



Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 10th January 2012

1. Attendance

- 1.1. Present:** Mike Cohn (President); Kenn Boal (Vice-President); Jim Clement (Secretary); David Ross (Treasurer); Gwen Hamilton, Snow Evans, Graeme Gallus and Jim Saunders (Members).
- 1.2. Apologies:** Val Brown (Immediate Past President)

2. Opening: The President opened the meeting at 11:00 am.

3. Confirmation of Minutes of the CoM Meeting held 8th November 2011: Resolved that the minutes of the Committee of Management Meeting held 8th November 2011 be accepted.

- 3.1. Business Arising from Minutes of the Previous Meeting:** The President advised that he had spoken to the President of Eastern Park CC and that he had been advised to speak to others. The President also advised that he had not yet spoken to his Bowls Victoria contact concerning their advertising campaign costs.

4. Correspondence

- 4.1. In -** 11 Dec 11 from John Blackler re risk review
19 Dec 11 from JB Were Pty Ltd re investment account
4 Jan 12 from Judy Wembridge (email) re intention to appeal
9 Jan 12 from Judy Wembridge – appeal documentation
- 4.2. Out-** 19 Dec 11 to JB Were Pty Ltd re investment account
20 Dec 11 to John Blackler re risk review
31 Dec 11 to Heather Broad re closure of Kerang/Barham CC
31 Dec 11 to Olive Nuske re closure of Sea Lake CC

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.

6. General Business

6.1. VCA

- 6.1.1. Financial and Administrative Risk Review:** The President reported on John Blackler's review and the Secretary reported on enquiries made of JB Were Ltd, the company which manages the Croquet Victoria investments. It was agreed that the instructions to JB Were Ltd require review and JB Were are to be requested to provide a consolidated Statement of Account for the full period of the investment fund and the monthly report is to be circulated to CoM members and to Investment Advisory Group members. **Action: DR**

6.1.2. SRV Future Directions Grant:

The Treasurer advised that the report to SRV, due 16th December 2011, has not been submitted and he will speak to our SRV contact person. Most of the milestones laid down in the original submission, including those for the SDO, had been achieved, but there had been a shortfall in the coaching area. With regard to coaching, the Secretary tabled copies of the CAQ program for training Level B and Level 1 Golf Croquet Coaches. It was agreed that future presentations of the Regional/Club Development Program be one for Metro

area on possibly 12th March 2011, and one for possibly Geelong/SWCA regions in May 2011. **Action: DR**

6.1.3. SDO Position: The Treasurer reported that the SDO position was funded until the end of January 2011 and that he was expecting advice on the continuation of funding within the next ten days. The Secretary recommended a change in the SDO's reporting contact, stating that he was too remote for face to face contact.

6.1.4. Marketing Plan: G Gallus spoke to the Marketing Plan, saying that complexities were such that presentation to Council (due in February) should be deferred. In the meantime it was necessary to find someone with a marketing background and a press officer from within Croquet Victoria. Secretary to advertise in MSV and to circulate clubs. **Action: JC**

6.1.5. Appointment of Appeal Panel: *The President vacated the chair for this item, stating that it was inappropriate for him, as an ex-officio member of the Selection Committee, to preside, and the Vice-President took the chair.* The Secretary advised that he had received notice of appeal against non-selection for the Eire Cup team from Judy Wembridge in accordance with the Selection Policy and that the CoM now needed to appoint an Appeal Panel as required by the Policy. A motion that the panel consist of persons from interstate was defeated. It was resolved that a panel consisting of all or two of Owen Edwards, Margaret Gunn and Adrian Palmer be appointed. Secretary to contact and support panel. *(Secretarial Note: Both Owen Edwards and Margaret Gunn declined appointment, and an electronic poll was conducted between CoM members. This poll resolved that panel members are not to be confined to VCA members but persons from interstate may be appointed. The Secretary approached the interstate nominees receiving the most votes in the electronic poll and, on behalf of CoM, appointed Liz Fleming (Qld) and Susan Sands (WA) as the Appeal Panel.)*

6.1.6. Constitutional Review: G Gallus stated that it was time for a Constitutional Review. The Secretary advised that the amendments to the Associations Incorporation Act were due to take effect 1st July 2012 but that the Model Rules on the CAV website have not yet been revised to reflect the amendments.

6.1.7. Display of Tournament Results on the VCA Website: The Secretary advised that an explanatory article has been published in MSV. It was requested that the template of on-line Tournament Notices be reviewed to allow more choices and language appropriate to both AC and GC. **Action: JC**

6.1.8. Publicity for Tournaments at VCC: It was noted that there is insufficient details of forthcoming events at VCC to attract spectators. It was suggested that a half page column in MSV be made available for this and for short results of previous events.

