



**Minutes of Council Meeting - 19<sup>th</sup> October 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); Kerry Seipolt (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Noel Dealy (GVCA); Janet Richardson (MVCA); Heather Strano (NDCA); Sarina Cevaal-Hewitt (NEDCA); Janet Leckie-Brunton (SEMCA); Barb McKean (SWCA); Kate Patrick (WMCMA),

**1.1.3. Administrator:** Sandra Kastanaras

**1.2. Apologies:** Wilma Freeman (CoM); Helen Worlodge (EMCA); Penny Krstev (NDCA), Pat Boyd (Wimmera)

**1.3. Observers:** Lynne Roberts (Ivanhoe Park)

**2. Opening:** The President opened the meeting at 11:00 a.m. welcoming Noel Dealy to his first meeting as GVCA Regional Director.

**3. Minutes of Previous Meeting:** Resolved that the minutes of the previous meeting, held 17<sup>th</sup> August 2015 be accepted as a true and accurate record.

**3.1. Business Arising from Minutes of Previous Meeting:** Nil

**4. Correspondence**

**4.1. In -** 25 Aug 15 from Government House re acceptance of Patron position

28 Aug 15 from ACA re U21 Croquet

8 Sep 15 from AC Selection Committee re committee terms

27 Sep 15 from Minister of Sport re Defibrillators for Sporting Clubs

**4.2. Out –** 18 Aug 15 – to ACA re VCA representation at NDU21C meeting 22 Sep 15

**4.2. Business Arising from Correspondence:**

**4.2.1. Patronage:** Secretary advised that letterheads and the website have been amended to reflect the patronage of Her Excellency, the Hon Linda Dessau, Governor of Victoria.

**4.2.2. Letter from AC Selection Committee:** Referred to CoM

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 14<sup>th</sup> September 2015 meeting were distributed 5<sup>th</sup> October 2015.

**5.3. Secretary's Report:** The Secretary's report is attached at Annex B.

**5.4. Administrator's Report:** The Administrator's report is attached at Annex C.

**5.5. M&P Sub-Committee Report:** Kate Patrick spoke to the M&P

**5.6. Sub-Committee Minutes Received:** The Secretary advised that he had received the minutes of the M&P committee meeting of 30<sup>th</sup> August 2015.

**5.7. Outstanding Action Items:** Council reviewed the list of outstanding action items.

**5.8. Business Arising from Reports:**

**5.8.1.** Secretary to write an article for Malletsports Victoria regarding Working With Children (WWC) Checks.

5.8.2. Outstanding Action Items – Serial 18A, Marketing Plan to be marked as completed.

## 6. General Business

### 6.1. VCC

6.1.1. **Purchase of Hoops:** The President advised that provision had been made in the current budget for the purchase of new hoops for VCC and a small working group consisting of Stephen Forster, John Grieve and Robert Jurey was set up to recommend suitable hoops. The working group has recommended that VCA purchase Atkins “Quadway” hoops but retain at least six sets of the current hoops for Brimbank & Keilor Village clubs. A quote has been received from Ray Atkins totalling NZ \$14,460 including freight. Resolved that VCA purchase thirteen sets of Quadway hoops for use at VCC.

**Action: Secretary/Treasurer**

Also resolved that Brian Reither alter the old pipe storage racks to provide hoop storage.

**Action: Brian Reither**

6.1.2. **Purchase of GC Scoring Clips:** Jim Saunders reported that he was importing the GC Scoring Clips in lieu of VCA and he had supplied 200 clips at a cost of \$180. He had also supplied six sets of corner flags at \$330.

*(Secretarial Note: The meeting broke for lunch 12:30 – 13:30, during which a meeting of the Country Regionals Championships Committee was held. Sandra Kastanaras did not return to the meeting.)*

6.1.3. **Laser Top Dressing – Courts 11 & 12:** Jim Saunders advised that laser levelling of Courts 11 & 12 was to be carried out during early December and will be unavailable for play for some 8 to 12 weeks.

### 6.2. VCA

6.2.1. **Polices - Sponsorship:** Resolved that the draft, amended to include regional teams, be accepted.

#### 6.2.2. Council Appointments:

6.2.2.1. **State Coordinator of Coaching:** President to approach a possible candidate.

