



## Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 12<sup>th</sup> July 2011

### 1. Attendance

**1.1. Present:** Mike Cohn (President); Kenn Boal (Vice-President); Jim Clement (Secretary); David Ross (Treasurer); Gwen Hamilton and Jim Saunders (Members).

**1.2. Apologies:** Val Brown (Immediate Past President), Snow Evans and Graeme Gallus (Members).

**2. Opening:** The President opened the meeting at 10:55 am, welcoming both Kenn & Gwen to CoM.

**3. Confirmation of Minutes of the CoM Meeting held 12<sup>th</sup> May 2011:** Resolved that the minutes of the Committee of Management Meeting held 12<sup>th</sup> May 2011 be accepted.

### 4. Correspondence

**4.1. In –** 6 Jul 11 from Wonthaggi CC re vision impaired member

6 Jul 11 from Turf-Hog Laser Levelling P/L

8 Jul 11 fm Burden Park CC re Dandenong Park Leisure Precinct Master Plan

**4.2. Out –** 11 Jun 11 to Turf-Hog Laser Levelling Pty Ltd

4 Jul 11 to Dr P Tisdall

**4.3. Business Arising from Correspondence –** it was agreed to refer the letter from Wonthaggi CC to the Referees/Rules & Laws Committee, due to meet on 18 Jul 11.

**Action: JC**

Resolved that the correspondence be accepted.

### 5. Reports

**5.1. Financial Report:** The Treasurer tabled his financial report, which is attached at Annex A. Resolved that the financial report be accepted.

**5.2. SDO Report:** The Secretary reported on the activities of the SDO.

**5.3. Greenkeepers Report:** A report from the greenkeeper was tabled.

### 6. General Business

#### 6.1. VCC

**6.1.1. Defibrillator.** The Treasurer advised that an AED has been purchased from St John Ambulance Brigade. The price includes the training of three people in its operation. It was agreed that Sandra Kastanaras be one and the Secretary is to approach Brian Reither and Graham Howie as the two persons most likely to be present at weekend tournaments. **Action: JC**

**6.1.2. Resurfacing of Courts 8, 9 & 10 –** The Secretary advised that he had received 15 (out of 22) replies to the email request to accept the combined Pitchcraft quotes, and that a majority of those votes were in the affirmative. It was resolved to refer the Turf Hog letter to Council. **Action: JC**

#### 6.2. Committees & Appointed Officials

**6.2.1. VCC Committee:** The President advised that the VCC Committee had been formed, consisting of himself (as both President and licensee), David Ross (as Treasurer), Sandra Kastanaras (as Administration & Booking Officer), Snow Evans (representing Courts, Grounds & maintenance) and Shirley Hallinan (representing catering). He noted that there was, as yet, no marketing person

on the committee. It is planned that the committee will meet bi-monthly, immediately prior to the CoM.

#### **6.2.2. Vacancies – Appointed Officers & Sub-Committees:**

**6.2.2.1. State Coordinator AC** – Secretary to review Handicap Records to identify possible candidates for shortlisting by CoM, prior to approaching possible candidates by letter. **Action: JC**

**6.2.2.2. State Coordinator Coaching** – Secretary to approach P Moore, to coordinate coaching. **Action: JC**

**6.2.2.3. Historian** - Secretary advised that his approaches had all been declined. Suggested that an ad-hoc grouping of elder (in knowledge) players be asked to record their memories which could later be edited and published. Secretary to action. **Action: JC**

**6.2.2.4. Finance Committee** – Council be asked to appoint David Ross to the Finance Committee vice Investment Advisory Group (from which his status as a Director debars him). **Action: JC**

**6.2.2.5. Coach - State Squad, State Team & Development Squad** – Secretary to approach Stephen Forster. **Action: JC**

**6.2.3. State Coordinator GC/Selection Committee** – Jim Saunders (SCGC) tabled a paper. After discussion, it was agreed that the Bronze Medal and 2 – 3 similar blocks be run over the four days currently allocated to the Bronze Medal (2 days) and the Selectors' Invitational (2 days). It was also decided that the Secretary is to combine the Selection Policy and the GC Selection Policy into one document for presentation to Council. **Action: JC**

#### **6.3. Forthcoming Events**

##### **6.3.1. VCA**

**6.3.1.1. Season Opening Day** – Secretary reported that arrangements are in hand – Valarie Haseloff to unveil memorial to George Latham and Marian Latham to run first hoop, catering covered.

