



## Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 10<sup>th</sup> September 2013

### 1. Attendance

- 1.1. **Present:** Mike Cohn (President); Kenn Boal (Vice-President); Jim Clement (Secretary); Lorraine Lacey (Treasurer); Gwen Hamilton and Wilma Freeman (Members).
- 1.2. **Apologies:** Graham Howie and Jim Saunders (Members).

2. **Opening:** The President opened the meeting at 11:10 am, welcoming Stephen Whittington, of Oxford Education, and Brian Foley to the meeting. He explained that Mr Whittington was the facilitator that had been working with a small VCA group to develop the Strategic Plan to support grant applications submitted to Sports and Recreation Victoria and that the Strategic Plan was to be reviewed by the meeting. (*Secretarial Note: Although the review of the Strategic Plan followed immediately, it is shown in these minutes as Item 6.1.1*)

3. **Confirmation of Minutes of Previous CoM Meetings:** Resolved that the minutes of the Committee of Management meetings held 9<sup>th</sup> July 2013 be accepted.

### 4. Correspondence

- 4.1. **In -** undated via email from Office of Governor re extension of term  
15Aug 13 from Kligar Partners, Lawyers re Concerns Notice  
4 Sep 13 from E O'Donnell re Referee matters  
7 Sep 13 from WMCMA re amending of Constitution
- 4.2. **Out-** 1 Aug 13 to clubs re survey  
4 Sep 13 to Kligar Partners, Lawyers re Concerns Notice  
7 Sep 13 to WMCMA 43 amending of Constitution

Resolved that the correspondence be accepted.

4.3. **Business Arising from the Correspondence:** The Secretary reported that WMCMA had provided its proposed amended Constitution as required under VCA By Law 4.2 and that he had reviewed and approved the proposed amendments on behalf of VCA.

### 5. Reports

- 5.1. **Financial Report:** The Treasurer made an oral report to the figures attached at Annex A. Resolved that the Financial Report be accepted.
- 5.2. **AIG Report:** The Investment Advisory Group report, attached at Annex B, was tabled. Resolved that the IAG report be accepted.
- 5.3. **Courts Report:** The Court Director's Report, attached at Annex C, was tabled. Resolved that the Court Director's report be accepted.
- 5.4. **Business Arising from Reports:**
  - 5.4.1. Agreed that CoM investigate the possibility of using employed labour to move & mark courts, swing/move hoops, etc. **Action: JC**
  - 5.4.2. Also agreed that Regional Insurance Brokers be approached to provide a quotation when insurance on VCA falls due for renewal. **Action: JS**

### 6. General Business

#### 6.1. VCA

6.1.1. **Strategic Plan:** The committee reviewed the draft Strategic Plan, under the leadership of Stephen Whittington. Resolved that the draft plan, as amended

by the meeting, be accepted, forwarded to SRV to meet its deadline, and tabled at the October Council meeting for formal adoption. **Action: JC**

- 6.1.2. SRV Grant - Victorian More Active:** The report on progress made on the workplan for this grant made to SRV as at 30 June 2013 was tabled and discussed. The actions necessary prior to the next report were discussed and responsibilities allocated.
- 6.1.3. Appointed Officer/Sub-Committee Budgets:** Resolved that State Coordinator of Coaching and State Coordinators of Referees (both AC & GC) be allowed a budget for travel and accommodation of \$500 each (excluding funds available from specific grants), to be accessed in a accordance with the Reimbursement of Travel and Accommodation Costs Policy – 14 April 2011. It was noted that coaching or training in Laws/Rules of individuals other for accreditation is a matter for which those individuals are to defray costs.
- 6.1.4. Recommendation of Auditor:** Treasurer reported that she was to meet with her preferred candidate on 24<sup>th</sup> September 2013. **Action: LL**
- 6.1.5. Investment Policy:** The Secretary reported that a meeting with JB Were Ltd, which is a necessary preliminary to this policy, is still to be conducted but was to be held shortly now that all members of the IAG are available. **Action: IAG**
- 6.1.6. Constitution Review:** The committee considered a version of the VCA Constitution, designed to comply with the *Associations Incorporation Reform Act 2012* with minimal changes. Resolved that this be put to a Special General Meeting for adoption, such SGM to be held preceding the 8<sup>th</sup> October 2013 Council meeting. The Committee also discussed the future structure of VCA. **Action: JC**
- 6.1.7. Selection Policy Review Group:** The Vice-president and Secretary reported on the current situation of the review group. The committee reviewed the draft policy and resolved that the policy, as amended by the committee, be submitted to the 8<sup>th</sup> October 2013 Council meeting for adoption. **Action: JC**
- 6.1.8. Sponsorship Policy:** The committee agreed that the Secretary draft a Sponsorship Policy for discussion. **Action: JC**
- 6.1.9. Fire Services Levy:** The Treasurer raised the matter of some clubs, as Council tenants, being charges the Fire Services Levy. It was agreed that the Secretary notify clubs that they are not liable to pay this levy unless they pay rates on their properties. **Action: JC**
- 6.2. ACA**
- 6.2.1. ACA Council Meeting, Hunter Region, 2<sup>nd</sup> Sep 13:** The President reported briefly on this meeting, stating that he was still awaiting the minutes.
- 7. Next Meetings:**
- |         |   |
|---------|---|
| SGM     | 8 <sup>th</sup> October 2013 @ 11 am    |
| Council | 8 <sup>th</sup> October 2013 @ 11:15 am |
| CoM     | 12 <sup>th</sup> November 2013 @ 11 am  |
- 8. Closure** The meeting closed at 3:15 pm
- Annex:**
- A. Profit & Loss Report, April – August 2013; Balance Sheet as 31 August 2013
  - B. Investment Advisory Group Report
  - C. Courts Report

