



Minutes of Council Meeting - 15th February 2016
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), Kate Patrick (Vice - president), Jim Clement (Secretary), Brian Rowe (Treasurer); Sarina Cevaal-Hewitt, Wilma Freeman, Jim Saunders and (Members).

1.1.2. Regional Directors: Brian Reither (BDCA); Brian Foley (Bayside); Helen Worlidge (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Noel Dealy (GVCA); Janet Richardson (MVCA); Lyn Goodall (NDCA); Sarina Cevaal-Hewitt (NEDCA); Janet Leckie-Brunton (SEMCA); Barb McKean (SWCA); Kate Patrick (WMCMA), Pat Boyd (Wimmera)

1.1.3. Administrator: Sandra Kastanaras

1.1.4. Observers: John Miles (EMCA), Graeme Gallus (Beechworth), Ruth Duffy (Corowa), Denise McMillan (Kalimna), Jean Chapple (Portland), Patrick Hartley (Lilydale), Maurice Cevaal-Hewitt (Twin City)

1.1.5. Apologies: Penny Krstev and Heather Strano (NDCA); Trish Watts (CoM)

2. Opening: The President opened the meeting at 11:00 a.m., welcoming all and advising observers that they could only contribute to the meeting if so advised.

3. Minutes of Previous Meeting: Resolved that the minutes of the previous meeting, held 15th December 2015, be accepted as a true and accurate record.

3.1. Business Arising from Minutes of Previous Meeting:

Item 6.2.2.1: Appointees, Sub-Committees & Working Groups Policy: posted to website 15 Dec 15.

Item 6.2.3.2: SRV Supporting Victorian Sports & Recreation Program Grant: Expression of Interest submitted 16 Dec 15

Item 6.2.4: Appointed Officers: Lester Hughes & Eric O'Donnell both advised by mail 15 Dec 15.

Item 6.2.5: Strategic Plan 2015-20: posted to website 16 Dec 15

Item 6.4: Hosting of WCF Events, February 2017: VCA recommendation forwarded to ACA 15 Dec 15

Item 6.3.2 New Coaching Framework: When questioned by Kate Patrick, the Secretary said that the introduction of the new framework was delayed and in the interim new coaches could be trained under the current system and he would, in the absence of a State Coordinator of Coaching, issue certificates and register accreditation.

4. Correspondence

- 4.1. In -** 21 Dec 15 from Government House re protocols for Vice-regal patronage
22 Dec 15 from ACA (via email) copy of bids for 2017 WCF GCWC and WCF U21 GCWC
7 Jan 16 from Vicsport re renewal of Membership
Undated (rec'd 18 Jan 16) from Eric O'Donnell – resignation as GC Development Squad coach
Undated (rec'd 1 Feb 16) from EMCA re draft Constitution
Undated (rec'd 5 Feb 16) from DHHS re heat health
Undated (rec'd 5 Feb 16) from Vic Premier re *2016 Premier's Active April*
Undated (rec'd 5 Feb 16) from Eric O'Donnell re resignation
9 Feb 16 from Governor of Victoria re Australia Day at Government House

- 4.2.Out** – 15 Dec 15 to Lester Hughes (copy to Eric O'Donnell) – appointment
15 Dec 15 to ACA re 3rd WCF U21 GCWC & 13th GCWC
16 Dec 15 to Regional Associations & Clubs – re draft Constitution
23 Dec 15 to Government House re protocols for Vice-regal patronage
19 Jan 16 to ACA re formation of 2017 WCF Events Hosting Working Group
19 Jan to M&P Committee re budgetary concerns
19 Jan 16 to Eric O'Donnell – acceptance of resignation.

Resolved that the Correspondence be accepted.

5. Reports

- 5.1. Financial Report:** The Treasurer spoke to his report, attached at Annex A. Resolved that the Financial Report be accepted. The matter of the preserved value of the investments was referred to CoM for the development of a policy or procedure.

