

**Minutes of Council Meeting - 14<sup>th</sup> December 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, Wilma Freeman, Jim Saunders and Trish Watts (Members).

**1.1.2. Regional Directors:** Brian Reither (BDCA); Harley Johnstone (Bayside); Helen Worlidge (EMCA); Kevin Bluff (Geelong); Lorraine Gutcher (Gippsland); Noel Dealy (GVCA); Janet Richardson (MVCA); Penny Krstev (NDCA); Sarina Cevaal-Hewitt (NEDCA); Janet Leckie-Brunton (SEMCA); Kate Patrick (WMCMA),

**1.1.3. Administrator:** Sandra Kastanaras

**1.1.4. Apologies:** Brian Foley (Bayside); Sue Colvin (Geelong); Barb McKean (SWCA); Pat Boyd (Wimmera)

**1.2. Observers:** Kerry Seipolt (EMCA), Ken Amooore (WMCMA)

**2. Opening:** The President opened the meeting at 11:00 a.m., welcoming Kevin Bluff and Harley Johnstone who, as Alternate Regional Directors, were present in the absence of their Regional Directors.

**3. Minutes of Previous Meeting:** Resolved that the minutes of the previous meeting, held 19<sup>th</sup> October 2015, be accepted as a true and accurate record.

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

**Item 6.1.1: Purchase of Hoops:** The Secretary advised that the previously approved Atkins "Quadway" hoops had been ordered and received. The hoops were used at the Australian AC Bronze Medal and the VCA AC Selectors' Invitational competitions, 12<sup>th</sup> & 14<sup>th</sup> December 2015.

**Item 6.2.2.1: State Coordinator of Coaching:** President advised that he had, last night, received a refusal from the member that he had previously approached. Matter to be included in Active Items List and Position Description circulated with minutes of the meeting. **Action: Secretary**

**4. Correspondence**

**4.1. In -** 19 Oct from AC Selection Committee re timing of appointment  
28 Oct 15 (via email) from Daly International re possible Optus Lease  
1 Dec 15 from State Revenue Office re Application for Land Tax Exemption

**4.2. Out –** 20 Oct 15 to Shirley Hallinan – thanks  
9 Nov 15 to JB Were – request to draw down \$60,000 previously approved  
30 Nov 15 to AC Selection Committee re term of office  
11 Dec 15 to State Revenue Office re Application for Land Tax Exemption

**4.3. Business Arising from Correspondence:**  
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 9<sup>th</sup> November 2015 meeting, held via Skype, were distributed and posted to the VCA website on 11<sup>th</sup> October 2015.

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

**5.4. M&P Sub-Committee Report:** Kate Patrick spoke to the M&P Sub-committee report, attached at Annex C

**5.5. Sub-Committee Minutes Received:** The Secretary advised that he had received the minutes of the:

**5.5.1.** AC Selection Committee meetings of 12<sup>th</sup> October and 8<sup>th</sup> November 2015;

**5.5.2.** M&P Committee meeting of 20<sup>th</sup> November 2015,

**5.5.3.** GC Selection Committee meeting of 26<sup>th</sup> November 2015

**5.6. Outstanding Action Items:** Council reviewed the list of outstanding action items.  
Resolved that all reports be accepted.

**5.7. Business Arising from Reports:**

**5.7.1. Financial:** Resolved that \$68,000 be drawn down from the JB Were account.

**Action: Secretary**

**5.7.2. Functions at VCC:** Helen Worlidge advised that Brimbank Council will include VCC on its website. Sandra Kastanaras commented that VCA had been listed on that website for several years under the "Hire a Hall" tab.

## 6. General Business

### 6.1. VCC

**6.1.1. Optus Mobile P/L Lease:** Council considered the paperwork (draft site drawings and lease offer) regarding the Optus Mobile Pty Ltd lease of an area in the back or southern carpark to construct a mobile phone antenna tower and associated control building and resolved that the heads of agreement be reviewed by a solicitor and that lease terms be amended to include the annual lease cost increase to be greater of 2% or CPI and that VCA has the right to review the lease each 5 years and also has an option to terminate the lease.

