



**Minutes of Council Meeting . 21<sup>st</sup> October 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), John Blackler (Interim Treasurer & SEMCA Regional Director) ; Gwen Hamilton, and Trish Watts (Members). Following Item 6.6.1, Brian Rowe was present as Treasurer (rather than Observer).

**1.1.2. Regional Directors:** Brian Reither (Ballarat); Brian Foley (Bayside); Helen Worlidge (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Jim Maynard (GVCA); Janet Richardson (MVCA); Anne Quinn (NEDCA); Barb McKean (SWCA); Kate Patrick (WMCMA).

**1.1.3. Alternate Regional Directors:** Jean Deacon (EMCA); Jean Chapple (SWCA)

**1.1.4. Observers:** Judy Maynard (Rich River); Brian Rowe (Brunswick); Eileen Gough (Secretary, Geelong CA); Sandra Kastanaras (VCA Admin Officer)

**1.2. Apologies:** Wilma Freeman and Jim Saunders (CoM); Penny Krstev (NDCA); Janet Leckie-Brunton (Alternate Director SEMCA)

**2. Opening:** The President opened the meeting at 11:00 a.m. He acknowledged the efforts of the Victorian Team in the interstate GC competition, which retained the WCF Shield in a clean sweep winning all five tests. He introduced Jim & Judy Maynard (Rich River) representing GCCA, Brian Rowe (Brunswick) and Joanne Reich, the new VCA Administrative Assistant. Sue Colvin introduced Eileen Gough, the Geelong CA Regional Secretary.

**3. Minutes of Previous Meeting:** The minutes of the previous meeting, held on 19<sup>th</sup> August 2014 were distributed on 21<sup>st</sup> August 2014 and have been posted to the VCA website. Resolved that the minutes, be accepted

**4. Correspondence**

**4.1. In -** 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  
29 Sep 14 from Bruce Warlow re Audit 2014-15

**4.2. Out –** 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  
24 Sep 14 to Joanne Reick – letter of offer for Administrative Assistant Position

Resolved that the correspondence be accepted

**4.3 Business Arising from Correspondence:** It was resolved that the Auditor's quote for 2014-15 be accepted. **Action: Secretary**

Brian Reither queried the developing practice of resigning Regional Directors advising the Secretary direct, rather than through their Region. Kate Patrick moved a vote of thanks to the retiring directors, which was carried by acclamation.

**5. Reports**

**5.1. Financial Report:** The Treasurer spoke to his report; attached at Annex A. Resolved that the financial report be accepted.

**5.2. CoM report:** minutes of 23<sup>rd</sup> September 2014 meeting were distributed and posted to the website on 24th September 2014.

- 5.3. Constitution Review Working Group Report:** The Secretary spoke to this report, attached at Annex B, saying that a meeting of the Working Group was to be held shortly. Some doubts were expressed regarding the proposed schedule.
- 5.4. Centenary Committee Report:** The Vice-president spoke to his report, attached at Annex C
- 5.5. Business Arising from Reports:** Kate Patrick proposed the establishment of a small Victorians More Active Working Group to oversee this grant program. Resolved that such a group be established, Jean Deacon to chair and invite another two members. Secretary to develop and distribute Terms of Reference. **Action: Secretary**

