



Minutes of Council Meeting . 17th June 2014

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); Wilma Freeman, Gwen Hamilton and Jim Saunders (Members).
- 1.1.2. **Regional Directors:** Brian Reither (Ballarat); Brian Foley (Bayside); Helen Worlidge (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Margaret Gunn (GVCA); Janet Richardson (MVCA); Penny Krstev (NDCA); Anne Quinn (NEDCA); John Blackler (SEMCA); Barb McKean (SWCA); Kate Patrick (WMCMA); Neville Pope (Wimmera).
- 1.1.3. **Alternate Regional Directors:** Jean Deacon (EMCA); Ian Potter (MVCA); Heather Strano (NDCA); Jean Chapple (SWCA); Shirley Hallinan (WMCMA).
- 1.1.4. **Observer:** Sandra Kastanaras (VCA Administrator); Ken Richardson (GVCA); David Ross (Ringwood); John Miles (Ringwood); Reen Hancorne (Monash); Marie Calthorpe (Williamstown); John Grieve (Williamstown).
- 1.1.5. **Apologies:** Patricia Watts (CoM)

2 Opening: The President opened the meeting at 12:50 p.m.

3. Minutes of Previous Meeting: The minutes of the previous meeting, held on 29th April 2014, were distributed and posted to the VCA website on 1st May 2014. The minutes require correction in two areas:

- 3.1. Item 5.1: the vote of thanks to the Treasurer was proposed by Kate Patrick, not Helen Worlidge, and
- 3.2. Item 5.2: the dates of the CoM minutes and their distribution are incorrect and require amendment.
- 3.3. Resolved that the minutes, with the above two amendments, be accepted.
(*Secretarial Note: Minutes, amended as required above, are available from the website.*)

3.4. Business Arising from Minutes of the Previous Meeting:

- 3.4.1. Item 6.1.4: It was agreed that quantities of GC Handicap Cards required be advised to the VCA Administrator by 30th June 2014.

Action: Regional Directors

4. Correspondence

- 4.1. **In** - 30 Apr 14 from Maryborough re grant application
30 Apr 14 from Brunswick MSC re Infrastructure Improvement application
8 May 14 from Joan Hansen Numurkah CC re GVCA
19 May 14 from Geelong CA re GC Handicapping
Undated (rec'd 27 May 14) from Valerie Lefel re GC Regional Championships
27 May 14 from Auditor to CoM – comments re accounts
- 4.2. **Out** - 30 Apr 14 to Central Goldfields Shire Council re grant application
1 May 14 to Moreland Community Grants Program re Brunswick MSC
13 May 14 to JB Were re withdrawal
13 May 14 to Brimbank Council Maintenance re thanks for rear car park work

4.3 Business Arising from the Correspondence:

- 4.3.1. When queried, the Secretary stated that he had replied by email to the Geelong CA letter regarding the use of handicap cards in GC social play, quoting and rephrasing both the ACA National Handicapper and the VCA

State Handicapper GC. At the request of Regional Directors his reply is appended at Annex B. The President noted that in Metropolitan AC Pennant, the entries are so widespread in terms of players' handicaps that, although it is technically competitive play, handicap cards are not used in order to encourage participation.

- 4.3.2.** Anne Quinn queried whether the Auditor's letter to CoM was to be tabled and discussed,. (*Secretarial Note: this letter is now included in the Correspondence Inwards listing above.*) It was agreed that the IAG and others should table replies to points raised in the letter at the next Council meeting and that the formation of a Business Plan Working Group be discussed at the next meeting **Action: IAG, Secretary, CoM**

Resolved that the correspondence be accepted.

5. Reports

- 5.1. Financial Report:** Resolved that the Financial Report be accepted. This report is attached at Annex A.

