



**Minutes of Committee of Management Meeting – 11th November 2014  
held at Victorian Croquet Centre**

**1. Attendance**

**1.1. Present:** Mike Cohn (President), Kenn Boal (Vice president), Jim Clement (Secretary), Brian Rowe (Treasurer), Wilma Freeman, Gwen Hamilton, (Members), Sandra Kastanaras (Administrator).

**1.2. Apologies:** Jim Saunders & Trish Watts (Members)

**2. Opening:** The President opened the meeting at 10:55 a.m.

**3. Minutes of Previous Meetings:** Resolved that the minutes of the meeting held 23<sup>rd</sup> September 2014 be accepted as a true and accurate record.

**3.1. Business Arising from Minutes of Previous Meetings:**

**6.1.6.1 OHS Policy:** Policy is being developed.

**4. Correspondence**

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

28 Oct 14 from Portland CC re AC referee requirements and accreditation

4 Nov 14 from ACA re WCF World Croquet Day

*(Secretarial Note: The committee observed a minute's silence at this point.)*

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

21 Oct 14 to JB Were Ltd – advice of change of signatories

23 Oct 14 to Bruce Warlow – acceptance of audit quote

9 Nov 14 to Portland CC re AC referee requirements and accreditation

Resolved that the correspondence be accepted.

**4.3. Business Arising from Correspondence:** The Secretary to reply to ACA re the proposed World Croquet Day, advising that the Governor severely limits his involvement as patron of sporting associations. **Action: Secretary**

**5. Reports**

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

**5.2. Courts Report:** The committee considered the report attached at Annex B

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

Resolved that all reports be accepted

**5.4. Business Arising from Reports:**

**5.4.1.** The Secretary reported that arrangements can be made with the Bendigo Bank to have either Sandra Kastanaras or Joanne Reich set up EFT payments, which are then authorised by any two of the President, Secretary and Treasurer.

Resolved that Croquet Victoria utilise the Bendigo Bank's Bulk Payments system with signatories being any two of Mike Cohn (President); Jim Clement (Secretary) and Brian Rowe (Treasurer) and Restricted Users being Sandra Kastanaras (Administrator) and Joanne Reich (Administrative Assistant).

**5.4.2.** The committee endorsed the additional expenditure of \$200 on the security camera system, as outlined in the Courts Report.

**6. General Business**

**6.1. VCA**

**6.1.1. VCC Matters:**

**6.1.1.1. Solar Electricity:** The committee resolved to accept the report

(attached at Annex D) and to install a 5kW solar system.

**6.1.2. Governance Documents**

**6.1.2.1. Reimbursement of Travel & Accommodation Costs Policy:**

The committee reviewed the draft of the revised policy and directed the Secretary to make amendments and circulate to members prior to presentation to Council on 16<sup>th</sup> December 2014. **Action: Secretary**

*(Secretarial Note: Sandra Kastanaras left the meeting at this point.)*

**6.1.2.2. Business Plan Working Group:** The committee accepted the draft Terms of Reference and directed the Secretary to circulate to Council members, in accordance with Item 6.1.7.2 of the minutes of the Council meeting of 21<sup>st</sup> September 2014. **Action: Secretary**

**6.1.2.3. Victorians More Active Working Group:** The committee accepted the draft Terms of Reference and directed the Secretary to circulate to Council members, in accordance with Item 5.5 of the minutes of the Council meeting of 21<sup>st</sup> September 2014.

**Action: Secretary**

**6.1.3. Grants:**

**6.1.3.1. SRV - Local Coaches for Local Clubs:** The Secretary provided an update on progress of this program. Secretary was directed to write to SCC, requesting written, formal program for presentation to 16<sup>th</sup> December 2014 Council meeting. **Action: Secretary**

**6.1.3.2. VicHealth – Increasing Female Participation in Sport –** The Secretary reported that the application for funding under this program was submitted within the required timeframe.

**7. Close:** The meeting closed at 12.44 pm.

**8. Next Meetings:**

Council	16 Dec 14 at 11 am
CoM	20 Jan 14 at 11 am

**Annexures:**

- A. Treasurer's Report
- B. Courts Report
- C. Administrator's Report
- D. Solar Panels at VCC



MJ Cohn  
President



JA Clement  
Honorary Secretary

## FINANCE REPORT

### 1 VCA Accounts

- a. The Balance Sheet and Profit and Loss Statement as at 31 October 2014 are attached.
- b. The Bank Account balances are:
  - i. CBA \$ 4,895
  - ii. CBA Online Saver \$55,337
  - iii. Bendigo Bank \$27,022

### 2 The JBWere Investment

- a. JBWere reports show the portfolio has a market value of \$4,053,479 as at 31 October 2014.
- b. The change from last month's report is an increase in portfolio market value of \$93,658.

