



Minutes of Council Meeting - 17th February 2015
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, Gwen Hamilton, Jim Saunders and Trish Watts (Members).

1.1.2. Regional Directors: Brian Reither (Ballarat); Brian Foley (Bayside); Helen Worlidge (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Janet Richardson (MVCA); Heather Strano (NDCA); Anne Quinn (NEDCA); John Blackler (SEMCA); Kate Patrick (WMCMA).

1.1.3. Alternate Regional Directors: Shirley Hallinan (WMCMA)

1.1.4. Observers: Sandra Kastanaras (VCA Admin Officer);

1.2. Apologies: Goulburn Valley CA; Barb McKean (SWCA);

1.3. Absent: Wimmera CA

2. Opening: The President opened the meeting at 11:15 am.

3. Minutes of Previous Meeting: The minutes of the previous meeting, held on 16th December 2014 were distributed and posted to the VCA website on 17th December 2014. Resolved that the minutes be accepted.

4. Correspondence

4.1. In - 29 Jan 15 from NEDCA re Amendment of Constitution
3 Feb 15 from Deniliquin CC re hosting 2015 ACA GC Handicap Championship
6 Feb 15 from Vicsport re 2015 membership
11 Feb 15 from WMCMA re Strategic Plan

4.2. Out – 16 Dec 14 to Eric Miller, David Ross and Dot Dickson – thanks for service on Appeals Committee

16 Dec 14 to appellant – advice of Appeal Committee decision

6 Jan 15 to Formbay P/L – allocation of STCs to Solar Sunwerx

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

3 Feb 15 to ASA re draft Constitution

5 Feb 15 to ACA re Deniliquin CC bid to host GC Handicap Championships.

6 Feb 15 to Vicsport re change of contact details

Resolved that the correspondence be accepted, except the 3 Feb 15 letter to ACA..

5. Reports

5.1. Financial Report: Resolved that the financial report be accepted.

5.2. CoM report: minutes of 27th January 2015 meeting, were distributed and posted to the VCA website on 29th January 2015.

5.3. Marketing & Publicity Committee report: Kate Patrick spoke to the report. Council endorsed the goals and timelines contained in the minutes of the 16th January 2015 M&P meeting, noting that they were also subject to normal budgetary approval.

It was resolved that the reports be accepted.

6. General Business

6.1. VCA

6.1.1. VCC Maintenance Matters: The Treasurer announced that some quotes had been received for relaying of/repairs to concrete. After discussion it was agreed

that a firm Scope of Works document be prepared for contractors to quote against. **Action: Treasurer**

6.1.2. Selection Policy - amendment: It was resolved that the Selection Policy be amended to read as follows:

5.1 State Team Squad. The Selectors will select players for the State Team Squad. From this squad the State Team will be selected. Additional players may be added to the Squad during the season, but not later than six (6) weeks before the State Team is selected. A listing of the current membership of the State Team Squad is to be maintained on the VCA website. **Action: Secretary**

(Lunch break: 12:30 to 1:15)

6.1.3. Strategic Plan – review: Council reviewed the circulated briefing paper regarding reviewing the Strategic Plan. The Executive wished for a plan of approximately eight (8) achievable objectives and some Directors wished for a larger plan. Resolved that Brian Rowe & Kate Patrick prepare a paper for further consideration at the 21st April 2015 meeting. **Action: Treasurer & Kate Patrick**

6.1.4. VCA Tournaments:

6.1.4.1. Management: Resolved that Regional Directors canvass their Regions with a view to finding two prospective Tournament Managers for VCA events, notification to Secretary and John Grieve (Chair of T&F Committee) by 19th April 2015. **Action: All Regional Directors**

6.1.4.2. Tournament Entry Review: Resolved that VCA move to a system of online entry to VCA Tournaments, to commence with the new Season, August 2015. **Action: Secretary, Treasurer, Chair T&F**