## 6. General Business

### 6.1. VCA

- 6.1.1. Treasurer Position:** Resolved that Brian Rowe (Brunswick) be appointed Treasurer until the June 2015 AGM and that financial institutions and auditors with which Croquet Victoria has accounts be advised of the change and of the new signatories, which are:
- Bendigo Bank: Administrator, Sandra Kastanaras plus any two of the President, Mike Cohn; Secretary, Jim Clement; and Treasurer, Brian Rowe, with all having access to on-line banking.
  - Commonwealth Bank; Any two of the President, Mike Cohn; Secretary, Jim Clement; and Treasurer, Brian Rowe; Sandra Kastanaras to have access to statements, etc. and all to have access to online banking through CommBiz.
  - JB Were Ltd managed investments: Any two of the President, Mike Cohn; Secretary, Jim Clement; and Treasurer, Brian Rowe; with all requests for transactions to be accompanied with a copy of the Council minutes authorising such transaction. **Action: Secretary & Treasurer**  
Helen Worlidge proposed a vote of thanks to John Blackler for filling the position on an interim basis. Carried by acclamation.
- 6.1.2. Administrative Assistant Position:** The President announced that after conducting interviews, Joanne Reich, introduced earlier, had been appointed as the part-time Administrative Assistant, on a three month probationary term.
- 6.1.3. Appointment of Officers & Sub Committees:**
- 6.1.3.1. AC Selection Committee Member:** Resolved to ratify the CoM appointment of John Grieve to the AC Selection Committee.
- 6.1.4. Policies:** Resolved to adopt the draft Financial Payments Authorisation Policy as circulated. **Action: Secretary**
- 6.1.5. Future of Malletsports Victoria:** There was discussion of the future method of distribution of MSV, hardcopy, digital or a mix. Directors are to consult with their members for discussion at the February meeting. **Action: Directors**
- 6.1.6. Website Content:** Resolved that the circulated document outlining Regional Secretaries duties & responsibilities be posted to the website after minor amendments. **Action: Secretary**  
(*Secretarial Note: The meeting adjourned for lunch at this point, 12:30 pm, to enable the Country Regionals Committee to hold a meeting. Council meeting resumed at 1:35 pm, when Anne Quinn left the meeting.*)
- 6.1.7. Outstanding Action Items:**
- 6.1.7.1. Asset Maintenance Register:** New Treasurer to examine, Secretary to diarise for December meeting. **Action: Secretary & Treasurer**
- 6.1.7.2. Business Plan Working Group Terms of Reference:** Secretary to circulate to Council members. **Action: Secretary**
- 6.1.7.3. Marketing & Publicity Committee Membership:** Nomination of additional members to this committee were called for, noting that many matters could be dealt with via Skype meetings.

**6.1.7.4. Strategic Plan:** It was noted that replies from identified bodies had not yet been received. Secretary to chase up: **Action: Secretary**

**6.1.8. VicHealth Grant – Changing the Game: Increased Participation in Sport:** Following robust discussion, during which Kate Patrick and Helen Worlidge offered to manage the necessary program, it was resolved that VCA apply for funding under this grant. Kate Patrick to provide Secretary with program outline and budget by 29<sup>th</sup> October 2014, to enable Secretary to complete online application. **Action: Kate Patrick, Secretary**

**6.1.9. Changes to Working With Children Legislation:** The Secretary notified the members that on 26<sup>th</sup> Oct 2014 important changes to the *Working with Children Act 2005* will come into effect. A summary of these is attached at Annex D.

## 6.2. ACA

**6.2.1. ACA Special Council Meeting – 15 Sep 14:** The President reported on the outcomes of the ACA Council meetings held in Adelaide on 15<sup>th</sup> September 2014. He advised that ACA had established two short term bodies, to carry forward the necessary discussions and actions on:

**6.2.1.1. ACA Strategic Plan Working Group** – Kate Patrick to represent VCA in the development of the Operational Plan.

**6.2.1.2. State Team Eligibility** – Mike Cohn to represent VCA

**7. Next Meetings:** CoM - 11<sup>th</sup> November 2014 at 11:00 am  
Council - 16<sup>th</sup> December 2014 at 11:00 am

**8. Close:** The President closed the meeting at 2:35 p.m.

**Annexures:** A Financial Report  
B Constitution Review Working Group Report  
C Centenary Committee Report  
D Changes to Working With Children Legislation.

## **FINANCE REPORT**

### **VCA Accounts**

1. The Balance Sheet and Profit and Loss Statements as at 30th September 2014 are attached.

CBA	\$28,759
CBA Online Saver	\$55,231
Bendigo Bank	\$ 7,503
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	\$91,492
	=====

### **The JBWere Ltd Portfolio**

2. The JB Were Ltd consolidated portfolio is \$3,959,821, a decrease of \$375,683 since last month, due to market fluctuations.

### **Dividends and Interest**

3. Accumulated dividends and interest for the year to date and held by JB Were are \$177,908 which is more than enough to cover any loss to date.

### **Affiliation Fees**

4. These are down by about \$9,000 but should improve by another \$16,000 once outstanding arrears are paid by the clubs involved.

It is pleasing to note that as the first half year has now passed, the expenses are still below last year's at the same time and the loss is well contained.