- 5.2. CoM Report:** The minutes of CoM 20th May 2014 meeting were distributed and posted to the Croquet Victoria website on 21st May 2014. It was noted that Item 6.1.2 requires the addition of a reference to a part-time administrative assistant and that the Administrator had been authorised to draft a Job Description. Resolved that the CoM report, with the above amendment, be accepted. *Secretarial Note: Amended minutes are available from the website.)*

- 5.3. Administrator's Report:** A report on VCA & VCC administrative matters was received. It was noted that an urgent action item from this report is the replacement of computers, which the Council agreed was necessary and should go ahead.. Resolved that the report be accepted

Action: Treasurer/Administrator

6. General Business

6.1. VCA Matters

- 6.1.1. Appointment of a Treasurer:** The resignation of the previous Treasurer has caused a casual vacancy, which Council is required to fill under Rule 24.6 of the Constitution. The President advised that no expressions of interest have been received. John Blackler (SEMCA) said that he was willing to fill the vacancy on a temporary basis, until a Treasurer could be appointed. Resolved that John Blackler be appointed temporary Treasurer. Regional Directors are to canvass their regions for candidates.

Action: Regional Directors

It was resolved that financial institutions with which Croquet Victoria has accounts be advised of the change and of the new signatories, which are any two of the President, Mike, Cohn, Secretary, Jim Clement and temporary Treasurer, John Blackler, plus Sandra Kastanaras in the case of Bendigo Bank; signatories also to have access to online banking. **Action: Secretary**

- 6.1.2. Adoption of Budget 2014-15:** It was resolved that this be deferred until the August meeting, to allow review by the new temporary Treasurer. Helen Worlidge outlined the EMCA concerns with the budget, which are attached at Annex C.

6.1.3. Governance Documentation:

- 6.1.3.1. Council Election Policy:** Brian Reither expressed concern that this policy and other referring to Council members were all post-appointment and none prior to appointment. The Secretary undertook to draft a document suitable for those considering nominating for Council. Resolved that the policy be adopted.

Action: Secretary

- 6.1.3.2. Appointees, Sub-committee & Working Group Policy:** Resolved that the policy be adopted.
- 6.1.3.3. Selection Policy:** Resolved that the amendment be adopted.
- 6.1.3.4. Tournament & Fixtures Committee:** It was agreed that the draft be amended to show that the administrative committee includes two ordinary members as well as the three State Coordinators and that the committee elects its Chair and Secretary. Resolved that the policy, amended as above, be adopted.
- 6.1.3.5. State Director of AC:** Resolved that the revised Job Description, with the addition that the incumbent is to report “at least twice per annum” and the deletion of the words “Promote and” in the first dot point, be accepted.
- 6.1.3.6. State Director of GC:** Resolved that the revised Job Description, with the addition that the incumbent is to report “at least twice per annum” and the deletion of the words “Promote and” in the first dot point, be accepted.
- 6.1.3.7. Marketing & Publicity Committee:** Resolved that the policy be adopted.
- 6.1.3.8. GC Regionals Regulations:** Resolved that amended procedure be adopted.

- 6.1.4. Appointment of Officers & Sub Committees:** Resolved that all nominations for positions of appointed officers and membership of sub-committees be accepted and appointed. (*Secretarial Note: A list of these appointments is attached at Annex D*)

It was agreed that Regional Directors canvass their regions for suitable members for the Marketing & Promotions Committee, advising the Secretary of candidates (together with a précis of relevant experience and skills) by no later than 8th August 2014 to allow distribution with the agenda of the August meeting. **Action: Regional Directors**

- 6.1.5. VCA Strategic Plan:** Kate Patrick spoke to her previously distributed paper (summary attached at Annex E). It was resolved that the recommendations contained in the paper be implemented.
- 6.1.6. VCA Centenary:** Gwen Hamilton updated members on matters relating to the VCA Centenary (attached at Annex F).

6.1. ACA Matters

- 6.2.1. ACA Strategic Plan Working Group:** The President spoke briefly on the ACA SPWG, on which he is the VCA delegate, stating that the Working Group has advanced in preparation of the draft plan which will be available for consideration at the next ACA Council meeting, to be held in Adelaide on 15th September 2014.