6.1.5. Outstanding Items Action List: Kate Patrick requested that this be included in the agenda of the next meeting. **Action: Secretary**

6.2. ACA

6.2.1. ACA AGM

6.2.1.1. Proposed New Constitution: Secretary advised that the draft Constitution was required to be distributed by 20th February 2015 in order to be included in the agenda of the ACA AGM. He was directed to distribute the draft to Directors upon receipt. It was resolved that:

- the Secretary write to ACA, with copies to other State Associations, advising that further to his letter of 3rd February 2015, the VCA decision on how the VCA delegates would vote on this matter at the ACA AGM, would be decided at the 17th March 2015 Committee of Management meeting. **Action: Secretary**

- the Secretary distribute the final draft of the ACA Constitution to CoM members to facilitate a decision at the 17th March 2015 CoM meeting.

Action: Secretary

6.2.1.2. Appointment of Delegates: Resolved that the VCA Delegates to the ACA AGM, 23rd March 2014, be President, Mike Cohn and Vice-president, Kenn Boal.

6.2.1.3. Appointment of First Director: Resolved that, if the draft Constitution is accepted at the ACA AGM on 23rd March 2015, Jim Clement be appointed as VCA's First Director on the ACA Board.

7. Close: The President closed the meeting at 3:35 p.m. and in doing so wished the Victorian State Team well in its defence of the Eire Cup.

8. Next Meetings: CoM - 17th March 2015 at 11:00 am
Council - 21st April 2015 at 11:00 am

Annexures: A Financial Report

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 31 January 2015 are attached.
- b. The ACA Affiliations fees resulted in income of \$8,857 in January.
- c. The **Budgeted** VCC trading loss for the year to 31 March 2015 is **\$232,584**.
- d. The **Actual** VCC trading loss to 31 January is **\$101,330**.
- e. YTD Actual to Budget:
 - i. Income is down approx. \$51k
 - ii. Expenses are down approx. \$182k
 - iii. Result is an improved position of approx. \$131k.
 - iv. It is expected that expenses in Feb and Mar will be lower than Budget, therefore the Actual loss should be less than budgeted.

2 VCA Bank Accounts

- a. The bank account balances at month end are as per the Balance Sheet.
- b. The monthly change in cash held:
 - i. Total Banks accounts 31 Dec \$39,479
 - ii. Total Banks accounts 31 Jan \$25,626
- c. This represents a decrease in cash held of \$13,853
- d. The JBWere portfolio holds \$316,779 in cash and \$1,112,287 in fixed Interest.
- e. Cash Drawdown from JBWere to VCA - the final \$60k of the \$160k approved at the April 2014 VCA Council Meeting has been requested and was transferred into our bank account on 3rd February 2015.
- f. There are no immediate cash concerns.

3 The JBWere Investment

- a. JBWere reports show the portfolio has a market value of \$4,182,282 as at 31 January 2015.
- b. The change from last month's report is an increase in portfolio market value of \$86,077.
- c. This is not a concern and represents the usual fluctuations in share values.

4 JBWere Investment Committee

- a. Due to significant commitments for committee members, it has still not been possible to schedule an Investment Committee meeting. It is hoped this will happen in the next quarter.

Brian Rowe
Treasurer
7th February 2015

- Appendices:**
1. Profit & Loss Account as at 31st January 2015
 2. Balance Sheet as at 31st January 2015
 3. Balance Sheet JB Were as at 31st January 2015

