



Minutes of Council Meeting – 9th June 2011

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

1. Present:

Committee of Management: Mike Cohn (President), Jim Clement (Secretary); David Ross (Treasurer); Graeme Gallus, Snow Evans, Gwen Hamilton & Jim Saunders (Members).

Regional Directors: Brian Reither (Ballarat); Walter Runciman (Bayside); Roy Palmer & John Miles (EMCA); Sue Colvin (Geelong); Bill Keddie & Graham Howie (Gippsland); Ken Richardson (GVCA); Janet Richardson & Ian Potter (MVCA); Tricia Devlin (NDCA); Anne Quinn (NEDCA); Fay O'Toole & Margaret Crowder (SEMCA); Barb McKean & Carmel Hughes (SWDCA) Shirley Hallinan & Wynford Connick (WMCMA); Fay Pearson (Wimmera)

Administration Officer: Sandra Kastanaras.

Observers: Steve Odgers (SDO), Lowen Clarke (Brunswick), Rosalie Newman (Ballarat Western), Judy Evans (Sandringham), Margaret Gunn (Shepparton), Bev Craven & Min Rippon (Drysdale), Reen Hancorne (Monash), Maxine Maclachlan (Kew). Lorna Williams (Beulah).

2. **Apologies:** Kenn Boal (Vice President), Neville Pope (Wimmera)

3. **Opening:** The President opened the meeting at 12.35pm and called for any additional agenda items

4. **Confirmation of Minutes of the Council Meeting held 14th April 2011:** Resolved that the minutes of the Council Meeting held 14th April 2011 be accepted.

5. Business Arising from Minutes of Previous Meeting:

The Secretary advised that Item 9.2 VCA Coaching Policy has been amended as directed.

6. Correspondence

6.1. **In – In –** 2 May 11 from Government House re Vice Regal patronage

17 May 11 from NDCA re GC Regionals

17 May 11 from Mornington CC via SEMCA – various queries

24 May 11 from Geelong CA re website

26 May 11 from Euroa CC re contact details

6.2. **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

- 12 May 11 to Turf-Hog accepting quote for works
- 14 May 11 to Bev Treloar, Brian Foley, Carol Yule, Clem Joyce, Janet McLennan, Judy Evans, Pam Deacon, Ray Davis, Roy Palmer, Drysdale CC, - thanks for assistance at Trans-Tasman
- 14 & 16 May 11 to sixteen unsuccessful applicants for SDO position
- 20 May 11 to NDCA re GC Regionals
- 23 May 11 to Elsternwick CC re assistance
- 30 May 11 to Maxine Maclachlan re Victorian Gateball Championships
- 31 May 11 to SEMCA re Mornington CC letter

6.3. It was resolved that the correspondence be accepted.

7. Reports

- 7.1. **Financial Report** -The Treasurer presented his report, which is as attached at Annex A. Resolved that the financial report be accepted and that, subject to Investment Advisory Group & GSJBW concurrence, \$120,000 be transferred from the investment account to the #3 account.
- 7.2. **CoM Report** – Minutes of the 12th May 2011 CoM meeting were distributed to Council members on 16th May 2011.

8. General Business

8.1. Appointed Officials and Sub-Committees:

The President noted that there were vacancies in the Appointed Officials and on Sub-Committees. Nominations were taken from the floor and it was resolved that all nominations received were accepted. Incumbents of positions for 2011-12 are shown at Annex B.

8.2. Tournaments

8.2.1. **Country v Metro Update:** B Reither presented a report on the recent Country v Metro event, stating that for the 43 entrants it was a successful event but that numbers were disappointing as 64 could have been accommodated.

8.2.2. **Additional Courts:** B Reither queried the progress in obtaining additional courts for state, national and international events. The Secretary advised that he had replies from four clubs offering a total of 10 courts, three clubs had refused and four had yet to reply. Secretary to follow up.

8.2.3. **Catering:** B Reither drew notice to the comments of the TR for the Inaugural ACA GC President's Tens regarding catering for the event.

8.3. **Resurfacing of Courts 8, 9 & 10.** The Secretary reported that subsequent to the CoM decision, subject to Council approval, to accept the quotation from Turf Hog to laser level and sprig Courts 8, 9 & 10 with Santa Ana, he had sought other quotes to support applications for grants to offset the costs of the works. He had obtained quotes from VicTurf, who had done the initial work on the VCC complex and Pitchcraft Pty Ltd, with the Pitchcraft quote being by far the cheapest, and had advised members of the Courts Committee of these quotes (Stephen Forster responding positively). He had also obtained the names of referees for Pitchcraft work on bowling greens and had contacted those referees, all of whom were very satisfied with the work carried out. (*Secretarial note: Since the meeting, the Secretary has received additional recommendations from Croquet Clubs.*) Council resolved to accept the Pitchcraft quotation.

