



Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 13th November 2012

1. Attendance

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

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 11th September 2012 be accepted.

4. Correspondence

4.1. In - 5 Nov 12 from Mornington CC re Seniors Week
6 Nov 12 from WCF re 1WWACWC
undated (received 13 Nov 12) from SEMCA re October Council meeting.

4.2. Out- Nil

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. Courts Report: Jim Saunders spoke to his report, previously distributed, which is attached at Annex B. Resolved that the report be accepted.

5.3. VCC Ad-hoc Committee Report: The President reported that an advertisement has been placed on the seek.com website for the bar person position and that he had received some responses.

5.4. Business Arising from Reports: Agreed that:

5.4.1. Jim Saunders revises the draft job description for Courts Director.

6. General Business

6.1. VCA

6.1.1. VCC Matters

6.1.1.1. Security: The President reported that quotes were still being chased for repairs and for some aspects of security upgrade. It was agreed that the Secretary also obtain quotes for CCTV cameras and improved security lighting. There is a need to review the call-out list held by the security company and to develop formal procedures for those who may be called out.

6.1.1.2. Catering: The Committee considered the report submitted by the Catering Officer, Shirley Hallinan. After discussion, it was agreed to continue with the trial of The Home Baking Co using the VCC kitchen and to review in the New Year and formalise the arrangement if both parties are agreeable.

6.1.1.3. First Aid at VCC: The committee considered the discussion paper and agreed that VCA cannot put itself forward as providing First Aid personnel or facilities. The committee recommended that an ambulance be called in cases of apparent injury but that an incident report sheet (held in the Tournament Manager's office) be filled out for all incidents, however minor.

6.1.2. Financial Matters:

6.1.2.1. Banking: After consideration of the minutes of the 22nd October 2012 Finance Committee meeting, it was resolved to:

6.1.2.1.1. transfer the operating (cheque) account from NAB to Bendigo & Adelaide Bank Ltd, and that:

6.1.2.1.1.1. the account to be called "The Victorian Croquet Association Inc.";

6.1.2.1.1.2. the account be operated by any two of the President, Secretary & Treasurer (currently Michael J Cohn, James A Clement and D Patrick Moore respectively);

6.1.2.1.1.3. internet banking is activated with full access to the signatories named above and limited access to view/print statements and prepare transactions for Administration Officer, Sandra Kastanaras; and

6.1.2.1.1.4. A cheque book be issued for the account.

6.1.2.1.2. Open a cash management account (possibly at JB Were Ltd) for the short-term deposit of funds from the operating account. This account is to have the provision that funds can be transferred from it only to the Bendigo Bank operating account. This account to be operated by any one of the President, Secretary, Treasurer or Administration Officer.

6.1.2.2. Investment Advisory Group: The committee considered the draft Investment Policy previously distributed with the Financial Report and agreed that Treasurer revise this document, in consultation with the Finance Committee, JB Were Ltd and other relevant persons. The revised document to be distributed electronically to CoM members for review.

6.1.3. VicSport Good Governance Project: The Secretary advised that the Expression of Interest for the VicSport Good Governance Project had been submitted and had been successful, with VCA being one of eight SSAs to be included in the project. He further advised that when given a choice of start time for the project of September 2012 or January/February 2013, he had opted for the latter.

6.1.4. Associations Incorporation Reform Act 2012: The Secretary advised that he and the President had attended a presentation on the new Act, hosted by VicSport and made by Consumer Affairs Victoria, on 7th November 2012. The Act is scheduled to receive vice-regal assent and so come into law on 26th November 2012. The revised Model Rules will be available on the CAV website from that date. The new Act combines the duties of the current Public Officer with those of the Secretary, redefines "office holders" and imposes new responsibilities on all committee members (including Regional Directors for VCA) and the Secretary was directed to source a speaker to address the February meeting on this latter aspect. However, there will be a 12 month transition period and no immediate changes to constitutions are required.

6.1.5. Group Play at VCC: The committee considered the application from Mambourin Enterprises to allow a group of nine (9) intellectually disabled adults with good physical skills, accompanied by a supervisor/facilitator to play weekly at VCC. It was agreed that this could be seen as a community service (Mambourin Enterprises being located within the City of Brimbank and providing day care services in independent living skills to intellectually disabled adults) and approved. Patrick Moore volunteered to attend and introduce the group to croquet.

