



## Minutes of Council Meeting – 9<sup>th</sup> August 2011

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), Kenn Boal (Vice president), Jim Clement (Secretary); David Ross (Treasurer); Graeme Gallus, Snow Evans, Gwen Hamilton & Jim Saunders (Members).

1.1.2. **Regional Directors:** Brian Reither (Ballarat); Brian Foley (Bayside); Jenny Ross (EMCA); Sue Colvin (Geelong); Graham Howie (Gippsland); Ken Richardson (GVCA); Janet Richardson (MVCA); Tricia Devlin (NDCA); Anne Quinn (NEDCA); Margaret Crowder (SEMCA); Barb McKean (SWDCA) Shirley Hallinan (WMCMA); Neville Pope (Wimmera)

1.1.3. **Observers:** Kevin Bluff (Geelong); Ken Payne (SEMCA); Wynford Connick (WMCMA); Lowen Clarke (Williamstown)

1.2. **Apologies:** Walter Runciman (Bayside), John Miles (EMCA), Fay O'Toole (SEMCA)

2. **Opening:** The President opened the meeting at 11:00am and called for any additional agenda items

### 3. Minutes of Previous Meeting:

3.1. **Confirmation of Minutes of the Council Meeting held 9<sup>th</sup> June 2011:** Resolved that the minutes of the Council Meeting held 14<sup>th</sup> April 2011 be accepted, with the heading date changed to 9<sup>th</sup> June 2011.

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

### 4. Correspondence

4.1. **In –** 6 Jul 11 from Wonthaggi CC re vision impaired member  
6 Jul 11 from Turf-Hog Laser Levelling Pty Ltd (attached)  
8 Jul 11 from Burden Park CC re City of Greater Dandenong development plans  
5 Aug 11 from City of Greater Dandenong re development plans

4.2 **Out –** 11 Jun 11 to Turf-Hog Laser Levelling Pty Ltd  
4 Jul 11 to Dr P Tisdall re medical opinion  
20 Jul 11 to Wonthaggi CC re vision impaired member  
22 Jul 11 to City of Greater Dandenong re development plans  
23 Jul 11 to Carolyn Ribone - thanks

It was resolved that the correspondence be accepted.

### 5. Reports

5.1. **Financial Report** -The Treasurer presented his report, attached at Annex A. It was resolved that the Treasurer's report be accepted.

5.2. **CoM Report** – Minutes of the 12<sup>th</sup> July 2011 CoM meeting were distributed to Council members on 18<sup>th</sup> July 2011.

5.3. **SDO Report** – The Secretary tabled the SDO's report, attached at Annex B. It was resolved that the SDO's report be accepted.

## 6. General Business

### 6.1. VCC Items

- 6.1.1. **Courts 8, 9 & 10:** It was resolved to pay \$2,200 in full settlement of the Turf Hog claim. The President explained that there were two possibilities of grants to offset the cost of work on the courts which are being followed up by Roy Palmer, these being one from SRV (through Brimbank Council) and one from City West Water.
- 6.1.2. **Defibrillator:** The Secretary advised that a defibrillator has been purchased (as authorised by Council 9<sup>th</sup> Dec 2010) and that the cost included the training of three people in its operation at St John Ambulance headquarters. It was agreed that initially Sandra Kastanaras, Brian Reither and Graham Howie be trained as the persons most likely to be at VCC. He advised that training could be arranged for more people at a venue of our choice for a fee. Resolved that Secretary investigate costs and numbers of training of extra operators. VCC Committee to determine who else should be trained.

### 6.2. VCA Items.

- 6.2.1. **Appointed Officials and Sub-Committees.** Resolved that the following appointments be made:
- 6.2.1.1. **State Coordinator Association Croquet:** Brian Reither
  - 6.2.1.2. **Finance Committee:** David Ross
  - 6.2.1.3. **Investment Advisory Group:** David Ross removed, as a Director cannot be a member of this group
  - 6.2.1.4. **Tournaments & Fixtures:** Brian Reither, Roy Palmer, Anna Miller
  - 6.2.1.5. **Referees Committee:** Lynne Roberts, Ian McKee, Hamish Menzies
  - 6.2.1.6. **GC Selection Committee:** Jim Clement
  - 6.2.1.7. **AC State Squad/Team & Development Squad Coach:** Stephen Forster
  - 6.2.1.8. **State Coordinator of Coaching:** Patrick Moore
  - 6.2.1.9. **VCC Committee:** Mike Cohn, Sandra Kastanaras, Shirley Hallinan, David Ross, Snow Evans.

A current list of appointments is attached at Annex C.

