



## Minutes of Council Meeting – 10<sup>th</sup> April 2012

held at Victorian Croquet Centre, 65 Nobel Banks Drive, Cairnlea 3023

### 1. Attendance

#### 1.1. Present:

- **Committee of Management:** Mike Cohn (President), Kenn Boal (Vice president), Jim Clement (Secretary); David Ross (Treasurer); Graeme Gallus, Gwen Hamilton & Jim Saunders (Members).
- **Regional Directors:** Brian Reither (Ballarat); Brian Foley (Bayside); Roy Palmer (EMCA); Sue Colvin (Geelong); Graham Howie (Gippsland); Ken Richardson (GVCA); Janet Richardson (MVCA); Anne Quinn (NEDCA); Barb McKean (SWDCA) Shirley Hallinan (WMCMA); Neville Pope (Wimmera)
- **Observers:** Lowen Clark (Williamstown CC)

**1.2. Apologies:** Val Brown (IPP); Snow Evans (CoM); John Miles & Helen Worlidge (EMCA); Tricia Devlin (NDCA); Fay O'Toole (SEMCA); Jean Chapple (Alternate, SWDCA)

**2. Opening:** The President opened the meeting at 11:05am, welcoming Roy Palmer deputising for EMCA.

### 3. Minutes of Previous Meeting

#### 3.1. Confirmation of Minutes of the Council Meeting held 14<sup>th</sup> February 2012:

Brian Reither (Ballarat) requested that Item 5.4 of the minutes show that he announced that he would not be standing for State Coordinator of AC in 2012-13. Resolved that the minutes of the Council Meeting held 14<sup>th</sup> February 2012, with the requested amendment, be accepted. (Secretarial Note: Minutes of 14<sup>th</sup> February 2012 meeting amended and uploaded to website on 11<sup>th</sup> April 2012.)

**3.2. Business Arising from Minutes of Previous Meeting:** Anne Quinn (NDCA) queried whether the names of the reserves for the Eire Cup team had been announced and placed on the VCA website and, if so, when. The Secretary advised that they had been posted to the website on 18<sup>th</sup> March 2012.

### 4. Correspondence

**4.1. In –** 10 Mar 12 from Beulah CC re club going into recess  
30 Mar 12 from ACA Hearing Convenor requesting Tribunal documentation

**4.2 Out –** 22 Feb 12 to various members re Selection Policy Review Panel

5 Mar 12 to JB Were Pty Ltd re investment account  
21 Mar 12 to Albury City Council re grant to Albury CC  
21 Mar 12 to JB Were Pty Ltd re investment account  
1 Apr 04 to ACA re S Watkins

It was resolved that the correspondence be accepted.

**4.3 Business Arising from Correspondence:** The Secretary advised that the correspondence from/to ACA was connected with a complaint laid against him (and VCA) by Simon Watkins, of which he is yet to be officially advised by ACA, although he first heard of it during the President's Tens in February.

## 5. Reports

- 5.1. Financial Report:** The Treasurer presented and spoke to his report, attached at Annex A. It was resolved that the Treasurer's report be accepted. The Secretary requested that Directors draw the attention of clubs to the proposed affiliation fees of ACA \$21.50 and VCA \$28.50 shown in the Draft Budget.
- 5.2. CoM Report:** The minutes of the 13<sup>th</sup> March 2012 CoM Meeting were distributed to all Council members on 22<sup>nd</sup> March 2012.
- 5.3. VCC Committee Report:** The President reported that the VCC Committee had met before the Council meeting. He advised that the major item was the cancellation of the arrangements between VCC and Laura's Catering (except for confirmed bookings) due to a dispute between Laura's Catering representative and the VCC caretakers. He advised that another, local caterer has been interviewed and that the Committee was to meet further with this caterer.

