



Victorian Croquet Association Inc.  
A0001560E ACN 90 903 271 264  
trading as Croquet Victoria

**Minutes of Committee of Management Meeting - 27<sup>th</sup> January 2015**  
**Held at Victorian Croquet Centre, 65 Nobel Drive, Cairnlea 3023**

**1. Attendance**

**1.1. Present:** Mike Cohn (President, Kenn Boal (Vice-President), Jim Clement (Secretary), Brian Rowe (Treasurer), Wilma Freeman, Gwen Hamilton, Jim Saunders and Trish Watts (members).

**1.2. Apologies:** Nil (all present).

**2. Opening:** The President opened the meeting at 10:59 am.

**3. Minutes of Previous Meetings:** Resolved that the minutes of the previous meeting, held 11<sup>th</sup> November 2014, be accepted as a true and accurate record.

**4. Correspondence**

**4.1. In –** 4 Dec 14 from SEMCA re Mornington CC Tournament  
4 Dec 14 from SEMCA re Interim Treasurer Honorarium

**4.2. Out –** 12 Nov 14 to ACA re WCF World Croquet Day  
16 Dec 14 to Eric Miller, David Ross & Dot Dickson – thanks for service on Appeals Committee

16 Dec 14 to appellant - advice of Appeal Committee Decision

27 Jan 15 to JB Weir – drawdown of previously approved amount

Resolved that the Correspondence be accepted.

**4.3. Business Arising from Correspondence:** Honorariums will be addressed at the March CoM meeting.

**5. Reports**

**5.1. Financial Report:** The Treasurer spoke to his report, attached at Annex A. There was extended discussion on the income from the JB Weir investments; a decision on the matter was deferred until the March CoM meeting.  
Resolved that the Financial Reports be accepted.

**6. General Business**

**6.1. VCA**

**6.1.1. VCC Matters:**

**6.1.1.1. Maintenance:** Repairs to concrete –the search for quotations is ongoing.

**6.1.1.2. Solar Electricity:** Installed, approved and switched on; generating electricity today.

**6.1.1.3. Freezer:** Repaired under warranty (\$1000 cost for gas, labour, etc.) and a vent installed above the unit to allow any hot air generated to vent to the atmosphere.

**6.1.1.4. Courts:** Feedback from Presidents Eights was that the courts are in excellent condition. Greenkeeper, James Hood, advises that they are in the best condition that he can achieve short of laser levelling. A new set of corer attachments have been purchased for the mower. Line marking is currently being done by James; to be addressed at his annual review.

**6.1.2. Appeals Committee:** Resolved to ratify the appointment of Eric Miller, David Ross and Dot Dickson to the Appeal Committee to consider the appeal against non-selection to the AC State Team.

**6.1.3. Selection Policy:** Resolved that the proposed amendment be put to the February Council meeting.

**Action: Secretary**

**6.1.4. Strategic Plan:** Resolved that CoM appoint a working group to review the current Strategic Plan, with the aim of making the plan more relative to VCA and its aims and resources. CoM appointed Mike Cohn, Brian Rowe and Jim Clement to the working group.

**6.1.5. State Team Allowance:** Resolved that the rate of allowance for State Team members be set at a maximum of \$500 for events played in Qld, NSW (except Sydney), Tas & SA; at \$700 for Sydney & WA; up to \$400 for Vic.

**6.1.6. Grants:**

**6.1.6.1. SRV - Local Coaches for Local Clubs:** The Secretary reported that he had spoken to the SCC and that this initiative should be concluded within the allowed timeframe.

**6.1.6.2. VicHealth – Increasing Female Participation in Sport –** The Secretary reported that this application had been unsuccessful.

**6.1.6.3. Victalent Grants & Country Action Grants Scheme:** The Secretary advised that these grants were now open and that he would forward them to regions and clubs.

