

Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 14th May 2013

1. Attendance

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

1.2. Apologies : Patrick Moore (Treasurer)

1.3. Visitor: Mark McAllion, CEO Vicsport

2. Opening: The President opened the meeting at 11:00 am, welcoming Mark McAllion, CEO Vicsport.

3. Confirmation of Minutes of Previous CoM Meetings: Resolved that the minutes of the Committee of Management meetings held 12th March 2013 be accepted.

4. Correspondence

4.1. In - 9 May 13 – from Maryborough VRI CC requesting letter of support

4.2. Out- 10 May 13 – to Central Goldfields Shire Council – letter of support for Maryborough VRI CC

Resolved that the correspondence be accepted.

5. Reports

5.1. Financial Report: The Treasurer's financial report, the financial portions of which are attached at Annex A, was considered. The meeting had no concerns with the figures but requested changes to the commentary.

5.2. Courts Report: The Court Director's Report, previously distributed, attached at Annex B, was received. Resolved that the report be accepted.

6. General Business

6.1. VCA

6.1.1. Staff Remuneration: Following recommendations from staff reviews conducted on 8th & 9th April 2013, it was resolved that remuneration for Administration Officer (Sandra Kastanaras) & Greenkeeper (James Hood) be increased by nominated figures. The actual figures were determined and are held by the Secretary.

6.1.2. AGM

6.1.2.1. Determination of Ballot Papers The position of nominees on relevant ballot papers was determined by lot, as required by By Law 5.2. The ballot paper for President is to be Lowen Clarke, Mike Cohn; that for Ordinary Member to be Gwen Hamilton, Wilma Freeman, Lowen Clarke.

6.1.2.2. Audited Reports 2012-13: Resolved that the Audited accounts be received, signed by President and Treasurer and presented to the AGM for adoption.

6.1.2.3. Budget 2013-14: Resolved that the budget be returned for revision with provisos that VCA is one business, is not a trustee for donations, that no existing fees be removed or reduced, that a more detailed breakdown of expenditure be provided and that member's affiliation fees rise by no more than 5% i.e. to \$30 after rounding.

6.1.3. Malletsports Victoria – future format: As Malletsports Victoria ran at a profit for 2012-13, it was resolved to leave the current format in place and review in twelve months' time.

6.1.4. Policies

6.1.4.1. Investment Policy: Deferred due to absence of Treasurer.

6.1.4.2. Selection Policy Working Group: Kenn Boal reported on the recent meeting, stating most differences had been resolved and that a legal opinion was being sought regarding conflict of interest issues.

6.1.4.3. Ex-Officio Appointments: *(The President was absent from the room throughout all discussion and decision on this matter.)* Resolved that CoM recommend to Council that ex-officio members of appointed sub-committees have full voting rights.

6.1.5. Grants

6.1.5.1. Future Directions Project Road Show Visits: Secretary advised that visits to Murray Valley and Northern District regions on the three days following the meeting and to western Gippsland region in June will complete the cycle of visits.

6.1.5.2. Victorians More Active: The President reported that a Work Plan has been submitted for 2012-13 and that a meeting was held on 13th May 2013, attended by Mike Cohn, Kenn Boal, Jim Clement, Patrick Moore, Brian Reither, Brian Foley, Margaret Gunn and Dot Dickson under the guidance of SRV recommended facilitator, Stephen Whittington, to draft a Work Plan for 2013-14 & 2014-15, when a minimum of \$30,000 is available. As part of this exercise a preliminary Strategic Plan was drafted. The Work Plan is to be tabled at the 11th June 2013 Council meeting for approval and forwarding to SRV by 30th June 2013.

6.1.5.2.1. Need for SWAT Review: It was agreed that this be applied when the Strategic Plan is reviewed next year.

6.1.6. Target 1000 Report from Adrian Masterman-Smith, State Coordinator of Coaching, attached at Annex C, was received. *(Secretarial Note: The final paragraph of this report refers to a project funded under the Victorians More Active program.)*

6.1.7. Governance:

6.1.7.1. Vicsport Good Governance Project: Early in the meeting, Mark McAllion distributed and addressed the Vicsport Board Performance Evaluation Report which resulted from responses to surveys the previously distributed to Council members.