## 6. General Business

### 6.1. VCA Items.

- 6.1.1 Financial & Administrative Risk Review:** The President advised that, following a query to JB Were by the Secretary, it was established that the authority held by JB Were allowed for transfer of funds by one signatory. JB Were were requested in writing on 5<sup>th</sup> March 2012, to not allow any transfer of funds, pending a new authority, to which the company agreed. The new authority was provided to JB Were on 21<sup>st</sup> March 2012, requiring any two of the President, Secretary and Treasurer to sign (in accordance with both the VCA Constitution and the IAG Policy & Procedures adopted by Council on 11<sup>th</sup> October 2011) and the request to be accompanied with a copy of the Council minutes authorising such transfer.
- 6.1.2 SRV Future Directions Grant:** The Treasurer advised that this had been covered in his Treasurer's Report (Item 5.1)
- 6.1.3 Planning – Strategic and Business Plans:** The Treasurer advised that these plans required review and up-dating for inclusion in any new applications for SRV grants. It was agreed that Secretary is to forward plans to all Directors, who are to provide comment to him as soon as possible but by no later than 30<sup>th</sup> April 2012. Secretary to collate comments and table amended plans to May CoM meeting and CoM endorsed plans to be circulated to Directors for electronic vote on Council adoption of such plans. (*Secretarial Note: Plans forwarded to Directors on 10<sup>th</sup> April 2012.*)
- 6.1.4 Marketing Plan:** Graeme Gallus (CoM) spoke to his report (attached at Annex B). Discussion followed on the most efficient form of advertising of "Come and Try Days" for clubs (local press "What's On" column) and possible new clubs at Cairnlea, Dimboola, Casterton and Coleraine.
- 6.1.5 SDO Position:** The President advised that SRV has changed the thrust of its funding and the funding for the SDO position was not extended. VCA was not advised of this until February 2012 and immediately advised the SDO (by phone initially, followed up by letter) that the position would be terminated on 31<sup>st</sup> March 2012.

- 6.1.6 Selection Policy Review Panel:** The Secretary reported on the appointment of the Selection Policy Review Panel, as directed by Council at its previous meeting. He advised that the first meeting was to be held on 9<sup>th</sup> May 2012, the first date that all thirteen members were available.
- 6.1.7 VCA AGM:** The Secretary advised that he was required to call for nominations to Committee of Management by 13<sup>th</sup> April 2012 and that nominations for VCA Life Membership were due on that date. He reported that he had been advised of one nomination for Life Membership. (*Secretarial Note: Letter to Regional Secretaries, calling for nominations to CoM, sent 11<sup>th</sup> April 2012.*)
- 6.1.8 VCA Golf Croquet Regionals:** Jim Saunders reported on the up-coming GC Regionals, stating that some regions were having difficulty meeting the requirement to supply a referee, as required in the event regulations adopted by Council at its February meeting. He advised that this requirement had been relaxed for 2012.

## **6.2 ACA Items**

- 6.2.1 ACA AGM 2012:** The President reported on the major items covered at the ACA AGM, 26<sup>th</sup> March 2012, to which he and the Secretary had been the VCA delegates. His report is attached at Annex C.
- 6.2.2 ACA Officers and Appointees:** The Secretary advised that Liz Fleming was now the National Directors of Referees (AC) vice Don Close, John Riches is the National Director of Coaching (AC) and Greg Bury is the National Director of Coaching (GC).

## **6.3 WCF Items**

- 6.3.1 1<sup>st</sup> WCF Women's Association Croquet World Championship:** The Vice-President, who is Chairman of the Management Committee for the 1WWACWC, reported on progress. His report is attached at Annex D.

## **7. Next Meetings –**

- 7.1. COM –** Tuesday, 8<sup>th</sup> May 2012 at 11 am  
**7.2. AGM -** Tuesday, 12<sup>th</sup> June 2012 at 11 am  
**7.3. Council –** Tuesday, 12<sup>th</sup> June 2012, following the AGM

## **8. Closure –** The President closed the meeting at 12:50 pm.

## VCA Council Meeting 10 April 2012 FINANCE REPORT

### 1. VCA Accounts:

The 'Balance Sheet' and 'Profit and Loss' statements for VCA Accounts to 31 March have been circulated.

Banks Accounts show balances as at 31 March:

Bank Account No.1 (Operating Account)	\$5322.67
Bank Account No.3 (Investments)	<u>\$153,950.92</u>
Total Bank Accounts	\$159,273.59

### 2. The GSJBW \$3,508,951 Investment (\$3m indexed by CPI to 30 June 2011):

The portfolio valuation as at 31 March, 2012 totalled \$3,396,258.54.

The Portfolio Valuation Summary is attached giving the breakdown of Domestic Cash and Fixed Interest; Equities — domestic and international and Alternative Investments.

### 3. State Sporting Association Grants (SSAG's):

Sport and Recreation Victoria's funding policy for the period July 2012 — 2015 is "More People, More Active, More Often."

There has been a shift from a project based funding program to one that supports SSA's and their strategic objectives. It is essential that all Directors review VCA's current 'Business Improvement Plan' and 'Strategic Plan'.

