



## Minutes of Committee of Management Meeting Held at Victorian Croquet Centre on 18<sup>th</sup> March 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 10:58 am.

3. **Confirmation of Minutes of Previous CoM Meetings:** Resolved that the minutes of the Committee of Management meeting held 21<sup>st</sup> January 2014 be accepted.

- 1.1. **Business Arising from Minutes of Previous Meeting:** The Secretary advised that he had not tabled draft documents relating to the Good Governance Project at the February Council meeting (Item 6.1.1 refers). These will now be tabled at the Apri meeting. **Action: JC**

### 4. Correspondence

- 4.1. **In –** 6 Feb 14 from WMCMA re Strategic Plan  
14 Feb 14 from Office of the Treasurer re Fire Services Levy  
24 Feb 14 from Dept. of Justice re access to CAV Online transactions  
3 Mar 14 from Minister for Sport & Recreation re successful grant application  
11 Mar 14 from Merbein CC re closure
- 4.2. **Out –** 24 Jan 14 to ACA (email) Notice of Motion & Nominations for Executive  
28 Jan 14 to *Berwick Leader* re contact  
6 Feb 14 to Dept. Treasury & Finance (email) – query re Fire Service Levy  
7 Feb 14 to Kevin Beard – thanks  
7 Feb 14 to Stephen Forster – thanks  
21 Feb 14 to Nance Miller – thanks  
21 Feb 14 to Tim Murphy – donation  
25 Feb 14 to Regional Secretaries re VCA AGM – 17<sup>th</sup> June 2014  
11 Mar 14 to Rod Kirk accompanying George Latham Medal

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. After review of coffee machine costs and discussion, it was resolved that:

5.3.1.1. The coffee machine be returned; **Action: LL**

5.3.1.2. The Administrator be allowed to spend up to \$200 to purchase a coffee machine for her use, to be kept in her office; and

5.3.1.3. the offering coffee bags (Robert Timms or similar) to croquet patrons for \$0.50 on an honesty system and possibly to other patrons at (say) \$1.00 be trialled.

- 5.3.2. It was resolved that the Courts Director be authorised to commit up to \$5000 to have the south car park gravelled and levelled.

It was agreed that the Courts Director progress work on/examination of the light towers, and that he meet with a WorkSafe consultant to ascertain the association's compliance with OH&S laws and regulations.

**Action: JS**

## **6. General Business**

### **6.1. VCA**

**6.1.1. Routine Maintenance Program:** The Treasurer advised that this was under development and would be presented with the rest of the budget documents.

**Action: LL**

**6.1.2. Fire Escape:** The Treasurer tabled uncosted plans. It was agreed that the plans were for more than just a fire escape/s from the 1<sup>st</sup> floor and that the Courts Director should raise the matter with the WorkSafe consultant in his visit.

**Action: JS**

### **6.1.3. First Aid/Safety Matters;**

**6.1.3.1. Defibrillator Training:** The Secretary advised that St John Ambulance would run a defibrillator training course at VCC for up to 30 attendees for \$500. It was agreed that such a course be run to include employees, likely Tournament Managers/Referees and others likely to be present at VCC, with any vacancies being offered to clubs with defibrillators requiring members qualified or refreshed. Such a course would be held in July or August.

**Action: JC**

**6.1.3.2. Stairs:** It was agreed that the caretaker could provide and, when her grandchild is present, install a safety gate at the head of the stairs. The bottom of the stairs to be closed off only with an appropriate rope during functions that have not booked any upstairs facilities. Children at functions are to be suitably supervised by parents/guardians, as required by the hire agreement.

### **6.1.4. Budgeting 2014-15:**

**6.1.4.1. Budget Items:** It was agreed that provision should be made in the 2014-15 budget for the following: replacement mower \$20K; replacement court equipment \$15K; repairs to concrete paths, etc. \$20K; provision of fire escape/s \$10K, courtside maintenance \$10K. (See also items 6.1.5 and 6.1.6.2 below)

**Action: LL**

**6.1.5. Centenary Working Group:** Kenn Boal reported on the deliberations of the Centenary Working Group. It was agreed that \$25K be provided in the 2014-15 budget for this item. A report is to be tabled at the April Council meeting.