### 6.2.2. Participation. It was resolved that:

- 6.2.2.1. A marketing plan be prepared with the aim of increasing participation and on acceptance of a suitable plan, the plan be funded; and
- 6.2.2.2. The existing ad-hoc Participation Committee initiate the preparation of the marketing plan and be authorised to co-opt appropriate additional people as required.

- 6.2.3. **MalletSports Victoria.** The President advised that a letter of thanks and a gift of appreciation has been sent to Carolyn Ribone for her editorship over the past three years, and that the new editor has issued her first edition. It was agreed that the MSV Committee prepare a report on the future of MSV for CoM.

#### 6.2.4. Tournaments & Fixtures Committee:

- 6.2.4.1. Brian Reither tabled a report from the T&F Committee, see Annex D.
- 6.2.4.2. **Croquet Day:** The omission of a Croquet Day or Come & Try Day from the VCA T&F schedule was noted. It was resolved that each club hold a Come & Try Day on a nominated date (or a date of each club's choosing) to attract new members.

#### 6.2.5. Policies & Procedures

- 6.2.5.1. **Coaching Policy:** The Secretary pointed out discrepancies between the Coaching Policy and the SCC Job Description. It was resolved that the documents be amended as required to reflect that the Coaching Committee elects its chairperson.
- 6.2.5.2. **Liquor & Catering at VCC Policy:** It was resolved to adopt the draft policy, as amended.
- 6.2.5.3. **Charitable Collections, Sales & Raffles Policy:** It was resolved to adopt the draft policy, as amended.
- 6.2.5.4. **Investment Advisory Group Policies & Procedures:** deferred until October meeting.

#### 6.2.6. Financial & Administrative Risk Review: It was resolved to seek quotes for such a review.

#### 6.2.7. Affiliation Fees: EMCA requested that it be advised in writing of the timings of striking and notification of affiliation fees.

#### 6.2.8. SRV Future Directions Grant: The Secretary advised that Gippsland CA had agreed to participate in the pilot program and that NEDCA was to consider its participation at its meeting of 16<sup>th</sup> August 2011.

#### 6.2.9. Dandenong Park Regional Leisure Precinct Master Plan: The Secretary advised that this plan would affect the two clubs within the City of Greater Dandenong (Dandenong CC & Burden Park CC). After discussion, it was resolved that VCA write to the City of Greater Dandenong strongly supporting the retention of croquet facilities within the city.

#### 6.2.10. **Directors' Biographies:** It was resolved that all Directors provide a biography so that Council members were aware of experience and capabilities of other members.

#### 6.3. ACA Items.

- 6.3.1. **Changes to ACA Executive:** The Secretary advised that, following the resignation and departure of the ACA Secretary and Executive Director, Gail Farr, these duties would be performed by Tony Hall until a replacement is found.

#### 7. Next Meetings –

- 7.1. **COM** – Tuesday, 13<sup>th</sup> September 2011 at 11 am
- 7.2. **Council** – Tuesday, 11<sup>th</sup> October 2011 at 11 am

#### 8. Closure – The President closed the meeting at 3:50 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)	\$74,530.83
Bank Account No.3 (Investments)	<u>\$66,952.09</u>
Total Bank Accounts	\$141,482.92

### 2. The GSJBW \$3,508,951 Investment (\$3m indexed by CPI to 30 June 2011):

The portfolio valuation as at 31 July 2011 totalled \$3,340,823.

An equities briefing was held in July which brought us up to date with current thinking and some future projections.

### 3. Affiliations:

Many thanks to the clubs who have remitted their affiliations from the June invoicing for the croquet year 2011-12.

It is most helpful as ACA require their affiliations (amounting to nearly \$50,000) to be paid by 30 June. I have an explanatory sheet overleaf covering current practice regarding affiliations.

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

The Future Directions funding for 'Croquet – A Dynamic and Stimulating Sport' covering:

- 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;

has been offered to two regions – Gippsland and North-East.

This is the start of the 'Flying Squad' visits covering marketing for membership, coaching, refereeing, tournament management, handicapping and club administration.

David Ross  
Treasurer  
9 August 2011

## VICTORIAN CROQUET ASSOCIATION

### 'AFFILIATIONS' INFORMATION SHEET AUGUST 2011

As has been outlined in the 'Croquet Victoria Directory' page in the annual VCA Address Book, invoices are sent in June/July, October and March for each croquet season April – March. Membership numbers are kept up to date by club secretaries/designated membership officers on the VCA website and these are used for invoicing.

Most clubs have their financial years ending on 30 April. This date was preferred when clubs (VCA underwrote the cost) changed their constitutions some eight or nine years ago. Some situations where there is a combined facility e.g. with a Bowls Club are constrained by a different date.

VCA affiliations comprise a number of components: Regional Affiliation; Club Affiliation; Member Affiliation and ACA Affiliation. These yearly affiliations cover the period 1 April to 31 March following.