6.1.7.2. Constitutional Review The Secretary reported that he was working on reformatting the VCA Constitution to conform to the layout of the CAV Model Rules, making only those amendments necessary for it to conform to the requirements of the legislation. He anticipated tabling it at the July 2013 CoM meeting, prior to presentation to Council at its August meeting. He also referred to the PILCHConnect produced "simple language Model Rules" draft which he believes can be edited to become a template for VCA affiliated clubs, and stated that he would work on this, with the aim of tabling it at the July CoM meeting.

6.1.8. Appointed Officers: This item was discussed *in camera*.

7. Next Meetings:

AGM -	11 th June 2013 at 11 am
Council -	11 th June 2013 following AGM
	(Light refreshments will be served between the meetings.)
CoM -	9 th July 2013 at 11 am

8. Closure The meeting closed at 2:38 pm

Victorian Croquet Association Inc.

65 Nobel Banks Drive
 CAIRNLEA VIC 3023

Profit & Loss Statement

April 2013

6/05/201
 9:51:47 AM

INCOME	
GSJBW	
ACA AFFILIATIONS	
MERCHANDISE/PENNANT	
Books/Manuals	\$260.00
Total MERCHANDISE/PENNANT	<u>\$260.00</u>
TOURNAMENTS	
Bronze Medal	\$472.73
Gateball	\$2,140.91
Selectors Invitation	\$940.91
Golf Croquet Regionals	\$935.50
Total TOURNAMENTS	<u>\$4,490.05</u>
CATERING	
Bar Sales	\$2,373.18
Food Sales	\$52.00
Courts	\$90.91
Premises	\$1,363.63
Caretakers Rent	\$1,350.00
Total CATERING	<u>\$5,229.72</u>
GRANTS/INTEREST	
BA 3 - Interest	\$2.78
SRV Dep Grants	\$2,500.00
Total GRANTS/INTEREST	<u>\$2,502.78</u>
Total INCOME	<u><u>\$12,482.55</u></u>
EXPENSES	
ADMINISTRATION VCA	
Admin Officer	\$5,319.60
Bar Staff	\$742.50
Seminars	\$1,100.00
Stationery	\$11.89
Superannuation	\$931.01
Telephone at Cairnlea	\$187.88
Total ADMINISTRATION VCA	<u>\$8,292.88</u>
COMMITTEES	
Referees - Refreshments	\$242.95
Selectors A & G	\$161.55
Total COMMITTEES	<u>\$404.50</u>
MSV	
Printing Newsletter	\$316.00
Postage Newsletter	\$116.53
Total MSV	<u>\$432.53</u>
COUNCIL/COM	
Travel/Expenses	\$318.56
Total COUNCIL/COM	<u>\$318.56</u>
SRV DEP Grants	
SRV Grants	\$1,775.93
TOURNAMENTS	
Bronze Medal	\$484.67
Gateball	\$1,970.89
Selectors Invitation Tournament	\$324.17
Golf Croquet Regionals	\$822.69
Total TOURNAMENTS	<u>\$3,602.42</u>
MERCHANDISE/PENNANT	
Coaching Fees	\$302.73
Total MERCHANDISE/PENNANT	<u>\$302.73</u>
SDD	
VCC	
Alarm	\$158.70

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Balance Sheet As of April 2013

