



## Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 8<sup>th</sup> May 2012

### 1. Attendance

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

**1.2. Apologies:** Val Brown (Immediate Past President) and Gwen Hamilton (Member)

**2. Opening:** The President opened the meeting at 11:05 am. A discussion then followed on whether CoM meetings were open to other than CoM members. It was resolved that meetings are not open to other than CoM members to allow full and frank discussion of agenda items. However, CoM may invite persons to attend to provide input to specific items.

**2.1.** Lowen Clarke was invited to report on his recent VicSport invitation to present on Croquet for Kids and on his recent attendance at a dinner at which the Prime Minister was the keynote speaker on “Australia in the Asian Century” and at which he spoke on Gateball connections with Asia. (*Secretarial Note: Reports on this dinner were published in The Age edition of Friday, 4<sup>th</sup> May 2012.*)

**3. Confirmation of Minutes of the CoM Meeting held 13<sup>th</sup> March 2012:** Resolved that the minutes of the Committee of Management Meeting held 13<sup>th</sup> March 2012 be accepted.

### 4. Correspondence

**4.1. In -** 10 Mar 12 from Beulah CC re going into recess  
30 Mar 12 from ACA re the release of tribunal documents  
1 Apr 12 from ACA re Notice of Lodgement of MPP Complaint  
26 Apr 12 from Geelong CA re default handicaps on VCA website  
1 May 2012 from Lowen Clarke re invitation to VCA President

**4.2. Out-** 31 Mar 12 to Albury City Council re Albury CC grant application  
1 Apr 12 to ACA re request for release of tribunal documents  
11 Apr 12 to Regional Secretaries re nominations for CoM  
11 Apr 12 to Appointed Officers & Sub- Committees re Annual Report

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:** Minutes of the VCC Committee meeting held 10<sup>th</sup> April 2012 were distributed.

**5.3. Tournament & Fixtures Report:** Jim Saunders reported that the Tournament & Fixtures Committee had met on 7<sup>th</sup> May 2012 and had finalised the fixtures calendar for Season 2012-13, which would now go to the printers for distribution after the AGM.

### 5.4. Business Arising from Reports:

**5.4.1.** It was agreed that the arrangement with Snow Evans to carry out maintenance and grounds care at VCC has now concluded (Item 9.1.1 of

Minutes of Council meeting of 14<sup>th</sup> April 2011 refers). VCC Committee is to investigate options for the forthcoming year.

- 5.4.2. There was discussion of the difference in the book and City of Brimbank rates valuation of the VCC property. Treasurer to query with Ross Buchanan (auditors) the valuation of the VCC in the Annual Accounts.
- 5.4.3. It was queried whether the VCC Committee produced a budget and business plan for VCC. The President stated that to have both VCA & VCC producing these documents was an artificial separation.

## 6. General Business

### 6.1. VCA

- 6.1.1. **Budget 2012-13:** The Treasurer advised that he was awaiting the finalised audit and report of the 2011-12 accounts, after which he would, if necessary, amend the draft budget presented to Council at its April meeting, in preparation for the AGM.
- 6.1.2. **Financial and Administrative Risk Review:** The Secretary noted that the by John Blackler conducted review was completed, as evidenced in correspondence of 10<sup>th</sup> & 25<sup>th</sup> January 2012. The President advised that amended authorities, which comply with the terms of both the Constitution and the recently adopted IAG Policy & Procedures, have been put in place with JB Were Ltd. and action was in hand to review electronic banking details. A wide-ranging discussion followed.
  - 6.1.2.1. The President advised that he had queried other state associations regarding their affiliation fees and advised that, of the two that had provided information, both charged more than VCA.
- 6.1.3. **SRV Grants – Current & Future:**
  - 6.1.3.1. **Current:** The Treasurer advised that a Milestone Report is yet to be submitted to SRV. The President advised that Geelong CA & SWCA are requesting dates for “Flying Squad” visits foreshadowed for this month.
  - 6.1.3.2. **Future:** The President advised that SRV has changed its funding program for the next three years and that submissions were due by 17<sup>th</sup> May 2012. The Executive has scheduled a meeting on Thursday, 10<sup>th</sup> May 2012, to formulate a submission on behalf of VCA.
- 6.1.4. **Planning – Strategic & Business Plans:** The Secretary reported that replies to his request for Regional input to the Strategic & Business plans has been received from WMCMA & EMCA only. The President advised that the Executive would review and amend the plans at its meeting of 10<sup>th</sup> May 2012. Graeme Gallus requested that the semi-annual review of these plans be diarised for the attention of Council.
- 6.1.5. **Marketing Plan:** G Gallus advised that the journalist to who he referred previously is investigating print media.
  - 6.1.5.1. **On-line programs:** G Gallus advised that he is investigating on-line marketing programs such as LivingSocial (which has been used successfully by CAQ) and Squirrel. He believes that this approach may be viable as it costs VCA nothing and the clubs very little (time and refreshments).
  - 6.1.5.2. **Report for Council:** G Gallus said that the Marketing Committee’s report should be completed in 7-10 days and ready for presentation to the June Council meeting.
- 6.1.6. **Selection Policy Review Group:** The Secretary advised that the Review Group’s initial meeting is tomorrow, 9<sup>th</sup> May 2012.
- 6.1.7. **Dress Regulations for VCA Events:** After discussion of the implications of the recent change to dress requirement for ACA events, it was agreed that there is to be no change to the VCA Dress Regulations for Tournaments which are:

