



## Minutes of Council Meeting – 9<sup>th</sup> December 2010

held at Victorian Croquet Centre, 65 Nobel Banks Drive, Cairnlea 3023

### 1. Present:

**Committee of Management:** Mike Cohn (President), Patrick Moore (Vice-President); Jim Clement (Secretary); David Ross (Treasurer); Snow Evans, Graeme Gallus, & Jim Saunders (Members).

**Regional Directors:** Brian Reither (Ballarat); Ken Schilling (Bayside); Roy Palmer & John Miles (EMCA); Sue Colvin (Geelong); Bill Keddie & Graham Howie (Gippsland); Janet Richardson (MVCA); Tricia Devlin (NDCA); Anne Quinn (NEDCA) Fay O'Toole & Margaret Crowder (SEMCA); Barb McKean & Jean Chapple (SWCA); & Wynford Connick (WMMA); Neville Pope (Wimmera)

**Administration Officer:** Sandra Kastanaras.

**Observer:** Lowen Clarke (SDC)

2. **Apologies:** Val Brown (Immediate Past President), Lorna Williams (CoM member) Walter Runciman (Bayside), Ken Richardson (GVCA), and Shirley Hallinan (WMMA)

3. **Opening:** The President opened the meeting at 11.00am. He welcomed Anne Quinn, attending her first Council meeting as the North Eastern District CA Regional Director, and called for any additional agenda items.

4. **Confirmation of Minutes of the Council Meeting held 14<sup>th</sup> October 2010:** Moved P Moore, seconded R Palmer, that the minutes of the Council Meeting held 10<sup>th</sup> October 2010 be accepted. Carried.

5. **Business Arising from Minutes of Previous Meeting:** Nil.

### 6. Correspondence

6.1. **In –** 14 May 10 from Metro GC Shield Committee re GC Handicaps (copy)  
12 Oct 10 from SEMCA re Tribunal  
15 Oct 10 from ACA – request for copy of Constitution (e-mail)  
17 Oct 10 from Simon Watkins – request for information (e-mail)  
22 Oct 10 from ACA re U21 GC Players  
25 Oct 10 from ACA re Tribunal  
17 Oct 10 from Geelong CA seeking VCA Ruling  
4 Nov 10 from ACA re Tribunal  
8 Nov 10 from Lander & Rogers – legal opinion  
16 Nov 10 from R Keddie –requested information (e-mail)  
26 Nov 10 from NEDCA re change of Regional Director  
27 Nov 10 from ACA – AGM 2011 Timetable (e-mail)

6.2. **Out –** 15 Oct 10 to Alix Verge re Tribunal  
15 Oct 10 to Anna Miller re Tribunal  
16 Oct 10 to ACA – copy of VCA Constitution (e-mail)  
18 Oct 10 to Simon Watkins – information requested (e-mail)  
25 Oct 10 to ACA re Tribunal

25 Oct 10 to Lander & Rogers – request for legal opinion  
28 Oct 10 to Gippsland CA re VCA investments  
1 Nov 10 to ACA re Simon Watkins entry in ACA Open  
1 Nov 10 to Simon Watkins re his entry in ACA Open  
1 Nov 10 to ACA re TM for ACA GC events at VCC  
1 Nov 10 to SEMCA re Tribunal  
1 Nov 10 to Regional Associations re correspondence  
13 Nov 10 to Coaching Committee - direction  
14 Nov 10 to R Keddie – request for information  
15 Nov 10 to ACA – Notices of Motion for AGM (e-mail)  
16 Nov 10 to Geelong CA - Ruling

Resolved that the correspondence be accepted.

**7. Business Arising from Correspondence** – it was agreed that the letter to Geelong CA regarding membership of more than one club be amended to include “subject to competition rules”.

## **8. Reports**

8.1. **Financial Report** -The Treasurer presented his report, which as attached at Annex A. In calling for a motion of acceptance, the President expressed thanks to Snow Evans for his work at VCC. Resolved that the financial report be accepted. Carried.

8.2. Following some discussion, the Treasurer said that the likely outcome was for a deficit of around \$90,000

8.3. **VCC Maintenance Report.** This report was tabled.

8.4. **VCC Caretakers' Report** - This report was tabled.