6.1.6. SRV "Target 1000" Grant: After discussion, the Secretary was directed to seek a program for the implementation of the project from the State Coordinator of Coaching, such program to be tabled at the January CoM meeting.

6.2. ACA

6.2.1. ACA Annual General Meeting – 25th March 2013: The Secretary advised that the ACA AGM is to be held on 25th March 2013 and that notice of any motions that VCA would wish to be considered are to be submitted to the ACA Honorary Secretary by 60 days prior to the meeting (i.e. by 24th January 2013). This timetable means that any such motions need to be approved by VCA Council at its meeting of 11th December 2012. After discussion, it was resolved to recommend the following motions to Council:

6.2.1.1. That increases to ACA affiliation fees, levies and other charges be restricted to no more than CPI increases.

6.2.1.2. That Australian uniforms be provided only to those members selected by the ACA Selection Committee to represent Australia in international team events.

6.2.2. Nomination for ACA Executive: The Secretary explained that he was also ACA Assistant Treasurer (and had been since March 2010, before he was elected as VCA Secretary). He requested that VCA approve and submit his nomination as ACA Treasurer to the 25th March 2013 ACA AGM. Resolved to recommend to Council that the nomination be submitted.

6.3. WCF

6.3.1. 1WWACWC: Vice-President Kenn Boal, Tournament Director for the 1WWACWC, reported on the event, thanking his committee and all volunteers for their hard work, which made the event a success.

7. Next Meetings –

Council -	11 th Dec 2012 @ 11:00 am
CoM -	8 th Jan 2013 @ 11:00 am.

8. Closure - The Chairman closed the meeting at 2:53 pm

Treasurer's Report to the VCA Committee of Management Month to end of October 2012

- 1) **Commentary on the Profit and Loss to October 31st 2012**
 - a) Now that we are paying our cleaners the Award Rates and we are receiving Rental from the flat, the accounts will reflect these permanent changes
 - b) During the month, we hosted the Women's Worlds; and Catering made a surplus of \$5,000. Furthermore, Hire/use of VCC totalled \$8,253 of which much can be attributed to the Worlds. You can see from these numbers that hosting such events makes a considerable contribution to our finances.
 - c) I have restated the September year to date to include both Courts and Premises in "Hire".
 - d) Our spend on "Insurance" was higher because of the break-ins. When we receive recompense from our Insurers, these amounts will be included as a negative cost.
 - e) The revenue and expenditure of the Victorian Croquet Centre is shown in the totals for Income and Expenditure. Because it comprises such a large part of our operations, I have provided a separate Income and Expenditure Statement for it as well. This highlights the fact that there is an improvement against Budget for the VCC.
- 2) **Matters for Discussion:**
 - a) Bank Accounts and their usage
 - i) We need only one operating account
 - ii) We should consider placing surplus cash into our J B Were account as there is no point in having a separate deposit account.
 - b) Budgeting for 2013/2014
 - i) Reporting against Budget
 - ii) Input from Cost Centres into the process to give them "ownership"
 - c) What percentage of the Administration Officer's costs should be allocated against the VCC?
- 3) **Recommendations**
 - a) That the composition of our portfolio be reviewed in conjunction with JB Were.
 - b) That the recommendations contained in the October 2012 Finance Committee Report be adopted.

INCOME

VICTORIAN CROQUET ASSOCIATION Inc	BUDGET		Budget Year	Month of	Actual year
	2012	2013	to date	October	to date
	receipts		Oct-12	2012	Oct-12
VCA Affiliation	\$71,706		\$41,829	-\$814	\$62,875
ACA Affiliation	\$54,094		\$31,555	-\$609	\$47,398
Club Registrations	\$1,800		\$1,050		\$1,780
Regional Registrations	\$325		\$190		\$835
Player Insurance	\$10,000		\$5,833		\$55
Merchandising	\$4,000		\$2,333	\$481	\$1,091
Tournaments	\$11,000		\$6,417	\$310	\$6,012
Pennant, Coaching Schools	\$1,750		\$1,021	-\$300	
MSV	\$4,000		\$2,333	-\$131	\$4,470
Catering	\$27,500		\$16,042	\$7,622	\$32,537
Hire	\$25,000		\$14,583	\$8,253	\$23,105
Bank Interest	\$5,000		\$2,917	\$350	\$1,931
Dividends	\$75,000		\$43,750		
SSA Grants	\$25,000		\$14,583	\$4,476	\$29,722
Total		\$316,175	\$184,435	\$19,638	\$211,811

