



Minutes of Committee of Management Meeting - 18th January 2016 held at Victorian Croquet Centre, 65 Nobel Banks Drive, Cairnlea Vic 3023

1. Attendance

- 1.1. **Present:** Mike Cohn (President); Jim Clement (Secretary); Brian Rowe (Treasurer); Sarina Cevaal-Hewitt, Wilma Freeman, Jim Saunders and Trish Watts (Members)
1.2. **Apologies:** Kate Patrick (Vice-president); Sandra Kastanaras (VCA Administrator on Annual Leave).

2. Opening: The President opened the meeting at 11:06 am

3. Minutes of Previous Meetings: Resolved that the minutes of the 9th November 2015 meeting, as distributed, be accepted as a true and accurate record of that meeting.

4. Correspondence

- 4.1. **In –** 1 Dec 15 from State Revenue Office re Application for Land Tax Exemption
15 Dec 15 from SRV re Athlete Pathway
21 Dec 15 from Office of Governor re protocol of Vice-Regal patronage
7 Jan 16 from Vicsport re renewal of membership
Undated from E O'Donnell –resignation as Coach of GC Development Squad
- 4.2. **Out –** 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
15 Dec 15 to ACA re WCF Events 2017
15 Dec 15 to Lester Hughes (copy to Eric O'Donnell) re appointment as Assistant Coach, GC Development Squad
16 Dec 15 to Regions & Clubs re draft Constitution
23 Dec 15 to Office of Governor re protocol of 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. **M&P Committee:** The M&P Committee report was received.

5.3. **Sub-committee minutes received:**

5.3.1. AC Selection Committee meeting of 13th December 2015,

5.3.2. M&P Committee of 5th January 2016

Resolved that the reports be accepted.

5.4 **Business Arising from Reports:**

5.4.1 **M&P Committee Minutes:** CoM reviewed & discussed the M&P Committee minutes and directed the Secretary to write to the Chair of that committee regarding the unspent amount of the 2015-16 budget allocation. **Action: Secretary**

6. General Business

6.1. VCC

6.1.1. **Optus Mobile P/L Lease:** The Secretary updated the meeting on progress towards the Optus Mobile Pty Ltd lease of portion of the south carpark for the construction of a mobile phone antenna mast. He advised that he had consulted with Lander & Rogers, Solicitors, regarding concerns raised by Council members at the 14th December 2015 meeting and the Heads of Agreement had been amended in several areas, including:

- Access - to be normally via Ken Jordan Drive and access via Nobel Banks Drive is to require prior consent;
- Break Dates and Further Terms clauses - to provide VCA with same rights as Optus;
- Rent Reviews - to be the greater of 2% or CPI annually
- Electricity - supply to the leased site to be an Optus responsibility
- Insurance – Optus to effect all policies required by law
- Assignment & Subletting – requires VCA written approval
- Holding Over – now a monthly rather than an annual tenancy
- Legal Fees – Optus responsible for all consents relating to the leased area

The amended Heads of Agreement, signed by the Secretary on behalf of Croquet Victoria, were forwarded to Daly International on 23rd December 2015 as an email attachment.

Since then, Croquet Victoria has been asked to sign and return the working drawings supplied by Daly International. As these show the electricity supply to the leased site coming from the VCC main building, Daly International has been informed of Croquet Victoria concerns with the requirement to trench across courts and of its requirement that courts be returned to World Championship standard prior to February 2017, which would not be possible for works carried out in 2016. Daly International has been informed that Croquet Victoria's preference is for the electricity supply to the leased site to be from Ken Jordan Drive.

6.2. VCA

- 6.2.1. ACA AC GM, M&W, Eire Cup – March 2016:** CoM considered questions raised by TM, Brian Reither, and agreed that VCA would fund the Eire Cup Team presentation reception based on finger food @ \$10/head. The Secretary advised that numbers and funds for the Eire Cup dinner would be received from ACA before the date that numbers must be confirmed and payment made to the venue.
- 6.2.2. VCA Support to ACA U21 Championship Entrants:** CoM resolved that it would provide a \$100 grant towards expenses of VCA entrants to ACA U21 Championships, to a maximum of \$500 in any one year.
- 6.2.3. Draft Budget 2016-17:** The Committee reviewed and commented on the first draft of the 2016-17 Budget.
- 6.2.4. Operational Plan 2015-20:** CoM reviewed the requirement for an Operational Plan and agreed that the Strategic Plan itself was small enough to be reviewed at each meeting.

(Secretarial Note: Sarina Cevaal-Hewitt left the meeting at 15:00)

- 6.2.5. Travel & Accommodation Reimbursement Policy:** Secretary to review policy for clarification. **Action: Secretary**
- 6.2.6. Appointed Officers:** Following Eric O'Donnell's resignation, CoM resolved that Lester Hughes be appointed as GC Development Squad Coach. **Action: Secretary**

6.3. ACA

- 6.3.1. AGM, 21st Mar 16:** Secretary to approach possible candidates for nomination as Board Director and to draft a Notice of Motion regarding the election/appointment of the ACA Board "executive". **Action: Secretary**
- 6.3.2. VCA Membership of Strategic Plan Working Group:** CoM accepted Kate Patrick's expression that she does not wish to continue as the VCA representative on the ACA SPWG.

6.4. WCF

6.4.1. WCF Events 2017: In accordance with the 14th December 2015 Council delegation, CoM established the 2017 WCF Events Hosting Working Group, consisting of:

- Mike Cohn, Chair and House Management;
- Jim Saunders, VCC Grounds;
- Brian Reither, TM;
- Jim Clement, WG Secretary & TR;
- Val Saunders, Player hospitality, accommodation, merchandise;
- Brian Rowe, Sponsorship & Budgeting; and
- TBD, Media & PR

CoM also approved the draft Terms of Reference for the Working Group, subject to ratification by Council at its 15th February 2016 meeting.