## **9. General Business**

9.1. **Recycled Water Project:** Roy Palmer reported that the project was now complete.

9.2. **Disciplinary Tribunal:** The President reported that this matter was now complete

### **9.3. Victorian Croquet Centre:**

9.3.1. **Equipment Storage Shed/Covered Area Courts 4** – this was covered in the Treasurer’s report.

9.3.2. **Maintenance** – Snow Evans reported that he has almost completed laying weed-mat in & mulching gardens; had paved the BBQ area; and had fixed the seats in shelters. He advised with regard to the Caretakers’ flat a blind for the window which overlooks the flat balcony was being measured prior to installation; that an insect screen door to the balcony was being manufactured; and the roofing contractor had recommended that the entire balcony floor be painted with rubber based paint. He advised that the roofing contractor had reported that roof had been laid with only a single corrugate over-lap, which would need to be rectified in the future. Resolved that the roofing contractor be requested to provide a report and estimate for repair of the roof. With regard to the leaks in last week’s storms, which resulted in wet carpets, etc., it was resolved that the matter be referred to our insurers, as a matter of urgency.

9.3.3. **Catering/hires** – The President reported on current and future hiring of VCC and arrangements with Laura’s Catering advising that an agreement with that company was in place until the end of February, when it would be reviewed. He

also advised that he was trialling a paid barman, with the view of lessening the reliance on volunteers.

- 9.3.4. **Health & Safety** – The Secretary and W Connick presented an argument for the acquisition of an Automated External Defibrillator for VCC. Resolved that the Secretary pursue the acquisition of an AED and training within a budget of \$3000. The Council noted that an Occupational Health and Safety Policy is required for VCC and directed that CoM prepare such a policy for Council consideration.
- 9.3.5. **Courts 8, 9 & 10** – B Reither advised that if Council wished to change courts 8, 9 and 10 to Santa Anna turf in Nov/Dec 2011, contractors needed to be engaged now. R Palmer said that previous discussions with City West Water had indicated that a grant of up to 50% of the cost may be available. Resolved that Council initiate action to have courts 8, 9 & 10 rebuilt and grassed with Santa Anna couch in Nov/Dec 2011.
- 9.3.6. **Donation** – The President advised that immediately prior to his death George Latham had donated \$2000, \$1000 to go towards gardens and \$1000 to courts or court facilities.
- 9.4. **Coaching:** P Moore reported that the State Director of Coaching has been on jury duty, which has held up the drafting of the Coaching Policy, which is now hoped will be presented to the January CoM meeting for endorsement and the February Council meeting for consideration and adoption. He advised that a Level B Coaching Course held at Caulfield Park CC on 7<sup>th</sup> December 2010, saw 14 coached accredited or reaccredited.
- 9.5. **SRV Grants:** The Treasurer reported on these grants in his financial report.
- 9.5.1. **Code of Conduct** – The Treasurer advised that this was necessary to support the SRV grant applications, following a Ministerial letter to all sporting clubs
- 9.5.1.1. Moved and seconded that the Code of Conduct be adopted.
- 9.5.1.2. Amendment to motion that the Code of Conduct be adopted subject to it being amended by replacing “the sport” with “croquet” and making it more croquet specific. The amendment was put and carried.
- 9.5.1.3. The amended motion was put and carried.
- 9.5.2. **SDO Job Description** – The Secretary advised that a job description needed to be in place when/if the SRV Operational Support Grant was received and thus a draft had been distributed to Council members. Resolved that the SDO Job Description be accepted subject to the following amendments: the first paragraph to include “promotion and development”; the first dot point item be moved to become the third last dot point item; and that item include reference to facilitating the annual regional schools championship.
- 9.6. **Golf Croquet Selection Policy** – State Director of Golf Croquet, Graham Howie, presented this item, stating that it was based on the Association Croquet Selection Policy with only selection criteria items being amended. Resolved that the policy be adopted with sub-paragraph 2.2 being amended to read: “To select four men and four women and one male and one female as non-travelling reserves.....”.
- 9.6.1. **Policy regarding playing fees for practice sessions at VCC** The Secretary asked that Council set a policy regarding playing fees for State Team practice sessions as VCC, noting that while the Association State Team had not been charged last season, the Golf Croquet State Team had. Resolved that

State Squads/Teams not be charged playing fees for official practice sessions at VCC. Carried.