**Action: KB, LL**

### **6.1.6. SRV Grants –**

**6.1.6.1. Victorian More Active:** The Work Plan was reviewed. (*Secretarial Note: The updated Work Plan was submitted to SRV as a progress report later on 18<sup>th</sup> March 2014.*)

**6.1.6.2. Local Coaches for Local Clubs:** The Secretary advised that the Expression of Interest previously submitted had been successful and that he would write to the State Coordinator of Coaching to progress the matter. He noted that an income of \$1600 and an expense of \$2400 should be included in the budget for this program.

**Action: JC, LL**

**6.1.7. Website:** The President advised that a meeting is to be held next week between interested persons to recommend a Webmaster to succeed Colin Clark, whose work commitments prohibit him devoting the necessary time. Wilma Freeman also pointed out that clubs are not keeping the Tournament pages up to date, by not updating notices or results. She agreed to put together an "idiots guide to updating tournament pages" for publication in *Malletsports Victoria*.

**Action: WF**

**6.1.8. VCA AGM Preparations:** : The Secretary advised that he had written to Regional Secretaries, providing advance notice of the AGM and the deadlines associated with it. He stated that he would shortly do the same to clubs.

**6.1.9. Constitution Review:** The members discussed the current position of the Constitution Review Working Group.

**6.1.10. Caretakers Absence:** The President advised that the caretaker would be absent overseas during July and that her son (the former caretaker and cleaner) has indicated interest in providing cleaning services during her absence. It was agreed that a formal contract be drawn up for the period. **Action: MC**

**6.2. ACA**

**6.2.1. ACA Strategic Plan:** The President reported on the membership and deliberations of the ACA Strategic Plan Working Group, of which he is the VCA member.

**6.2.2. ACA AGM – 24 Mar 14:** After discussion of matters on the agenda for the ACA AGM, it was resolved that the VCA delegates be allowed to vote as they see fit on all matters raised at that meeting.

**7. Next Meetings:**

Council	29 <sup>th</sup> April 2014
CoM	20 <sup>th</sup> May 2014

**8. Closure** The meeting closed at 3:27 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 Budget for the VCA Accounts to 28<sup>th</sup> February 2014 are attached. Bank Accounts show balances as at 28<sup>th</sup> February, 2014.

Bank Account No 1 NAB	\$29,933.43
Commonwealth Bank	\$11,493.72
Bendigo Bank	<u>\$17,753.87</u>
<b>Total Bank Accounts</b>	<b><u>\$59,181.02</u></b>

### 2. The JBWERE Investment:

The portfolio valuation as at 28<sup>th</sup> February totalled \$4,005,516.62.  
The portfolio performance to 31<sup>st</sup> December 2013 is 4.18%.

### 3. Budget 2013 / 2014

#### Income: -

Cancellations of tournaments have affected the budget in areas of income for entry money and ACA court hire including the bar.

Catering Income is approximately \$7,000.00 down. Food sales in the budget are not correct; as food sales now go directly to the catering company. VCA do not receive a % of sales.

Malletsports is on track for both income and expenses. Postage stamps increase to 70 cents as at 31<sup>st</sup> March. Malletsports postage is affected.

Premises on track with budget however could have been more because we lost bookings due to ACA tournaments cancelled where bookings could have taken place. Bar takings down however March bookings we have 6 functions booked.

#### Expenses: -

Water rates will exceed budget in the next period due to extreme hot weather conditions in January. Water rates of \$8594.25 are due on 20<sup>th</sup> March 2014.

Repairs & Maintenance is on track with the budget.

Repairs & Maintenance **Building** budget is overstated approximately \$20,000.

VCC Courts expenses in budget are below budget approx. \$15,000 this includes chemicals and fertiliser.

### 4. Affiliations:

Final invoicing for 2014 is to be invoiced at the end of March. Club Secretaries please make sure that your club's database is up to date.

