



**Minutes of Committee of Management Meeting – 23<sup>rd</sup> September 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 & Trish Watts (Members), Sandra Kastanaras (Administrator).

**2. Opening:** The President opened the meeting at 11:00 a.m.

**3. Minutes of Previous Meetings:** Resolved that the minutes of the meeting held 15<sup>th</sup> July 2014 be accepted as true and accurate records.

**4. Correspondence**

**4.1. In –** 24 Jul 14 from Neville Pope (email) Resignation as Wimmera Regional Director

28 Jul 14 from ACA re Scholarships

28 Jul 14 from ACA – Notice of Special Council Meeting

29 Jul 14 from Morwell CC – request for loan

4 Aug 14 from Minister from Sport & recreation re VMA funding

8 Aug 14 from Alexandra (Ararat) CC re lack of notices

Undated from Indochinese Elderly Refugees Assn Vic Inc - invitation to Ground Breaking Ceremony

12 Aug 14 from SEMCA – appointment of new Alternate Regional Director

15 Aug 14 from Wimmera CA (by email) re Coaching badges

15 Aug 14 from Wimmera CA (by email) re Centenary Coach trips to VCC

25 August 14 from SEMCA – letter of thanks for Regional visit to VCC

28 Aug 14 from Ken Richardson – Resignation as GVCA Regional Director

Undated (received 12 Sep 14) from NEDCA re visit to VCC

12 Sep 14 from SRV re Elite Athlete Travel Grants Program

**4.2. Out –** 16 Jul 14 to ACA Sec – Notice of Motion for Sep 14 ACA Council Meeting

17 Jul 14 to NAB – closing #3 account

1 Aug 14 to JB Were – change of signatories

1 Aug 14 to BMR Financial Group – response to Auditor's concerns

12 Aug 14 to Hon Tim Bull MHR, Mr Danny O'Brien MLC, Cr Mark Reeves (East Gippsland Shire) & Ms Susan George (SRV) – copies of August *Malletsports Victoria* re opening of Lakes Entrance CC.

20 Aug 14 to Alexandra CC (Ararat) re distribution of VCA notices, etc.

20 Aug 14 to Morwell CC re VCA financial assistance to clubs

Resolved that the correspondence be accepted.

**4.3. Business Arising from Correspondence:** Secretary to forward SRV letter to AC Selection Committee Chair  
**Action: Secretary**

**5. Reports**

**5.1. Financial Report:** The treasurer spoke to his report, attached at Annex A.

**5.2. Courts Report:** Jim Saunders presented an oral report, stating that new cutting cylinders have been installed on the mower, the greenkeeper has commenced his early season maintenance program, which is ongoing.

**5.3. Administrator's Report:** Administrator spoke to her report, attached at Annex B

**5.4. Centenary Working Group Report:** The Vice President noted that the regions that have visited VCC have all enjoyed their visit, and that Ann McKee has commenced work in updating VCA history.

Resolved that all reports be accepted.

## 6. General Business

### 6.1. VCA

#### 6.1.1. VCC

**6.1.1.1. Security for Caretaker:** Resolved to accept the quotation provided by Spyphone Pty Ltd to install a camera security system. Jim Saunders & Administrator to progress.

**Action: Administrator/Jim Saunders**

**6.1.1.2. Maintenance:** Agreed that cracked concrete should be replaced ASAP, as provided for in 2014-15 budget. Administrator to seek more quotes.

**Action: Administrator**

**6.1.1.3. Solar Electricity:** The Treasurer distributed a package of documents to each member and requested that this item be deferred until after lunch, when members would have had time to peruse the documents. (*Secretarial Note: The matter was considered after lunch and without the presence of Sandra Kastanaras, who did not return after lunch.*) After discussion, it was agreed that President obtain missing data, primarily time & usage data available from the smart meter.

**Action: President**

**6.1.2. Appointed Officers & Sub-committees:** Resolved to appoint John Grieve to the AC Selection Committee with immediate effect, and submit to Council for ratification.

**Action: Secretary**

**6.1.3. Malletsports Victoria:** Committee considered a request from the Webmaster to publish *Malletsports Victoria* on the VCA website. The Secretary expressed his concern that such action may reduce subscriptions for the print copy to the extent that print subscription would need to rise, pointing out that not all members have internet access. Agreed that the magazine be posted to the website a month after publication and that the Administrator seek prices for reduced print runs.

**Action: Administrator, Secretary**

**6.1.4. Governance Documents:** The draft Financial Payments Authorisation Policy was reviewed, some minor amendments made and it was agreed that the policy be presented to the next Council meeting for adoption.

**Action: Secretary**

**6.1.5. SRV Grants – Victorian More Active:** The President tabled the latest update to the grant work plan, and noted that some funds may have to be returned, as the agreed work had not been carried out. He also advised that the possibility of Moomba participation has been referred to the Marketing & Publicity Committee.