9.7. **State Team Player Agreement** – The Secretary advised that the State Team Player Agreement had been revised to remove unnecessary repetition and to include, where possible, the comments of previous team members,

9.7.1. Moved and seconded that the revised agreement be accepted.

9.7.2. Amendment to motion, moved and seconded, that the revised agreement be accepted, subject to Paragraph 3 *Accommodation* being changed to read “*The Player undertakes to reside in shared accommodation at three star equivalent standard (with single supplement at individual players expense, if the player elects an individual room) with other State team members during the competition.*” The amendment was put and carried.

9.7.3. The amended motion was put and carried.

9.8. **Strategic Plan** - Resolved that the revised Strategic Plan, as tabled, be adopted with the following amendments: Page 1 of 7, fifth paragraph, second line – change “more” to “many”; add a glossary of acronyms.

9.9. **Tournament Referee for Croquet Australia AC Events at VCC** – B Reither refereed to recent unsatisfactory appointments of Tournament Referees for ACA events at VCC. Resolved that VCA nominate Tournament Referees to ACA for ACA events held at VCC.

9.10. **ACA AGM - 28 Mar 2011**

9.10.1. **Delegates to meeting** – Resolved that the VCA delegates to the ACA AGM be the President and Secretary.

9.10.2. **VCA Nominations for Executive Positions** – The Secretary advised that, following an e-mail poll of Council members, he had nominated Anna Miller for ACA Vice President. He further advised that, after gaining CoM approval, he had nominated Liz Fleming of Queensland for ACA President.

9.10.3. **VCA Notices of Motion** – The Secretary reported on the four Notices of Motion that had been sent for inclusion in the agenda of the ACA AGM.

9.11. **VCA Website** - The Secretary reported that, following CoM approval, a new menu tab, labelled “Governance” had been set up on the VCA website and that the Constitution and VCA Policies are now/would be available for perusal and download. Resolved that Council and CoM Minutes be displayed on the VCA website once they had been approved by the Executive.

9.12. **VCA AGM, 9<sup>th</sup> June 2011 – Committee Elections** – Resolved that with regard to Committee elections at the VCA AGM to be held on 9<sup>th</sup> June 2011:

- nominations be called for the positions of President and Treasurer, which were to fall due at the 2011 AGM in the normal course of events;
- nominations be called for the position of Vice President, clearly stating that the term of office is twelve months only, in order that the rotational terms, as stated in Clause 21.4(b) are reinstated by AGM 2012.
- nominations be called for the three positions of Ordinary Member, clearly stating that the term of office of two of these positions is two years and for the third is twelve months only, in order that the rotational terms, as stated in Clause 21.4(b) are reinstated by AGM 2012. The determination of

which successful candidates serve two year terms and which a one year term to be determined by the following process:

- If only three nominations are received, then the terms of office be chosen by lot
- if more than three nominations are received for Ordinary Members and a ballot is required, then the successful candidate polling the lowest number of votes be appointed for a term of one year.
- If less than three nominations are received, then those elected candidate/s to serve a two year term and the term for any nominations called for from the floor be clearly specified.

9.13. **Notice of Motion** – Resolved that the Secretary includes Regional Directors and their Alternates in the distribution of the Committee of Management agenda and supporting documents.

**10. Next Meetings –**

10.1. **COM** – Thursday, 13<sup>th</sup> January 2011 at 11 am

10.2. **Council** – Thursday, 10<sup>th</sup> February 2011 at 11 am

11. **Closure** – The chairman closed the meeting at 3:30 pm

**Annex:** A Financial Report

**Annex A to:  
Minutes of VCA Council Meeting 14<sup>th</sup> October 2010**

**FINANCE REPORT**

**1. VCA Accounts:**

The 'Balance Sheet' and 'Profit and Loss' statements for VCA Accounts to 30 November are attached. Banks Accounts show balances as at 30 November:

|                                       |                     |
|---------------------------------------|---------------------|
| Bank Account No.1 (Operating Account) | \$19,444.84         |
| Bank Account No.3 (Investments)       | <u>\$173,003.43</u> |
| Total Bank Accounts                   | \$192,448.27        |

**2. The GSJBW \$3,483,544 Investment:**

The portfolio valuation as at 30 November, 2010 totalled \$3,318,974.

