- Our clubhouse provedores – initially Margo Davies, but more recently Catherine Perry and Annie Tola – for keeping the clubhouse well supplied with tea, biscuits, ice creams, drinks, toilet paper and hand sanitiser(!).
- Our Trophies Officer, Peter Freer, for managing the annual collection and engraving of trophies for the assorted Club competitions.
- Our Public Officer, Rodney Teakle, for ensuring we remain compliant with reporting requirements to the ACT Government.
- Tim Goodland, our Honourary Auditor, for committing his time and energies to auditing the Club finances.

I would also like to thank and acknowledge the support of our sponsors and other financial supporters over the last 12 months:

- Parbery for its assistance with IT support for the Club laptop and printing of the 2021 Annual Report and the printing of agendas and associated documentation for the Special General Meeting held on 208 April 2021 and the 2021 AGM; and
- The ACT Government for provision of rebates to community sports clubs for rates and utilities which resulted in a one-off reduction in these costs for 2020-21 of around \$2500.

Finally, it has been fairly active on the playing side of things at the Club over the last 10 months.

We now have 13 scheduled draws per week across all disciplines, plus two more twilight draws during daylight saving months. And many of our members are using the lawns at other times through the week for Club competition games, private bookings and practice. It seems to have never been busier – which just goes to show what a godsend an online booking calendar can be!

We were able to offer a full program of the Club's annual AC and GC handicap competitions, the Tony Hall Cup (high-low GC doubles) and the Tavender Trophy (Gateball pairs) after a more

restricted program could only be offered in 2019-20 due to Covid-19 restrictions. And, pleasingly, participation numbers were strong.

The Club continued its practice of hosting 1-2 CNSW or Gateball Australia events each year. This year we hosted the CNSW GC Gold Broach and the CNSW GC Division2 Doubles and Singles competitions plus regional qualifiers for 2 other CNSW events. The Club provided Tournament Managers and Tournament Referees for these events, and Di Gayler was the Covid-Safe Monitor. The events again demonstrated the Club's capacity to stage high quality events, provided some of our members with the chance to play in a CNSW event without having to travel, and generated some useful financial returns for the Club.

And once again many Club members wielded their mallets as individuals or as part of Canberra teams in assorted state, national and international events. So, I'd also like to acknowledge Canberra members who:

- represented the Club in the CNSW GC Pennants competitions in 2020 and 2021;
- were selected in the NSW Team for the 2020 GC Interstate Cup in September 2020 (Peter Freer, Jamie Gumbrell, Gerda Lambeck and Kate McLoughlin), and the NSW Team for the 2021 AC Eire Cup (Alan Honey, Tim Murphy, Kerri-Ann Organ and Stephen Richards) even though both those events were ultimately cancelled due to Covid-19 restrictions; and
- the many Club members who travelled outside of Canberra to play in AC, GC and Gateball events around the country.

The Canberra Croquet Club is known throughout Australia as a strong club across all mallet disciplines and anyone who comes across a Canberra member or team in a competition draw knows they will be in for a highly contested but fairly played game. I hope many of you will continue to be good ambassadors for the Club in your croquet and Gateball pursuits next year.

Much has been achieved in the last 10 months and there is much to do in the next year to keep the Club on track and moving forward. I ask that you support the incoming Committee and Playing Committee so the Club can continue to move forward with implementing the priorities of the 2018-23 Strategic Plan.

Stephen Richards
20 June 2021

2020 Annual General Meeting Draft Minutes



**CANBERRA
CROQUET
CLUB INC.**

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CANBERRA CROQUET CLUB – 2020 ANNUAL GENERAL MEETING

Saturday 29th August 2020, 1:00pm

Minutes

- 1. Opening:** Meeting opened at 1.00pm. Members welcomed by President, Stephen Richards
- 2. Apologies:** Jill Alexander, Andrew Davies, Margo Davies, Jenni Demkin, Cedric Minns, Denese McCann, Carole Polson, Greg Polson,
- 3. Confirmation of minutes of 2019 Annual General Meeting:** Moved by Ralph Richardson, seconded Peter Dale, that the minutes be accepted. Carried
- 4. President's Report**

Stephen Richards spoke to his report in the Annual Report. He thanked the outgoing committees and all the volunteers for their work throughout the year. He especially mentioned those volunteers involved in the cleaning of the clubhouse, hirings and updating the website (Jamie Gumbrell and Judy Tier). He also thanked Sorina Atkin for presenting her first budget, and retiring secretary, Gerda Lambeck