Action: Secretary

- 5.2. CoM report:** minutes of 18th January 2016 meeting were distributed and posted to the VCA website on 19th January 2016.

- 5.3. Courts Report:** Jim Saunders, Courts Director, advised that Courts 11 and 12 were back in play for the President's GC Eights and all reports were that they are playing well. He also advised that the mower has developed an electrical fault and was to be booked in for a computer analysis.

- 5.4. Marketing & Publicity Committee:** Kate Patrick reported on the VCA participation at Government House on Australia Day and the letter of thanks received including an invitation to next year's Australia Day celebrations at Government House. Agreed that the invitation be accepted. Kate expressed her thanks to all who assisted on the day. Copies of the Committees publication *Growing Croquet in Victoria* were distributed to Council members; it will also be published on the VCA website.

- 5.5. Sub-committee Minutes Received:** M&P Committee of 5 Jan 16; 2017 WCF Events WG of 5 Feb 16; GC Selectors Committee of 7 Feb 16.

- 5.6. Tournaments at VCC:** The Secretary advised that he had prepared this report (attached at Annex B) as a result of comments that the results of VCA events were not recorded in a consolidated form elsewhere and asked if it should continue. Agreed that it should form part of each Council meeting.

Action: Secretary

The President asked for accredited referees to volunteer to officiate at the forthcoming AC GM, Men's & Women's Championships and the Eire Cup, for which he has been appointed Tournament Referee.

- 5.7. Outstanding Action Items:** Council reviewed the list of outstanding action items.

Resolved that all reports be accepted.

- 5.8. Business Arising from Reports:** Agreed that Sub-committee minutes be distributed to Council marked as "Confidential to Council" with the exception of Selection Committee minutes which are to be confined to CoM members.

Action: Secretary

6. General Business

6.1. VCC

- 6.1.1. Optus Mobile P/L Lease:** Secretary advised that he had provided the Heads of Agreement and Council concerns to Lander & Rogers, Solicitors, and had then signed the amended document. The latest correspondence with Daly International indicated that Optus lawyers would draft the lease document within the next few weeks.

6.2. VCA

- 6.2.1. Draft Budget 2016-17:** The Treasurer spoke to his Draft Budget 2016-17, previously distributed. The Courts Director advised that laser top-dressing of Courts 1-4, for which provision has been made, will not go ahead, due to the

2017 WCF events and can be removed. Resolved that the budget, with amendments, be accepted. An abbreviated copy of the Budget is attached at Annex D.

6.2.2. Draft Constitution: Requested that regional feedback be advised to all Regional Secretaries to allow Regions to direct how their delegates will vote. Resolved that the Constitution, with the amendments accepted during the meeting, together with Transition Option 2, be put forward to a Special General Meeting to be called for 11th April 2016. **Action: Secretary**

(Secretarial Note: Lyn Goodall left the meeting at this point, 14:00.)

6.2.3. VCA Dress Regulations for Tournaments: A motion was moved by Sarina Cevaal-Hewitt, seconded Kate Patrick, that VCA adopt the ACA dress code, as shown in the ACA Tournament Regulations. The motion was defeated, 8 votes to 5.

6.2.4. Regional Input at Council Meetings: Resolved that each Regional Director provide a five-minute oral report to Council once per year, with three reports per Council meeting. Secretary to advise timetable. **Action: Secretary**

6.2.5. Strategic Plan: Kate Patrick reported that CoM had decided not to adopt an Operational Plan but to monitor the Strategic Plan at each CoM meeting.

6.2.6. GC Selection Committee: Resolved that Kaye Moffat be appointed to the GC Selection Committee to fill the casual vacancy caused by the resignation of Dennis Newman.

6.3. ACA

6.3.1. AGM, 21st March 2016: The President advised that a Notice of Motion, in accordance with the Council decision of 14th December 2015, was forwarded to ACA within the required timeframe, as were two nominations for Board Directors.

