



## Minutes of Council Meeting – 13<sup>th</sup> December 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 (Members).

**1.1.2. Regional Directors:** Brian Reither (Ballarat); Brian Foley (Bayside); John Miles (EMCA); Sue Colvin (Geelong); Graham Howie (Gippsland); Ken Richardson (GVCA); Janet Richardson (MVCA); Tricia Devlin (NDCA); Anne Quinn (NEDCA); Fay O'Toole (SEMCA); Jean Chapple (SWDCA) Wynford Connick (WMCMA); Neville Pope (Wimmera)

**1.1.3. Observers:** Helen Worlidge (EMCA) and Elizabeth Armstrong (SEMCA)

**1.2. Apologies:** Val Brown (IPP); Jim Saunders (CoM); Barb McKean (SWDCA); Shirley Hallinan (WMCMA)

**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 11<sup>th</sup> October 2011:**  
Resolved that the minutes of the Council Meeting held 11<sup>th</sup> October 2011 be accepted.

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

### 4. Correspondence

**4.1. In –** 30 Sep 11 from Kerang/Barham CC re closure due to lack of members  
18 Nov 11 from Wimmera CA re GC Rules

**4.2 Out –** 12 Oct 11 to Mrs Helen Herbel – thanks for 1870 Law Book  
12 Oct 11 to ACA – nominations for 2011 Meritorious Service Award  
12 Oct 11 to Rod Lamplugh, Helen Worlidge & Hamish Menzies – thanks for service on tribunal  
26 Oct 11 to *Croquet World Online* magazine (by email) – contribution to forthcoming article  
11 Nov 11 to Geelong CA – re submitted motions  
11 Nov 11 to Sale CC – re advertising campaign

It was resolved that the correspondence be accepted.

#### **4.3 Business Arising from Correspondence:**

**4.3.1:** Secretary was directed to follow through with contacting Kerang/Barham and Sea Lake regarding closures and distribution of assets.

**4.3.2:** With regard to Wimmera CA letter, Graham Howie, the State Coordinator of GC Referees, advised that no new Rules had been introduced and that advice on interpretation of Rule 13(a)(8) had been published in *Croquet Australia* magazine and disseminated at referees' refresher days. Secretary to distribute such advice direct to all clubs

## 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:** The minutes of the 8<sup>th</sup> November 2011 CoM Meeting were distributed to all members on 11<sup>th</sup> November 2011.

**5.3. SDO Report:** The Secretary tabled the SDO's report, attached at Annex B.

**5.4. VCC Committee Report:** The President advised that the VCC Committee had not met in November, due to members' unavailability, but a meeting had been held immediately prior to the current Council meeting. Minutes of that meeting are attached at Annex C.

**5.5. T & F Committee:** Brian Reither, Chairman of T&F Committee, reported that 30 players from eight regions competed in the Victorian AC Handicap Championships and that a total of 39 (7 metro & 32 country) competed in the Victorian GC Handicap and Open Championships. Entries for the Victorian AC Open Championships, which close 14 Dec 11, are disappointing with 18 received so far. In response to poor attendance at Country Week when held in Melbourne, the event will be held in Swan Hill 30 Jan – 2 Feb 2012. So far, 25 responses have been received from the survey sent to clubs and more are needed. Of the responses received so far, the majority are for 2¼ hour games in AC, 1 hour games in GC and two-day tournaments.

**5.6. Business Arising from the Reports:** It was agreed that, overall, letters of invitation from Regional Directors for players to compete in events were effective but the timing was not good. Such letters should be sent well in advance to allow players to plan their season.

## 6. General Business

### 6.1. VCA Items.

**6.1.1. Appointed Officials and Sub-Committees.** Resolved that the following appointments be made:

**6.1.1.1. Tournaments & Fixtures:** add Wendy Black (NDCA) and John Grieve (WMCMA)

**6.1.1.2. Coaching Committee:** appoint Patrick Moore, Kenn Boal and Adrian Masterman-Smith.

**6.1.2. Financial & Administrative Risk Review:** The President advised that he had unsuccessfully tried to contact John Blackler for a progress report on this item, and the Treasurer reported that Mr Blackler had visited VCC to investigate procedures. (*Secretarial Note: A response from Mr Blackler was received 14 Dec 11.*)

**6.1.3. SRV Future Directions Grant:** The Secretary reported that the pilot program had been presented to Wodonga CC (after NEDCA had withdrawn, stating members required more detail of the contents of workshops) on 22 Nov 11 and to 12 members of five clubs of Gippsland CA at Bairnsdale on 25 Nov 11. As a result of these presentations, it has been agreed that the program can be presented in one day rather than two. The required report can now be prepared for SRV and preparations made for taking the presentation to regions.