#### 2012-2013:

follows current documentation without the benefit of the 'Business Plan' and the 'Strategic Plan'. Note that the amount is a maximum of \$25,000. (Grants for 2011-2012 combined



David Ross  
Treasurer  
10 April 2012

**Annex A to:  
Minutes of VCA Council Meeting 10<sup>th</sup> April 2012**

**Victorian Croquet Association Inc.**

65 Nobel Banks Drive  
CAIRNLEA VIC 3023

**Profit & Loss Statement**

April 2011 through March 2012

		<b>BUDGET 2011/2012 INCOME</b>
<b>INCOME</b>		
AFFILIATIONS	\$111,148.92	\$ 119,618.00
MERCHANDISE	\$2,397.23	\$ 4,000.00
TOURNAMENTS	\$10,491.82	\$ 6,500.00
PENNANT/COACHING/SCHOOLS	\$999.95	\$ 750.00
MSV	\$4,999.97	\$ 5,000.00
VCC INCOME		
Bar Sales	\$11,936.13	
Food Sales	\$11,084.55	
BBQ	\$786.00	
Courts	\$7,665.47	
Premises	\$13,006.39	
IT/Photocopying	<u>\$44.19</u>	
Total VCC Income	\$44,522.73	\$ 52,500.00
GRANTS/INTEREST	\$36,166.44	\$ 40,000.00
PLAYER INSURANCE	\$12,447.25	\$ 10,000.00
<b>Total INCOME</b>	<b>\$223,174.31</b>	<b>\$ 238,368.00</b>
<b>EXPENSES</b>		<b>EXPENSES</b>
AFFILIATIONS ACA	\$45,436.36	\$ 49,980.00
PLAYER INSURANCE	\$8,504.75	\$ 10,000.00
ADMINISTRATION VCA	\$57,737.60	\$ 63,000.00
MSV	\$3,510.38	\$ 5,000.00
COUNCIL/COM	\$6,705.31	\$ 5,000.00
COMMITTEES	\$2,457.79	\$ 3,000.00
TOURNAMENTS	\$15,099.93	\$ 11,500.00
MERCHANDISE	\$903.96	\$ 7,000.00
PENNANT/COACHING/SDO//PROMOTIONS	\$15,100.68	\$ 17,500.00
VCC	\$79,489.78	\$ 76,000.00
Bar Sales	\$5,529.25	
Food Sales	\$6,491.10	
BBQ	\$106.54	
Kitchen Equipment	\$141.53	\$ 17,000.00
COURTS	\$40,304.76	\$ 45,000.00
COURTS 8, 9 & 10 (SANTA ANA)	\$42,012.50	\$ 42,000.00
<b>Total EXPENSES</b>	<b>\$329,532.22</b>	<b>\$ 351,980.00</b>
<b>Net Profit/(Loss)</b>	<b>(\$106,357.91)</b>	<b>\$ (113,612.00)</b>

Annex A to:  
Minutes of VCA Council Meeting 10<sup>th</sup> April 2012

<b>Victorian Croquet Association Inc.</b> 65 Nobel Banks Drive CAIRNLEA VIC 3023  <b>Balance Sheet</b> As of March 2012			
<b>Assets</b>		<b>Liabilities</b>	
<b>Bank Accounts</b>		Current Liabilities	
BA 1 - Operating	\$5,322.67	Accounts Payable	\$206.33
BA 3 - Investments	\$153,950.92	<b>Total Current</b>	<b>\$206.33</b>
<b>Total Bank Accounts</b>	<b>\$159,273.59</b>	<b>Liabilities</b>	
<b>Withholding Credits</b>		<b>Other current</b>	
Accounts Receivable	\$585.80	<b>Liabilities</b>	
<b>Total Withholding Credits</b>	<b>\$585.80</b>	Tax Payable	
<b>Other Current Assets</b>		GST Collected	(\$1,270.70)
GSJBW - Investment A/c	\$3,396,358.54	GST Paid	(\$55.31)
Petty Cash Float	\$200.00	Payroll Liabilities	\$1,260.00
<b>Total Other Current Assets</b>	<b>\$3,396,558.54</b>	Superannuation	\$636.35
<b>Fixed Assets</b>		Liabilities	
Cairnlea - Buildings	\$4,058,985.67	<b>Total Tax Payable</b>	<b>\$570.34</b>
Cairnlea - Land	\$1,231,368.55	<b>Total Liabilities</b>	<b>\$776.67</b>
Water Tank	\$46,691.24	<b>Net Assets</b>	<b>\$8,918,095.12</b>
<b>Equipment</b>		<b>Equity</b>	
Accumulated Depreciation	(\$62,185.48)	Reserves	
<b>Total Equipment</b>	<b>\$25,408.40</b>	General Reserve	\$7,703,572.44
Total Fixed Assets	\$5,362,453.86	Retained Earnings	\$1,200,880.59
<b>Total Assets</b>	<b>\$8,918,871.79</b>	Current Earnings	\$13,642.09
		<b>Total Equity</b>	<b>\$8,918,095.12</b>

## **Participation and Marketing Committee Progress Report to VCA Council April 2012**

CV has agreed to fund to the sum of \$500.00 articles to be prepared for publication promoting our sport. This is a first step in marketing croquet.

