



Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 12th November 2013

1. Attendance

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

2. **Opening:** The President opened the meeting at 11:08 am and spoke briefly of the loss of CoM member Graham Howie, who passed away on 17th October 2013.

3. **Confirmation of Minutes of Previous CoM Meetings:** Resolved that the minutes of the Committee of Management meetings held 10th September 2013 be accepted.

- 3.1. **Business Arising from Minutes of Previous Meeting:** The Secretary advised that the following items from the previous meeting have been resolved as follows:

5.4.1 Use of employed labour to mark courts, etc.: on-going.

6.1.1 Strategic Plan: adopted by Council 8th October 2013

6.1.4 Auditor: appointed by Council 8th October 2013

6.1.6 Constitution: adopted at SGM, 8th October 2013, submitted to CAV and there is now correspondence regarding one matter (members access to committee minutes)

6.1.7 Selection Policy: adopted by Council 8th October 2013

4. Correspondence

- 4.1. **In -** 16 Oct 13 from West Rosebud Bowling & Croquet Club Inc – invitation
21 Oct 13 from Croquet SA to ACA re Council meeting (copy for information)
27 Oct 13 from CNSW to ACA re Strategic Plan (copy for information)
4 Nov 13 from CAV re Rules Changes
- 4.2. **Out-** 9 Oct 13 to CAV re change of Rules
9 Oct 13 to ACA re Sep Council Meeting
9 Oct 13 to Ross Buchanan Pty Ltd re audit
9 Oct 13 to BMR Financial Group re audit.
20 Oct 13 to Norma Howie – condolences
24 Oct 13 to West Rosebud Bowling & Croquet Club Inc re invitation
7 Nov 13 to CAV re Rules Changes

Resolved that the correspondence be accepted.

- 4.3. **Business Arising from the Correspondence:** The Secretary reported that West Rosebud Bowling & Croquet Club is an established bowls club that has added a croquet section. The club has been advised to seek affiliation with SEMCA.

5. Reports

- 5.1. **Financial Report:** The Treasurer spoke to her report, attached at Annex A. Resolved that the Financial Report be accepted.

5.2. Business Arising from Reports:

- 5.2.1. The costs & profits of the coffee machine were queried, and Treasurer is to provide details. **Action: LL**

- 5.2.2.** Overall costs to VCA and the Profit/Loss incurred by the recent Australian Gateball Championships were queried. Treasurer to provide detailed breakdown. **Action: LL**
- 5.2.3.** The Treasurer reported difficulties in arranging meetings between JB Were and the IAG. President to speak to IAG Chair. **Action: MC**
There was discussion regarding an Investment Policy and Wilma Freeman agreed to provide a draft. **Action: WF**
- 5.2.4.** After discussion it was resolved to close all accounts with the NAB and the Treasurer was authorised to commence negotiations with the CBA, all transactions, whether cheque or electronic, to be authorised by any two of the President, Secretary and Treasurer. **Action: LL**