2/05/2013
10:42:12 AM

1-0000 Assets		
1-0100 Current Assets		
1-1000 Bank Accounts		
1-1100 BA 1 – Operating	\$580.26	
1-1120 BA 3 – Investments	\$1,076.11	
1-1125 Bendigo Bank	<u>\$54,636.83</u>	
Total Bank Accounts		<u>\$56,293.20</u>
Total Current Assets		\$56,293.20
1-1950 Withholding Credits		
1-2000 Accounts Receivable	<u>\$637.50</u>	
Total Withholding Credits		\$637.50
1-3000 Other Current Assets		
1-3100 GSJBW - Investment A/c	\$3,396,358.54	
1-3200 Petty Cash Float	<u>\$200.00</u>	
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	<u>-\$78,162.48</u>	
Total Plant & Equipment		<u>\$55,510.40</u>
Total Fixed Assets		<u>\$5,392,555.86</u>
Total Assets		\$8,846,045.10
2-0000 Liabilities		
2-1000 Current Liabilities		
2-1100 Accounts Payable	\$8,027.12	
Total Current Liabilities		\$8,027.12
2-2000 Other Current Liabilities		
2-3000 Tax Payable		
2-3010 GST Collected	-\$315.02	
2-3030 GST Paid	-\$1,673.00	
2-3050 GST debit (Payable)	\$1,377.71	
2-4000 Payroll Liabilities	\$1,730.00	
2-4010 Superannuation Liabilities	\$931.01	
Total Tax Payable		\$2,050.70
Total Liabilities		<u>\$10,077.82</u>
Net Assets		<u>\$8,835,967.28</u>
3-0000 Equity		
3-1000 Reserves		
3-1100 General Reserve	\$7,703,572.44	
3-8000 Retained Earnings	\$1,161,101.62	
3-9000 Current Earnings	<u>-\$28,706.78</u>	
Total Equity		<u>\$8,835,967.28</u>

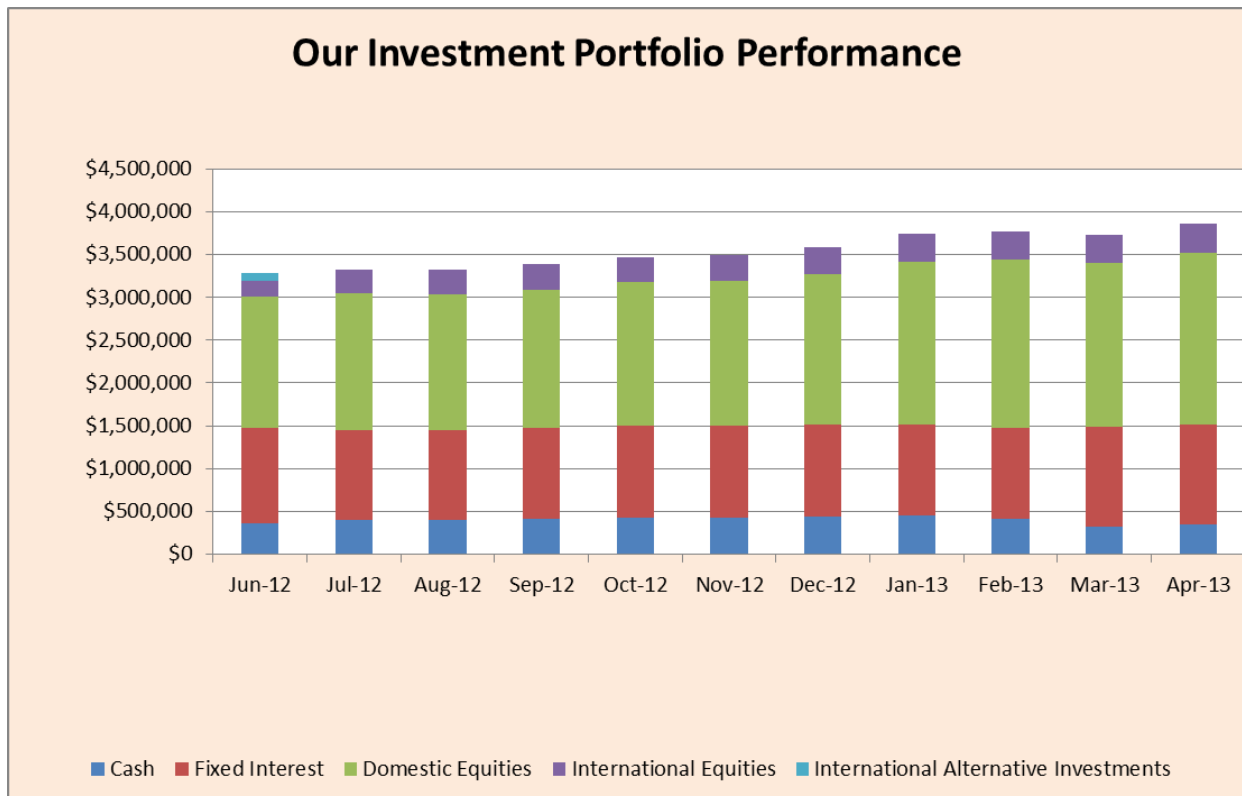
Investment Portfolio Performance and Management thereof

The performance of our fund for the month was an increase in the value of our fund of 3.2% with the equities in our portfolio increasing by 4.9%.

