

## Minutes of Committee of Management Meeting – 22 March 2016 held at Victorian Croquet Centre, 65 Nobel Banks Drive, Cairnlea Vic 3023

### 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), Sandra Kastanaras (VCA Administrator)

### 1.2. Apologies:

**2. Opening:** The President opened the meeting at 11:05 a.m., recording his congratulations to the Victorian team which regained the Eire Cup.

**3. Minutes of Previous Meetings:** Resolved that the minutes of the 18<sup>th</sup> January 2016 meeting, as distributed, be accepted as a true and accurate record of the meeting.

### 4. Correspondence

- 4.1. In –** Undated (rec'd 1 Feb 16) from EMCA re draft Constitution  
Undated (rec'd 5 Feb 16) from DHHS re heat health  
Undated (rec'd 5 Feb 16) from Vic Premier re *2016 Premier's Active April*  
Undated (rec'd 5 Feb 16) from Eric O'Donnell re resignation  
9 Feb 16 from Governor of Victoria re Government House Open Day  
15 Feb 16 from WMCMA re delegate to April SGM  
21 Feb 16 from GVCA re proposed Constitution  
23 Feb 16 from State Revenue Office re Land Tax Exemption  
29 Feb 16 from Minister for Sport re *2016-19 SVSR Program*  
1 Mar 16 from Ruth Duffy re reimbursement of referee's expenses  
10 Mar 16 from Terry Wilson re reimbursement of referee's expenses  
11 Mar 16 via email from Belmont CC re use of courts for 2017 WCF events
- 4.2. Out -** 19 Jan 16 to ACA re formation of 2017 WCF Events Hosting Working Group  
19 Jan to M&P Committee re budgetary concerns  
19 Jan 16 to Eric O'Donnell – acceptance of resignation  
3 Mar 16 to Alexandra, Belmont, Essendon & Williamstown CC re use of courts for 2017 WCF events  
5 Mar 16 to ACA re VCA Delegate to ACA AGM  
9 Mar 16 (Via email) to ACA – minutes of 2017WEHWG minutes  
11 Mar 16 to ACA re representation on 2017WEHWG  
19 Mar 16 to Williamstown CC – thanks for use of courts

### 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. Secretary's Report:** The Secretary spoke to his report, attached at Annex B. He advised that:

**5.2.1. 2015 Annual Return.** The 2015 Annual Return was lodged electronically with Consumer Affairs Victoria on 6<sup>th</sup> February 2016.

**5.2.2. Burden Park CC.** Burden Park CC is to close and vacate the site by the end of April 2016.

**5.2.3. SGM.** The Notice of Meeting for the Special General Meeting to consider the adoption of the new Constitution had been distributed on 11th March 2016, giving more than the required 28 days' notice.

**5.2.4. AGM.** Matters leading up to the VCA AGM, 20<sup>th</sup> June 2016, are in hand.

**5.2.5. Administrator's Report:** The Administrator spoke to her report, attached at Annex C. CoM authorised the Administrator to proceed with the maintenance and replacement items contained in her report. She was also authorised to extend the brief of the Consultant Engineer to include soil movement and subsequent wall cracks.

**5.3. Courts Report:** Jim Saunders provided an update on the availability of a second hand Toro mower, which has become available and is within budget provisions Resolved that the second-hand mower from Toro Australia be purchased, and that the current John Deere be retained as a back-up machine. CoM recorded its appreciation of Jim Saunder's efforts over the past years.

Resolved that the reports be accepted.

#### **5.4. Business Arising from Reports:**

**5.4.1. Business Plan:** A motion that a Business Plan Working Group be established was defeated.

## **6. General Business**

### **6.1. VCC**

**6.1.1. Proposed Optus Lease:** The Secretary advised that the Optus Mobile Pty Ltd solicitors have been instructed to prepare lease documents for provision to Croquet Victoria and its solicitors.

### **6.2. VCA**

**6.2.1. Junior Member Matters:** Resolved that VCA establish a scholarship program for U21 members of a maximum of \$5000 p.a. and limited to \$1,000 per person p.a., with payment for travel, accommodation or fees (for competitions or training), on production on tax invoices. CoM also recommended that Council seeks sponsorship of scholarships.

*(Lunch: 12:30 – 13:10; Sandra Kastanaras did not return to the meeting.)*

#### **6.2.2. Policies:**

**6.2.2.1. Adverse Conditions Policy:** Reviewed and agreed that policy is still applicable.

**6.2.2.2. Coaching Policy:** This policy requires review, but also requires appointment of State Coordinator/s of Coaching.