6. General Business

6.1. VCA

6.1.1. VCC Matters:

- 6.1.1.1. Flat Balcony Floor:** It was resolved to accept the quotation supplied by Jovani Tiling to repair the caretaker's flat balcony floor to stop the leaks into the VCC entry vestibule. **Action: SK**
- 6.1.1.2. Flat Fire Escape:** It was agreed that Administrator is to seek advice and quotes for the provision of a fire escape from the upper floor, more specifically for the caretaker's flat. **Action: SK**
- 6.1.1.3. Disabled Access to Courts:** it was resolved to accept the quotation from A1 Trailers to construct a movable ramp to allow handicapped access to the courts. **Action: JC**
- 6.1.1.4. Outdoor Benches:** It was resolved to accept the quotation from Jeams to sand and varnish the outdoor benches, subject to the quotation being for a minimum of two coats. **Action: SK**
- 6.1.1.5. Line Marking:** Administrator to continue to seek suitable person/persons to mark courts, set hoops, etc. as required. **Action: SK**
- 6.1.1.6. Court Equipment:** The President advised that the VCC hoops require replacement and reported on the use of Ray Atkin's "Quadway" hoops for the forthcoming MacRobertson Shield in NZ. He advised that he had requested a report on these hoops from Stephen Forster after the MacRobertson Shield. It was also noted that centre pegs and clips, etc. also need replacing and that these items should be included in the next budget. **Action: MC & LL**
- 6.1.1.7. Mower Replacement:** Jim Saunders advised that he was negotiating with Metro Turf Machinery and with Toro Australia regarding a possible replacement for the current John Deere mower.
- 6.1.1.8. Security** Jim Saunders advised on completed and future security measures. **Action: JS**
- 6.1.1.9. Catering:** The President advised that the arrangement with the Home Baking Company was proving unsuitable as they had recently advised their unavailability for approximately 3 months, and that he was to write to them, terminating the agreement. The Administrator had arranged for catering for the ACA Opens 16th – 26th November 2013 to be provided by Five J's Take Away, which also provides school canteen catering. **Action: MC**
- 6.1.2. Casual Vacancy:** There was no clear decision reached on a recommendation to Council to fill the casual vacancy left by the passing of Graham Howie. CoM members are to continue to seek suitable candidates and to advise the Secretary, to allow circulation of names to Council members with the meeting agenda. **Action: All**

6.1.3. Sponsorship Policy: A draft policy was discussed and the Secretary is to amend in accordance with directions and suggestions provided and circulate for approval prior to the December Council meeting. **Action: JC**

6.1.4. VCA Centenary: It was agreed that the celebration of the VCA Centenary should involve as many members as possible. Wherever possible, VCA events in 2014 should include the word "Centenary" in their title and regions should be encouraged to hold special events/activities. A special centenary badge should be struck and presented to all members organising, participating in or officiating at a VCA or Regional Centenary event/activity/function. **Action JC**
A small working party has undertaken to update the Joyce Ridley book "A History of Croquet in Victoria".

6.1.5. SRV Grants – Victorian More Active: Updates to the Work Plan 2013-15 were considered prior to submission to SRV. **Action: MC/JC**

6.1.6. PILCH Governance Presentation: There were approximately 30 attendees at this presentation, with mixed reviews.

6.1.7. VicSport Good Governance Project Report: The Secretary tabled the summaries of recommendations from this report and recommended that they be implemented. It was agreed that that the first three recommendations implemented should be the development of a Board Code of Conduct, a Board Election Kit and a Board Induction Kit. **Action: JC**

6.1.8. Handicaps on the VCA Website: Jim Saunders advised that he had been contacted by both the AC & GC Handicappers concerning difficulties in entering handicap/index changes to the website. Secretary to follow up. **Action: JC**

6.2. ACA

6.2.1. ACA Council Meeting: CoM discussed possible candidates for the ACA Executive without reaching a decision. It was agreed that a motion should be submitted to the meeting regarding the costs of hosting major events with a large attendance. It was also agreed that the aims and charter of ACA should be reviewed.

7. Next Meetings:

Council	10 th December 2013
CoM	14 th January 2014

8. Closure The meeting closed at 4:05 pm

Annex: A. Treasurer's Report, including Profit & Loss Account and Balance Sheet.

FINANCE REPORT

1. VCA Accounts:

The Balance Sheet and Profit and Loss Statement Budget for the VCA Accounts to 30th September are attached. Bank Accounts show balances as at 31st October 2013.

Bank Account No 1 NAB	\$2,666.40
Bank Account No 3 NAB	\$120,738.43
Bendigo Bank	\$5,090.64
Total Bank Accounts	<u>\$128,496.47</u>

2. The JBWERE Investment:

The Portfolio Valuation as at 30th September 2013 totalled **\$3,830,855.56**. The Portfolio Valuation as at 31st October 2013 is **\$3,933,647.56**.

