



Minutes of Council Meeting – 12th June 2012

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); Patrick Moore (Treasurer); Graeme Gallus, Gwen Hamilton, Graham Howie & Jim Saunders (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); Penny Krstev (NDCA); Anne Quinn (NEDCA); Fay O'Toole (SEMCA); Barb McKean (SWDCA) Shirley Hallinan (WMCMA); Kevin Geyer (Wimmera)

1.1.3. Alternate Regional Directors: Eric O'Donnell (Ballarat); Robert Smallwood (Gippsland); Margaret Crowder (SEMCA) and Wynford Connick (WMCMA).

1.1.4. Observers: Sandra Kastanaras (VCA Administration Officer); Lowen Clark (Brunswick); Mary Vindin (MCC); Bill Keddie (Newstead); Margaret Gunn (Numurkah); Adrian Masterman-Smith (Williamstown CC)

1.2. Apologies: Wendy Black (Alternate, NDCA);

2. Opening: The President opened the meeting at 1:02 pm, welcoming new members of Committee of Management and new Regional & Alternate Regional Directors.

3. Minutes of Previous Meeting

3.1. Confirmation of Minutes of the Council Meeting held 10th April 2012:

Resolved that the minutes of the Council Meeting held 10th April 2012 be accepted.

4. Correspondence

4.1. In – 17 Apr 12 from SRV re Masters Games 2013
16 Apr 12 from Geelong CA re VCA Website defaults
1 May 12 from Lowen Clarke re invitation to attend dinner
13 May 12 from Geoff Swain re alcohol at VCC
17 May 2012 from SRV re Volunteer Innovation Program
18 May 12 from ACA re Watkins' complaint
23 May 12 from Geoff Swain re alcohol at VCC
31 May 12 from Brimbank Council re grants
1 June 12 from Government House re 1WWACWC
5 June 12 from Snow Evans – Resignation from CoM & committees

4.2 Out – 11 Apr 12 to Regional Secretaries re CoM nominations
11 Apr 12 to Sub-committees & appointed officers re Annual Report
16 May 12 to Ross Buchanan (Auditor)
17 May 12 to Geoff Swain re alcohol at VCC
17 May 12 to Referees Committee re accreditation/reaccreditation
17 May 12 to SRV re *Victorians More Active Grant*
27 May 12 to Hon Alex Chernov AC QC re 1WWACWC
27 May 12 to Sen. Lundy re 1WWACWC
27 May 12 to Hon Hugh Delahunty re 1WWACWC

Resolved that the correspondence be accepted.

4.3. Business arising from the Correspondence: Graeme Gallus moved a vote of thanks to Snow Evans for his work on Committee of Management and at VCC. Carried by acclamation.

5. Reports

5.1. Financial Report: David Ross (whose term as Treasurer had ended at the conclusion of the AGM held earlier that day) presented and spoke to the Financial Report which he had prepared as Treasurer, attached at Annex A. It was resolved that the Financial Report be accepted.

5.2. CoM Report: The minutes of the 8th May 2012 CoM Meeting were distributed to all Council members on 29th May 2012.

5.3. Business Arising from Reports:

5.3.1. Financial Report: Resolved that the items currently shown as “Pennant” be shown as something else in future financial reports.

5.3.2. CoM Report:

5.3.2.1. Item 6.1.7: Resolved that VCA Dress Policy be amended to include “regional and national uniforms” and that the amended Item be published in the minutes of this meeting. *Secretarial Note: Attached at Annex B*

5.3.2.2. Item 6.1.8: Resolved that the default AC handicap on the VCA website be 24.

5.3.2.3. Item 6.2.2: Brian Reither, Chairman of Tournament & Fixtures Committee, advised that Jim Saunders input to this item was the F&T Committee’s reply.

6. General Business

6.1. VCA Items.

6.1.1 Appointment of Sub-committees and Appointed Officers: It was resolved to accept all nominations for appointment as Appointed Officers and for membership of sub-committees. A list of these is attached at Annex C.

6.1.2 Life Membership – conditions, obligations and privileges: Resolved that VCA and ACA affiliation fees are waived for Life Members. It was also resolved to defer any further discussion of this item, with CoM to make recommendations to the next Council meeting.

