



**Minutes of Committee of Management Meeting – 20th July 2015
held at Victorian Croquet Centre, 65 Nobel Banks Drive, Cairnlea 3023**

1. Attendance

1.1. Present: Mike Cohn (President), Kate Patrick (Vice-president), Jim Clement (Secretary), Brian Rowe (Treasurer), Sarina Cevaal-Hewett, Wilma Freeman, and Trish Watts (Members) and Sandra Kastanaras (Administrator)

1.2. Apologies: Jim Saunders (Member).

2. Opening: The President opened the meeting at 10:56 am, welcoming the newly elected members, Kate Patrick and Sarina Cevaal-Hewett.

3. Minutes of Previous Meetings: Resolved that the minutes of the previous meetings, held 18th May 2015 and 16th June 2015, be accepted as a true and accurate record.

3.1. Business Arising from Minutes of Previous Meeting 18th May 2015:

Item 3.1 - Digital Key Safe. The digital key safe has been installed. The Secretary is yet to draft the procedures. **Action: Secretary**

Item 6.1.10 Burden Park: Kate Patrick reported on a meeting with SEMCA concerning possibilities of rebuilding a club at Burden Park. The Secretary advised that Dandenong CC had remitted their closing bank balance to VCA with the request that it be forwarded to a revitalised Burden Park CC.

4. Correspondence

4.1. In – 18 May 15 – from WMCMA re Delegate & Regional Directors
16 Jun 15 – from Kenn Boal – resignation as Vice President & from CoM
15 Jul 15 – from Dandenong CC – closure & disposal of funds

4.2. Out – 3 May15 – card to Stephen Forster
23 May15 – to SEMCA re Dandenong & Burden Park CCs
9 Jun 15 – to Helen Worlidge OAM – congratulations
16 Jun 15 – to Office of Governor – Annual Report & Annual Financial Report
16 Jun 15 – to Brian Reither re Life Membership
16 Jun 15 – to Bill Keddie re Life Membership
29 Jun 15 – to ACA – notices of motions for September GM
29 Jun 15 – to Bruce Warlow re appointment as Auditor 2015-16
30 Jun 15 – to Hon Linda Dessau AM re Vice-regal patronage.

Resolved that the correspondence be accepted.

5. Reports

5.1. Financial Report: The Treasurer spoke to his report (attached) and thanked Sandra for her work inputting budget figures. Resolved that the Treasurer's Report be accepted.

5.2. Secretary's Report: The Secretary reported that he has been unable to lodge the Annual Report within the required month of the AGM at the CAV website, due to a technical problem affecting Tier 2 and 3 associations (of which VCA is one). CAV are aware of the problem and state that penalties will not be applied for late submission.

5.3. Administrator's Report: The Administrator spoke to her report (attached).

5.4. Business Arising from Reports:

Resolved that the Administrator to also seek a quote for a replacement dishwasher for the caretaker's flat from E&S Trading and accept the lowest of the three quotes.

Action: Administrator

Resolved that garden maintenance at VCC be offered to Colonial Landscapes as outlined in the Administrator's report.

Action: Administrator

Resolved that Sandra Kastanaras, Kate Patrick and Helen Worlidge contact Brimbank Council regarding usage of VCC facilities.

(Secretarial Note: The Administrator left the meeting at this point.)

6. General Business

6.1. VCA

6.1.1. Presentation by Employsure Pty Ltd: Brad Walsh of Employsure Pty Ltd addressed CoM about the services offered by the company. Secretary to follow up on rates. **Action: Secretary**

6.1.2. VCC Matters:

6.1.2.1. Maintenance: The Treasurer advised that the concreting is underway.

6.1.2.2. Equipment: hoops – Agreed that a small working group consisting of Stephen Forster, John Grieve & Robert Jurey be formed to examine and recommend a brand/type of hoop for VCA purchase. Secretary to advise WG decision to CoM members electronically. **Action: Secretary**

(Lunch break: 1245-1300)

6.1.3. Strategic Plan: Vice-president, Kate Patrick, advised that she had contacted eleven of the thirteen Regional Directors, all of whom have spoken, or will speak, to clubs in time to come to the next Council meeting.

