



Minutes of Council Meeting - 17th August 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), Kate Patrick* (Vice - president), Jim Clement (Secretary), Brian Rowe (Treasurer); Sarina Cevaal-Hewitt*, Jim Saunders and Trish Watts (Members).

1.1.2. Regional Directors: Brian Reither (BDCA); Brian Foley (Bayside); Jean Deacon (EMCA Representative); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Janet Richardson (MVCA); Penny Krstev (NDCA); Sarina Cevaal-Hewitt (NEDCA); Janet Leckie-Brunton (SEMCA) – *late arrival*; Kate Patrick (WMCMA), Patricia Boyd (Wimmera).

1.1.3. Alternate Regional Directors: Harley Johnstone (Bayside); Heather Strano (NDCA); Ken Amooore (WMCMA), Denise McMillan (Wimmera).

1.1.4. Observers:

1.2. Apologies: Wilma Freeman (CoM), Helen Worlodge (EMCA); Kerry Seipolt (EMCA Alternate); Barb McKean (SWCA);

**In answer to a query, the President advised that nothing in the Constitution prohibits a member of CoM also being a Regional Director.*

2. Opening: The President opened the meeting at 11:00 am, registering thanks to Shirley Hallinan for her service over the years which was endorsed by members' acclamation.

3. Minutes of Previous Meeting: The minutes of the previous meeting, held on 16th June 2015 were distributed and posted to the VCA website on 17th June 2015. Resolved that the minutes be accepted.

3.1. Business Arising from the Minutes of the Previous Meeting: The Secretary advised that:

- Item 5.8.1 The Constitution Review Working Group has reviewed three editions of the draft Constitution since the June Council meeting.
- Item 6.1.7 Non-identifiable data provided to Moonee Valley Council – numbers of VCA members, by postcode, who are members of clubs in Moonee Valley or who are resident in Moonee Valley and are members of clubs outside that Council area.
- Item 6.2.1 Notices of Motion to amend the ACA Constitution for consideration at the General Meeting to be held 28th September 2015, lodged with ACA.

4. Correspondence

4.1. In - 15 Jul 15 from Dandenong CC re balance of funds

6 Aug 15 from ACA re U21 Croquet

14 Aug 15 from WMCMA re change of Alternate Regional Director

4.2. Out – 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 at Annex A. Resolved that the Financial Report be accepted.

5.2. CoM report: minutes of 20th July 2015 meeting were distributed 22nd July 2015.

5.3. Secretary's Reports:

5.3.1. Greenkeeper: The Secretary reported on the new employment arrangements for the greenkeeper.

Secretarial Note: Janet Leckie-Brunton arrived at this point – 11.20 am

5.3.2. Burden Park: The Secretary advised that with the agreement of former Dandenong CC members, he had approved the release of funds from those left in trust for Burden Park CC when Dandenong CC was wound up, to pay for the servicing and repair of the Burden Park CC Queen mower. In answer to questions Janet Leckie-Brunton reported on the current situation.

5.3.3. VCA Affiliated Clubs: The Secretary advised that, effective 11th August 2015, two new clubs has affiliated with NEDCA, these being the Howlong Golf Resort CC (Howlong NSW) and the Twin City CC (North Albury NSW). The president congratulated NEDCA on establishing new clubs.

5.4. M&P report: The Marketing & Publicity committee reported on its activities.

5.4.1. M&P Report on Ultimate Sports Expo: The meeting accepted the report and resolved that:

5.4.1.1. VCA not participate in USE in 2015.

5.4.1.2. VCA endorse the use of the budget provision for USE (\$2500) to fund the design and production of a flyer specifically directed towards prospective young participants in croquet. **Action: Treasurer**

5.4.2. M&P Report on VicHealth Funding Round: Although the bid was unsuccessful and VCA has been advised to re-apply in the next round, the Australian Physiotherapists Association is enthusiastic about the concept of croquet as a sport for those that can no longer play more active sports.

5.5. Tournament Participation Working Group Report: Brian Reither endorsed the report, noting the number of tournaments each year and that most of the Report's recommendations and actions were loaded onto the Tournament Committee which is itself under-resourced. He also noted that most of the actions had been done some years ago.

