



Minutes of Council Meeting – 11th December 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); Gwen Hamilton & Jim Saunders (Members).

1.1.2. **Regional Directors:** Brian Reither (Ballarat); Brian Foley (Bayside); John Miles (EMCA); Sue Colvin (Geelong); Robert Smallwood (Gippsland); Ken Richardson (GVCA); Janet Richardson (MVCA); Penny Krstev (NDCA); Anne Quinn (NEDCA); Margaret Crowder (SEMCA); Barb McKean (SWDCA); Wynford Connick (WMCMA); Kevin Geyer (Wimmera).

1.1.3. **Alternate Regional Directors:** Helen Worlidge (EMCA); John Blackler (SEMCA).

1.1.4. **Observers:** Bill Keddie (Newstead); Lowen Clark (Brunswick)

1.2. **Apologies:** **Graham Howie** (CoM & Gippsland); Shirley Hallinan (WMCMA)

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

3. Minutes of Previous Meeting

3.1. Confirmation of Minutes of the Council Meeting held 9th October 2012:

Resolved that the minutes of the Council Meeting held 9th October 2012 be accepted with the amendment of item 6.1.3, last sentence to read “....December 2012 or February 2013.”. (Secretarial Note: Amended and reposted to website).

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
25 Nov 12 from ACA (email) – Notice of Meeting, 64th AGM, 25 Mar 13
3 Dec 12 from SEMCA re October Council meeting

4.2 **Out** – 13 Nov 12 to SEMCA – acknowledgement
17 Nov 12 to Mornington CC re Seniors' Week

Resolved that the correspondence be accepted.

5. Reports

5.1. **Treasurer's Report:** The Treasurer spoke to his previously distributed report. It was resolved that the Treasurer's Report be received and that the items in paragraph 6 of that report be adopted. This report is attached at Annex A.

5.2. **CoM Report:** The minutes of the 13th November 2012 CoM Meeting were distributed to all Council members on 19th November 2012. In answer to a query, the President advised that a bar person had been selected and that a formal contract is to be drawn up and signed. With regard to item 6.1.1.3 of those minutes, it was pointed out that VCA does have a defibrillator.

5.3. **Marketing Committee:** The Secretary spoke to a report by the Marketing Committee, which is attached at Annex B.

5.4. **Courts Report:** Jim Saunders answered questions about his report, previously distributed and attached at Annex C, concerning the watering program.

5.5. **Selection Policy Review Committee Report:** This report is attached at Annex D.

5.6. **Tournament & Fixtures Committee:** Brian Reither spoke to the T&F report, attached at Annex E

It was resolved to accept the reports, as distributed.

6. General Business

6.1. VCA Items.

- 6.1.1 Filling of CoM Casual Vacancy:** There being only one nomination for the casual vacancy on CoM, caused by the resignation of Graeme Gallus, it was resolved to appoint Wilma Freeman (Sale) to fill the vacancy until the next AGM
- 6.1.2 Security at VCC:** The President advised that some repairs were in hand and other quotes were still being awaited.
- 6.1.3 SRV Grants - Future Directions Project Road Show Visits:** The Secretary reported on the visits to Wimmera and Ballarat regions, 14th & 15th November 2012. Kevin Geyer, Wimmera Regional Director, expressed the thanks of the region for a very informative visit. Brian Foley, Bayside, requested a visit to Bayside on 11th February 2013.
- 6.1.4 Membership Categories:** The Secretary advised that the Keilor Village Retirement Village Croquet Club has been formed as an un-incorporated association, has affiliated with WMCMA and is listed on the VCA website. This matter is now finalised.
- 6.1.5 Investment Advisory Group:** After discussion, it was agreed that the Treasurer and Secretary review the current IAG Policy & Procedures document and provide a draft of a revised policy to the 8th January 2013 CoM meeting, with the aim of tabling it for Council approval and adoption at the 12th February 2013 Council meeting.
- 6.1.6 Associations Incorporation Reform Act 2012.**
- 6.1.6.1** The Secretary spoke to a previously distributed paper, highlighting the duties and responsibilities of VCA Council members. He advised that he had contacted the Public Information Legal Clearance House (PILCH) regarding a speaker to address members on their responsibilities at the 12th February 2013 Council meeting and was directed to proceed with arranging a speaker.
- 6.1.6.2** The Secretary highlighted the changes to legislation affecting association's constitutions. It was agreed that he review the VCA Constitution in the light of the new legislation and advise of any amendments necessary.
- 6.1.7 Selection Policy:** The Vice-President assumed the chair for this item, the President declaring a conflict of interest as he is an ex-officio member of the Selection Committee. Anne Quinn spoke to the recent apparent failure of the AC Selection Committee to adhere to the provisions of the Selection Policy in the matter of the Women's Invitations event. She read out a letter from Adrian Palmer, the Chair of the Selection Committee, apologising for this failure, The Secretary advised that the invitations issued were not in accordance with either the Selection Policy or the decisions of the Selection Committee, as recorded in the minutes of its meeting of 4th October 2012. A motion to refer the matter to a Disciplinary Tribunal was defeated, and it was then resolved that the Secretary write to the Selection Committee expressing the Council's grave concern and dissatisfaction with the Committees failure to adhere to the Selection Policy and its own decisions.
- 6.1.8 Loss of Tools:** Brian Foley raised the matter of tools owned by Snow Evans, which were stolen from the storage shed, apparently during the break-ins during September 2012. The Secretary advised that neither he nor the President had been aware that there were any privately owned tools stored in the shed and thus had not advised the insurance company of any loss. The President advised that James Hood, the greenkeeper, had removed some items from the sheds for safekeeping after the first unsuccessful break in attempt. Resolved that, subject to a check with

