



## Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 21<sup>st</sup> January 2014

### 1. Attendance

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

2. **Opening:** The President opened the meeting at 11:10 am and welcomed Trish Watts to the committee.

3. **Confirmation of Minutes of Previous CoM Meetings:** Resolved that the minutes of the Committee of Management meeting held 12<sup>th</sup> November 2013 be accepted.

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

4.3 West Rosebud has affiliated with SEMCA

5.2.3 There are no difficulties arranging IAG meetings with JB Were

5.2.4 Accounts have been opened with CBA; NAB #3 account closed & funds transferred

6.1.1.1 Caretaker's flat balcony floor has been completed

6.1.1.2 Investigation into the provision of a fire escape to the first floor, including the caretakers flat, is on-going as most companies that have provided quotes to date have had preconceived solutions which do not suit the circumstances.

6.1.1.3 Ramp constructed and at VCC

6.1.1.5 Caretaker's husband has agreed to mark courts, etc.

6.1.1.9 Home Baking Company advised.

6.1.2 Patricia Watts (Kew) appointed to fill casual vacancy

6.1.3 Sponsorship Policy adopted by Council

6.1.4 Council to appoint sub-committee at its February meeting.

### 4. Correspondence

- 4.1. **In –** 12 Nov 13 from ACA re 2<sup>nd</sup> 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  
19 Dec 13 from ACA re ACA Strategic Plan  
30 Dec 13 from Phyllis Hopkins re letter of condolence
- 4.2. **Out –** 11 Dec 13 to Phyllis Hopkins - condolences.  
26 Dec 13 to Maxine Maclachlan re resignation  
26 Dec 13 to Philip Brown re appointment  
6 Jan 14 to NAB re signatories  
7 Jan 14 to NAB re account closure

Resolved that the correspondence be accepted.

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### 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. Courts Report:** Jim Saunders spoke briefly to his report, which is attached at Annex B. Resolved that the report be accepted.

**5.3. Business Arising from Reports:**

**5.3.1.** The costs & profits of the coffee machine requested at the previous meeting were not provided. Treasurer is to provide at March meeting. However, it was agreed that labour costs prohibit its use when the bar is not formally staffed, including during croquet events.

**Action: LL**

**5.3.2.** Overall costs to VCA and the Profit/Loss incurred by the recent Australian Gateball Championships were not provided. Treasurer to provide detailed breakdown at March meeting. **Action: LL**

**6. General Business**

**6.1. VCA**

**6.1.1. Good Governance Project:** The Secretary tabled draft documents for the development of a Board Code of Conduct, a Board Election Kit and a Board Induction Kit. After discussion it was agreed that the Council & CoM Role Descriptions be deferred in the light of the Council appointment of a Constitution Review Working Group, but that the other documents (Council Code of Conduct; Council Election Policy; Council Induction Policy and Council Member Profile) be tabled at the next Council meeting for discussion and possible adoption.

*(Secretarial Note: The Treasurer left the meeting at this point.)*

**6.1.2. SRV Grants –**

**6.1.2.1. Victorian More Active:** The Work Plan was reviewed.

**6.1.2.2. Local Coaches for Local Clubs:** The Secretary advised that he had submitted an Expression of Interest for this program, to obtain funding to accredit Level 1 coaches.

**6.1.3. Seniors' Week 2014:** The committee considered the report and requests submitted by Graeme Gallus and agreed that he coordinate VCA involvement in Seniors' Week 2014.

**6.1.4. VCA Centenary:** Kenn Boal requested that some of the VCA funds be expended on clubs for the VCA Centenary and it was agreed that paying for buses to bring regional members to VCC for a day's play would be a worthwhile program. To be recommended to sub-committee to be appointed by Council at its February meeting.