John Blackler  
Interim Treasurer  
10<sup>th</sup> October 2014

- Appendices:**
1. Profit & Loss Account as at 30<sup>th</sup> September 2014
  2. Balance Sheet as at 30<sup>th</sup> September 2014
  3. Balance Sheet JB Were as at 30<sup>th</sup> September 2014

Appendix 1 to  
Annex A to  
Croquet Victoria Council Minutes  
21<sup>st</sup> September 2014

<b>Victorian Croquet Association Inc.</b>			
<b>Profit &amp; Loss [Budget Analysis]</b>			
<b>April 2014 through September 2014</b>			
	<b>This Year</b>	<b>Budgeted</b>	<b>Last Year</b>
<b>INCOME:</b>			
VCA AFFILIATIONS	\$72,699.47	\$81,350.00	\$70,396.76
ACA AFFILIATIONS/INSURANCE	\$54,520.04	\$71,200.00	\$49,580.00
MERCHANDISE/PENNANT	\$1,761.52	\$3,850.00	\$1,467.17
TOURNAMENTS	\$4,706.85	\$13,100.00	\$3,574.20
MSV	\$4,425.45	\$5,000.00	\$4,539.11
CATERING/BAR	\$15,441.65	\$35,000.00	\$21,358.78
PREMISES/COURTS/RENT	\$18,092.18	\$53,200.00	\$19,014.01
SRV DEP GRANTS	\$11,280.00	\$19,100.00	\$6,650.00
INTEREST BANK	\$231.43	\$1,000.00	\$1,993.25
<b>Total INCOME:</b>	<b>\$183,158.59</b>	<b>\$282,800.00</b>	<b>\$178,573.28</b>
<b>EXPENSES:</b>			
ACA AFFILIATIONS/INSURANCE	\$55,652.27	\$71,200.00	\$51,160.00
ADMINISTRATION VCA	\$8,101.17	\$22,920.00	\$10,385.25
COMMITTEES	\$375.77	\$2,900.00	\$2,274.68
MSV	\$2,181.19	\$4,800.00	\$2,239.96
COUNCIL/COM travel	\$2,673.09	\$5,200.00	\$2,012.85
SRV DEP GRANTS	\$778.51	\$19,300.00	\$17,677.82
TOURNAMENTS	\$3,418.21	\$14,550.00	\$3,682.75
VCA CENTENARY	\$5,688.81	\$25,000.00	\$0.00
MERCHANDISE/PENNANT	\$3,028.30	\$5,500.00	\$2,651.65
WAGES	\$56,006.02	\$122,409.00	\$55,898.74
VCC BUILDING	\$43,039.50	\$146,350.00	\$58,823.68
CATERING/BAR	\$6,143.94	\$10,000.00	\$9,886.18
VCC COURTS	\$18,465.70	\$55,255.00	\$21,561.46
STATE TEAMS G & A	\$3,496.36	\$9,000.00	\$4,411.27
CROQUET EQUIPMENT	\$0.00	\$1,000.00	
<b>Total EXPENSES:</b>	<b>\$209,048.84</b>	<b>\$515,384.00</b>	<b>\$242,666.29</b>
<b>Net Profit/(Loss)</b>	<b>(\$25,890.25)</b>	<b>(\$232,584.00)</b>	<b>(\$64,093.01)</b>

Appendix 2 to  
Annex A to  
Croquet Victoria Council Minutes  
21<sup>st</sup> September 2014

<b>Victorian Croquet Association Inc.</b>	
<b>Balance Sheet</b>	
<b>As of September 2014</b>	
<b>Assets</b>	
Current Assets	
Bank Accounts	
Bendigo	\$7,503.01
CBA	\$28,759.02
CBA Online Saver	\$55,230.74
Total Bank Accounts	\$91,492.77
Total Current Assets	\$91,492.77
Withholding Credits	
Accounts Receivable	\$19,552.70
Total Withholding Credits	\$19,552.70
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>\$5,475,115.40</b>
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	(\$29.87)
Total Current Liabilities	(\$29.87)
Tax Payable	
GST Collected	\$14,305.50
GST Paid	(\$9,102.99)
Payroll Liabilities	\$3,790.00
Superannuation Liabilities	\$962.58
Total Tax Payable	\$9,955.09
<b>Total Liabilities</b>	<b>\$9,925.22</b>
<b>Net Assets</b>	<b>\$5,465,190.18</b>
<b>Equity</b>	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$458,009.81
Retained Earnings	\$1,228,854.18
Current Earnings	(\$25,890.25)
Portfolio JB Were	(\$3,899,356.00)
<b>Total Equity</b>	<b>\$5,465,190.18</b>

Appendix 3 to  
Annex A to  
Croquet Victoria Council Minutes  
21<sup>st</sup> September 2014