**Action: Secretary**

### 6.2. VCA

**6.2.1. Draft Constitution:** Council considered the draft Constitution, draft alternate Transitional Arrangements and proposed timetable and resolved that the timetable be accepted and authorised the Secretary to distribute the draft Constitution and Transitional arrangements to Regions and Clubs under cover of a summary of change.

**Action: Secretary**

#### 6.2.2. Policies

**6.2.2.1. Appointees, Sub-Committees & Working Groups Policy:** Council resolved that the draft policy be adopted and posted to the website.

**Action: Secretary**

**6.2.2.2. Website Security Policy:** Referred to CoM meeting 18<sup>th</sup> January 2016.

#### 6.2.3. Grants:

**6.2.3.1. VicHealth Community Shade Grants Program:** Jim Saunders advised that, due to the workload of contractors who had visited VCC and viewed the infrastructure, a bid would not be submitted under this program. However, these need repairs prior to the 2017 WCF events to be held at VCC, and proposed \$25,000 be included in the 2016 Budget.

**Action: Treasurer**

**6.2.3.2. SRV Supporting Victorian Sports & Recreation Grant:** The Secretary reported that SRV was rolling most of its routine grants for the period January 2016 to June 2019 into one program. Under this program and as an SRV designated Level 1 sport, Croquet Victoria is entitled to submit an Expression of Interest for up to \$125,000 over the 3½ years, however discussions with SRV officers has indicated that, given Croquet Victoria's previous record of acquitting grants, an Expression of Interest of some \$10,000 to \$15,000 p.a. is most likely to be considered favourably. Expressions of Interest are to accord with both the SRV guidelines and the Croquet Victoria Strategic Plan. An Expression of Interest had been prepared for submission, subject to Council's adoption of the Strategic Plan under Item 6.2.5 of these minutes. Submissions officially close today, 14<sup>th</sup> December 2015, but SRV has granted an extension until Thursday, 17<sup>th</sup>

December 2015. Council authorised the Secretary to submit the Expression of Interest. **Action: Secretary**

**6.2.4. Appointed Officers:** Council resolved that Lester Hughes be appointed as GC Development Squad Assistant Coach. Secretary to advise.

**Action: Secretary**

**6.2.5. Strategic Plan:** Resolved that the Strategic Plan, as presented, be adopted.

**6.2.6. 18 Apr 16 Council Meeting:** Resolved that April 2016 Council meeting be held on 11<sup>th</sup> April 2016.

### 6.3. ACA

**6.3.1. AGM, 21<sup>st</sup> March 2016:** Resolved that VCA submit a Notice of Motion for the ACA March 2016 AGM “that the ACA Constitution be amended to allow the voting delegates to elect the ACA President”.

**6.3.2. New Coaching Framework:** The Secretary advised that the Croquet Australia Board had, at its 9<sup>th</sup> December 2015 meeting, considered and rejected the proposals regarding the introduction of the new coaching accreditation system contained in the paper distributed with this meeting’s agenda.

### 6.4. WCF

**Hosting of Events, Feb 2017:** The Secretary advised that the WCF has accepted a Croquet Australia preliminary bid for the WCF U21 GC Championships, the WCF GC World Championship and the Qualifying event for the GC WC, to be played nominally at VCC during February 2017. He pointed out that time was short to organise events of such a scale, given that 28 entered the U21s and 80 entered the World Championship in NZ, and recommended the establishment of a committee to organise such matters as hospitality, catering, accommodation, transport, etc. Resolved that Council establish a small (five person) sub-committee to take carriage of this matter.

**Action: CoM**

As the majority (41/80) of the entrants in the 2015 WCF GCWC, played in New Zealand in Feb 2015 were from Australia and New Zealand, it was further resolved that VCA recommend that the field be limited to 64 in eight blocks of eight players, which is an option under the WCF Event Regulations for the Golf Croquet World Championships.