**3. Victorian Croquet Centre:**

**3.1 Water Tank and Shelter/Garage Court 4:**

The Water Tank installation has been completed (and courtesy of the weather the tank is full). We received grants to a total of \$35,020 and the final cost was \$50,557. Hence the VCA contribution was \$15,537. The Shelter / Garage Court 4 has been completed except for electrical installations and connection to the stormwater. The budget cost was \$14,707 and we have spent to date \$14,608.

**3.2 Gardens surrounding the courts and the BBQ area:**

Whilst we hadn't budgeted for the completion of the whole of the remaining garden surrounds this year, Snow Evans has done a marvellous job in completing the planting and also the paving of the BBQ area. He has had some assistance from David Fletcher, Anne Quinn, Dorinda and a couple of donations to the bar during the Australian Open. Snow has also re-bolted the seats in the court shelters to ensure complete safety.

**4. Government State Sporting Association Support Grants (SSASG) 2011/2014:**

The Future Directions Grant (up to \$25,000) per annum was submitted for three major projects – marketing, coaching and refereeing/tournament management/handicapping.

The aim is to aid clubs by the development of coaches and competition (tournament) officials such as managers, referees and handicappers through a "flying squad" going to a regional centre for a couple of days and dealing with members from surrounding clubs. The aim would be to have contacted every club in the 3 ½ years duration of the grant. We would be asking the regions to billet the flying squad members and VCA would pick up travel expenses.

We envisage the flying squad comprising of:

- someone with a marketing package to increase membership;
- someone + from coaching to accredit/reaccredit coaches and conduct 'tactics';
- someone from refereeing to run refresher sessions for and to accredit/ reaccredit referees, and maybe run a Laws/Rules course for players;
- someone to run a session on tournament management (how to do draws, how to record results, etc.); and
- someone who can run a session on Club Handicapper and tournament handicapper duties, responsibilities and powers.

We intend handouts (maybe, in the longer term DVD's) and if the coaching & refereeing sessions were one day in length and the tournament management and handicapping sessions ½ day in length, they could be presented 2 to 4 times in the 2 day period, allowing those who have multiple roles in croquet to attend the sessions that they require or that interest them.

The coaching framework in the funding submission was in line with the original draft coaching policy tabled in July i.e. to give all clubs the opportunity to have up to two accredited Beginner coaches and to work towards having at least one Level 1 and Level 2 coach in each region.

The concept of the flying squad incorporates the 'in kind' contribution of the volunteers (\$12,000 in the submission) who give their time and expertise. It also maximises the value of each dollar as the squad/s travel to all the regions in order to minimise travel for the participants.