6.1.3 SRV Grants: The President advised that applications have been made, or Expressions of Interest submitted for the SRV programs:

6.1.3.1 “Victorians More Active” (VMA) which is the major SRV funding available to State Sports Associations for the next three years;

6.1.3.2 “Target 1000” which aims to increase the numbers of grassroots coaches and for which Lowen Clarke and Adrian Masterman-Smith had prepared the initial draft submission;

6.1.3.3 “Volunteer Innovation Program” (VIP) which is a program to provide “seed funds” for self-supporting programs for volunteers; and

6.1.3.4 “Event Support Grant” (ESG) to support the hosting of the 1st WWACWC at VCC in October 2012

Graeme Gallus expressed concern that CoM members had not been canvassed for their views on these submissions. The Secretary pointed out that the intention to apply for the VMA grant, submissions for which closed on 17th May, was discussed and minuted at the 8th May 2012 CoM meeting.

He also pointed out that most of these programs closed two weeks after they were announced and that the ESG submission was the responsibility of the 1 WWACWC Organising Committee.

- 6.1.4 Planning – Strategic and Operational Plans:** It was agreed to defer this item until the August Council meeting.
- 6.1.5 Marketing Plan:** Graeme Gallus (CoM) spoke to his report (attached at Annex D). When asked when the Council-requested Marketing Plan would be tabled, no date was given.
- 6.1.6 Selection Policy Review Panel:** Graham Howie, Chair of the Selection Policy Review Panel, reported that a successful meeting was held on 9th May 2012, at which the policies were reviewed. A number of items were marked to be discussed via email and he is awaiting some replies. When all are received a collated copy will be distributed for an electronic vote, prior to a final meeting. He is hopeful of presenting a recommended Selection Policy to Council in August.
- 6.1.7 Tournament & Fixtures Matters:** Brian Reither, Chair of T&F Committee, distributed the Fixtures Program for 2012-13 to Directors, requesting that they distribute to clubs. He noted that there was 47 VCA event days and 38 ACA event days at VCC during the year. He noted that there were very few spectators at most events at VCC and asked that Directors publicise such events within their regions. He also highlighted the need for assistance with catering. The President advised that VCA will reimburse the costs of obtaining food handling qualifications for anyone who assists at VCC.
- 6.1.8 Social Membership/Partial Year Registration:** Council considered a request from South Australian Croquet Association for information concerning VCA fees for Social Membership or partial year registration fees. The Secretary was directed to reply to SACA stating that such membership or registration was not a VCA practice, nor did VCA wish it to become so.
- 6.1.9 Masters Games 2013:** Sue Colvin advised that members of Geelong CAS had attended a meeting concerning the Masters Games to be held in Geelong in October 2013 and it was to be considered at a Geelong CA meeting next week.
- 6.1.10 Sports Expo:** The Secretary advised that he had registered VCA interest in participating in a Sports Expo, to be held at the Showgrounds 21st – 24th Feb 2013. He is waiting for more information before the association can decide on its level of involvement.
- 6.1.11 Financial Accounts Signatories:** Resolved that all financial accounts be operated by any two of the President, Secretary and Treasurer.

6.2 ACA Items

- 6.2.1 ACA Council Meeting, Sep 2012:** The Secretary advised that an ACA Council meeting is to be held at VCC on Monday, 3rd Sep 2012, after the conclusion of the GC Interstate Shield and that notices of motion were due at ACA by 16th July 2012. He requested that any be forwarded to him by 2nd July 2012 to enable CoM review prior to submission. It was agreed that VCA delegates to the meeting are to be President, Mike Cohn, and Secretary, Jim Clement.

6.3 WCF Items

6.3.1 1st WCF Women's Association Croquet World Championship: The Vice-President, who is Chairman of the Management Committee for the 1WWACWC, reported that a meeting was held on 14th May 2012 and the next meeting is 9th July 2012. He said that it was envisaged to invite clubs to cater for evening meals and entertainment, with clubs retaining any profits and Regional Directors were requested to publicise this to clubs.

7. Next Meetings –

7.1. COM – Tuesday, 10th July 2012 at 11 am

7.2. Council – Tuesday, 14th August 2012 at 11 am

8. Closure – The President closed the meeting at 3:19 pm.

Annexes:

A: Financial Report

B: VCA Dress Regulations for Tournaments

C: Appointments made by Council

D: Marketing Report

VCA Council Meeting 12th June 2012

FINANCE REPORT

1. VCA Accounts:

The 'Balance Sheet' and 'Profit and Loss' statements for VCA Accounts to 31 May have been circulated.

Banks Accounts show balances as at 31 May:

Bank Account No.1 (Operating Account)	\$13,024.89
Bank Account No.3 (Investments)	<u>\$115,715.72</u>
Total Bank Accounts	\$128,740.61

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

The portfolio valuation as at 31 May, 2012 totalled \$3,193,552.87.

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):

The grant application for the period July 2012 – 2015 required by Sport and Recreation Victoria by 17 May was submitted and a follow-up interview conducted by S&R. 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. We await the result (maximum of \$25,000 pa available).

