



Minutes of Council Meeting – 10th December 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 and Gwen Hamilton (Members).

1.1.2. Regional Directors: Brian Reither (Ballarat); Brian Foley (Bayside); Jean Deacon (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Ken Richardson (GVCA); Janet Richardson (MVCA); Graeme Gallus (NEDCA); John Blackler (SEMCA); Barb McKean (SWCA); Shirley Hallinan (WMCMA); Kevin Geyer (Wimmera).

1.1.3. Alternate Regional Directors: Jean Chapple (SWCA)

1.1.4. Observer: Sarina Cevaal-Hewitt (Secretary, NEDCA)

1.2. Apologies: Jim Saunders (CoM Member); Helen Worlidge (EMCA); Penny Krstev & Wendy Black (NDCA); Anne Quinn (NEDCA); Kate Patrick (WMCMA).

2. Opening: The President opened the meeting at 11:02 am, welcoming Jean Deacon, representing EMCA and Graeme Gallus, representing NEDCA. He spoke of the passing of Graham Howie, member of CoM.

3. Minutes of Previous Meeting: The minutes of the previous meeting, held on 8th October 2013 were distributed on 15th October 2013. Resolved that the minutes be accepted.

3.1. Business Arising from Minutes of the Previous Meeting: The Secretary reported that: the previous and appointed auditors have been advised in writing (Item 6.1.1 of the previous minutes refers); the Selection Policy has been posted on the website (Item 6.1.2 refers); the Strategic Plan has been posted to the website and regions & clubs notified of this (Item 6.1.3 refers); and a letter has been sent to the ACA Secretary, with copies to the other state associations, regarding the ACA Council meeting of 2 September 2013 (Item 6.2.1 refers). Graeme Gallus queried progress on the review of the Strategic Plan and the Secretary replied that he had not received input from regions or clubs, but that he would diarise the topic for the February Council meeting. **Action: Secretary**

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 Constitutional amendments
12 Nov 13 from ACA re 2nd Sep 13 ACA Council meeting
20 Nov 13 from Maxine Maclachlan (email) – resignation as SC Gateball
21 Nov 13 from CACV re Constitutional amendments
25 Nov 13 from NEDCA re PILCH Presentation
2 Dec 13 from Justice Connect Not-for-profit Law (previously PILCHConnect)
re 30 Oct 13 presentation Training Evaluation Report

4.2. Out – 9 Oct 13 to CAV (email) re amended Constitution
9 Oct 13 to Ross Buchanan Pty Ltd re Auditors 2013-14
9 Oct 13 to BMR Financial Group re Auditors 2013-14
9 Oct 13 to ACA re 2nd Sep 13 ACA Council meeting
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 Constitutional amendments
- 13 Nov 13 to Home Baking Company – termination of agreement

Resolved that the correspondence be accepted.

4.3. Business Arising from the Correspondence:

- 4.3.1.** John Blackler advised that West Rosebud Bowling & Croquet Club Inc has successfully applied for membership of SEMCA and a list of members will be forwarded.
- 4.3.2.** Graeme Gallus requested that the Justice Connect Not-for-profit Law Training Evaluation Report be distributed to those clubs in attendance at the presentation. **Action: Secretary**
- 4.3.3.** Graeme Gallus queried the Constitutional Review, which he was advised is a “blank sheet” review. He was advised that the working group had not yet met formally, as two members were currently unavailable, with one overseas. The President advised that the Constitution adopted at the SGM of 8th October 2013 has been approved by CAV and has been posted to the website. The Secretary advised that in posting the current Constitution to the website, he had separated the Constitution and the By Laws.

5. Reports

- 5.1. Financial:** The Treasurer spoke to her report, attached at Annex A.
- 5.2. IAG report:** The Secretary distributed a report from the IAG, attached at Annex B.
- 5.3. CoM report:** The minutes of CoM meeting 12th November 2013 meeting were distributed and posted to the Croquet Victoria website on 14th September 2013.
- 5.4. T&F Report:** Brian Reither, as Chair of the T&F Committee, spoke to and amplified his report, attached at Annex C.

Resolved that the reports be accepted.

5.1. Business Arising from Reports:

Financial Report:

- 5.1.1.** John Blackler raised the following questions regarding the financial report:
 - 5.1.1.1.** The positioning of Grant monies received within the P&L account;
 - 5.1.1.2.** The positioning of funds received on behalf of ACA within the P&L account;
 - 5.1.1.3.** Is the income shown against the JBWere managed investments in the P&L account actual, received, income? and
 - 5.1.1.4.** Does the Treasurer have an explanation for the apparent increase in average monthly expenditure during this financial year to \$36,000, as compared with \$24,000 - \$26,000 for the previous three financial years?