7. Close: The meeting closed at 3:38 pm

8. Next Meetings: CoM - 15th July 2014 at 11:00 am
Council - 18th August 2014 at 11:00 pm

Annexures: A Financial Report
B Use of GC Handicap Cards - Competitive vs Social Play
C EMCA Concerns with Budget
D Appointed Officers & Sub-committees
E VCA Strategic Plan: summary of comments received.
F VCA Centenary

FINANCE REPORT

1. VCA Accounts:

The Balance Sheet and Profit and Loss Statement for the VCA Accounts to 31st May 2014 are attached. Bank Accounts show balances as at 31st May 2014.

CBA	\$4,817.10
CBA Online Saver	\$80,000.00
Bendigo Bank	<u>\$21,084.77</u>
Total Bank Accounts	<u>\$105,901.87</u>

2. The JB Were Investment:

The portfolio valuation as at 31st May 2014 totalled \$3,959,517.32

3. Portfolio JB Were:

This has now been created separately in MYOB and will not appear in VCA accounts. Take note we now have two Balance Sheets. The Equity will appear as historical in the VCA Balance Sheet and at the end of this financial year this will change. The income and expenses are realistic without the inclusion of the investment. Management Fees will not appear in the VCA MYOB.

4. VCA Balance Sheet:

Land and Building in the Balance Sheet have not been combined on advice from the Auditor. Previously they appeared separately.

5. Courts 8, 9 & 10:

In 2012 the courts were depreciated and the advice from the Auditor is we either write this off in this financial year or continue to depreciate annually.

Appendices: 1	Profit & Loss Account as at 31 st May 2014
2	Balance Sheet - VCA as at 31 st May 2014
3	Balance Sheet - JB Were managed accounts as at 31 st May 2014

Victorian Croquet Association Inc.

Profit & Loss [Budget Analysis]

April 2014 through May 2014

	Selected Period
INCOME	
VCA AFFILIATIONS	\$0.00
ACA	\$0.00
AFFILIATIONS/INSURANCE	
MERCHANDISE/PENNANT	\$560.90
TOURNAMENTS	\$3,150.95
MSV	\$0.00
CATERING/BAR	\$6,038.65
PREMISES/COURTS/RENT	\$8,616.80
SRV DEP GRANTS	\$0.00
INTEREST BANK	\$0.05
Total INCOME	\$18,367.35
EXPENSES	
ACA	\$0.00
AFFILIATIONS/INSURANCE	
ADMINISTRATION VCA	\$1,958.58
COMMITTEES	\$169.50
MSV	\$914.20
COUNCIL/COM travel	\$834.38
SRV DEP GRANTS	\$0.00
TOURNAMENTS	\$1,789.99
VCA CENTENARY	\$203.17
MERCHANDISE/PENNANT	\$100.00
WAGES	\$19,348.61
VCC BUILDING	\$16,157.55
CATERING/BAR	\$1,631.82
VCC COURTS	\$7,105.64
STATE TEAMS G & A	\$0.00
CROQUET EQUIPMENT	\$0.00
Total EXPENSES	\$50,213.44
Operating Profit	(\$31,846.09)
Net Profit/(Loss)	(\$31,846.09)

Victorian Croquet Association Inc.	
Balance Sheet	
As of May 2014	
Assets	
	Current Assets
	Bank Accounts
Bendigo	\$21,084.77
CBA	\$4,817.10
CBA Online Saver	\$80,000.00
Total Bank Accounts	\$105,901.87
Total Current Assets	\$105,901.87
Withholding Credits	
Accounts Receivable	\$1,597.50
Total Withholding Credits	\$1,597.50
Other Current Assets	
Fixed Assets	
Cairnlea - Land/Building	\$5,290,354.22
Water Tank	\$46,691.24
Plant & Equipment	
Plant and Equipment	\$134,249.77
Fixtures and Fittings	\$1,535.00
Accumulated Depreciation	(\$110,528.48)
Total Plant & Equipment	\$25,256.29
Total Fixed Assets	\$5,362,301.75
Total Assets	\$5,469,801.12
Liabilities	
Current Liabilities	
Accounts Payable	\$6,804.20
Total Current Liabilities	\$6,804.20
Other Current Liabilities	
Tax Payable	
GST Collected	\$2,063.64
GST Paid	(\$1,993.42)
Payroll Liabilities	\$2,896.00
Superannuation Liabilities	\$796.36
Total Tax Payable	\$3,762.58
Total Liabilities	\$10,566.78
Net Assets	\$5,459,234.34
Equity	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$458,009.81
Retained Earnings	\$1,228,854.18
Current Earnings	(\$31,846.09)
Portfolio JB Were	(\$3,899,356.00)
Total Equity	\$5,459,234.34