The value of our fund has increased by 17.6% since June 2012

The estimated income from our Portfolio for 2013 2014 is \$160,000 which is a disappointing return of only 4.1% on the value of our portfolio. Our fixed interest portfolio is yielding us only 4.8%. It is worth the IAG discussing a possible increase in the number of shares with better yields with JB Were to lift the dividend return to nearer 4.5%

As you are aware, JB Were corrected the income for our fund from \$112,334 to \$159,994 for the year to March 2013. I was informed recently that our income was actually \$160,171 for the year. (I have informed Ross Buchanan of this further alteration.) The change is due to some Managed Funds taking longer to compute their returns.



Value and Structure of our Investments

	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-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	\$3,856,369
Index of Performance	1.00	1.012	1.013	1.033	1.058	1.066	1.092	1.140	1.149	1.139	1.176
Investments	Jun-12	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13
Cash	\$359,519	\$399,205	\$396,033	413859	\$430,733	\$431,834	\$445,853	\$453,756	\$408,078	\$326,179	\$342,509
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	\$1,167,591
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	\$2,005,518
International Equities	\$185,290	\$266,123	\$287,564	293549	\$290,471	\$296,958	\$305,787	\$324,540	\$324,307	\$331,122	\$340,751

Courts Director Report, April 2013

Court works and activities have not changed since the last report. A suitable independent professional consultant to undertake the coring and analysis of the 'green patches' is still being sought.

The initial trial of 100mm diameter plastic drainage pipe has been as a court divider proved successful during the GC Bronze Medal and Selectors Invitations events. Two more 100 metre rolls have been purchased and, at the recent GC Regionals, all 12 courts were divided with the new material. This has proved a most welcome innovation. The players are universally pleased with the material and setting up/taking down is a much less demanding and time consuming exercise.

The repairs resulting from the last break in are finally complete, all that remains is to have the cabinet in Sandra's office replaced and VCA to be paid out. The assessor will activate same within a few days.

Target 1000

The Target 1000 program continues to be rolled out. The long awaited new Coaching Level 'O' Golf Croquet Training and Accreditation manuals were received from the ACA last week. The new manual is a quality document with high production values. Congratulations to all at the ACA on this work. These manuals are now accompanied by the introduction of a new Coaching 'Record of Coaching Activity' logbooks. This now only leaves the enamel badges which should arrive in about 3 weeks and a HD certificate which will complete the 'showbag' as Greg Bury put it. I am really pleased to have these materials available to distribute to coaches

I anticipated there would be learnings from the roll out of Target 1000. As an organisation we have not had a great deal of experience in the roll out of complex programs and I expected there to be a learning curve in how we can most effectively accomplish this. As flagged in an earlier email, communication across ninety clubs Victoria wide has surfaced as an area that needs to be worked on. Getting information and education out there around new programs quickly and encouraging more rapid responses needs some attention.

I had originally hoped there would be a good return rate from the council meeting in stimulating interest. The follow up article in Malletsports News helped was still was not sufficient. We may be experiencing something of a cultural resistance which is a factor that other sports also report having to address.

I have already produced a feedback evaluation form which I will now modify to include a question around how volunteers and clubs heard about the program. I hope shortly then to have an understanding of what is working best for us an organisation. This will help build better communications for the launch and management of new programs. My gut feeling is that we will need to work more closely as a team and co-ordinate our actions in order to generate faster reaction time and uptake from clubs. So as Target 1000 continues to roll out I will monitor this very closely.

Once I have more information to hand I will put together for CoM a draft proposal focusing on effective communication with some suggestions around how we can best work across print, email, web and inhouse magazine.

To conclude this update, we have an exciting Junior Participation program in the planning which will be run at the VCC. This pilot will trial some new ideas and employ some really good research done by Lowen Clarke into schools program development. I expect this to provide fresh enthusiasm and direction for our schools program which was establish through some great work done by Kenn Boal but which has sadly lost its way over the last few years. A number of clubs are already doing really interesting work with their local schools and this pilot will provide a central focus that will see CV build a more rewarding schools program.