5.6. Sub-Committee Minutes Received: The Secretary advised that he had received minutes of the M&P Committee meetings of 2nd July 2015 and 30th July 2015.

5.7. Outstanding Action Items: Council considered the list of Outstanding Action items and added "Directors' Induction Package" to be progressed by Secretary, Kate Patrick and Sarina Cevaal-Hewitt and amended "VCA Centenary" to show only the revision of the history as outstanding.

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

6. General Business

6.1. VCA

6.1.1. Policies:

6.1.1.1. Appointed Officers, Sub-committees & Working Groups Policy: Resolved that the policy, as amended at the meeting, be adopted.

6.1.1.2. Access to VCC Policy: Resolved that the policy be accepted.

6.1.2. Council Appointments: Council resolved that the Handicap and MSV committees be dissolved and the position of Deputy Handicap Recorder be established and appointed:

Philip Brown as State Coordinator Gateball

Doron Gunzburg as State Handicapper AC

Neville Pope as State Handicapper GC

Rosalie Newman as MSV Editor.

Trish Watts as Deputy Handicapper Recorder

A current listing is attached at Annex B. The State Coordinator of Coaching vacancy is to be considered at next meeting.

Secretarial Note: Lunch break 12:30 – 1:15 pm

Council discussed the ACA request regarding the appointment of a State Coordinator of U21 Croquet and resolved that no action be taken on the appointment of a State Coordinator at this stage but that the Secretary represents VCA at the meeting in Launceston on 22nd September 2015 and report back to Council. **Action: Secretary**

- 6.1.3. Life Membership:** As the Constitution already contains provision for resignation and expulsion of members, it was resolved that no action be taken to amend provisions of Life Membership.
- 6.1.4. Employsure Pty Ltd:** After discussion regarding risk identification and mitigation, in this case employment and WHS issues, it was resolved that VCA enter into a five year agreement with Employsure Pty Ltd.
- 6.1.5. Strategic Plan:** There was a discussion of the distributed Strategic Plan document and a brainstorm session of root problems. New draft plan to be circulated ASAP.

Secretarial Note: Ken Amoore, Jean Deacon and Penny Krstev left the meeting at this point 3:00 pm.

- 6.1.6. Sponsorship:** Secretary to amend current policy to allow for club uniforms to display sponsor's logos and present to next Council meeting. **Action: Secretary**
- 6.1.7. Council December Meeting:** Agreed to change date of December meeting to 14th December 2015.

6.2. ACA

- 6.2.1. General Meeting, 28th September 2015:** Resolved that Mike Cohn be appointed the VCA delegate to the ACA General Meeting to be held in Launceston on 28th August 2015.

7. Close The President closed the meeting at 3:10 pm

- 8. Next Meetings:**
- | | |
|-----------|---|
| CoM - | 14 September 2015 at 11:00 am |
| Council - | 19 October 2015 at 11:00 am |
| | <i>Country Regionals meeting during lunch break</i> |

- 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 July 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 31 July 2015 is **\$17,315**.
- d. YTD Actual to Budget:
 - i. Income for the month \$146k, YTD \$170k (Annual Budget \$275k)
 - ii. Expenses for the month \$115k, YTD \$187k (Annual Budget \$533k)
 - iii. Loss YTD \$17k, same time last year Surplus \$20k (Annual Budget \$258k)
 - iv. Revenue – the VCA (\$81k) and ACA (\$57k) Affiliations have now been invoiced
 - v. Expenses for the month – ACA \$58k Affiliation, VCA Admin \$9k, Wages \$8k, VCC Building \$35k, VCC Courts \$3k

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 June \$103,543
 - ii. Total Banks accounts 31 July \$109,400
- c. This represents an increase in cash held \$ 5,857
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$94,917 (last month \$72,281)
 - ii. Fixed Interest (Dom.& Int.) \$1,197,792 (last month \$1,200,744)
- e. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$4,073,133 (last month \$3,960,101) as at 31 July 2015.
- b. The change from last month's report is an increase in portfolio market value of \$113,032.
- 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,
08/08/2015

