



Minutes of Committee of Management Meeting Held via Skype, 11:00 a.m., Monday, 9th November 2015

1. Attendance

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

1.2. Observer: Sandra Kastanaras (VCA Administrator)

2. Opening: The President opened the meeting at 11:12 am

3. Minutes of Previous Meetings: Resolved that the minutes of the 14th September 2015 meeting, as distributed, be accepted as a true and accurate record of that meeting.

4. Correspondence

- 4.1. In –** 27 Sep 15 from Minister for Sport re defibrillators for clubs
19 Oct 15 from AC Selection Committee re timing of appointment
28 Oct 15 (via email) from Daly International re possible Optus Lease
- 4.1. Out –** 18 Aug 15 to ACA re VCA representation at NDU21C meeting, 22 Sep 15
20 Oct 15 to Shirley Hallinan – thanks
20 Oct 15 to SRV supporting Warragul CC application for grant
25 Oct 15 to City of Boroondara supporting Kew CC application for grant

Resolved that the correspondence be accepted

4. Reports

5.1. Financial Report: The Treasurer spoke to his report, attached at Annex A. Resolved that the Financial Report be accepted.

5.2. Courts Report: Jim Saunders provided an oral report on matters affecting the courts. Agreed that he discuss timing of mowing of surrounds with the greenkeeper.

Action: Jim Saunders

Administrator's Report: Emailed photos of leaks during the recent heavy rain were discussed. Resolved that these be investigated and repaired. **Action: Administrator**

6. General Business

6.1. VCC

6.1.1. Grants for Shade: Kate Patrick raised the opportunity of a Vic Health grant for provision or repair of shade shelters, noting that it may cover the repair of the shelters on the external boundaries of the courts at VCC. Agreed that a submission be made.

Action: Mike Cohn & Jim Saunders

6.1.2. Optus Mobile P/L Lease: The Heads of Agreement provided re the proposed Optus lease was discussed and deferred until Secretary gathers more information.

Action: Secretary

6.2. VCA

6.2.1. Appointees, Sub-Committees & Working Group

6.2.1.1. Appointees, Sub-Committees & Working Group Policy: The policy was reviewed and amended prior to submission to the December Council meeting.

Action: Secretary

6.2.1.2. GC Development Squad: The need to support the GC Development Squad Coach was recognised, and it was agreed that Jim Saunders approach a possible assistant.

Action: Jim Saunders

6.2.1.3. State Coordinator of Coaching: President, Mike Cohn, advised that he has approached a possible candidate as authorised by the October Council meeting, but has not yet received an answer.

6.2.2. Strategic Plan: The Strategic Plan was reviewed prior to submission to the December Council meeting.

6.2.3. Constitution Working Group: The Secretary reported that the Working Group had reached a majority decision on the Constitution proper and now needed to prepare the Transitional Arrangements in time to submit to the December Council meeting. This would allow Council members to comment at the February meeting and the matter to be voted on at a SGM in April, to become effective at the AGM.

6.2.4. Recognition of Members Efforts: This topic highlights that the only names displayed at VCC are those of administrators and there is no recognition of players' achievements. Possible items are a better trophy display cabinet and a VDU screen with a rolling display of names and achievements, which could also be used by Tournament Managers during events.

6.2.5. March 2016 CoM Meeting: It was agreed that this meeting be held Tuesday, 22nd March 2016 to avoid a clash with the ACA AGM which is to be held at VCC on Monday, 21st March 2016.

6.3. ACA

6.3.1. Hosting of WCF Events in 2017: The Secretary reported that he had been advised that the formal ACA bid for these events was to be presented to the ACA Board for approval at its meeting on Wednesday, 11th November 2015. Jim Saunders expressed concern at the limited time for VCA to make necessary arrangements.

7. Closure: In closing the meeting, the President solicited opinions on the merit of meeting via Skype. The general feeling was that it went well. The meeting closed at 13:13 pm.

8. Next Meetings:

Council	14 Dec 15 at 11 am
CoM	18 Jan 16 at 11 am

Attachments:

Annex A: Financial Report

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 31 October 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 October 2015 is **\$78,957**.
- d. YTD Actual to Budget:
 - i. Income for the month \$7k, YTD \$181k (Annual Budget \$275k)
 - ii. Expenses for the month \$26k, YTD \$260k (Annual Budget \$533k)
 - iii. Loss YTD \$78k, same time last year Loss \$47k (Annual Budget \$258k)
 - iv. Revenue – minor adjustments, no significant revenue
 - v. Expenses for the month – JBWere Management fees \$7k, Wages \$8k, VCC Building \$2k, 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 30 Sep \$100,486
 - ii. Total Banks accounts 31 Oct \$ 87,495
- c. This represents an decrease in cash held \$ 12,991
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$136,083 (last month \$116,994)
 - ii. Fixed Interest (Dom.& Int.) \$1,190,740 (last month \$1,191,853)
- e. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,900,544 (last month \$3,805,172) as at 31 October 2015.
- b. The change from last month's report is an increase in portfolio market value of \$95,372.
- 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
4th November 2015