**Action:**

**Secretary**

**6.1.7. Tournaments:** Concerns raised by players at the GC Australia Day Tournament, that more than 30% of attendees played 3 or less games, were raised. Agreed that this be passed to T&F Committee. **Action: Secretary**

Secretary reported on concerns raised by John Grieve of methods of handling cash (receipt of entry fees, payment of prize monies, etc.) by TM and advised that he and the Treasurer were looking at introducing online entry and payment, with EFT for payment of prize monies, such a system to be introduced to coincide with the new season (August 2015). **Action: Secretary & Treasurer**

**6.1.8. Burden Park CC:** The Secretary briefed the meeting on some concerns that have been raised regarding Burden Park CC.

**6.1.9. Sponsorship:** Secretary advised that he had been approached by a possible sponsor, had held discussions with a representative at VCC during the GC Australia Day Tournament and was now awaiting a formal proposal.

**6.2. ACA**

**6.2.1. Proposed New Constitution:** Secretary received the draft Constitution last night and has distributed it to CoM members, asking for comments by close of business Tuesday, 3<sup>rd</sup> February 2015. **Action: All**

**6.2.2. Delegates to AGM:** The President raised the question of delegates to the AGM, which Council will need to appoint at its February meeting.

**7. Closure:** The meeting closed at 13:06.

**8. Next Meetings:**

Council	17 Feb 15 at 11 am
CoM	17 Mar 15 at 11 am

**Annexures:** A Financial Report.

## FINANCE REPORT

### 1 VCA Accounts

- a. The Balance Sheet and Profit and Loss Statement as at 31 December 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 Nov \$62,753
  - ii. Total Banks accounts 31 Dec \$39,479
- d. This represents a decrease in cash held of \$23,274
- e. The JBWere portfolio holds \$300,095 in cash and \$1,115,396 in fixed Interest.
- f. There are no immediate cash concerns.

### 2 The JBWere Investment

- a. JBWere reports show the portfolio has a market value of \$4,096,205 as at 31 December 2014.
- b. The change from last month's report is an increase in portfolio market value of \$73,223.
- c. This is not a concern and represents the usual fluctuations in share values.

### 3 JBWere Investment Committee

- a. Due to Christmas/holiday period it was not been possible to schedule an Investment committee meeting.

### 4 Affiliation Fees

- a. None to report.

### 5 Comment

- a. None to report.

Brian Rowe  
Treasurer  
06/01/2015

<b>Appendices:</b>	1	Profit & Loss Account as at 31 <sup>st</sup> December 2014
	2	Balance Sheet as at 31 <sup>st</sup> December 2014
	3	Balance Sheet JB Were as at 31 <sup>st</sup> December 2014

Appendix 1 to  
Annex A to  
Croquet Victoria Committee of Management Minutes  
27<sup>th</sup> January 2015

