

Minutes of Council Meeting – 9th April 2013

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); Wilma Freeman, Gwen Hamilton, Graham Howie & Jim Saunders (Members).

1.1.2. Regional Directors: Brian Reither (Ballarat); Brian Foley (Bayside); Helen Worlidge (EMCA); Sue Colvin (Geelong); Ken Richardson (GVCA); Janet Richardson (MVCA); Penny Krstev (NDCA); Margaret Crowder (SEMCA); Barb McKean (SWDCA); Shirley Hallinan (WMCMA); Kevin Geyer (Wimmera).

1.1.3. Alternate Regional Directors: Mary Vindin (EMCA); John Blackler (SEMCA); Wynford Connick (WMCMA)

1.1.4. Observers: Lowen Clarke (Brunswick); Adrian Masterman-Smith (Williamstown & State Coordinator of Coaching)

1.2. Apologies: Anne Quinn (NEDCA)

2. Opening: The President opened the meeting at 12:35 pm, following a presentation by Kate Fischer of PILCHConnect on the duties and responsibilities of Council members under the *Associations Incorporation Reform Act 2012*. He displayed the Eire Cup, won in March in Adelaide which is to complete its tour of the successful team members regions before returning to VCC for display. He also congratulated Robert Fletcher for being ranked #1 AC player in the world, noting that this is the first time an Australian has achieved this ranking.

3. Minutes of Previous Meeting

3.1. Confirmation of Minutes of the Council Meeting held 12th February 2013:

Resolved that the minutes of the Council Meeting held 12th February 2013 be accepted.

4. Correspondence

4.1. In – 2 Mar 12 from WMCMA re CoM & Council meeting papers

7 Mar 12 from GVCA re 'Flying Squad' visit

14 Mar 13 from Mrs L Brushfield – signed letter of offer

28 Mar 13 from City of Casey re Regional Sports Hub

4.2 Out – 13 Mar 13 to Mrs L Brushfield – amended letter of offer

16 Mar 13 to WMCMA re CoM & Council meeting papers

5 Apr 13 to City of Casey re Regional Sports Hub

6 Apr 13 to Regional Secs re AGM

6 Apr 13 to Regional & Club Secs re Appointed Officers & Sub-committees

Resolved that the correspondence be accepted.

4.3. Business Arising from Correspondence – Nil

5. Reports

5.1. Treasurer's Report: The Treasurer distributed and spoke to his report attached at Annex A. It was pointed out that the operating profit in his report did not agree with that of the print out from the MYOB accounts, and requires correction. The overall diminution in the gross income from JB Were compared to the previous month was also queried by the meeting. The appended amended report by the Treasurer shows that the Treasurer's estimate of our income was correct; following the apology from JB Were as to their incorrect numbers. Brian Reither spoke against adoption of the full report as, in his view, VCC is not a drain on VCA funds, but a necessary part of the operations. The Treasurer

responded that, following the Pilch presentation, he was responsible in telling Directors of the full financial implications of matters affecting the VCA. It was resolved that the Treasurer's Report, amended to accurately reflect the operating profit, be received. .
(Secretarial note: *The attached Treasurer's Report has been reviewed and revised, and is not the report distributed prior to the meeting having been amended in accordance with the meetings wishes and corrected following the receipt of the correct JB Were numbers as to our income for the year.*)

- 5.2. **CoM Report:** The minutes of the 12th March 2013 CoM Meeting were distributed to all Council members and posted to the VCA website on 16th March 2013.
- 5.3. **Courts Report:** Jim Saunders spoke to his previously distributed report (attached at Annex B), highlighting the efficiency of the new court dividers and the need for an independent analysis and report on the varying areas of grass coverage on the courts. .
- 5.4. **Marketing Committee:** Brian Foley spoke on the need of clubs wishing to be included in the funding and provision of advertising resources for this year's Seniors' Week in October to advise their interest to Graeme Gallus. A notice is attached at Annex C.
- 5.5. It was resolved to accept the reports.

