



Minutes of Council Meeting . 16th December 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), Brian Rowe Treasurer); Wilma Freeman, Jim Saunders, Gwen Hamilton, and Trish Watts (Members).

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); Penny Krstev (NDCA); Anne Quinn (NEDCA); John Blackler (SEMCA); Barb McKean (SWCA); Shirley Hallinan (WMCMA).

1.1.3. Alternate Regional Directors: Jean Deacon (EMCA); Judy Maynard (GVCA); Heather Strano (NDCA); Janet Leckie-Brunton (SEMCA).

1.1.4. Not represented: Wimmera CA

1.1.5. Observers: Sandra Kastanaras (VCA Admin Officer); Eileen Gough (Eastern Park); Lowen Clarke (Maryborough).

1.2. Apologies: Kate Patrick (WMCMA)

2. Opening: The President opened the meeting at 11:03 a.m., welcoming Shirley Hallinan in the absence of Kate Patrick.

3. Minutes of Previous Meeting: The minutes of the previous meeting, held on 21st October 2014 were distributed on 22nd October 2014 with a minor correction distributed 23rd October 2014 and have been posted to the VCA website. Janet Richardson asked that 6.1.6 be amended to read "Regional Secretaries" rather than "Regional Directors"
Resolved that the minutes, as amended, be accepted. (*Secretarial Note: Minutes have been amended and posted to the website.*)

4. Correspondence

4.1. In - 28 Oct 14 from Portland CC re AC referee requirements and accreditation
4 Nov 14 from ACA re WCF World Croquet Day
4 Dec 14 from SEMCA re Mornington CC Tournament
4 Dec 14 from SEMCA re Interim Treasurer Honorarium

4.2. Out –21 Oct 14 to JB Were re change of signatories
23 Oct 14 to Bruce Warlow – acceptance of Auditors quote for 2014-15
9 Nov 14 to Portland CC re AC referee requirements and accreditation
12 Nov 14 to ACA re WCF World Croquet Day

Resolved that the correspondence be accepted.

4.3 Business Arising from Correspondence: Discussion on small numbers of referees and possible causes and ways to overcome this.

5. Reports

5.1. Financial Report: The Treasurer spoke to his report; attached at Annex A.

John Blackler queried why:

- the JB Were Balance Sheet is split, such that VCA total equity is not shown as a single figure; and
- Functions expenses in the P&L are higher than last year which the Treasurer undertook to investigate and report back.

Resolved that the financial report be accepted.

5.2. CoM report: minutes of 11th November 2014 meeting were distributed and posted to the website on 12th November 2014.

5.3. Marketing & Publicity Committee report: Helen Worlidge spoke to the report, which was followed by discussion. Resolved that Council endorse the report and its objectives. Also resolved that a marketing plan, including prioritised targets and timelines be prepared and circulated for the next Council meeting. **Action M&P**

6. General Business

6.1. VCA

6.1.1. VCC

6.1.1.1. Solar Panels: Installation of a 5 kW system is to commence 6th January 2015. There is a five (5) year warranty on the inverter and a ten (10) year warrant on the installation.

6.1.1.2. Asset Maintenance:

6.1.1.2.1. Register: The Treasurer spoke to the distributed Asset Maintenance Register. Jim Saunders spoke on the performance of the current mower and stated that the current budget allocation of \$20,000 to replace/upgrade the mower was unlikely to be sufficient due very limited stock in the market that would meet VCA's needs. Shirley Hallinan asked that the budget be framed bearing this register in mind.

6.1.1.3. Courts: Anne Quinn stated that the courts are in excellent condition; Brian Foley reported that many players at the AC Opens complimented VCA on the courts.

