



Minutes of Committee of Management Meeting – 17th March 2015
Held at Victorian Croquet Centre, 65 Nobel Banks Drive, Cairnlea 3023

1. Attendance

1.1. Present: Mike Cohn (President), Jim Clement (Secretary), Brian Rowe (Treasurer), Wilma Freeman, Gwen Hamilton, Jim Saunders and Trish Watts (members), Sandra Kastanaras (Administrator).

1.2. Apologies: Kenn Boal (Vice-President)

2. Opening: The President opened the meeting at 11.08 am.

3. Minutes of Previous Meetings: Resolved that the minutes of the previous meeting, held 27th January 2015, be accepted as a true and accurate record.

3.1. Business Arising from the Minutes: The President reported on his attendance at a meeting at the City of Greater Dandenong, to discuss the future of croquet & bowls in that city.

4. Correspondence

4.1. In – 29 Jan 15 from NEDCA re Constitutional Amendment
3 Feb 15 from Deniliquin CC re hosting 2015 ACA GC Handicap Championship
6 Feb 15 from Vicsport re 2015 membership
11 Feb 15 from WMCMA re Strategic Plan

4.2. Out – 27 Jan 15 to JB Were – drawdown of previously approved amount
3 Feb 15 to ASA re draft Constitution
5 Feb 15 to ACA re Deniliquin CC bid to host GC Handicap Championships.
6 Feb 15 to Vicsport re change of contact details

Resolved that the correspondence be accepted.

4. Reports

5.1. Financial Report: The Treasurer spoke to his report, attached at Annex A. Resolved that the Financial Report be accepted.

5.2. Administrator's Report: The Administrator spoke to her report, attached at Annex B.

5.3. Business Arising from Reports: CoM considered the need to include provision for new balls and GC scoring clips in the 2015-16 budget. **Action: Treasurer**

6. General Business

6.1. VCA

6.1.1. VCC Maintenance: The Treasurer presented three quotes for the repair of the concrete apron between the building and courts 1 & 2. Resolved to accept the quote from Northern Masonry Pty Ltd, subject to that company's acceptance of VCA conditions. **Action: Treasurer**

6.1.2. Planning:

6.1.2.1. Strategic Plan: The Treasurer updated the committee on his discussions with Kate Patrick and the committee considered the draft Strategic Plan circulated by her. The committee agreed that the circulated draft is an Operational Plan not a Strategic Plan, inasmuch as it does not outline where the VCA wishes to be in 2018. The President noted that SRV representatives that visited VCC after the February Council meeting had offered to review any Strategic Plan produced, which should be high-level and not operational. He also noted that the VCA Strategic Plan should, where appropriate, conform to the ACA Strategic Plan.

6.1.2.2. Marketing & Publicity Committee:

6.1.2.2.1. Minutes of 8th March Meeting: CoM considered the minutes of the M&P committees meeting of 8th March 2015 and directed the Secretary to write to the committee, advising of the several concerns identified.

Action: Secretary

6.1.2.2.2. Update Distributed to Council 15th March 2015: CoM reviewed the paper distributed to Council members on 15th March 2015. It noted that much of the paper was devoted to matters outside the remit of the committee as defined in its Terms of Reference and the Secretary was directed to write to the committee, bringing this to its attention.

Action: Secretary

6.1.3. State Team Allowance Policy: Resolved that the draft policy, as amended, be presented to Council for approval and adoption. **Action: Secretary**

(Secretarial Note: Sandra Kastanaras left the meeting at this point.)

6.1.4. Grants:

6.1.4.1. SRV - Local Coaches for Local Clubs: The Secretary advised of the possibility of having to return funds to SRV due to the targets not being met. There was discussion of possible ways of meeting the target within the required time frame (by end of April).

6.1.4.2. VicHealth: The Treasurer advised of a meeting that he attended 16th March, where VicHealth (which now includes SRV)t outlined \$6m of grants to be expended over the next three years. Expressions of Interest are required by 31st March 2015, with Vicsport and successful organisations to jointly develop specific proposals later. Resolved that VCA does not submit an Expression of Interest.

6.1.4.3. Seniors Week 2014: On being queried, the Secretary advised that he had provided all the required data and was waiting for a formal purchase order, against which an invoice could be raised. He was directed to follow up.