*Players and Officials must wear suitable, neat, clean predominately white sportswear, or their approved club or state uniform. The Executive Committee may amend these rules if necessary. Smooth soled footwear will not be approved*

*If a player does not appear to comply with the VCA Player Dress Code, the Tournament Manager should address the matter. It is reasonable to expect a player to have suitable warm attire that complies with the policy. It is reasonable to expect that the colour of waterproof rainwear or footwear may not comply with the Dress Code.*

1. *First check whether the attire is either [sic] club, state or national uniform or predominately white. Is it neat and clean?*
2. *If it does not comply, the Manager should ask the player to change into attire that does comply. If it is not possible to do so immediately, the player should be advised that they will not be allowed to play on any subsequent day if the attire does not comply.*

*VCA accept “creams” as appropriate croquet attire as well as whites. .*  
(VCA Council Minutes of 11<sup>th</sup> August 2005, Item 8.7; of 8<sup>th</sup> December 2005, Item 5.2; and of 10<sup>th</sup> June 2010, Item 5.3.2 refer)

It was agreed that Tournament Conditions should all contain a summary of VCA Dress Regulations and that the template on the website be amended to reflect this. Jim Saunders also requested that the template for GC events be amended as appropriate.

**6.1.8. VCA Website Defaults for Handicaps:** The Secretary advised that in further correspondence with the Webmaster, it had been agreed that default handicaps and indices would be in light grey, which would change to black when the handicap recorder changed them. It was agreed that the default handicap for Golf Croquet should be 12.

**6.1.9. AGM:** The Secretary reported that he has received nominations for all positions to be vacated at the AGM with four nominations for the two ordinary member positions.

## **6.2. ACA**

**6.2.1. Referee Accreditation/Reaccreditation:** The Secretary was directed to forward the matter to the Referees Committee for consideration, requesting a reply by 30<sup>th</sup> June 2012.

**6.2.2. Draft Tournament Regulations:** The Secretary advised that he was still awaiting input from Tournament & Fixtures Committee. Jim Saunders requested that Item 28.8.1 (concerning the WCF Shield) be amended to read “...two days prior to the start of the event...,” The President pointed out that the same would apply to Item 27.8.1 which concerns the Eire Cup.

## **7. Next Meetings –**

AGM -	12 <sup>th</sup> Jun 2012 @ 11:00 am.
Council -	12 <sup>th</sup> Jun 2012 following AGM
CoM -	10 <sup>th</sup> Jul 2012 @ 11:00 am.

**8. Closure -** The Chairman closed the meeting at 3:05 pm

## FINANCE REPORT

### 1. VCA Accounts:

The 'Balance Sheet' and 'Profit and Loss' statements for VCA Accounts to 30 April have been circulated.

Banks Accounts show balances as at 30 April:

Bank Account No.1 (Operating Account)	\$7156.12
Bank Account No.3 (Investments)	<u>\$145,330.38</u>
Total Bank Accounts	\$152,4865.50

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

The portfolio valuation as at 30 April, 2012 totalled \$3,302,070.49.