6. General Business

6.1. VCA Items.

- 6.1.1 **Referees Committee Job Description:** It was resolved to adopt the job description as presented.
- 6.1.2 **Schedule of Fees and Prizes 2013-14:** It was resolved to adopt the Schedule of Fees & Prizes for 2013-14, as presented by the Tournaments & Fixtures Committee.
- 6.1.3 **SRV Grants:**
 - 6.1.3.1 **Future Directions Project Road Show Visits:** The Secretary reported on progress of the Road Show visits that have been presented to nine regions, with another two being covered this week and the final two to be covered in May. He noted that feedback from attendees is such that consideration is being given to making such a program of visits and briefings a regular occurrence, varying the subject matter as appropriate at the time. ..
 - 6.1.3.2 **Victorian More Active 2012-2015:** Secretary advised that SRV has provided a small grant to enable the engagement of a professional facilitator to assist in developing the required work plans for years 2 & 3 of this grants program.
 - 6.1.3.3 **Target 1000 2012-13:** Adrian Masterman-Smith, State Coordinator of Coaching, addressed the meeting on the current state of this program, stating that he was confident that all program targets and timelines would be met. (Secretarial note: *A formal progress report is to be submitted to SRV by 31st May 2013.*)
- 6.1.4 **Strategic & Operational Plan:** This item was deferred, as the plan is to be reviewed and rewritten as part of the development of plans for the VMA grant from SRV (item 6.1.3.2 refers).
- 6.1.5 **SEMCA Golf Challenge:** Margaret Crowder reported on the first SEMCA GC Challenge, held 22nd March 2013. The bi-monthly competition, which attracted teams from all clubs in SEMCA, was commenced to encourage members, who may play only socially, to enter competition. The competition will be reviewed after the next round, to be played on 31st May 2013.

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6.2 ACA Matters

6.2.1 ACA AGM 25th March 2013: The President and Secretary, VCA delegates to the ACA AGM, held 25th March 2013 in Adelaide, reported on the meeting. They reported that the VCA motion, that increases in ACA fees and levies be confined to no more than CPI, was defeated.

7. Next Meetings –

COM – Tuesday, 14th May 2013 at 11 am
AGM - Tuesday, 11th June 2013 at 11 am
Council – Tuesday, 11th June 2013 following the AGM

8. Closure – The President closed the meeting at 2:53 pm.

Annexes:

A: Treasurer's Report
B: Court Report
C: Marketing Committee Notice

Amended Treasurer's Report VCA April 2013 Council

Part I Financial Report

Commentary

1. The surplus for the full year amounted to a little over \$33,000. As mentioned below, the income from our investments lagged somewhat.
2. The operating Deficit, before taking into account our investment income from JB Were, amounted to a loss of **\$76,223** compared with a budgeted deficit of **\$76,000**.
3. Whilst this seems commendable, there were a number of significant variances:
 - a. Catering Operations were way ahead of Budget by over \$20,000
 - b. The Operations of the VCC, excluding Catering, made a substantial loss; although on budget. The cost of running the VCC is substantial and is not sustainable unless significant new streams of income are found. Even taking into account the Surplus on Catering of \$57,751, the VCC lost \$90,000 during the year; thereby absorbing all but \$30,000 of our Investment Income. ***Following JB Were's correction of our income for the year (a \$45,000 upwards adjustment) a little over 50% of our Investment Income is used in running the VCC***
4. Budget preparation
 - a. Many thanks to those who have provided me with budgets for different areas of the business.
 - b. All these will be presented to Council who will then determine the actual budget numbers.

VCC Excluding Catering				
		BUDGET	BUDGET	Year to Date
		Full Year	Year to Date	Mar-13
RECEIPTS				
Total MERCHANDISE/PENNANT		\$4,000	\$4,000	\$2,546
Total TOURNAMENTS		\$11,000	\$11,000	\$12,702
		<u>\$15,000</u>	<u>\$15,000</u>	<u>\$15,248</u>
EXPENDITURE				
Total TOURNAMENTS		\$17,500	\$17,500	\$21,215
	60% Administrative	\$26,250	\$26,250	\$27,073
Total VCC		\$75,000	\$75,000	\$65,009
Total COURTS		\$45,000	\$45,000	\$51,385
		<u>\$163,750</u>	<u>\$163,750</u>	<u>\$164,681</u>
NET		-\$148,750	-\$148,750	-\$149,433

