



Minutes of Council Meeting – 8th October 2013
held at Victorian Croquet Centre, 65 Nobel Banks Drive, Cairnlea 3023

1. Attendance

1.1. Present:

1.1.1. Committee of Management: Mike Cohn (President), Kenn Boal (Vice president), Jim Clement (Secretary); Lorraine Lacey (Treasurer); Gwen Hamilton & Jim Saunders (Members).

1.1.2. Regional Directors: Brian Reither (Ballarat); Brian Foley (Bayside); Helen Worlidge (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Ken Richardson (GVCA); Janet Richardson (MVCA); Penny Krstev (NDCA); Anne Quinn (NEDCA); John Blackler (SEMCA); Kate Patrick (WMCMA); Kevin Geyer (Wimmera).

1.1.3. Alternate Regional Directors: Mary Vindin (EMCA); Shirley Hallinan (WMCMA).

1.1.4. Observer: Sandra Kastanaras (VCA Administrator)

1.2. Apologies: Barb McKean (SWDCA); Wilma Freeman and Graham Howie (CoM Members).

2. Opening: The President opened the meeting at 11:10 am, introducing Robert Fletcher, WCF AC World Champion to the meeting. Jim Saunders then displayed the WCF Shield, which the VCA team had retained at the interstate competition in August/September.

3. Minutes of Previous Meeting: Kate Patrick requested that the minutes of the previous meeting, held 13th August 2013, be amended as follows:

Item 5.1; "The Treasurer spoke to her report, attached at Annex A. A discrepancy was identified between the P&L report presented under this item and the P&L presented under Item 6.1.1. Council was later advised that the P&L at this item should be amended to correspond with that under the budget papers at Item 6.1.1."

Item 5.3 Refereeing:

"Item 5.3.1 **AC:** Brian Foley (SCRAC) spoke to his report, attached at Annex B.

Item 5.3.2 **GC:** It was suggested that clubs and Council members be sent the draft changes to Golf Croquet Rules and invited to provide comment to Eric O'Donnell by 23rd September 2013. Secretary undertook to do this."

Resolved that the minutes of the previous meeting, 13th August 2013, amended as above, be accepted. (Secretarial Note: Minutes amended, posted to website and clubs advised.)

4. Correspondence

4.1. In - 15 Aug 13 from Kligar Partners, Lawyers re Concerns Notice

4 Sep 13 from E O'Donnell re Referee matters

7 Sep 13 from WMCMA re amending of Constitution

9 Sep 13 from Kligar Partners re Concerns Notice

18 Sep 13 from Bayside CA re draft Constitution

22 Sep 13 from WMCMA re officers 2013-14

1 Oct 13 from BMR Financial Group re audit

2 Oct 13 from EMCA re adoption of Rules

4.2. Out – 4 Sep 13 to Kligar Partners, Lawyers re Concerns Notice

7 Sep 13 to WMCMA re amending of Constitution

12 Sep 13 to Kligar Partners, re Concerns Notice

12 Sep 13 to Hon Hugh Delahunty – invitation

20 Sep 13 to Bayside CA re draft Constitution
30 Sep 13 to SCC, SCR(AC), SCR(GC) re budget allocations
2 Oct 13 to EMCAS re Rules

4.3. Resolved that the correspondence be accepted.

4.4. Business Arising from the Correspondence:

4.4.1. The Secretary advised that he had, on behalf of Council, reviewed and approved draft Constitutions of Bayside and Western Metro Regions, prior to them being presented to members of those regions at Special General Meetings. He had advised EMCA, which, due to poor communication on his part, had adopted new Rules without securing prior VCA approval, that the Rules do not comply with VCA By Law 4.2. As the Rules had not been sent to the Registrar of Incorporated Associations, EMCA will revise and represent to members.

4.4.2. The correspondence with Kligar Partners regarding Concerns Notice was queried. The President advised that he had responded to a claim that he had defamed a former member of Council denying that claim, and later reconfirmed his statement; since then there has been no further correspondence regarding this. Penny Krstev spoke to the matter later.

5. Reports

5.1. Financial: The Treasurer spoke to her report, attached at Annex A. There was discussion regarding the production of financial reports for distribution prior to meetings, following which Brian Reither gave notice of a motion; "That Council meetings be held on the third Tuesday of the relevant months".

5.2. CoM report: The minutes of CoM meeting 10th September 2013 meeting were distributed and posted to the website on 11th September 2013.

5.3. Courts: Jim Saunders, Courts Director, spoke to his report, attached at Annex B. It was agreed that he ascertains costs of a replacement mower.

