



Minutes of Council Meeting – 29th April 2014
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, Gwen Hamilton, Jim Saunders, and Patricia Watts (Members).

1.1.2. Regional Directors: Brian Reither (Ballarat); Brian Foley (Bayside); Helen Worlidge (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Ken Richardson (GVCA); Janet Richardson (MVCA); Heather Strano (NDCA); Anne Quinn (NEDCA); John Blackler (SEMCA); Barb McKean (SWCA); Kate Patrick (WMCMA); Kevin Geyer (Wimmera).

1.1.3. Alternate Regional Directors: Jean Deacon (EMCA), Jean Chapple (SWCA); Shirley Hallinan (WMCMA).

1.1.4. Observer: Sandra Kastanaras (VCA Administrator)

1.2. Apologies: Penny Krstev (NDCA)

2 Opening: The President opened the meeting at 11:01 am, welcoming Heather Strano, the newly appointed NDCA Alternate Regional Director to her first Council meeting, and acting as Regional Director in the absence of Penny Krstev. He also welcomed the Eire Cup back to its rightful home, after it was retained by the Victorian State Team at the recent interstate competition.

3. Minutes of Previous Meeting: The minutes of the previous meeting, held on 18th February 2014, were distributed and posted to the VCA website on 20th February 2014. Resolved that the minutes be accepted.

3.1. Business Arising from Minutes of the Previous Meeting:

3.1.1. The Secretary reported that Action Items List & Council Resolutions Register (Item 3.1.2 of the previous minutes refers) was now to be dealt with under Item 6.1.3 of the agenda;

3.1.2. Business arising from Items 5.1.1 and 6.1.1 of the previous minutes were not able to be dealt with and will be included in the Action Item List (see Item 6.1.3 of these minutes).

4. Correspondence

- 4.1. In -**
- 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
 - 18 Mar 14 from Lilydale CC to President re 120th Birthday celebrations
 - Undated (Rec'd 25 Mar 14) from June Hoge (Shepparton CC) re Strategic Plan
 - 25 Mar 14 from Treasurer of Victoria re Fire Services Property Levy
 - 29 Mar 14 from GVCA – draft Constitution for approval
 - 7 Apr 14 from Channel 31 – membership offer
 - 9 Apr 14 from Ballarat CC re closure
 - 10 Apr 14 from VicHealth re 2013/14 Active Clubs Grants program
 - Undated (received 28 Apr 14) from Dimboola CC re ACA New Clubs Grant
- 4.2. Out –**
- 21 Feb 14 to Nance Miller – thanks
 - 21 Feb 14 to Tim Murphy – donation

- 25 Feb 14 to Regional Secretaries re VCA AGM – 17th June 2014
- 11 Mar 14 to Rod Kirk accompanying George Latham Medal
- 21 Mar 14 to Regional & Club Secretaries re Appointed Officers & sub-committees
- 28 Mar 14 to all clubs (via email) re Fires Services Levy
- 28 Mar 14 to Colin Clark – thanks
- 29 Mar 14 to GVCA – comments re draft Constitution
- 11 Apr 14 to Ballarat CC re closure

4.3 Business Arising from the Correspondence:

The Secretary advised that the correspondence from Dimboola CC required endorsement by VCA prior to forwarding to ACA, and that the club satisfied the requirements for the grant.

Resolved that the correspondence be accepted.

5. Reports

5.1. Financial Report: The Treasurer spoke to her report, attached at Annex A. She also tendered her resignation to be effective from the AGM (17th June 2014). Kate Patrick proposed a vote of thanks. The President advised that as the resignation was received after the closing date for nomination for election at the AGM, this would be a casual vacancy, to be filled by Council under the terms of Clause 24.6 of the Constitution. Resolved that the Financial Report be accepted.

(Secretarial Note: John Blackler, SEMCA Regional Director, arrived at this point.)

5.2. CoM Report: The minutes of CoM 18th March 2014 meeting were distributed and posted to the Croquet Victoria website on 20th March 2014.

5.3. Administrator's Report: A report on VCA & VCC administrative matters was received and considered.

5.4. Courts Report: Jim Saunders spoke to his report, attached at Annex B

Resolved that the reports be accepted.

5.1. Business Arising from Reports:

Financial Report

5.1.1. Resolved that the recommended withdrawal of \$160,000 from the JBWere managed investments be made in two withdrawals, the first to be \$100,000.