- 8.4. **Elsternwick CC.** The Secretary reported that a reply to a letter sent to Elsternwick CC offering help in kind and asking for suitable times for an initial meeting is being awaited.
 - 8.5. **Disciplinary Tribunal.** The chair passed to the Secretary for this item as the President is named in the complaints made. The Secretary reported that the Tribunal had been appointed, in accordance with the previous Council decision (minutes of Council meeting of 14th April 2011, Item 9.6 refers), that all relevant documents had been passed to the tribunal chairman and that all parties had been advised of the appointment and composition of the tribunal. The chair passed back to the President at the conclusion of this item.
 - 8.6. **SDO Position.** The President noted that a report on the process of advertising and selection of the SDO had been provided to all Council members with the meeting agenda. He introduced Steven Odgers, the SDO, who attended the meeting as familiarisation with the processes of VCA.
 - 8.7. **Policies & Procedures**
 - 8.7.1. **Selection Policy (AC).** Amendments to the AC Selection Policy as proposed by NEDCA and with Selection Committee recommendations were distributed with the agenda. It was resolved to accept all the Selection Committee recommendations, with the exception of Item 7.2, which is to be amended as proposed by NEDCA.
 - 8.7.2. Resolved that the Job Descriptions for State Coordinators of Association Croquet, Gateball, Golf Croquet, Coaching, Referees, Association Croquet Referees, & Golf Croquet Referees, as distributed with the agenda, be accepted.
 - 8.8. **MalletSports Victoria.** Due to the appointment of a new editor and committee, this item was deferred until the August Council meeting.
 - 8.9. **Council and CoM Meeting Days.** Resolved that Council and CoM shall in future meet on the second Tuesday of the appropriate month.
- 9. Next Meetings –**
- 9.1. **COM –** Tuesday, 12th July 2011 at 11 am
 - 9.2. **Council –** Tuesday, 9th August 2011 at 1 pm
- 10. Closure –** The President closed the meeting at 2:35 pm

FINANCE REPORT

1. VCA Accounts:

The 'Balance Sheet' and 'Profit and Loss' statements for VCA Accounts to 31 May are attached.

Banks Accounts (unreconciled) show balances as at 31 May:

Bank Account No.1 (Operating Account)	\$1,596.59
Bank Account No.3 (Investments)	<u>\$111,419.48</u>
Total Bank Accounts	\$113,016.07

2. The GSJBW \$3,483,544 Investment (\$3m indexed by CPI):

The portfolio valuation as at 11.57am 31 May 2011 totalled \$3,412,551.

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

The Sports' Development Officer (SDO) has been appointed – we welcome Mr Stephen Odgers. The focus is on the first four priorities below.

Sport and Recreation Victoria (SRV) Grants closely follow the priorities in the current VCA Strategic Plan:

- encouraging and supporting volunteers;
- developing all forms of the game of croquet;
- increasing participation in croquet throughout Victoria;
- marketing croquet as a dynamic and stimulating sport for all ages;
- up to two accredited coaches at each targeted club;
- coaching resources manual;
- increasing the number of referees at each targeted club;
- Tournament Management training sessions including a handbook; &
- promoting efficient and effective club administration and finance operations.

The grants from SRV for the remaining priorities above will be received shortly as the agreements have been signed. Pilot programs for three regions (country and metropolitan) between now and the end of the year are presently being developed.

4. Draft Budget 2011-12:

Papers have been distributed showing a projected shortfall of some \$120,000.

It is thought that there are avenues of funding available to assist with the change of Courts 8, 9 and 10 to Santa Ana (a water saving grass).

Recommendation: It is timely to transfer \$120,000 from interest and dividends earned from the GSJBW Investments to our Investment Bank Account.

David Ross
Treasurer
1 June 2011

Victorian Croquet Association Inc.
65 Nobel Banks Drive
Profit & Loss Statement
April 2011 through May 2011

INCOME

MERCHANDISING

Address Books \$6.36
Badges \$25.00

Clothing \$127.28
Gauges \$128.18
Law Books Assoc \$44.55
Golf Rule Books \$208.16
Referees Manual \$3.19

Total MERCHANDISING \$542.72

TOURNAMENTS

Bronze Medal \$354.55
Gateball \$427.27
Golf Regionals \$463.64

Total TOURNAMENTS \$1,245.46

PENNANT/COACHING/SCHOOLS

Association \$90.00
Golf Croquet \$799.98

Total \$889.98

PENNANT/COACHING/SCHOOLS

VCC INCOME

Bar Sales \$1,575.96
Food Sales \$5,546.18
BBQ \$336.00
Courts \$1,865.46
Premises \$2,003.18
Advertising \$181.82
IT \$36.92

Total VCC INCOME \$11,545.52

GRANTS/INTEREST

BA 3 - Interest \$1,049.87

Total GRANTS/INTEREST \$1,049.87

Total INCOME \$15,273.55

EXPENSES

ADMINISTRATION VCA
Postage VCA \$66.64

Presentations / Gifts \$101.82
Stationery \$132.54
Superannuation \$645.47
Telephone at Cairnlea \$240.53
Advertising \$140.00