Action: Secretary

6.1.5. Emergency Access: The Secretary had briefed CoM members, out of committee, on an anticipated letter of complaint, following an incident at VCC on Saturday, 14th March 2015, in which access to the building was required. Resolved to purchase and install a digital key safe to allow access in similar circumstances, with Secretary to develop an appropriate policy. **Action: Secretary**

6.2. ACA

6.2.1. Proposed New Constitution: The committee considered the replies to the VCA concerns submitted to ACA (refer to Correspondence Out: letter of 3rd February 2015). Both Jim Clement and Jim Saunders expressed their views and then advised that they had a possible conflict of interest, as they are members of both the VCA CoM and the ACA Executive, and offered to leave the room whilst the matter was considered further. It was agreed that the conflict of interest was minor, being neither financial nor of personal benefit, and that they should remain. Resolved that the VCA delegates to the ACA AGM vote in favour of adoption of the new, draft constitution, whilst noting that VCA had some concerns which it would submit as notices of motion to the ACA September 2015 General Meeting.

(Secretarial Note: These concerns are Clauses 5.1, 5.2b, 12.1, 12.2, 15.4, 33.6, 33.7 and 36.1 of the draft constitution.)

7. Closure: The President closed the meeting at 14:35.

8. Next Meetings:

Council	21 Apr 15 at 11 am
CoM	19 May 15 at 11 am
AGM	16 Jun 15 at 11 am

Annexures:

A	Finance Report
B	Administrator's Report.

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 28 February 2015 are attached.
- b. The **Budgeted** VCC trading loss for the year to 31 March 2015 is **\$232,584**.
- c. The **Actual** VCC trading loss to 28 February is **\$124,118**.
- d. YTD Actual to Budget:
 - i. Income is down approx. \$45k (last month \$51k)
 - ii. Expenses are down approx. \$153k (last month \$182k)
 - iii. Result is an improved position of approx. \$108 (last month \$131k)
 - iv. It is expected that expenses in Mar will be lower than Budget, therefore the Actual loss should be less than budgeted.

2 VCA Bank Accounts

- a. The bank account balances at month end are as per the Balance Sheet.
- b. The monthly change in cash held:
 - i. Total Banks accounts 31 Jan \$25,626
 - ii. Total Banks accounts 28 Feb \$59,858 ($\cong 25+60-30+6=61$)
- c. This represents an increase in cash held \$34,232 (\$60k draw down 3/2)
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$258,137 (last month \$316,779)
 - ii. Fixed Interest (Dom.&Int) \$1,116,394 (last month \$1,112,287)
- e. There are no immediate cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$4,236,260 as at 2 March 2015.
- b. The change from last month's report is an increase in portfolio market value of \$53,978.
- c. This is not a concern and represents the usual fluctuations in share values.

4 JBWere Investment Committee

- a. This committee has not meet during my term as Treasurer.
- b. It is hoped this will happen in the next two months.

Brian Rowe,
Treasurer,
09/03/2015

Victorian Croquet Association Inc.			
Profit & Loss [Budget Analysis]			
April 2014 through February 2015			
	This Year	Budgeted	Last Year
INCOME			
VCA AFFILIATIONS	\$75,317.63	\$81,350.00	\$73,287.73
ACA	\$65,310.04	\$71,200.00	\$60,245.43
AFFILIATIONS/INSURANCE			
MERCHANDISE/PENNANT	\$2,655.61	\$3,850.00	\$4,411.32
TOURNAMENTS	\$12,205.93	\$13,100.00	\$8,986.00
MSV	\$4,594.53	\$5,000.00	\$4,720.93
CATERING/BAR	\$27,769.49	\$35,000.00	\$35,153.95
PREMISES/COURTS/RENT	\$38,189.44	\$53,200.00	\$38,716.71
SRV DEP GRANTS	\$11,280.00	\$19,100.00	\$9,150.00
INTEREST BANK	\$602.64	\$1,000.00	\$5,632.27
Total INCOME	\$237,925.31	\$282,800.00	\$240,304.34
EXPENSES			
ACA	\$63,271.64	\$71,200.00	\$58,964.19
AFFILIATIONS/INSURANCE			
ADMINISTRATION VCA	\$13,873.68	\$22,920.00	\$15,163.18
COMMITTEES	\$740.37	\$2,900.00	\$3,399.28
MSV	\$3,807.92	\$4,800.00	\$4,165.38
COUNCIL/COM travel	\$4,629.76	\$5,200.00	\$3,745.07
SRV DEP GRANTS	\$1,019.42	\$19,300.00	\$20,419.06
TOURNAMENTS	\$9,328.93	\$14,550.00	\$8,170.55
VCA CENTENARY	\$13,603.70	\$25,000.00	\$0.00
MERCHANDISE/PENNANT	\$4,624.31	\$5,500.00	\$4,059.15
WAGES	\$103,464.05	\$122,409.00	\$98,989.88
VCC BUILDING	\$79,472.41	\$146,350.00	\$107,702.66
CATERING/BAR	\$11,145.41	\$10,000.00	\$16,530.74
VCC COURTS	\$43,128.54	\$55,255.00	\$42,149.45
STATE TEAMS G & A	\$9,933.82	\$9,000.00	\$8,698.38
CROQUET EQUIPMENT	\$0.00	\$1,000.00	
Total EXPENSES	\$362,043.96	\$515,384.00	\$392,156.97
Net Profit/(Loss)	(\$124,118.65)	(\$232,584.00)	(\$151,852.63)