Summary of our results year

VICTORIAN CROQUET ASSOCIATION INC			Year to Date	Variences	Year to Date
	BUDGET	BUDGET	Mar-13	from Budget	Feb-13
	Full Year	Year to Date			
RECEIPTS					
Total VCA AFFILIATIONS	\$73,831	\$73,831	\$70,827	-\$3,004	\$69,247
Total MERCHANDISE/PENNANT	\$4,000	\$4,000	\$2,546	-\$1,454	\$2,253
Total TOURNAMENTS	\$11,000	\$11,000	\$12,702	\$1,702	\$12,702
Pennant Coaching	\$1,750	\$1,750		-\$1,750	
Total MSV	\$4,000	\$4,000	\$4,631	\$631	\$4,631
Total OTHER VCC	\$52,500	\$52,500	\$84,274	\$31,774	\$81,629
Total GRANTS/INTEREST	\$30,000	\$30,000	\$32,354	\$2,354	\$32,281
Other Receipts & Paymnets (Admin)			\$2,725	\$2,725	\$1,359
Total INCOME	\$177,081	\$177,081	\$210,060	\$32,979	\$204,103
EXPENDITURE					
ADMINISTRATION VCA					
Total ADMINISTRATION VCA	\$67,700	\$67,700	\$67,572	\$128	\$59,972
Total COMMITTEES	\$10,000	\$10,000	\$4,092	\$5,908	\$3,748
Total MSV Total MSV	\$4,000	\$4,000	\$4,007	-\$7	\$3,542
Total COUNCIL/COM			\$4,656	-\$4,656	\$3,654
Total TOURNAMENTS	\$17,500	\$17,500	\$21,215	-\$3,715	\$20,762
Total MERCHANDISE/PENNANT	\$19,000	\$19,000	\$9,546	\$9,454	\$9,530
Total VCC	\$105,000	\$105,000	\$97,287	\$7,713	\$78,179
Total OTHER VCC (mostly food & bar)	\$15,000	\$15,000	\$26,524	-\$11,524	\$27,082
Total COURTS	\$45,000	\$45,000	\$51,385	-\$6,385	\$47,779
Total EXPENSES	\$253,200	\$253,200	\$286,283	-\$33,083	\$254,249
Operating Surplus (Deficit)	-\$76,119	-\$76,119	-\$76,223	\$104	-\$50,146
Gross Income from JB Were	\$160,000	\$160,000	\$159,994		\$120,585
less provision for diminution					
Net Profit/(Loss)	\$83,881	\$83,881	\$83,771		\$70,439

Catering			
	BUDGET	BUDGET	Year to Date
	Full Year	Year to Date	Mar-13
Receipts	\$52,500	\$52,500	\$84,274
Payments	-\$15,000	-\$15,000	-\$26,524
Surplus	\$37,500	\$37,500	\$57,751

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Balance Sheet

As of March 2013

1-0000	Assets	
1-0100	Current Assets	
1-1000	Bank Accounts	
1-1100	BA 1 - Operating	\$3,490.96
1-1120	BA 3 - Investments	\$1,073.33
1-1125	Bendigo Bank	\$71,528.95
	Total Bank Accounts	\$76,093.24
	Total Current Assets	\$76,093.24
1-1950	Withholding Credits	
1-2000	Accounts Receivable	\$3,640.00
	Total Withholding Credits	\$3,640.00
1-3000	Other Current Assets	
1-3100	GSJBW - Investment A/c	\$3,396,358.54
1-3200	Petty Cash Float	\$200.00
	Total Other Current Assets	\$3,396,558.54
1-4000	Fixed Assets	
1-4120	Cairnlea - Buildings	\$4,058,985.67
1-4125	Cairnlea - Land	\$1,231,368.55
1-4126	Water Tank	\$46,691.24
1-4200	Plant & Equipment	
1-4201	Plant and Equipment Combined	\$133,672.88
1-4295	Accumulated Depreciation	(\$78,162.48)
	Total Plant & Equipment	\$55,510.40
	Total Fixed Assets	\$5,392,555.86
	Total Assets	\$8,868,847.64
2-0000	Liabilities	
2-1000	Current Liabilities	
2-1100	Accounts Payable	(\$8.89)
	Total Current Liabilities	(\$8.89)
2-2000	Other Current Liabilities	
2-3000	Tax Payable	
2-3010	GST Collected	\$1,921.40
2-3030	GST Paid	(\$4,049.44)
2-3050	GST debit (Payable)	\$1,377.71
2-4000	Payroll Liabilities	\$2,516.00
2-4010	Superannuation Liabilities	\$559.93
	Total Tax Payable	\$2,325.60
	Total Liabilities	\$2,316.71
	Net Assets	\$8,866,530.93
3-0000	Equity	
3-1000	Reserves	
3-1100	General Reserve	\$7,703,572.44
3-8000	Retained Earnings	\$1,239,181.45
3-9000	Current Earnings	(\$76,222.96)
	Total Equity	\$8,866,530.93