Court Report

5.1.2. Resolved that a letter of thanks be forwarded to Brimbank Council for its assistance in cleaning up the Southern car park. **Action: Secretary**

Helen Worlidge requested that an invitation to attend VCC be extended to Jane Nathan, the new Brimbank City Council Administrator. **Action Secretary**

6. General Business

6.1. VCA Matters

6.1.1. Constitutional Review: In accordance with the Council resolution of 18th February 2014, a vote was held on the governance model to be used in preparing the new draft Constitution. The vote was by secret, preferential ballot, with Sandra Kastanaras and Shirley Hallinan as the scrutineers, and it was resolved that the single body Board model of governance is to be used in drafting the new Constitution.

Action: Constitution Review Working Group

6.1.2. Good Governance Project: It was resolved to adopt the Code of Conduct and Election Policy as distributed. The Secretary was directed to revise the proposed Induction Policy. **Action: Secretary**

6.1.3. Council Records: It was resolved that Council instruct the Secretary to initiate, maintain and make available the following records of Council meetings additional to the Minutes:

6.1.3.1. a rolling list of action items arising from Council decisions, updated for each meeting; and

6.1.3.2. amended or new policy documents arising from Council policy resolutions (to be published on the VCA website).

Action: Secretary

6.1.4. GC Handicap Cards: It was resolved that VCA print and distribute Golf Croquet Handicap cards. It was requested that Regional Directors ascertain quantities required within their regions and advise the VCA Administrator.

Action: Regional Directors

6.1.5. Court Lighting Specification: It was resolved that VCA obtain a generic specification for croquet court lighting.

Action: Secretary

6.1.6. Marketing & Publicity Sub-committee: It was resolved that VCA actively constitutes a Marketing & Publicity Sub-committee with an appropriate budget to promote the sport of croquet across Victoria.

Action: Secretary

(Secretarial note: Helen Worlidge left the meeting at this point and Jean Deacon assumed the role of EMCA Regional Director.)

6.1.7. Court Lighting Towers: It was resolved that the Commlec Services Pty Ltd quotation to rectify faults in the lighting towers at VCC be accepted.

Action: Courts Director

6.1.8. Tournament Participation Working Group: Kate Patrick spoke to the report previously distributed with the agenda. It was resolved that the report be forwarded to CoM, T&F committee and to the Marketing & Publicity committee (when formed) for action.

Action: Secretary

6.1.9. Strategic Plan: The Council considered replies received from Regions and clubs to the invitation to comment on the Strategic Plan.

6.1.10. Legislation Changes: The Secretary briefed Directors on:

6.1.10.1. changes to the Victorian Fire Services Levy,

6.1.10.2. the recently introduced ban on smoking where children play, and

6.1.10.3. changes to the Commonwealth Privacy legislation.

6.1.11. Survey 2013-14: the Secretary briefly addressed the summary of responses to the on-line survey.

6.1.12. VCA AGM 2014: The Secretary advised progress towards the AGM.

6.1.13. ACA ID Numbers: The Secretary advised of possible changes to existing members ACA ID numbers, as some have been issued in error and are identical to those issued by other states.

6.2. ACA Matters

6.2.1. ACA AGM 24th March 2014: The President reported briefly on the proceedings of the recent ACA AGM, noting that six members of the ACA Executive are spread between five states.

6.2.2. ACA Strategic Plan Working Group: The President spoke briefly on the ACA SPWG, on which he is the VCA delegate, stating that the Working Group hoped to have a draft plan available for consideration at the next ACA Council meeting, to be held in Adelaide on 15th September 2014.

7. Close: The meeting closed at 3:31 pm

8. Next Meetings:

| | |
|-----------|---|
| CoM - | 20 th May 2014 at 11:00 am |
| AGM - | 17 th June 2014 at 11:00 am |
| Council - | 17 th June 2014 at 1:00 pm (approx.) |

Annexures: A Financial Report
B Courts Report

FINANCE REPORT

1. VCA Accounts:

The Balance Sheet and Profit and Loss Statement Budget for the VCA Accounts to 31st March 2014 are attached. Bank Accounts show balances as at 31st March 2014.

| | |
|----------------------------|---------------------------|
| NAB | \$21,339.18 |
| Commonwealth Bank | \$2,792.59 |
| Bendigo Bank | <u>\$4,388.52</u> |
| Total Bank Accounts | <u>\$28,520.29</u> |

2. The JB Were Investment:

The portfolio valuation as at 31st March 2014 totalled \$3,999,356.00.