6.1.2. Travel & Accommodation Reimbursement Policy: Resolved that the amended policy be adopted. Secretary to post to website. **Action: Secretary**

6.1.3. Proposed Constitutional Amendment: Resolved that the proposed amendment be circulated for comment to the Regional Secretaries, such comment to be with the Secretary by 31st January 2015 and the Secretary call a SGM for 17th February 2015 with this proposed amendment as the sole item of business. **Action: Secretary**

6.1.4. Business Plan Working Group: briefing paper attached

6.1.4.1. Terms of Reference: Resolved that the Terms of Reference be adopted. Secretary to post to website. **Action: Secretary**

6.1.4.2. Membership: Resolved that Brian Rowe (Treasurer) be appointed and Alan Notley (MCC) and David Ross (Ringwood) be invited to join the Working Group. **Action: Secretary**

6.1.5. Victorian More Active Working Group:

6.1.5.1. Terms of Reference: Resolved that the Terms of Reference be adopted. Secretary to post to website. **Action: Secretary**

6.1.5.2. Membership: Resolved that Selwyn Tucker (Monash) be appointed to the Working Group.

6.1.6. Marketing & Publicity Committee Membership: Resolved that Eileen Gough (Eastern Park) be appointed to the committee.

6.1.7. Grants:

6.1.7.1. SRV - Local Coaches for Local Clubs: The paper produced by the SCC was considered, the Secretary pointing out that a minor amendment had been agreed. Council members advised that this was already

circulating amongst member clubs and requested that any nominations be endorsed by Regional Secretaries, as this project is to ensure that each region has at least one Level 1 coach in each of AC and GC.

Action: Secretary

- 6.1.7.2. VicHealth – Increasing Female Participation in Sport:** The Secretary advised that nothing had been heard regarding the EOI submitted by VCA. *(Secretarial Note: Email advice received from VicHealth 17/12/14 that the application was unsuccessful.)*

6.2. ACA

- 6.2.1. ACA Constitution Review Working Group:** Jim Saunders, who is also ACA Senior Vice President, briefed the Council on the progress and timetable of the ACA Constitutional Review. He advised that the proposed new Constitution is to be distributed to member states on 19th January 2015, with comments required to be submitted by 6th February 2015, prior to submission to an ACA SGM in late March 2015. The January CoM meeting will be deferred one week in order to allow time for consideration.

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

- 8. Next Meetings:**
- | | |
|-----------|--|
| CoM - | 27 th January 2015 at 11:00 am |
| Council - | 17 th February 2015 at 11:00 am |

Annexures: A Financial Report

FINANCE REPORT

1 VCA Accounts

- a. The Balance Sheet and Profit and Loss Statement as at 30 November 2014 are attached.
- b. The bank account balances at month are as per the Balance Sheet.
- c. The monthly change in cash held:
 - i. Total Banks accounts 31 Oct \$87,254
 - ii. Total Banks accounts 30 Nov \$62,753
 - iii. This represents a decrease in cash held \$24,501
- d. The JBWere portfolio holds \$240,485 in cash and \$1,109,205 in fixed Interest.
- e. There are no immediate cash concerns.

2 The JBWere Investment

- a. JBWere reports show the portfolio has a market value of \$4,022,982 as at 31 November 2014.
- b. The change from last month's report is a decrease in portfolio market value of \$30,497.
- c. This is not a concern and represents the usual fluctuations in share values.

3 Dividends and Interest

- a. Further to me report last month, I have spoken with David Ross about Interest and Dividend reporting provided by JBWere. David will investigate possibilities to provide more information with JBWere.

4 Affiliation Fees

- a. Investigation into the anomaly reported last month with affiliation fees was due to the write down of fees – clubs having less members than originally invoiced.

5 Comment

- a. None to report.

Brian Rowe
Treasurer
6/12/2014

- Appendices:**
1. Profit & Loss Account as at 30th November 2014
 2. Balance Sheet as at 30th November 2014
 3. Balance Sheet JB Were as at 30th November 2014