Various print media have been investigated with no positive success to this time. Publications approached include the RACV, who required funds to publish in their journal. Any article would need to be professionally written with rates from \$50.00 per hr. being quoted. Diabetes Aust. and Conquest quoted similar rates. Other trade journals were reported as charging similar prices.

CV has a number of clubs with membership numbers of concern. Sea Lake and Kerang/Barham clubs were such and have since closed.

The current methods of club promotions have varied success with come and try days plus adverts in media, letter drops, etc. being the main methods.

The committee recommends all visitors be introduced firstly to GOLF CROQUET. Remember the object is to gain members. To gain those members they must enjoy themselves, be made welcome and want to come again. In saying this we are still mindful of the need to make members aware of the other forms of our sport. For those seeking a more strategic game we have Association Croquet.

To this end let's aim to have a State wide Croquet Day during a selected week in mid spring. Let's suggest and plan for a week in October.

The day could be marketed with a theme of "CELEBRATE SPRING" as a fun day with fun games. These games could include Bingo, Hoy, and a game of Golf Croquet. The emphasis is to be on FUN and social interaction between those attending. These activities could be followed by an afternoon tea. This could be a morning tea, luncheon or a sausage sizzle depending on time and your expected audience.

Promotion by using Regional Radio, community billboards, news items in local media, and visiting [www.mycommunityconnect.com.au](http://www.mycommunityconnect.com.au)

Seek assistance from your local Regional Sports Assembly. Items to consider with the invite include bring the kid's, your neighbour, meet new friends, great gentle exercise etc. To this end a generic advert needs to be agreed upon.

Suggest involve your local Health Service, activity groups, other social groups etc.

Your promotion must nominate a person to follow up on every visitor as to whether they enjoyed the event. If not, why not. Invite them to your next social day and again make them welcome. This sounds simple but many clubs assume a visitor is enjoying the experience and will come again. This is not the case.

Graeme Gallus

**Annex C to  
Minutes of VCA Council Meeting 10<sup>th</sup> April 2012**

**Notes on ACA AGM, 26<sup>th</sup> March 2012**

Present for VCA: President Mike Cohn & Secretary Jim Clement

There were several items of interest.

The meeting agreed to ACA affiliation fees and Levies of \$23.00 for 2013. (The 2012 fee was \$21.50.)

There were several changes to the Constitution, most of which were technicalities approved by all. A proposal to merge the Tours Fund (which funds players travelling to international events) and the Hosting Events Fund (which funds international and other events held in Australia, formed at the behest of VCA in 2009) was defeated.

There will be two National Coaching Directors, one for each of Association Croquet and Golf Croquet.

The role of "Honorary Secretary/Executive Director" has been removed and replaced with an "Honorary Secretary" with simplified duties. This removes conflict where the Secretary is an honorary elected position whereas the Executive Director is an appointed paid position. (This somewhat parallels what VCA has done with the role of Administration Officer.)

There will in future be two meetings of the ACA Council per year. The AGM will continue to be held in conjunction with the Interstate Cup and the second Council meeting will be held in conjunction with the Interstate Shield. The aim includes better links between the states and ACA.

A motion that ACA trial the use of handicap cards for Golf Croquet Doubles games (as used in New Zealand) was defeated. However, it was agreed that a trial/review be conducted at the ACA GC Opens at VCC in May 2012.

In future the need to wear predominately white clothing will be replaced by a need to wear "neat and appropriate sporting attire". The motion acknowledges the general move in society to be more casual. The definition of "appropriate" was left open.

ACA and the states committed to developing a whole-of-sport Strategic Plan for mallet sports.



**Annex D to  
Minutes of VCA Council Meeting 10<sup>th</sup> April 2012**

**1<sup>st</sup> WCF Women's Association Croquet World Championship  
VCC Cairnlea – October 2012**

**Update**

Liz Bassett has accepted the position of Publicity/Promotions Officer and has been working on posters. Two have been presented for consideration and one accepted and copies printed. It will be available on the website for download.

Jim Clement (Organising Committee Secretary) has spoken to the Hon. Hugh Delahunty and has been led to believe that a grant may be made available, either from the sports or tourism budgets.

A stencil has been made to allow for the event logo to be painted onto the courts during the event.

Colin Clark (VCA Webmaster) is investigating an event website.

The WCF required Risk Analysis has been completed and forwarded.

The Statement of Charges is overdue (due 31<sup>st</sup> March 2012) and is being worked on.

International Referee – intend to see who may be accompanying a player before deciding on this, in conjunction with NDR (AC).