For 201-12 Regional Affiliations are \$27.50; Club Affiliations are \$22; Membership Affiliations are VCA \$27.00 and ACA \$20.00.

The Annual General Meeting of VCA held early in June is when fees are determined. In response to representations that this date is too late for many clubs, it is proposed that preliminary expectations would be circulated to VCA Directors and clubs following the VCA April Council Meeting. This would include the recommendation to the June VCA AGM of any variation to the fees. ACA Affiliations are known well ahead of the forthcoming season.

The increases in recent years, in particular by ACA, has been in response to three main issues – underwriting the hosting of International Competitions in the various states; changing from a volunteer ACA executive officer to a paid employee position and the location of this officer in a rented office in Canberra.

VCA has been mindful of these ACA increases and in response has kept our own membership fee increases to a minimum (this year, no VCA increase). Obtaining Government Grants has been crucial in this decision.

**Victorian Croquet Association Inc.**

65 Nobel Banks Drive  
CAIRNLEA VIC 3023

**Profit & Loss Statement**

April 2011 through July 2011

**Budget  
2011/2012**

<b>INCOME</b>		<b>INCOME</b>
AFFILIATIONS	\$108,390.45	\$ 119,618.00
MERCHANDISING	\$1,377.71	\$ 4,000.00
TOURNAMENTS	\$2,723.64	\$ 6,500.00
PENNANT/COACHING/SCHOOLS	\$302.71	\$ 750.00
MSV	\$4,924.50	\$ 5,000.00
VCC INCOME	\$13,960.24	\$ 52,500.00
GRANTS/INTEREST	\$19,686.48	\$ 0,000.00
PLAYERS INSURANCE		\$ 10,000.00
<b>Total INCOME</b>	<b>\$151,365.73</b>	<b>\$ 238,368.00</b>
<b>EXPENSES</b>		<b>EXPENSES</b>
AFFILIATIONS ACA	\$45,436.36	\$ 49,980.00
PLAYER INSURANCE		\$ 10,000.00
ADMINISTRATION VCA	\$20,132.61	\$ 63,000.00
MSV	\$975.17	\$ 5,000.00
COUNCIL/COM	\$1,182.13	
COMMITTEES	\$870.66	\$ 8,000.00
TOURNAMENTS	\$1,323.62	
PENNANT	\$81.82	\$ 12,000.00
MERCHANDISE	\$370.55	\$ 7,000.00
COACHING/PROMOTIONS	\$2,977.50	\$ 17,000.00
VCC	\$39,816.57	\$ 76,000.00
CATERING	\$4,911.00	\$ 17,000.00
COURTS	\$9,934.18	\$ 87,000.00
<b>Total EXPENSES</b>	<b>\$128,012.17</b>	<b>\$ 351,980.00</b>
<b>Net Profit/(Loss)</b>	<b>\$23,353.56</b>	<b>(113.612.00)</b>

**Victorian Croquet Association Inc.**

65 Nobel Banks Drive  
CAIRNLEA VIC 3023

**Balance Sheet**

As of July 2011

<b>Assets</b>		<b>Liabilities</b>	
<b>Current Assets</b>		<b>Current Liabilities</b>	
Bank Accounts		Accounts Payable	\$5,405.12
BA 1 - Operating	\$74,530.83	<b>Total Current Liabilities</b>	<b>\$5,405.12</b>
BA 3 - Investments	\$66,952.09	Other Current Liabilities	
Total Bank Accounts	\$141,482.92	Tax Payable	
<b>Total Current Assets</b>	<b>\$141,482.92</b>	GST Collected	\$7,025.47
		GST Paid	\$3,357.26
<b>Accounts Receivable</b>	\$45,720.10	Payroll Liabilities	\$420.00
Total Withholding Credits	\$45,720.10	Superannuation Liabilities	\$1,213.98
<b>Other Current Assets</b>		<b>Total Tax Payable</b>	<b>\$12,016.71</b>
GSJBW - Investment A/c	\$3,340,823.00	Long Term Liabilities	
Petty Cash Float	\$200.00		
<b>Total Other Current Assets</b>	<b>\$3,341,023.00</b>		
		<b>Total Liabilities</b>	<b>\$17,421.83</b>
<b>Fixed Assets</b>		<b>Net Assets</b>	<b>\$8,872,271.05</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	\$1,145,345.05
Accumulated Depreciation	(\$62,185.48)	Current Earnings	\$23,353.56
<b>Total Equipment</b>	<b>\$24,421.40</b>		
<b>Total Fixed Assets</b>	<b>\$5,361,466.86</b>		
		<b>Total Equity</b>	<b>\$8,872,271.05</b>
<b>Total Assets</b>	<b>\$8,889,692.88</b>		