Total ADMINISTRATION VCA \$12,613.72

Newsletter
Postage Newsletter \$79.51
Printing Newsletter \$363.15
Total Newsletter \$442.66

COUNCIL/COM

Travel/Expenses \$943.96

Total COUNCIL/COM \$943.96

COMMITTEES

Selectors \$49.27

Total COMMITTEES \$49.27

TOURNAMENTS

Golf Croquet \$98.74
Golf Regionals \$357.55

Total TOURNAMENTS \$456.29

MERCHANDISE

Books \$175.00
Badges \$141.00

Total MERCHANDISE \$316.00

VCC
Cleaning Materials \$421.96
Cleaning carpets/Windows \$272.73
Gardens \$149.61
Insurance - Cairnlea \$9,702.05
Regns. Subs. Licences \$38.00
Electricity \$2,657.19
Gas \$103.55
Rates - Council/65 \$1,011.00
Rates - Council/65A \$284.00
Repairs & Maintenance \$10,978.18
Waste Disposal \$221.63
General Maintenance \$240.00

Total VCC \$26,079.90

CATERING

Bar \$500.87
Food \$3,721.93
BBQ \$54.64
Kitchen Equipment \$46.91

Total CATERING \$4,324.35

COURTS

Fertiliser \$1,511.00
GreenKeeper \$3,750.00
Total COURTS \$5,261.00

Total EXPENSES \$50,487.15

Net Profit/(Loss) (\$35,213.60)

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Balance Sheet

As of May 2011

Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$50,453.98
BA 1 - Operating	\$1,596.59	Total Current Liabilities	\$50,453.98
BA 3 - Investments	\$111,419.48	Other Current Liabilities	
Total Bank Accounts	\$113,016.07	Tax Payable	
Total Current Assets	\$113,016.07	GST Collected	(\$3,310.66)
Withholding Credits		GST Paid	(\$4,131.59)
Accounts Receivable	\$1,022.30	Payroll Liabilities	\$930.00
Total Withholding Credits	\$1,022.30	Superannuation Liabilities	\$765.44
Other Current Assets		Total Tax Payable	(\$5,746.81)
GSJBW - Investment A/c	\$3,446,129.03	Total Liabilities	\$44,707.17
Petty Cash Float	\$200.00	Net Assets	\$8,873,573.45
Total Other Current Assets	\$3,446,329.03	Equity	
Fixed Assets		Reserves	
Cairnlea - Buildings	\$4,058,985.67	General Reserve	\$7,703,572.44
Cairnlea - Land	\$1,231,368.55	Retained Earnings	\$1,250,651.08
Water Tank	\$46,691.24	Current Earnings	(\$80,650.07)
Equipment		Total Equity	\$8,873,573.45
Accumulated Depreciation	(\$62,185.48)		
Total Equipment	\$20,867.76		
Total Fixed Assets	\$5,357,913.22		
Total Assets	\$8,918,280.62		

Appointed Officials & Sub-Committees 2011-12

State Coordinator of Association Croquet – vacant
State Coordinator of Coaching – vacant
State Coordinator of Gateball - Maxine Maclachlan (Kew)
State Coordinator of Golf Croquet – Jim Saunders (Drysdale)
State Coordinator of Referees (AC) – Bill Keddie – in caretaker role.
State Coordinator of Referees (GC) - Graham Howie (Bairnsdale)
State Handicapper (AC) – Doron Gunzburg (Beechworth)
State Handicapper (GC) – Bernie Bailey (Wycheproof)
Historian - vacant
Malletsports Victoria Editor – Rosalie Newman (Ballarat – Western)
Webmaster – Colin Clarke (Williamstown)

Catering Committee (4) -

Coaching Committee (4) –

Court Maintenance Committee (3) – Stephen Forster (Geelong – Belmont), Kevin Beard (Brunswick), Snow Evans (Sandringham)

Finance Committee (3) – Mike Cohn (Kew)

Fixtures & Tournaments Committee (6) – Maxine Maclachlan & Jim Saunders (ex-officio as SCGB & SCGC respectively)

Handicap Committee (5) - Doron Gunzburg (Beechworth); Bernie Bailey (Wycheproof)

Investment Advisory Committee (3) – Patrick Moore (MCC), David Ross Ringwood), Wendy Dickson (Yarrawonga)

Malletsports Victoria Committee (5) – Rosalie Newman (Ballarat – Western), Wynford Connick (Essendon)

Referees/Laws & Rules Committee – Bill Keddie & Graham Howie (ex-officio as SCR-AC & SCR-GC respectively) Mike Cohn (Kew); Gwen Hamilton (Ballarat – Alexandra); Brian Foley (Sandringham); Doreen Hood (Ringwood)

Selection Committee (AC) – Allan Cleland (MCC); Ian Basset (Rich River); Stephen Forster (Geelong -Belmont)

Selection Committee (GC) – Anna Miller (Belmont); Neville Pope (Horsham); Lynne Roberts (Ivanhoe Park), Jim Saunders (Drysdale)