## **6.2. ACA Items.**

**6.2.1.Strategic Plan 2012-14:** The Secretary advised that three responses had been received regarding the ACA request for input to the revision of the Strategic Plan. Resolved that a sub-committee of Mike Cohn, Tricia Devlin and John Miles be formed to review both ACA and VCA Strategic Plans and that the sub-committee be empowered to answer direct to ACA.

## **6.3. WCF Items.**

**6.3.1.1st WCF Women's Association Croquet World Championship:** VCA Vice-President, Kenn Boal, as Tournament Director and Chair of the Event Management Committee, outlined appointments he had made and advised that negotiations were currently being conducted between WCF and ACA, but that VCC remains the preferred venue.

## **7. Next Meetings –**

**7.1. COM –** Tuesday, 10<sup>th</sup> January 2012 at 11 am

**7.2. Council –** Tuesday, 14<sup>th</sup> February 2012 at 11 am

**8. Closure –** The President closed the meeting at 12:40 pm.

## FINANCE REPORT

### 1. VCA Accounts:

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

Banks Accounts show balances as at 30 November of:

Bank Account No.1 (Operating Account)	\$54,219.50
Bank Account No.3 (Investments)	<u>\$188,283.69</u>
Total Bank Accounts	\$242,503.19

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

The portfolio valuation as at 30 November 2011 totalled \$3,133,396.58

**3. Insurance:** Many thanks to the clubs who paid for invoices sent recently. It would be very much appreciated if those outstanding would pay before the Christmas break.

David Ross  
Treasurer  
13 December 2011

**Victorian Croquet Association Inc.**

65 Nobel Banks Drive

CAIRNLEA VIC 3023

**Profit & Loss Statement**

April 2011 through November 2011

**Budget 2011/2012**

		Income
<b>INCOME</b>		
AFFILIATIONS	\$108,386.21	\$119,618.00
MERCHANDISING	\$1,719.07	\$ 4,000.00
TOURNAMENTS	\$6,055.45	\$ 6,500.00
PENNANT/COACHING/SCHOOLS	\$739.05	\$ 750.00
MSV	\$4,954.52	\$ 5,000.00
VCC INCOME		
Catering	\$17,816.96	
Courts	\$6,279.10	
Premises	\$8,396.93	
Total VCC Income	\$32,492.99	\$ 52,500.00
GRANTS/INTEREST	\$30,018.08	\$ 40,000.00
PLAYER INSURANCE	\$12,352.71	\$ 10,000.00
<b>Total INCOME</b>	<b>\$191,718.08</b>	<b>\$ 238,368.00</b>
<b>EXPENSES</b>		
AFFILIATIONS ACA	\$45,436.36	\$ 49,980.00
PLAYER INSURANCE	\$8,504.75	\$ 10,000.00
ADMINISTRATION VCA	\$39,875.80	\$ 63,000.00
MSV	\$2,188.32	\$ 5,000.00
COUNCIL/COM	\$3,440.47	\$ 5,000.00
COMMITTEES	\$1,805.99	\$ 3,000.00
TOURNAMENTS	\$6,941.57	\$ 1,500.00
PENNANT	\$138.18	\$ 500.00
MERCHANDISE	\$854.05	\$ 7,000.00
COACHING/PROMOTIONS	\$9,322.50	\$ 17,000.00
VCC	\$63,613.83	\$ 76,000.00
CATERING	\$8,227.66	\$ 17,000.00
COURTS	\$47,357.68	\$ 45,000.00
COURTS 8, 9 AND 10 TO SANTA ANA		\$ 42,000.00
<b>Total EXPENSES</b>	<b>\$237,707.16</b>	<b>\$ 351,980.00</b>
<b>Net Profit/(Loss)</b>	<b>(\$45,889.08)</b>	<b>\$(123,612.00)</b>