Victorian Croquet Association Inc.	
Balance Sheet	
As of February 2015	
Assets	
Current Assets	
Bank Accounts	
Bendigo	\$5,319.62
CBA	\$53,937.94
CBA Online Saver	\$601.10
Total Bank Accounts	\$59,858.66
Total Current Assets	\$59,858.66
Withholding Credits	
Accounts Receivable	\$1,226.70
Total Withholding Credits	\$1,226.70
Other Current Assets	
Fixed Assets	
Cairnlea - Land/Building	\$5,290,354.22
Water Tank	\$46,691.24
Plant & Equipment	
Plant and Equipment	\$141,560.68
Office Equipment	\$1,768.18
Fixtures and Fittings	\$1,535.00
Accumulated Depreciation	(\$110,528.48)
Total Plant & Equipment	\$34,335.38
Total Fixed Assets	\$5,371,380.84
Total Assets	\$5,432,466.20
Liabilities	
Current Liabilities	
Accounts Payable	\$3,121.67
Total Current Liabilities	\$3,121.67
Player Insurance	(\$305.45)
Tax Payable	
GST Collected	\$12,119.04
GST Paid	(\$12,277.09)
Payroll Liabilities	\$2,194.63
Superannuation Liabilities	\$651.62
Total Tax Payable	\$2,688.20
Total Liabilities	\$5,504.42
Net Assets	\$5,426,961.78
Equity	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$458,009.81
Retained Earnings	\$1,228,854.18
Current Earnings	(\$124,118.65)
Portfolio JB Were	(\$3,839,356.00)
Total Equity	\$5,426,961.78

VCA - Portfolio JBWere

65 Nobel Banks Drive

Cairnlea Vic 3023

Balance Sheet

As of February 2015

Assets

Assets

Portfolio JB Were \$4,236,260.47

Total Assets \$4,236,260.47

Total Assets \$4,236,260.47

Liabilities

Net Assets \$4,236,260.47

Equity

VCA - Portfolio JB Were \$3,899,356.00

Asset Revaluation Reserve \$344,000.39

Current Year Earnings (\$7,095.92)

Total Equity \$4,236,260.47

Administrator's Report

Centenary Visits:

Murray Valley visited in February, and three regions visited the centre in March; Gippsland, Bayside and Goulburn Valley.

The last two visits will be Western Metro and NDCA in April, which will conclude the program of centenary visits.

Office Assistant:

I am happy to say that over Christmas Joanne worked and filled in for me. This is the first time I have come back from holidays feeling refreshed and everything taken care of it - was wonderful!

Caretaker:

The dishwasher in the caretaker's flat is broken and beyond economical repair. A quote is required for a replacement

Functions:

Functions have been very quiet; December 2014 we had 5 functions; one booking in January; one in February; and two in March. This financial year Brimbank City Council did not book for any of their meetings or breakfast/ luncheon work meetings – Brimbank usually books for at least 5 to 8 meetings a year.

Final Adjustments for 2015 Affiliation/Insurance:

All final adjustments for affiliations and player insurance has been sent out to all clubs that needed adjustments.

Centre Maintenance:

Air Conditioning Units were serviced in January 2015.

Concrete quote: we now have 3 quotes for the concrete.

Pest Control/Cleaning of Windows/Carpets/Lift Service are all due to be done in March.

Latham Unit:

The unit is no longer available to VCC; Marion has decided to sell the unit and its now on the market. The players that usually use the unit have all been notified.

Sandra Kastanaras
Administrator
March 2015