



## Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 13<sup>th</sup> March 2012

### 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 11:05 am.

**3. Confirmation of Minutes of the CoM Meeting held 10<sup>th</sup> January 2012:** Resolved that the minutes of the Committee of Management Meeting held 10<sup>th</sup> January 2012 be accepted.

### 4. Correspondence

**4.1. In -** 10 Jan 12 from John Blackler re risk review

**4.2. Out-** 17 Jan 12 to E Fleming & S Sands re Appeal Panel  
25 Jan 25 to John Blackler re Risk Review  
31 Jan 12 to E Fleming & S Sands re Appeal Panel  
3 Feb 12 to Regional Secretaries re 2012 AGM  
12 Feb 12 to various members re Selection Policy review group  
28 Feb 12 to Stephen Odgers re termination of appointment  
5 Mar 12 to JBWere Ltd re account

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 reported that the minutes of the VCC Committee meeting held 14<sup>th</sup> February 2012 are still in draft format. He highlighted the effort put into holding Come & Try days at VCC Cairnlea and the resulting interest, which is leading to the possible resurgence of the Cairnlea CC.

**5.3. Caretakers Report:** The caretakers reported that their requests for a meeting with Laura's Catering had not eventuated and they intended to submit their resignation. The President and Treasurer both advised of attempts, since December 2011, to arrange a meeting. *Secretarial Note: A meeting has since been arranged between Laura's Catering and VCC Committee members on Tuesday, 20<sup>th</sup> March 2012.*

**5.4. Business Arising from Reports:** There was concern expressed that although the VCC Committee was aware of the problems between the caretakers and Laura's Catering, this was not communicated to CoM Members. It was resolved that no more bookings for Laura's Catering be accepted, but that existing, confirmed bookings (20 Mar 12 breakfast booking for Brimbank Council and 29 Apr 12 Police luncheon) be honoured. *Secretarial Note: The caretakers were advised of this resolution after the completion of the CoM meeting and withdrew their intended resignation.*

## 6. General Business

### 6.1. VCA

- 6.1.1. Financial and Administrative Risk Review:** The President advised that there were differences in the Treasurer's understanding of the authorisations provided to, and those actually held by JB Were Ltd, but action had been taken to put a hold on any withdrawals from the JB Were Ltd managed funds and action was in hand to amend authorities to accord with both the Constitution and the recently adopted IAG Policy & Procedures
- 6.1.2. SRV Grants – Current & Future:** The Treasurer advised that the report to SRV has been submitted. There is still a need to carry out the survey of clubs and to review the Croquet Australia Strategic and Business Plans. The Secretary advised that Geelong Region had agreed to a future presentation of the Regional/Club Development Program in May 2012, but that he was still to invite SWCA to participate. The President advised that members of the Eire Cup team had been advised of the Elite Player Grants, with the Secretary providing an application template, but that only three of the eight had applied
- 6.1.3. SDO Position:** The President advised that the funding for the SDO position had not been renewed by SRV and that the position is to be terminated, effective 31<sup>st</sup> March 2012. This has been advised orally by the President and The Secretary has sent a confirming letter.
- 6.1.4. Marketing Plan:** G Gallus advised that he had located a journalist who was prepared to write some articles on croquet and attempt to have them published in appropriate publications. However, the journalist requires reimbursement of expenses. Resolved that expenses to a maximum of \$500 be reimbursed.
- 6.1.5. Selection Policy Review Group:** The Secretary advised that the Review Group, as appointed in accordance with the resolution of Council, consists of: Graham Howie (Chair); Stephen Forster, Ian Bassett & Marie Calthorpe (AC Selectors); Jim Saunders, Lynne Roberts & Jim Clement (GC Selectors); Wendy Dickson, Tricia Devlin & Greg Fletcher (AC Players); and Kevin Beard, John van der Touw & Anna Miller (GC Players). He further advised that the first date after the Eire Cup that all were available for a meeting was 9<sup>th</sup> May 2012.
- 6.1.6. Budgeting 2012-13:** The Treasurer reported that a meeting of the Finance Committee is to be arranged prior to the April Council meeting to produce the 2012-13 Budget.
- 6.1.7. Coaching:** The President explained that this item had been raised as increased coaching and accreditation of coaches is a requirement under the SRV grants. He noted that the Coaching Committee does not appear to be functioning and it was agreed that a day be organised in a region to accredit/reaccredit Level B coaches,. Secretary to liaise with Gippsland CA.
- 6.1.8. Mildura CC:** G Gallus explained that he had been in contact with the MVCA Director and Mildura CC concerning the club's request for assistance in recruiting members and his offer to coordinate assistance to the club was accepted.
- 6.1.9. VCA GC Regional Championships Event Regulations:** Resolved to recommend the proposed amendments to the VCA GC Regional Championships Event Regulations to the April Council meeting.
- 6.1.10. Eire Cup Team:** Snow Evans requested that the membership of the Eire Cup team and the non-travelling reserves be listed on the VCA website. Secretary to action.