**Action: Secretary**

7. **Close.** The President closed the meeting at. 14:55, wishing the members Season’s Greetings.

8. **Next Meetings:** CoM - 18<sup>th</sup> January 2016 at 11:00 am  
Council - 15<sup>th</sup> February 2016 at 11:00 am

#### Attachments:

**Annex A:** Treasurer’s Report  
**Annex B:** Administrator’s Report  
**Annex C:** Marketing & Publicity Committee Report

**Enclosure:** State Coordinator of Coaching – Job Description

## FINANCE REPORT

### 1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 30 November 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 November 2015 is **\$113,683**.
- d. YTD Actual to Budget:
  - i. Income for the month \$11k, YTD \$194k (Annual Budget \$275k)
  - ii. Expenses for the month \$43k, YTD \$307k (Annual Budget \$533k)
  - iii. **Loss YTD \$113k**, same time **last year \$21k** (Annual Budget \$258k)
  - iv. Revenue - Premises & Court hire \$4k, SRV Seniors Grant \$5k
  - v. Expenses for the month - ACA Player Insurance \$8k, Wages \$7k, VCC Building \$6k, 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 31 Oct \$ 87,495
  - ii. Total Banks accounts 30 Nov \$113,070
- c. This represents an increase in cash held \$ 25,575
- d. On the 10 November, \$60k was drawn down from JBWere. This was the balance of the \$190k draw down approved by Council on 21 April 2015. Note, \$130k was drawn down on 9 May 2015.
- e. Council approved a budgeted deficit of \$258k for the 2015/16 year, and a cash draw down of \$190k.
- f. Should all expenses be incurred as forecast (work done) then a further draw down of \$68k will need to be approved by Council in December 2015 to fund operations to the end of the financial year, i.e. 31/3/16.
- g. The JBWere portfolio holds:
  - i. In Domestic Cash \$70,364 (last month \$136,083)
  - ii. Fixed Interest (Dom.&Int.) \$1,188,698 (last month \$1,190,740)
- h. There are no immediate overall cash concerns.

### 3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,819,617 (last month \$3,900,544) as at 30 November 2015.
- b. The change from last month's report is a decrease in portfolio market value of \$80,927.
- 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  
2<sup>nd</sup> December 2015

Appendix 1 to  
Annex A to  
Croquet Victoria Council Minutes  
14<sup>th</sup> December 2015

<b>Victorian Croquet Association Inc.</b>			
<b>Profit &amp; Loss [Last Year Analysis]</b>			
<b>April 2015 through November 2015</b>			
	<b>This Year</b>	<b>Last Year</b>	<b>Budget 15/16</b>
<b>INCOME</b>			
VCA AFFILIATIONS	\$79,272.17	\$72,044.92	\$91,818.00
ACA AFFILIATIONS/INSURANCE	\$55,950.91	\$54,007.32	\$72,131.50
MERCHANDISE/PENNANT	\$2,901.88	\$1,865.16	\$5,375.00
TOURNAMENTS	\$4,686.43	\$6,571.40	\$13,850.00
MSV	\$4,587.31	\$4,581.81	\$5,000.00
CATERING/BAR	\$8,909.06	\$23,292.53	\$35,500.00
PREMISES/COURTS/RENT	\$25,548.63	\$28,607.63	\$51,300.00
SRV DEP GRANTS	\$12,100.00	\$11,280.00	
INTEREST BANK	\$138.54	\$4,599.14	\$800.00
<b>Total INCOME</b>	<b>\$194,094.93</b>	<b>\$206,849.91</b>	<b>\$275,774.50</b>
<b>EXPENSES</b>			
ACA AFFILIATIONS/INSURANCE	\$66,931.32	\$55,652.27	\$72,131.50
ADMINISTRATION VCA	\$24,544.72	\$11,766.44	\$21,940.00
COMMITTEES	\$1,257.47	\$542.21	\$15,000.00
MSV	\$2,610.28	\$2,938.61	\$4,300.00
COUNCIL/COM travel	\$1,909.78	\$3,816.00	\$6,000.00
SRV DEP GRANTS	\$6,180.32	\$1,019.42	\$1,000.00
TOURNAMENTS	\$3,156.96	\$4,554.85	\$12,316.00
VCA CENTENARY	\$0.00	\$10,056.99	\$3,000.00
MERCHANDISE/PENNANT	\$297.59	\$4,582.31	\$4,350.00
WAGES	\$70,505.64	\$75,109.25	\$129,011.11
VCC BUILDING	\$74,888.64	\$64,457.15	\$135,300.00
CATERING/BAR	\$3,633.83	\$8,073.38	\$12,950.00
VCC COURTS	\$31,870.07	\$29,275.91	\$92,278.00
STATE TEAMS G & A	\$4,144.72	\$3,577.72	\$9,000.00
CROQUET EQUIPMENT	\$15,846.72	\$0.00	\$15,250.00
<b>Total EXPENSES</b>	<b>\$307,778.06</b>	<b>\$275,422.51</b>	<b>\$533,826.61</b>
<b>Net Profit/(Loss)</b>	<b>(\$113,683.13)</b>	<b>(\$68,572.60)</b>	