Moved: Peter Dale, seconded Dianne Gayler. Carried
- 5. Presentation of audited statement of accounts and auditor's report** by Treasurer, Sorina Atkin.
Moved Ginny Graylin, seconded Peter Freer. Carried
- 6. Election of office bearers to the Committee**
 - a. President: Stephen Richards
 - b. Vice President: vacant
 - c. Secretary: Margaret Richardson
 - d. Treasurer: Sorina Atkin
 - e. Committee Members: Peter Dale, David Hoffman, Sue Forrest, David Marshall.
- 7. Election of office bearers to the Playing Committee**
 - a. Captain: Peter Freer
 - b. Vice-Captain: Kevin McGlynn
 - c. Coaching Coordinator: Kate McLoughlin
 - d. Playing Committee Members: Andrew Davies (hiring co-ordinator), Dianne Gayler
- 8. Other Positions:**

Members endorsed the following members performing the following additional voluntary roles for the Club in 2020-21:

 - a. Public Officer: Rodney Teakle
 - b. Auditor: Tim Goodland

- c. Lawn Manager: Ralph Richardson
- d. Membership: Adrienne Fazekas
- e. First Aid Officer: Jill Golley
- f. MPIO Officers: Jan Marshall and Kate McLoughlin
- g. Web Manager: Jamie Gumbrell
- h. Publicity: Judy Tier
- i. Trophies: Peter Freer

9. Special business, consideration of motions moved by members

There was one Notice of Motion submitted for consideration of members:

Motion: Membership Fees

"That annual membership fees for the Canberra Croquet Club for the 2020/21 financial year remain at the level set by the 2019 AGM, being:

- \$300 for 12 months for a full member
- \$200 for 12 months for a country membership
- \$150 for 12 months for a person who is: (a) totally dependent on a social security pension; or (b) totally dependent on a war veteran's pension; or (c) a full-time student under the age of 25; and
- \$10 for 12 months for a non-playing, social membership"

Moved: Sorina Atkin, second: Stephen Richards. Carried unanimously

10. Other Business:

There was one Notice of Motion submitted for consideration of members:

- Ginny Graylin asked if a lawn can be used in AC draw times for the current Club Competitions. Matter referred to the Playing Committee to investigate.
- 2020-21 Budget: David Marshall commented that this remains conservative. Stephen Richards confirmed the Committee had adopted this approach due to uncertainty about revenue generated from membership subscriptions and hirings due to Covid-19 restrictions.

11. Close of meeting: 1.34pm

12. Presentation of 2019-20 Trophies

Club Captain, Peter Freer, presented trophies to winners and runners-up of Club competitions conducted during 2019-20.

List of Attendees:

Sorina Atkin, Peter Dale, Ian Donald, Robert Ey, Adrienne Fazekas, Sue Forrest, Peter Freer, Dianne Gayler, Ginny Graylin, Jill Golley, David Hoffman, Edward Houghton, Pamela Hunt, Jill Jones, Gerda Lambeck, David Marshall, Jan Marshall, Kevin McGlynn, Kate McLoughlin, Ian Nicol, Stephen Richards, Margaret Richardson, Ralph Richardson, Rodney Teakle, Roger Timms, Judy Tier, Julie Toms

Secretary
Margaret Richardson



**CANBERRA
CROQUET
CLUB INC.**

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SPECIAL GENERAL MEETING

Wednesday 28 April 2021, 2:00pm

Minutes

1. Attendance:

Stephen Richards (President and Meeting Chair); Peter Dale (Vice President); Margaret Richardson (Secretary); Pamela Cohen; Greg Diprose; Ian Donald; Charles Douglas; Helen Druett; Rob Ey; Jocelyn Fitzhardinge; Sue Forrest; Di Gayler; Bob Gingold; Jill Golley; Yvonne Grattan; Ginny Graylin; Tony Hall; Carolyn Ho; David Hoffman; Edward Houghton; Pamela Hunt; Judy Inveen; Gerda Lambeck; James Lee; Susie Linge; David Marshall; Jan Marshall; Cedric Mims; Elizabeth Mountain; Pam Nielson; Carol Polson; Ralph Richardson; David Simmonds; Marilyn Smith; Anne Tarran; Peter Tavender; Judy Tier; Roger Timms; Julie Toms; (Guest: Eric Martin – Eric Martin and Associates, Architect)

2. Apologies: Sorina Atkin, Andrew & Margo Davies, Adrienne Fazekas, Peter Freer, Alison Hancock, Jill Jones, Kate McLoughlin, Dave & Josie Roberts, Rodney Teakle, Maxine Williams

3. Special business, consideration of motions moved by members

The Chair introduced Eric Martin, Principal of the heritage architectural firm, Eric Martin and Associates (EMA), with whom the Club Committee had been working over the last 3 years to develop the project design. Mr Martin was available to take any questions on the design and related heritage issues. It was noted that if the project proceeded, EMA would conduct the tender of builders and project management of the construction phase of the project on behalf of the Club.

