



## Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 10<sup>th</sup> March 2011

1. **Present: Committee of Management:** Mike Cohn (President); Patrick Moore (Vice-President); Jim Clement (Secretary); David Ross (Treasurer); Lorna Williams Snow Evans, Graeme Gallus and Jim Saunders (Members).
2. **Apologies:** Val Brown (Immediate Past President)
3. **Opening:** The President opened the meeting at 11.00 am.
4. **Confirmation of Minutes of the CoM Meeting held 13<sup>th</sup> January 2011:** Resolved that the minutes of the Committee of Management Meeting held 13<sup>th</sup> January 2011 be accepted.
5. **Correspondence**
  - 5.1. **In –** from Portland CC – centenary publication.  
22 Feb 11 from Bill Keddie re SDR Expenses  
9 Mar 11 from S Watkins – five (5) letters of complaint
  - 5.2. **Out -** 10 Feb 11 to Monash City Council in support of Monash Croquet Club's grant application  
21 Feb 11 to all clubs re Coaching  
28 Feb 11 to selected clubs re additional courts for major events

The correspondence was accepted.
6. **Business Arising from Correspondence - Nil**
7. **Reports**
  - 7.1. **Financial Report.** The Treasurer presented a financial report (see Annex A).
  - 7.2. **SRV "Stakeholders Meeting" 22 Feb 11.** The President's report on this meeting (previously circulated to CoM members) was tabled. (see Annex B)
  - 7.3. **VCC Caretakers' Report.** The caretakers' report was received.  
The reports were accepted.
8. **General Business**
  - 8.1. **VCC**
    - 8.1.1. **Maintenance Items.**
      - 8.1.1.1. **General.** S Evans reported that quotes are being obtained for electrical connection of the southern shelter and for a replacement (roof mounted) exhaust fan for the kitchen.
      - 8.1.1.2. **Caretakers' Flat.** It was resolved to accept the quote from Renma Screens and Blinds of \$4750.00 to replace the existing door with a professionally engineered sliding door & screen system. S Evans is to investigate drainage of the patio, and bathroom problems. Treasurer is obtaining quotes for patio shade. **Action: SE/DR**
      - 8.1.1.3. **BBQ Area.** It was resolved to accept quote from Aussie Made Garages & Barns of \$5024.00 for a permanent cover for the BBQ area. S Evans to obtain quotes for purchase and installation of a barbeque. If possible, installation of these items to be before the Trans-Tasman Test. **Action: SE**
    - 8.1.2. **Defibrillator.** The Secretary reported that when he had been directed by Council to purchase an ADE, he had been told to do so preferably using a grant. However, there are no grants available that cover purchase of such equipment. CoM directed that the purchase be made using general funds. **Action: JC**

### 8.1.3. Forthcoming Events –

**8.1.3.1 Trans-Tasman Test.** Sandra Kastanaras advised that catering for this event was in hand. It was agreed that M Cohn, D Ross and S Evans ring clubs seeking House Managers for the period. **Action: MC/DR/SE**

**8.1.3.2 Catering.** It was agreed that Secretary write to metropolitan and closer regional clubs offering them the right to “bid” for catering at specific events at VCC, with the club to retain all profits. It was also agreed that a procedure for such catering would be necessary. **Action: JC**

**8.2. Malletsports Victoria.** The Secretary reported that he was in discussion with a publisher with regard to the possible future publication and distribution of MSV to all members at no cost.

**8.3. SDO Position.** The Treasurer reported that this was in progress and that the position is to be advertised shortly.

**8.4. George Latham Memorial.** The Secretary reported that:

- he has nominated George Latham for the WCF Hall of Fame and that the WCF Secretary General has acknowledged receipt of the nomination.
- a medallion was struck and presented to the winner of the George Latham Victorian Open AC Championship.
- the Treasurer is obtaining a quote for the memorial plaque; and
- he is still working on sorting out George’s medals, etc. for display.

**Action: DR/JC**

**8.5. Coaching.** P Moore, as Chairman of the Coaching Committee advised that only eight (8) responses to the Committee’s letter had been received from clubs.

**8.5.1. Proposed Budget.** The Committee was directed to review the proposed budget, in the light of responses received. A limit of \$4500 was imposed and the revised budget is to be ready for presentation to Council at its April meeting.

**8.5.2. Proposed Courses.** CoM members felt that these courses were inappropriate, as the content of the courses should have been covered in the Level 1, 2 & 3 Coaching Course syllabi. P Moore is to check current situation with Vicsports. **Action: PM**

**8.6. Accreditation/Reaccreditation of Officials** The Secretary was directed to complete the Mackinsin & d’Apice Lawyers survey on legal issues confronting the not-for-profit sector. **Action: JC**

**8.7. VCA Travel Reimbursement Policy** Resolved that the draft policy be endorsed and referred to Council for approval and adoption.

