



Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 13th September 2011

1. Attendance

1.1. Present: Mike Cohn (President); Kenn Boal (Vice-President); Jim Clement (Secretary); David Ross (Treasurer); Gwen Hamilton, Snow Evans and Graeme Gallus (Members).

1.2. Apologies: Val Brown (Immediate Past President), and Jim Saunders (Member).

2. Opening: The President opened the meeting at 11:22 am.

3. Confirmation of Minutes of the CoM Meeting held 12th July 2011: Resolved that the minutes of the Committee of Management Meeting held 12th May 2011 be accepted.

4. Correspondence

4.1. In - 18 Aug 11 from Turf-Hog (email) acknowledging payment
23 Aug 11 from Geelong CA re VCA website & equality between AC & GC events
23 Aug 11 from Geelong CA re GC Doubles being recorded for Handicap

4.2. Out – 14 Aug 11 to Turf-Hog Laser Levelling Pty Ltd - payment

4.3. Business Arising from Correspondence – Secretary advised that letters from Geelong CA have been referred to Webmaster, T&F Committee and Handicap Committee, as appropriate, for comment.

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. VCC Committee Report: The President delivered an oral report on the inaugural meeting of the VCC Committee, which was held immediately prior to the CoM meeting. *(Secretarial Note: The minutes of that meeting are attached at Annex B.)*

5.3. MSV Committee Report: A report from the MSV Committee was tabled. *(Secretarial Note: This report is considered in Item 6.1.2)*

5.4. SDO Report: The Secretary tables a report from the SDO, attached at Annex C. Resolved that Secretary direct the SDO to concentrate his efforts on assisting Elsternwick CC increase membership and on the re-establishment of a viable Cairnlea CC.

6. General Business

6.1. VCC Matters

With the establishment of the VCC Committee, most items that were previously considered under this item are now the responsibility of that committee.

6.2. VCA Matters

6.2.1. Appointed Official and Committees:

6.2.1.1. Finance Committee: The Secretary advised that Patrick Moore has requested to be appointed to the Finance Committee and removed from the Investment Advisory Group. CoM expressed regret from losing his expertise from the IAG but resolved to recommend that Council remove P Moore from the Investment Advisory Group and appoint him to the Finance Committee.

- 6.2.1.2. AC Selection Committee:** The Secretary advised that four members, being Marie Calthorpe (Williamstown), Tricia Devlin (Castlemaine), Judy Evans (Sandringham) and Anne Quinn (Yarrowonga) had indicated their willingness to serve on this committee. After discussion of qualifications and possible conflict of interests, it was resolved to recommend that Council appoint Marie Calthorpe and Judy Evans to the AC Selection Committee.
- 6.2.2. Malletsports Victoria:** CoM considered the MSV report tabled at Item 5.2, and Graeme Gallus' report of a survey he had conducted within NEDCA. It was agreed that content needs to be made more relevant to the majority of Croquet Victoria members and that electronic distribution needs to be considered. Resolved that the last two issues of the current subscription year (June/July 2012) be available in both hardcopy and electronic formats, with a survey of members' preferences survey being carried out.
- 6.2.3. Policies & Procedures:** The list of current and draft policies and procedures was reviewed and the Secretary provided with guidance.
- 6.2.4. Financial and Administrative Risk Review:** The President advised that he taken advice on this matter which was that the association should, if possible, use the services of a member with appropriate financial qualifications. He suggested that John Blackler (Dandenong CC), retired accountant and former ACA Treasurer who has indicated his willingness, would be a suitable person for the task. Resolved that John Blackler be recommended to Council for appointment to carry out a Financial and Administrative Risk Review.
- 6.2.5. SRV Future Directions Grant – Club & Regional Development Program:**
Resolved that:
- 6.2.5.1.** Gippsland CA be approached to participate in program on 3rd & 4th November 2011 and that NEDCA be advised that the suggested dates of 21st & 22nd November are suitable.
- 6.2.5.2.** CoM members are to develop workshop outlines and resources handouts dealing with:
- 6.2.5.2.1.** Constitutional issues, the role of and hierarchy within VCA – Secretary
- 6.2.5.2.2.** Financial Aspects including financial probity – Treasurer
- 6.2.5.2.3.** Seeking and applying for grants – Secretary
- 6.2.5.2.4.** Membership and Participation - G Gallus
- 6.2.5.2.5.** Coaching Workshop – K Boal & D Ross.
- 6.2.5.3.** F&T and Referee Committees are requested to develop suitable instructional materials and resources for presentation and to nominate suitable persons to present the workshops.
- 6.2.5.4.** That workshop instructional material and resources be forwarded to the Secretary by 30th September 2011.
- 6.2.5.5.** A survey of members is carried out in accordance with the milestones program submitted to SRV.
- 6.2.6. Bids for WCF Events at VCC:** The President advised that Croquet Victoria is the preferred bidder to host the inaugural WCF World Women's Association Croquet Championships on 20th – 28th October 2012. An initial meeting between ACA and VCA is to be held at VCC on 26th September 2011.
- 6.2.7. Croquet in the City of Wyndham:** The President reported on his attendance at a City of Wyndham meeting to consider sporting facilities within the municipality to the year 2050. This matter is ongoing.
- 6.2.8. VicSport:** The Secretary advised of VicSport Facilitator/Presenter and Assessor Workshops/Courses. The President advised of attendance at three VicSport workshops within the past month; on IT for sports associations, on

changes to how future water restrictions will affect sporting associations/clubs and on social media & sporting associations.

