



Minutes of Council Meeting - 16th June 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, Kate Patrick, Jim Saunders and Trish Watts (Members).
- 1.1.2. Regional Directors:** Brian Reither (BDCA); Brian Foley (Bayside); Helen Worlidge (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Janet Richardson (MVCA); Penny Krstev (NDCA); Sarina Cevaal-Hewitt (NEDCA); Janet Leckie-Brunton (SEMCA); Barb McKean (SWCA); Kate Patrick (WMCMA), Patricia Boyd (Wimmera).
- 1.1.3. Alternate Regional Directors:** Keith Latham (Bayside), Eric O'Donnell (BDCA), Kerry Seipolt (EMCA), Heather Strano (NDCA); Shirley Hallinan (WMCMA), Denise McMillan (Wimmera),
- 1.1.4. Observers:** Sandra Kastanaras (VCA Administrator); Reen Hancorne (Monash), Gwen Hamilton (Alexandra (Ballarat)), David Ross (Ringwood), Ken Amooore (Essendon),

2. Opening: The President opened the meeting at 11:50 am.

3. Minutes of Previous Meeting: The minutes of the previous meeting, held on 21st April 2015 were distributed and posted to the VCA website on 22nd April 2015. Resolved that the minutes be accepted.

4. Correspondence

- 4.1. In -** 7 Apr 15 (rec'd 21 May 15) from Charlton CC re Insurance
12 May 15 from Bruce Warlow to CoM re audit
18 May 15 – from WMCMA re Delegate and Regionals Director
16 Jun 15 – from Kenn Boal resignation as Vice-president and from CoM
- 4.2. Out –** 23 Apr 15 – to ACA re 2017 WCF events
3 May 15 - card to Stephen Forster
9 May 15 – to JB Were re transfer of funds
23 May 15 to SEMCA (copies to Dandenong CC members) re Burden Park
9 Jun 15 to Helen Worlidge re Queens Birthday award of OAM

4.3. Business Arising from Correspondence:

- 4.3.1.** Resolved that Kenn Boal's resignation be accepted with much regret and with thanks for his contributions over the years.
- 4.3.2.** Resolved that the casual vacancy created by Kenn Boal's resignation be filled today.
 - 4.3.2.1.** Nominations were called for with the sole nomination being for Kate Patrick. Resolved that Kate Patrick be appointed a Vice-president.
 - 4.3.2.2.** This previous appointment created a casual vacancy for a CoM Member and nominations were called for, with the only nomination being Sarina Cevaal-Hewitt. Resolved that Sarina Cevaal-Hewitt be appointed as a Member of CoM.

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 18th May 2015 meeting were distributed 21st May 2015.
- 5.3. M&P report:** The Marketing & Publicity committee reported on its activities.

- 5.3.1. M&P Ultimate Sports Expo report:** the M&P committee reported on Croquet Victoria's possible involvement in the Ultimate Sports Expo to be held at the Royal Melbourne Showgrounds, 21st to 23rd November 2015.

(Secretarial Note: At this point, 12:30 pm, the meeting adjourned for lunch and resumed at 1:15 pm.)

- 5.4. Sub-Committee Minutes Received:** The Secretary advised that, under the provisions of the Appointed Officers, Sub-committees and Working Groups Policy adopted 17th June 2014, that sub-committees were to "submit their minutes to Council, through the Secretary" and that in future he would include the receipt of such minutes in Council meeting agenda and that they would be available for perusal by Council members at Council meetings. Minutes received since the last Council meeting were those of M&P Committee Meetings of 10th April 2015, 12th May 15 & 17th May 2015 and the GC Selection Committee meeting of 17th May 2015.

5.5. Secretary's Report:

- 5.5.1. VCA Affiliated Clubs:** The Secretary reported on the closure of Dandenong Croquet Club, and the establishment of the Howlong Croquet Club, as part of the Howlong (NSW) Golf Resort which has yet to affiliate with NEDCA. He also advised that he had received enquiries from two other clubs regarding affiliation with Croquet Victoria.

- 5.5.2. SRV Grant - Local Coaches for Local Clubs:** The Secretary reported on the acquittal of the SRC Local Coaches for Local Clubs Grant, advising that the target had not been met and that Croquet Victoria would probably have to repay some of the grant monies to SRV.

- 5.6. Outstanding Action Items:** Council considered the list of Outstanding Action items

5.7. Acceptance of Reports: Resolved that the reports be accepted.

5.8. Business Arising from Reports:

- 5.8.1.** Brian Reither expressed concern that the Constitution Review has not been actioned. The Secretary undertook to circulate the draft to the Working Group within the month.
- 5.8.2.** Trish Watts reported that the Centenary Working Group has wound up with only the update to the VCA history on-going.
- 5.8.3.** Kate Patrick recommended that Serial 29 on the Outstanding Action Items List be deleted as this was based on the Strategic Plan which is being revised.