James Hood, Snow Evans be reimbursed for the loss of his tools, and the insurance company notified of the loss.

6.2 ACA Items

6.2.1 ACA AGM, 25th March 2013: The Secretary advised that notices of motions by member associations are required to be with the ACA Honorary Secretary by 60 days prior to the meeting, by 23rd January 2013, as are nominations for ACA Executive positions. Advice of delegates to the meetings must be advised at least 14 days prior to the meeting.

6.2.1.1.1 Notice of Motion for AGM: Resolved that the Secretary advise the following motion for inclusion in the deliberations of the ACA AGM, 25th March 2013:

“That increases to ACA affiliation fees be restricted to no more than CPI increases”

6.2.1.1.2 Nomination for Executive Position: Resolved that Council endorses the nomination of Jim Clement for ACA Treasurer.

6.2.1.1.3 VCA Delegates to ACA AGM: Resolved that VCA delegates to the ACA AGM 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, as Chairman of the Management Committee for the 1WWACWC, presented his final report on the event.

7. Next Meetings –

7.1. COM – Tuesday, 8th January 2013 at 11 am

7.2. Council – Tuesday, 12th February 2013 at 11 am

8. Closure – The President closed the meeting at 3.08 pm.

Annexes:

A: Treasurer’s Report

B: Marketing Committee Report

C: Courts Report

D: Selection Policy Review Committee Report

E: Tournament & Fixtures Committee Report

F: 1WWACWC Final Report

Treasurer's Finance Report to the VCA Council Month to end of November 2012

- 1) Commentary of our Receipts and Expenditure to November 2012
 - a) In our Year to date we have run a small deficit of \$4,892 (not taking into account our substantial income from our investments).
 - b) We have paid out more than we have received for ACA Affiliation Fees (\$49,176 v's \$47,456)
 - c) Bar Receipts and Expenditure seem not to in line with expectations in that our mark-up is greater than 100% and yet our costs are \$7,171 and our receipts total \$13,086; a mark-up of only 82%. If this is occurring because of payments direct to Bar Staff, then we have a major problem ***in that such*** Staff would NOT be covered by Workcover should any claim be made at any time in the future.
 - d) Please note that I have reformatted the Budget to align with our Accounting. I will retain this format subject to Council's approval.
- 2) Budget for 2013 2014
 - a) Can I please have all inputs from members for all budget numbers; in particular
 - i) Tournament Receipts and Expenditure
 - ii) Catering Receipts and Expenditure (including Bar Receipts and Expenditure)
 - iii) Budget for our courts and all croquet equipment
 - iv) Coaching
 - v) Refereeing
 - vi) Selection
 - vii) And all others
 - b) Furthermore, I welcome ideas from all Council Members in all areas of our operations as to any likely Budget Receipts and Expenditure.
 - c) Marketing Costs and Advertising and Booklets
- 3) Meeting with our Accountants/Auditors
 - a) Payment of FBT is being calculated by our Accountants and will be lodged by them.
 - b) Reporting Requirements
 - i) They would prefer fuller disclosure and thus the request for copies of all Treasurer's and Finance Committee reports
 - c) IAG approvals for Buying and Selling investments
 - i) There is concern that there is only one individual in the approval process
 - d) We should show the value of investments in our accounts at costs with a note stating the market value of those investments because these are long term investments and thus should not be "marked to market"
- 4) Notes on a Meeting with JB Were
 - a) Formation of IAG Committee
 - i) One or more Council Members should be on the IAG
 - b) Investment Policy should be developed once the IAG has been formed and then put for approval by Council
 - c) The JB Were Philanthropic Team can help us on Governance issues
- 5) The Finance Committee did not meet
- 6) Treasurer's Recommendations
 - a) That the Treasurer put forward Names of suitable potential members of the IAG to the Executive and, if acceptable, the Treasurer contact potential members.

