



Committee of Management Meeting
Victorian Croquet Centre, 11:00 a.m., Tuesday, 20th May 2014

Minutes

1. Attendance

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

2. Opening: The President opened the meeting at 11.02 a.m.

3. Minutes of Previous Meeting: Resolved that the minutes of the previous meeting, held 18th March 2014, be accepted.

3.1. Business Arising from Minutes of Previous Meeting:

6.1.1 Good Governance Project: The Secretary advised that Council has adopted the Code of Conduct and Council Election Policy but has requested a redraft of the Council Induction Policy. **Action: Secretary**

4. Correspondence

4.1. In – 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
8 May 14 from Joan Hansen Numurkah CC re GVCA (attached)

4.2. Out - 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
13 May 14 to JB Were re withdrawal
13 May 14 to Brimbank Council Maintenance re thanks for rear car park work

4.3. Business Arising from Correspondence:

4.3.1. CoM approved the endorsement of the Dimboola CC application for the ACA New Club Grant

5. Reports

5.1. Financial Report: The Treasurer spoke to her report, attached at Annex A.

(Secretarial note: Kenn Boal arrived during discussion of this item)

5.2. Admin Report: The Administrator spoke to her report.

5.3. Business Arising from Reports:

5.3.1. It was agreed that the JB Were Ltd managed funds be isolated within the MYOB accounts. **Action: Treasurer**

5.3.2. It was agreed that other avenues of purchasing from Dan Murphy's be investigated. **Action: Administrator**

5.3.3. It was resolved that the Depreciation Schedule for FY14-15 be amended by moving the Courts 8, 9 & 10 turf from Plant & Equipment to Land & Buildings.

- 5.3.4.** It was resolved that a revaluation of Land & Buildings and Plant & Equipment be carried out within the next 6 months. **Action: Treasurer**

6. General Business

6.1. VCA

- 6.1.1. Budget 2014-15:** The draft budget was reviewed and an update will be circulated to CoM members. **Action: Treasurer**

- 6.1.2. Staff Reviews – Administrator & Greenkeeper:** Resolved that both receive 5% increase in remuneration, Greenkeeper from 1 Apr 14, Administrator from 1 Jul 14. Further resolved that CoM investigate the employment of a part-time administrative assistant, to take some of the workload off Sandra and to deputise for Sandra when she is on leave. Administrator to draft a Job Description for review at the next meeting. **Action: Treasurer/Administrator/CoM**

- 6.1.3. Centenary Working Group:** The Vice-president reported that arrangements are progressing satisfactorily.

6.1.4. SRV Grants:

- 6.1.4.1. Victorians More Active:** To be carried out by President and Secretary out of committee. **Action: President/Secretary**
- 6.1.4.2. Local Coaches for Local Clubs 2013-15:** Secretary stated that the funds for this are yet to be received.

6.1.5. Governance Documents:

- 6.1.5.1. Appointees, Sub-Committees and Working Groups Policy:** Agreed that draft be tabled at June Council meeting.

6.1.5.2. Job Descriptions:

- 6.1.5.2.1. T&F Committee:** Agreed that draft amendment be tabled at June Council meeting

- 6.1.5.2.2. SCAC** Agreed that draft amendment be tabled at June Council meeting

- 6.1.5.2.3. SCGC** Agreed that draft amendment be tabled at June Council meeting

- 6.1.5.3. Marketing & Publicity Committee:** Agreed that draft be tabled at June Council meeting.

- 6.1.5.4. Selection Policy:** Agreed that draft be tabled at June Council meeting. **Action on all 6.1.5 items above: Secretary**

- 6.1.6. OH&S Review:** Jim Saunders briefed on progress.

- 6.1.7. Tournament Management:** Trish Watts raised problems of availability of prize money and referees meal money for VCA tournaments at VCC **Action: Secretary**

- 6.1.8. VCA Website:** The Secretary advised that minor complaints regarding the website have been fixed.

- 6.1.9. VCA AGM Preparations:** Secretary advised of preparations made and nominations received for the AGM. He queried the availability of the audited financial accounts for 2013-14, as he is required to distribute the Notice of meeting for the AGM on Monday, 26th May 2014. Secretary to circulate list of nominations to CoM members prior to June Council meeting **Action: Treasurer/Secretary**

- 6.1.10. September CoM Meeting Date:** As at least three members of CoM will be attending the ACA Council meeting in Adelaide on 15th Sep 2014, it was agreed to reschedule the September CoM meeting from 16th Sep to 23rd Sep 14.

6.2. ACA

6.2.1. ACA Strategic Plan Working Group: The President updated the Committee on progress of the ACA SPWG.

7. Next Meetings:

| | |
|-----------|---|
| AGM - | 17 th June 2014 at 11:00 am |
| Council - | 17 th June 2014 at 1:00 pm (approx.) |
| CoM | 15 th July 2014 |

8. Closure: The meeting closed at 16:07.

Annexure: A Financial Report.

FINANCE AND BUDGET REPORT 20TH MAY 2014.

1. VCA Accounts:

The Balance Sheet and Profit and Loss Statement Budget for the VCA Accounts to 30th April 2014 are attached. Bank Accounts show balances as at 30th April 2014.

| | |
|----------------------------|---------------------------|
| NAB | \$ 0 |
| Commonwealth Bank | \$19,868.15 |
| Bendigo Bank | \$5,618.93 |
| Total Bank Accounts | <u>\$25,487.08</u> |

2. The JB Were Investment:

The portfolio valuation as at 30th April 2014 totalled \$4,023,834.49.