Appendix 1 to
Annex A to
Croquet Victoria Council Minutes
17th February 2015

Victorian Croquet Association Inc.			
Profit & Loss [Budget Analysis]			
April 2014 through January 2015			
	This Year	Last Year	Budgeted
INCOME			
VCA AFFILIATIONS	\$75,263.07	\$73,287.73	\$81,350.00
ACA AFFILIATIONS/INSURANCE	\$65,299.16	\$60,245.43	\$71,200.00
MERCHANDISE/PENNANT	\$2,478.34	\$2,977.65	\$3,850.00
TOURNAMENTS	\$9,535.03	\$7,463.27	\$13,100.00
MSV	\$4,597.26	\$4,720.93	\$5,000.00
CATERING/BAR	\$27,078.13	\$34,553.04	\$35,000.00
PREMISES/COURTS/RENT	\$35,271.25	\$34,832.18	\$53,200.00
SRV DEP GRANTS	\$11,280.00	\$9,150.00	\$19,100.00
INTEREST BANK	\$582.38	\$5,632.27	\$1,000.00
Total INCOME	\$231,384.62	\$232,862.50	\$282,800.00
EXPENSES			
ACA AFFILIATIONS/INSURANCE	\$63,588.01	\$58,964.19	\$71,200.00
ADMINISTRATION VCA	\$13,189.89	\$13,746.61	\$22,920.00
COMMITTEES	\$564.78	\$3,238.21	\$2,900.00
MSV	\$3,622.11	\$3,809.52	\$4,800.00
COUNCIL/COM travel	\$4,227.02	\$3,280.46	\$5,200.00
SRV DEP GRANTS	\$1,019.42	\$20,419.06	\$19,300.00
TOURNAMENTS	\$8,194.37	\$7,686.00	\$14,550.00
VCA CENTENARY	\$10,056.99	\$0.00	\$25,000.00
MERCHANDISE/PENNANT	\$4,624.31	\$4,059.15	\$5,500.00
WAGES	\$95,554.68	\$90,144.23	\$122,409.00
VCC BUILDING	\$74,340.35	\$86,336.04	\$146,350.00
CATERING/BAR	\$10,721.95	\$16,285.95	\$10,000.00
VCC COURTS	\$39,179.13	\$36,914.25	\$55,255.00
STATE TEAMS G & A	\$3,832.27	\$4,843.08	\$9,000.00
CROQUET EQUIPMENT	\$0.00	0	\$1,000.00
Total EXPENSES	\$332,715.28	\$349,726.75	\$515,384.00
Net Profit/(Loss)	(\$101,330.66)	(\$116,864.25)	(\$232,584.00)

Appendix 2 to
Annex A to
Croquet Victoria Council Minutes
17th February 2015

Victorian Croquet Association Inc.	
Balance Sheet	
As of January 2015	
Assets	
Current Assets	
Bank Accounts	
Bendigo	\$5,320.11
CBA	\$9,725.95
CBA Online Saver	\$10,580.88
Total Bank Accounts	\$25,626.94
Total Current Assets	\$25,626.94
Withholding Credits	
Accounts Receivable	\$4,668.20
Total Withholding Credits	\$4,668.20
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	\$5,401,675.98
Liabilities	
Current Liabilities	
Accounts Payable	\$6,723.40
Total Current Liabilities	\$6,723.40
Tax Payable	
GST Collected	\$6,153.89
GST Paid	(\$6,448.42)
Payroll Liabilities	\$5,174.50
Superannuation Liabilities	\$322.84
Total Tax Payable	\$5,202.81
Total Liabilities	\$11,926.21
Net Assets	\$5,389,749.77
Equity	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$458,009.81
Retained Earnings	\$1,228,854.18
Current Earnings	(\$101,330.66)
Portfolio JB Were	(\$3,899,356.00)
Total Equity	\$5,389,749.77

Appendix 3 to
Annex A to
Croquet Victoria Council Minutes
17th February 2015

VCA - Portfolio JBWere	
Balance Sheet	
As of January 2015	
Assets	
Assets	
Portfolio JB Were	\$4,182,282.26
Total Assets	\$4,182,282.26
Total Assets	\$4,182,282.26
Liabilities	
Net Assets	\$4,182,282.26
Equity	
VCA - Portfolio JB Were	\$3,899,356.00
Asset Revaluation Reserve	\$290,022.18
Current Year Earnings	(\$7,095.92)
Total Equity	\$4,182,282.26