4. Budget Papers for 2012-2013:

The Budget papers circulated were refined in the light of 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).

5. Affiliations 2012-2013:

Clubs will be invoiced (as usual) on the number of club members listed on the web-site.

Please update your membership lists by June 30 to ensure the invoices are accurate. It would be of great assistance if clubs pay the invoices ASAP as VCA has to pay the ACA affiliations by 30th June (this year \$54,094).



David Ross
12 June 2012

Annex A to:
Minutes of VCA Council Meeting 12th June 2012

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Profit & Loss Statement

April 2012 through May 2012

INCOME

MERCHANDISE	\$269.54
TOURNAMENTS	\$1,474.54
Bar Sales	\$1,485.01
Food Sales	\$3,830.63
BBQ	\$1,027.00
Courts	\$2,681.83
Premises	\$2,195.00
GRANTS/INTEREST	\$916.80
Total INCOME	\$13,880.35

EXPENSES

ADMINISTRATION VCA	\$13,250.06
MSV	\$428.06
COUNCIL/COM	\$543.22
COMMITTEES	\$977.95
TOURNAMENTS	\$1,629.84
MERCHANDISE	\$334.50
PENNANT/COACHING/PROMOTIONS	\$100.00
VCC	\$14,769.65
Bar Sales	\$821.17
Food Sales	\$1,956.58
BBQ	\$39.00
COURTS	\$7,706.92
Total EXPENSES	\$42,556.95

Net Profit/(Loss) **(\$28,676.60)**

**Annex A to:
Minutes of VCA Council Meeting 12th June 2012**

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Balance Sheet

As of May 2012

Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$1,618.33
BA 1 - Operating	\$13,024.89	Total Current Liabilities	\$1,618.33
BA 3 - Investments	\$115,715.72	Other Current Liabilities	
Total Bank Accounts	\$128,740.61	Tax Payable	
Total Current Assets	\$128,740.61	GST Collected	\$854.79
Accounts Receivable	\$448.40	GST Paid	(\$2,410.27)
Total Withholding Credits	\$448.40	GST debit (Payable)	\$1,377.71
Other Current Assets		Payroll Liabilities	\$912.00
GSJBW - Investment A/c	\$3,193,552.87	Superannuation Liabilities	\$393.19
Petty Cash Float	\$200.00	Total Tax Payable	\$1,127.42
Total Other Current Assets	\$3,193,752.87	Total Liabilities	\$2,745.75
Fixed Assets		Net Assets	\$8,711,271.62
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	\$1,036,375.78
Accumulated Depreciation	(\$78,162.48)	Current Earnings	(\$28,676.60)
Total Equipment	\$54,030.03	Total Equity	
Total Fixed Assets	\$5,391,075.49	\$8,711,271.62	
Total Assets	\$8,714,017.37		

VCA Dress Regulations for Tournaments

The following is an extract from the minutes of the 8th May 2012 Committee of Management minutes, as amended by Council at its meeting of 12th June 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, region, state or national 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 11th August 2005, Item 8.7; of 8th December 2005, Item 5.2; of 10th June 2010, Item 5.3.2 refer and of 12th June 2012, Item 5.3.2.1 refer)

It was agreed that Tournament Conditions should all contain a summary of VCA Dress Regulations and that the templates on the website be amended to reflect this.

Appointments made by Council

Appointed Coordinators, etc.

State Coordinator of Coaching –
State Coordinator of Association Croquet –
State Coordinator of Gateball – Maxine Maclachlan
State Coordinator of Golf Croquet – Eric O'Donnell
State Coordinator of Association Croquet Referees – Bill Keddie (Newstead)
State Coordinator of Golf Croquet Referees – Bill Keddie (Newstead)
State Handicapper of Association Croquet – Doron Gunzburg (Beechworth)
State Handicapper of Golf Croquet – Bernie Bailey (Wycheproof)
Malletsports Victoria Editor – Rosalie Newman (Western – Ballarat)
Historian -
Webmaster –

Sub-committees: (No. of members in brackets)