#### 6.1.6. OH&S Matters

**6.1.6.1. Report on Consultations:** Jim Saunders advised that the OH&S policy is to be progressed.

**6.1.6.2. Defibrillator Training:** Fifteen members and staff attended the St John Ambulance First Aid Course.(which included a defibrillator module) held at VCC on 22<sup>nd</sup> September 2014.

**6.1.7. Treasurer Position:** Secretary reported that he has advertised the need for a Treasurer on the Seek website and has received 20 applications so far, in two days. He advised that he would shortlist candidates for interview at the end of the week.

**Action: Secretary**

**6.1.8. Building Works Adjacent to VCC:** Secretary advised that the Indochinese Elderly Refugees Association Victoria has held a ground breaking ceremony and intends to commence building works this month, on

a 60 bed high, low and dementia care facility. This facility will back onto Courts 8, 9 and 10.

**6.2. ACA**

**6.2.1. ACA Meetings – 15<sup>th</sup> September 2014:** The President reported on the ACA meetings held in Adelaide on 15<sup>th</sup> September 2014. The SGM adopted the ACA Strategic Plan with other matters being concerned with ACA management. The President advised that he was to be replaced as the VCA representative on the Strategic Plan Working Group by Kate Patrick. An ACA Tournament Committee proposal that hoops be set at 3 <sup>21</sup>/<sub>64</sub>” for elite play was referred back to that committee (*Secretarial Note: This setting is only <sup>1</sup>/<sub>64</sub>” larger than the nominal diameter of the balls.*)

**6.2.2. WCF Interstate Shield:** A vote of appreciation to the Victorian team that competed in the WCF Interstate Shield Competition and retained the Shield, was moved and carried.

**7. Close:** The meeting closed at 13:50

**8. Next Meetings:**

Council	21 <sup>st</sup> Oct 2014
CoM	18 <sup>th</sup> Nov 2014

**Annexures:** A. Treasurer’s Report  
B. Administrator’s Report

**FINANCE AND BUDGET REPORT**  
**As at 31st AUGUST 2014**

**VCA Accounts:**

The Balance Sheet and Profit and Loss Accounts for the VCA to the 31st August are as follows.

Bendigo Bank	\$8,767
CBA Bank	\$37,220
CBA On-Line Saver	\$55,173
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	\$101,160
	=====

(2) The total equity of the VCA has risen \$61,644 in the past month.

(3) The accumulated dividends and interest held by the Were resulting from the portfolio investments, now stands at \$102,000

(4) It is nice to see that while the Hall incomes are the same as last year, the bar sales are up by \$1,700 for the period!!

(5) It is hoped that a start will be made on repairs and maintenance, long overdue.

John Blackler  
Interim Treasurer  
5<sup>th</sup> September 2014

Appendices:	1	Profit & Loss Account
	2	Balance Sheet
	3	Balance Sheet - JB Were Ltd managed account

Appendix 1 to  
Annex A to  
Croquet Victoria CoM Meeting Minutes  
23rd September 2014

<b>Victorian Croquet Association Inc.</b> <i>65 Nobel Banks Drive CAIRNLEA VIC 3023</i>  <b>April 2014 through August 2014</b>		
	Selected Period	Budgeted
<b>INCOME</b>		
VCA AFFILIATIONS	\$72,672.20	\$81,350.00
ACA	\$5,454.39	\$71,200.00
AFFILIATIONS/INSURANCE		
MERCHANDISE/PENNANT	\$1,158.36	\$3,850.00
TOURNAMENTS	\$4,488.67	\$13,100.00
MSV	\$4,402.72	\$5,000.00
CATERING/BAR	\$14,831.66	\$35,000.00
PREMISES/COURTS/RENT	\$15,579.44	\$53,200.00
SRV DEP GRANTS	\$11,280.00	\$19,100.00
INTEREST BANK	\$172.80	\$1,000.00
<b>Total INCOME</b>	<b>\$179,181.29</b>	<b>\$282,800.00</b>
<b>EXPENSES</b>		
ACA	\$55,652.27	\$71,200.00
AFFILIATIONS/INSURANCE		
ADMINISTRATION VCA	\$5,006.75	\$22,920.00
COMMITTEES	\$375.77	\$2,900.00
MSV	\$1,963.72	\$4,800.00
COUNCIL/COM travel	\$2,278.08	\$5,200.00
SRV DEP GRANTS	\$778.51	\$19,300.00
TOURNAMENTS	\$2,778.09	\$14,550.00
VCA CENTENARY	\$5,216.08	\$25,000.00
MERCHANDISE/PENNANT	\$3,028.30	\$5,500.00
WAGES	\$44,567.80	\$122,409.00
VCC BUILDING	\$38,456.19	\$146,350.00
CATERING/BAR	\$5,291.45	\$10,000.00
VCC COURTS	\$14,324.53	\$55,255.00
STATE TEAMS G & A	\$3,496.36	\$9,000.00
CROQUET EQUIPMENT	\$0.00	\$1,000.00
<b>Total EXPENSES</b>	<b>\$183,213.90</b>	<b>\$515,384.00</b>
<b>Net Profit/(Loss)</b>	<b>(\$4,032.11)</b>	<b>(\$232,584.00)</b>