**6.2.2.3. Community Correctional Servers Workers Policy:** Agreed that this policy be retired.

**6.2.2.4. Reimbursement of Travel and Accommodation Costs Policy:** Agreed that income and expenses for tournaments be modelled.

**Action: BR/KP**

**6.2.2.5. Selection Policy:** Resolved that Secretary is to enforce all time limits contained in the policy and the policy be amended to reflect that non-compliance with these time limits may result in offer/s being withdrawn;

**6.2.3. SVSR Grant:** Secretary advised that VCA has been awarded \$42,000 over the 3½ years to June 2019 and that he has made an appointment to discuss the next stage, the preparation and submission of a work plan, with SRV. *(Secretarial Note: The meeting with SRV was held on 23<sup>rd</sup> March 2016.)*

**6.2.4. Strategic Plan:** The Committee reviewed the Strategic Plan and agreed that most areas were contained in the SVSR program.

**6.2.5. 2017 WCF Events Hosting WG:** The Secretary advised that the Working Group held in its initial meeting on 5<sup>th</sup> February 2016, the minutes of which had been provided to ACA, with the next meeting scheduled for 31<sup>st</sup> March 2016, using Skype. He further advised that he had issued a formal invitation to ACA to nominate a representative to attend the WG.

*Secretarial Note: A meeting with SRV to discuss a possible submission under the Significant Sporting Events Program was held on 23<sup>rd</sup> March 2016.)*

**6.2.6. Tournament Participation:** CoM reviewed progress on increasing tournament participation, noting that much was planned to be covered under the *Supporting Victorian Sport & Recreation Program.*

**6.2.7. Staff Reviews:** CoM approved Jim Clement & Jim Saunders to carry out annual reviews for the Administrator and Groundsman.

**6.3. ACA**

**6.3.1. AGM:** The President reported on the ACA AGM, held 21<sup>st</sup> March 2016, advising that he was now a member of the ACA Board, along with Murray Tinker (Qld) another VCA nomination, and Graham Thomas (SA). He also advised that he was appointed National Coordinator Refereeing AC at the subsequent board meeting. Jim Saunders noted that a new system of handicapping for Golf Croquet (in use in UK) will be introduced from 1<sup>st</sup> October; there will be an information programme prior to the introduction.

**7. Closure:** The President closed the meeting at 15:03.

**8. Next Meetings:**

SGM	Mon, 11 Apr 16 at 11 am
Council	Mon, 11 Apr 16, following SGM
CoM	Mon, 16 May 16 at 11 am

**Attachments:**

**Annex A:** Treasurer's Report  
**Annex B:** Secretary's Report  
**Annex C:** Administrator's Report

## FINANCE REPORT

### 1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 29 February 2016 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 29 February 2016 is **\$179,813** (last mth \$146k)
- d. YTD Actual to Budget:
  - i. Income for the month \$12k, YTD \$227k (Annual Budget \$275k)
  - ii. Expenses for the month \$45k, YTD \$407k (Annual Budget \$533k)
  - iii. Loss YTD \$179k, same time last year \$128k (Annual Budget \$258k)
  - iv. Revenue – Premises & Bar \$7k
  - v. Expenses for the month – Tournaments \$1.7k, Wages \$13k, VCC Building \$8k, VCC Courts \$4k.

### 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 Jan \$153,338
  - ii. Total Banks accounts 29 Feb \$122,137
- c. This represents a decrease in cash held \$ 31,201
- d. The JBWere portfolio holds:
  - i. In Domestic Cash \$295,011 (last month \$221,144)
  - ii. Fixed Interest (Dom.&Int.) \$896,359 (last month \$967,303)
- e. There are no immediate overall cash concerns.

