



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

1. Attendance

1.1. Present: Mike Cohn (President); Kenn Boal (Vice-President); Jim Clement (Secretary); Patrick Moore (Treasurer); Gwen Hamilton, Graeme Gallus and Graham Howie (Members).

1.2. Apologies: Jim Saunders (Member)

2. Opening: The President opened the meeting at 11:02 am.

3. Confirmation of Minutes of Previous CoM Meetings: Resolved that the minutes of the Committee of Management meetings held 8th May 2012 and 12th Jun 2012 be accepted.

4. Correspondence

4.1. In - 31 May 12 from Beverley Trelour re Rosebud Country Club
14 Jun 12 from Office of Governor re post nominal
22 Jun 12 from Boardroom Pty Ltd re ballots
25 Jun 12 from Referees Committee

4.2. Out- 13 Jun 12 to Valerie Haseloff re Life Membership
14 Jun 12 to SACA re Social Membership/Partial Year Registration
15 Jun 12 to Office of Governor – copies of Annual Report & Accounts
20 Jun 12 to Burden Park MC re Valerie Haseloff's Life Membership
29 Jun 12 to Cairnlea CC re costs
6 Jul 12 to Patties Foods Ltd re sponsorship of 1WWACWC

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 a quote for the repair of the shower in the caretakers' flat has been accepted, with work to start shortly, and that one quote for the sealing of the caretakers' flat balcony floor has been received, with more quotes being sourced.

6. General Business

6.1. VCA

6.1.1. Strategic and Operational Plans: Resolved that CoM recommend the adoption by Council of the rewritten Strategic and Operational Plans. Agreed that Secretary and Treasurer develop a draft Business Plan to complement these Strategic & Operational Plans. Agreed that Secretary diarise six-monthly review of plans, with first review by CoM due January 2013 and by Council in February 2013. **Action: JC & PM**

6.1.2. Marketing Committee:

6.1.2.1. Graeme Gallus advised that Croquet Victoria will have a double page spread in the 2012 Seniors' Week booklet, with contact details of all clubs. He also tabled suggested advertisement copy (attached at Annex B), suitable for clubs to use for both Seniors' Week, 7th – 14th Oct 12, and for Croquet Week, 6th -13th Oct 12.

- 6.1.2.2.** Graeme Gallus reported on negotiations with Living Social and other social networks. It was agreed that clubs be asked to register their interest in participating in such schemes. **Action: GG**
- 6.1.2.3.** The Secretary reported on a request from the producer of "After the Bounce", which is co-hosted by Jason Dunstall & Danny Frawley and which airs Australia-wide each Sunday night on the Fox Footy channel, to allow a segment of the show to be taped at VCC on Tuesday, 17th July 2012, between approximately 9:30 and 11:30. He advised that he had approved the request on the grounds that any publicity is beneficial to both VCA and croquet in general.
- 6.1.3. Malletsports Victoria:** The President addressed this matter, saying that the magazine requires more articles on a regular basis, especially on coming events at VCC. The President and Secretary are to confer with the MSV Editor. It was agreed that the Secretary write to chairpersons of VCA sub-committees, outlining the requirements. It was also agreed that there is to be no Letters to the Editor segment. **Action: MC & JC**
- 6.1.4. Surveys:** The agreed that surveys of members on a regular basis is desirable and that surveys should target both clubs and individual members. It was suggested that all clubs be surveyed initially and then a rolling survey of a quarter of clubs each year, with a similar rolling survey of a representative number of individual members. It was agreed that surveys should be on-line. Secretary and Treasurer to draft initial questions. **Action: JC & PM**
- 6.1.5. Life Members:** Resolved that CoM recommend to Council that the following be adopted and included in the VCA By Laws:
"All VCA and ACA affiliation fees and ACA Player Insurance scheme premiums for Life Members are paid by VCA, as appropriate and the member's club, if any, will not be invoiced for such.
Life members will not be required to pay entry fees to any VCA event.
Life members will be presented with an appropriate badge and will have their names inscribed on a Life Members honour board, to be displayed at VCA headquarters."
- 6.1.6. Council Appointees:** Vacancies in Council Appointees, both individuals and on sub-committees was discussed. President to contact various people to ask them to accept appointment by Council. **Action: MC**
- 6.1.7. Catering for Interstate Shield Presentation Dinner:** The Secretary advised that he has committed VCA to hosting the Presentation Dinner at the conclusion of the Golf Croquet Interstate Shield competition. The dinner will be held at VCC on Sunday, 2nd September 2012, using outside caterers for an expected 70 – 80 attendees.
- 6.2. ACA**
- 6.2.1. Referee Accreditation/Reaccreditation:** Gwen Hamilton tables and spoke to the Referee Committee's recommendations regarding the ACA proposed Reaccreditation Program. The Committee recommends that ACA retain the responsibility for the accreditation and reaccreditation of all referees and that there be two levels of referee, with differing reaccreditation requirements: an Advanced Referee, qualified to officiate at national and international events, and a Referee qualified to officiate at club, regional and state events.
- 6.2.2. ACA Council Meeting – 3rd Sep 2012:** The Secretary was directed to submit the matter of referee accreditation/reaccreditation to ACA for inclusion of the agenda of the Council meeting to be held on Monday, 3rd September 2012. **Action: JC**

7. Next Meetings –

- Council - 14th Aug 2012 @ 11.00 am
CoM - 11th Sep 2012 @ 11:00 am.