**Annex A to:
Minutes of VCA Council Meeting 11th December 2012**

- b) That the new format for Receipts and Expenditure be adopted
 - c) That we utilise the Bendigo Bank Merchant Facility Application whereby we can use EFPOS to receive payments from people using VCC facilities and Bar
 - d) That the Secretary and the Treasurer received copies of all approvals to purchase investments.
- 7) Matters to Raise:
- a) Reimbursement of Expenses:
 - i) I would like to review the reimbursement of expenses policy. We gain a great deal of value from our Volunteers. I think it wrong and unfair to expect them to pay out of pocket expenses when on VCA affairs (unless they so wish to do so).
 - ii) All amounts within budget do not need to be approved except by the person in charge of that budget.
 - iii) If any expenditure is outside budget it needs the Treasurer's approval for amounts under \$1,000 and the approval of two of the President, Vice-President, Secretary or Treasurer for amounts in above that but below \$5,000 and either Council or Committee of Management for amounts over \$5,000.
 - iv) I would like to review the signing off procedure to ensure all work paid for has been completed to the satisfaction of the person authorising that work.
 - b) Cash Payments
 - i) It is important that no cash payments be made to any workers at Cairnlea. Not only is this in breach of the tax law but if such workers injure themselves, we would not be covered by WorkCover because there is no insurance cover for such people.
 - ii) This is most important because our Auditor cannot assess what contingent liability that may arise in the future from previous years.
 - c) Grants
 - i) I am minded to discuss grants to Clubs which increase their Membership and Grants for Coaching if matched by either Club or Player contributions.
 - (1) In summary, we would pay a Club \$50 for every Member joining in the coming year once that Club has achieved a 5% increase in Membership in that year.

Annex A to:
Minutes of VCA Council Meeting 11th December 2012

VICTORIAN CROQUET ASSOCIATION INC			Current Month	
	BUDGET	BUDGET	30/11/2012	
	Full Year	Year to Date		
RECEIPTS				
VCA AFFILIATIONS	\$71,706	\$47,804	\$62,953	
Club Affiliation	\$1,800	\$1,200	\$1,780	
Regional Association	\$325	\$217	\$325	
Cairnlea/VCC Fee			\$510	
Total VCA AFFILIATIONS	\$73,831	\$49,221		\$65,568
MERCHANDISE/PENNANT				
Books/Manuals			\$840	
Badges			\$76	
Clothing			\$236	
Hoops/Gauges etc.			\$188	
Association Pennant			\$160	
Golf Croquet Shield			\$102	
Coaching Fees			\$300	
Referees Fees			\$123	
Total MERCHANDISE/PENNANT	\$4,000	\$2,667		\$2,025
TOURNAMENTS				
State Teams A & G			\$109	
Gateball			\$2,766	
Vic Gold Cup/Shields			\$64	
Golf Croquet			\$591	
Womens Championships			\$300	
Mens Champs			\$327	
Selectors Invitation			\$273	
Seniors			\$291	
Vic Divisional Champs			\$109	
Womens Invitational			\$218	
Golf Croquet Championships			\$895	
Golf Regionals			\$341	
One Day Challenge			\$336	
Total TOURNAMENTS	\$11,000	\$7,333		\$6,620
Pennant Coaching	\$1,750	\$1,167		
MSV				
MSV			\$4,631	
Total MSV	\$4,000	\$2,667		\$4,631
CATERING				
Bar Sales			\$13,086	
Food Sales			\$18,510	
BBQ			\$3,007	
Courts			\$12,263	
Premises			\$13,286	
Caretakers Rent			\$2,250	
IT/Photocopying/Hire Equip			\$239	
Total CATERING	\$52,500	\$35,000		\$62,641
GRANTS/INTEREST				
BA 3 - Interest	\$5,000	\$3,333	\$2,097	
Dept.of Planning & Comm. Devt.	\$25,000	\$16,667	\$29,722	
Total GRANTS/INTEREST	\$30,000	\$20,000		\$31,819
CONTRAS				
Player Insurance Received	\$10,000		\$55	
Player Insurance Paid out	\$10,000			
AFFILIATION fees received	\$54,094		\$47,456	
ACA Affiliation Amounts paid	\$54,064		-\$49,176	
Total INCOME	\$177,081	\$118,054		\$171,639

