



Minutes of Council Meeting – 13^h August 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); Lorraine Lacey (Treasurer); Wilma Freeman, Gwen Hamilton & Jim Saunders (Members).

1.1.2. **Regional Directors:** Brian Reither (Ballarat); Brian Foley (Bayside); Helen Worlidge (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Ken Richardson (GVCA); Wendy Black (NDCA); Anne Quinn (NEDCA); John Blackler (SEMCA); Barb McKean (SWDCA); Kate Patrick (WMCMA); Kevin Geyer (Wimmera).

1.1.3. **Alternate Regional Directors:** Mary Vindin (EMCA); Shirley Hallinan (WMCMA).

1.1.4. **Observers:** Lowen Clarke & Adrian Masterman-Smith (Brunswick)

1.2. **Apologies:** Janet Richardson & Ian Potter (MVCA); Penny Krstev (NDCA); Graham Howie (CoM Member).

2. **Opening:** The President opened the meeting at 11:00 am.

3. **Minutes of Previous Meeting:** Resolved that the minutes of the previous meeting, held 11th June 2013, amended at Annex C to remove Eric O'Donnell from GC Selection Committee, be accepted.

4. Correspondence

4.1. **In** – undated via email from Office of Governor re extension of term

4.2. **Out** – 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

1 Aug 13 to clubs re survey

Resolved that the correspondence be accepted.

There was discussion as to what should be included in Correspondence.

5. Reports

5.1. **Financial:** The Treasurer spoke to her report, attached at Annex A. A discrepancy was identified between the P&L report presented under this item and the P&L presented under Item 6.1.1. Council was later advised that the P&L at this item should be amended to correspond with that under the budget papers at Item 6.1.1.

5.2. **CoM report:** The minutes of CoM meeting 9th July 2013 meeting were distributed and posted to the website on 12th July 2013.

5.3. Refereeing

5.3.1. **AC:** Brian Foley (SCRAC) spoke to his report, attached at Annex B.

5.3.2. **GC:** It was suggested that clubs and Council members be sent the draft changes to Golf Croquet Rules and invited to provide comment to Eric O'Donnell by 23rd September 2013. Secretary undertook to do this.

5.4. **Courts:** Jim Saunders, Courts Director, presented an oral report, covering work on and problems with the courts, purchase of court maintenance equipment and security of such equipment.

Resolved that the reports be accepted.

5.5. Business Arising from Reports:

5.5.1. John Blackler (SEMCA) queried the placement, within the double-entry book-keeping system of the increase in the value of the investment with JB Were Ltd.

5.5.2. Kevin Geyer (Wimmera) queried the possible causes of the patchiness of some of the courts.

6. General Business

6.1. VCA

6.1.1. **Adoption of Budget 2013-14:** Resolved that the draft budget be adopted, subject to investigation of the figure shown under "Expenses, Administration VCA". (Secretarial Note: The figures are correct.)

6.1.2. **Appointment of Auditor:** The Treasurer reported that she had investigated three likely candidates for appointment as Auditor and would present her preferred candidate to the October Council meeting after presentation to the September meeting of CoM.

6.1.3. **Ex-Officio Voting Rights By Law:** Resolved that By Law 7.1, second dot point be amended to read:

"to be, or to appoint his/her delegate to be, an ex-officio member of all sub-committees, and to exercise full voting rights on such sub-committees; "

6.1.4. **Appointment of Officers & Sub-committees:** Resolved to appoint the following, as indicated:

Maxine Maclachlan (Kew) – State Coordinator of Gateball

Doron Gunzburg (Kew) – State Handicapper (AC)

Colin Clark (Williamstown) – Webmaster

Rosalie Newman – Editor, *Malletsports Victoria*

Jane Alcorn (Brighton), Doreen Hood (Ringwood), Lynne Roberts (Ivanhoe Park) and Tricia Watts (Kew) – members, Referees Committee

Hamish Menzies (Drouin) and Denis Newman (Ballarat-Western) – members, GC Selection Committee

Roy Palmer (Kew), Maxine Maclachlan (Kew) and Eric O'Donnell (Lismore) – members, Tournaments & Fixtures committee.

An updated list of Council appointments and sub-committees is attached at Annex C.

6.1.5. **SRV Grants – update:** The President provided an oral update on the situation regarding SRV grants. He stated that the Target 1000 program, which provided \$5000 to accredit 50 coaches at club level was now completed, with all funds expended and more than 80 Level 0 GC coaches accredited. He reported that the Victorians More Active program was progressing and that a meeting was to be held with a facilitator immediately after the Council meeting to progress the Strategic Plan which is a necessary supporting document for this program.

6.1.6. **Catering at VCC:** A discussion was held regarding catering at VCC.