**6.2. ACA**

**6.2.1. Delegates to ACA AGM – 24 Mar 14:** CoM discussed options to be presented to Council regarding VCA delegates to the ACA AGM. It was agreed that it should be recommended to Council that the President attend with his and with an additional (proxy) vote. *(Secretarial Note: The subsequent decision to nominate Jim Saunders for a position on the ACA Executive may make it desirable for VCA to pay the travel costs of an additional attendee.)*

**6.2.2. ACA Management & Structure:** CoM discussed ACA Management, including Executive positions. The President reported that he had spoken to some of his interstate counterparts regarding nominations. It was agreed to nominate Jim Saunders for a vice presidential position and Jim Clement as Treasurer.

**6.2.3. ACA Strategic Plan:** It was agreed to nominate Mike Cohn as VCA representative on the ACA Strategic Plan Working Group.

**7. Next Meetings:** Council        18<sup>th</sup> February 2014  
                                 CoM                18<sup>th</sup> March 2014

**8. Closure** The meeting closed at 3:13 pm

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

## FINANCE REPORT

### 1. VCA Accounts:

The Balance Sheet and Profit and Loss Statement to 31<sup>st</sup> December 2013 are attached.

Bank Accounts balances as at 31<sup>st</sup> December 2013 were:

Bank Account No 1 NAB	\$15,978.15
Bank Account No 3 NAB	\$61,089.65
Bendigo Bank	\$21,389.95
<b>Total Bank Accounts</b>	<b>\$98,457.75</b>

The NAB No 3 Account has since been closed and funds transferred to the Bendigo Account, pending electronic access to the newly opened Commonwealth Bank accounts.

### 2. The JBWERE Investment Portfolio:

The original \$3,000,000 investment indexed for CPI to Jun 13 is	\$3,636,283
The Portfolio Valuation as at 31 <sup>st</sup> October 2013 was	<b>\$3,933,647.56.</b>
The Portfolio Valuation as at 13 <sup>th</sup> January 2014 is	<b>\$3,976,250.63</b>

**Lorraine Lacey**  
**Treasurer**  
21<sup>st</sup> January 2014

Appendices: 1. Profit & Loss Account  
2 Balance Sheet

**Victorian Croquet Association Inc.**

65 Nobel Banks Drive  
CAIRNLEA VIC 3023

**Profit & Loss Statement**

April 2013 through December 2013

<b>INCOME</b>	
JBWERE	\$101,029.75
VCA AFFILIATIONS	\$73,096.82
ACA AFFILIATIONS/INSURANCE	\$60,079.98
MERCHANDISE/PENNANT	\$2,907.65
TOURNAMENTS	\$6,326.92
MSV	\$4,720.93
CATERING (food & bar)	\$32,820.23
PREMISES/COURTS/RENT	\$32,886.73
SRV DEP GRANTS	\$9,150.00
INTEREST BANK ACC 3	\$1,094.88
Total INCOME	\$324,113.89
<b>EXPENSES</b>	
ACA AFFILIATIONS/INSURANCE	\$58,964.19
ADMINISTRATION VCA	\$13,328.01
COMMITTEES	\$2,891.71
MSV	\$3,652.08
COUNCIL/COM travel	\$3,232.32
SRV DEP GRANTS	\$20,419.06
TOURNAMENTS	\$5,597.37
MERCHANDISE/PENNANT	\$4,059.15
WAGES	\$83,027.85
VCC BUILDING	\$75,304.36
CATERING (food & bar)	\$15,191.38
VCC COURTS	\$31,010.43
STATE TEAMS G & A	\$4,411.27
Total EXPENSES	\$321,089.18
Operating Profit	\$3,024.71
<b>OTHER INCOME</b>	
Net Profit/(Loss)	\$3,024.71