Catering (4); Shirley Hallinan (Essendon); Fay O'Toole (Frankston)
Coaching (4);
Court Maintenance (3);
Finance (3); Patrick Moore (MCC)
Handicap (5); Doron Gunzburg (Beechworth); Ian McKee (Alexandra Ballarat); Bernie Bailey (Wycheproof);
Investment Advisory (3); David Ross (Ringwood);
Malletsports Victoria (5); Robert Smallwood (Morwell)
Referees/Laws/Rules (9); Ian McKee (Alexandra Ballarat); Jane Alcorn (Brighton); Gwen Hamilton (Alexandra-Ballararat); Lynne Roberts (Ivanhoe Park); Dot Dickson (Essendon); Brian Foley (Sandringham); Doreen Hood (Ringwood); Robert Smallwood (Morwell); Graham Howie (Bairnsdale)
Selection (Association) (5); Judy Evans (Sandringham); Marie Calthorpe (Williamstown); Ian Bassett (Rich River); Adrian Palmer (MCC); Bill Keddie (Newstead)
Selection (Golf) (5); Jim Saunders (Drysdale); Anna Miller (Belmont); Eric O'Donnell (Lismore); Jim Clement (Sarsfield)
Tournaments & Fixtures (8); Brian Reither (Alexandra-Ballararat); Jim Saunders (Drysdale); Wendy Black (Macedon Ranges); Roy Palmer (Kew); Anna Miller (Belmont); Eric O'Donnell (Lismore); Maxine Maclachlan (Kew); John Grieve (Williamstown)
Victorian Croquet Centre: Sandra Kastanaras (Admin Officer [Maintenance, Booking, Database], Mike Cohn (Liquor Licence Nominee), Shirley Hallinan (Catering Rep), Court Maintenance Rep, Finance Rep, Marketing Rep)

Marketing Report to VCA Council 12 June 2012

Over recent months there has been action on several fronts and the following activities are being explored:

Seniors Week October 2012

We have linked into Seniors Week, starting on 7 October, with the State Department of Health and they can provide publicity for the sport of croquet via their website and the Seniors' booklet

The Department of Health is prepared to assist us to promote a series of "Hoop Runner" days state wide to be held during Seniors Week and based on a concept already run with some success in Queensland.

The concept with the "Hoop Runner" Days is that they not a come and try day. These are Open Days and all visitors will be welcomed as Hoop Runners! The term Hoop Runners is being used by Qld Croquet with success. All visitors will be welcomed to a social day of chatting, a cup of tea/coffee, getting to know one another and then being asked to play and enjoy a hit of golf croquet.

Golf croquet is suggested because it is a social event and anyone can enjoy a hit right from the start. Any visitor showing interest beyond this first social day can then be encouraged to firstly join the club and play any of the clubs games. Some clubs play golf croquet, some play Ricochet, some play Aussie croquet, some others play Association. Each club will have its own preference although golf croquet is seen as the easiest way to introduce newcomers to the sport.

The aim is to have visitors enjoy their day at your club. The promo article in the Senior's Program is slanted at enjoyment, social interaction, healthy exercise etc. Many visitors for our Open Days may know nothing of our sport but may be visiting out of curiosity only. Our prime task is to make them want to come again.

Clubs are to have a welcoming person as the first telephone contact for visitors. This is the most important role. Good telephone voice and a welcoming manner are very important.

For the Open Day clubs are to have sufficient members on hand to welcome and play with visitors. On Open Days club members are to be encouraged to forego their own social play so as to make visitors welcome by socialising and playing with them. The more members your club has the more people you get to play and the more social your club becomes. A pro forma will be forwarded to all clubs suggesting itemised information to be completed as a record of a visitor's attendance.

The Department of Health will be running a public event at the start of Seniors Week in Federation Square, Melbourne on 7 October and have offered us a stand at no cost to publicise croquet, including the Hoop Runner days mentioned above. While this would be primarily of interest only to those in the metropolitan area, it is a great opportunity for publicity to a large audience and we believe the offer should be taken up. We need some volunteers from metro clubs to man the stand and have some croquet equipment on hand as well as photos and publicity brochures.

We believe that there should be no major cost to either VCA or clubs with the Seniors week program and other items we are suggesting.

**Annex D to:
Minutes of VCA Council Meeting 12th June 2012**

Other Publicity Avenues

As a separate exercise, we are exploring promotion of croquet through organisations specialising in social media for community organisations such as Living Social as a means of making croquet a more widely known enjoyable social activity. The Living Social group ran a successful program with Qld Croquet and some 900 participants paid to attend a Croquet Club. The results of this exercise are to be reported by QC in due course. If we follow a similar program in Victoria, we believe that we can build on the Queensland experience. The participation committee will attend to this once the Seniors Program is bedded down.

We also propose to use publicity material for the forthcoming Women's World Championships to publicise the sport to the general public.

Graeme can provide a verbal update to the meeting on some other matters

Current Recommendations

VCA commit to participating in Seniors Week in October 2012 in conjunction with the Department of Health

VCA encourage clubs to run a suitable "Hoop Runner" day or similar event during Seniors week.

Brian Foley
For Graeme Gallus
3 June 2012