



## Minutes of Committee of Management Meeting - 14<sup>th</sup> September 2015 held at Victorian Croquet Centre, 65 Nobel Banks Drive, Cairnlea 3023

### 1. Attendance

- 1.1. **Present:** Mike Cohn (President); Kate Patrick (Vice-president); Jim Clement (Secretary); Brian Rowe (Treasurer); Sarina Cevaal-Hewitt and Trish Watts (Members)
- 1.2. **Apologies:** Wilma Freeman and Jim Saunders (Members)
- 1.3. **Observer:** Sandra Kastanaras (VCA Administrator)

### 2. Opening: The President opened the meeting at 10:45 a.m.

3. **Minutes of Previous Meetings:** The minutes of the previous meeting, held 20<sup>th</sup> July 2015, were distributed by email and posted to the VCA website on 21<sup>st</sup> July 2015. Kate Patrick requested that an additional item be added under Item 5.4 that Sandra Kastanaras, Kate Patrick & Helen Worlidge contact Brimbank City Council regarding usage of VCC facilities. Resolved that the minutes, as amended, be accepted.  
(Secretarial Note: Minutes of 20 July 2015 meeting amended and posted to website.)

#### 3.1. Business Arising from Minutes of Previous Meetings:

Item 5.4 Dishwasher: Installed

Item 6.1.6 Greenkeeper: New agreement for three years from 1 July 15 was signed on 22nd August 2015.

### 4. Correspondence

- 4.1. **In –**
  - 15 Jul 15 from Dandenong CC re balance of funds
  - 6 Aug 15 from ACA re U21 Croquet
  - 14 Aug 15 from WMCMA re change of Alternate Regional Director
  - 25 Aug 15 from Governor's Secretary – acceptance of invitation to be Patron.
  - 28 Aug 15 from ACA re membership categories
  - 8 Sep 15 from AC Selection Committee re timing of appointment
  - Undated from Forster family - thanks

4.1. **Out –** None

- 4.2. **Business Arising from Correspondence:** Secretary directed to amend policy to show end of AC SC term as at conclusion of Eire Cup, and Captain's etc. reports be provided to members of both old & new committees.

### 4. Reports

- 5.1. **Financial Report:** The Treasurer spoke to his Financial Report, attached at Annex A. Resolved that the Financial Report be accepted.
- 5.2. **Secretary's Report:** The Secretary reported on various matters (report attached at Annex B).
- 5.3. **Courts Report:** The Court Director's report, attached at Annex C, was considered.
- 5.4. **Acceptance of Reports:** It was resolved that the Secretary's and Court Director's reports be accepted.
- 5.5. **Business Arising from Reports:** Nil

## 6. General Business

### 6.1. VCC

**6.1.1. Events v Hire:** CoM considered the email from Jim Saunders regarding the lack of cleaning of VCC following a Saturday hiring when a teams practice was being conducted over both days of the weekend. Sandra advised that when the booking was taken there was only one croquet booking; that the hirers had been advised that croquet was to be played and that access to the clubhouse end would not be available until after 5 pm but the hirer evidently encroached into that area earlier. It was agreed that existing cleaning procedures were adequate.

**6.1.2. Possible Bookings Agency:** Kate Patrick raised the question Of VCA using the online booking site venuemob.com.au for bookings at VCC. It was agreed that Sandra is to follow up. **Action: Administrator**

**6.1.3. Optus Mobile P/L Query re Lease:** Members examined a possible site during the lunch break and authorised the Secretary to follow up. **Action: Secretary**

**6.1.4. Hoops:** The appointed review group of Stephen Forster, John Grieve & Robert Jurey has recommended that VCA purchase sufficient Atkins Quadway hoops to equip VCC with three hole makers and retain sufficient of the old hoops to equip courts for Brimbank and Keilor Village clubs. Secretary to obtain quote. **Action: Secretary**