Annex A to
Minutes of CoM Meeting
13th November 2012

VICTORIAN CROQUET ASSOCIATION Inc	BUDGET		Budget Year		Month of	Actual year	
	2012	2013	to date		October	to date	
	expenditure		Oct-12		2012	Oct-12	
Player Affiliation ACA		\$54,064		\$31,537		\$49,176	\$49,176
Player Insurance		\$10,000		\$5,833			
VCA Admin							
Audit	\$4,500		\$2,625			\$4,100	
Admin Officer	\$43,750		\$25,521		\$5,385	\$26,842	
Advertising	\$3,000		\$1,750			\$265	
Bank Charges	\$100		\$58		-\$3	\$5	
I/T	\$4,000		\$2,333		\$736	\$1,322	
Honorariums	\$3,000		\$1,750		\$71	\$412	
Legal	\$1,500		\$875				
P'Copying	\$4,000		\$2,333			\$37	
Postage	\$650		\$379			\$121	
Stationery	\$1,500		\$875		\$31	\$2,983	
Telephone	\$1,700		\$992		\$91	\$1,045	
		\$67,700		\$39,492	\$6,311		\$37,132
Malletsports	\$4,000		\$2,333		\$342	\$2,243	
Committees/Forums	\$10,000		\$5,833		\$429	\$2,061	
Seminars						\$50	
Council COM Travel					\$370	\$2,494	
Tournaments Pennant	\$17,500		\$10,208		\$623	\$6,089	
Coaching Managers Referees	\$17,500		\$10,208				
Merchandising	\$1,500		\$875		\$563	\$3,946	
		\$50,500		\$29,458	\$2,327		\$16,883
VCC Cairnlea							
Catering	\$15,000		\$8,750		\$2,409	\$16,534	
Elec Gas	\$13,500		\$7,875		\$186	\$628	
Furniture	\$5,000		\$2,917				
Insurance	\$11,000		\$6,417		\$1,306	\$10,184	
Rates	\$6,500		\$3,792		\$1	\$3,999	
Water	\$5,000		\$2,917			\$2,128	
Security	\$1,000		\$583		\$425	\$553	
R&M Cleaning	\$30,000		\$17,500		\$7,126	\$30,424	
Gardens	\$3,000		\$1,750		-\$1,276	\$2,489	
		\$90,000		\$52,500	\$10,177		\$66,939
Courts	\$45,000	\$45,000	\$26,250	\$26,250	\$7,161	\$32,566	\$32,566
OUTSIDE BUDGET EXEPNDITURE							
Total		\$317,264		\$185,071	\$25,976		\$202,696
SURPLUS/DEFICIT		-\$1,089		-\$635	-\$6,338		\$9,115

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i>			
Balance Sheet As of October 2012			
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$14.11
BA 1 - Operating	\$100,975.18	Total Current Liabilities	\$14.11
BA 3 - Investments	\$64,658.53	Other Current Liabilities	
Total Bank Accounts	\$165,633.71	Tax Payable	
Total Current Assets	\$165,633.71	GST Collected	\$669.74
Withholding Credits		GST Paid	(\$1,576.43)
Accounts Receivable	\$1,677.50	GST debit (Payable)	\$1,377.71
Total Withholding Credits	\$1,677.50	Payroll Liabilities	\$1,416.00
Other Current Assets		Superannuation Liabilities	\$884.25
GSJBW - Investment A/c	\$3,396,358.54	Total Tax Payable	\$2,771.27
Petty Cash Float	\$200.00	Total Liabilities	\$2,785.38
Total Other Current Assets	\$3,396,558.54	Net Assets	\$8,951,871.14
Fixed Assets		Equity	
Cairnlea - Buildings	\$4,058,985.67	Reserves	
Cairnlea - Land	\$1,231,368.55	General Reserve	\$7,703,572.44
Water Tank	\$46,691.24	Retained Earnings	\$1,239,181.45
Plant & Equipment		Current Earnings	\$9,117.25
Plant and Equipment Combined	\$131,903.79		
Accumulated Depreciation	(\$78,162.48)		
Total Plant & Equipment	\$53,741.31		
Total Fixed Assets	\$5,390,786.77		
Total Assets	\$8,954,656.52	Total Equity	\$8,951,871.14