Appendix 2 to  
Annex A to  
Croquet Victoria Council Minutes  
14<sup>th</sup> December 2015

<b>Victorian Croquet Association Inc.</b>		<b>Balance Sheet</b>	
<b>As of November 2015</b>			
<b>Assets</b>		<b>Liabilities</b>	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$731.15
Bendigo	\$15,878.34	Total Current Liabilities	\$731.15
CBA	\$47,460.51	Player Insurance	(\$305.45)
CBA Online Saver	\$49,731.90	Tax Payable	
Total Bank Accounts	\$113,070.75	GST Collected	\$12,661.78
<b>Total Current Assets</b>	<b>\$113,070.75</b>	GST Paid	(\$10,823.05)
Withholding Credits		Payroll Liabilities	\$2,214.00
Accounts Receivable	\$1,659.70	Superannuation Liabilities	\$667.82
Total Withholding Credits	\$1,659.70	Total Tax Payable	\$4,720.55
<b>Other Current Assets</b>		Total Liabilities	\$5,146.25
<b>JBWERE - Investment A/c</b>	\$3,826,843.94		
Fixed Assets		<b>Net Assets</b>	<b>\$9,298,025.25</b>
Cairnlea - Land/Building	\$5,290,354.22	<b>Equity</b>	
Plant & Equipment		Reserves	
Plant and Equipment	\$189,459.19	General Reserve	\$7,703,572.44
Office Equipment	\$5,918.18	Asset Revaluation Reserve	\$515,813.33
Fixtures and Fittings	\$1,535.00	Retained Earnings	\$1,192,322.61
Accumulated Depreciation	(\$125,669.48)	Current Earnings	(\$113,683.13)
Total Plant & Equipment	\$71,242.89		
Total Fixed Assets	\$5,361,597.11	<b>Total Equity</b>	<b>\$9,298,025.25</b>
<b>Total Assets</b>	<b>\$9,303,171.50</b>		

## **Administrator's Report**

### **W&G Wallbridge & Gilbert Consulting Engineers:**

Representative have visited the centre to investigate ongoing water leaks in the centre.

### **2016 Insurance Certificates and Adjustments:**

The next invoicing in November/December is complete; this includes of the player insurance and any adjustments that needs to be applied. All Insurance certificates and invoices were posted in the mail Friday, 4<sup>th</sup> December 2015; please make ensure that all clubs receive their certificates as the current policy & certificates expires December 31st 2015 and advise me if they don't before the end of the year, as I will be on annual leave for the month of January 2016.

### **Seniors Week:**

For those clubs involved with Seniors Week please provide your bank account details for the VCA to pay this directly into your account. I need to have these paid before I go on annual leave.

### **January Holidays:**

I will be working right up New Year Eve, December 31st 2015. While I am away, emails will be diverted to [secretary@croquetvic.asn.au](mailto:secretary@croquetvic.asn.au) , whilst function bookings or enquiries will be handled by Lubi.