### 3 Dividends and Interest

- a. Accumulated dividends for the year to date are not shown in the JBWere Portfolio Valuation report provided.
- b. JBWere advised they only provide reports on a quarterly basis for actual dividends and cash interest received by JBWere on the VCA's behalf.
- c. This seems inadequate, as three months is a long to wait to know what actual VCA earnings are. Monthly reporting of actual earnings would be more desirable, this will be discussed further with the Investment Committee/JBWere.

### 4 Affiliation Fees

- a. Affiliation fees are on par with this time last year, however, there is an anomaly in that both VCA Affiliations and ACA Affiliations Insurance have both reported less revenue to date than in last month's reports. This will be investigated.

### 5 Comment

- a. I would like to thank John Blackler for his time in handing over information.

Brian Rowe  
Treasurer  
6/11/2014

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

<b>Victorian Croquet Association Inc.</b> <b>Profit &amp; Loss</b> <b>[Budget Analysis]</b> April 2014 through October 2014			
	This Year	Budgeted	Last Year
<b>INCOME</b>			
VCA AFFILIATIONS	\$72,072.19	\$81,350.00	\$70,396.76
ACA AFFILIATIONS/INSURANCE	\$54,028.69	\$71,200.00	\$49,580.00
MERCHANDISE/PENNANT	\$1,767.88	\$3,850.00	\$2,549.00
TOURNAMENTS	\$6,016.85	\$13,100.00	\$4,328.74
MSV	\$4,607.26	\$5,000.00	\$4,539.11
CATERING/BAR	\$17,922.99	\$35,000.00	\$25,608.91
PREMISES/COURTS/RENT	\$21,842.17	\$53,200.00	\$25,291.27
SRV DEP GRANTS	\$11,280.00	\$19,100.00	\$9,150.00
INTEREST BANK	\$338.80	\$1,000.00	\$2,235.79
<b>Total INCOME</b>	<b>\$189,876.83</b>	<b>\$282,800.00</b>	<b>\$193,679.58</b>
<b>EXPENSES</b>			
ACA AFFILIATIONS/INSURANCE	\$55,652.27	\$71,200.00	\$51,160.00
ADMINISTRATION VCA COMMITTEES	\$9,676.21	\$22,920.00	\$11,095.15
MSV	\$448.57	\$2,900.00	\$2,528.11
COUNCIL/COM travel	\$2,492.69	\$4,800.00	\$2,779.32
SRV DEP GRANTS	\$3,610.82	\$5,200.00	\$2,675.92
TOURNAMENTS	\$1,019.42	\$19,300.00	\$18,019.06
VCA CENTENARY	\$3,843.99	\$14,550.00	\$4,282.24
MERCHANDISE/PENNANT	\$5,688.81	\$25,000.00	\$0.00
WAGES	\$3,279.30	\$5,500.00	\$2,651.65
VCC BUILDING	\$65,202.07	\$122,409.00	\$64,402.30
CATERING/BAR	\$58,232.25	\$146,350.00	\$65,486.09
VCC COURTS	\$6,329.39	\$10,000.00	\$13,477.75
STATE TEAMS G & A	\$24,718.68	\$55,255.00	\$25,627.41
CROQUET EQUIPMENT	\$3,577.72	\$9,000.00	\$4,411.27
	\$0.00	\$1,000.00	\$0.00
<b>Total EXPENSES</b>	<b>\$243,772.19</b>	<b>\$515,384.00</b>	<b>\$268,596.27</b>
<b>Operating Profit</b>	<b>(\$53,895.36)</b>	<b>(\$232,584.00)</b>	<b>(\$74,916.69)</b>
<b>Net Profit/(Loss)</b>	<b>(\$53,895.36)</b>	<b>(\$232,584.00)</b>	<b>(\$74,916.69)</b>