David Ross, Treasurer

**Victorian Croquet Association Inc.**

65 Nobel Banks Drive  
CAIRNLEA VIC 3023

**Profit & Loss Statement**

April 2010 through November 2010

|                                      |                           | <b>BUDGET 2010/2011</b>     |
|--------------------------------------|---------------------------|-----------------------------|
| <b>INCOME</b>                        |                           |                             |
| AFFILIATIONS                         | \$108,506.80              | <b>\$108,915.00</b>         |
| MERCHANDISING                        | \$3,006.07                | <b>\$6,500.00</b>           |
| TOURNAMENTS                          | \$3,968.31                | <b>\$10,000.00</b>          |
| PENNANT/COACHING/SCHOOLS             | \$777.12                  | <b>\$750.00</b>             |
| MSV                                  | \$4,962.71                | <b>\$5,250.00</b>           |
| VCC INCOME                           | \$34,232.41               | <b>\$45,000.00</b>          |
| GRANTS/INTEREST                      | \$5,508.24                | <b>\$15,000.00</b>          |
| Water tank/Recycling                 | \$35,020.00               | <b><u>\$ 35,000.00</u></b>  |
| <b>Total INCOME</b>                  | <b>\$195,981.66</b>       | <b><u>\$ 226,415.00</u></b> |
| <b>EXPENSES</b>                      |                           |                             |
| <b>ADMINISTRATION VCA</b>            | <b>\$81,538.90</b>        | <b>\$110,300.00</b>         |
| NEWSLETTER                           | \$3,531.42                | <b>\$5,250.00</b>           |
| COUNCIL/COM                          | \$3,254.93                | <b>\$4,500.00</b>           |
| COMMITTEES                           | \$1,924.18                | <b>\$5,000.00</b>           |
| TOURNAMENTS                          | \$6,001.12                | <b>\$10,000.00</b>          |
| PENNANT                              | \$228.27                  |                             |
| MERCHANDISE                          | \$3,963.88                | <b>\$7,000.00</b>           |
| VCC                                  | \$45,698.39               | <b>\$66,500.00</b>          |
| CATERING                             | \$9,697.86                | <b>\$15,000.00</b>          |
| COURTS                               | \$39,323.77               | <b><u>\$45,000.00</u></b>   |
| <b>Total EXPENSES</b>                | <b>\$195,162.72</b>       | <b><u>\$ 278,550.00</u></b> |
| <b>Water tank/Recycling</b>          | <b>\$50,557.00</b>        | <b>\$50,557.00</b>          |
| <b>BuildCorp Final Payment</b>       | <b>\$7,620.00</b>         | <b>\$7,620.00</b>           |
| <b>Stoage Garage/Court 4 Shelter</b> | <b><u>\$14,608.00</u></b> | <b><u>\$14,707.00</u></b>   |
|                                      | <b>\$267,947.72</b>       | <b><u>\$310,877.00</u></b>  |
| <b>Net Profit/(Loss)</b>             | <b>(\$71,966.06)</b>      | <b>-125,019.00</b>          |

**Victorian Croquet Association Inc.**65 Nobel Banks Drive  
CAIRNLEA VIC 3023**Balance Sheet**

As of November 2010

| Assets                            |                       |
|-----------------------------------|-----------------------|
| <b>Current Assets</b>             |                       |
| <b>Bank Accounts</b>              |                       |
| BA 1 - Operating                  | \$19,444.84           |
| BA 3 - Investments                | \$173,003.43          |
| Total Bank Accounts               | \$192,448.27          |
| <b>Total Current Assets</b>       | <b>\$192,448.27</b>   |
| <b>Accounts Receivable</b>        | \$6,229.80            |
| <b>Total Withholding Credits</b>  | <b>\$6,229.80</b>     |
| <b>Other Current Assets</b>       |                       |
| GSJBW - Investment A/c            | \$3,318,974.45        |
| Petty Cash Float                  | \$200.00              |
| <b>Total Other Current Assets</b> | <b>\$3,319,174.45</b> |
| <b>Fixed Assets</b>               |                       |
| Cairnlea - Buildings              | \$4,058,985.67        |
| Cairnlea - Land                   | \$1,231,368.55        |
| Water Tank                        | \$47,119.60           |
| <b>Equipment</b>                  |                       |
| Accumulated Depreciation          | (\$52,231.72)         |
| Total Equipment                   | \$29,449.72           |
| <b>Total Fixed Assets</b>         | <b>\$5,366,923.54</b> |
| <b>Total Assets</b>               | <b>\$8,884,776.06</b> |

|                                  |                       |
|----------------------------------|-----------------------|
| <b>Liabilities</b>               |                       |
| Current Liabilities              |                       |
| Accounts Payable                 | \$1,406.37            |
| <b>Total Current Liabilities</b> | <b>\$1,406.37</b>     |
| <b>Other Current Liabilities</b> |                       |
| Tax Payable                      |                       |
| GST Collected                    | \$11,247.31           |
| GST Paid                         | (\$9,215.44)          |
| Payroll Liabilities              | \$1,740.00            |
| Superannuation Liabilities       | \$385.55              |
| <b>Total Tax Payable</b>         | <b>\$4,157.42</b>     |
| <b>Total Liabilities</b>         | <b>\$5,563.79</b>     |
| <b>Net Assets</b>                | <b>\$8,879,212.27</b> |
| <b>Equity</b>                    |                       |
| Reserves                         |                       |
| General Reserve                  | \$7,703,572.44        |
| Retained Earnings                | \$1,200,685.89        |
| Current Earnings                 | (\$24,846.06)         |
| Historical Balancing Account     | (\$200.00)            |
| <b>Total Equity</b>              | <b>\$8,879,212.27</b> |