**Annex A to:
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EXPENDITURE				
ADMINISTRATION VCA				
Admin Officer			\$26,823	
Superannuation			\$3,128	
Total Admin Officer	\$43,750	\$29,167		\$29,950
Bank Charges	\$100	\$67	\$5	\$5
I.T.			\$673	
MYOB Support			\$649	
	\$4,000	\$2,667		\$1,322
Legal Fees	\$1,500	\$1,000	\$290	
IT/Photocopying/Hire Equip	\$4,000	\$2,667	\$37	
Postage VCA	\$650	\$433	\$402	
Presentations / Gifts	\$3,000	\$2,000	\$412	
Seminars			\$50	
Stationery	\$1,500	\$1,000	\$3,210	
Workcover			\$403	
Telephone at Cairnlea	\$1,700	\$1,133	\$1,045	
Advertising	\$3,000	\$2,000	\$465	
Audit Fees	\$4,500	\$3,000	\$4,100	
Total ADMINISTRATION VCA	\$67,700	\$45,133		\$10,413
COMMITTEES				
Fixtures & Tournaments			\$497	
Golf Croquet			\$16	
Referee Travel /Accommodation			\$1,325	
Referees - Administration			\$203	
Referees - Refreshments			\$95	
Selectors A & G			\$123	
Total COMMITTEES	\$10,000	\$6,667		\$2,260
MSV				
Printing Newsletter			\$1,910	
Postage Newsletter			\$771	
Total MSV	\$4,000	\$2,667		\$2,681
COUNCIL/COM				
Travel/Expenses			\$2,818	
Total COUNCIL/COM				\$2,818
TOURNAMENTS				
Bronze Medal			\$37	
State Teams A & G			\$2,658	
Gateball			\$1,103	
Golf Croquet			\$386	
Mens Champs			\$196	
Womens Championships			\$196	
Selectors Inv			\$89	
Seniors			\$230	
Vic Div Champs			\$170	
Women's Invitational			\$190	
Golf Croquet Championships			\$548	
Golf Regionals			\$713	
ACA Gold Medal			\$318	
WCF International Events			\$350	
Total TOURNAMENTS	\$17,500	\$11,667		\$7,186
MERCHANDISE/PENNANT				
Books/Manuals			\$2,655	
Badges			\$563	
Hoops, Gauges etc			\$338	
Association Pennant			\$45	
Golf Croquet Shields			\$100	
Coaching Fees			\$5,470	
Total MERCHANDISE/PENNANT	\$19,000	\$12,667		\$9,171