**6.3.1.2. Other VCA Events** – SCGC arranging Australia Day Cup event (10<sup>th</sup> August 2011) with Jim Saunders as TM & Graham Howie as TR. Other VCA events being run after the forthcoming Referees & F&T Committees meetings.

**6.3.2. ACA** – Secretary advised that he had been asked to supply information to ACA for the forthcoming events to be held at VCC – Australian GC Handicap Singles & Doubles in Oct 11 and Australian AC Open Singles & Doubles in Nov 11. Information requested was TM, TR, venue/s, registration, welcoming function, BBQ, Presentation Dinner, and shirts. **Action: JC**

#### **6.4. Policies, Procedures & Descriptions**

**6.4.1. Coaching Policy** -The Secretary advised that the Coaching Policy (as adopted 10<sup>th</sup> February 2011) is at variance with the State Coaching Coordinator's Job description (as adopted by Council on 9<sup>th</sup> June 2011) in the area of chairmanship of the Coaching Committee. Agreed that this was to be referred to Council. **Action: JC**

**6.4.2. Liquor Policy** – At a recent event at VCC, it was suggested that alcohol could be donated and players in the event be given free drinks at the event's Presentation Dinner, to be held at VCC. The conditions of the VCC Limited Liquor Licence require that all alcohol consumed on the premises be bought from the VCC bar and that VCA purchases all alcohol from the holder of a general or packaged liquor licence. Agreed that a policy be drafted, setting out these factors, for presentation to Council. **Action: MC**

**6.4.3. Charitable Collections/Sales/Raffles Policy** – It was brought to the attention of Com that recently at both VCC and clubs, charitable raffle tickets

and/or goods had been offered for sale, without the prior approval of the organisers/officials/committees. In some cases the profits did not go to the benefit of Malletsports within Australia. Agreed that a policy be drafted, clarifying this issue, for presentation to Council. **Action: MC**

**6.4.4. Other Required Descriptions** – The Secretary advised that, having drafted Job Descriptions for Appointed Officers, he had been asked by members about the responsibilities of various committees. Agreed that Secretary draft Job Descriptions for committees. **Action: JC**

**6.5. SRV Future Directions Grant – Regional Development Program** – Discussion of this item centred on the need to implement a program in accordance with the grant submission. Suggested that Gippsland and NEDCA be trial regions – Secretary to contact these regions. Meanwhile, CoM to prepare/coordinate program. **Action: All**

**6.6. Dandenong Park Regional Leisure Precinct Master Plan** – Resolved that Secretary draft a letter of support for the Burden Park proposal, that the Burden Park courts be re-grassed with Santa Ana and lit for night play, with the Dandenong CC moving to that facility. This will ensure a croquet facility within City of Greater Dandenong for the future. **Action: JC**

**6.7. MalletSports Victoria Editorship** - The Secretary was directed to write a letter of thanks to Carolyn Ribone for her editorship of MSV for the past three years, including a token of thanks. **Action: JC**

**7. Next Meetings –**

**Council** - Tuesday, 9<sup>th</sup> August 2011 at 11 am.

**CoM** - Tuesday, 13<sup>th</sup> September @ 11 am.

**8. Closure** - The Chairman closed the meeting at 2:45 pm

**VCA CoM Meeting 12 July 2011  
FINANCE REPORT**

**1. VCA Accounts:**

The 'Balance Sheet' and 'Profit and Loss' statements for VCA Accounts to 30 June are attached.

Banks Accounts show balances as at 30 June:

Bank Account No. 1 (Operating Account)	\$7,093.72
Bank Account No 3. (Investments)	<u>\$61,823.58</u>
Total Bank Accounts:	\$68,917.30

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

The portfolio valuation as at 30 June 2011 totalled \$3,390,076.

There is a review meeting on Thursday 14<sup>th</sup> July with a follow-up briefing re Equities by GSJBW.

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

The Future Directions funding for 'Croquet – A Dynamic and Stimulating Sport' begins with the following priorities in the current VCA Strategic Plan:

- encouraging and supporting volunteers;
- developing all forms of the game of croquet;
- increasing the participation in croquet throughout Victoria; &
- marketing croquet as a dynamic and stimulating sport for all ages.