<b>Profit &amp; Loss [Budget Analysis]</b>		
<b>April 2013 through August 2013</b>		
	<b>Selected Period</b>	<b>Budgeted</b>
<b>INCOME</b>		
JBWERE	\$66,000.00	\$160,000.00
VCA AFFILIATIONS	\$70,724.06	\$79,780.00
ACA	\$49,820.00	\$66,276.00
AFFILIATIONS/INSURANCE		
MERCHANDISE/PENNANT	\$838.63	\$3,650.00
TOURNAMENTS	\$3,452.84	\$11,320.00
MSV	\$4,507.28	\$5,000.00
CATERING (food & bar)	\$16,924.51	\$50,000.00
PREMISES/COURTS/RENT	\$15,995.83	\$49,450.00
SRV DEP GRANTS	\$6,650.00	\$29,150.00
INTEREST BANK ACC 3	\$259.07	\$800.00
<b>Total INCOME</b>	<b>\$235,172.22</b>	<b>\$455,426.00</b>
<b>EXPENSES</b>		
ACA	\$51,160.00	\$66,276.00
AFFILIATIONS/INSURANCE		
ADMINISTRATION VCA	\$7,458.44	\$28,840.00
COMMITTEES	\$2,332.66	\$6,960.00
MSV	\$1,769.41	\$4,400.00
COUNCIL/COM travel	\$1,492.77	\$5,125.00
SRV DEP GRANTS	\$13,248.23	\$31,200.00
TOURNAMENTS	\$3,370.65	\$9,370.00
MERCHANDISE/PENNANT	\$2,627.65	\$13,670.00
WAGES	\$44,950.64	\$101,500.00
VCC BUILDING	\$52,624.45	\$141,165.00
CATERING (food & bar)	\$8,578.93	\$25,000.00
VCC COURTS	\$15,748.58	\$54,486.00
STATE TEAMS G & A	\$4,310.09	\$8,000.00
CROQUET EQUIPMENT	\$0.00	\$3,000.00
<b>Total EXPENSES</b>	<b>\$209,672.50</b>	<b>\$498,992.00</b>
<b>Net Profit/(Loss)</b>	<b>\$25,499.72</b>	<b>(\$43,566.00)</b>

<b>Victorian Croquet Association Inc.</b> <i>65 Nobel Banks Drive            CAIRNLEA VIC 3023</i>			
<b>Balance Sheet</b> <i>As of August 2013</i>			
<b>Assets</b>		<b>Liabilities</b>	
<b>Current Assets</b>		<b>Current Liabilities</b>	
<b>Bank Accounts</b>		Accounts Payable	\$2,853.41
NAB Bank	\$11,545.32	Total Current Liabilities	\$2,853.41
NAB 3 - Investments	\$120,253.84	Other Current Liabilities	
Bendigo Bank	\$21,681.96	Tax Payable	
Total Bank Accounts	\$153,481.12	GST Collected	\$14,080.53
<b>Total Current Assets</b>	<b>\$153,481.12</b>	GST Paid	(\$3,603.45)
Withholding Credits		GST debit ( Payable )	\$700.58
Accounts Receivable	\$22,275.35	Payroll Liabilities	\$1,940.97
Total Withholding Credits	\$22,275.35	Superannuation Liabilities	\$639.11
Other Current Assets		Total Tax Payable	\$13,757.74
<b>JBWERE - Investment A/c</b>	<b>\$3,768,252.16</b>	Total Liabilities	\$16,611.15
Petty Cash Float	\$200.00	<b>Net Assets</b>	<b>\$9,365,835.10</b>
Sundry Debtors		Equity	
Sundry Debtors	\$66,000.00	Reserves	
<b>Total Other Current Assets</b>	<b>\$3,834,452.16</b>	General Reserve	\$7,703,572.44
Fixed Assets		Asset Revaluation Reserve	\$352,711.01
Cairnlea - Buildings	\$4,058,985.67	Retained Earnings	\$1,281,528.08
Cairnlea - Land	\$1,231,368.55	Current Earnings	\$28,023.57
Water Tank	\$46,691.24		
Plant & Equipment			
Plant and Equipment Combined	\$133,228.64		
Accumulated Depreciation	(\$98,036.48)		
Total Plant & Equipment	\$35,192.16		
Total Fixed Assets	\$5,372,237.62		
<b>Total Assets</b>	<b>\$9,382,446.25</b>	<b>Total Equity</b>	<b>\$9,365,835.10</b>

**VICTORIAN CROQUET ASSOCIATION  
INVESTMENT ADVISORY GROUP**

**REPORT FOR COM SEPTEMBER 2013**

**1. JBWere Investment Portfolio: \$3,636,283**

(Original \$3,000,000 Investment indexed for CPI as at 30 June 2013.)