Action: Treasurer

- 5.1.2.** Graeme Gallus raised the question of a “sinking fund” and gave notice of a motion for the February meeting: “That a \$30,000 pa sinking fund (as previously approved by Council) be established now.” This notice of motion was seconded by John Blackler. **Action: Secretary**

T&F Report

- 5.1.3.** After a discussion of the decline on competition entries, it was resolved that a sub-committee be formed to examine declining participation in competitive events, with Kate Patrick & Jean Deacon as members and authorised to seek more members. The Secretary asked that they include members of more distant regions to reflect the factors that may affect participation by members of those regions.

6. General Business

6.1. VCA

- 6.1.1. Council Meeting Days:** The Notice of Motion advised in the minutes of the previous meeting was seconded and put to the Council and it was resolved that

Council meetings be held on the third Tuesday of the relevant months. The President advised that CoM would probably follow suit, so that CoM members' meetings were the same day each month

- 6.1.2. Casual Vacancy:** The recent death of Graham Howie has left a casual vacancy on CoM, which can be filled until the next AGM by Council. Resolved that Patricia Watts (Kew CC) be appointed to fill the casual vacancy on CoM until the next AGM.
- 6.1.3. Sponsorship Policy:** Council considered the draft sponsorship policy which had been distributed with the Notice of Meeting and resolved that the Sponsorship Policy, as presented, be adopted.
- 6.1.4. Catering:** President advised that the new catering arrangements were proving very satisfactory and the trial will continue until February 2014, and was supported in this by Brain Reither & Brian Foley.
- 6.1.5. VCA Centenary:** Council discussed possible ways of celebrating the VCA Centenary. It was resolved that the history of VCA, previously published in the book by Joyce Ridley, be brought up to date It was further resolved that celebrations commence on 18th June 2014 (as the association was formed on 18th June 1914) for a period of twelve months and that a committee be appointed at the February meeting.
- 6.1.6. State Coordinator of Gateball:** The Secretary advised that Maxine Maclachlan had tendered her resignation as State Coordinator of Gateball, to be effective 31st December 2013. She had canvassed Gateball players within the three metropolitan Gateball playing clubs for a possible replacement and the only expression of interest was from Phillip Brown of Kew CC. Resolved that Phillip Brown (Kew CC) be appointed as State Coordinator of Gateball with effect 1st January 2014, such appointment effective until the next AGM.

6.2. ¹ACA

- 6.2.1. ACA AGM:** After discussion of costs of hosting events with large attendances at VCC, it was resolved that the Secretary submit the following Notice of Motion for consideration at the 24th March 2014 ACA AGM:
"That ACA re-examine the methodology used to determine reimbursement/compensation to venues hosting ACA events and to distinguish between court hire and facilities servicing costs."

Action: Secretary

7. Close: The meeting closed at 2:30 pm

8. Next Meetings: CoM - 21st January 2014 at 11:00 am
Council - 18th February 2014 at 11:00 am

FINANCE REPORT

VCA Accounts:

The Balance Sheet and Profit and Loss Statement Budget for the VCA Accounts to 30th November 2013. Bank Accounts show balances as at 30th November 2013.

Bank Account No 1 NAB	\$8,446.15
Bank Account No 3 NAB	\$100,929.42
Bendigo Bank	<u>\$7,589.64</u>
Total Bank Accounts	<u>\$116,965.21</u>

The JBWERE Investment:

The Portfolio Valuation as at 30th November totalled **\$3,931,885.31**.

Player Public Liability Insurance:

This is now due and payable. Clubs will be invoiced in December. If you are registered you are covered for personal accident and your club for Public Liability. This will be mailed along with your certificates.

Investment Advisory Group:

The IAG met with JBWERE on 28th November; 2013 for a review. These reviews will now take place quarterly.

Lorraine Lacey
Treasurer
4 December 2013

Profit & Loss Account and Balance Sheet are attached.

**Victorian Croquet
Association Inc.**

Profit & Loss [Budget Analysis]