6.4. WCF

6.4.1. 2017 Events Working Group: Resolved to adopt the Terms of Reference as distributed and to post to the VCA website.

7. Close: The president closed the meeting at 1450.

7. Next Meetings:

CoM -	22 nd March 2016 at 11:00 am
SGM -	11 th April 2016 at 11:00 am
Council -	11 th April 2016, following SGM

Attachments:

Annex A: Treasurer's Report
Annex B: Tournaments at VCC
Annex C: Marketing & Publicity Committee Report
Annex D: Budget 2016-17

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 30 November 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 30 November 2015 is **\$113,683**.
- d. YTD Actual to Budget:
 - i. Income for the month \$11k, YTD \$194k (Annual Budget \$275k)
 - ii. Expenses for the month \$43k, YTD \$307k (Annual Budget \$533k)
 - iii. **Loss YTD \$113k**, same time **last year \$21k** (Annual Budget \$258k)
 - iv. Revenue - Premises & Court hire \$4k, SRV Seniors Grant \$5k
 - v. Expenses for the month - ACA Player Insurance \$8k, Wages \$7k, VCC Building \$6k, VCC Courts \$3k.

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 Oct \$ 87,495
 - ii. Total Banks accounts 30 Nov \$113,070
- c. This represents an increase in cash held \$ 25,575
- d. On the 10 November, \$60k was drawn down from JBWere. This was the balance of the \$190k draw down approved by Council on 21 April 2015. Note, \$130k was drawn down on 9 May 2015.
- e. Council approved a budgeted deficit of \$258k for the 2015/16 year, and a cash draw down of \$190k.
- f. Should all expenses be incurred as forecast (work done) then a further draw down of \$68k will need to be approved by Council in December 2015 to fund operations to the end of the financial year, i.e. 31/3/16.
- g. The JBWere portfolio holds:
 - i. In Domestic Cash \$70,364 (last month \$136,083)
 - ii. Fixed Interest (Dom.&Int.) \$1,188,698 (last month \$1,190,740)
- h. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,819,617 (last month \$3,900,544) as at 30 November 2015.
- b. The change from last month's report is a decrease in portfolio market value of \$80,927.
- 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
2nd December 2015

Appendix 1 to
Annex A to
Croquet Victoria Council Minutes
15th February 2016

Victorian Croquet Association Inc.			
Profit & Loss [Last Year Analysis]			
April 2015 through January 2016			
	This Year	Last Year	Budget 15/16
INCOME			
VCA AFFILIATIONS	\$81,541.20	\$75,263.08	\$91,818.00
ACA AFFILIATIONS/INSURANCE	\$66,533.72	\$65,298.23	\$72,131.50
MERCHANDISE/PENNANT	\$3,028.24	\$2,440.16	\$5,375.00
TOURNAMENTS	\$6,350.07	\$9,535.03	\$13,850.00
MSV	\$4,587.31	\$4,594.53	\$5,000.00
CATERING/BAR	\$11,731.78	\$27,078.13	\$35,500.00
PREMISES/COURTS/RENT	\$27,575.90	\$35,271.25	\$51,300.00
SRV DEP GRANTS	\$14,300.00	\$11,280.00	\$0.00
INTEREST BANK	\$247.85	\$4,732.62	\$800.00
Total INCOME	\$215,896.07	\$235,493.03	\$275,774.50
EXPENSES			
ACA AFFILIATIONS/INSURANCE	\$67,145.87	\$63,278.92	\$72,131.50
ADMINISTRATION VCA	\$25,806.14	\$13,308.07	\$21,940.00
COMMITTEES	\$1,991.50	\$585.10	\$15,000.00
MSV	\$3,069.18	\$3,622.11	\$4,300.00
COUNCIL/COM travel	\$2,340.33	\$4,392.94	\$6,000.00
SRV DEP GRANTS	\$10,998.55	\$1,019.42	\$1,000.00
TOURNAMENTS	\$6,131.21	\$8,488.37	\$12,316.00
VCA CENTENARY	\$0.00	\$10,056.99	\$3,000.00
MERCHANDISE/PENNANT	\$353.23	\$4,624.31	\$4,350.00
WAGES	\$85,848.40	\$95,554.68	\$129,011.11
VCC BUILDING	\$86,384.05	\$74,424.77	\$135,300.00
CATERING/BAR	\$3,964.45	\$10,721.95	\$12,950.00
VCC COURTS	\$47,875.03	\$39,179.13	\$92,278.00
STATE TEAMS G & A	\$4,144.72	\$4,332.27	\$9,000.00
CROQUET EQUIPMENT	\$16,018.31	\$0.00	\$15,250.00
Total EXPENSES	\$362,070.97	\$333,589.03	\$533,826.61
Net Profit/(Loss)	(\$146,174.90)	(\$98,096.00)	