<b>Victorian Croquet Association Inc.</b>	
<b>Balance Sheet</b>	
<b>As of October 2014</b>	
<b>Assets</b>	
Current Assets	
Bank Accounts	
Bendigo	\$27,022.06
CBA	\$4,895.16
CBA Online Saver	\$55,337.42
Total Bank Accounts	\$87,254.64
Total Current Assets	\$87,254.64
Withholding Credits	
Accounts Receivable	\$2,417.70
Total Withholding Credits	\$2,417.70
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>\$5,453,742.27</b>
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	\$13,197.05
Total Current Liabilities	\$13,197.05
Tax Payable	
GST Collected	\$2,187.63
GST Paid	(\$1,342.12)
Payroll Liabilities	\$1,406.00
Superannuation Liabilities	\$1,108.64
Total Tax Payable	\$3,360.15
<b>Total Liabilities</b>	<b>\$16,557.20</b>
<b>Net Assets</b>	<b>\$5,437,185.07</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	(\$53,895.36)
Portfolio JB Were	(\$3,899,356.00)
<b>Total Equity</b>	<b>\$5,437,185.07</b>

<b>VCA - Portfolio JBWere</b>	
<b>Balance Sheet</b>	
<b>As of October 2014</b>	
<b>Assets</b>	
Assets	
Portfolio JB Were	\$4,053,479.55
Total Assets	\$4,053,479.55
Total Assets	\$4,053,479.55
<b>Liabilities</b>	
<b>Net Assets</b>	
Net Assets	\$4,053,479.55
<b>Equity</b>	
VCA - Portfolio JB Were	\$3,899,356.00
Asset Revaluation Reserve	\$161,219.47
Current Year Earnings	(\$7,095.92)
Total Equity	\$4,053,479.55

## **Courts Report**

### **Courts**

James Hood, Greenkeeper, reports that soil amendments have been spread over all 12 courts and this has helped improve the fertility of the soil as indicated by the evenness in the colour of the courts. These amendments will also assist in strengthening the turf throughout the summer months.

A frustration throughout winter and spring has been the presence of worm castings. However, such worm activity augurs well for the health of the soil.

As the soil temperature has risen the worms are no longer an issue, however the extreme presence of worm castings has caused the cutting cylinders and bed knives to wear poorly due to the sand. Recently the cylinders required a grind to sharpen the cut of the mower.

All in all the VCC courts are in good order as summer approaches.

### **Security**

The camera system, previously approved, to provide better security for our caretakers has been installed and is operating satisfactorily. Sandra Kastanaras, Administrator, reports that Lubi, Caretaker, and her husband are very pleased with this initiative. During installation the contractor found it necessary to purchase and install an additional cable extender due to the cable lengths involved. I have approved payment of an extra \$200 over and above the original quote in this regard. One side benefit of this overall expenditure is that VCA can, at some future time, if wished, install a further four cameras. These could be set up outside, say at the green keepers shed and would operate with the benefit of an additional aerial.

Jim Saunders  
Courts Director  
2 November, 2014

## **Administrator's Report Administrator's Report October 2014.**

### **100 year celebration visits:**

This month's regional visits will be: Eastern Metro on Wednesday, 12th November and Ballarat/Wimmera regions combined on Wednesday, 26th November. Goulburn Valley is the only region still not attending or chosen a date for their visit.

### **Office Assistant:**

Joanne has now worked 5 days and getting familiar with our office procedures and the VCC Centre. Joanne has chosen Tuesdays as her preferred day to work; however this remains flexible.

### **Treasurer:**

New Treasurer, Brian Rowe, met with me on Wednesday October 29th to go over the financials and the VCC.

### **Address Book:**

This is ready to be distributed as of Monday, 10th November. A copy the address book is to be distributed to each club secretary, regional secretary, directors and co-ordinators.

### **Caretaker:**

Dishwasher upstairs is broken. The last time this broke down and was repaired we were advised that if this was to happen again it would be best to replace the unit.

Lubi is overdue for her annual review.

### **Bar Staff:**

Linda is due for her review.

I have noticed in the cool room soft drink cans are all out of date. Soft Drinks need to be run down first before we buy them. I am now ordering all the soft drink online however Linda still needs to order the alcohol until I can do so online.

Most of the time the delivery driver puts the stock away in the cool room randomly and either Linda, or in her absence, Lubi needs to sort into order. This requires changes to job descriptions for both Linda and Lubi.

### **Functions:**

There was only one function in October with 100 people. This function made money. See attached **Income** for hire and bar takings with **Expenses** of caretaker cleaning and bar staff wages for your comparison. November the centre has three bookings and December five bookings.

New coffee cups have been ordered for the centre new colour maroon arriving Wednesday 12th November.