5.4. T&F Report: Brian Reither presented an oral report, advising that the VCA AC Divisional Championships scheduled for 21/22 September 2013 and the ACA AC Handicap Championships scheduled for 20th – 25th October 2013 were/have been cancelled due to lack of entries. He further advised that the Home Baking Company would not be catering for the VCA GC Handicap Championships 29th November – 1st December 2013 or the VCA AC Open Championship, 27th December 2013 – 1st January 2014.

Resolved that the reports be accepted.

6. General Business

6.1. VCA

6.1.1. Appointment of Auditor: Treasurer, Lorraine Lacey, spoke to the previously distributed briefing paper. Resolved that BMR Financial Group be appointed VCA Auditors for 2013-14

6.1.2. Selection Policy: Council reviewed the draft Selection Policy recommended for adoption by CoM and made minor amendments to paragraphs 3.4 and 5.3.3. Resolved that the Selection Policy, as amended, be adopted.

6.1.3. Strategic Plan: Council reviewed the Strategic Plan recommended for adoption by CoM and which has been submitted to SRV to meet a SRV imposed deadline. Resolved that the Strategic Plan be adopted; that clubs and regions be sent the summary, with a link to the full Strategic Plan on the VCA website, and be invited to provide comments and suggestions, particularly in relation to the sections involving actions by clubs and the outcome measures which involve data from clubs.

6.1.4. SRV Grants – update: The President provided an oral update on the situation regarding SRV grants. He also explained the reporting obligations and format for SRV grants.

6.1.5. Constitutional Review: The President explained that the Constitution adopted by the SGM held prior to this Council meeting was a stop-gap measure, designed to ensure the VCA Constitution complies with the requirements of legislation. It was now time to hold a complete review of the Constitution, such review to be carried out by a small working group. Resolved to appoint a working group to review the Constitution and table a revised Constitution for Council discussion by the April 2014 meeting, the group to comprise Mike Cohn, Jim Clement, Kate Patrick, Brian Foley and Jim Saunders.

6.2. ACA

6.2.1. ACA Council Meeting 2nd Sep 2013: The delegates to the ACA Council meeting provided an oral report which was highly critical of the ACA organisation and administration of the meeting. The agenda and supporting papers were not available until just before the meeting and thus the required notice of motions and business was not provided, which meant the meeting could not make meaningful and binding decisions. They notes that the minutes of the meeting are still not available, five weeks after the meeting. It was resolved that the Secretary be directed to write to the ACA Secretary, with copies to other Council members (which includes the other state associations), expressing disappointment and dissatisfaction with ACA administration, especially the arrangements and conduct of the September Council meeting.

7. Close: The meeting closed at 3:10 pm

8. Next Meetings: CoM - 12th November 2013 at 11 am
Council - 10th December 2013 at 11 am

FINANCE REPORT

1. VCA Accounts

The Balance Sheet and Profit and Loss Statement Budget for the VCA Accounts to 30th September are attached. Bank Accounts show balances as at 30th September 2013.

Bank Account No 1 NAB	\$6,541.82
Bank Account No 3 NAB	\$120,495.89
Bendigo Bank	<u>\$18,620.38</u>
Total Bank Accounts	<u>\$145,658.09</u>

2. The JBWERE Investment

The portfolio valuation as at 30th September 2013 totalled \$3,830,855.56 increase of \$62,603.40 from last month.

3. Budget 2013 / 2014

Budget is now complete alongside the Profit and Loss for tracking budget against actual.

4. Insurance:

Clubs are now in the process of updating database for personal public liability insurance and club insurance. ACA will be invoicing VCA. Player insurance and affiliation adjustments will be invoiced to clubs. \$4135.00 of VCA affiliations is still due from July.

5. Functions:

Functions are tracking well; VCC is holding approximately two functions per month. A breakdown of functions is as follow:

Christenings - 6 functions
Birthdays- 6 functions
1st Birthdays - 6 functions
Engagements - 2 functions.

Lorraine Lacey

Treasurer

8th October 2013

Profit & Loss & Balance Sheet are attached.