Appendices: 1. Profit & Loss Account  
2. Balance Sheet

<b>Victorian Croquet Association Inc.</b>		
<b>Profit &amp; Loss [Budget Analysis]</b>		
<b>April 2013 through February 2014</b>		
	<b>Selected Period</b>	<b>Budgeted</b>
<b>INCOME</b>		
JBWERE	\$274,093.32	\$160,000.00
VCA AFFILIATIONS	\$73,287.73	\$79,780.00
ACA AFFILIATIONS/INSURANCE	\$60,245.43	\$66,276.00
MERCHANDISE/PENNANT	\$4,411.32	\$3,650.00
TOURNAMENTS	\$8,986.00	\$11,320.00
MSV	\$4,720.93	\$5,000.00
CATERING (food & bar)	\$35,153.95	\$50,000.00
PREMISES/COURTS/RENT	\$38,716.71	\$49,450.00
SRV DEP GRANTS	\$9,150.00	\$29,150.00
INTEREST BANK ACC 3	\$4,140.14	\$800.00
<b>Total INCOME</b>	<b>\$512,905.53</b>	<b>\$455,426.00</b>
<b>EXPENSES</b>		
ACA AFFILIATIONS/INSURANCE	\$58,964.19	\$66,276.00
ADMINISTRATION VCA	\$15,055.13	\$28,840.00
COMMITTEES	\$3,399.28	\$6,960.00
MSV	\$4,165.38	\$4,400.00
COUNCIL/COM travel	\$3,635.49	\$5,125.00
SRV DEP GRANTS	\$20,419.06	\$31,200.00
TOURNAMENTS	\$8,174.81	\$9,370.00
MERCHANDISE/PENNANT	\$4,059.15	\$13,670.00
WAGES	\$98,989.88	\$101,500.00
VCC BUILDING	\$98,555.52	\$141,165.00
CATERING (food & bar)	\$16,345.04	\$25,000.00
VCC COURTS	\$39,180.52	\$54,486.00
STATE TEAMS G & A	\$8,698.38	\$8,000.00
CROQUET EQUIPMENT	\$0.00	\$3,000.00
<b>Total EXPENSES</b>	<b>\$379,641.83</b>	<b>\$498,992.00</b>
<b>Net Profit/(Loss)</b>	<b>\$133,263.70</b>	<b>(\$43,566.00)</b>

<b>Victorian Croquet Association Inc.</b>	
<b>Balance Sheet</b>	
<b>As of February 2014</b>	
<b>Assets</b>	
Current Assets	
Bank Accounts	
NAB Bank	\$29,933.43
Bendigo Bank	\$17,753.87
Commonwealth Bank	\$11,493.72
Total Bank Accounts	\$59,181.02
Total Current Assets	\$59,181.02
Withholding Credits	
Accounts Receivable	\$1,166.50
Total Withholding Credits	\$1,166.50
Other Current Assets	
JBWERE - Investment A/c	\$4,005,516.62
Petty Cash Float	\$200.00
Total Other Current Assets	\$4,005,716.62
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
<b>Total Assets</b>	<b>\$9,439,836.76</b>
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	\$3,307.80
Total Current Liabilities	\$3,307.80
Other Current Liabilities	
Tax Payable	
GST Collected	\$1,649.28
GST Paid	(\$2,379.64)
Payroll Liabilities	\$2,264.00
Superannuation Liabilities	\$748.95
Total Tax Payable	\$2,282.59
Total Liabilities	\$5,590.39
<b>Net Assets</b>	<b>\$9,434,246.37</b>
<b>Equity</b>	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$315,882.15
Retained Earnings	\$1,281,528.08
Current Earnings	\$133,263.70
<b>Total Equity</b>	<b>\$9,434,246.37</b>

## **Courts Director Report, March 2014**

The courts are in the process of being cored, fertilised and dusted as advantage is taken of short spell in tournament activity at this time. It may, however, mean the courts are still recovering at the beginning of April when the tournament demand ramps up again. We will benefit from doing this maintenance when the soil temperature is still reasonably high, also it may mean a lesser amount of maintenance is required in August when soil conditions are less suitable due to winter conditions. It is pleasing for our green keeper to be receiving positive player feedback on the condition of the courts.

The rear car park is in need of grading and gravelling. During last winter the refuse vehicle went through the gravel surface in parts and, if not rectified, this will cause problems in the coming months.

The water tank has been serviced by ULS and should now cut out automatically when being filled. Some minor adjustments are still to be made to fill levels.

The light towers have been inspected by Commlec Services following concerns expressed by a player following the recent President's Eights. Commlec, who installed the towers at Essendon were approached as our original installer is now out of business. The tower nearest the green keeper's shed was found to require the mounting bolts tightened which has been done. The other towers will be inspected at a later date when we receive the written report. Progress will be reported at the COM meeting.

Following concern being expressed about the possible exposure of VCA to a WorkSafe deficiency in the event of an accident, an application has been lodged with WorkSafe for a free 3 hour inspection/assessment of our potential deficiencies in a number of areas in which our staff are engaged. Progress will be reported at the COM meeting.

Metro Turf have been advised that we do not wish to purchase the Toro mower we were recently offered. The search for a suitable machine continues via Toro Australia and Metro Turf.