### **Functions:**

We have had no functions for the months of November or December 2015. There are two confirmed functions for January 2016. I have had no enquiries or bookings through Venuemob.

I would like to wish everyone a Merry Christmas and look forward to working with all clubs in the New Year.

Sandra Kastanaras  
December 2015

## VCA Marketing & Publicity Sub-committee Report

### 1. BACKGROUND

The Marketing and Publicity sub-committee began work in August 2014. Its members are currently Kate Patrick (chair) (WMCMA), Helen Worlidge (EMCA), Janet Richardson (MVCA), Heather Strano (NDCA) and Lyn Goodall (NDCA). The key task in its job description is to “promote the sport of croquet across Victoria”.

As approved by Council in February, the sub-committee has focused primarily on developing a resource pack (“Growing Croquet in Victoria”) to support clubs and regions in local recruitment campaigns.

It has also been considering other initiatives to publicise and develop croquet.

### 2. GROWING CROQUET PROJECT

**(a) RESOURCE PACK** Contents of the *Growing Croquet* resource pack continue to be updated following meetings with regional associations. At the end of this year we propose to send hard copy of the updated pack to all Directors and to publish it in the resources section of the VCA website, with online links as needed.

**(b) MEETINGS WITH REGIONAL ASSOCIATIONS** The sub-committee planned to visit seven regional association meetings this year, but nine regions invited us to attend their meetings to present and discuss the “Growing croquet in Victoria” resource. They are Gippsland, SEMCA, MVCA, EMCA, WMCMA, NEDCA, Geelong, Bayside and Goulburn Valley.

It is becoming urgent for regions and clubs to take up the VCA’s offer of funding to support beginner courses.

In five regions there is an interest in training more coaches at club level as a starting point for introducing beginner courses for potential members. This is potentially affected by the ACA decision to halt training in the current coach training program before trainers are accredited to deliver new coaching qualifications (see item 6.3.2 on this agenda).

### 3. OTHER PLANS

#### **(a) Communication plan**

We are currently working on a communication plan which will provide a framework for considering appropriate publicity strategies for a variety of audiences.

We expect to apply this framework in developing targeted publicity strategies, including potentially radio, Facebook, Twitter, and leaflets.

#### **(b) Web publicity**

The new VCA Facebook page is active and has begun to attract visitors.

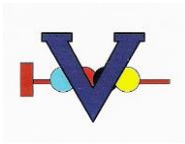
Tournament organisers are being reminded of options for publicising their tournament results, and invited to provide brief reports for publication on the VCA web page. Several reports were provided and published during November.

#### **(c) Assistance required**

The subcommittee is still seeking assistance from an interested member to take responsibility for reporting results of tournaments at Cairnlea to AAP for potential publication in the metropolitan dailies.

Kate Patrick, Helen Worlidge, Janet Richardson, Heather Strano and Lyn Goodall  
5 December 2015





## STATE COORDINATOR OF COACHING

### JOB DESCRIPTION

The State Coordinator of Coaching (SCC) for Croquet Victoria will have overall responsibility for the coordination of all relevant aspects of coaching within Victoria.

#### **Supervision**

The SCC is an appointee of the Council of Croquet Victoria and reports regularly to that body's Committee of Management, through the Secretary. Reports are to include details of activities and expenditure.

#### **Duties**

The duties of the SCC include the following, as appropriate:

- Ensuring appropriate Croquet Victoria representation on any Croquet Australia Coaching Committee and at meetings concerning coaching;
- Chairing the Croquet Victoria Coaching Committee
- Coordinating the training, accreditation and reaccreditation of coaches within Victoria;
- Maintaining a list of accredited coaches within Victoria;
- Providing a budget for proposed activities/resources to the Treasurer for inclusion in the Croquet Victoria annual budget;
- Coordinating the availability of coaching resources - accreditation requirements; coaching manuals; DVD's; Q & A sheets; books, etc.
- Other activities as directed.