Appendix 1 to
Annex A to
Croquet Victoria Committee of Management Minutes
9th November 2015

Victorian Croquet Association Inc.			
Profit & Loss [Last Year Analysis]			
April 2015 through October 2015			
	This Year	Last Year	Budget 15/16
INCOME			
VCA AFFILIATIONS	\$79,095.81	\$72,044.92	\$91,818.00
ACA AFFILIATIONS/INSURANCE	\$55,822.73	\$54,007.32	\$72,131.50
MERCHANDISE/PENNANT	\$2,699.48	\$1,755.15	\$5,375.00
TOURNAMENTS	\$3,640.97	\$6,016.85	\$13,850.00
MSV	\$4,587.30	\$4,581.81	\$5,000.00
CATERING/BAR	\$8,012.69	\$18,150.26	\$35,500.00
PREMISES/COURTS/RENT	\$20,984.99	\$21,614.90	\$51,300.00
SRV DEP GRANTS	\$6,500.00	\$11,280.00	
INTEREST BANK	\$80.00	\$4,488.80	\$800.00
Total INCOME	\$181,423.97	\$193,940.01	\$275,774.50
EXPENSES			
ACA AFFILIATIONS/INSURANCE	\$58,304.99	\$55,652.27	\$72,131.50
ADMINISTRATION VCA	\$22,617.95	\$9,676.21	\$21,940.00
COMMITTEES	\$877.18	\$448.57	\$15,000.00
MSV	\$2,111.69	\$2,492.69	\$4,300.00
COUNCIL/COM travel	\$1,813.99	\$3,696.44	\$6,000.00
SRV DEP GRANTS	\$6,089.41	\$1,019.42	\$1,000.00
TOURNAMENTS	\$2,504.25	\$3,843.99	\$12,316.00
VCA CENTENARY	\$0.00	\$5,688.81	\$3,000.00
MERCHANDISE/PENNANT	\$297.59	\$3,279.30	\$4,350.00
WAGES	\$62,808.14	\$65,202.07	\$129,011.11
VCC BUILDING	\$67,885.78	\$55,462.25	\$135,300.00
CATERING/BAR	\$3,155.32	\$6,329.39	\$12,950.00
VCC COURTS	\$27,306.73	\$24,718.68	\$92,278.00
STATE TEAMS G & A	\$4,144.72	\$3,577.72	\$9,000.00
CROQUET EQUIPMENT	\$463.64	\$0.00	\$15,250.00
Total EXPENSES	\$260,381.38	\$241,087.81	\$533,826.61
Net Profit/(Loss)	(\$78,957.41)	(\$47,147.80)	

**Appendix 2 to
Annex A to
Croquet Victoria Committee of Management Minutes
9th November 2015**

Victorian Croquet Association Inc.		Balance Sheet	
		As of October 2015	
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$1,139.44
Bendigo	\$11,203.65	Total Current Liabilities	\$1,139.44
CBA	\$26,618.06	Player Insurance	(\$305.45)
CBA Online Saver	\$49,674.06	Tax Payable	
Total Bank Accounts	\$87,495.77	GST Collected	\$11,494.70
Total Current Assets	\$87,495.77	GST Paid	(\$8,987.02)
Withholding Credits		Payroll Liabilities	\$1,112.00
Accounts Receivable	\$2,235.70	Superannuation Liabilities	\$967.88
Total Withholding Credits	\$2,235.70	Total Tax Payable	\$4,587.56
Other Current Assets		Total Liabilities	\$5,421.55
JBWERE - Investment A/c	\$3,917,752.53		
Fixed Assets		Net Assets	\$9,363,659.56
Cairnlea - Land/Building	\$5,290,354.22		
Plant & Equipment		Equity	
Plant and Equipment	\$189,459.19	Reserves	
Office Equipment	\$5,918.18	General Reserve	\$7,703,572.44
Fixtures and Fittings	\$1,535.00	Asset Revaluation Reserve	\$546,721.92
Accumulated Depreciation	(\$125,669.48)	Retained Earnings	\$1,192,322.61
Total Plant & Equipment	\$71,242.89	Current Earnings	(\$78,957.41)
Total Fixed Assets	\$5,361,597.11		
Total Assets	\$9,369,081.11	Total Equity	\$9,363,659.56