6.2.2.2. **U21 Croquet:** The Secretary reported on his attendance at the meeting held in Launceston on 22<sup>nd</sup> September 2015, (report attached at Annex D). Discussion followed on the desirability of appointing a State Coordinator

6.2.3. **Strategic Plan:** Standing Orders were suspended for 30 minutes while the draft Strategic plan (distributed with the agenda) was workshopped in small groups. Working Group to redraft and present to December meeting.

### 6.3. ACA

6.3.1. **General Meeting, 28<sup>th</sup> September 2015:** The President reported that all motions at the SGM were made by Croquet Victoria and aimed at tidying up the Constitution; all motions were passed. The SGM was followed by a discussion forum, covering various items, including the Meritorious Medal, scholarships, ACA data base, eligibility to represent State Associations in competition, etc.

7. **Close.** The President closed the meeting at 15:07.

8. **Next Meetings:** CoM - 9 November 2015 at 11:00 am  
Council - 14 December 2015 at 11:00 am

### Attachments:

**Annex A:** Treasurer’s Report  
**Annex B:** Secretary’s Report  
**Annex C:** Administrator’s Report  
**Annex D:** NDU21C Meeting Report

## FINANCE REPORT

### 1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 30 September 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 September 2015 is **\$60,267**.
- d. YTD Actual to Budget:
  - i. Income for the month \$0k, YTD \$174k (Annual Budget \$275k)
  - ii. Expenses for the month \$24k, YTD \$234k (Annual Budget \$533k)
  - iii. Loss YTD \$60k, same time last year Loss \$28k (Annual Budget \$258k)
  - iv. Revenue – minor adjustments, no significant revenue
  - v. Expenses for the month – Wages \$7k, VCC Building \$5k, VCC Courts \$5k

### 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 Aug \$100,599
  - ii. Total Banks accounts 30 Sep \$100,486
- c. This represents an decrease in cash held \$ 113
- d. The JBWere portfolio holds:
  - i. In Domestic Cash \$116,994 (last month \$99,078)
  - ii. Fixed Interest (Dom.& Int.) \$1,191,853 (last month \$1,193,613)
- e. There are no immediate overall cash concerns.

### 3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,805,172 (last month \$3,877,096) as at 30 September 2015.
- b. The change from last month's report is a decrease in portfolio market value of \$71,924.
- 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,  
Honorary Treasurer  
9<sup>th</sup> October 2015

Appendix 1 to  
Annex A to  
Croquet Victoria Council Minutes  
19<sup>th</sup> October 2015

**Victorian Croquet Association Inc.**  
**Profit & Loss [Last Year**  
**Analysis]**  
**April 2015 through September 2015**

	This Year	Last Year	15/16 Budget
<b>INCOME</b>			
VCA AFFILIATIONS	\$79,415.81	\$72,044.92	\$91,818.00
ACA	\$56,057.73	\$54,007.32	\$72,131.50
AFFILIATIONS/INSURANCE			
MERCHANDISE/PENNANT	\$1,961.32	\$1,748.79	\$5,375.00
TOURNAMENTS	\$2,781.88	\$4,706.85	\$13,850.00
MSV	\$4,210.94	\$4,399.99	\$5,000.00
CATERING/BAR	\$6,147.24	\$15,441.65	\$35,500.00
PREMISES/COURTS/RENT	\$17,098.63	\$18,092.18	\$51,300.00
SRV DEP GRANTS	\$6,500.00	\$11,280.00	\$0.00
INTEREST BANK	\$21.95	\$4,381.43	\$800.00
<b>Total INCOME</b>	<b>\$174,195.50</b>	<b>\$186,103.13</b>	<b>\$275,774.50</b>
<b>EXPENSES</b>			
ACA	\$58,304.99	\$55,652.27	\$72,131.50
AFFILIATIONS/INSURANCE			
ADMINISTRATION VCA	\$13,620.39	\$9,071.55	\$21,940.00
COMMITTEES	\$877.18	\$375.77	\$15,000.00
MSV	\$1,987.24	\$2,181.19	\$4,300.00
COUNCIL/COM travel	\$1,794.62	\$2,673.09	\$6,000.00
SRV DEP GRANTS	\$6,089.41	\$778.51	\$1,000.00
TOURNAMENTS	\$2,167.91	\$3,476.71	\$12,315.99
VCA CENTENARY	\$0.00	\$5,688.81	\$3,000.00
MERCHANDISE/PENNANT	\$297.59	\$3,054.30	\$4,350.00
WAGES	\$54,461.39	\$56,006.02	\$129,011.11
VCC BUILDING	\$65,336.36	\$45,304.10	\$135,300.00
CATERING/BAR	\$2,536.77	\$6,143.94	\$12,950.00
VCC COURTS	\$22,844.38	\$20,266.78	\$92,278.00
STATE TEAMS G & A	\$4,144.72	\$3,496.36	\$9,000.00
CROQUET EQUIPMENT			\$15,250.00
<b>Total EXPENSES</b>	<b>\$234,462.95</b>	<b>\$214,169.40</b>	<b>\$533,826.60</b>
<b>Net Profit/(Loss)</b>	<b>(\$60,267.45)</b>	<b>(\$28,066.27)</b>	<b>(\$258,052.10)</b>