**Annex A to:
Minutes of VCA Council Meeting 11th December 2012**

SDO	SDO				
	SRV Grants			\$660	
VCC					
	Alarm (Security)	\$1,000	\$667	\$553	
	Cleaning Materials			\$2,059	
	Cleaning/Carpets/Windows			\$3,677	
	Caretakers			\$8,013	
	Equipment			\$100	
	Fire Extinguishers			\$105	
	General Maintenance			\$3,000	
		\$30,000	\$20,000		\$18,165
	Gardens	\$3,000	\$2,000	\$2,700	
	Insurance - Cairnlea	\$11,000	\$7,333	\$10,184	
	Regns. Subs. Licences			\$592	
	Gas & Electricity	\$13,500	\$9,000	\$628	
RATES					
	Rates - Council/65			\$5,729	
	Rates - Council/65A			\$896	
		\$6,500	\$4,333		
	Water Rates	\$5,000	\$3,333	\$2,128	
	Repairs and Maintenance			\$11,775	
	Sanitary Bins			\$300	
	Waste Disposal			\$1,484	
	Furniture	\$5,000	\$3,333		
	Other			\$2,275	
Total VCC		\$75,000	\$50,000		\$38,692
CATERING					
	Bar Sales			\$7,147	
	Food Sales			\$8,886	
	BBQ			\$406	
	Premises			\$922	
	Kitchen Equipment			\$503	
Total CATERING		\$15,000	\$10,000		\$17,864
COURTS					
	Court Consulting			\$130	
	Mowing/Fuel			\$545	
	Fertiliser			\$13,347	
	Line Marking			\$729	
	Repairs & Maint Courts			\$5,859	
	GreenKeeper			\$15,394	
Total COUR Total COURTS		\$45,000	\$30,000		\$36,004
Total EXPENSES		\$253,200	\$168,800		\$176,531
Operating Surplus (Deficit)		-\$76,119	-\$50,746		-\$4,892
Gross Income from JB Were		\$200,000	\$133,333		
less prvision for diminution of asse		-\$130,000	-\$86,667		
<u>Net Profit/(Loss)</u>		-\$6,119	-\$4,079		

**Annex A to:
Minutes of VCA Council Meeting 11th December 2012**

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i> Balance Sheet As of November 2012		
1-0000	Assets	
1-0100	Current Assets	
1-1000	Bank Accounts	
1-1100	BA 1 - Operating	\$86,564
1-1120	BA 3 - Investments	\$64,824
	Total Bank Accounts	\$151,388
	Total Current Assets	\$151,388
1-1950	Withholding Credits	
1-2000	Accounts Receivable	\$2,802
	Total Withholding Credits	\$2,802
1-3000	Other Current Assets	
1-3100	GSJBW - Investment A/c	\$3,396,359
1-3200	Petty Cash Float	\$200
	Total Other Current Assets	\$3,396,559
1-4000	Fixed Assets	
1-4120	Cairnlea - Buildings	\$4,058,986
1-4125	Cairnlea - Land	\$1,231,369
1-4126	Water Tank	\$46,691
1-4200	Plant & Equipment	
1-4201	Plant and Equipment Combined	\$132,722
1-4295	Accumulated Depreciation	(\$78,162)
	Total Plant & Equipment	\$54,559
	Total Fixed Assets	\$5,391,605
	Total Assets	\$8,942,353
2-0000	Liabilities	
2-1000	Current Liabilities	
2-1100	Accounts Payable	\$891
	Total Current Liabilities	\$891
2-2000	Other Current Liabilities	
2-3000	Tax Payable	
2-3010	GST Collected	\$1,448
2-3030	GST Paid	(\$2,233)
2-3050	GST debit (Payable)	\$1,378
2-4000	Payroll Liabilities	\$2,152
2-4010	Superannuation Liabilities	\$856
	Total Tax Payable	\$3,601
	Total Liabilities	\$4,492
	Net Assets	\$8,937,861
3-0000	Equity	
3-1000	Reserves	
3-1100	General Reserve	\$7,703,572
3-8000	Retained Earnings	\$1,239,181
3-9000	Current Earnings	(\$4,892)
	Total Equity	\$8,937,861

Please note that this Balance Sheet does NOT show correct Current Earnings as all income from JB Were is excluded.

Treasurer's Investment Report to the VCA Council Month to end of November 2012

1) Current Structure of the Portfolio and Performance year to date

	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12
Value of Portfolio	\$3,280,031	\$3,318,057	\$3,322,637	\$3,387,203	\$3,471,103	\$3,495,120
Index of Performance	1.00	1.012	1.013	1.033	1.058	1.066
Investments	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12
Cash	\$359,519	\$399,205	\$396,033	413859	\$430,733	\$431,834
Fixed Interest	\$1,113,416	\$1,044,311	\$1,047,728	1060375	\$1,066,075	\$1,070,810
Domestic Equities	\$1,530,050	\$1,608,418	\$1,591,312	1619420	\$1,683,823	\$1,695,518
International Equities	\$185,290	\$266,123	\$287,564	293549	\$290,471	\$296,958