*(Secretarial Note: Lunch break, 12:30 – 13:40, .Sandra Kastanaras did not return to the meeting after lunch.)*

### 6.2. VCA

**6.2.1. Strategic Plan:** The meeting considered Version 1.2 of the draft Strategic Plan 2015-20. The updated Strategic Plan to be forwarded to Regional Directors and included in the October Council agenda. **Action: Kate Patrick**

**6.2.2. ASC Governance Reform Discussion Paper:** Meeting considered the ASC Discussion Paper and disagreed with most of the recommendations. Secretary to draft a response. **Action: Secretary**

**6.2.3. Grants:** The meeting considered the SRV SSA Facility Planning grant proposal and decided that the timeframe for submission of an EOI is too short. Kate Patrick to contact SRV indicating wish to have specifications for croquet included on their website. **Action: Kate Patrick**

### 6.3. WCF

**6.3.1. 2017 WCF GCWC & 2017 WCF U21 GCC:** The Secretary informed the meeting that Australia was the preferred bidder for these events, to held at VCC 18<sup>th</sup> February to 5<sup>th</sup> March 2015.

**7. Closure:** The President closed the meeting at 14:50.

**8. Next Meetings:**

Council	19 Oct 15 at 11 am
	<i>Country Regionals meeting during lunch break</i>
CoM	16 Nov 15 at 11 am

### Attachments:

**Annex A:** Finance Report  
**Annex B:** Secretary's Report  
**Annex C:** Courts Report

## FINANCE REPORT

### 1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 31 August 2015 are attached.
- b. The **Budgeted** VCC trading loss for the year to 31 March 2016 is **\$258,052**.
- c. The **Actual** VCC trading loss to 31 August 2015 is **\$36,587**.
- d. YTD Actual to Budget:
  - i. Income for the month \$4k, YTD \$174k (Annual Budget \$275k)
  - ii. Expenses for the month \$23k, YTD \$210k (Annual Budget \$533k)
  - iii. Loss YTD \$36k, same time last year Loss \$8k (Annual Budget \$258k)
  - iv. Revenue – bar + premises \$4.5k, VCA affiliations credited \$0.9k
  - v. Expenses for the month – Wages \$12k, VCC Building \$5k, VCC Courts \$4k

### 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 30 July \$109,400
  - ii. Total Banks accounts 31 Aug \$100,599
- c. This represents an decrease in cash held \$ 8,801
- d. The JBWere portfolio holds:
  - i. In Domestic Cash \$99,078 (last month \$94,917)
  - ii. Fixed Interest (Dom.&Int.) \$1,193,613 (last month \$1,197,792)
- e. There are no immediate overall cash concerns.

### 3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,877,096 (last month \$4,073,133) as at 31 August 2015.
- b. The change from last month's report is a decrease in portfolio market value of \$196,037.
- c. This is not a concern and represents the usual fluctuations in share values.

### 4 JBWere Investment Committee

- a. No activities this month.