<b>Victorian Croquet Association Inc.</b>			
<b>Profit &amp; Loss</b>			
<b>[Budget Analysis]</b>			
<b>April 2014 through December 2014</b>			
	<b>This Year</b>	<b>Last Year</b>	<b>Budgeted</b>
<b>INCOME</b>			
VCA AFFILIATIONS	\$75,153.98	\$73,287.73	\$81,350.00
ACA AFFILIATIONS/INSURANCE	\$56,442.80	\$60,245.43	\$71,200.00
MERCHANDISE/PENNANT TOURNAMENTS	\$2,250.62	\$2,907.65	\$3,850.00
MSV	\$8,471.40	\$6,326.92	\$13,100.00
CATERING/BAR	\$4,584.54	\$4,720.93	\$5,000.00
PREMISES/COURTS/RENT	\$26,666.77	\$32,820.23	\$35,000.00
SRV DEP GRANTS	\$33,398.53	\$32,886.73	\$53,200.00
INTEREST BANK	\$11,280.00	\$9,150.00	\$19,100.00
<b>Total INCOME</b>	<b>\$218,791.11</b>	<b>\$224,922.37</b>	<b>\$282,800.00</b>
<b>EXPENSES</b>			
ACA AFFILIATIONS/INSURANCE	\$63,588.01	\$58,964.19	\$71,200.00
ADMINISTRATION VCA COMMITTEES	\$12,877.76	\$13,378.01	\$22,920.00
MSV	\$542.21	\$2,917.46	\$2,900.00
COUNCIL/COM travel	\$3,370.73	\$3,652.08	\$4,800.00
SRV DEP GRANTS	\$4,022.03	\$3,232.32	\$5,200.00
TOURNAMENTS	\$1,019.42	\$20,419.06	\$19,300.00
VCA CENTENARY	\$5,625.75	\$5,599.47	\$14,550.00
MERCHANDISE/PENNANT	\$10,056.99	\$0.00	\$25,000.00
WAGES	\$4,624.31	\$4,059.15	\$5,500.00
VCC BUILDING	\$86,307.82	\$83,027.85	\$122,409.00
CATERING/BAR	\$67,956.05	\$77,571.53	\$146,350.00
VCC COURTS	\$10,028.11	\$15,191.38	\$10,000.00
STATE TEAMS G & A CROQUET EQUIPMENT	\$34,194.79	\$32,496.43	\$55,255.00
<b>Total EXPENSES</b>	<b>\$307,791.70</b>	<b>\$324,920.20</b>	<b>\$515,384.00</b>
<b>Net Profit/(Loss)</b>	<b>(\$89,000.59)</b>	<b>(\$99,997.83)</b>	<b>(\$232,584.00)</b>

Appendix 2 to  
Annex A to  
Croquet Victoria Committee of Management Minutes  
27<sup>th</sup> January 2015

<b>Victorian Croquet Association Inc.</b>	
<b>Balance Sheet</b>	
<b>As of December 2014</b>	
<b>Assets</b>	
Current Assets	
Bank Accounts	
Bendigo	\$18,547.20
CBA	\$10,391.43
CBA Online Saver	\$10,541.01
Total Bank Accounts	\$39,479.64
Total Current Assets	\$39,479.64
Withholding Credits	
Accounts Receivable	\$13,508.20
Total Withholding Credits	\$13,508.20
Other Current Assets	
Fixed Assets	
Cairnlea - Land/Building	\$5,290,354.22
Water Tank	\$46,691.24
Plant & Equipment	
Plant and Equipment	\$141,560.68
Office Equipment	\$1,768.18
Fixtures and Fittings	\$1,535.00
Accumulated Depreciation	(\$110,528.48)
Total Plant & Equipment	\$34,335.38
Total Fixed Assets	\$5,371,380.84
Total Assets	\$5,424,368.68
<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	\$7,857.52
Total Current Liabilities	\$7,857.52
Player Insurance	\$8,774.55
Tax Payable	
GST Collected	\$5,844.12
GST Paid	(\$5,141.88)
Payroll Liabilities	\$4,255.41
Superannuation Liabilities	\$699.12
Total Tax Payable	\$5,656.77
Total Liabilities	\$22,288.84
Net Assets	\$5,402,079.84
<b>Equity</b>	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$458,009.81
Retained Earnings	\$1,228,854.18
Current Earnings	(\$89,000.59)
Portfolio JB Were	(\$3,899,356.00)
Total Equity	\$5,402,079.84

Appendix 3 to  
Annex A to  
Croquet Victoria Committee of Management Minutes  
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<b>VCA - Portfolio JBWere</b>	
<b>Balance Sheet</b>	
<b>As of December 2014</b>	
<b>Assets</b>	
Assets	
Portfolio JB Were	\$4,096,205.94
<b>Total Assets</b>	<b>\$4,096,205.94</b>
<b>Liabilities</b>	
<b>Net Assets</b>	
	\$4,096,205.94
Equity	
VCA - Portfolio JB Were	\$3,899,356.00
Asset Revaluation Reserve	\$203,945.86
Current Year Earnings	(\$7,095.92)
<b>Total Equity</b>	<b>\$4,096,205.94</b>