Portfolio valuation as at 31 August 2013: **\$3,768,252**

**2. The Portfolio Valuation, Asset Allocation and Performance Analysis to June 2013:**

This report shows an annual increase of 15.81% (excluding franking credits which would add approx. 1% to the annual performance figure).

**3. Visit by our Advisors to VCA Headquarters:**

Our advisors had not previously been to VCA Headquarters and were most appreciative of the opportunity to have a tour of the buildings and grounds on Tuesday 3 September, share lunch and have an introduction to croquet via half an hour of Aussie Croquet.

**4. Quarterly Review with JBWere:**

Following the return from Golf Croquet commitments in the Hunter Valley by Wendy Dickson (what a great visit – Australian Champion and member of the triumphant State Golf Croquet Shield team)

It is intended to schedule a review prior to the end of September. This is a formal review where the IAG members attend JBWere in Collins St.

David Ross  
6 September 2013

## Courts Report, September 2013

James Hood has reported as follows:

'Mild conditions and adequate rainfall throughout winter has seen the colour of the courts remain remarkably green and the rain water tank is full. Since the AGCSA inspection by Andrew Peart of the courts and soil analysis proved there not to be one single contributing factor to the unthrifty appearance and lack of turfgrass density of the courts, I have continued to investigate other factors that may be the cause the courts lack of growth vigour.

These are as follows:

### **Hydrophobic soil**

Many turf soils suffer from hydrophobia which is commonly termed 'dry patch'. It simply means a soil that repels water. The appearance of the courts looks very similar to that of Dry patch although I do apply Wetting agents which remedy Dry patch during summer.

In order to better understand the soil, I removed a plug from the surface of the courts and allowed it to dry for a week to simulate the soil drying out mid- summer. I then applied drops of water to the profile to witness if the water was absorbed.

The profile did allow water absorption. This does indicate that the soil was not hydrophobic this time. The next trial I would like to conduct is the efficacy and longevity of a number of wetting agents on the market to see if any one wetting agent can help improve the vigour of the courts. This will need to be conducted throughout summer and therefore I have not disregarded dry patch as one of the contributing factors

Here is a link regarding more information on 'Dry patch'

[www.agcsa.com.au/static/atm\\_articles/html/4\\_6.html](http://www.agcsa.com.au/static/atm_articles/html/4_6.html)

### **Thatch accumulation**

Thatch is a constant enemy of any Turf person. Too much thatch on any turf surface is a problem for the manager and players of that surface. There are a multitude of reasons why a surface should not carry large amounts of the thatch.

Here is a good article outlining the problems and the practices used to solve these problems for warm season grass surfaces

[www.agcsa.com.au-files\\_u1-Warm-Season Thatch\\_Management.pdf](http://www.agcsa.com.au-files_u1-Warm-Season Thatch_Management.pdf)

Recently I renovated courts 3, 4, 5, 6, 7 and 11 and will be interested to observe how these courts perform during spring.'

It is proposed to renovate the remaining courts following the Vic v's Vic A tournament on August 17/18 with a view to having all courts in top condition for the ACA AC President's Eights in early October.

The lack of a formal Courts Committee is totally unsatisfactory. Over the last couple of years line marking and hoop hole setting has been handled in an ad hoc manner with Stephen Forster and Kevin Beard doing the bulk of what is required. They are not always available and this crucial work will not be undertaken unless others recognise the need and act on their own initiative.

I recommend that a formal Courts Committee be formed with the key tasks of ensuring that hoop holes are appropriately set, courts are marked out accordingly and lines marked as required.

VCA was recently paid out for the quad bike stolen some ten months ago. The process has been drawn out and quite ridiculous. Whilst the insurance assessor has been both diligent and responsive, completion of the claim should never have taken that amount of time. At next renewal of the VCA insurances I recommend that our business be also offered to Regional Insurance Brokers P/L (the company that has provided ACA with its insurance package for members in recent years).

Security of our property in the green keeper's shed continues to be a concern. As an adjunct to investigating replacement possibilities for the quad bike, consideration has been given to further improving the security at the storage sheds. The reality is that, whilst the doors to the toilets and the green keeper's shed have been upgraded, the structure of the shed itself is a light wooden frame that has security limitations. I have asked James to not take delivery of the Toro until some further modest modifications have been undertaken.

Jim Saunders  
Courts Director