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

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

Victorian Croquet Association Inc.			
Profit & Loss [Last Year Analysis]			
April 2015 through July 2015			
	This Year	Last Year	Budget 15/16
INCOME			
VCA AFFILIATIONS	\$81,683.12	\$72,044.92	\$91,818.00
ACA	\$57,724.54	\$54,007.32	\$72,131.50
AFFILIATIONS/INSURANCE			
MERCHANDISE/PENNANT	\$1,545.42	\$991.99	\$5,375.00
TOURNAMENTS	\$1,954.60	\$3,615.95	\$13,850.00
MSV	\$4,203.67	\$4,399.99	\$5,000.00
CATERING/BAR	\$4,679.05	\$11,007.29	\$35,000.00
PREMISES/COURTS/RENT	\$12,266.82	\$12,614.54	\$51,300.00
SRV DEP GRANTS	\$6,500.00	\$11,280.00	
INTEREST BANK	\$5.89	\$4,302.10	\$800.00
Total INCOME	\$170,563.11	\$174,264.10	\$275,274.50
EXPENSES			
ACA	\$58,301.36	\$55,652.27	\$72,131.50
AFFILIATIONS/INSURANCE			
ADMINISTRATION VCA	\$11,494.06	\$4,150.79	\$21,940.00
COMMITTEES	\$716.53	\$375.77	\$15,000.00
MSV	\$1,435.15	\$1,733.44	\$4,300.00
COUNCIL/COM travel	\$952.91	\$1,764.21	\$6,000.00
SRV DEP GRANTS	\$6,089.41	\$0.00	\$1,000.00
TOURNAMENTS	\$1,210.43	\$1,853.63	\$12,315.99
VCA CENTENARY	\$0.00	\$2,002.44	\$3,000.00
MERCHANDISE/PENNANT	\$297.59	\$2,464.55	\$4,350.00
WAGES	\$35,890.30	\$36,290.50	\$129,011.11
VCC BUILDING	\$55,492.22	\$30,614.49	\$135,300.00
CATERING/BAR	\$2,205.20	\$4,440.64	\$12,950.00
VCC COURTS	\$13,793.80	\$12,095.74	\$92,278.00
STATE TEAMS		\$10,473.82	\$9,000.00
CROQUET EQUIPMENT		\$0.00	\$15,250.00
Total EXPENSES	\$187,878.96	\$163,912.29	\$533,826.60
Net Profit/(Loss)	-\$17,315.85	\$10,351.81	

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

Victorian Croquet Association Inc.			
Balance Sheet			
As of 31 July 2015			
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$39,139.21
Bendigo	\$31,720.13	Total Current Liabilities	\$39,139.21
CBA	\$77,078.22	Player Insurance	(\$305.45)
CBA Online Saver	\$601.75	Tax Payable	
Total Bank Accounts	\$109,400.10	GST Collected	\$24,638.49
Total Current Assets	\$109,400.10	GST Paid	(\$18,245.61)
Withholding Credits		Payroll Liabilities	\$1,285.75
Accounts Receivable	\$76,490.70	Superannuation Liabilities	\$653.57
Total Withholding Credits	\$76,490.70	Total Tax Payable	\$8,332.20
Other Current Assets		Total Liabilities	\$47,165.96
JBWERE - Investment A/c	\$4,073,133.78	Net Assets	\$9,573,455.73
Fixed Assets		Equity	
Cairnlea - Land/Building	\$5,290,354.22	Reserves	
Plant & Equipment		General Reserve	\$7,703,572.44
Plant and Equipment	\$189,459.19	Asset Revaluation Reserve	\$694,876.53
Office Equipment	\$5,918.18	Retained Earnings	\$1,192,322.61
Fixtures and Fittings	\$1,535.00	Current Earnings	(\$17,315.85)
Accumulated Depreciation	(\$125,669.48)	Total Equity	\$9,573,455.73
Total Plant & Equipment	\$71,242.89		
Total Fixed Assets	\$5,361,597.11		
Total Assets	\$9,620,621.69		

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 - Philip Brown
- 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 - Doron Gunzburg
- State Handicapper of Golf Croquet – Neville Pope
- State Handicap Recorder - Ian McKee
- Deputy Handicap Recorder – Trish Watts
- Historian - **No nominations received**
- Webmaster - Gareth Bushill

Sub-committees

- Investment Advisory (3 plus Treasurer); Wendy Dickson, David Ross
- 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