**Victorian Croquet Association Inc.**

65 Nobel Banks Drive  
CAIRNLEA VIC 3023

**Balance Sheet**

As of November 2011

<b>Assets</b>		<b>Liabilities</b>	
<b>Bank Accounts</b>		<b>Current Liabilities</b>	
BA 1 - Operating	\$54,219.50	Accounts Payable	\$26,149.17
BA 3 - Investments	\$188,283.69		
<b>Total Bank Accounts</b>	<b>\$242,503.19</b>	<b>Total Current Liabilities</b>	<b>\$26,149.17</b>
<b>Withholding Credits</b>		<b>Other Current Liabilities</b>	
Accounts Receivable	\$8,532.50	Tax Payable	
<b>Total Withholding Credits</b>	<b>\$8,532.50</b>	GST Collected	(\$311.60)
<b>Other Current Assets</b>		GST Paid	(\$1,733.64)
GSJBW - Investment A/c	\$3,133,396.58	Payroll Liabilities	\$1,050.00
Petty Cash Float	\$200.00	Superannuation Liabilities	\$828.90
		Total Tax Payable	(\$166.34)
<b>Total Other Current Assets</b>	<b>\$3,133,596.58</b>	<b>Total Liabilities</b>	<b>\$25,982.83</b>
<b>Fixed Assets</b>		<b>Net Assets</b>	
Cairnlea - Buildings	\$4,058,985.67		<b>\$8,719,603.30</b>
Cairnlea - Land	\$1,231,368.55	<b>Equity</b>	
Water Tank	\$46,691.24	<b>Reserves</b>	
<b>Equipment</b>		General Reserve	\$7,703,572.44
Accumulated Depreciation	(\$62,185.48)	Retained Earnings	\$936,918.63
<b>Total Equipment</b>	<b>\$24,908.40</b>	Current Earnings	\$79,112.23
		<b>Total Equity</b>	<b>\$8,719,603.30</b>
Total Fixed Assets	\$5,361,953.86		
<b>Total Assets</b>	<b>\$8,746,586.13</b>		

Croquet Victoria  
SDO December 2011 Report

**VICTORIAN CROQUET CENTRE – COME AND TRY NIGHT**

LEAD UP TO THE NIGHT

- Developed Event Flyer
- The promotion of the event was through and to the following organisations:
  - Brimbank City Council  
Luke Casey, Sport and Recreation Officer  
Jean Thomson, Seniors Liaison, Errington Community Centre
  - Cairnlea Community Hub  
Ko Sonnoy Coordinator of Cairnlea Community Hub  
promoted it to all their contacts in particular Neighbourhood House Coordinators, BYS Youth Services and the Department of Community Development and Planning
  - Australia Post  
Mail outs of event flyer deliver to surrounding houses
  - Leader Newspaper  
Caitlin Ryan  
Placed article and photo in the paper regarding the event
  - Sunshine Hospital  
Carol Haykal  
Made all staff aware of the event
  - Werribee Veterinary School
- .Contacted previously interested people in the sport who were potentially interested in coming along to the Come and Try night.
- In the week leading up to the night I received 5 phone calls regarding the event expressing there interested to participate.
- Developed a registration form so that we could obtain the participants contact details, so that we can keep in contact with them.

EVENT NIGHT

- It was a hot 32 degress day with the threat of thunderstorms at any stage. However the thunderstorms held off and it was a fantastic night.
- Mike Cohn, Shirley Hallinan, Dot Dickson, Freda Connick and Wynford Connick assisted throughout the night with showing the participants how to play the sport.
- A barbecue was held for all participants and volunteers at the conclusion of the night.
- Overall 9 people participated in the night with at least seven wanting to try it again and give it another go in the future.
- All participants played for approximately 2 hours and were all very keen and happy.
- 1 person who contacted me in the lead up, failed to turn up due to it being extremely hot. However he would still like to participate in croquet Come and Try in the future. He requested to keep him up to date about the Cairnlea Croquet Club.