**8.8. VCA Patron** Resolved that the Hon Alex Chernov AO QC be invited to be Croquet Victoria Patron during his appointment as Governor of Victoria. **Action: JC**

**8.9. Tournament Participation in Victoria** P Moore reported on first finding of his committee.

**8.10. S Watkins Letters:** The letters from S Watkins were tabled and considered. The Secretary was directed to answer the letters in accordance with the Committee’s decisions. *(As these letters & decisions involve members, they have not been reported in detail here but are available to Directors from the Secretary.)*

**8.11. Future Directions Grant** Due to lack of time, this item was deferred until the next meeting.

### 9. Next Meetings –

**Council** – Thursday, 14<sup>th</sup> April 2011 at 11:00 am

**CoM** - Thursday, 12<sup>th</sup> May 2011 at 11:00 am

**10. Closure** - The Chairman closed the meeting at 3:53 pm

**Annexures:** **A** Financial Report  
**B** President’s report on SRV “Stakeholders Meeting” 22 Feb 11.

## FINANCE REPORT

### 1. VCA Accounts:

The 'Balance Sheet' and 'Profit and Loss' statements for VCA Accounts to 28 February are attached.

Banks Accounts show balances as at 28 February:

Bank Account No.1 (Operating Account)	\$7,342.32
Bank Account No.3 (Investments)	<u>\$164,906.90</u>
Total Bank Accounts	\$172,249.22

### 2. The GSJBW \$3,483,544 Investment (\$3m indexed by CPI):

The portfolio valuation as at 28 February, 2011 totalled \$3,431,007.

### 3. Government State Sporting Association Support Grants (SSASG) 2011/2014:

We have met with SRV to finalise the Milestones and Outcomes for the funding.

The Grants closely follow the priorities in the current VCA Strategic Plan:

- encouraging and supporting volunteers;
- developing all forms of the game of croquet;
- increasing participation in croquet throughout Victoria;
- marketing croquet as a dynamic and stimulating sport for all ages;
- up to two accredited coaches at each targeted club;
- coaching resources manual;
- increasing the number of referees at each targeted club;
- Tournament Management training sessions including a handbook; &
- promoting efficient and effective club administration and finance operations.

These priorities will be facilitated with the appointment of a Sports' Development Officer (SDO) funded part-time until December 2011.

David Ross  
Treasurer  
10 March 2011

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive            CAIRNLEA VIC 3023</i> <b>Profit &amp; Loss Statement</b> April 2010 through February 2011		<b>BUDGET            2010/2011</b>
<b>INCOME</b>		
AFFILIATIONS	\$112,790.85	\$ 108,915.00
MERCHANDISING	\$3,284.71	\$ 6,500.00
TOURNAMENTS	\$5,972.85	\$ 10,000.00
PENNANT/COACHING/SCHOOLS	\$777.12	\$ 750.00
MSV	\$4,984.53	\$ 5,250.00
VCC INCOME	\$44,673.66	\$ 45,000.00
GRANTS/INTEREST	\$17,411.71	\$ 15,000.00
	\$	
WATER TANK/RECYCLING	35,020.00	\$ 35,000.00
<b>Total INCOME</b>	<b>\$224,915.43</b>	<b>\$ 226,415.00</b>
<b>EXPENSES</b>		
<b>ADMINISTRATION VCA</b>	<b>\$92,937.26</b>	<b>\$ 110,300.00</b>
MSV	\$4,179.81	\$ 5,250.00
COUNCIL/COM	\$4,268.38	\$ 4,500.00
COMMITTEES	\$2,844.30	\$ 5,000.00
TOURNAMENTS/PENNANT	\$8,440.29	\$ 10,000.00
MERCHANDISE	\$5,913.88	\$ 7,000.00
VCC	\$88,833.96	\$ 66,500.00
CATERING	\$12,383.76	\$ 15,000.00
COURTS	\$50,888.77	\$ 45,000.00
<b>Sub Total EXPENSES</b>	<b>\$270,690.41</b>	<b>\$ 278,550.00</b>
<b>Water Tank/Recycling</b>	<b>\$50,557.00</b>	<b>\$ 50,557.00</b>
<b>Build Corp Final Payment</b>	<b>\$7,620.00</b>	<b>\$ 7,620.00</b>
<b>Storage Garage Court 4 Shelter</b>	<b>\$14,608.00</b>	<b>\$ 14,707.00</b>
<b>TOTAL EXPENSES</b>	<b>\$343,475.41</b>	<b>\$ 351,434.00</b>
<b>Net Profit/(Loss)</b>	<b>(\$118,559.98)</b>	<b>\$ (125,019.00)</b>