### 6.2. ACA

- 6.2.1. ACA AGM:** CoM considered Notices of Motion on the agenda of the ACA AGM and provided guidance to the delegates to that meeting.

**6.3. WCF**

**6.3.1. 1<sup>st</sup> WCF Women's Association Croquet World Championship.** Kenn Boal, Event Manager and Chair of the Organising Committee, reported on progress, advising of appointments made to that committee and of documents provided to WCF.

**7. Next Meetings –**

**Council** - Tuesday, 10<sup>th</sup> April 2012 at 11 am

**CoM** - Tuesday, 18<sup>th</sup> May 2012 at 11 am

**AGM** - Tuesday, 12<sup>th</sup> June 2012 at 11 am

**8. Closure** - The Chairman closed the meeting at 3:20 pm

<b>Victorian Croquet Association Inc.</b> <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i>		
<b>Profit &amp; Loss Statement</b> <b>1/04/2011 through 28/02/2012</b>		<b>BUDGET</b> <b>2011/2012</b>
<b>INCOME</b>		<b>INCOME</b>
AFFILIATIONS	\$108,440.75	\$ 119,618.00
MERCHANDISING	\$2,291.79	\$ 4,000.00
TOURNAMENTS	\$9,691.82	\$ 6,500.00
PENNANT/COACHING/SCHOOLS	\$739.05	\$ 750.00
MSV	\$4,954.52	\$ 5,000.00
VCC INCOME		
Catering	\$20,637.14	
Courts	\$7,224.55	
Premises	\$11,285.12	
Total VCC Income	\$39,146.81	\$ 52,500.00
GRANTS/INTEREST	\$32,613.00	\$ 40,000.00
PLAYER INSURANCE	\$12,125.44	\$ 10,000.00
<b>Total INCOME</b>	<b>\$210,003.18</b>	<b>\$ 238,368.00</b>
<b>EXPENSES</b>		<b>EXPENSES</b>
AFFILIATIONS ACA	\$45,436.36	\$ 49,980.00
PLAYER INSURANCE	\$8,504.75	\$ 10,000.00
ADMINISTRATION VCA	\$50,679.70	\$ 63,000.00
MSV	\$3,157.70	\$ 5,000.00
COUNCIL/COM	\$4,835.80	\$ 5,000.00
COMMITTEES	\$2,269.83	\$ 3,000.00
TOURNAMENTS	\$14,672.66	\$ 11,500.00
PENNANT	\$138.18	\$
		500.00
MERCHANDISE	\$863.05	\$ 7,000.00
COACHING/PROMOTIONS	\$13,552.50	\$ 17,000.00
VCC	\$74,341.86	\$ 76,000.00
CATERING	\$10,232.58	\$ 17,000.00
COURTS	\$38,822.26	\$ 45,000.00
COURTS 8,9 & 10 (SANTA ANA)	\$31,425.00	\$ 42,000.00
<b>Total EXPENSES</b>	<b>\$298,932.23</b>	<b>\$ 351,980.00</b>
<b>Net Profit/(Loss)</b>	<b>(\$88,929.05)</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> <i>As of February 2012</i>			
<b>Assets</b>		<b>Liabilities</b>	
<b>Current Assets</b>		Current Liabilities	
Bank Accounts	\$177,148.68	Accounts Payable	\$1,205.13
<b>Total Current Assets</b>	<b>\$177,148.68</b>	<b>Total Current Liabilities</b>	<b>\$1,205.13</b>
<b>Accounts Receivable</b>	\$1,037.30	<b>Other Current Liabilities</b>	
Total Withholding Credits	\$1,037.30	Tax Payable	
 		GST Collected	(\$2,529.51)
<b>Other Current Assets</b>		GST Paid	\$1,581.52
GSJBW - Investment A/c	\$3,204,715.78	Payroll Liabilities	\$840.00
Petty Cash Float	\$200.00	Superannuation Liabilities	\$636.35
<b>Total Other Current Assets</b>	<b>\$3,204,915.78</b>	Total Tax Payable	\$528.36
 		<b>Total Liabilities</b>	<b>\$1,733.49</b>
<b>Fixed Assets</b>		 	
Cairnlea - Buildings	\$4,058,985.67	<b>Net Assets</b>	<b>\$8,743,822.13</b>
Cairnlea - Land	\$1,231,368.55	 	
Water Tank	\$46,691.24	<b>Equity</b>	
 		<b>Reserves</b>	
<b>Equipment</b>	\$25,408.40	General Reserve	\$7,703,572.44
<b>Total Fixed Assets</b>	<b>\$5,362,453.86</b>	Retained Earnings	\$1,009,237.83
 		Current Earnings	\$31,011.86
<b>Total Assets</b>	<b>\$8,745,555.62</b>	<b>Total Equity</b>	<b>\$8,743,822.13</b>