April 2013 through November 2013

	Selected Period	Budgeted
INCOME		
JBWERE	\$101,029.75	\$160,000.00
VCA AFFILIATIONS	\$70,396.76	\$79,780.00
ACA AFFILIATIONS/INSURANCE	\$49,580.00	\$66,276.00
MERCHANDISE/PENNANT TOURNAMENTS	\$2,678.55	\$3,650.00
MSV	\$4,619.65	\$11,320.00
CATERING (food & bar)	\$4,539.11	\$5,000.00
PREMISES/COURTS/RENT	\$28,187.53	\$50,000.00
SRV DEP GRANTS	\$29,700.36	\$49,450.00
INTEREST BANK ACC 3	\$9,150.00	\$29,150.00
	\$934.65	\$800.00
Total INCOME	\$300,816.36	\$455,426.00
EXPENSES		
ACA AFFILIATIONS/INSURANCE	\$51,160.00	\$66,276.00
ADMINISTRATION VCA	\$11,400.27	\$28,840.00
COMMITTEES	\$2,685.95	\$6,960.00
MSV	\$3,212.58	\$4,400.00
COUNCIL/COM travel	\$3,074.30	\$5,125.00
SRV DEP GRANTS	\$18,019.06	\$31,200.00
TOURNAMENTS	\$4,948.12	\$9,370.00
MERCHANDISE/PENNANT	\$4,059.15	\$13,670.00
WAGES	\$73,839.61	\$101,500.00
VCC BUILDING	\$70,179.09	\$141,165.00
CATERING (food & bar)	\$13,807.74	\$25,000.00
VCC COURTS	\$27,675.41	\$54,486.00
STATE TEAMS G & A	\$4,411.27	\$8,000.00
CROQUET EQUIPMENT	\$0.00	\$3,000.00
Total EXPENSES	\$288,472.55	\$498,992.00
Net Profit/(Loss)	\$12,343.81	(\$43,566.00)

Victorian Croquet Association Inc.	
Balance Sheet	
As of November 2013	
Assets	
Current Assets	
Bank Accounts	
NAB Bank	\$8,446.15
NAB 3 - Investments	\$100,929.42
Bendigo Bank	\$7,589.64
Total Bank Accounts	\$116,965.21
Total Current Assets	\$116,965.21
Withholding Credits	
Accounts Receivable	\$1,104.00
Total Withholding Credits	\$1,104.00
Other Current Assets	
JBWERE - Investment A/c	\$3,931,885.31
Petty Cash Float	\$200.00
Total Other Current Assets	\$3,932,085.31
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
Fixtures and Fittings	\$1,535.00
Accumulated Depreciation	(\$98,036.48)
Total Plant & Equipment	\$36,727.16
Total Fixed Assets	\$5,373,772.62
Total Assets	\$9,423,927.14
Liabilities	
Current Liabilities	
Accounts Payable	\$5,950.89
Total Current Liabilities	\$5,950.89
Other Current Liabilities	
Tax Payable	
GST Collected	\$2,524.52
GST Paid	(\$1,923.56)
Payroll Liabilities	\$2,902.00
Superannuation Liabilities	\$1,714.55
Total Tax Payable	\$5,217.51
Total Liabilities	\$11,168.40
Net Assets	\$9,412,758.74
Equity	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$415,314.41
Retained Earnings	\$1,281,528.08
Current Earnings	\$12,343.81
Total Equity	\$9,412,758.74

INVESTMENT ADVISORY GROUP REPORT

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

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

Portfolio valuation as at 30 November 2013: **\$3,941,062**

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

This report shows an annual increase (to 30 September) of 17.21% (excluding franking credits which we are ineligible to recover and would add approx.1% to the annual performance figure).

3. Quarterly Review with JBWere:

This is a formal review (usually quarterly) where the IAG members attend JBWere in Collins St.

All members of the IAG attended a review on 28 November where our advisors gave a comprehensive review of our portfolio performance, currency position and individual asset class performance to the end of September 2013. There was a beneficial interchange of ideas, questions and future projections.

As can be seen from the portfolio valuation as at 30 November, the financial position of VCA is very sound. We are most fortunate to still have the same personnel as advisors at JBWere as when we started our investments some seven years ago.

David Ross
On behalf of the IAG
4 December 2013

Tournament & Fixtures Committee Report

1. This is a brief account of VCA events conducted at Cairnlea this season:

- GC Men's championships = 13 entrants
- GC Women's championships = 19 entrants
- GC Senior's = 22 entrants
- GC Handicap championships = cancelled

- AC Men's championships = 10 entrants
- AC Women's championships = 8 entrants
- AC Senior's = 12 entrants
- AC Handicap championships = 15 entrants
- AC Divisional championships = cancelled.

As a Council we need to look at how we can stop this downward trend or decide what we need to do differently.

2. Future direction of T & F Committee:

- I advise that I am resigning from the T&F Committee, effective 13th May 2014.
- Council needs to examine the structure and responsibilities of the T&F Committee.
- A proposal to restructure the committee to better "spread the load" is:
 - A small committee responsible for setting the calendar, preparing schedules, accepting entries, liaising with ground staff regarding tournament requirements, etc.; and
 - A separate pool of Tournament Managers established to share management responsibilities, which totalled 120 hours over 9 days for the Australian AC Open, on a rotational basis.

Brian Reither
Chair
T&F Committee