Appendix 2 to
Annex A to
Croquet Victoria Council Minutes
15th February 2016

Victorian Croquet Association Inc.			
Balance Sheet			
As of 31 January 2016			
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$3,937.49
Bendigo	\$16,191.90	Total Current Liabilities	\$3,937.49
CBA	\$87,306.53	Player Insurance	(\$305.45)
CBA Online Saver	\$49,840.01	Tax Payable	
Total Bank Accounts	\$153,338.44	GST Collected	\$14,409.50
Total Current Assets	\$153,338.44	GST Paid	(\$13,406.72)
Accounts Receivable	\$1,353.20	Payroll Liabilities	\$4,276.00
Total Withholding Credits	\$1,353.20	Superannuation Liabilities	\$688.39
Other Current Assets		Total Tax Payable	\$5,967.17
JBWERE - Investment A/c	\$3,690,972.20	Total Liabilities	\$9,599.21
Fixed Assets		Net Assets	\$9,197,661.74
Cairnlea - Land/Building	\$5,290,354.22	Equity	
Plant & Equipment		Reserves	
Plant and Equipment	\$189,459.19	General Reserve	\$7,703,572.44
Office Equipment	\$5,918.18	Asset Revaluation Reserve	\$447,941.59
Fixtures and Fittings	\$1,535.00	Retained Earnings	\$1,192,322.61
Accumulated Depreciation	(\$125,669.48)	Current Earnings	(\$146,174.90)
Total Plant & Equipment	\$71,242.89	Total Equity	\$9,197,661.74
Total Fixed Assets	\$5,361,597.11		
Total Assets	\$9,207,260.95		

Tournaments at VCC

Completed:

- **VCA Selectors Invitational 12 & 13 Dec 15:**
Winner Chris Grant (Ringwood), Runner-up Gail Hopkins (Essendon)
- **CA Bronze Medal 12 & 13 Dec 15:**
Winner Malcolm Fletcher (Lismore), Runner-up Stephen Forster (Belmont)
- **VCA AC Open Doubles, 28 & 29 Dec 15:**
Winners Trevor Basset (NSW) & Simon Hockey (SA),
Runners-up Claire Bassett (NSW) & Robert Fletcher (Lismore)
- **VCA AC Open Singles 30 Dec 15 – 2 Jan 16:**
Winner Robert Fletcher (Lismore), Runner-up Simon Hockey (SA)
- **VCA Women's AC Invitational 16 & 17 Jan 16:**
Winner Elaine Coverdale (Essendon), Runner-up Kerri-Anne Organ (Belmont)
- **VCA Bronze Medal 16 & 17 Jan 16:**
Winner Robert Rowan (Essendon), Runner-up Kevin Bluff (Belmont)
- **VCA Silver Medal 16 & 17 Jan 16:**
Winner Ian Peterson (Belmont) Runner-up Terry Hopkins (Essendon)
- **VCA Australia Day GC Challenge 26 Jan 16:**
 - **Division 1:** Winner Bob Roycroft (Eastern Park), Runner-up Ian Peterson (Belmont)
 - **Division 2:** Winner James Lynch (Eastern Park), Runner-up Butch Hollier (Ballarat Alexandria)
 - **Division 3:** Robert Jurey (Brimbank), Runner-up Joyce Woods (Brimbank).
- **VCA GC Open Doubles 29 Jan 16:**
Winners John van der Touw (Monash), & John Grieve (Williamstown)
Runners-up Gail & Terry Hopkins (Essendon)
- **VCA GC Open Singles 30 & 31 Jan 16:**
Winner Jack Williams (Traralgon), Runner-up Lester Hughes (Williamstown)
- **ACA GC President's Eights 5 - 7 Feb 16**
 - **1st Eight:** Winner Chris McWhirter (WA), R/U Geoff Jamieson (Qld)
 - **2nd Eight:** Winner Terry Hopkins (Essendon), R/U Graham Whiteway (SA)
 - **3rd Eight:** Winner Steve Thornton (NSW), R/U Kyle Mula (Deniliquin)
 - **Women's Eight:** Winner Virginia Arney (SA), R/U Kate Logan (SA)
- **VCA Country Week (Rich River) 9 – 11 Feb 16**
 - **Section 1:** Winner Ian Potter (Boort), R/U David Johnston (Ballarat Alexandra)
 - **Section 2:** Gaye Sim (Boort), R/U Barbara Dalrymple (Charlton)
 - **Section 3:** Winner Christine Eiffert (Golden Square), R/U John Alstin (Rich River)