2) Purchase of Securities

- a) JB Were does not have discretion as to what is bought for our fund. Each purchase must be approved by the IAG. There have been a number of purchases made during this financial year. I am not aware of any note provided to the VCA providing JB Were with the requisite approvals. This is on concern to me and to our Auditor.
- b) Herewith a list of those securities bought since balance date:

13 Sep	Bought 75,000 ETL Eqt Pimco Ws Glob	75,000.00
13 Sep	Bought 75,000 IOOF Fixed Int WSale	75,000.00
16 Jul	Bought 80,000 VAN Index Hedged Intl	80,000.00
16 Jul	Paid to BSB/ACC: 082-057 475983952	12,000.00
5 Jun	Bought 750 NAB APP CODE	75,000.00
2 Apr	Debit by Authority to NATIONAL AUSTRAL Ref: ticket 6720	150,000.00

Marketing Committee Report

Living Social.

111 vouchers were sold in this September promotion. To date 1 has been redeemed but no information as to the result of that redemption is available.

VCA needs to have a lot more data on this form of marketing before a recommendation to do more of this could be supported.

Seniors Week . September 2013

Across Victoria a number of clubs have run successful Senior's weeks. We now seek to combine as much data on these specific events as we can to develop a state wide funded promotion. To this end we ask for Regions and Clubs to advise details please. The data asked for is

- 1/ Type of event
- 2/ Method of promotion
- 3/ Cost
- 4/ Funding
- 5/ Number attending
- 6/ Number of days in program
- 7/ Result

By selecting successful events and circulating the information to all clubs and Regions our promotion in the senior's program may then have a better impact.

The marketing committee has asked for VCA funding of \$1000 per region in 2012/13 Budget. Total \$13000

Our funding is to be on the basis of 1/3rd VCA – 1/3rd Region or Club – 1/3rd Local Government. All approved funding proposals by VCA will be reimbursed on presentation of account for costs and with attached report.

Our Local Councils and Regional sports assemblies are to be involved in developing a unified State promotion.

Our Clubs/Regions could advertise a week of Croquet Participation in a variety of forms decided by the individual club/Region. Successful events from past years will be circulated during the year as they come to hand.

These may be in the form of Come and Try days but with the slants that make them successful. Social events have proved a winner for some clubs in conjunction with a local school, Seniors club, U3A, CWA, Church groups, Local Hospital etc.. Other forms can be twilight and champers.(bit cold still in Sept) but.

It is suggested these days also include food and refreshment. Sausage sizzle, afternoon tea, morning tea, wine where practical and depending on the target audience.

It is hoped a series of editorials for use by local media will be included in the marketing package for use by local media if the individual club prefers.

Marketing Committee Membership

I would like extra volunteers for the marketing committee please. My email is_gallus@bigpond.net.au

Courts Director Report - December 2012

All the signs are that lawn management during the forthcoming summer period will be very difficult.

The normal lawn maintenance and preparation program was brought forward a number of weeks in order to have the best possible playing conditions for the WCF Women's AC World event in October. Since then we have had unseasonal temperature highs and lows, drying winds and little rain. The net result is that while our lawns are looking really good, moisture penetration and retention is a real challenge.

The lawns were verti-drained some weeks ago with a view to improving moisture penetration and retention. This was successful in the short term but the lawns are now in need of further treatment. James Hood advised that, if we used the verti-drain treatment again and the weather remained in the sort of patterns we are now experiencing it might be necessary to repeat the process again in January.

Following receipt of professional advice the following course of action is to be undertaken. The lawns will be cored and groomed on December 12 by an outside contractor. Feeding and watering will take place and the lawns will be cut on a reduced schedule in order to maximise recovery. It should be noted that there is no scheduled tournament activity at Cairnlea from 10/12 till 26/12.

Council needs to understand that the amount of tournament play at Cairnlea is increasing at a substantial rate. Financially, this is excellent for VCA; however there will inevitably be greater pressure on maintaining our lawns and facilities which will result in increases in operational and maintenance costs.

Selection Policy Review Committee Report.

As previously reported, the committee first met on 9th May 2012, with the minutes, draft policy and points still to be discussed distributed to all members on 24th May 2012.

