



Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 12th May 2011

1. **Present: Committee of Management:** Mike Cohn (President); Patrick Moore (Vice-President); Jim Clement (Secretary); David Ross (Treasurer); Lorna Williams, Snow Evans, and Graeme Gallus (Members).
2. **Apologies:** Val Brown (Immediate Past President) and Jim Saunders
3. **Opening:** The President opened the meeting at 11.53 am.
4. **Confirmation of Minutes of the CoM Meeting held 10th March 2011:** Resolved that the minutes of the Committee of Management Meeting held 10th March 2011 be accepted.
5. **Correspondence**
 - 5.1. **In –** 3 Apr 11 from Geelong CA re State Player Agreements
23 Apr 11 from S Watkins email re tribunal
2 May 11 from S Watkins email re tribunal
6 May 11 from ACA email re expressions of interest WCF GC Team event
9 May 11 from Portland CC – thanks for centenary plaque
 - 5.2. **Out -** 16 Apr 11 to Geelong CA re website
22 Apr 11 to Brighton CC re handicaps
22 Apr 11 to S Watkins re tribunal
22 Apr 11 to V Brown re tribunal
22 Apr 11 to M Cohn re tribunal
22 Apr 11 to M Gunn re tribunal
22 Apr 11 to B Keddie re tribunal
25 Apr 11 to Elsternwick CC re assistance
25 Apr 11 to clubs re catering at VCC
27 Apr 11 to S Watkins re tribunal
8 May 11 to ACA email re expression of interest WCF GC Teams event
 - 5.3. The correspondence was accepted.
6. **Business Arising from Correspondence** – The Secretary explained that ACA had requested, in an email dated Friday, 6th May 2011, expressions of interest in hosting the inaugural WCF GC Teams event in 2012. Replies were required by Monday, 9th May 2011 and after discussing the matter with the President a reply, indicating interest in hosting the event but advising that courts 8, 9 & 10 may not up to international play standards until late 2012, was sent by email on Sunday, 8th May 2011. The email also requested that the questions raised in the VCA letter dated 10th August 2010, concerning the hosting of WCF events and as yet unanswered, be addressed.
7. **Reports**
 - 7.1. **Financial Report.** The Treasurer tabled an unaudited financial report of budget vs actuals for 2010-11. The report was accepted. In subsequent discussion it was resolved that the proposed affiliation fees for 2011-12 to be put to delegates for their approval at the AGM rise only by the ACA affiliation increase of \$4, to \$47 total, being ACA \$20, VCA \$27.

8. General Business

8.1. VCC

8.1.1. Maintenance Items. S Evans advised that the roofer is to return to complete his work shortly. He further advised that a drain was to be installed in the caretaker's flat terrace to take excess water to the stormwater system. He estimated the cost to be in the region of \$200. The Administration Officer advised that Maintenance Schedule was up to date.

8.1.2. Catering. After review of the catering for events including the Trans-Tasman Test and the GC Regionals, it was agreed that various methods are all viable, The Administration Officer reported on a surprise inspection of the kitchen by a Brimbank Council Health Inspector on Wednesday, 11th May 2011. There were three areas on non-compliance and steps have been/are being taken to rectify these.

8.1.3. Liquor Licence – The President (as nominee) advised that he had been approached to accept donation of alcohol which would then be used to provide a free drink to those attending the BBQ to be held as part of the Victorian Gateball Championships. He noted that this was not possible as the terms of the VCC Liquor Licence are such that all alcohol served on the premises must be purchased by VCA from the holder of a general or packaged liquor licence.

8.1.4. Committee – The President advised that there was nothing to report on this item, as he was waiting until believed the committee should be formed after the AGM.

8.1.5. Defibrillator. The Treasurer is to purchase an ADE from St John Ambulance Brigade. **Action: DR**

8.1.6. Resurfacing of Courts 8, 9 & 10 - After discussion it was resolved to accept the quotation from Turf Hog, subject to Council direction. It was noted that Roy Palmer has offered to manage the project to obtain grants to offset the costs.

8.2. Policies and Procedures.

8.2.1. The Secretary was provided with guidance on the development of VCA policies.

8.2.2. State Teams Procedure - The Committee endorsed the draft State Teams Procedure as tabled.

8.3. Coaching.

8.3.1. Budget – The Coaching Budget, revised as directed by the March CoM meeting, was tabled and accepted for inclusion into the 2011-12 VCA Budget.

8.3.2. Program – Deferred until the next SCC appointed.

8.4. VIS Individual Scholarship Applications – The Secretary tabled a request from VIS to rank croquet applicants for Individual Scholarships, to be answered by 13th May 2011. He was directed how to reply to the request. **Action: JC**

8.5. SDO Position – CoM was notified that 18 applications for the SDO position have been received. These were reviewed and interviews offered to seven (one of whom subsequently withdrew). The interviews are to be conducted on 13th May 2011, by a panel consisting of President, Vice-President and Secretary.

8.6. Disciplinary Tribunal. Vice-President, P Moore, assumed the chair for this item. The Secretary reported that the Vice-President, Treasurer and Secretary had appointed a Disciplinary Tribunal as directed by Council at its meeting on 14th April 2011. He further reported that he had written to all concerned, advising them of the appointment of the Tribunal. The President resumed the chair at the completion of this item.

8.7. Future Directions Grant - The Treasurer advised that the Templates for this grant are ready for signing. There was discussion on the best composition of the group to present the program.

8.8. Accreditation/Reaccreditation of Officials - The Secretary advised that he completed the Mackinsin & d'Apice Lawyers survey on legal issues confronting the not-for-profit sector, as directed. President and Treasurer are to raise the matter of smaller sporting organisations development of officials at their next meeting with VicSport. **Action: MC/DR**

8.9. Preparations for AGM – The Secretary advised that the Notice of Meeting, Agenda and supporting documents for the AGM (except for the audited accounts, which are to follow) were sent to Regional Secretaries, Council Members and clubs by email on 11th May 2011, thus providing the required 28 days' notice.

8.10. MalletSports Victoria - The Secretary reported that he had received a reply from the publisher he had approached, stating that the small circulation made it financially unviable for the publisher to take on MSV.

9. Next Meetings –

9.1. AGM – Thursday, 9th June 2011 at 11:00 am

9.2. Council - Thursday, 9th June 2011 at 1 pm approx.

10. Closure - The Chairman closed the meeting at 2:53 pm