The Chair provided a brief background on the purpose of the meeting and the background behind the development of the clubhouse extension proposal. The Chair noted:

- The proposal has been in development for over 3½ years;
- It addresses members stated needs for new and improved toilet facilities, a renovated kitchen and more storage;
- It provides an opportunity to remove remaining asbestos containing materials from the existing clubhouse and provide for disabled access;
- There are constraints on what can be done: due to heritage listing of the building it cannot be demolished and replaced; other adjacent land for a new standalone clubhouse is largely unavailable due to other lease, heritage and building issues; while the Committee believes an extension is the most practical option, any extension needs to be built in a manner consistent with the heritage values of the existing building;
- The proposed extension design has been approved by ACT Heritage and the National Capital Authority, and while it may be possible to make further minor variations to the design any substantive changes may require further approvals;

- The proposed extension will cost in the order of \$300,000;
- To take the project forward the Club would need to commit up to \$14,000 to get the proposal to a “shovel ready” state that would be eligible for funding under the 2021-22 Capital Assistance Program which is expected to be open for applications in June-July 2021;
- The Club will be seeking around \$200,000 from the ACT Government through this program to fund the project;
- The Club would likely have to commit around \$106,000 of its current \$135,000 in savings to help fund the project;
- At previous Annual General Meetings, the Committee had given undertakings to members they would seek member endorsement of the project before proceeding to make any significant financial commitments to the project. The Committee now believes that if the project is to proceed the Club now needs to start making significant financial commitments. Accordingly, the Special General Meeting has been convened in accordance with the Club Rules to allow members to determine if the Club proceeds or not.

Prior to the meeting, a number of members had requested the vote on motions be conducted by secret ballot. Accordingly, the Chair called on 2 members to volunteer to take on the role of conducting the ballot by distributing ballots to all members in attendance, collecting completed ballots, counting ballots and presenting the result to the meeting Chair. Ginny Graylin and Susie Linge indicated they would take on this role and the meeting agreed to their appointment.

Clubhouse Extension

Motion:

1. That the Club proceed with the project to extend the existing clubhouse.

Moved: Stephen Richards; second: Margaret Richardson

Discussion:

- The vision and contribution of past members was always long term towards updating the Heritage but aged clubhouse, by long-term member.
- A suggestion that a raised and covered viewing platform be incorporated into the extension. *(Architect will consider)*
- A long-term member and past-president urged the members to vote for the motion.
- A member said it was important that the kitchen be updated and that handicapped access be provided.
- A member asked of the grant being available annually, and if so, could defer until next year? The Chair advised that, yes, the Capital Assistance Program operates annually and the Club could choose to defer consideration of this matter for another 12 months while further information is gathered.
- A member asked whether to proceed with the project would require changes to the lease and that in doing so the Club risked losing the favourable terms of the current lease regarding rent and rates, and wouldn't the Club be better off asking about potential changes to the lease before proceeding with the project. The Chair advised proceeding with the project would likely require discussions on the lease and the terms and conditions of the lease may change as a consequence.
- A member asked whether the Club could enhance the likelihood of grant success by having a 4th lawn (for example, the 'Rose Garden' area in front of the Canberra Hyatt Hotel next to our

lawns), and therefore more members. The meeting was advised that the 'Rose Garden' area was part of the Hyatt Hotel lease.

- A member noted that the 'store' area appears to be very large on the plans in relation to the actual size of the clubhouse. The meeting was advised the 'store' will hold all equipment currently stored in the upper and lower sheds, mallets currently stored in the mallet room, and card tables and cupboards in the enclosed verandah area.
- A member suggested the Club's toilet needs might better be addressed by building a separate standalone toilet block, not building the clubhouse extension, and using the Club's savings to fund lighting for the lawns. Eric Martin advised that a separate toilet block would be difficult due to heritage issues associated with the site and practical issues around constructing new plumbing/sewerage connections; and that it would not resolve the issue of asbestos removal and disabled access.
- A member asked if a member donation for \$20,000 had been subsumed into the funding of the extension project. The Chair advised the donation had been provided to contribute to the cost of the kitchen upgrade. If the extension project proceeded the donation would be allocated to the kitchen upgrade component of the project, and if the project did not proceed the donation would be allocated to a kitchen upgrade when that is undertaken at some future point.
- A member stated we would need to again build up our financial reserves if the lease conditions change. It was noted the Club runs a balanced budget and tends to make a small surplus of \$3,000-\$4,000 per annum. It was also noted that if the proposal proceeded, the Club and Committee should consider additional options to increase the savings base (eg sponsorship, tax deductible donations, etc).
- A member suggested that the market rate for a lease in our position would be exorbitant, and not financially possible to our club, forcing closure. Another member said there would be community 'uproar' if that happened. The Chair noted if the lease was varied there would likely be a change to the conditions of the lease and that what they might be was unclear. This would be a matter for negotiation between the Club and the ACT Government.
- A member expressed concern that, as the meeting was held during the working week, younger members (and therefore the future of the club) were not able to attend. The Chair noted the meeting had been called in accordance with the Club Rules (ie 3-weeks' notice of meeting) and that a Wednesday had been selected due to the unavailability of the venue on weekend dates the Committee had initially wanted to secure.