Appendix 2 to  
Annex A to  
Croquet Victoria Council Minutes  
19<sup>th</sup> October 2015

<b>Victorian Croquet Association Inc.</b>			
<b>Balance Sheet</b>			
<b>As of September 2015</b>			
<b>Assets</b>		<b>Liabilities</b>	
<b>Current Assets</b>		Current Liabilities	
Bank Accounts		Accounts Payable	\$3,833.02
Bendigo	\$7,732.18	Total Current Liabilities	\$3,833.02
CBA	\$43,137.78	Player Insurance	(\$305.45)
CBA Online Saver	\$49,616.97	Tax Payable	
Total Bank Accounts	\$100,486.93	GST Collected	\$24,993.62
<b>Total Current Assets</b>	<b>\$100,486.93</b>	GST Paid	(\$19,732.58)
Withholding Credits		Payroll Liabilities	\$3,850.31
Accounts Receivable	\$9,821.20	Superannuation Liabilities	\$889.51
Total Withholding Credits	\$9,821.20	Total Tax Payable	\$10,000.86
Other Current Assets		Long Term Liabilities	
JBWERE - Investment A/c	\$3,805,172.44	Account No 1 Funds	\$1,006.46
<b>Fixed Assets</b>		Total Long Term Liabilities	\$1,006.46
Cairnlea - Land/Building	\$5,290,354.22	<b>Total Liabilities</b>	<b>\$14,534.89</b>
Plant & Equipment		<b>Net Assets</b>	<b>\$9,262,542.79</b>
Plant and Equipment	\$189,459.19	Equity	
Office Equipment	\$5,918.18	Reserves	
Fixtures and Fittings	\$1,535.00	General Reserve	\$7,703,572.44
Accumulated Depreciation	(\$125,669.48)	Asset Revaluation Reserve	\$426,915.19
Total Plant & Equipment	\$71,242.89	Retained Earnings	\$1,192,322.61
<b>Total Fixed Assets</b>	<b>\$5,361,597.11</b>	Current Earnings	(\$60,267.45)
<b>Total Assets</b>	<b>\$9,277,077.68</b>	<b>Total Equity</b>	<b>\$9,262,542.79</b>

## **Secretary's Report**

First of all, my apologies for the late distribution of the minutes of the 14<sup>th</sup> September 2015 CoM meeting. These were completed in draft format on the day of the meeting and forwarded to Mike, Kate & Brian for proofreading on that day. I was busy with other matter the next day and boarded the Spirit of Tasmania that evening. I subsequently refereed for ten days at the ACA GC Gold Medal, the ACA GC Men's Championship and the WCF Shield competition, taking over as Tournament Referee for nine of those days; and lacked the time or inclination to check emails too closely. Following that, I visited my son, who lives with only 12V solar power and without mobile coverage. As a further hindrance, the battery in the VCA laptop decided to call it a day, so I couldn't even work off-line, in both senses of the word. Hence the delay. My thanks to Sandra for relaying the minutes.

Neither the Constitution Review Working Group nor the Director's Induction Working Group have progressed, due to my month in Tasmania.

### **Employsure Pty Ltd.**

As reported to the last CoM meeting (refer to Annex B to the minutes of that meeting) I have now held two teleconference meetings with Employsure Pty Ltd. We have been provided with various templates, including those for employment contracts, which I am implementing. I have, for the first time, used the Employsure Pty Ltd legal advice facility.