### 3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,621,809 (last month \$3,690,972) as at 29 February 2016.
- b. The change from last month's report is a decrease in portfolio market value of \$69,163
- c. As reported last month, the share markets have been unusually volatile at the start of 2016. Although formal reporting is for the calendar month of February, as at 7 March the markets have recovered somewhat.
- d. Fortunately, we hold sufficient cash to meet our immediate and medium term needs and therefore have time for the markets to recover.
- e. At the February Council meeting, it was requested that I report to CoM with the Original Capital in the Investment Fund, adjusted for CPI at the last calculation date, i.e. 31/3/2015, the value being \$3,845,783.
- f. Also, as I mentioned at the February Council meeting, I expected the current market valuation to be below the CPI Adjusted value due to the current downturn in the markets, however, it is expected the markets will recover.
- g. Please see attached graph with details from Jun 2005 to Feb 2016 showing fluctuations in Investment Portfolio valuation and a comparison to the CPI indexed valuation.
- h. The graph shows that in 2009 the market valuation was much lower than the indexed valuation, compared with the current situation.
- i. The graph shows that it took 4 years, from 2009 to 2013, before the market valuation again exceeded the indexed valuation.

**4 JBWere Investment Committee**

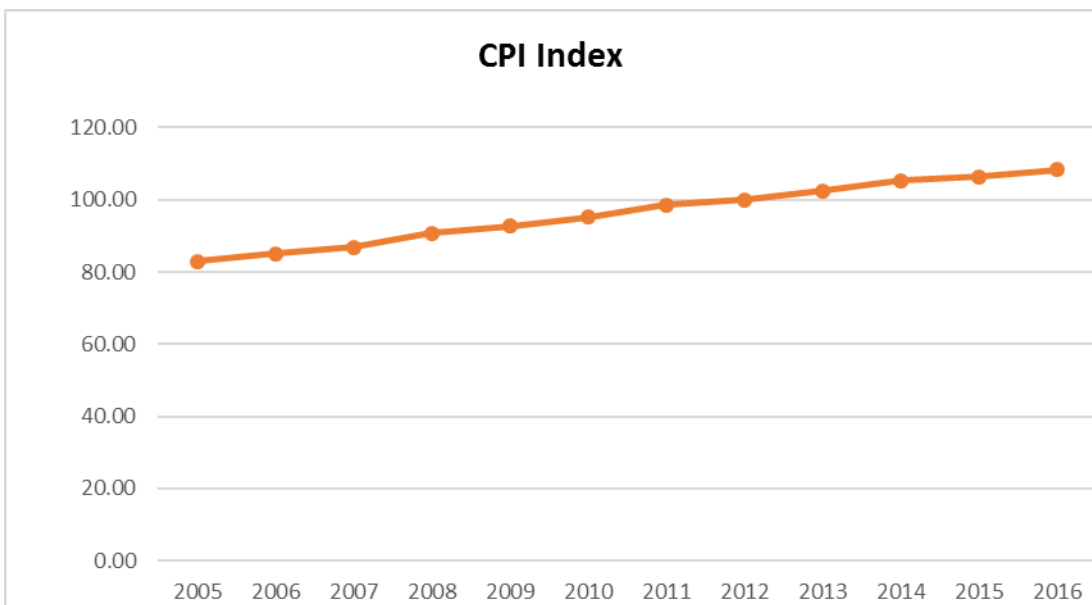
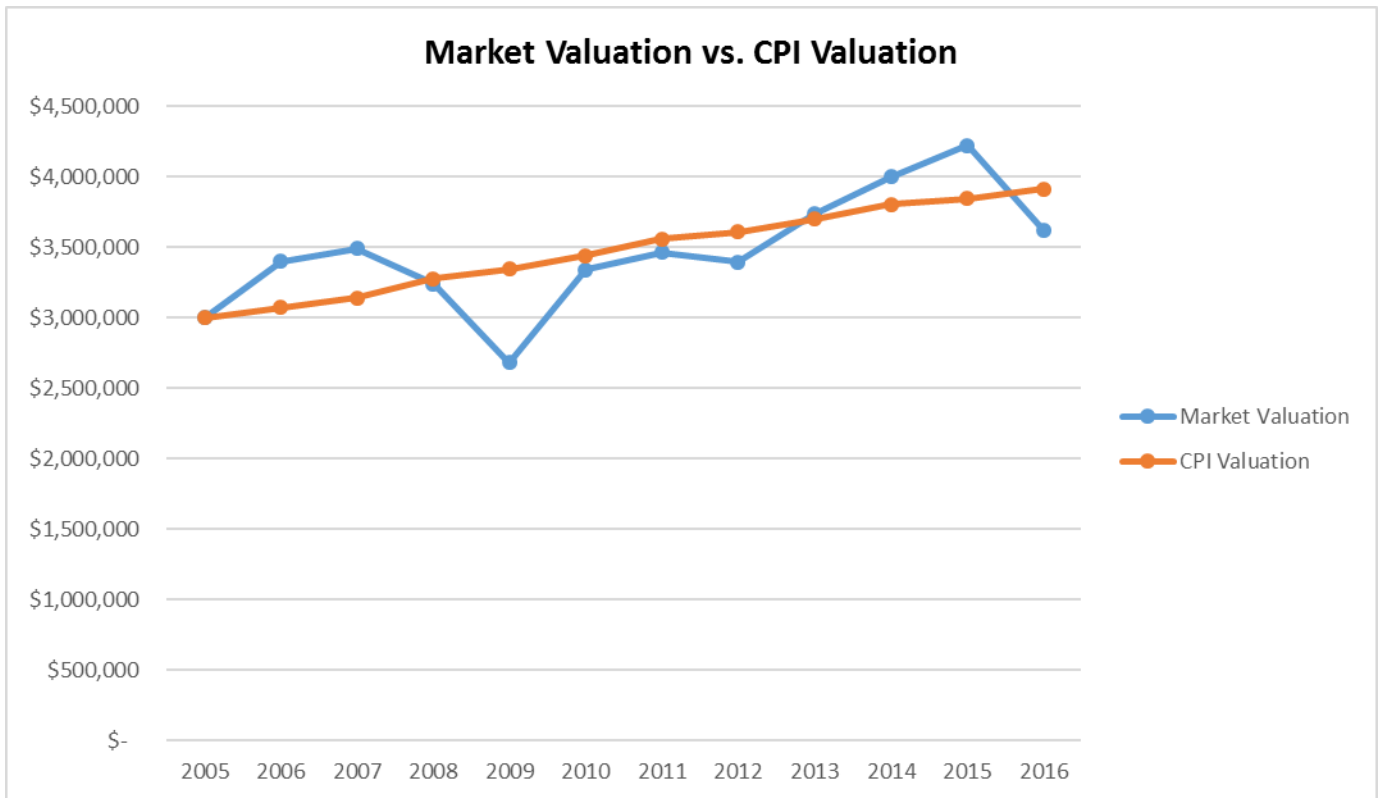
a. No activities this month.



