



**Minutes of Committee of Management Meeting - 15<sup>th</sup> July 2014  
held at Victorian Croquet Centre**

**1. Attendance**

**1.1. Present:** Mike Cohn (President), Kenn Boal (Vice president), Jim Clement (Secretary), John Blackler (Interim Treasurer), Wilma Freeman, Gwen Hamilton & Jim Saunders (Members), Sandra Kastanaras (Administrator).

**1.2. Apologies:** Trish Watts (Member)

**2. Opening:** The President opened the meeting at 11:00 a.m. welcoming John Blackler & Sandra Kastanaras.

**3. Minutes of Previous Meetings:** Resolved that the minutes of the meetings held 20<sup>th</sup> May 2014 and 17<sup>th</sup> June 2014 be accepted as true and accurate records.

**4. Correspondence**

**4.1. In –** 19 May 14 from Geelong CA re GC Handicapping  
Undated (rec'd 27 May 14) from Valerie Lefel re GC Regional Championships  
27 May 14 from Auditor to CoM – comments re accounts (attached)  
6 Jun 14 from Essendon CC re WMCMA Delegate to AGM  
14 Jun 14 from WMCMA Secretary re WMCMA Delegate to AGM

**4.2. Out –** 24 Jun 14 (by email) to CAV – Annual Statement 2013-14  
6 Jul 14 to 18 invitees to Centenary Season Opening Day luncheon

Resolved that the correspondence be accepted.

**4.3. Business Arising from Correspondence:** Secretary to draft reply to Auditor's letter and circulate draft to CoM members for comment. **Action: Secretary**

**5. Reports**

**5.1. Financial Report:** The treasurer spoke to his report, attached at Annex A. Resolved that financial reporting and MYOB accounts not be changed until a permanent treasurer is appointed.

**5.2. Courts Report:** Jim Saunders presented an oral report, stating that courts are dormant, the greenkeeper is on leave, and repairs to the light towers are in progress.

**5.3. Administrator's Report:** Administrator spoke to her report. Office Assistant Job Description was reviewed and is to be condensed and circulated to CoM members for comment. **Action: President**

**6. General Business**

**6.1. VCA**

**6.1.1. Appointed Officers & Sub-committees:** Secretary to contact Adrian Masterman-Smith with regard to State Coordinator of Coaching position. **Action: Secretary**

**6.1.2. Budget 2014-15:** Draft budget was reviewed, to be amended and presented to Council. **Action: interim Treasurer & Administrator**

**6.1.3. Centenary Working Group:** Vice President spoke on group's work and arrangement, highlighting Season Opening Day and regional visits to VCC.

**6.1.4. SRV Grants:**

**6.1.4.1. Victorians More Active:** Work plan was reviewed with following actions to be carried out:

Query Melbourne Council re possible activity at Moomba **Action:**

**Secretary**

Query clubs that have increased membership (including Brunswick) with regard to strategies used..

**Action: Secretary**

**6.1.4.2. Local Coaches for Local Clubs 2013-15:** funds received, can also possibly use some funds from VMA for training extra coaches.

*(Secretarial Note: Kenn Boal left the meeting at this point.)*

**6.1.5. OH&S Matters**

**6.1.5.1. Report on Consultations:** Jim Saunders advised that the WorkSafe OH&S consultant has visited twice. It was clear in the follow-up visit that neither he nor Sandra have the knowledge to do what is required. A proposal and quotation has been received from the consultant but needs clarification.

**Action: Administrator/Secretary**

**6.1.5.2. Defibrillator Training:** Secretary to arrange and notify clubs.

**Action: Secretary**

**6.1.6. Employment Matters:** Secretary reported that he has spoken to Moore's Legal regarding the position of James Hood – contractor or employee. He recommended that, in the light of the advice provided by Moore's Legal and by that provided to Jim Saunders by both the WorkSafe representative and the OH&S consultant in preparation for the OH&S Review, James be considered to be a contractor.

**6.1.7. Consumer Affairs Legislation Amendment Bill 2014:** Secretary advised that new legislation to possibly amend the *Associations Incorporation Reform Act 2012* and the Regulations made under that Act and which may affect VCA, Regions and clubs is before parliament.

**6.1.8. Treasurer Position:**

**6.1.8.1. SEMCA Proposal re Treasurer:** the SEMCA proposal, that a person with accounting qualifications be appointed as VCA Treasurer, was examined and agreed with in principle, although it was felt that this was not a matter to be written into the Constitution..

**6.1.8.2. Ernst & Young Offer:** Secretary to follow up on the Vicsport advice that Ernst & Young are seeking volunteer positions on finance committees or boards of not-for-profit organisations for a number of their young finance professionals. . **Action: Secretary**

**6.1.9. NSW Proposal re Juniors Fees:** Agreed that VCA does not support the NSW proposal that ACA and State associations strike a separate Junior Affiliation Fee. It was felt that an annual affiliation fee (ACA & State) of approx. \$60 was in line with junior fees of other sports.