Appendix 1 to
Annex A to
Croquet Victoria Council Minutes
16th December 2014

Victorian Croquet Association Inc.			
Profit & Loss [Budget Analysis]			
April 2014 through November 2014			
	2014	Budgeted	2013
INCOME			
VCA AFFILIATIONS	\$72,044.92	\$81,350.00	\$70,396.76
ACA	\$54,007.32	\$71,200.00	\$49,580.00
AFFILIATIONS/INSURANCE			
MERCHANDISE/PENNANT	\$1,877.89	\$3,850.00	\$2,672.19
TOURNAMENTS	\$6,825.95	\$13,100.00	\$4,619.65
MSV	\$4,584.54	\$5,000.00	\$4,539.11
CATERING/BAR	\$23,065.26	\$35,000.00	\$28,187.53
PREMISES/COURTS/RENT	\$28,834.90	\$53,200.00	\$29,700.36
SRV DEP GRANTS	\$11,280.00	\$19,100.00	\$9,150.00
INTEREST BANK	\$449.14	\$1,000.00	\$2,426.78
Total INCOME	\$202,969.92	\$282,800.00	\$201,272.38
EXPENSES			
ACA	\$55,652.27	\$71,200.00	\$58,964.19
AFFILIATIONS/INSURANCE			
ADMINISTRATION VCA	\$11,766.44	\$22,920.00	\$11,600.06
COMMITTEES	\$542.21	\$2,900.00	\$2,711.70
MSV	\$2,938.61	\$4,800.00	\$3,212.58
COUNCIL/COM travel	\$3,816.00	\$5,200.00	\$3,074.30
SRV DEP GRANTS	\$1,019.42	\$19,300.00	\$18,019.06
TOURNAMENTS	\$4,554.85	\$14,550.00	\$4,950.22
VCA CENTENARY	\$10,056.99	\$25,000.00	
MERCHANDISE/PENNANT	\$4,582.31	\$5,500.00	\$4,059.15
WAGES	\$75,109.25	\$122,409.00	\$73,839.61
VCC BUILDING	\$61,108.63	\$146,350.00	\$70,885.42
CATERING/BAR	\$8,073.38	\$10,000.00	\$14,141.82
VCC COURTS	\$27,606.77	\$55,255.00	\$28,136.14
STATE TEAMS G & A	\$3,577.72	\$9,000.00	\$4,411.27
CROQUET EQUIPMENT	\$0.00	\$1,000.00	
Total EXPENSES	\$270,404.85	\$515,384.00	\$298,005.52
Net Profit/(Loss)	(\$67,434.93)	(\$232,584.00)	(\$96,733.14)

Appendix 2 to
Annex A to
Croquet Victoria Council Minutes
16th December 2014

Victorian Croquet Association Inc.	
Balance Sheet	
As of November 2014	
Assets	
Current Assets	
Bank Accounts	
Bendigo	\$20,311.60
CBA	\$11,994.60
CBA Online Saver	\$30,447.72
Total Bank Accounts	\$62,753.92
Total Current Assets	\$62,753.92
Withholding Credits	
Accounts Receivable	\$1,910.70
Total Withholding Credits	\$1,910.70
Other Current Assets	
Fixed Assets	
Cairnlea - Land/Building	\$5,290,354.22
Water Tank	\$46,691.24
Plant & Equipment	
Plant and Equipment	\$137,927.95
Office Equipment	\$1,768.18
Fixtures and Fittings	\$1,535.00
Accumulated Depreciation	(\$110,528.48)
Total Plant & Equipment	\$30,702.65
Total Fixed Assets	\$5,367,748.11
Total Assets	\$5,432,412.73
Liabilities	
Current Liabilities	
Accounts Payable	\$4,883.88
Total Current Liabilities	\$4,883.88
Tax Payable	
GST Collected	\$3,383.43
GST Paid	(\$2,783.59)
Payroll Liabilities	\$2,799.75
Superannuation Liabilities	\$738.31
Total Tax Payable	\$4,137.90
Total Liabilities	\$9,021.78
Net Assets	\$5,423,390.95
Equity	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$458,009.81
Retained Earnings	\$1,228,854.18
Current Earnings	(\$67,689.48)
Portfolio JB Were	(\$3,899,356.00)
Total Equity	\$5,423,390.95

**Annex D to
Croquet Victoria Council Minutes
21st September 2014**

VCA - Portfolio JBWere	
Balance Sheet	
As of November 2014	
Assets	
Assets	
Portfolio JB Were	\$4,022,982.91
Total Assets	\$4,022,982.91
Total Assets	\$4,022,982.91
Liabilities	
Net Assets	\$4,022,982.91
Equity	
VCA - Portfolio JB Were	\$3,899,356.00
Asset Revaluation Reserve	\$130,722.83
Current Year Earnings	(\$7,095.92)
Total Equity	\$4,022,982.91