6. General Business

6.1. VCA

- 6.1.1. Adoption of Budget 2015-16:** Council considered the draft Budget 2015-16 as presented by the Treasurer. Resolved that the budget be adopted with an additional \$5,000 in the M&P Committee allocation.

6.1.2. Policies:

- 6.1.2.1. Timing of Budget:** Council considered the draft policies distributed with the agenda

6.1.2.1.1. Budgetary Timelines Policy: Resolved that the policy, as presented, be adopted.

6.1.2.1.2. Appointed Officers, Sub-committees & Working Groups Policy: Resolved that the amended policy be referred back to CoM.

6.1.2.2. Selection Policy: Resolved that the amended policy be adopted.

- 6.1.3. Appointments:** Council considered the nominations received for appointments.

6.1.3.1. of Auditor: Resolved that the current Auditor, Bruce Warlow, be re-appointed as Auditor for the 2015-16 financial year.

6.1.3.2. of Officers & Sub Committees: Council made appointments as listed at Annex B. Appointees to be advised and Website to be updated. **Action: Sec & Admin**

- 6.1.4. Grants: VicHealth Innovation Challenge – Physical Activity:** Resolved that a video presentation be made to VicHealth, as a preliminary bid for funding.

- 6.1.5. **Patronage:** Resolved that the Secretary be directed to invite the Hon Linda Dessau to be the Croquet Victoria Patron during her term of office as Governor of Victoria. **Action: Sec**
- 6.1.6. **Strategic Plan Review:** Resolved that the proposed timeline be adopted, subject to review at the August Council meeting.
- 6.1.7. **Moonee Valley Council request:** Resolved that the Secretary reply to the Moonee Valley request for information without providing member's private details. **Action: Sec**
- 6.1.8. **Council & CoM Meeting Days:** Resolved to change Council and CoM meeting days to the third Monday of the month.

6.2. ACA

- 6.2.1. **ACA Constitution –** Resolved that the draft amendments to the ACA Constitution be forwarded to the ACA Secretary as Notices of Motions for the September General Meeting. **Action: Sec**

7. **Close** The President closed the meeting at 3:00 pm

8. **Next Meetings:** CoM - Monday, 20th July 2015 at 11:00 am
Council - Monday, 17th August 2015 at 11:00 am

Annexes: A Treasurer's Report
B Appointed Officers & Sub-committees 2015-16

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 31 May 2015 are attached.
- b. Budget Cycle – due to the existing process of annual budgets being prepared and put to the June VCA Council AGM, the VCA operates without a budget for April, May and June.
- c. This situation is not desirable, and I have recommended that the VCA adopt a modified cycle where the Annual Budget is put to the April VCA Council meeting, to be dealt with under Item 6.1.2.

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 30 Apr \$11,874
 - ii. Total Banks accounts 31 May \$121,860
- c. This represents an increase in cash held \$109,986
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$55,337 (last month \$300,096)
[\$100k invested in Crown Resorts hybrid and \$130k drawdown]
 - ii. Fixed Interest (Dom.&Int.) \$1,207,930 (last month \$1,209,240)
- e. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$4,066,937 (last month \$4,298,904) as at 31 May 2015.
- b. The change from last month's report is a decrease in portfolio market value of \$231,967 (the \$231k includes the \$130k drawdown).
- c. This is not a concern and represents the usual fluctuations in share values.

4 JBWere Investment Committee

- a. On the 1 June 2015, the Investment Committee meet with JBWere at JBWere 101 Collins Street (present David Ross and Brian Rowe from VCA and Grant Cashin and Clinton Rippon from JBWere).
- b. The focus of the meeting was an annual review of the Investment Portfolio and direction for the 12 months ahead.
- c. JBWere reported that the Portfolio had performed above the market and recommended some changes, which were accepted.
- d. JBWere advised Brian that the information he requires on monthly earnings should be available online.

Brian Rowe
Treasurer
06/06/2015

- Appendices:**
1. Profit & Loss Account as at 31st May 2015
 2. Balance Sheet as at 31st May 2015

Appendix 1 to
Annex A to
Croquet Victoria Council Minutes
16th June 2015

Victorian Croquet Association Inc.