**6.1.10. Handicapping:** Wilma Freeman asked that a simple checklist for when Handicap Cards are to be used be developed and provided to clubs, etc. and provided an example. **Action: Handicap Committee**

**6.1.11. Tournament Notices:** Secretary advised that clubs, etc. can now upload their notices and that it was proposed that Sandra cease to circulate tournament notices on behalf of clubs. Secretary to develop instructions for clubs, to be published in *Malletsports Victoria* and otherwise distributed.

**Action: Secretary**

**6.2. ACA**

**6.2.1. ACA Strategic Plan:** Secretary to advise ACA of CoM comments.

**Action: Secretary**

**6.2.2. State Affiliation Requirements:** Resolved that VCA submit a motion to the ACA Council meeting, 15<sup>th</sup> September 2014, that the ACA Executive develops a definitive state affiliation requirement, binding on all members, for selection to state teams, to be effective by the 2015 AC ISC.

**Action: Secretary**

**7. Close:** The meeting closed at 16:00

**8. Next Meetings:**

Council	19 <sup>th</sup> Aug 2014
CoM	23 <sup>rd</sup> Sep 2014

**Annexures:** A. Treasurer's Report

## FINANCE REPORT

### 1. VCA Accounts:

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

NAB	\$11,000.00
CBA	\$66,299.96
CBA Online Saver	\$10,026.30
Bendigo Bank	\$13,100.78
<b>Total Bank Accounts</b>	<b>\$100,427.04</b>

### 2. The JB Were Investment:

The portfolio valuation as at 30<sup>th</sup> June 2014 totaled \$3,978,124.00 an increase of \$18,667.00.

The proposed amendments to the accounts format are attached.

John Blackler  
Interim Treasurer  
3<sup>rd</sup> July 2014

## Profit & Loss [Budget Analysis]

April 2014 through June 2014

	Selected Period
<b>INCOME</b>	
VCA AFFILIATIONS	\$0.00
ACA AFFILIATIONS/INSURANCE	\$0.00
MERCHANDISE/PENNANT	\$966.53
TOURNAMENTS	\$3,090.95
MSV	\$0.00
CATERING/BAR	\$10,289.11
PREMISES/COURTS/RENT	\$11,221.35
SRV DEP GRANTS	\$11,280.00
INTEREST BANK	\$26.36
<b>Total INCOME</b>	<b>\$36,874.30</b>
 <b>EXPENSES</b>	
ACA AFFILIATIONS/INSURANCE	\$55,652.27
ADMINISTRATION VCA	\$2,670.51
COMMITTEES	\$247.90
MSV	\$1,369.13
COUNCIL/COM travel	\$1,297.30
SRV DEP GRANTS	\$0.00
TOURNAMENTS	\$1,789.99
VCA CENTENARY	\$1,650.90
MERCHANDISE/PENNANT	\$100.00
WAGES	\$28,793.39
VCC BUILDING	\$23,033.65
CATERING/BAR	\$2,905.52
VCC COURTS	\$9,372.42
STATE TEAMS G & A	\$0.00
CROQUET EQUIPMENT	\$0.00
<b>Total EXPENSES</b>	<b>\$128,882.98</b>
<b>Net Profit/(Loss)</b>	<b>(\$92,008.68)</b>

<b>Balance Sheet</b>	
<b>As of June 2014</b>	
<b>Assets</b>	
Current Assets	
Bank Accounts	
NAB	\$11,000.00
Bendigo	\$13,100.78
CBA	\$66,299.96
CBA Online Saver	\$10,026.30
Total Bank Accounts	\$100,427.04
Total Current Assets	\$100,427.04
Withholding Credits	
Accounts Receivable	\$1,410.50
Total Withholding Credits	\$1,410.50
Other Current Assets	
Fixed Assets	
Cairnlea - Land/Building	\$5,290,354.22
Water Tank	\$46,691.24
Plant & Equipment	
Plant and Equipment	\$134,249.77
Office Equipment	(\$4,150.00)
Fixtures and Fittings	\$1,535.00
Accumulated Depreciation	(\$110,528.48)
Total Plant & Equipment	\$21,106.29
Total Fixed Assets	\$5,358,151.75
Total Assets	\$5,459,989.29
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	\$61,187.63
Total Current Liabilities	\$61,187.63
Other Current Liabilities	
Tax Payable	
GST Collected	\$3,948.50
GST Paid	(\$8,310.59)
Payroll Liabilities	\$4,092.00
Total Tax Payable	(\$270.09)
Total Liabilities	\$60,917.54
Net Assets	\$5,399,071.75
<b>Equity</b>	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$458,009.81
Retained Earnings	\$1,228,854.18
Current Earnings	(\$92,008.68)
Portfolio JB Were	(\$3,899,356.00)
Total Equity	\$5,399,071.75

<b>VCA - Portfolio JBWere</b>	
<b>Balance Sheet</b>	
<b>As of June 2014</b>	
<b>Assets</b>	
Assets	
Portfolio JB Were	\$3,978,124.15
Total Assets	\$3,978,124.15
Total Assets	\$3,978,124.15
<b>Liabilities</b>	
Net Assets	\$3,978,124.15
<b>Equity</b>	
VCA - Portfolio JB Were	\$3,899,356.00
Asset Revaluation Reserve	\$78,768.15
Total Equity	\$3,978,124.15