Forthcoming:

- **VCA Gold Cup Silver & Bronze Shields 20 & 21 Feb 16**
- **ACA AC Gold Medal 9 – 11 Mar 16:**
- **ACA AC Men's & Women's Championships 12 – 15 Mar 16:**
- **ACA AC Team Championship – The Eire Cup 16 – 20 Mar 16:**
- **ACA GC Open Doubles & Singles Championships 7 – 15 May 16**
- **ACA GC U21 Championship 23 – 25 Sep 16**
- **ACA AC President's Eights 7 -10 Oct 16**
- **ACA AC Open Doubles & Singles Championships 19 - 27 Nov 16**

Marketing and Publicity Sub-Committee Report

1. GROWING CROQUET resource

The updated version of this resource will be provided in hard copy for all Council members at the February meeting.

2. Visits to Regions

Members of the sub-committee visited nine regions in the second half of 2015 and will have visited South Western by the time this report is received.

Most of the Regional Associations decided they would like to organise training for coaches and then run beginner courses for newcomers as per the budget provision.

The subcommittee is following up the proposed action region by region. The changeover to the new system of coaching is a problem. In line with discussion at the last VCA Council meeting, while there is a hiatus before the new system is introduced, we are encouraging coaches to run training using the old coaching Level 0 /B manuals with the aim of equipping players to coach beginners. This approach has been discussed and agreed with the State Coordinators GC and AC who have current responsibility for coaching, in the absence of a State Coordinator Coaching.

Information is not available as yet on the arrangements for rolling out the new system.

3. Initiatives in 2016

We have identified recruitment as the main area in the Strategic Plan which the sub-committee will need to support. Members of the sub-committee suggest that “attraction and retention” might be more appropriate terms than “recruitment”.

a) Australia Day event at Government House

Following an invitation to VCA from the Governor, as patron of Croquet Victoria, the subcommittee coordinated a day of croquet activities for visitors coming to the free Government House Open Day on Australia Day. We used the Government House croquet lawn (13m by 30m – will provide two B lawns at 12m by 15m) and a 6m square area where we erected two marquees.

Each Region was invited to nominate 2 volunteers to help on the day. We also invited some young players to provide a demonstration of croquet at lunchtime. In the event the team comprised 21 volunteers from three country regions (NERCA, NDCA and Ballarat) and three metro regions (WMCMA, EMCA and Bayside). Josh Wilson and Zenton Chorny put on a demo of AC play including a game with triple peel, and led visitors in several games of speed croquet.

