



Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 9th July 2013

1. Attendance

1.1. Present: Mike Cohn (President); Jim Clement (Secretary); Lorraine Lacey (Treasurer); Graham Howie and Wilma Freeman (Members).

1.2. Apologies: Kenn Boal (Vice-President); Gwen Hamilton and Jim Saunders (Members).

2. Opening: The President opened the meeting at 11:07 am, welcoming Lorraine Lacey to the committee.

3. Confirmation of Minutes of Previous CoM Meetings: Resolved that the minutes of the Committee of Management meetings held 14th May 2013 be accepted.

4. Correspondence

4.1. In - 16 May 13 from Ross Buchanan Pty Ltd re Audit Engagement
16 May 13 from Ross Buchanan Pty Ltd re 2013 Audit (attached)
17 Jul 13 from Office of Governor – receipt of Annual Reports

4.2. Out- 16 May 13 to JB Were Ltd re transfer of funds
16 May 13 to Ross Buchanan Pty Ltd – signed Audit Engagement
12 Jun 13 to Office of Governor – Annual Report and Accounts
12 Jun 13 to CAV (via email) – lodgement of Annual Statement
12 Jun 13 to JB Were Ltd re change of signatories
12 Jun 13 to NAB re change of signatories

Resolved that the correspondence be accepted.

4.3. Business Arising from the Correspondence: The Treasurer advised that of the three recommendations made by Ross Buchanan Pty Ltd in their letter of 16th May 2013 regarding the 2013 audit, two, relating to:

4.3.1. The application of GST to food sold; and

4.3.2. The payment of Bar Staff

have been actioned. Committee considered the third recommendation, that independent valuations of the VCC land and buildings be obtained, and agreed to recommend to Council that this not be done. However, Committee noted that insurance cover for the building, at replacement cost, needs addressing.

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5. Reports

5.1. Financial Report: The Treasurer made an oral report to the figures attached at Annex A. Committee requested that she provide a recommendation to the 10th September 2013 meeting for an auditor to be appointed by Council at its October meeting. Resolved that the Financial Report be accepted.

5.2. Courts Report: The Court Director's Report, previously distributed, was received, as the Courts Director was not present.

6. General Business

6.1. VCA

6.1.1. Committees & Appointed Officers: The Secretary advised that, as directed by Council at its meeting of 11th June 2013, he had contacted previous incumbents of Appointed Officer positions and sub-committees, inviting them to accept appointment for another year. Most had replied in the affirmative and

Committee resolved to recommend that Council confirm their appointments for 2013-14. The Secretary was directed to advertise any further vacancies to regions and clubs seeking nominations to present to Council at its September meeting.

- 6.1.2. Budget 2013-14:** The draft budget was discussed by the Committee and the Treasurer is to recirculate to CoM members after amendment, prior to presentation to Council for adoption.
- 6.1.3. Investment Policy:** It was resolved to ask the IAG, in consultation with JB Were Ltd, to draft an Investment Policy for presentation to CoM at its meeting of 10th September 2013.
- 6.1.4. Road Show:** The Secretary spoke to his previously circulated report, attached at Annex C.
- 6.1.5. SRV Grants – Victorian More Active:** The President reported that a report on the Work Plan for 2012-13 has been submitted as have Work Plans for 2013-15. He and the Secretary are to meet with SRV on Tuesday, 23rd July 2013 to consider the submitted Work Plans.
- 6.1.6. Constitution Review**
- 6.1.6.1. Club/Region Level:** The Secretary reported that he modified a PILCHConnect Simple Language Constitution Template to suit clubs and regions. It was agreed that this be circulated for clubs and regions to modify and use if they so desire:
- 6.1.6.2. VCA Constitution:** Committee agreed that a Constitutional Review is necessary, as this has been deferred several times in the past pending the introduction of the *Associations Incorporation Reform Act*. Secretary is to draft a discussion paper for circulation to Council members and Regional Secretaries, calling for input to this review, and including a timeline
- 6.1.7. Selection Policy Review Group:** Secretary is to ascertain the position of this review with a view to tabling the group's recommendations at the September CoM meeting.
- 6.1.8. Position Title:** It was agreed to change Sandra Kastanaras' title, currently "Administration Officer", to "VCA Administrator"

6.2. ACA Matters

- 6.2.1. VCA Delegates to ACA Council Meeting, 2nd September 2013:** It was resolved to recommend to Council that it appoint Mike Cohn, President, and Jim Saunders, CoM Member, as its delegate to the ACA Council Meeting, to be held in the Hunter Valley NSW on 2nd September 2013.