6.1.4. Appointed Officers & Committee Members 2015/16: Agreed that CoM recommend to Council that:

6.1.4.1. Philip Brown be re-appointed as SC Gateball

6.1.4.2. Doron Gunzburg be re-appointed as State Handicapper AC;

6.1.4.3. Neville Pope be re-appointed as State Handicapper GC;

6.1.4.4. Rosalie Newman be re-appointed as MSV Editor;

6.1.4.5. the Handicap Committee consist of the two State Handicappers AC & GC and the Handicap Recorder.

6.1.4.6. the *Malletsports Victoria* Committee be disbanded.

In discussing this matter, CoM resolved that all access to the VCA database that allowed for amendment to that database be password protected. **Action: Secretary**

6.1.5. Appointees, Sub-Committees & Working Group Policy: CoM reviewed the draft amendments to the policy, made some further amendments and agreed that the policy be presented to Council at its next meeting. **Action: Secretary**

6.1.6. Greenkeeper – extra work: Resolved that James Hood be offered the additional work of mowing of surrounds (\$5,200 p.a. already in budget) and setting up courts for tournaments (except for setting hoops), moving courts and moving hoop holes as necessary at an additional \$5,000 p.a. **Action: Secretary**

7. Closure: The president closed the meeting at 1445.

8. Next Meetings:

Council	17 Aug 15 at 11 am
CoM	14 Sep 15 at 11 am (Note change of week)

Annexures:

Annex A	Finance Report
Annex B	Administrator's Report

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 30 June 2015 are attached.
- b. The **Budgeted** VCC trading loss for the year to 31 March 2016 is **\$258,052**.
- c. The **Actual** VCC trading loss to 30 June 2015 is **\$48,187**.
- d. YTD Actual to Budget:
 - i. Income for the month \$5k, YTD \$24k (Annual Budget \$275k)
 - ii. Expenses for the month \$15k, YTD \$72k (Annual Budget \$533k)
 - iii. Loss YTD \$48k, same time last year \$91k (Annual Budget \$258k)
 - iv. Income – Affiliation and Malletsports invoices raised in July, therefore these will appear next month in the July accounts.
 - v. Expenses - it is early in the financial year, and a number of budgeted expense items are yet to be undertaken.

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 May \$121,860
 - ii. Total Banks accounts 30 June \$103,543
- c. This represents a decrease in cash held \$ 18,317
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$72,281 (last month \$55,337)
 - ii. Fixed Interest (Dom.&Int.) \$1,200,744 (last month \$1,207,930)
- e. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,960,101 (last month \$4,066,937) as at 30 June 2015.
- b. The change from last month's report is a decrease in portfolio market value of \$106,836.
- c. This is not a concern and represents the usual fluctuations in share values.

4 JBWere Investment Committee

- a. No activities this month.



Brian Rowe,
Treasurer,
11/07/2015

Appendices: 1 Profit & Loss
 2 Balance Sheet

Victorian Croquet Association Inc.			
Profit & Loss [Last Year Analysis]			
April 2015 through June 2015			
	This Year	Last Year	Budget 15/16
INCOME			
VCA AFFILIATIONS			\$91,818.00
ACA			\$72,131.50
AFFILIATIONS/INSURANCE			
MERCHANDISE/PENNANT	\$1,420.87	\$807.44	\$5,375.00
TOURNAMENTS	\$1,954.60	\$3,090.95	\$13,850.00
MSV			\$5,000.00
CATERING/BAR	\$4,679.05	\$10,289.11	\$35,000.00
PREMISES/COURTS/RENT	\$10,125.91	\$11,221.35	\$51,300.00
SRV DEP GRANTS	\$6,500.00	\$11,280.00	
INTEREST BANK	\$0.08	\$4,176.36	\$800.00
Total INCOME	\$24,680.51	\$40,865.21	\$275,274.50
EXPENSES			
ACA	\$0.00	\$55,652.27	\$72,131.50
AFFILIATIONS/INSURANCE			
ADMINISTRATION VCA	\$2,525.27	\$2,670.51	\$21,940.00
COMMITTEES	\$560.27	\$160.22	\$15,000.00
MSV	\$812.15	\$1,369.13	\$4,300.00
COUNCIL/COM travel	\$874.96	\$1,508.97	\$6,000.00
SRV DEP GRANTS	\$6,089.41	\$0.00	\$1,000.00
TOURNAMENTS	\$1,210.43	\$1,789.99	\$12,315.99
VCA CENTENARY	\$0.00	\$1,670.67	\$3,000.00
MERCHANDISE/PENNANT	\$297.59	\$2,464.55	\$4,350.00
WAGES	\$27,645.30	\$28,793.39	\$129,011.11
VCC BUILDING	\$19,912.17	\$23,567.52	\$135,300.00
CATERING/BAR	\$2,205.20	\$3,130.17	\$12,950.00
VCC COURTS	\$10,735.46	\$9,372.42	\$92,278.00
STATE TEAMS			\$9,000.00
CROQUET EQUIPMENT			\$15,250.00
Total EXPENSES	\$72,868.21	\$132,149.81	\$533,826.60
Net Profit/(Loss)	(\$48,187.70)	(\$91,284.60)	