**Notes:**

In VCC INCOME: Catering (food and bar sales) totalled \$26,655.26

<b>Victorian Croquet Association Inc.</b> <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i>	
<b>Balance Sheet</b> As of February 2011	
<b>Assets</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
BA 1 - Operating	\$7,342.32
BA 3 - Investments	\$164,906.90
<b>Total Current Assets</b>	<b>\$172,249.22</b>
Withholding Credits	
Accounts Receivable	\$2,765.30
<b>Total Withholding Credits</b>	<b>\$2,765.30</b>
<b>Other Current Assets</b>	
GSJBW - Investment A/c	\$3,431,007.00
Petty Cash Float	\$200.00
<b>Total Other Current Assets</b>	<b>\$3,431,207.00</b>
<b>Fixed Assets</b>	
Cairnlea - Buildings	\$4,058,985.67
Cairnlea - Land	\$1,231,368.55
Water Tank	\$46,691.24
<b>Equipment</b>	
Accumulated Depreciation	(\$52,231.72)
Total Equipment	\$29,642.81
<b>Total Fixed Assets</b>	<b>\$5,366,688.27</b>
<b>TOTAL ASSETS:</b>	<b>\$8,972,909.79</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	\$3,344.51
<b>Total Current Liabilities</b>	<b>\$3,344.51</b>
<b>Other Current Liabilities</b>	
Tax Payable	
GST Collected	\$2,341.89
GST Paid	(\$5,647.89)
Payroll Liabilities	\$1,914.00
Superannuation Liabilities	\$636.35
Total Tax Payable	(\$755.65)
<b>Total Liabilities</b>	<b>\$2,588.86</b>
<b>Net Assets</b>	
General Reserve	\$7,703,572.44
Retained Earnings	\$1,311,723.47
Current Earnings	(\$45,774.98)
Historical Balancing Account	(\$200.00)
<b>TOTAL EQUITY</b>	<b>\$8,969,320.93</b>

Notes on Stakeholder Meeting: Presentation by Minister for Sport & Recreation, Hon Hugh Delahunty

Date: Tuesday 22<sup>nd</sup> February 2011

Location: State Netball & Hockey Centre

Notes by: Mike Cohn

The Minister spoke for 25 minutes. About 200 people from various sporting bodies, including Sport & Rec staff, were present. Although he seemed to still be finding his way in the role, the following points are pertinent to Croquet Victoria.

- The principal objectives for Sport & Recreation were twofold:
  - Increase participation in sport at all ages;
  - Encourage activity as a means to improve health and well-being.
- Around \$5m will be available for Community Funding Grants. He specifically gave the example of provision of lights for netball clubs. Details will be available around budget time.
- Clubs will be able to access grants of up to \$5,000 for restoration of facilities from flood damage. Guidelines will be available, and will be sent to sporting organisations.
- Recognised that there is a burden of increasing red tape on volunteers. Examples included risk management, Working with Children, Safe Food Handling, Responsible Serving of Alcohol. Saw more help as needed, but didn't see a way of avoiding the requirements. Government committed to help; mentioned new techniques and coaching. (I am not sure of the exact meaning here.)
- Wished to advance women in sport.
- Sees recreation, not only sport, as a means of increasing activity. Examples included bushwalking and other walking; also cycling and cycle paths.
- Need to support top athletes:
  - Not enough in national teams
  - Assistance via sporting organisations
  - Funding to nurture talent, especially high achievers
- Mentioned Major Events, with aim of getting them to regions. (That excludes croquet, as major means \$20m upward.)

Side Conversations

- Spoke with Mark McCallion, CEO of VicSport, who has a hobby horse of lessening the burden on volunteers. Stressed we felt the same, and that we wondered if there could be levels of burden, where smaller sports need lower compliance than the majors, else we'd likely lose volunteers.
- Spoke briefly with the Minister and said the same.
- Spoke with Andrew McKenzie, Manager – Program Initiatives, Sport & Recreation Victoria. Roy Palmer had asked that if I had an opportunity to speak with him to raise the possibility of grants to help with the relaying of Courts 8, 9 and 10. (Might help with club projects too.) He had been helpful in obtaining the grant for the water tank, and actually asked me about the progress on that project. He advised that there are no similar grants at this time, but more could be expected mid-year. Likely to be on a dollar-for-dollar basis, and to require application to have local council support (as before). I stated our interest, as the project could not practically start until November.