Brian Rowe,  
Honorary Treasurer  
8<sup>th</sup> March 2016

**VCA Investment Portfolio Valuation**

**from June 2005 to February 2016**



Appendix 1 to  
Annex A to  
Croquet Victoria Committee of Management Minutes  
22<sup>nd</sup> March 2016

<b>Victorian Croquet Association Inc.</b>			
<b>Profit &amp; Loss [Last Year Analysis]</b>			
<b>April 2015 through February 2016</b>			
	<b>This Year</b>	<b>Last Year</b>	<b>Budget 15/16</b>
<b>INCOME</b>			
VCA AFFILIATIONS	\$81,570.29	\$75,317.63	\$91,818.00
ACA AFFILIATIONS/INSURANCE	\$66,634.63	\$65,310.04	\$72,131.50
MERCHANDISE/PENNANT	\$3,720.02	\$2,655.61	\$5,375.00
TOURNAMENTS	\$10,241.43	\$12,205.93	\$13,850.00
MSV	\$4,587.31	\$4,594.53	\$5,000.00
CATERING/BAR	\$13,669.49	\$27,769.49	\$35,500.00
PREMISES/COURTS/RENT	\$32,512.27	\$38,639.44	\$51,300.00
SRV DEP GRANTS	\$14,300.00	\$11,280.00	
INTEREST BANK	\$306.29	\$4,752.88	\$800.00
<b>Total INCOME</b>	<b>\$227,541.73</b>	<b>\$242,525.55</b>	<b>\$275,774.50</b>
<b>EXPENSES</b>			
ACA AFFILIATIONS/INSURANCE	\$67,225.87	\$63,271.64	\$72,131.50
ADMINISTRATION VCA	\$33,585.02	\$14,192.58	\$21,940.00
COMMITTEES	\$2,779.02	\$740.37	\$15,000.00
MSV	\$3,380.68	\$3,933.61	\$4,300.00
COUNCIL/COM travel	\$2,742.90	\$4,704.21	\$6,000.00
SRV DEP GRANTS	\$13,089.46	\$1,019.42	\$1,000.00
TOURNAMENTS	\$7,765.79	\$9,528.93	\$12,316.00
VCA CENTENARY	\$0.00	\$13,603.70	\$3,000.00
MERCHANDISE/PENNANT	\$353.23	\$4,624.31	\$4,350.00
WAGES	\$98,618.25	\$103,914.05	\$129,011.11
VCC BUILDING	\$94,131.47	\$86,511.09	\$135,300.00
CATERING/BAR	\$8,785.44	\$11,145.41	\$12,950.00
VCC COURTS	\$51,558.46	\$43,128.54	\$92,278.00
STATE TEAMS G & A	\$8,546.74	\$10,433.82	\$9,000.00
CROQUET EQUIPMENT	\$14,792.64	\$0.00	\$15,250.00
<b>Total EXPENSES</b>	<b>\$407,354.97</b>	<b>\$370,751.68</b>	<b>\$533,826.61</b>
<b>Net Profit/(Loss)</b>	<b>(\$179,813.24)</b>	<b>(\$128,226.13)</b>	