6.2.9. Disciplinary Tribunal: The Secretary advised that the Disciplinary Tribunal conducted hearings on 31st August 2011, but he had yet to receive the decisions and proceedings of the tribunal.

6.2.10. VCA CoM Proceedings: G Gallus commented that other than minutes and agenda (with attached papers) he received little information about the proceeding of the committee. The Secretary assured him that he received all papers relating to the considerations and proceedings of both CoM and Council.

6.3. ACA Matters

6.3.1. ACA Executive Appointments: The Secretary advised that Nerida Taylor, who was previously appointed acting ACA Secretary/ED is overseas and Tony Hall is performing the functions of these positions until her return, when she is to be appointed as Secretary/ED, effective from 16th September 2011.

6.3.2. Calendar – 2012 ACA AGM: The Secretary tabled a calendar of events and dates leading up to the ACAAGM on 26th March 2012. This has changed from previous years as many of the time restraints in the ACA Constitution were amended at the 2011 AGM.

6.3.3. Meritorious Service Award 2011: The Secretary advised that he had received one nomination for the 2011 ACA Meritorious Service Award, which he would be tabling at the October Council meeting, together with any other nominations received, for approval to forward to ACA.

7. Next Meetings –

Council - Tuesday, 11th October 2011 at 11 am.

CoM - Tuesday, 8th November 2011 at 11 am.

8. Closure - The Chairman closed the meeting at 3:10 pm

VCA CoM Meeting 13 September 2011 FINANCE REPORT

1. VCA Accounts:

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

Banks Accounts show balances as at 31 August:

Bank Account No.1 (Operating Account)	\$83,906.71
Bank Account No.3 (Investments)	<u>\$67,231.74</u>
Total Bank Accounts	\$151,138.45

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

The portfolio valuation as at 31 August, 2011 totalled \$3,205,048.

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

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

- 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.

Two regions – Gippsland and North-East – have accepted the offer of being the first regions for 'Flying Squad' visits covering marketing for membership, coaching, refereeing, tournament management, handicapping and club administration.

These two day workshops covering multiple sessions will be held in November.

Another aspect of the funding requires data to ascertain progress in achieving the projected results. To this end the first annual 'Survey' will be circulated to clubs in October measuring game development, player participation and member satisfaction.

David Ross
Treasurer
13 September 2011

Victorian Croquet Association Inc. 65 Nobel Banks Drive CAIRNLEA VIC 3023 Profit & Loss Statement April 2011 through August 2011		Budget 2011/2012
INCOME		INCOME
AFFILIATIONS	\$107,430.45	\$119,618.00
MERCHANDISING	\$1,120.90	\$ 4,000.00
TOURNAMENTS	\$3,428.17	\$ 6,500.00
PENNANT/COACHING/SCHOOLS	\$739.05	\$ 750.00
MSV	\$4,869.96	\$ 5,000.00
VCC INCOME	\$17,412.34	\$ 52,500.00
GRANTS/INTEREST	\$19,966.13	
PLAYER INSURANCE		\$ 10,000.00
Total INCOME	\$154,967.00	\$238,368.00
EXPENSES		EXPENSES
AFFILIATIONS ACA	\$45,436.36	\$ 49,980.00
PLAYER INSURANCE		\$ 10,000.00
ADMINISTRATION VCA	\$71,238.88	\$ 63,000.00
MSV	\$1,565.18	\$ 5,000.00
COUNCIL/COM	\$1,699.95	
COMMITTEES	\$1,216.66	\$ 8,000.00
TOURNAMENTS	\$4,766.20	
PENNANT	\$81.82	\$ 12,000.00
MERCHANDISE	\$370.55	\$ 7,000.00
COACHING/PROMOTIONS	\$4,387.50	\$ 17,000.00
VCC	\$42,374.67	\$ 76,000.00
CATERING	\$5,386.27	\$ 17,000.00
COURTS	\$18,200.07	\$ 87,000.00
Total EXPENSES	\$151,287.75	\$ 351,980.00
Net Profit/(Loss)	\$3,679.25	\$ (113,612.00)