Victorian Croquet Association Inc.
Profit & Loss [Budget Analysis]
April 2013 through September 2013

	Selected Period	Budgeted
INCOME		
JBWERE	\$0.00	\$160,000.00
VCA AFFILIATIONS	\$70,614.97	\$79,780.00
ACA	\$49,740.00	\$66,276.00
AFFILIATIONS/INSURANCE		
MERCHANDISE/PENNANT	\$1,656.25	\$3,650.00
TOURNAMENTS	\$3,889.20	\$11,320.00
MSV	\$4,539.09	\$5,000.00
CATERING (food & bar)	\$21,039.05	\$50,000.00
PREMISES/COURTS/RENT	\$19,014.01	\$49,450.00
SRV DEP GRANTS	\$6,650.00	\$29,150.00
INTEREST BANK ACC 3	\$501.12	\$800.00
Total INCOME	\$177,643.69	\$455,426.00
EXPENSES		
ACA	\$51,160.00	\$66,276.00
AFFILIATIONS/INSURANCE		
ADMINISTRATION VCA	\$8,900.61	\$28,840.00
COMMITTEES	\$2,373.90	\$6,960.00
MSV	\$2,239.96	\$4,400.00
COUNCIL/COM travel	\$1,962.15	\$5,125.00
SRV DEP GRANTS	\$17,677.82	\$31,200.00
TOURNAMENTS	\$3,680.65	\$9,370.00
MERCHANDISE/PENNANT	\$2,651.65	\$13,670.00
WAGES	\$55,898.74	\$101,500.00
VCC BUILDING	\$57,923.88	\$141,165.00
CATERING (food & bar)	\$9,520.80	\$25,000.00
VCC COURTS	\$19,475.78	\$54,486.00
STATE TEAMS G & A	\$4,310.09	\$8,000.00
CROQUET EQUIPMENT	\$0.00	\$3,000.00
Total EXPENSES	\$237,776.03	\$498,992.00
Net Profit/(Loss)	(\$60,132.34)	(\$43,566.00)

Victorian Croquet Association Inc.	
Balance Sheet	
As of September 2013	
Assets	
Current Assets	
Bank Accounts	
NAB Bank	\$6,541.82
NAB 3 - Investments	\$120,495.89
Bendigo Bank	\$18,620.38
Total Bank Accounts	\$145,658.09
Total Current Assets	\$145,658.09
Withholding Credits	
Accounts Receivable	\$6,002.85
Total Withholding Credits	\$6,002.85
Other Current Assets	
JBWERE - Investment A/c	\$3,830,855.56
Petty Cash Float	\$200.00
Total Other Current Assets	\$3,831,055.56
Fixed Assets	
Cairnlea - Buildings	\$4,058,985.67
Cairnlea - Land	\$1,231,368.55
Water Tank	\$46,691.24
Plant & Equipment	
Plant and Equipment Combined	\$133,228.64
Accumulated Depreciation	(\$98,036.48)
Total Plant & Equipment	\$35,192.16
Total Fixed Assets	\$5,372,237.62
Total Assets	\$9,354,954.12
Liabilities	
Current Liabilities	
Accounts Payable	(\$2.84)
Total Current Liabilities	(\$2.84)
Other Current Liabilities	
Tax Payable	
GST Collected	\$14,688.83
GST Paid	(\$4,858.26)
GST debit (Payable)	\$700.58
Payroll Liabilities	\$3,284.00
Superannuation Liabilities	\$859.22
Total Tax Payable	\$14,674.37
Total Liabilities	\$14,671.53
Net Assets	\$9,340,282.59
Equity	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$415,314.41
Retained Earnings	\$1,281,528.08
Current Earnings	(\$60,132.34)
Total Equity	\$9,340,282.59

Courts Director Report

Renovations of all courts were carried out late August/early September and progress to date has been good. Favourable weather has assisted with the progress of the courts with 80mm of rainfall being recorded during the month of September. The true benefits of the renovations will be more apparent as the season progresses.

The courts mower was sent away for a major service and feedback from the mechanic indicates that additional parts will require replacement in the short term. The replacement costs for failing parts are becoming increasingly expensive. It will be recalled that we have had the mower, which was purchased second hand, for seven years and its performance is on the decline. It is therefore time start planning for the replacement of the mower.

Following the eventual finalisation of the insurance claims for the stolen quad bike which resulted in a satisfactory payout, a second hand Toro Workman 2110 fitted with Sun Canopy and tipping tray was purchased. This purchase has been integral to facilitating the completion of the winter renovation work on the courts.

The spray unit is being modified to fit on the tray of the Toro which will ensure a much more efficient work load for our green keeper. A speedometer will be fitted to the Toro so that accuracy of spray delivery can be assured. Some minor electrical wiring will complete the upgrade.

Security of our equipment in the green keeper's shed continues to be improved. Titanium lock downs and chains have been installed which allow the major equipment, Toro and mower, to be better secured when not in use.

The toilet doors in the green keepers shed have been better secured with additional external steel doors being fitted.

Security cameras have also been installed and the next task is to link the security system in the greenkeeper's shed to the storage shed next door.

Jim Saunders
Courts Director
28 September, 2013