Brian Rowe,  
Honorary Treasurer  
5<sup>th</sup> September 2015

<b>Victorian Croquet Association Inc.</b>			
<b>Profit &amp; Loss [With</b>			
<b>Last Year]</b>			
<b>April 2015 through August 2015</b>			
	<b>This Year</b>	<b>Last Year</b>	<b>Budget</b>
<b>INCOME</b>			
VCA AFFILIATIONS	\$80,984.92	\$72,044.92	\$91,818.00
ACA AFFILIATIONS/INSURANCE	\$57,211.80	\$54,007.32	\$72,131.50
MERCHANDISE/PENNANT TOURNAMENTS	\$1,622.23	\$1,145.63	\$5,375.00
MSV	\$2,418.24	\$4,488.67	\$13,850.00
CATERING/BAR	\$4,210.96	\$4,399.99	\$5,000.00
PREMISES/COURTS/RENT	\$6,102.69	\$14,831.66	\$35,500.00
SRV DEP GRANTS	\$15,198.63	\$15,579.44	\$51,300.00
INTEREST BANK	\$6,500.00	\$11,280.00	\$0.00
<b>Total INCOME</b>	<b>\$174,255.94</b>	<b>\$182,100.43</b>	<b>\$275,774.50</b>
<b>EXPENSES</b>			
ACA AFFILIATIONS/INSURANCE	\$58,301.36	\$55,652.27	\$72,131.50
ADMINISTRATION VCA COMMITTEES	\$12,009.50	\$6,256.48	\$21,940.00
MSV	\$877.18	\$375.77	\$15,000.00
COUNCIL/COM travel	\$1,675.74	\$2,181.19	\$4,300.00
SRV DEP GRANTS	\$1,363.68	\$2,429.19	\$6,000.00
TOURNAMENTS	\$6,089.41	\$778.51	\$1,000.00
VCA CENTENARY	\$1,699.71	\$2,834.13	\$12,315.99
MERCHANDISE/PENNANT	\$0.00	\$5,216.08	\$3,000.00
WAGES	\$297.59	\$3,028.30	\$4,350.00
VCC BUILDING	\$47,229.27	\$44,567.80	\$129,011.11
CATERING/BAR	\$60,850.19	\$42,807.36	\$135,300.00
VCC COURTS	\$2,308.96	\$5,601.84	\$12,950.00
STATE TEAMS G & A	\$17,868.31	\$14,837.57	\$92,278.00
CROQUET EQUIPMENT	\$272.73	\$3,496.36	\$9,000.00
<b>Total EXPENSES</b>	<b>\$210,843.63</b>	<b>\$190,062.85</b>	<b>\$533,826.60</b>
<b>Net Profit/(Loss)</b>	<b>(\$36,587.69)</b>	<b>-\$7,962.42</b>	<b>(\$258,052.10)</b>

<b>Victorian Croquet Association Inc.</b>			
<b>Balance Sheet</b>			
<b>As of August 2015</b>			
<b>Assets</b>		<b>Liabilities</b>	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$5,456.22
Bendigo	\$22,671.42	<b>Total Current Liabilities</b>	<b>\$5,456.22</b>
CBA	\$28,326.15	Player Insurance	(\$305.45)
CBA Online Saver	\$49,601.75	Tax Payable	
Total Bank Accounts	\$100,599.32	GST Collected	\$25,091.57
<b>Total Current Assets</b>	<b>\$100,599.32</b>	GST Paid	(\$18,814.48)
Withholding Credits		Payroll Liabilities	\$2,873.19
Accounts Receivable	\$35,031.70	Superannuation Liabilities	\$870.51
Total Withholding Credits	\$35,031.70	Total Tax Payable	\$10,020.79
<b>Other Current Assets</b>		Long Term Liabilities	
<b>JBWERE - Investment</b>	<b>\$3,877,096.50</b>	Account No 1 Funds	\$1,006.46
<b>A/c</b>			
Fixed Assets		Total Long Term Liabilities	\$1,006.46
Cairnlea - Land/Building	\$5,290,354.22	<b>Total Liabilities</b>	<b>\$16,178.02</b>
Plant & Equipment		<b>Net Assets</b>	<b>\$9,358,146.61</b>
Plant and Equipment	\$189,459.19	<b>Equity</b>	
Office Equipment	\$5,918.18	Reserves	
Fixtures and Fittings	\$1,535.00	General Reserve	\$7,703,572.44
Accumulated Depreciation	(\$125,669.48)	Asset Revaluation Reserve	\$498,839.25
Total Plant & Equipment	\$71,242.89	Retained Earnings	\$1,192,322.61
<b>Total Fixed Assets</b>	<b>\$5,361,597.11</b>	Current Earnings	(\$36,587.69)
		<b>Total Equity</b>	<b>\$9,358,146.61</b>
<b>Total Assets</b>	<b>\$9,374,324.63</b>		

## **Secretary's Report**

### **Annual Report to CAV**

The technical issues with submitting Tier 2 and Tier 3 Annual Reports via myCAV are continuing. The site still contains the message

*“Warning: we are having intermittent technical issues with lodging Tier 2 and 3 annual statements via myCAV. If you experience this, please do not attempt to lodge an annual statement until this message is removed.”*

Consequently, I have been unable to submit the Annual Report, which was due by 16<sup>th</sup> July, but CAV advise, again via the site, that “There will be no financial penalty for late lodgement caused by these technical issues.” I continue to monitor the site.