Investment Portfolio Performance and Management thereof

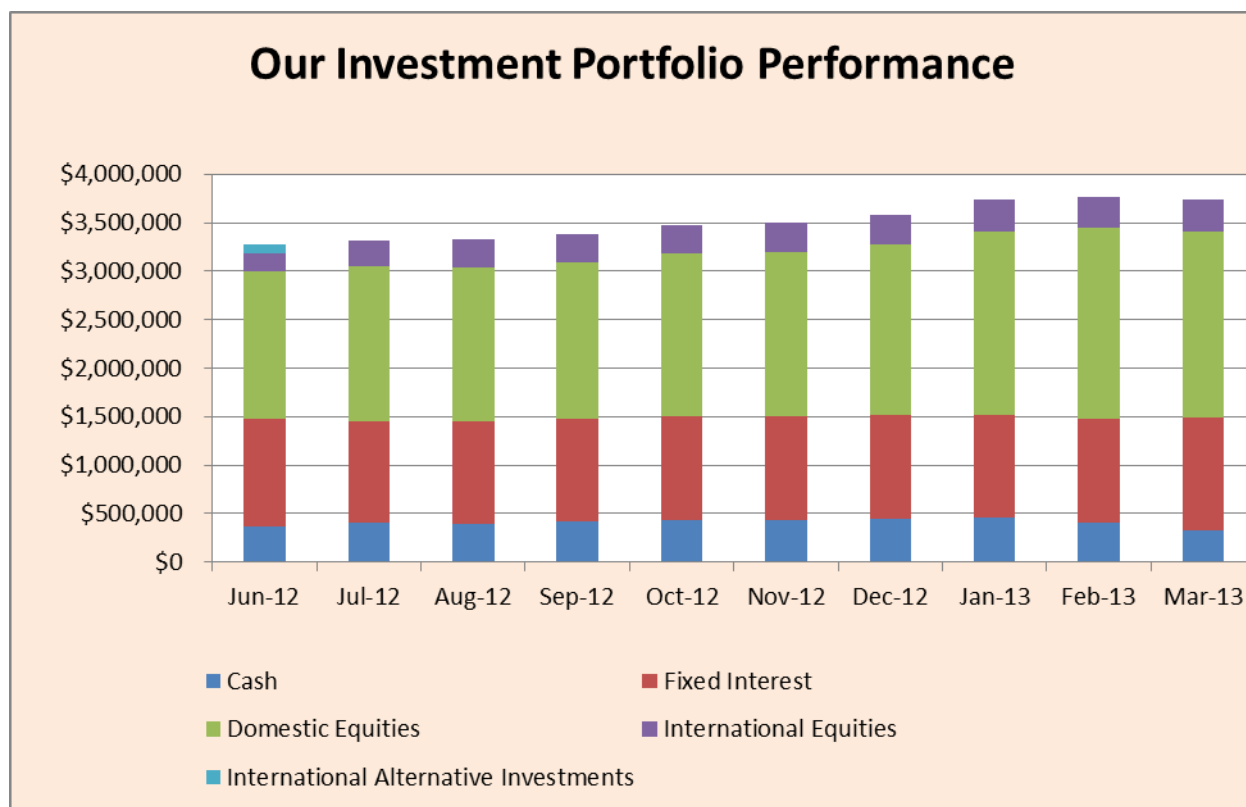
The performance of our fund was flat for the month; dropping marginally. This is in line with the market. For the Quarter, the All Ords Index increased by 6.8% and our Australian Equities rose by 8.4%

The Graph below sets out the value and structure of our portfolio; as does the table below that.