*65 Nobel Banks Drive
CAIRNLEA VIC 3023*

Profit & Loss [Last Year Analysis]

April 2015 through May 2015

	This Year	Last Year
INCOME		
MERCHANDISE/PENNANT	\$1,081.78	\$560.90
TOURNAMENTS	\$1,522.78	\$3,150.95
CATERING/BAR	\$3,479.06	\$6,038.65
PREMISES/COURTS/RENT	\$6,851.81	\$8,616.80
SRV DEP GRANTS	\$6,500.00	\$0.00
INTEREST BANK	\$0.04	\$0.05
Total INCOME	\$19,435.47	\$18,367.35
EXPENSES		
ADMINISTRATION VCA	\$1,965.33	\$2,325.39
COMMITTEES	\$384.58	\$160.22
MSV	\$683.53	\$914.20
COUNCIL/COM travel	\$624.69	\$1,104.16
SRV DEP GRANTS	\$5,042.64	\$0.00
TOURNAMENTS	\$1,210.43	\$1,789.99
VCA CENTENARY	\$0.00	\$1,670.67
MERCHANDISE/PENNANT	\$81.82	\$100.00
WAGES	\$18,953.24	\$19,348.61
VCC BUILDING	\$18,551.11	\$20,929.59
CATERING/BAR	\$1,608.33	\$1,631.82
VCC COURTS	\$8,126.61	\$7,131.11
Total EXPENSES	\$57,232.31	\$57,105.76
Net Profit/(Loss)	(\$37,796.84)	(\$38,738.41)

Appendix 2 to
Annex A to
Croquet Victoria Council Minutes
16th June 2015

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i> Balance Sheet As of May 2015			
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	
Bendigo	\$20,762.87		\$8,983.28
CBA	\$100,495.60	Total Current Liabilities	\$8,983.28
CBA Online Saver	\$601.75	Player Insurance	(\$305.45)
Total Bank Accounts	\$121,860.22	Tax Payable	
Total Current Assets	\$121,860.22	GST Collected	\$12,332.55
Withholding Credits		GST Paid	(\$12,685.44)
Accounts Receivable	\$2,203.70	Payroll Liabilities	\$2,633.75
		Superannuation	\$1,059.75
		Liabilities	
Total Withholding Credits	\$2,203.70	Total Tax Payable	\$3,340.61
Other Current Assets		Total Liabilities	\$12,018.44
JBWERE - Investment A/c	\$4,066,937.14		
Fixed Assets		Net Assets	\$9,539,372.46
Cairnlea - Land/Building	\$5,290,354.22		
Plant & Equipment		Equity	
Plant and Equipment	\$188,251.92	Reserves	
Office Equipment	\$5,918.18	General Reserve	\$7,703,572.44
Fixtures and Fittings	\$1,535.00	Asset Revaluation Reserve	\$681,274.25
		Retained Earnings	\$1,192,322.61
Accumulated Depreciation	(\$125,669.48)	Current Earnings	(\$37,796.84)
Total Plant & Equipment	\$70,035.62	Total Equity	\$9,539,372.46
Total Fixed Assets	\$5,360,389.84		
Total Assets	\$9,551,390.90		

Officers Appointed by Council

- Courts Director – Jim Saunders
- State Coordinator of Coaching - **No nominations received**
 - Coach, GC Development Squad – Eric O'Donnell
- State Coordinator of Association Croquet - John Grieve
- State Coordinator of Gateball - **No nominations received**
- State Coordinator of Golf Croquet – Lorraine Gutcher
- State Coordinator of Association Croquet Referees - Brian Foley
- State Coordinator of Golf Croquet Referees - John van der Touw
- State Handicapper of Association Croquet - **No nominations received**
- State Handicapper of Golf Croquet – **No nominations received**
- State Handicap Recorder - Ian McKee
- Historian - **No nominations received**
- Webmaster - Gareth Bushill

Sub-committees Action: Sec

- Handicap (2 plus State Handicappers AC & GC and State Handicap Recorder) **No nominations received**
- Investment Advisory (3 plus Treasurer); Wendy Dickson, David Ross
- Malletsports Victoria (5); **No nominations received**
- Marketing & Publicity (5):
Helen Worlidge, Janet Richardson, Heather Strano, Kate Patrick, Lyn Goodall
- Referees/Laws/Rules (6 plus State Coordinators of Referees AC & GC)
Ian McKee, Trish Watts, Lynne Roberts, Nancy Hatherall
- Selection (Association) (5);
John Grieve, Brian Foley, Tricia Devlin, Anne Quinn, Anna Miller
- Selection (Golf) (5);
Lorraine Gutcher, Jim Saunders, Denis Newman, Lynne Roberts, Eric Miller
- Tournaments & Fixtures (2 plus State Coordinators of AC, GC & Gateball)
Kerri-Ann Organ, Jim Saunders