The portfolio performance to 31st December 2013 is 4.18%.

Actual figures will be available from JB Were by 29th April 2014.

3. Budget Income - 2013/2014

Management Fees: -

In my year as Treasurer I have discovered that Management Fees charged by JB Were have not been taken up by the previous Auditor. Because of this we have not been able to take up the GST in BAS. For this financial year the figure is \$26,000.45. This figure now appears in the profit and loss which has resulted in more expenses.

Interest/Bank Account 3:-

This includes insurance refunds and this is why the income is greater than the budget. \$3000 of insurance refund for water damage appears in this category.

Tournaments:-

Cancellations of tournaments have affected the budget in areas of Income for entry money and ACA court hire including the bar. There were approximately 5 tournaments cancelled during the financial year.

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.

Premises/Courts/Rent: -

The Victorian Croquet Centre had **25 functions** throughout the financial year; which included 1st birthdays and other age groups, christenings, weddings and engagements. The functions budget was **\$22,750.00** and the Bar Budget **\$35,000.00**.

To date we received **\$20,595.00** for functions and **\$31,126.00** for the bar. The availability for functions is affected by tournaments.

Courts/ACA Courts Hire was affected due to ACA tournament cancellations.

Grants: -

We did not receive the grants we were expecting.

All these key factors impacted on the budget.

Budget Expenses 2013/2014: -

VCC Building: -

Water rates are over budget because of the need to water the lawns because of hot weather conditions.

Repairs & Maintenance is on track with the budget.

Repairs & Maintenance **Building** budget is overstated because the required building maintenance is not being done.

Administration of the VCA: -

This now includes the JB Were Management Fees and Depreciation which were never budgeted before. (Depreciation was included in the budget previously but a decision at Council was made to remove the budgeted amount). In the future Management Fees/Depreciation can be taken up and budgeted for.

Wages: -

Wages have risen as functions have increased. There is more cleaning and this has affected the Caretaker's hours, more bar staff with more functions and superannuation.

Overall the next budget will have to take into account the increased popularity of the centre.

Withdraw from JB Were Cash Account: -

Recommend that \$160,000 be withdrawn from JB Were cash account to cover shortfall for the 2014/2015 year.

Lorraine Lacey
Treasurer
29th April 2014

Appendices: 1 Profit & Loss Account
 2 Balance Sheet

| Victorian Croquet Association Inc. | | |
|--|----------------------------|----------------------|
| Profit & Loss [Budget Analysis] | | |
| April 2013 through March 2014 | | |
| | Selected Period | Budgeted |
| INCOME | | |
| JBWERE | \$151,805.49 | \$160,000.00 |
| VCA AFFILIATIONS | \$74,269.56 | \$79,780.00 |
| ACA AFFILIATIONS/INSURANCE | \$61,096.36 | \$66,276.00 |
| MERCHANDISE/PENNANT TOURNAMENTS | \$5,780.39 | \$3,650.00 |
| MSV | \$8,986.00 | \$11,320.00 |
| CATERING (food & bar) | \$4,720.93 | \$5,000.00 |
| PREMISES/COURTS/RENT | \$40,543.29 | \$50,000.00 |
| SRV DEP GRANTS | \$43,634.88 | \$49,450.00 |
| INTEREST BANK ACC 3 | \$9,150.00 | \$29,150.00 |
| Total INCOME | \$4,140.14 | \$800.00 |
| | \$404,127.04 | \$455,426.00 |
| EXPENSES | | |
| ACA AFFILIATIONS/INSURANCE | \$58,964.19 | \$66,276.00 |
| ADMINISTRATION VCA | \$62,025.05 | \$28,840.00 |
| COMMITTEES | \$3,426.55 | \$6,960.00 |
| MSV | \$4,592.78 | \$4,400.00 |
| COUNCIL/COM travel | \$5,164.28 | \$5,125.00 |
| SRV DEP GRANTS | \$20,419.06 | \$31,200.00 |
| TOURNAMENTS | \$8,806.81 | \$9,370.00 |
| MERCHANDISE/PENNANT | \$4,059.15 | \$13,670.00 |
| WAGES | \$112,161.12 | \$101,500.00 |
| VCC BUILDING | \$110,439.30 | \$141,165.00 |
| CATERING (food & bar) | \$17,614.37 | \$25,000.00 |
| VCC COURTS | \$46,823.43 | \$54,486.00 |
| STATE TEAMS G & A | \$8,698.38 | \$8,000.00 |
| CROQUET EQUIPMENT | \$1,152.00 | \$3,000.00 |
| Total EXPENSES | \$464,346.47 | \$498,992.00 |
| Net Profit/(Loss) | (\$60,219.43) | (\$43,566.00) |