- 7. Next Meetings:**
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|-----------|-------------------------------------------|
| Council - | 13 th August 2013 at 11 am. |
| CoM - | 10 th September 2013 at 11 am. |

8. Closure The meeting closed at 2:25 pm

Annex: A. Profit & Loss Report, April – June 2013; Balance Sheet as 30 June 2013

Victorian Croquet
Association Inc.

Profit & Loss [Budget Analysis]

April 2013 through June 2013

	Selected Period	Budgeted
INCOME		
GSJBW	\$40,000.00	\$160,000.00
VCA AFFILIATIONS	\$69,873.61	\$79,780.00
ACA	\$49,220.91	\$66,276.00
AFFILIATIONS/INSURANCE		
MERCHANDISE/PENNANT	\$461.81	\$3,650.00
TOURNAMENTS	\$2,057.41	\$11,320.00
MSV	\$4,598.19	\$5,000.00
CATERING (food & bar)	\$10,551.44	\$50,000.00
PREMISES/COURTS/RENT	\$10,404.56	\$49,450.00
SRV DEP GRANTS	\$3,700.00	\$26,200.00
INSUR REFUNDS/BANK	\$1,497.36	\$0.00
INTEREST		
Total INCOME	\$192,365.29	\$451,676.00
EXPENSES		
ACA	\$51,160.00	\$66,276.00
AFFILIATIONS/INSURANCE		
ADMINISTRATION VCA	\$6,592.41	\$27,690.00
COMMITTEES	\$1,772.82	\$5,960.00
MSV	\$975.79	\$4,400.00
COUNCIL/COM travel	\$1,053.16	\$5,125.00
SRV DEP GRANTS	\$4,477.56	\$31,200.00
TOURNAMENTS	\$2,549.07	\$8,670.00
MERCHANDISE/PENNANT	\$514.01	\$13,670.00
VCC BUILDING	\$38,346.30	\$126,865.00
CATERING (food & bar)	\$5,846.22	\$27,000.00
VCC COURTS	\$7,878.21	\$54,486.00
STATE TEAMS G & A	\$500.00	\$7,000.00
CROQUET EQUIPMENT	\$0.00	\$3,000.00
Total EXPENSES	\$121,665.55	\$381,342.00
Operating Profit	\$70,699.74	\$70,334.00
WAGES/OTHER		
Administration Officer	\$12,731.60	\$49,000.00
Bar Staff	\$2,397.00	\$8,000.00
Caretaker	\$11,312.50	\$36,000.00
Superannuation	\$2,285.88	\$8,500.00
Workcover	\$0.00	\$1,151.00
Total WAGES/OTHER	\$28,726.98	\$102,651.00
Net Profit/(Loss)	\$41,972.76	(\$32,317.00)

Victorian Croquet Association Inc.

Balance Sheet

As of June 2013

Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts	\$75,007.10	Accounts Payable	\$2,458.23
Total Current Assets	\$75,007.10	Total Current Liabilities	\$2,458.23
Withholding Credits		Other Current Liabilities	
Accounts Receivable	\$136,263.24	Tax Payable	
Total Withholding Credits	\$136,263.24	GST Collected	\$15,097.96
Other Current Assets		GST Paid	(\$9,708.02)
GSJBW - Investment A/c	\$3,601,755.44	GST debit (Payable)	\$700.58
Petty Cash Float	\$200.00	Payroll Liabilities	\$3,883.41
Sundry Debtors	\$40,000.00	Superannuation Liabilities	\$629.71
Total Other Current Assets	\$3,641,955.44	Total Tax Payable	\$10,603.64
Fixed Assets		Total Liabilities	\$13,061.87
Cairnlea - Buildings	\$4,058,985.67	Net Assets	\$9,213,287.57
Cairnlea - Land	\$1,231,368.55	Equity	
Water Tank	\$46,691.24	Reserves	
Plant & Equipment	\$36,078.20	General Reserve	\$7,703,572.44
Total Fixed Assets	\$5,373,123.66	Asset Revaluation Reserve	\$186,214.29
		Retained Earnings	\$1,281,528.08
		Current Earnings	\$41,972.76
Total Assets	\$9,226,349.44	Total Equity	\$9,213,287.57