VCA - Portfolio JBWere	
Balance Sheet	
As of May 2014	
Assets	
Assets	
Portfolio JB Were	\$3,959,517.32
Total Assets	\$3,959,517.32
Total Assets	\$3,959,517.32
Liabilities	
Net Assets	\$3,959,517.32
Equity	
VCA - Portfolio JB Were	\$3,899,356.00
Asset Revaluation Reserve	\$60,161.32
Total Equity	\$3,959,517.32

The use of GC Handicap Cards Competitive vs Social Play

The below is in reply to a Regions request for guidance as to when handicap cards are to be completed, especially when members have been invited to participate in what was described as regional social golf croquet play.

“For play at other than a Tournament, Club or Regional Championship, Pennant Competition, etc.:

- If, at the end of play, a winner is to be announced then the play will be competitive and should be recorded on Handicap Cards, regardless of whether it is singles or doubles, level or handicap. If in doubles, partners are changed for each game, or by some other system, it is still competitive play and should be recorded.
- If, on the other hand, a winner is not to be announced then the play will be social and handicap cards are not used.

Jim Clement

Honorary Secretary
Croquet Victoria”

EMCA Concerns with Budget 2014-15

The following arose from discussion of the proposed VCA budget at an EMCA meeting:

- EMCA would like more transparency in the accounts, and believes that this can be achieved quite easily.
- We found the detailed VCA 2014/2015 budget difficult to follow, and would appreciate a summary for presentation to the VCA Council.
- EMCA believes the annual accounts are done correctly. The problem lies with the accounts presented during the year, as they are difficult to follow therefore including actuals to budget, and to the previous year, would make them more meaningful. We would like to see the Cairnlea income and expenses separately identified from the VCA administration income and expenses.
- The budget would be easier to understand if it too showed comparative figures (last year's).
- And lastly, the 2014/2015 budget shows a loss of \$230,000. This is unsustainable and can't be propped up by income from the JB Were account. We believe the budget should not be approved, but sent back with a direction to make savings.

Helen Worlidge
Regional Director
EMCA

VCA Appointed Officials & Sub-committees

- State Director of Coaching: vacant – no nominations
- State Director of Association Croquet: John Grieve
- State Director of Gateball: Phillip Brown
- State Director of Golf Croquet: Lorraine Gutcher
- State Director of Refereeing (AC): Brian Foley
- State Director of Refereeing (GC): Eric O'Donnell
- State Handicapper (AC): Doron Gunzburg
- State Handicapper (GC): Neville Pope
- Editor, Malletsports Victoria: Rosalie Newman
- Historian: vacant – no nominations
- VCC Courts Director: Jim Saunders
- Webmaster: Gareth Bushill

Coaches:

- State AC Team Squad & Team Coach: Stephen Forster
- State AC Development Squad: Stephen Forster
- State GC Team Squad & Team Coach: John van der Touw
- State GC Development Squad: Eric O'Donnell

Sub-committees of Council:

- Fixtures & Tournament ; Jim Saunders
One vacancy
- Handicap ; Ian McKee
Doron Gunzburg
Neville Pope
- Investment Advisory; David Ross
Wendy Dickson
One vacancy
- Malletsports
- Referees/Laws/Rules; Ian McKee
Patricia Watts
Lynne Roberts
Nancy Hatherall
Doreen Hood
- Selection (Association); Tricia Devlin
Marie Calthorpe
Brian Foley
Anne Quinn
One vacancy
- Selection (Golf) Jim Saunders
Anna Miller
Lynne Roberts
Lorraine Gutcher
Denis Newman

VCA Strategic Plan

Summary of comments received from regions, clubs and individuals

Background

At its meeting on 29 April Council received a paper collating feedback on the Strategic Plan from one region (Western Metro), two clubs (Alexandra Ballarat and Sandringham) and two individuals.