I previously reported that:

Our income from our fund for the year amounted to \$112,334. This is less than I expected; particularly so because the estimates by JB Were for the following twelve months are \$180,000 on a portfolio which has not changed much. I am endeavouring to find out the reason for this.

Since then JB Were replied to me that there was a clerical error and that the income for the year was \$159,994; in line with my forecasts.



	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13
Value of Portfolio	\$3,280,031	\$3,318,057	\$3,322,637	\$3,387,203	\$3,471,103	\$3,495,120	\$3,583,214	\$3,737,778	\$3,770,225	\$3,735,334
Index of Performance	1.00	1.012	1.013	1.033	1.058	1.066	1.092	1.140	1.149	1.139
Investments	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13
Cash	\$359,519	\$399,205	\$396,033	413859	\$430,733	\$431,834	\$445,853	\$453,756	\$408,078	\$326,179
Fixed Interest	\$1,113,416	\$1,044,311	\$1,047,728	1060375	\$1,066,075	\$1,070,810	\$1,067,651	\$1,061,480	\$1,065,782	\$1,166,500
Domestic Equities	\$1,530,050	\$1,608,418	\$1,591,312	1619420	\$1,683,823	\$1,695,518	\$1,763,922	\$1,898,001	\$1,972,057	\$1,911,533
International Equities	\$185,290	\$266,123	\$287,564	293549	\$290,471	\$296,958	\$305,787	\$324,540	\$324,307	\$331,122

Courts Director Report, March 2013

Preparing the courts for the winter dormancy period will be the focus throughout April and May. This will require strengthening the plant while enhancing the colour in an attempt to reduce the period of dormancy.

Mowing heights will also be slightly raised to bolster carbohydrate reserves.

Cockchafer activity has been identified and the resultant application of insecticide has proved successful.

A 100 metre roll of 100mm diameter plastic drainage pipe has been purchased for trialling as a court divider in place of the white lengths of stormwater pipe we have been using. It is hoped this will prove satisfactory and will be a more user friendly option.

The upgrading of security in the machinery and storage sheds has been a challenging exercise. It is anticipated that much more secure protocols will be in place in the near future.

As previously reported the occurrence of 'green' patches on certain courts, in particular, 5, 7, 8, 9 and 10 is perplexing. James and I have discussed the issue at length and it was also recently discussed with Pitchcraft. We initially thought it was a surface problem but, if that was the case the recent renovation of 8, 9 and 10 should have remedied the situation. Instead, if anything, the problem is now more pronounced on those courts than before. We can only conclude that the problem is more related to the base of the courts than the surface. It is proposed to have deep core samples taken from both green and normal areas and to have them professionally analysed to see if the problem can be identified. Enquiries are continuing to find and retain a suitable independent professional for this purpose.



**“FUN & FRIVOLITY”
BE IN IT
SENIORS WEEK
6TH – 13TH OCTOBER**

PLAN NOW TO BE PART OF IT

The Ministry for Ageing & Aged Care is preparing promotional material for this state wide event. This includes Program booklets, Posters and State-wide promotions. The posters will be **club specific** i.e. Your club name, club contact and phone number, event, date and time.

CV needs to know the details if your Club is participating **ASAP** to meet the promotional deadlines for the event by 1st of May.

The details needed are

What will be your event. Brief description. Will it be a social day? Come and try? An invitation to another group? ie U3A. etc. Who will run it? Your Club name Where will it be run? Address
When will it be run? Date Parking arrangements if needed. Time it will be run? Refreshments if any?
Cost of day if any or free?

Also available are **small grants** to clubs for costs in running your event to help make Croquet a stand out part of this year's Seniors week.

All replies to Graeme Gallus. gallus@bigpond.net.au Remember **ASAP**