6.1.9. FAQs: The Treasurer observed that there were many questions about VCA administration and about areas of croquet play that fell into the category of Frequently Asked Questions. He suggested that these FAQs and answers could be posted on the Croquet Victoria website. CoM members and Administrative Officer to provide input. **Action: All**

6.2. ACA

6.2.1. ACA AGM:

6.2.1.1. Notices of Motion: The Secretary advised that no notices of motion for the ACA AGM (due 26th January 2012) had been received from Regions or clubs.

6.2.1.2. Nomination of Delegates: The Secretary advised that VCA delegates to the ACA AGM are to be notified to ACA Executive Director by 12th

March 2012. Resolved that President and Secretary be recommended to Council for appointment as VCA delegates to the 2012 ACA AGM.

6.2.1.3. Officers and Appointees: The Secretary advised that Nerida Taylor has resigned as the ACA Executive Director and Honorary Secretary, that Rob McAdam (Tas) has been appointed as National Handicapper, and that Gordon Matthews (Qld), the current NDR(GC), has also been appointed as the Australian representative on the WCF GC Rules Committee.

6.3. WCF

6.3.1. 1st WCF Women's Association Croquet World Championship: Nothing further has been heard. Sec to chase up **Action: JC**

6.3.2. 2nd WCF World Golf Croquet Teams Championship: Secretary advised that ACA is interested in bidding to host the 2nd WCF World Golf Croquet Teams Championship in 2016, preferably at VCC. Secretary was directed to reply, expressing interest. **Action: JC**

7. Next Meetings –

Council - Tuesday, 14th February 2012 at 11 am

CoM - Tuesday, 13th March 2012 at 11 am

8. Closure - The Chairman closed the meeting at 2:40 pm

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i>		Budget 2011/1012
Profit & Loss Statement April 2011 through December 2011		
INCOME		INCOME
AFFILIATIONS	\$108,440.75	119,618.00
MERCHANDISING	\$1,881.79	4000.00
TOURNAMENTS	\$6,937.27	6,500.00
PENNANT/COACHING/SCHOOLS	\$739.05	750.00
MSV	\$4,954.52	5,000.00
VCC INCOME		
Catering	\$18,042.36	
Courts	\$6,351.83	
Premises	\$9,157.84	
Total VCC Income	\$33,552.03	52,500.00
GRANTS/INTEREST	\$30,696.93	40,000.00
PLAYER INSURANCE	\$12,125.44	10,000.00
Total INCOME	\$199,327.78	\$ 238,368.00
EXPENSES		
AFFILIATIONS ACA	\$45,436.36	49980.00
PLAYER INSURANCE	\$8,504.75	10,000.00
ADMINISTRATION VCA	\$43,528.83	63,000.00
MSV	\$2,668.00	5,000.00
COUNCIL/COM	\$3,855.59	5,000.00
COMMITTEES	\$1,926.25	3,000.00
TOURNAMENTS	\$8,403.19	11,500.00
PENNANT	\$138.18	500.00
MERCHANDISE	\$863.05	7,000.00
COACHING/PROMOTIONS	\$10,732.50	17,000.00
VCC	\$65,602.34	76,000.00
CATERING	\$8,648.79	17,000.00
COURTS	\$54,303.90	45,000.00
COURTS 8,9 AND 10 TO SANTA ANA		42,000.00
Total EXPENSES	\$254,612.13	\$ 351,980.00
Net Profit/(Loss)	(\$55,284.35)	\$ (113,612.00)

Victorian Croquet Association Inc. 65 Nobel Banks Drive CAIRNLEA VIC 3023 Balance Sheet As of December 2011			
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$206.33
BA 1 - Operating	\$20,599.62	Total Current Liabilities	\$206.33
BA 3 - Investments	\$188,962.54	Other Current Liabilities	
Total Bank Accounts	\$209,562.16	Tax Payable	
Total Current Assets	\$209,562.16	GST Collected	(\$121.68)
Withholding Credits		GST Paid	(\$2,679.46)
Accounts Receivable	\$1,183.30	Payroll Liabilities	\$1,470.00
Total Withholding Credits	\$1,183.30	Superannuation	\$1,213.99
Other Current Assets		Liabilities	
GSJBW - Investment A/c	\$3,027,164.67	Total Tax Payable	(\$117.15)
Petty Cash Float	\$200.00		
Total Other Current Assets	\$3,027,364.67	Total Liabilities	\$89.18
Fixed Assets		Net Assets	\$8,599,974.81
Cairnlea - Buildings	\$4,058,985.67	Equity	
Cairnlea - Land	\$1,231,368.55	Reserves	
Water Tank	\$46,691.24	General Reserve	\$7,703,572.44
Equipment		Retained Earnings	\$831,686.62
Total Equipment	\$24,908.40	Current Earnings	\$64,715.65
Total Fixed Assets	\$5,361,953.86	Total Equity	\$8,599,974.71
Total Assets	\$8,600,063.99		