6.1.7. **Selection Policy Review Group:** Resolved that the draft Selection Policy being prepared by the Selection Policy Review Group, established by Council in February 2012, be tabled at the Council meeting of 8th October 2013, for acceptance or amendment and acceptance, by Council.

6.2. ACA

6.2.1. **ACA Council Meeting 2nd Sep 2013:** Resolved that the VCA delegates to the ACA Council meeting of 2nd September 2013 be Mike Cohn (President) and Jim Saunders (CoM Member). Council considered a notice of motion for that meeting circulated by Croquet SA and agreed in principle with the proposal, acknowledging that the role should be filled professionally, but queried the costs and source/s of funds.

7. **Close:** The meeting closed at 12:23 pm

8. **Next Meetings:** CoM - 10th September 2013 @ 11 am
Council - 8th October 2013 @ 11 am

(Country Regional Management Group – 8th October 2013 during Council meeting lunch break)

FINANCE REPORT

1. VCA Accounts

The Balance Sheet and Profit and Loss Statement Budget for the VCA Accounts to 31st July are attached. Bank Accounts show balances as at 31st July 2013.

Bank Account No 1 NAB	\$14,868.72
Bank Account No 3 NAB	\$90,046.65
Bendigo Bank	<u>\$56,562.31</u>
Total Bank Accounts	<u>\$161,477.68</u>

2. The JBWERE Investment

The portfolio valuation as at 31st July 2013 totalled \$3,736,014.67. Increase of \$134,259.23 from last month.

3. Budget 2013 / 2014

Budget is now complete alongside the Profit and Loss for tracking and has been presented to COM at last COM meeting June 2013.

Budget attached for Council.

4. Affiliations

Most clubs have paid their affiliations. We still need to collect approximately another \$45,000.00 from clubs.

5. Functions:

Functions are tracking well; VCC is holding approximately two functions per month; we are very popular for 1st birthdays and christenings.

Lorraine Lacey

Treasurer

13th August 2013

Profit & Loss & Balance Sheet are attached.

Victorian Croquet Association Inc.		
Profit & Loss [Budget Analysis]		
April 2013 through July 2013		
	Selected Period	Budgeted
INCOME		
JBWERE	\$53,000.00	\$160,000.00
VCA AFFILIATIONS	\$71,378.61	\$79,780.00
ACA AFFILIATIONS/INSURANCE	\$50,301.82	\$66,276.00
MERCHANDISE/PENNANT TOURNAMENTS	\$493.63	\$3,650.00
MSV	\$2,771.03	\$11,320.00
CATERING (food & bar)	\$4,507.27	\$5,000.00
PREMISES/COURTS/RENT	\$12,894.98	\$50,000.00
	\$12,691.28	\$49,450.00
SRV DEP GRANTS	\$6,650.00	\$29,150.00
INTEREST BANK ACC 3	\$1,544.01	\$800.00
Total INCOME	\$216,232.63	\$455,426.00
EXPENSES		
ACA AFFILIATIONS/INSURANCE	\$51,160.00	\$66,276.00
ADMINISTRATION VCA COMMITTEES	\$6,682.41	\$28,840.00
MSV	\$1,745.00	\$6,960.00
COUNCIL/COM travel	\$1,291.79	\$4,400.00
SRV DEP GRANTS	\$1,182.18	\$5,125.00
TOURNAMENTS	\$12,822.38	\$31,200.00
MERCHANDISE/PENNANT	\$2,541.37	\$9,370.00
WAGES	\$2,367.65	\$13,670.00
VCC BUILDING	\$36,117.25	\$101,500.00
CATERING (food & bar)	\$42,720.74	\$141,165.00
VCC COURTS	\$5,717.83	\$25,000.00
STATE TEAMS G & A	\$9,926.21	\$54,486.00
CROQUET EQUIPMENT	\$1,270.09	\$8,000.00
Total EXPENSES	\$175,544.90	\$498,992.00
Operating Profit	\$40,687.73	(\$43,566.00)
OTHER INCOME		
Net Profit/(Loss)	\$40,687.73	(\$43,566.00)

Victorian Croquet Association Inc.

Balance Sheet

As of July 2013

Assets

Current Assets

Bank Accounts

NAB Bank \$14,868.72

NAB 3 - Investments \$90,046.65

Bendigo Bank \$56,562.31

Total Bank Accounts \$161,477.68

Total Current Assets \$161,477.68

Withholding Credits

Accounts Receivable \$47,285.35

Total Withholding Credits \$47,285.35

Other Current Assets

JBWERE - Investment A/c \$3,736,014.67

Petty Cash Float \$200.00

Sundry Debtors

Sundry Debtors \$53,000.00

Total Other Current Assets \$3,789,214.67

Fixed Assets

Cairnlea - Buildings \$4,058,985.67

Cairnlea - Land \$1,231,368.55

Water Tank \$46,691.24

Plant & Equipment

Plant and Equipment Combined \$127,720.77

Accumulated Depreciation (\$98,036.48)