Once members had indicated they had no further questions or comments on the motion, the Chair indicated the motion would now be put to the vote by secret ballot.

The Chair urged members to think carefully on the issue and the discussion just had. If they supported the project, they should vote "yes", and if they opposed the project or had any doubt about it proceeding and would prefer further information was gathered first to better inform a decision, they should vote "no".

Vote Result: 27 for; 12 against. **Vote Carried.**

The Chair noted that in considering this motion, members had raised some suggestions regarding minor variations to the extension design. Eric Martin advised that minor variations to the design could likely be accommodated without compromising the process of finalising the designs, conducting a tender of builders, obtaining necessary planning approvals, and submitting a grant application by July 2021. The Chair therefore invited members to submit any suggestions they had for design variations to him by email by Wednesday 6 May. These would then be conveyed to Eric Martin to consider incorporation into the final design. The meeting agreed to this invitation being offered to members.

Motion:

2. That members note that:
 - a. if members decide the Club proceed with the clubhouse extension project the Club will be:
 - i. Committing to spend up to \$14,000 in fees for professional services to get the project to a point where it is "shovel ready";
 - ii. Applying for a 2021-22 ACT Sport and Recreation Capital Assistance Program (CAP) grant of \$214,500 to finance the project;
 - iii. Allocating \$71,500 of club reserves for the building extension (excluding the kitchen refit) as its contribution to the CAP grant application; and
 - iv. Allocating \$20,000 of club reserves donated by a member for kitchen refit costs; and
 - b. if either: (1) the CAP grant application is unsuccessful; or (2) tender prices exceed budgeted costs the Committee will seek members views as to the way ahead.

Moved: Stephen Richards; second: Margaret Richardson

The Chair noted that this motion was more for information of members to give an outline on the scope of the project and its financial implications for the Club. The Chair proposed that, given that the first motion had been passed, this motion be voted on by a show of hands. Members agreed to conduct the vote by a show of hands instead of a secret ballot.

Members were asked if they had any comments or questions on the motion. None were raised, so the motion proceeded to a vote.

Vote Result: 24 for, 6 against. **Vote Carried.**

4. Close of meeting.

President thanked members, and our guest, Eric Martin, for their participation and attendance. Meeting closed at 3pm.

Secretary
Margaret Richardson

2020-21 Competition Winners

Association Croquet

Competition	Winner	Runner-Up
Club Champion (Lily Barrenger Cup)	Robert Fletcher	Stephen Richards
Division 2 Advanced Singles (John McEwan Cup)	David Hoffman	Peter Wood
Division 3 Advanced Singles (Rita Williams Jug)	Kate McLoughlin	David Hoffman
Division 4 Advanced Singles (C.S. Daley Cup)	Julie Toms	John Howard
Women's Open Singles (Eileen Collings Entree Dish with lid)	Kate McLoughlin	Julie Toms
Handicap Singles Champion	Kate McLoughlin	David Hoffman
Handicap Doubles (Burgmann Tray)	Alan Honey & Jill Jones	Ralph Richardson & Gerda Lambeck
Veterans Handicap Singles (Betty Townsend Tray)	Jill Jones	David Hoffman
High-Low Doubles (Sen Margaret Reid Tray)	Peter Freer (Low) Kate McLoughlin (High)	Tim Murphy (Low) John Howard (High)

Golf Croquet

Competition	Winner	Runner-Up
Club Champion	Jamie Gumbrell	Robert Fletcher
Division 2 Singles	Julie Toms	Sue Forrest
Division 3 Singles	Peter Dale	Brian Usback
Division 4 Singles	Helen Halliday	Anne Fulker
Women's Open Singles	Kate McLoughlin	Gerda Lambeck
Handicap Singles Champion	Catherine Perry	Sue Forrest
Women's Handicap Singles	Sue Forrest	Gerda Lambeck
Handicap Doubles	Ethan Gumbrell & Ginny Graylin	Andrew Davies & Brian Usback
2020 Tony Hall Cup (High-Low Doubles)	Ralph Richardson (low) Eddie Kowalski (high)	Julie Toms (Low) Marilyn Smith (High)

Gateball

Competition	Winners	Runners-Up
2020 Tavender Trophy	Peter Freer & Pamela Hunt	Glen Whitehead & Helen Druett