This summary proposes action in relation to this feedback.

Recommendations

While only a few responses to the Strategic Plan were received, they give rise to some suggestions which appear worth considering.

It is proposed that these be referred for discussion and report back to Council as follows:

1. Council to consider:

- Strategies for arresting and reversing the decline in AC play (at an early meeting)
- Strategic Plan: progress in relation to outcome measures and action schedule (twice a year)

2. Directors to consider:

- Collecting information from clubs in relation to the targets in the Strategic Plan
- Sharing with clubs the suggestions for increased social days within regions and weekly rather than daily green fees.

3. CoM to consider:

- Updating and making readable the action schedule associated with the Strategic Plan

4. Tournaments and Fixtures subcommittee to consider: Monitoring tournament participation before initiating any additional tournaments

5. Marketing and Publicity subcommittee to consider:

- Focusing recruitment efforts on younger demographics (people in their 30s and 40s)
- Support for clubs and the value of a Clubs Services Officer
- Strategies for helping clubs and officers use social media effectively
- Investigating the value of employing a Development Officer
- Trialling any new marketing effort in a pilot region

VCA Centenary Celebrations

Much discussion has taken place concerning these great celebrations, so I hope that I can clear up a few misconceptions for you all. I hope that the directors will take this information back to their regions for clarification.

We do not have an unending pool of money; we have been given \$25,000 for the purpose of these celebrations lasting 12 months. It has been decided that each region be allowed to spend up to \$1,500 for the purpose of hiring buses, and luncheon for their day at Cairnlea. I realize that this may not be enough for some regions, as the numbers and distances will vary from region to region. But unfortunately it will be up the regions to decide whether they subsidize the buses, or get the members to pay or bring their own lunch. Some regions that are close to Cairnlea, or have smaller groups may not need this amount of money, and may even car pool more effectively than hiring buses. Bookings are to be made with Sandra, and we ask that all bookings be finalized before August 31st. We require each region to select a date, get a quote for buses and have the number of interested members – send this information to Sandra. Two small groups may be able to come on the same day, or larger groups will have a day on their own. But come and see and play at Cairnlea. Luncheon will consist of soup & sandwiches or sandwiches & a platter, depending on the weather.

When a region comes to Cairnlea, we are asking the director of that region, if they can organize the setting up of the lawns for the day. There are plaques to be presented to each club in that region, which we are also asking the directors to do. If it is impossible for the director, or alternative director to do this if Kenn or myself are informed of this at least a couple of weeks prior, we will organize for someone else to organize the presentation etc.

Any historical information that can be gathered from the regions concerning clubs that have closed etc. since 1980 can be sent to Kenn Boal, Trish Watts or myself. We are looking to continue on from the "History of croquet in Victoria" which was written by Joyce Ridley. So if anyone can help us with editing the information received or possibly with the writing up of this information, it would be greatly appreciated. So even if it is only a little help please see me, Trish or Kenn.

Gareth (VCA Webmaster) has set up a separate page on the VCA website for our centenary celebrations, so make sure you check it out. Kenn has asked if all regions can give a general view over the past 30 years. He has also asked that all clubs do a short written report which may be helpful also.

Any questions can be sent to

Gwen Hamilton via email – dngHamilton@dodo.com.au or

Kenn Boal.vicepresident@croquetvic.asn.au or kennethboal@yahoo.com

Some VIP's have been invited to attend the luncheon at the opening of the season.

Gwen Hamilton.
Centenary Committee