Total Plant & Equipment \$29,684.29

Total Fixed Assets \$5,366,729.75

Total Assets \$9,364,707.45

Liabilities

Current Liabilities

Accounts Payable \$4,282.81

Total Current Liabilities \$4,282.81

Other Current Liabilities

Tax Payable

GST Collected \$13,416.28

GST Paid (\$1,356.03)

GST debit (Payable) \$700.58

Payroll Liabilities \$845.03

Superannuation Liabilities \$557.01

Total Tax Payable \$14,162.87

Total Liabilities \$18,445.68

Net Assets \$9,346,261.77

Equity

Reserves

General Reserve \$7,703,572.44

Asset Revaluation Reserve \$320,473.52

Retained Earnings \$1,281,528.08

Current Earnings \$40,687.73

Total Equity \$9,346,261.77

Referees Committee

The referees' committee is in the process of being reformed having lost a few members very experienced in both association and golf croquet. We held a combined meeting on 16 July to enable both Eric O'Donnell and myself to discuss refereeing issues and procedures many of which are common across both codes.

The ACA has finalised its Accreditation and Reaccreditation Program for Referees and Umpires that all States are required to follow. Some main features of the program include:

- All referees and umpires are to be accredited to the same ASA standard even if they only officiate locally
- Accredited referees need reaccreditation each four years
- Officials who do not seek reaccreditation will go on to an "inactive" list although they can apply for reaccreditation later
- Reaccreditation is straight forward and requires evidence of actual refereeing experience together with practical field and laws tests similar to initial qualification
- All new referees need to undertake the *ASC Introductory Level Officiating General Principles Course* as do assessors and presenters at referee training sessions
- While the general reaccreditation procedure is similar for both AC and GC, some issues relating to GC have yet to be finalised.

A document describing the program is available on the ACA website.

The following or updated documents relating to AC refereeing have been issued recently:

- New Referees manual. This is 76 pages long and is available in both digital and hard copy form (the later at a charge to recover printing costs).
- New Referee/Umpire Activity cards. These are simpler and replace the earlier points based cards. A supply has being printed and is being distributed through regions.
- There is a new practical field examination for new and reaccredited referees.

Since taking over the role of Coordinator of AC Referees from Bill Keddie, I have received a large quantity of documents and Bill has given some valuable information about the task. We need to update the database of officials. Since I do not know many of the country based referees personally, I am in the process of contacting the listed examining and tutor referees to confirm their continued availability and, where needed, to identify potential replacements. Apart from a need to recruit more referees, it seems clear we need more examining referees in some regions to undertake the refresher and reaccreditation programs. I may seek the assistance and advice of regional directors in some matters.

Brian Foley
State Coordinator of Association Croquet Referees.
5 August 2013

Croquet Victoria

Council Appointed Positions and Sub-committees

Appointed Officers

Courts Director –	Jim Saunders
State Coordinator of Coaching –	Adrian Masterman-Smith
State Coordinator of Association Croquet –	Lowen Clarke
State Coordinator of Gateball –	Maxine Maclachlan
State Coordinator of Golf Croquet –	Hamish Menzies
State Coordinator of Referees (AC) –	Brian Foley
State Coordinator of Referees (GC) –	Eric O'Donnell
State Handicapper of Association Croquet –	Doron Gunzburg
State Handicapper of Golf Croquet –	Neville Pope
Editor, <i>Malletsports Victoria</i> -	Rosalie Newman
Historian -	vacant
Webmaster –	Colin Clarke

Appointed Sub-Committees

Coaching - Adrian Masterman-Smith, Lowen Clarke, Ian Bassett, Eric O'Donnell

Handicap – Ian McKee, Neville Pope, Doron Gunzburg

Investment Advisory - Lorraine Lacey; David Ross, Wendy Dickson

Referees/Laws/Rules - Brian Foley, Eric O'Donnell, Ian McKee, Jane Alcorn, Lynne Roberts, Tricia Watts, Doreen Hood

Selection (Association) - Adrian Palmer, Ian Bassett, Marie Calthorpe, Tricia Devlin, Anne Quinn

Selection (Golf) - Jim Saunders, Lynne Roberts, Anna Miller, Hamish Menzies, Denis Newman

Tournaments & Fixtures – Brian Reither, Jim Saunders, Anna Miller, John Grieves, Roy Palmer, Maxine Maclachlan, Eric O'Donnell

Other Appointed Positions

AC State Team/State Squad Coach	Stephen Forster,
AC Development Squad Coach	Stephen Forster
GC State Team/State Squad Coach	John van der Touw
GC Development Squad Coach	Eric O'Donnell