The monthly Portfolio Valuation Summary gives the breakdown of Domestic Cash and Fixed Interest; Equities – domestic and international and Alternative Investments.

### 3. State Sporting Association Grants (SSAG's):

Many thanks to Western Metro and Eastern Metro regions for their feedback re the VCA's current 'Business Improvement Plan' and "Strategic Plan'. The updated documents form the basis of the grant application for the period July 2012 – 2015 required by Sport and Recreation Victoria by 17 May.

The project based funding program focuses on the priorities of the government's 'Victorian More Active Program' and initiatives which will support the four key pillars of community sport and recreation - Participation; Membership; Coaches and Officials; & Club capacity.

### 4. VCA Draft Budget 2012-2013:

The Draft Budget paper circulated at April VCA Council will be refined in the light of the audited financial statements and the updated 'Business Plan' and "Strategic Plan'. Note that the amount available from SRV Grants for the triennium 2012-2014 is a maximum of \$25,000 per annum. (Grants for 2011-2012 combined projects totalled \$30,000).

David Ross  
Treasurer  
8 May 2012

**Victorian Croquet Association Inc.**  
*65 Nobel Banks Drive  
CAIRNLEA VIC 3023*

## **Profit & Loss Statement**

**April 2012**

### **INCOME**

MERCHANDISE	\$133.63
TOURNAMENTS	\$340.91
Bar Sales	\$273.64
Food Sales	\$311.27
BBQ	\$385.00
Courts	\$154.55
Premises	\$1,376.82
GRANTS/INTEREST	\$531.46
<b>Total INCOME</b>	<b>\$3,507.28</b>

### **EXPENSES**

ADMINISTRATION VCA	\$3,465.47
MSV	\$428.06
COUNCIL/COM	\$407.35
COMMITTEES	\$598.75
TOURNAMENTS	\$931.43
VCC	\$9,379.83
Food Sales	\$353.01
BBQ	\$39.00
COURTS	\$4,468.73
<b>Total EXPENSES</b>	<b>\$20,071.63</b>

**Net Profit/(Loss)** **(\$16,564.35)**

<b>Victorian Croquet Association            Inc.</b> <i>65 Nobel Banks Drive            CAIRNLEA VIC 3023</i>  <b>As of April 2012</b>			
<b>Assets</b>		<b>Liabilities</b>	
<b>Current Assets</b>		<b>Current Liabilities</b>	
Bank Accounts		Accounts Payable	\$11,994.95
BA 1 - Operating	\$7,156.12	Total Current Liabilities	\$11,994.95
BA 3 - Investments	\$145,330.38	<b>Other Current Liabilities</b>	
Total Bank Accounts	\$152,486.50	Tax Payable	
Total Current Assets	\$152,486.50	GST Collected	(\$3,110.30)
<b>Withholding Credits</b>		GST Paid	\$3,037.31
<b>Accounts Receivable</b>	\$546.30	Payroll Liabilities	\$356.00
Total Withholding Credits	\$546.30	Superannuation Liabilities	\$636.35
Other Current Assets		Total Tax Payable	\$919.36
<b>GSJBW - Investment A/c</b>	<b>\$3,302,070.49</b>	<b>Total Liabilities</b>	<b>\$12,914.31</b>
Petty Cash Float	\$200.00	<b>Net Assets</b>	
<b>Total Other Current Assets</b>	<b>\$3,302,270.49</b>	<b>Equity</b>	<b>\$8,806,038.74</b>
<b>Fixed Assets</b>		Reserves	
Cairnlea - Buildings	\$4,058,985.67	General Reserve	\$7,703,572.44
Cairnlea - Land	\$1,231,368.55	Retained Earnings	\$1,119,030.65
Water Tank	\$46,691.24	Current Earnings	(\$16,564.35)
<b>Equipment</b>		<b>Total Equity</b>	<b>\$8,806,038.74</b>
Accumulated Depreciation	(\$62,185.48)		
<b>Total Equipment</b>	<b>\$26,604.30</b>		
Total Fixed Assets	\$5,363,649.76		
<b>Total Assets</b>	<b>\$8,818,953.05</b>		