## **ELSTERNWICK CROQUET CLUB**

- On Tuesday the 25<sup>th</sup> of October I emailed Minn Stewart (Secretary) regarding the potential to run a Come and Try Day in November or December
- Spoke with Brian Foley (Regional Director – Bayside) about the troubles that I was having getting in contact with the Elsternwick Croquet Club.
- Having tried to contact the Elsternwick Croquet Club on numerous occasions, I received no correspondence from the club regarding the prospect of a Come and Try Day in November or December until Tuesday the 15<sup>th</sup> November, when I received an email from the President of the club advising me that they would not like to go ahead with a Come and Try Day in November or December
- For a three week period, I had continued to contact relevant organisations that may have been interested in attending a Come and Try Day. These included:
  - Narelle Dowling, Community Development Officer at Glen Eira City Council regarding possible people from older adults programs to attend. This also included the Glen Eira Council assisting to promote the event to all its relevant contacts.
  - Elsternwick RSL Club and Caulfield Senior Citizens Club regarding possible attendance
- I had also contacted the surrounding retirement villages (Graceland Manor and Victoria by the Park) a couple of months ago and mentioned the possibility of a Come and Try Day in upcoming months. They were very interested in finding out more information once a clear date had been established.

Stephen Odgers  
Sports Development Officer  
12<sup>th</sup> December 2011



**VCC Committee Meeting**  
**At Victorian Croquet Centre – 9:30 am, 13<sup>th</sup> December 2011**  
**Minutes**

6. **Attendance:** Mike Cohn, Shirley Hallinan, Snow Evans, David Ross, Sandra Kastanaras.
7. **Minutes of Meeting held 13 September 2011:** Moved Snow Evans, sec. Shirley Hallinan that they be confirmed. Carried.
8. **Business Arising:**
  - 4.1 **Golf CQ Clips.** During the recent State Handicap Championships for Golf Croquet there were no problems with clips for extra turns. Shirley to do a further stocktake in January.
  - 4.2 **Gateball Recording Boards.** The ownership of the existing recording boards to be checked with John Bradley.
  - 4.3 **Players' Frig.** A donated frig to be located in the garage south of courts 3 & 4 to determine usage.
  - 4.4 **Grassclippings' bins.** One grassbin installed beside a soil bin and a mulch bin.
  - 4.5 **Walkways.** Noted that concrete repair quotes still to be obtained. Removable bollards required to protect courts 1 & 2 in particular during function hirings.
  - 4.6 **Cairnlea CC.** SDO conducted a 'Come & Try' with BBQ. 18 (including volunteers) attended with 12 expressing interest. Next 'Twilight on a Friday in February.
9. **Correspondence:** Nil.
10. **Finance:** Balustrade installed around section of BBQ area (OHS issue following a hiring function). Maintenance (gardens and buildings) over budget.
7. **Courts:**
  - 7.1 **Report.** Sprinklers to be checked for optimum operation – especially courts 8,9,10.
  - 7.2 **8/9/10 Contract.** Stage 1 completed. Spriggings showing tinge of green.
  - 7.2 **Line Marker.** One used at VCC actually on Essendon CC asset register. Request for purchase (\$500) to be followed up.
8. **Events:**
  - 8.1 **Croquet.** Vic Open tournament - volunteers needed, particularly catering.
  - 8.2 **Functions.** Two to come in Dec. – 17 and 21 with five in January 6,7,14,16 and 28.
9. **Catering & Bar:**
  - 9.1 **Laura's Catering.** Need for review meeting ASAP to agree 2012 operations.
  - 9.2 **Volunteers.** VCA staffing of the bar engenders good profit. Need more willing to help on roster system (once every few months). President commented that aim must be to move towards paid staff for bar (stocking and functions).
10. **Caretakers:** Report received. Standard of cleaning very pleasing. Shade for outdoor area being pursued. Noted extra cleaning when there are two or more consecutive functions – extra payment agreed. Chairs on tables only when cleaning - set or stored at all other times as prospective hirers may attend without notice. Stove cleanliness – check daily (ad hoc inspections). Two long tables to be left in committee room at all times.
11. **VCC Maintenance:**
  - 11.1 **Buildings.** Water leak in chair store – roofer to attend this week. Outside grill to have baffle fitted to prevent rain from the North driving in. Exhaust fans in kitchen – label switches.
  - 11.2 **Grounds.** Double gates to court 9 require adjustment – Pitchcraft usage?? Grass on adjoining property on the south boundary needs slashing (Brimbank CC notification).
12. **Incidents.** Book of Report forms to be readily accessible (and used).
13. **Next Meeting:** 10<sup>th</sup> January 2012.