3. Coffee Machine:

Is proving to be popular for functions see profit and loss. The next 3 functions in November are all religious; non-alcoholic and require soft drink and coffee only.

Lorraine Lacey
Treasurer

Profit & Loss Account and Balance Sheet are attached.

Victorian Croquet Association Inc.
Profit & Loss [Budget Analysis]
 April 2013 through October 2013

	Selected Period	Budgeted
INCOME		
JBWERE	\$102,791.82	\$160,000.00
VCA AFFILIATIONS	\$70,424.04	\$79,780.00
ACA	\$49,600.00	\$66,276.00
AFFILIATIONS/INSURANCE		
MERCHANDISE/PENNANT	\$2,549.00	\$3,650.00
TOURNAMENTS	\$4,328.74	\$11,320.00
MSV	\$4,720.93	\$5,000.00
CATERING (food & bar)	\$25,608.91	\$50,000.00
PREMISES/COURTS/RENT	\$25,291.27	\$49,450.00
SRV DEP GRANTS	\$9,150.00	\$29,150.00
INTEREST BANK ACC 3	\$743.66	\$800.00
Total INCOME	\$295,208.37	\$455,426.00
EXPENSES		
ACA	\$51,160.00	\$66,276.00
AFFILIATIONS/INSURANCE		
ADMINISTRATION VCA	\$10,421.25	\$28,840.00
COMMITTEES	\$2,658.06	\$6,960.00
MSV	\$2,463.32	\$4,400.00
COUNCIL/COM travel	\$2,527.03	\$5,125.00
SRV DEP GRANTS	\$17,728.41	\$31,200.00
TOURNAMENTS	\$4,280.14	\$9,370.00
MERCHANDISE/PENNANT	\$2,651.65	\$13,670.00
WAGES	\$64,402.30	\$101,500.00
VCC BUILDING	\$60,358.63	\$141,165.00
CATERING (food & bar)	\$12,680.84	\$25,000.00
VCC COURTS	\$23,733.10	\$54,486.00
STATE TEAMS G & A	\$4,310.09	\$8,000.00
CROQUET EQUIPMENT	\$0.00	\$3,000.00
Total EXPENSES	\$259,374.82	\$498,992.00
Net Profit/(Loss)	\$35,833.55	(\$43,566.00)

Victorian Croquet Association Inc.	
Balance Sheet	
As of October 2013	
Assets	
Current Assets	
Bank Accounts	
NAB Bank	\$2,666.40
NAB 3 - Investments	\$120,738.43
Bendigo Bank	\$5,090.64
Total Bank Accounts	\$128,495.47
Total Current Assets	\$128,495.47
Withholding Credits	
Accounts Receivable	\$3,374.85
Total Withholding Credits	\$3,374.85
Other Current Assets	
JBWERE - Investment A/c	\$3,933,647.38
Petty Cash Float	\$200.00
Total Other Current Assets	\$3,933,847.38
Fixed Assets	
Cairnlea - Buildings	\$4,058,985.67
Cairnlea - Land	\$1,231,368.55
Water Tank	\$46,691.24
Plant & Equipment	
Plant and Equipment	\$133,228.64
Office Equipment	\$262.71
Fixtures and Fittings	\$1,535.00
Accumulated Depreciation	(\$98,036.48)
Total Plant & Equipment	\$36,989.87
Total Fixed Assets	\$5,374,035.33
Total Assets	\$9,439,753.03
Liabilities	
Other Current Liabilities	
Tax Payable	
GST Collected	\$1,871.59
GST Paid	(\$698.73)
Payroll Liabilities	\$1,358.00
Superannuation Liabilities	\$973.69
Total Tax Payable	\$3,504.55
Total Liabilities	\$3,504.55
Net Assets	\$9,436,248.48
Equity	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$415,314.41
Retained Earnings	\$1,281,528.08
Current Earnings	\$35,833.55
Total Equity	\$9,436,248.48