Victorian Croquet Centre	BUDGET		Budget Year		Month of	Actual year
	2012 2013		to date		October	to date
	receipts		Oct-12		2012	Oct-12
Receipts						
Merchandising	\$4,000		\$2,333		\$481	\$1,091
Tournaments	\$11,000		\$6,417		\$310	\$6,012
Pennant, Coaching Schools	\$1,750		\$1,021		-\$300	
Catering	\$27,500		\$16,042		\$1,033	\$32,537
Hire	\$25,000		\$14,583		\$14,842	\$23,105
	<u>\$69,250</u>		<u>\$40,396</u>		<u>\$16,366</u>	<u>\$62,745</u>
Expenditure						
Admin Officer	\$43,750		\$25,521		\$5,385	\$26,842
less non VCC	-\$17,500		-\$10,208		-\$2,154	-\$10,737
Tournaments Pennant	\$17,500		\$10,208		\$623	\$6,089
Catering	\$15,000		\$8,750		\$2,409	\$16,534
Elec Gas	\$13,500		\$7,875		\$186	\$628
Furniture	\$5,000		\$2,917			
Insurance	\$11,000		\$6,417		\$1,306	\$10,184
Rates	\$6,500		\$3,792		\$1	\$3,999
Water	\$5,000		\$2,917			\$2,128
Security	\$1,000		\$583		\$425	\$553
R&M Cleaning	\$30,000		\$17,500		\$7,126	\$30,424
Gardens	\$3,000		\$1,750		-\$1,276	\$2,489
Courts	\$45,000		\$26,250		\$7,161	\$32,566
	<u>\$178,750</u>		<u>\$104,271</u>		<u>\$21,192</u>	<u>\$121,699</u>
Deficit	-\$109,500		-\$63,875		-\$4,826	-\$58,954

OUR INVESTMENT PORTFOLIO

Our portfolio grew by 2.5% in the month of October 2012 and has increased by 5.8% since June 2012.

	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12
Value of Portfolio	\$3,280,031	\$3,318,057	\$3,322,637	\$3,387,203	\$3,471,103
Index of Performance	1.00	1.012	1.013	1.033	1.058
Investments	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12
Cash	\$359,519	\$399,205	\$396,033	413859	\$430,733
Fixed Interest	\$1,113,416	\$1,044,311	\$1,047,728	1060375	\$1,066,075
Domestic Equities	\$1,530,050	\$1,608,418	\$1,591,312	1619420	\$1,683,823
International Equities	\$185,290	\$266,123	\$287,564	293549	\$290,471
International Alternative Inve:	\$91,756				

You can see from the table above that there has been a healthy increase in the value of Australian Equities. I recommend that the composition of our portfolio be reviewed in conjunction with JB Were.

Courts Director Report, November 2012

After an absence of six weeks it was good to get to Cairnlea last week. The lawns are looking really good and seem to have come through the traffic of the World's tournament as well as could have been expected.

Lawns 8, 9 & 10 are to be scarified with a view to fining down the leaf density and bringing it more into line with the other lawns. Lawns 2, 6 & 7 are to be lightly topdressed (dusted) to encourage improved growth and a better grass surface. The submersible pump that was replaced in August is working satisfactorily despite there not having been much rain of late.

With regard to replacing the quad bike, James advises that he is managing for, the time being, to spread and spray manually despite the work being more demanding and time consuming. An option that has been mentioned is to hire, on a needs basis, either a quad bike or similar when the heavier work is to be undertaken. James' view is that this would solve the current problem of manual work but create another in renting such a machine together with its delivery and return. Overall, the view is to hasten slowly until the security is upgraded.

It is noted that repairs to the sheds has not yet been carried out. Is there a program for this ?

I have been making enquiries regarding the possible replacement of the court dividing pipes, which are beginning to deteriorate, with something that is both efficacious and user friendly. I hope to have a sample to show at the next COM meeting.

As requested, thought has been given to a job description for the position of Lawns Director. A draft paper has been forwarded for the consideration of COM.

Jim Saunders
4th November 2012