<b>Victorian Croquet Association Inc.</b>	
<b>Balance Sheet</b>	
<b>As of August 2014</b>	
<b>Assets</b>	
Current Assets	
Bank Accounts	
Bendigo	\$8,767.60
CBA	\$37,219.99
CBA Online Saver	\$55,172.63
Total Bank Accounts	\$101,160.22
Total Current Assets	\$101,160.22
Withholding Credits	
Accounts Receivable	\$33,493.20
Total Withholding Credits	\$33,493.20
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	\$1,768.18
Fixtures and Fittings	\$1,535.00
Accumulated Depreciation	(\$110,528.48)
Total Plant & Equipment	\$27,024.47
Total Fixed Assets	\$5,364,069.93
<b>Total Assets</b>	<b>\$5,498,723.35</b>
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	\$3,131.27
Total Current Liabilities	\$3,131.27
Tax Payable	
GST Collected	\$14,048.67
GST Paid	(\$8,310.09)
Payroll Liabilities	\$2,150.00
Superannuation Liabilities	\$655.18
Total Tax Payable	\$8,543.76
<b>Total Liabilities</b>	<b>\$11,675.03</b>
<b>Net Assets</b>	<b>\$5,487,048.32</b>
Equity	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$458,009.81
Retained Earnings	\$1,228,854.18
Current Earnings	(\$4,032.11)
Portfolio JB Were	(\$3,899,356.00)
<b>Total Equity</b>	<b>\$5,487,048.32</b>

<b>VCA - Portfolio JBWere</b>	
<b>Balance Sheet</b>	
<b>As of August 2014</b>	
<b>Assets</b>	
Assets	
Portfolio JB Were	\$4,335,504.44
Total Assets	\$4,335,504.44
Total Assets	\$4,335,504.44
<b>Liabilities</b>	
<b>Net Assets</b>	
	\$4,335,504.44
Equity	
VCA - Portfolio JB Were	\$3,899,356.00
Asset Revaluation Reserve	\$443,244.36
Current Year Earnings	(\$7,095.92)
<b>Total Equity</b>	<b>\$4,335,504.44</b>

## Administrator's Report

**Website:** I have been working with our Webmaster, Gareth Bushill, who is continuing to improve the website and make my job easier.

All address labels, including those for *Malletsports Victoria* distribution are printed from the database and rely on clubs and members keeping their postal addresses up to date; club and member information in the database is also used in the compilation of the address book, including email addresses where appropriate.

Tournament Notices now are uploaded to the website by each Tournament Manager and an email sent to the current recorded email address of each club and regional secretary, as follows:

Dear croquet club and regional contacts,  
The following new tournament notice was recently uploaded to the VCA website: <http://croquetvic.asn.au/flyers/712.pdf>  
This email was automatically generated on behalf of the tournament manager.

Gareth's next step in working with me is to add club's social notices to the website. There are many clubs which hold social events which are not listed on our Tournaments & Fixtures leaflet (or on the website, at present).

All photos of the Season Opening Day have now been uploaded to the website, as have new photos for the function hire.

**Address Book:** The new address book is ready for printing. I will be sending out an email to all clubs to ensure addresses, phone numbers and email addresses are up to date.

**Computers:** The new computer for the Administration Office and the Tournament Office computer (transferred from the Administration Office) are ready for the new season.

**Office Assistant:** I have received over 50 applications for the position, with more coming in. I will need to go through these and sort them out. Closing date is 12th September.

**Functions:** We had two functions in August: A 21st birthday with 100 people and an engagement party with 200 people. Both functions made money. See attached **Income** for hire and bar takings with **Expenses** of caretaker cleaning and bar staff wages for your comparison.

**Centenary Visits to VCC:** SEMCA visited on 13th August and NEDCA on 9th September. South West and Geelong Regions are now going to share a visit in February 2015. Goulburn Valley is the only region to date which has not set a date for a visit to Cairnlea

Sandra Kastanaras  
VCA Administrator  
1<sup>st</sup> September 2014

Appendix: 1 August Functions P&L



## Victorian Croquet Association Inc.

### August Functions Profit & Loss Statement

3/09/20 12:29:48 PM Account Name	Page 1 Year to Date
52	Function 11
Income	
Bar Sales	\$1,790.29
Premises	\$668.18
Total Income	<u>\$2,458.47</u>
Expense	
Bar Staff	\$426.00
Caretaker	\$325.00
Total Expense	<u>\$751.00</u>
Net Profit (Loss)	<u>\$1,707.47</u>
57	Function 16
Income	
Bar Sales	\$1,937.72
Premises	\$772.73
Total Income	<u>\$2,710.45</u>
Expense	
Bar Staff	\$299.50
Caretaker	\$250.00
Total Expense	<u>\$549.50</u>
Net Profit (Loss)	<u>\$2,160.95</u>