<b>Victorian Croquet Association Inc.</b>	
<b>Balance Sheet</b>	
<b>As of December 2013</b>	
<b>Assets</b>	
<b>Current Assets</b>	
Bank Accounts	\$98,457.75
Total Current Assets	\$98,457.75
<b>Withholding Credits</b>	
Accounts Receivable	\$6,374.00
Total Withholding Credits	\$6,374.00
<b>Other Current Assets</b>	
JBWERE - Investment A/c	\$3,931,885.31
Petty Cash Float	\$200.00
Total Other Current Assets	\$3,932,085.31
<b>Fixed Assets</b>	
Cairnlea - Buildings	\$4,058,985.67
Cairnlea - Land	\$1,231,368.55
Water Tank	\$46,691.24
Plant & Equipment	\$36,727.16
Total Fixed Assets	\$5,373,772.62
Total Assets	\$9,410,689.68
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	\$1,692.90
Total Current Liabilities	\$1,692.90
<b>Other Current Liabilities</b>	
Tax Payable	
GST Collected	\$4,795.04
GST Paid	(\$3,914.63)
Payroll Liabilities	\$4,033.00
Superannuation Liabilities	\$643.73
Total Tax Payable	\$5,557.14
Total Liabilities	\$7,250.04
Net Assets	\$9,403,439.64
<b>Equity</b>	
<b>Reserves</b>	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$415,314.41
Retained Earnings	\$1,281,528.08
Current Earnings	\$3,024.71
Total Equity	\$9,403,439.64

## **Courts Director Report, January, 2014**

James hood has reported as follows:

The courts were recently dusted with 10 cubic meters of Turf Sand. Results have been positive in that lateral growth has occurred which has aided in filling in some of the pitted areas. Also, colour has improved as the loose sand gives warmth to the surface. The treatment will be repeated prior to the end of the summer growing period.

The courts have been sprayed for couch mite. This preventative process will be continued several times throughout the warmer months.

A concern at the moment is the occurrence of dry patches across portions of some courts. Two different wetting agents are being trialled and, so far, there is no apparent improvement. The next option is to utilise contacts within the TAFE system for assistance with soil analysis, which will hopefully help in understanding why the soil is so dry in some patches and why the wetting agents seem to be having no discernable effect. *My comments are that we know that the base of the courts was NOT evenly laid initially and that we have inherited what is likely to be an ongoing problem.*

Light scarifying will be continued with all courts.

The next mower VCA purchases must have grooming reels as part of the cutting heads in order to achieve a better cut.

Ongoing repair work will be undertaken with the mower as required.

Root depth is improved this season indicating that the grass is much healthier. This can be attributed to the aeration and scarifying at the start of the season. Although this activity caused the odd grumble from a few players at the time the outcome is most beneficial and will be continued in future.

My report now follows:

### Security

Following the installation of the security cameras and the titanium lock down chains for both the mower and the Toro Workman, the storage shed adjacent to the greenkeepers shed has been joined to the alarm system. A separate isolating panel has been installed so that authorised personnel can access the storage shed and turn off the alarm without having to enter the greenkeepers shed. In the event that the alarm on either shed is activated, the security control room will be electronically notified and, if needed, a patrol will attend the site. To this end, locks accessible to the security company have been installed as appropriate. One should never relax; however, it does appear that the investment in added security has had the desired effect.

### Mower

Following Council's decision to replace and upgrade the mower, representatives of Metro Turf and Toro Australia have been briefed on our requirements. Instructions are to find a suitable mower that will meet our current needs, that we are not in a great hurry, but would like to achieve a changeover by the end of the autumn.

Toro

The spray unit has been modified to fit on the tray of the Toro which has ensured a much more efficient working unit for our green keeper. The spray unit is easily removable to set the Toro up for other tasks.

Water

It has come to my attention that the system for filling the tank from which we water the courts is not user friendly. Currently, the tank has to be filled to an adequate level prior to watering. This requires the filling mechanism to be manually started and then it has to be manually turned off when at the required level. I have asked James to contact our plumber with a view to installing a suitable cut off mechanism to operate when the tank has reached the desired fill point. At the moment James has to remember to manually turn taps off – a disaster waiting to happen.