8. Closure - The Chairman closed the meeting at 3:08 pm

Treasurer's Report to Committee of Management – 10th July 2012

1. Profit & Loss Account

- a. Our loss for the Quarter was \$71,409. However it should be borne in mind that we have paid our Affiliations to ACA amounting to \$49,176 without having received any Affiliation Fees from our Clubs. Thus our loss for the Quarter is really about \$22,000.
- b. For the Quarter to June 30th, most items were close to budget; in particular our Administration is a little over budget (despite including the cost of \$4,100 for our Audit) as is our expenditure on Courts (probably seasonal) and VCC Costs were under Budget. Our Catering income was more than double our budgeted amount.

2. Assets and Liabilities

- a. The Balance sheet requires no additional comment.
- b. The Value of our investments fell a little over the period. Thus, I have adjusted their value in the Balance Sheet.

3. Incidental Matters

- a. We have had a deposited cheque, \$650 for facility hire, returned by the bank. This is the first occasion that a cheque in payment of use of the facility has been dishonoured. Sandra has contacted the drawer and is fairly certain of the amount being paid.

Patrick Moore
Treasurer

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive CAIRNLEA VIC 3023</i>		Budget 2012/2013
Profit & Loss Statement <i>1/4/2012 TO 30/6/2012</i>		
	ACTUAL YTD	BUDGET (YTD)
		Annual
INCOME		
AFFILIATION VCA	\$0	\$71,706
AFFILIATION ACA	\$0	\$54,094
MERCHANDISE/PENNANT	\$423	\$1,750
TOURNAMENTS	\$2,843	\$11,000
MSV	\$0	\$4,000
CATERING	\$14,408	\$27,500
GRANTS/INTEREST	\$16,216	\$5,000
Total INCOME	\$33,890	\$316,175
EXPENSES		
ACA AFFILIATIONS	\$49,176	\$54,064
ADMINISTRATION VCA	\$17,476	\$67,700
COMMITTEES	\$1,213	\$0
MSV	\$874	\$4,000
COUNCIL/COM	\$711	\$10,000
TOURNAMENTS	\$1,630	\$15,250
MERCHANDISE/PENNANT	\$843	\$3,250
VCC	\$19,103	\$90,000
CATERING	\$4,504	\$15,000
COURTS	\$9,768	\$30,000
Total EXPENSES	\$105,299	\$317,264
Net Profit/(Loss)	(\$71,409)	

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i>			
Balance Sheet <i>As at 30/6/2012</i>			
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$385
BA 1 - Operating	\$19,620	Total Current Liabilities	\$385
BA 3 - Investments	\$61,015	Other Current Liabilities	
Total Bank Accounts	\$80,635	Tax Payable	
Total Current Assets	\$80,635	GST Collected	\$2,693
Withholding Credits		GST Paid	-\$8,140
Accounts Receivable	\$1,287	GST debit (Payable)	\$1,378
Total Withholding Credits	\$1,287	Payroll Liabilities	\$1,312
Other Current Assets		Superannuation Liabilities	\$405
GSJBW - Investment A/c	\$3,280,031	Total Tax Payable	-\$2,353
Petty Cash Float	\$200	Total Liabilities	-\$1,968
Total Other Current Assets	\$3,280,231	Net Assets	\$8,755,017
Fixed Assets		Equity	
Cairnlea - Buildings	\$4,058,986	Reserves	
Cairnlea - Land	\$1,231,369	General Reserve	\$7,703,572
Water Tank	\$46,691	Retained Earnings	\$1,239,181
Plant & Equipment		Current Earnings	-\$71,409
Plant and Equipment Combined	\$132,013	Movement in Value of Investments	-\$116,328
Accumulated Depreciation	-\$78,162	Total Equity	\$8,755,017
Total Plant & Equipment	\$53,850		
Total Fixed Assets	\$5,390,895		
Total Assets	\$8,753,049		

POSSIBLE ADVERTISEMENT COPY FOR CLUBS TO USE

Ah CROQUET

What is it?

Croquet is an all year round activity that takes its players out of doors to enjoy the benefits of quite exercise. Croquet is a gentle, mild, stimulating sport and activity that can be enjoyed by all players.

Learn the basics of this sport in the pleasant surrounds of your local club.

Contact Mary or Fred on Ph:

An F....Word Party at your local F.... Club

Come and enjoy your local Fun Club

This is Croquet Week from 6th to 13th October 2012

It's Fun, Fabulous, Frivolous, Friendly,
With your new Family of Friends with Flair.

Just ring Mary or Fred on Ph