**Annex B to  
Minutes of VCA Council Meeting 9<sup>h</sup> August 2011**

**Croquet Victoria  
SDO August 2011 Report**

- Attended the Country versus Metro Competition held at Cairnlea
- 9<sup>th</sup> June 2011 – Attended Annual General Meeting and Council Meeting to gain a greater understanding of the Victorian Croquet Association and its role.
- 24<sup>th</sup> June 2011 – Contacted VicHealth Shelley Salter, Project Officer – Physical Activity Regarding funding and what grants are available for clubs throughout the year.
- 27<sup>th</sup> June 2011 – Contacted the Department of Planning and Community Development about the “State Sporting Association Grant”. This grant provides state sporting association funding but unfortunately this grant closed October last year.
- I have visited 2 clubs – Elsternwick CC on 21<sup>st</sup> June with Mike Cohn and Jim Clement and Kew CC on 21<sup>st</sup> July. The reason behind this is so that I can obtain a greater knowledge of the sport and so that I can also assist Elsternwick in obtaining more members to the club.

**ELSTERNWICK CROQUET CLUB**

- In relation to the Elsternwick CC, I have been communicating with Minn Stewart (Club Secretary).
  - Sent Croquet Promotional Flyers to Paulette Pyle–Carlino (Club President) so that they can distribute them to potential sponsors or participants.
  - Spoke to Narelle Dowling, Community Development Officer at Glen Eira City Council. Regarding any funding options for the club.
  - Contacted Surrounding Retirement Villages to see if they may interested in getting involved with the Club.  
-Jimmy Nicholson at Graceland Manor  
-Kym at Victoria by the Park.
  - Contacted Elsternwick Probus Club – Pam Christensen  
Contacted Glen Eira Probus Club – Nancy Townsend  
About potential members for Elsternwick
  - Contacted Wesley College (Sport Director) and St. Joseph’s about getting staff involved in a corporate challenge
- 
- Meeting scheduled on 10<sup>th</sup> of August with Brimbank Council regarding inclusion of VCC in Brimbank Community Hub
  - Attended Opening Day at VCC on 3<sup>rd</sup> of August
  - Finally I would like to finish by saying that I would anticipate visiting more clubs to gain more exposure.

Stephen Odgers  
Sports Development Officer  
8<sup>th</sup> August 2011



**Appointed Officials & Sub-Committees 2011-12  
as at 9<sup>th</sup> August 2011**

**State Coordinator of Association Croquet** – Brain Reither (Ballarat Alexandra)  
**State Coordinator of Coaching** – Patrick Moore (MCC)  
**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)  
**State Squad/Team & Development Squad Coach** – Stephen Forster (Geelong Belmont)

**Catering Committee (4) -**

**Coaching Committee (4)** – Patrick Moore (MCC)

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

**Finance Committee (3)** – Mike Cohn (Kew), David Ross (Ringwood)

**Fixtures & Tournaments Committee (6)** – Brian Reither, Maxine Maclachlan & Jim Saunders (ex-  
officio as SCAC, SCGB & SCGC respectively), Roy Palmer  
(Kew), Anna Miller (Geelong Belmont)

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

**Investment Advisory Committee (3)** – Patrick Moore (MCC), 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); Ian McKee (Ballarat Alexandra); Hamish  
Menzies (Warragul).

**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), Jim Clement (Sarsfield)

**VCC Committee** – Mike Cohn (Kew); David Ross (Ringwood); Shirley Hallinan (Essendon); Snow  
Evans (Sandringham); Sandra Kastanaras (VCA Administration Officer).

## **Tournament & Fixtures Committee Report**

A meeting of the Tournament & Fixtures Committee was held on 19<sup>th</sup> July 2011

A Committee was formed as follows;

Brian Reither Chairman and AC Co-ord  
Roy Palmer Secretary  
Jim Saunders GC Co-ord  
Maxine Maclachlan Gateball Co-ord  
Anna Miller Ordinary member

It was proposed that the four metro associations and the inner country associations be represented on the T&F committee. If accepted we need a representative from Bayside, South/East Metro, Western Metro, Northern and Gippsland West

Whilst there are reasons for some recent incidents, it was agreed that requests from ACA for tournament information must be sought from T&F. Examples

An Email has been sent to all clubs listing errors and omissions on Fixtures sheet.

Each discipline be given access to Web Admin One Stop to load tournament details.

Management and Catering is still a major concern. We request that COM finalise request to clubs to be involved in organising and catering at events,  
Managers have been allocated for next 3 months except Schools Reg.

Concern was raised that we need to adopt and circularise policy if payment must be made with entry.

Agreed that each discipline organise their own medals

Defibrillator Training, question appropriate persons

Agreed that we need to work with ACA to get 2 year calendar back on line.