Secretary to request formal notice of WCF acceptance of the ACA bid for this event.

Action: Secretary

7. Closure: The President closed the meeting at 16:30

8. Next Meetings:

Council	Mon, 15 Feb 16 at 11 am
CoM	Tue, 22 Mar 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 December 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 December 2015 is **\$132,362**.
- d. YTD Actual to Budget:
 - i. Income for the month \$15k, YTD \$209k (Annual Budget \$275k)
 - ii. Expenses for the month \$35k, YTD \$342k (Annual Budget \$533k)
 - iii. **Loss YTD \$132k**, same time **last year \$87k** (Annual Budget \$258k)
 - iv. Revenue – ACA Affiliations/Insurance \$11k, Premises & Court hire \$1k
 - v. Expenses for the month – SRV Dep Grants \$4k, Wages \$7k, VCC Building \$11k, VCC Courts \$12k.

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 Nov \$113,070
 - ii. Total Banks accounts 31 Dec \$163,108
- c. This represents an increase in cash held \$ 50,038
- d. At the 14/12/15 meeting, VCA Council approved a further draw down of \$68k. This was received in our CBA account on 24/12/15.
- e. The JBWere portfolio holds:
 - i. In Domestic Cash \$209,564 (last month \$70,364)
 - ii. Fixed Interest (Dom.&Int.) \$984,896 (last month \$1,188,698)
- f. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,819,472 (last month \$3,819,617) as at 31 December 2015.
- b. The change from last month's report is a decrease in portfolio market value of \$145.
- 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
3rd January 2016

Appendix 1 to
Annex A to
Croquet Victoria Committee of Management Minutes
18th January 2016

Victorian Croquet Association Inc.			
Profit & Loss [Last Year Analysis]			
April 2015 through December 2015			
	This Year	Last Year	Budget 15/16
INCOME			
VCA AFFILIATIONS	\$81,541.20	\$75,263.08	\$91,818.00
ACA	\$66,319.18	\$56,527.32	\$72,131.50
AFFILIATIONS/INSURANCE			
MERCHANDISE/PENNANT	\$3,028.24	\$2,237.89	\$5,375.00
TOURNAMENTS	\$6,350.07	\$8,471.40	\$13,850.00
MSV	\$4,587.31	\$4,594.53	\$5,000.00
CATERING/BAR	\$9,042.69	\$26,666.77	\$35,500.00
PREMISES/COURTS/RENT	\$26,675.90	\$33,398.53	\$51,300.00
SRV DEP GRANTS	\$12,100.00	\$11,280.00	
INTEREST BANK	\$192.02	\$4,692.47	\$800.00
Total INCOME	\$209,836.61	\$223,131.99	\$275,774.50
EXPENSES			
ACA	\$66,931.32	\$63,278.92	\$72,131.50
AFFILIATIONS/INSURANCE			
ADMINISTRATION VCA	\$25,330.08	\$12,877.83	\$21,940.00
COMMITTEES	\$1,427.92	\$564.78	\$15,000.00
MSV	\$2,921.78	\$3,496.42	\$4,300.00
COUNCIL/COM travel	\$2,158.51	\$4,048.30	\$6,000.00
SRV DEP GRANTS	\$10,998.55	\$1,019.42	\$1,000.00
TOURNAMENTS	\$3,683.44	\$5,719.93	\$12,316.00
VCA CENTENARY	\$0.00	\$10,056.99	\$3,000.00
MERCHANDISE/PENNANT	\$297.59	\$4,624.31	\$4,350.00
WAGES	\$77,559.83	\$86,307.82	\$129,011.11
VCC BUILDING	\$83,007.17	\$68,759.45	\$135,300.00
CATERING/BAR	\$3,956.27	\$10,403.77	\$12,950.00
VCC COURTS	\$43,764.06	\$35,594.79	\$92,278.00
STATE TEAMS G & A	\$4,144.72	\$3,577.72	\$9,000.00
CROQUET EQUIPMENT	\$16,018.31	\$0.00	\$15,250.00
Total EXPENSES	\$342,199.55	\$310,330.45	\$533,826.61
Net Profit/(Loss)	(\$132,362.94)	(\$87,198.46)	

Appendix 2 to
Annex A to
Croquet Victoria Committee of Management Minutes
18th January 2016

Victorian Croquet Association Inc.			
Balance Sheet			
As of December 2015			
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$3,549.04
Bendigo	\$28,873.07	Total Current Liabilities	\$3,549.04
CBA	\$84,449.97	Player Insurance	(\$305.45)
CBA Online Saver	\$49,785.04	Tax Payable	
Total Bank Accounts	\$163,108.08	GST Collected	\$14,140.58
Total Current Assets	\$163,108.08	GST Paid	(\$12,626.28)
Withholding Credits		Payroll Liabilities	\$3,094.00
Accounts Receivable	\$3,648.20	Total Tax Payable	\$4,608.30
Total Withholding Credits	\$3,648.20	Total Liabilities	\$7,851.89
JBWERE - Investment A/c	\$3,819,472.38	Net Assets	\$9,339,973.88
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	\$576,441.77
Office Equipment	\$5,918.18	Retained Earnings	\$1,192,322.61
Fixtures and Fittings	\$1,535.00	Current Earnings	(\$132,362.94)
Accumulated Depreciation	(\$125,669.48)	Total Equity	\$9,339,973.88
Total Plant & Equipment	\$71,242.89		
Total Fixed Assets	\$5,361,597.11		
Total Assets	\$9,347,825.77		