Consolidated comments, a series of discussion points, and draft team agreement were distributed to all members on 3rd July 2012 and final replies to these discussion points were received on the 1st August 2012

As many of the participants were very heavily involved in VCA & ACA tournaments, both AC and GC, no further work was carried out until the end of September, when we started to collate all comments and votes on the final discussion points. This was further delayed by the 1WWACWC.

In November Jim Clement and I spent a full day reviewing and updating all documentation, including the votes cast for each amendment and Jim spent several more days, producing the final documentation which has been distributed to all members.

Unless any violent objections are received prior to Christmas, this draft will be tabled at the January 2013 CoM meeting and then submitted to council at the 12th February 2013 meeting for adoption.

Tournament & Fixtures Committee Report

The last 2 months have been very busy, starting with the AC National Handicap Championships. Thanks to Rich River for hosting this event and thank you to Ian & Elizabeth Bassett for running it. Unfortunately the entries were very poor. Next year we will be hosting it here at Cairnlea, so it needs to be promoted to guarantee success.

Then the big one; the WCF AC WW. This will be reported on later in the agenda, I just wish we could get the same support at all our other events.

Next was AC Women's Invitation & Divisional Champs. Another disappointing weekend with a small number in Invitation and only one section of Divisional played. Unfortunately some players had to be informed that there were insufficient numbers to conduct their sections.

This was followed by the GC Handicap Doubles & Singles. Whilst those who competed will say it was a great event, the number of players entered was most disappointing.

The AC Handicap Championships was again organized by Eastern Metro. Great to see that John Miles and Nance Miller were able to recruit several assistance especially someone to build and use the computer program for scoring. Unfortunately only 20 players was poor, considering the amount of promoting and urging some Directors did.

Finally we concluded with the AC Australian Bronze and Selectors Invitation. Due to some communication problems, numbers were below capacity for these events. More on this in a later item.

The next event will be the Vic Open AC Doubles and Singles commencing on December 27th. At this point we have 15 entries for the Doubles and 22 for the Singles. I expect more before closing day on Friday. The event will be organized by me but will then be managed by Kevin Beard and John Grieve. It is hoped that some form of catering will be available.

A message to all tourists, Enjoy a few days at beautiful Swan Hill for the AC Country Week Tournament 28 to 30 January

1st WCF Women's Association Croquet World Championship Final Report

The Women's World Championship held at VCC was a complete success because all worked, enjoyed and wanted a high quality event to be the catalyst for many decades to come.

Courts: James Hood did an excellent job as green keeper. The courts had been moved out of dormancy a little early so this allowed for a green, smooth and quick paced surface. The hoops and lines were moved for the event and the courts were mown every second day.

Hoops: Marie Calthorpe and her team worked hard and long : hoops were tight and upright and remeasured after each game. They were moved for the semi-finals and grand finals. .

Catering: Shirley Hallinan and her helpers did a great job The reception after the Opening Ceremony looked like a high tea with many and varied cakes and slices. The Event Dinner (after the Opening Ceremony) was a great event with many guests saying how great it was. Lunch was well catered with a variety of foods, soups & puddings. Morning and afternoon teas were catered by outside caterers. Evening meals could be purchased (frozen, microwavable packs from outside caterers) and chips, hot dogs, and chicken pieces could also be purchased at the end of the day. The bar was open for alcohol and soft drinks. .

Opening: VCA and ACA conducted a simple and straightforward Opening Ceremony with a Parliamentarian, an opera singer, croquet officials, players (from England, New Zealand and Australia) and spectators making the line-up of people.

Accommodation: Anna Miller collated the accommodation listing that was displayed on the VCA website. Most of the players stayed at Ashley Gardens with a bus to pick up in the morning and return at night.

Referees: Liz Fleming was totally in charge, so it ran smoothly, with two courts per referee each day, and the finals having a referee at each court.

Publicity: Liz Bassett was in charge; monthly newsletter and emails were sent to all clubs and overseas, as well as newspapers and a Facebook page.

Tournament Management: Brian Reither was in charge for the whole time, arranging courts, times and scoring and did an excellent job.

Treasurer: Tony Hall (ACA Treasurer) looked after the accounts.

Secretary: The event would not have been an unqualified success without Jim Clemet's intellectual mind, enthusiasm and willingness to help at all times.

President: Mike Cohn oversaw the event from start to finish and gave invaluable advice at all times.

Chair and Tournament Director: I enjoyed the event because it was great fun with all the above people.