### **Constitution Review Working Group**

The group has held several meetings, the latest on Tuesday, 1<sup>st</sup> September 2015 and Version 005 of the draft Constitution has been circulated as a result of that meeting. The next step is to draft various alternative transitional arrangements and present to Council, hopefully at the December meeting. The plan is to allow Council members and Regions time to review and question, prior to a SGM in April and introduction of the new Constitution at the 2016 AGM.

### **Director's Induction Working Group**

This Working Group was established by Council at its August meeting to progress the development of an Induction procedure and manual for new Council directors. It comprises three CoM members, Kate Patrick, Jim Clement and Sarina Cevaal-Hewitt, and has exchanged several emails establishing the content of an Induction Manual and allocating responsibilities for development of any needed documents.

One major question is whether the manual should be hard or soft copy – the consensus of the WG members appears to be “both” - a hard copy to be provided to new Directors and a soft copy available from the website.

### **Employsure Pty Ltd**

Following the Council decision at its last meeting, I signed a contract with Employsure Pty Ltd on 18<sup>th</sup> August and had the first teleconference compliance meeting on 27<sup>th</sup> August. A further teleconference meeting is scheduled for tomorrow at 09:00.

### **Website**

Members will be aware that we “lost” our website for a few days at the end of last month, due to us exceeding the 6 Gb allowance bandwidth. I was able to gain an extra 1 GB which brought it back up on the last day of the month. This has been a perennial problem as our free, community hosted website started with a 2 Gb allowance which we then upgraded, for a fee, to 4 Gb and lastly to 6Gb. Our continuing upgrades to, and increasing reliance on, the website means that this limit is likely to be exceeded most months. Webmaster Gareth Bushill has consulted with our hosts and has taken us off the “free” community hosting and onto another plan which provides 50 Gb storage and unlimited bandwidth for \$240 p.a., this

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being \$2.40 more that we were paying for our “free” plan including the additional bandwidth.  
Gareth believes that this will satisfy our needs for the foreseeable future.

A handwritten signature in blue ink, appearing to read 'Jim Clement', with a stylized flourish at the end.

Jim Clement  
Dip Bus (Gov) FIDCA  
Honorary Secretary

## Courts Report

James Hood is settling in well to his new contractual arrangements and all concerned appear to be very happy with the new arrangements. My thanks go to CoM and Council for recognising the issue, dealing with it and coming to a most satisfactory outcome for all concerned.

With the slight improvement of the weather, the opportunity has been taken to begin some renovation works on courts 5, 6, 7 and 11, 12 in order to improve their health for the upcoming summer. This has involved coring, scarifying, fertilising and a light top dress of sand.

The remaining courts also require renovation works, however it is proposed that the treated courts fully recover before carrying out the above works on the remaining courts. This will mean deferring till after the ACA AC President's Eights in early October.

Over the winter months the winter grass *Poa annua* has become prevalent in many of the courts. It can and will be eradicated, however warmer weather is required for the herbicide to work effectively. Late September or Early October is when this work will be undertaken.

James Hood, with reference to myself is currently obtaining quotes for the laser top dressing works for courts 11&12 that is scheduled to be completed late spring- early summer. This work is to help improve the levels of the courts. It is anticipated that these quotes will be available within 30 days.

With it being the coldest winter in the last 26 years, a string of warmer days throughout September would be much appreciated.

Jim Saunders  
Courts Director  
7 September, 2015