The next step is to offer to two regions between now and December a number of sessions covering marketing for membership, coaching refereeing, tournament management, handicapping and club administration.

**4. Budget 2011-12**

The revised quotations for the changing of Courts 8, 9 and 10 to Santa Ana has helped the 'bottom line' by approximately \$20,000. A welcome change!

David Ross  
Treasurer  
12 July 2011

<b>Victorian Croquet Association Inc.</b> <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i>		
<b>Profit &amp; Loss Statement</b> <b>April 2011 through June 2011</b>		<b>Budget 2011/2012</b>
<b>INCOME</b>		
AFFILIATIONS	\$108,535.89	\$ 119,618.00
MERCHANDISING	\$767.72	\$ 4,000.00
TOURNAMENTS	\$2,723.64	\$ 6,500.00
PENNANT/COACHING/SCHOOLS	\$229.98	\$ 750.00
MSV	\$5,053.66	\$ 5,000.00
VCC INCOME	\$12,531.60	\$ 52,500.00
GRANTS/INTEREST	\$19,453.97	\$ 40,000.00
PLAYER INSURANCE		\$ 10,000.00
<b>Total INCOME</b>	<b>\$149,296.46</b>	<b>\$ 238,368.00</b>
<b>EXPENSES</b>		
AFFILIATIONS ACA		\$ 49,980.00
PLAYER INSURANCE		\$ 10,000.00
ADMINISTRATION VCA	\$61,816.74	\$ 63,000.00
MSV	\$529.29	\$ 5,000.00
COUNCIL/COM	\$1,073.23	
COMMITTEES	\$705.25	\$ 8,000.00
TOURNAMENTS	\$1,323.62	
PENNANT	\$81.82	\$ 12,000.00
MERCHANDISE	\$370.55	\$ 7,000.00
COACHING/PROMOTIONS	\$1,567.50	\$ 17,000.00
VCC	\$33,636.16	\$ 76,000.00
CATERING	\$4,747.98	\$ 17,000.00
COURTS	\$7,241.00	\$ 87,000.00
<b>Total EXPENSES</b>	<b>\$113,093.14</b>	<b>\$ 351,980.00</b>
<b>Net Profit/(Loss)</b>	<b>\$36,203.32</b>	<b>\$(113,612.00)</b>

<b>Victorian Croquet Association Inc.</b> <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i>			
<b>Balance Sheet</b> <b>As of June 2011</b>			
<b>Assets</b>		<b>Liabilities</b>	
<b>Current Assets</b>		Current Liabilities	
Bank Accounts		Accounts Payable	\$816.64
BA 1 - Operating	\$7,093.72	<b>Total Current</b>	<b>\$816.64</b>
BA 3 - Investments	\$61,823.58	<b>Liabilities</b>	
Total Bank Accounts	\$68,917.30	Other Current Liabilities	
<b>Total Current Assets</b>	<b>\$68,917.30</b>	Tax Payable	
<b>Withholding Credits</b>		GST Collected	\$10,036.01
Accounts Receivable	\$125,171.30	GST Paid	(\$5,060.25)
		Payroll Liabilities	\$1,390.00
<b>Total Withholding Credits</b>	<b>\$125,171.30</b>	Superannuation	\$828.89
Other Current Assets		Liabilities	
GSJBW - Investment A/c	\$3,390,076.00	<b>Total Tax Payable</b>	<b>\$7,194.65</b>
Petty Cash Float	\$200.00		
<b>Total Other Current Assets</b>	<b>\$3,390,276.00</b>	<b>Total Liabilities</b>	<b>\$8,011.29</b>
<b>Fixed Assets</b>		<b>Net Assets</b>	<b>\$8,934,266.53</b>
Cairnlea - Buildings	\$4,058,985.67	<b>Equity</b>	
Cairnlea - Land	\$1,231,368.55	Reserves	
Water Tank	\$46,691.24	General Reserve	\$7,703,572.44
<b>Equipment</b>		Retained Earnings	\$1,194,598.05
Accumulated Depreciation	(\$62,185.48)	Current Earnings	\$36,096.04
Total Equipment	\$20,867.76	<b>Total Equity</b>	<b>\$8,934,266.53</b>
Total Fixed Assets	\$5,357,913.22		
<b>Total Assets</b>	<b>\$8,942,277.82</b>		