Equipment was borrowed from Monash, Brunswick, and Ivanhoe Park. Takeaway Publicity materials were provided for visitors: a booklet and two different bookmarks. These materials are now available to clubs who would like them to support recruitment initiatives.

The Government House event was publicised in advance via Facebook and the VCA website, and reports and photographs published afterwards also on Facebook and the VCA website.

About 150 visitors participated in croquet, from across Victoria. There was a great feel about the day and a lot of enthusiasm from volunteers and visitors alike.

Many thanks to everyone who contributed.

b) YouTube film publicising croquet

We are proposing a competition advertised to all clubs for a brief film showing croquet at their club.

Winning entries to be published on YouTube and clips collated in a brief overview film which could then be used as support for publicity activities by the VCA, Regions and clubs. If the VCA submission for SRV funding is successful the best clips could be incorporated in a professional video.

c) Australian Story program – potential for featuring the Fletchers

We have begun talking with the Fletcher players about nominating them as the focus of a future Australian Story program.

Kate Patrick
Convenor, Marketing and Publicity sub-committee



2016-2017 Budget

	15/16 Budget	16/17 Budget
INCOME		
VCA AFFILIATIONS		
Total VCA AFFILIATIONS	\$91,818.00	\$97,306.00
ACA AFFILIATIONS/INSURANCE		
Total ACA AFFILIATIONS/INSURANCE	\$72,131.50	\$77,937.00
MERCHANDISE/PENNANT		
Total MERCHANDISE/PENNANT	\$5,375.00	\$5,375.00
TOURNAMENTS		
Total TOURNAMENTS	\$13,850.00	\$13,850.00
MSV		
Total MSV	\$5,000.00	\$5,000.00
CATERING/BAR		
Total CATERING/BAR	\$35,500.00	\$15,500.00
PREMISES/COURTS/RENT		
Total PREMISES/COURTS/RENT	\$51,300.00	\$51,300.00
SRV DEP GRANTS		
Total SRV DEP GRANTS	\$0.00	\$0.00
DIVIDENDS / BANK INTEREST		
Total INTEREST BANK	\$175,800.00	\$158,800.00
Total INCOME	\$450,774.50	\$425,068.00

EXPENSES		
ACA AFFILIATIONS/INSURANCE		
Total ACA AFFILIATIONS/INSURANCE	\$72,131.50	\$77,937.00
ADMINISTRATION VCA		
Total ADMINISTRATION VCA	\$21,940.00	\$50,940.00
COMMITTEES		
Total COMMITTEES	\$15,000.00	\$12,900.00
MSV		
Total MSV	\$4,300.00	\$5,000.00
COUNCIL/COM travel		
Total COUNCIL/COM travel	\$6,000.00	\$6,000.00
SRV DEP GRANTS		
Total SRV DEP GRANTS	\$1,000.00	\$3,000.00
TOURNAMENTS		
Total TOURNAMENTS	\$4,814.81	\$4,980.55

VCA CENTENARY		
Total VCA CENTENARY	\$3,000.00	\$3,000.00
MERCHANDISE/PENNANT		
Total MERCHANDISE/PENNANT	\$4,350.00	\$4,550.00
WAGES		
Total WAGES	\$111,935.15	\$116,200.00
VCC BUILDING		
Total VCC BUILDING	\$135,300.00	\$182,000.00
CATERING/BAR		
Total CATERING/BAR	\$12,950.00	\$12,950.00
VCC COURTS		
Total VCC COURTS	\$92,278.00	\$96,200.00
STATE TEAMS G & A		
Total STATE TEAMS G & A	\$9,000.00	\$9,000.00
CROQUET EQUIPMENT		
Total CROQUET EQUIPMENT	\$15,250.00	\$500.00
Total EXPENSES	\$509,249.45	\$585,157.55

Total INCOME	\$450,774.50	\$425,068.00
Total EXPENSES	\$509,249.45	\$585,157.55
Net Profit/(Loss)	(\$58,474.95)	(\$160,089.55)