<b>VCA - Portfolio JBWere</b> <i>65 Nobel Banks Drive Cairnlea Vic 3023</i>	
<b>Balance Sheet</b> As of September 2014	
<b>Assets</b>	
Assets	
Portfolio JB Were	\$3,959,821.24
Total Assets	\$3,959,821.24
<b>Total Assets</b>	<b>\$3,959,821.24</b>
Liabilities	
Net Assets	\$3,959,821.24
<b>Equity</b>	
VCA - Portfolio JB Were	\$3,899,356.00
Asset Revaluation Reserve	\$67,561.16
Current Year Earnings	(\$7,095.92)
<b>Total Equity</b>	<b>\$3,959,821.24</b>

## **Constitution Review Working Group Report to Council**

### **Background.**

Council appointed the Constitution Review Working Group (CRWG) by resolution on 8<sup>th</sup> Oct 13, initially with the aim of tabling a revised constitution for consideration at the April 14 meeting.

The CRWG tabled a report with three options in governance models at the 18 Feb 14 Council meeting for Council consideration. Council added a fourth option and agreed to vote on an option at its April 2014 meeting, after Directors had consulted with their Regional Associations.

At the 29<sup>th</sup> April 2014 meeting, Council resolved, by secret ballot, that a single body governance model be used in drafting the new constitution, although the composition of that body was not determined.

### **Current Situation**

The Secretary has drafted a new constitution, based on a single body (Board) governance model, with all Board members being elected by delegates at the AGM. In doing so, he has removed some detail from the constitution and included it in other governance documents, such as By Laws, policies, job descriptions, etc.

These documents have been circulated to members of the CRWG.

### **Future**

It is hoped to distribute the draft constitution to Council by the Dec 2014 meeting, allowing Directors to consult with their regions prior to a vote at the February 2015 meeting.

This would then allow the acceptance/rejection of the new constitution at the AGM, currently scheduled for 16<sup>th</sup> June 2015.



## **Centenary Committee Report**

V.C.A. has had two Regions visit the Centre in the last month and from the favourable comments it has been a great success for the new visitors to see our Headquarters.

We have three more Regions visiting the Centre in November with the rest visiting next year. The only Region which has not put in a date is the G.V.C.A. and we are sure this will happen in the near future.

Anne and Sue are busy putting the book update together and just a note to all Regions, Club and Committees if you have not sent in your last 30 years please do so. The more information the more interesting the update will be for all to read.

Have you all been looking at the Centenary page on the V.C.A. site and noticed how void it is of your photos. We the committee need you to supply us your past photos and history so we all can enjoy the past of your part of V.C.A.

Kenn Boal  
Chair  
Centenary Committee

## **Working with Children Act: Changes to Legislation — Department of Justice**

On 26 October 2014 a number of important amendments to the *Working with Children Act 2005* (the Act) will come into effect. The changes improve the clarity and efficiency of the Act and respond to the Victorian Parliament's *Betrayal of Trust* report recommendation about ministers of religion..

The information below outlines two important changes. The complete list of amendments is available on the Working with Children Check website at [Changes to Legislation](#). Amendments to the *Working with Children Act 2005* (the Act) will come into effect on 26 October 2014.

### Working with Children Check no longer a suitability check

The Working with Children (WWC) Check screens a person's criminal records and professional conduct reports over their lifetime. The Act has been changed to make it clear that the WWC Check does not assess a person's suitability to work with children, as this is the role of organisations.

The WWC Check is just the starting point. There are a number of other important actions organisations need to take to determine a person's suitability to work with children and to create safe environments for children.

For example, organisations should also reference check people they plan to engage in child-related work, and continue to monitor the behaviour of their workers around children.

### New definition of child-related work

Several changes have been made to the definition of child-related work.

The Act now defines child-related work as work in one of the occupational fields listed in the Act, where the contact with children is direct, unsupervised and part of a person's duties.

The changes to the definition clarify that:

- direct supervision no longer refers to the supervision of a person's work but to their contact with children. The requirement that this supervision has to be personal and immediate has not changed.
- direct contact means that the worker is able to talk face-to-face or be physically close enough to interact with a child. Being 'within eyeshot' of children has been removed from the definition.
- contact with children needs to be a part of a worker's duties, not incidental to their work.
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*Example: A plumber is called to fix a burst pipe in a junior sports clubroom. As contact with children isn't necessary for the plumber to fix the pipe, they do not need to get a WWC Check.*

**Further details will be available on the WWC Check website at [About the Check](#) from 26 October 2014.**