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i> Balance Sheet As of August 2011			
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$2,690.92
BA 1 - Operating	\$83,906.71	Total Current Liabilities	\$2,690.92
BA 3 - Investments	\$67,231.74		
Total Bank Accounts	\$151,138.45	Other Current Liabilities	
Total Current Assets	\$151,138.45	GST Collected	\$7,327.35
		GST Paid	\$1,962.96
Accounts Receivable	\$12,811.10	Payroll Liabilities	\$840.00
Total Withholding Credits	\$12,811.10	Superannuation Liabilities	\$1,021.44
		Total Tax Payable	\$11,151.75
Other Current Assets		Total Liabilities	\$13,842.67
GSJBW - Investment A/c	\$3,204,848.77	Net Assets	\$8,716,622.51
Petty Cash Float	\$200.00	Equity	
Total Other Current Assets	\$3,205,048.77	Reserves	
		General Reserve	\$7,703,572.44
Fixed Assets		Retained Earnings	\$1,009,370.82
Cairnlea - Buildings	\$4,058,985.67	Current Earnings	\$3,679.25
Cairnlea - Land	\$1,231,368.55		
Water Tank	\$46,691.24		
Equipment			
Accumulated Depreciation	(\$62,185.48)		
Total Equipment	\$24,421.40		
Total Fixed Assets	\$5,361,466.86	Total Equity	\$8,716,622.51
Total Assets	\$8,730,465.18		

Victorian Croquet Association
Minutes of VCC Committee Meeting
At Victorian Croquet Centre – 9:30 am, 13th September 2011

1. **Attendance:** Mike Cohn, Sandra Kastanaras, Shirley Hallinan, Snow Evans, David Ross.
2. **Appointment of Officers:** Mike Cohn (chair), David Ross (minute secretary).
3. **Correspondence:**
 1. **Out** - Nil
 2. **Received** - Email from Turfhog (18/08/2011)
4. **General Business:**
 1. **Finance** – function bookings pleasing but a need for more volunteers for assisting with the bar. Accounts received for roof repairs, aluminium door and freezer repairs.
 2. **Events:**
 - 4.2.1. **Croquet, including equipment** – discussion concerning need to check Golf CQ Clips; the availability of Gateball recording boards and the request for a frig. for players' lunches.
Oct/Nov/Dec – many events, beginning with the President Eights 23-26 Sep.
 - 4.2.2. **Functions** – volunteer staffing for the bar must be rostered at least one month ahead. Many bookings coming up (mainly Laura's) – next VCA booking 26 Nov.
 3. **Catering & Bar:**
 - 4.3.1. **Incidents** – log book kept in bar for recording (pro forma gives the required information).
 - 4.3.2. **Training** – RSA (Responsible Serving of Alcohol) - seven trained so far. More volunteers would share the load of staffing the bar during functions.
 4. **Courts** – Report received from James Hood. Clippings' bins to be installed behind the garage. Courts 8/9/10 to be converted to Santa Ana beginning 14 Nov.
 5. **Maintenance:**
 - 4.5.1. **Lighting** – Car Park Lights: need to be serviced/globes replaced at the same time as replacing the court lighting globes which have blown.
Discussed desirability of ability to dim room lighting and to access court light switches from outside Tournament Manager's office (as the latter is useful during functions for both ambience and to advertise VCC to the community).
 - 4.5.2. **Latham memorial** – to CoM meeting.
 6. **Caretaker** – twelve months have passed since appointment. Yearly formal review to be conducted with Tony and Mimi (Sandra and David).
 7. **OH&S:**
 - 4.7.1. **Incidents** – incident book to be kept in Admin. Office /Tournament Manager's Office with similar pro-forma to that kept in the Bar. Noted recent fall on Opening Day when moving tables.
 - 4.7.2. **Defibrillator** – three members to undergo the training on 28 September.
 - 4.7.3. **Other** – Snow to use special concrete infill on the walkways where appropriate.
 8. **Cairnlea CC:**
 - 4.8.1. **Progress** – SDO met with Cairnlea Community Hub and 'Come And Try' Day/s to be introduced.
 - 4.8.2. **Fees** – discussion re level/breakdown of club fees taking into consideration the facilities provided at the VCC. Membership subscriptions to be set to reflect those of 'like' clubs.
 9. **Displays** – question re the progress of the Latham Medals etc. memorabilia.
5. **Next Meeting:** 9.30am 8th November 2011



Sport Development Officer September 2011 Report

- Met with Cairnlea Community Hub on the 10th of August to discuss their involvement in assisting to promote the Victorian Croquet Centre.
- Friday the 12th of August – Contacted Brimbank City Council
Luke Casey, Recreation Officer
Regarding the Brimbank City Council Community Grants 2011/2012 for Sport, Recreation and Youth Grant.
- Thursday 18th of August – Submitted the Sport, Recreation and Youth Grant to the Brimbank City Council.
- Sunday 28th of August – Visited the Queenscliff Croquet Club, this club is alongside the bowling club and appears to be running ok even though it is a small clubrooms.
- Tuesday 6th of September – Visited the Ivanhoe Croquet Club, met with Janet McGahy (President) and Owen Edwards. Also formulated a report on my visit and discussions that were had.
- Currently I am formulating an Event Manual and Resource Guide for all Clubs – This includes information on how to coordinate a successful event from start to beginning. The Resource Guide section includes useful information that all Croquet players may refer to.

Stephen Odgers
Sports Development Officer
Croquet Victoria
Date: 11/9/2011