Victorian Croquet Association Inc.	
Balance Sheet	
As of June 2015	
Assets	Liabilities
Current Assets	Current Liabilities
Bank Accounts	Accounts Payable \$728.33
Bendigo \$20,964.59	Total Current Liabilities \$728.33
CBA \$81,976.67	Player Insurance (\$305.45)
CBA Online Saver \$601.75	Tax Payable
Total Bank Accounts \$103,543.01	GST Collected \$12,789.78
Total Current Assets \$103,543.01	GST Paid (\$13,098.57)
Withholding Credits	Payroll Liabilities \$3,608.00
Accounts Receivable \$1,833.70	Total Tax Payable \$3,299.21
Total Withholding Credits \$1,833.70	Total Liabilities \$3,722.09
Other Current Assets	Net Assets \$9,422,145.64
JBWERE - Investment A/c \$3,960,101.18	Equity
Fixed Assets	Reserves
Cairnlea - Land/Building \$5,290,354.22	General Reserve \$7,703,572.44
Plant & Equipment	Asset Revaluation Reserve \$574,438.29
Plant and Equipment \$188,251.92	Retained Earnings \$1,192,322.61
Office Equipment \$5,918.18	Current Earnings (\$48,187.70)
Fixtures and Fittings \$1,535.00	
Accumulated Depreciation (\$125,669.48)	
Total Plant & Equipment \$70,035.62	
Total Fixed Assets \$5,360,389.84	
Total Assets \$9,425,867.73	Total Equity \$9,422,145.64

ADMINISTRATOR'S REPORT

Affiliation Fees 2015-15

Invoices have been sent to all clubs and regions and will appear in the July Profit and Loss.

Season Opening

The season opening is fast approaching. A flyer has been sent to club and region secretaries but to date I have not received responses.

Caretaker

The dishwasher in the caretaker's flat is broken. This was mentioned in my February 2015 report. Two quotes, from The Good Guys and Harvey Norman, are attached.

Functions

Functions have been very quiet for June/July. We had only one function in June, an engagement part, and no bookings for July. Brimbank City Council did not book for any meetings or their breakfast/luncheon work meeting in these months. This is the first time in eight years that we have no bookings for June/July.

Concrete works

Concrete works started on 7th July. The old concrete has been removed and we are now waiting on better weather to pour the concrete. All area are roped off and Brimbank CC is using the side doors to access the courts.

Gardens

Garden beds along courts 11 and 12 and next to the Greenkeepers shed have no bark mulch and plants are dying, with at least 8 – 10 needing to be replaced. A quote from Colonial Landscapes for this work is attached.

Edge to Edge have been the gardeners at VCC for the past 3 – 4 years, but I have not been happy with their work for the past year; whenever I ask for weeds to be pulled my requests are ignored. I recommend that we move to Colonial Landscapes, who will attend to the gardens and spray weeds monthly compared with Edge to Edge who spray two monthly and garden three monthly and have become complacent in their work. Price variation is \$33 in our favour. We do not have a contract with Edge to Edge and I have advised them by phone.

Sandra Kastanaras
Administrator