### **Defibrillators**

VCA has received a letter (copy available) from the Minister for Sport announcing grants for defibrillators for sporting clubs, which has been forwarded to clubs.

### **Working With Children (WWC) Check**

I have received a query from Victoria Police regarding an allegation that a Coach has been coaching children without a Working With Children check. I am following up on this and will also seek legal advice.



JA Clement  
Dip Bus (Gov) FICDA  
Honorary Secretary

## **Administrator's Report**

**Administration:** I have asked Gareth Bushill our Webmaster to add a new Feature on the Database. Both Club Secretaries will now receive an email notifying them that a member has now been transferred to a new club. This will inform both clubs involved; previously I would be the only informed of the transfer to my email.

**Building Works On Cairnlea Drive:** This can be a problem with dust and noise. I have contacted Brimbank City Council re: no water trucks on site to or tarp around the fences. Reference number is 525 361 Asset Protection Department.

**2015/2016 Affiliation Fees:** All clubs are now paid up with their affiliation fees expect four clubs which should be paid up by the end of this month. The next invoicing will be done October/November this forms part of the player insurance and any adjustments that needs to be applied. Please make sure Database is update for the next round of invoicing. Certificate of Occupancy are still current until December 31st 2015.

**Address Book:** The Address Book is in the process of being printed; Club Secretaries; Regional Secretaries; VCA Regional Directors; Alternate Directors and VCA Co-ordinators will receive a free copy. Extra copies will be available to purchase \$10.00 per book. If books are available at the next Council Meeting Monday 19th October 2015 Directors will be given books to hand out to their regions. Thank you. (*Books received and distributed 19<sup>th</sup> October 2015.*)

**Administration Assistant:** Unfortunately my part time assistant Joanne Reick has found other employment. A decision was made that this December to go through Employment Agency to hire temp to work with me during December and then to work for me over the January holidays 3 days per week. We will revisit the part time Administrator again in 12 months' time.

**Functions:** Functions have been very quiet for the month September no bookings and only two bookings in October. I have registered the Victorian Croquet Centre with Venuemob. For every event they book, they take 10% commission when a customer books our venue that's payable to Venuemob 14 days after the events been held. Normally initial listing fee (\$399), but as part of our deal to Croquet Victoria, they have waived this fee and offer a **FREE** listing to all the croquet clubs in Victoria.

**Put simply, if we don't bring you new function bookings then we don't make any money.**

**Gardens:** Gardens beds along courts 11 and 12 and garden beds next to Greenkeepers Shed have now been done. With extra bark on site now they have also filled up other garden beds that needed bark at no charge extra. New gardeners at the Centre; Colonial Landscape are coming in once a month doing the gardens and spraying is working well.

Sandra Kastanaras  
September 2015

**Report on NDU21C Meeting  
22<sup>nd</sup> September 2015 – East Launceston**

As authorised by Council at its August meeting, I attended the ACA meeting of Directors of U21 Croquet, held at East Launceston Croquet Club on Tuesday, 22<sup>nd</sup> September 2015 to represent Croquet Victoria. The meeting was chaired by Jacky McDonald (ACA NDU21C), with Tricia Vierra (ACA Liaison) and representatives of all state associations except WA present.

Discussion centred on identification, development, training and competition for U21 players, specifically in Golf Croquet, as this is the code of the WCF U21 Championships.

Terry Ericson has agreed to coach an Australian Squad for the WCF U21 GC Championship in 2017.

A program was developed, being:

- Inaugural ACA Schools Croquet Championship (open to any secondary school student) to be held at Maitland CC (NSW), 27-29 November 2015.
- NSW U21 GC Championship, 9 & 10 Jul 2016 – venue TBA
- ACA U21 GC Championships, 8 & 9 Oct 2016, preferably at VCC.
- Training weekend, 14 & 15 Jan 2017, again preferably at VCC.
- WCF U21 GC Championship, February 2017, VCC.

It was emphasised that the ACA Board has recently resolved that all U21 members will be charged half affiliation fees and half entry fees, with full-time students under 25 also being charged half entry fees. State Associations were asked to consider providing similar rebates to U21 players in their jurisdictions.

A further meeting is to be held via Skype, on 3<sup>rd</sup> December 2015 at 7:00 pm.



JA Clement  
Dip Bus (Gov) FICDA  
Honorary Secretary