Annex C to  
Croquet Victoria CoM Meeting Minutes  
23rd September 2014

**Insurance Premiums (Player Insurance):**

Invoice Renewal is due mid-November, for payment before the end of December. Last year's invoice was for \$7598.39 which was much lower than the year before.

**Centre Maintenance:**

- Security cameras installed.
- Pest Control 6 monthly spray complete.
- Windows have been cleaned.
- Blown Halogen down lights have been changed to LED lights. The centre's down lights have nearly all been now replaced with LED lights which will last for 50,000 hours and cheaper to run.
- Concrete quote - no other quotes have come in and I am still chasing quotes.

Sandra Kastanaras  
Administrator  
5th November 2014

Appendix: 1 October Functions P&L

## **Victorian Croquet Association Inc.**

*65 Nobel Banks Drive  
CAIRNLEA VIC 3023*

### **Job Profit & Loss Statement October 2014**

**6/11/20**

**9:30:01 AM**

**Page 1**

**Account Name elected Period**

61 Function 20

#### **Income**

Bar Sales	\$2,058.17
Premises	\$590.91
<b>Total Income</b>	<b>\$2,649.08</b>

#### **Expense**

Bar Staff	\$343.94
Caretaker	\$237.50
<b>Total Expense</b>	<b>\$581.44</b>

<b>Net Profit (Loss)</b>	<b>\$2,067.64</b>
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## Solar Panels at VCC

Several matters need to be considered in determining whether to purchase solar panels.

Current marginal prices paid by VCA for electricity (excluding GST) are:

- Peak prices (Monday to Friday, 7.30am to 11.00pm): 33.35c per kWh
- Off-peak prices (All other times): 12.30c per kWh

The contract provides a discount of 23%, and a further (compounded) discount of 4% for paying on time. These prices are subject to contract review in November, but are assumed to continue.

Any feed-in to the network would earn 8.0c per kWh.

A study of the usage of electricity at VCC shows the following:

- There is a base load of around 3.0 kW per hour. (Presumably, this is largely three refrigerators – kitchen, bar and flat – and the freezer, plus water heating units.)
- The biggest load occurs when the function room is in use, mainly from air conditioning. The current main usage is on Saturday nights.
- Office usage does not appear to add much to the load, even with the air conditioner. (The heaviest load from that air conditioner would be in winter when there is little sun.)

Clearly, solar panels only help during daylight hours. Unless weekday daytime usage of the function room increases dramatically, the big load will be at night. There are currently just a few days in summer when the function room is cooled.

A model built along the lines of the model of SolarWorX, with our cost estimates shows a payback period of around 4 years for a 5kW system. Assumptions in the model are (which seems constant across the industry):

- Such a model would produce 16 kWh per day on average.
- The sun shines effectively for 4.5 hours per day.
- The price of the system is \$4,995.

The model calculates for an average hourly usage of 3 and 4 kWh.

Annex E to  
 Croquet Victoria CoM Meeting Minutes  
 11<sup>th</sup> November 2014

System size kW	5
System cost	\$4,995
Daily output (assume 4.5 hours)	18
Peak Price per kWh	\$0.3335
Peak Price per kWh -Discounted	\$0.2465
Off-Peak Price per kWh	\$0.1230
Off-Peak Price per kWh - Discounted	\$0.0909
Feed-in Price per KW	\$0.0800

Average usage (kWh) per hour during sun-up	3	4
Weekday saved purchases	\$3.3281	\$4.4374
Weekend saved purchases	\$1.23	\$1.64
Feed-in per day	\$0.3600	\$0.0000
Savings per week	\$21.62	\$25.46

Savings per year with 9% increase	Year 1	\$1,123.99	\$1,123.99	\$1,323.93	\$1,323.93
	Year 2	\$1,225.15	\$2,349.14	\$1,443.09	\$2,767.02
	Year 3	\$1,335.41	\$3,684.55	\$1,572.97	\$4,339.99
	Year 4	\$1,455.60	\$5,140.15	\$1,714.53	\$6,054.52
	Year 5	\$1,586.60	\$6,726.76	\$1,868.84	\$7,923.36
	Year 6	\$1,729.40	\$8,456.16	\$2,037.04	\$9,960.40
	Year 7	\$1,885.04	\$10,341.20	\$2,220.37	\$12,180.77
	Year 8	\$2,054.70	\$12,395.90	\$2,420.20	\$14,600.97

Approximate payback period at today's prices (years)	4.44	3.77
Approximate payback period with 9% increase (years)	3.8	3.3