Victorian Croquet Association Inc.

Balance Sheet

As of March 2014

| | | |
|----------------------------|----------------|-------------------|
| Assets | | |
| Current Assets | | |
| Bank Accounts | | |
| NAB Bank | \$21,339.18 | |
| Bendigo Bank | \$2,792.59 | |
| Commonwealth Bank | \$4,388.52 | |
| Total Bank Accounts | \$28,520.29 | |
| Total Current Assets | | \$28,520.29 |
| Withholding Credits | | |
| Accounts Receivable | \$4,711.50 | |
| Total Withholding Credits | | \$4,711.50 |
| Other Current Assets | | |
| JBWERE - Investment A/c | \$3,999,356.00 | |
| Petty Cash Float | \$200.00 | |
| Total Other Current Assets | | \$3,999,556.00 |
| 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 | -\$115,035.48 | |
| Total Plant & Equipment | \$19,728.16 | |
| Total Fixed Assets | | \$5,356,773.62 |
| Total Assets | | \$9,389,561.41 |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | \$2,499.64 | |
| Total Current Liabilities | | \$2,499.64 |
| Other Current Liabilities | | |
| Tax Payable | | |
| GST Collected | \$115.89 | |
| GST Paid | -\$3,624.15 | |
| Payroll Liabilities | \$4,067.68 | |
| Superannuation Liabilities | \$1,011.40 | |
| Total Tax Payable | | <u>\$1,570.82</u> |
| Total Liabilities | | \$4,070.46 |
| Net Assets | | \$9,385,490.95 |
| Equity | | |
| Reserves | | |
| General Reserve | \$7,703,572.44 | |
| Asset Revaluation Reserve | \$460,609.86 | |
| Retained Earnings | \$1,281,528.08 | |
| Current Earnings | -\$60,219.43 | |
| Total Equity | | \$9,385,490.95 |

Courts Report

The courts have been cored and fertilised as advantage was taken of a short spell in tournament activity during March. Feedback from players in the GC tournaments at the beginning of April was that our complex played really well and that Cairnlea looked as good as it ever had. Most satisfying for all concerned

The rear car park was in need of grading and gravelling as, during last winter, the refuse vehicle went through the gravel surface when collecting waste matter. The Brimbank Council very generously responded to a request for assistance and provided a truck, tractor and manpower to clean up the whole area. Several truckloads of green keeper's waste were removed, the entire car park was graded and a truck load of new gravel was spread and rolled in readiness for next winter's wear and tear. All we had to provide was the new gravel. Our grateful thanks go to the Brimbank Council.

The light towers have been inspected following concerns about their movement in high winds. The tower nearest the green keeper's shed was found to require the mounting bolts tightened which has been done. All towers have not been installed to normal industry standards. A written report has recommended suitable rectification and further work will be undertaken when a complete quote is received and approved.

Progress towards a replacement for our mower is slow, to say the least. We rejected an offer for a second hand Toro that was not to our requirements. Subsequently, Toro Australia and Metro Turf have been continuing to look for a machine that would meet our needs. Toro Australia no longer import second hand machines from the US as they believe that the costs do not match the benefits. Toro Australia advise that there is no suitable machine on their books, anywhere in Australia, at this time and that it is likely that we will have to wait for up to a year to obtain a suitable demo model. I have not heard from Metro Turf for several weeks. In discussion with James Hood, we have thought about other short term options. Basically, whilst getting old, the current machine is running well. However the cylinders are worn and this is affecting the quality of the 'cut'. It has been decided to replace the cylinders and grind the bottom blades for \$1,560, thus giving us an improved operation whilst we wait for the desired replacement to come along.

Jim Saunders
Courts Director
14 April 2014