Sandra & I have worked on the budget & the figures are now entered into MYOB see attached.

The expense items taken up are as per the COM report dated 18th March 2014.

These are:

| | |
|--------------------------------------|---------------------|
| Centenary Working Group | \$ 25,000.00 |
| Replacement Court Equipment | \$ 15,000.00 |
| Repairs to Concrete Paths | \$ 20,000.00 |
| Rectification of Floodlighting Poles | \$ 7,200.00 |
| Repair of sign at fence | \$ 1,500.00 |
| TOTAL | \$68, 700.00 |

The assets that need to be provided for are:

| | |
|------------------------------------|---------------------|
| Mower | \$ 20,000.00 |
| Fire Escape | \$ 11,000.00 |
| Computer, Keyboards & Installation | \$ 3,000.00 |
| Office Furniture | \$ 2,500.00 |
| TOTAL | \$ 36,500.00 |

J B WERE

I suggest we separate this investment from the current accounts. This would then show the profit & loss reports for the running of the centre. The investment would have a MYOB section of its own. We do not receive income from the investment as it goes back into this asset I have discussed this with the Auditor & he agrees. This would also be preferable for Sandra

BUILDING MAINTENANCE

COM members should walk through the building to see the degree of Maintenance required.

FOOD SALES

There is no income from food now. There are kitchen costs incurred.

INCOME

Income could be increased. To do this a sales person is needed to visit possible companies. The Centre could attract businesses in the area for meetings. The Centre would have to be available at night.

SUMMARY

If income does not increase the organisation is looking at losses into the future. A lot of this is due to maintenance not being done

SPONSORSHIP & GRANTS

This area needs to be expanded.

FEES

VCA FEES \$30; ACA FEES \$23.50; CLUB FEES \$22.00 AND REGIONAL FEES \$40.00 unchanged for this financial year.

MALLETSports

Recommend to increase subscription by \$1.00 as postage has increased from 60 to 70 cents.

Therefore 1 copy of Malletsports to be \$25.00

2 copies \$25.00 per copy

3 copies or more \$14.00 per copy gives a discount.

RECOMMENDATION:

Dan Murphy has best prices for alcohol but you can only use a credit card for purchases. Current Senior Bar staff uses her own credit card then is reimbursed. It would be preferable for VCA to have a card as some purchases will only accept this method of payment.

Lorraine Lacey

Treasurer

13th May 2015.

| | | |
|--------------------|----------|-----------------------------------|
| Appendices: | 1 | Profit & Loss Account April 2014 |
| | 2 | Balance Sheet as at 30 April 2014 |

Victorian Croquet Association Inc.

*65 Nobel Banks Drive
CAIRNLEA VIC 3023*

Profit & Loss Statement

April 2014

| | |
|-----------------------|----------------------|
| INCOME | |
| MERCHANDISE/PENNANT | \$415.45 |
| TOURNAMENTS | \$2,522.32 |
| CATERING (food & bar) | \$4,265.47 |
| PREMISES/COURTS/RENT | \$6,798.62 |
| INTEREST BANK | \$0.02 |
| Total INCOME | \$14,001.88 |
| EXPENSES | |
| ADMINISTRATION VCA | \$1,019.73 |
| COMMITTEES | \$495.52 |
| MSV | \$605.16 |
| COUNCIL/COM travel | \$541.35 |
| TOURNAMENTS | \$518.18 |
| VCA CENTENARY | \$45.45 |
| MERCHANDISE/PENNANT | \$100.00 |
| WAGES | \$14,484.64 |
| VCC BUILDING | \$5,456.11 |
| CATERING (food & bar) | \$207.27 |
| VCC COURTS | \$3,403.84 |
| Total EXPENSES | \$26,877.25 |
| Net Profit/(Loss) | (\$12,875.37) |

| Victorian Croquet Association Inc. | |
|---|----------------|
| Balance Sheet | |
| As of April 2014 | |
| Assets | |
| Current Assets | |
| Bank Accounts | |
| Bendigo Bank | \$5,618.93 |
| Commonwealth Bank | \$19,868.17 |
| Total Bank Accounts | \$25,487.10 |
| Total Current Assets | \$25,487.10 |
| Withholding Credits | |
| Accounts Receivable | \$1,653.00 |
| Total Withholding Credits | \$1,653.00 |
| 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 | \$134,249.77 |
| Fixtures and Fittings | \$1,535.00 |
| Accumulated Depreciation | (\$110,528.48) |
| Total Plant & Equipment | \$25,256.29 |
| Total Fixed Assets | \$5,362,301.75 |
| Total Assets | \$9,388,997.85 |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | \$6,528.68 |
| Total Current Liabilities | \$6,528.68 |
| Other Current Liabilities | |
| Tax Payable | |
| GST Collected | \$1,167.21 |
| GST Paid | (\$698.23) |
| Payroll Liabilities | \$1,569.69 |
| Superannuation Liabilities | \$1,707.16 |
| Total Tax Payable | \$3,745.83 |
| Total Liabilities | \$10,274.51 |
| Net Assets | \$9,378,723.34 |
| Equity | |
| Reserves | |
| General Reserve | \$7,703,572.44 |
| Asset Revaluation Reserve | \$458,009.81 |
| Retained Earnings | \$1,228,854.18 |
| Current Earnings | (\$11,713.09) |
| Total Equity | \$9,378,723.34 |