Appendix 2 to  
Annex A to  
Croquet Victoria Committee of Management Minutes  
22<sup>nd</sup> March 2016

<b>Victorian Croquet Association Inc.</b>		<b>Balance Sheet</b>	
		<b>As of 29 February 2016</b>	
<b>Assets</b>		<b>Liabilities</b>	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$1,896.30
Bendigo	\$8,162.44	Total Current Liabilities	\$1,896.30
CBA	\$64,080.11	Player Insurance	(\$305.45)
CBA Online Saver	\$49,895.04	Tax Payable	
Total Bank Accounts	\$122,137.59	GST Collected	\$9,393.28
Total Current Assets	\$122,137.59	GST Paid	(\$8,559.88)
Withholding Credits		Payroll Liabilities	\$1,898.00
Accounts Receivable	\$677.20	Total Tax Payable	\$2,731.40
Total Withholding Credits	\$677.20	Total Liabilities	\$4,322.25
Other Current Assets			
JBWERE - Investment A/c	\$3,621,809.52	Net Assets	\$9,101,899.17
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	\$385,817.36
Office Equipment	\$5,918.18	Retained Earnings	\$1,192,322.61
Fixtures and Fittings	\$1,535.00	Current Earnings	(\$179,813.24)
Accumulated Depreciation	(\$125,669.48)		
Total Plant & Equipment	\$71,242.89		
Total Fixed Assets	\$5,361,597.11		
<b>Total Assets</b>	<b>\$9,106,221.42</b>	<b>Total Equity</b>	<b>\$9,101,899.17</b>

### Secretary's Report

1. **Annual Return 2015:** After monitoring the Consumer Affairs Website since the 2015 AGM, I was finally able to submit the Croquet Victoria 2015 Annual Return on 16<sup>th</sup> February 2016. The delay was due to a technical problem with the submission of Tier 2 and Tier 3 returns of which CAV was aware, and we had been advised that penalties would not be applied.
2. **Burden Park CC:** Following a meeting between representatives of Burden Park Club, SEMCA, VCA and the City of Greater Dandenong at which it was determined that the membership and financial support for Burden Park no longer exists, the club is to close and to vacate the site by the end of April 2016.
3. **Special General Meeting:** The formal Meeting Notice for the SGM to consider the adoption of the draft Constitution was distributed on 11<sup>th</sup> March 2016, providing more than the required twenty-eight days' notice.
4. **Annual General Meeting:** A copy of the timetable of crucial dates leading up to the AGM was distributed to Regional Secretaries and posted to the VCA website on 13<sup>th</sup> January 2016. I sent a reminder on 6<sup>th</sup> March 2016 regarding the due date of nominations for Life Membership, which must be in my hands by 20<sup>th</sup> April 2016. After the 1<sup>st</sup> April SGM, I will call for nominations for CoM or the Board as appropriate, which must be done by 20<sup>th</sup> April 2016.
5. **Annual Report:** On 5<sup>th</sup> March 2016, I emailed all Sub-Committee chairs and all Appointed Officers, reminding them of the requirements to provide a report on their activities for the year, for inclusion in the 2015/16 Annual Report. To date, I have received one reply.



Jim Clement  
Honorary Secretary



## **Administrator's Report**

### **Caretaker:**

- The washing machine and dryer in the upstairs flat either need to be repaired or replaced as they are 10 years old and not working properly.
- The electric window in the bedroom is not working properly and this needs attention as this is the only form circulation of air in the bedroom. It does not close automatically anymore.

### **Functions:**

Functions are still very quiet: January 2 functions, February 1 function, and March 1 function. I had two enquiries from Venuemob but no bookings.

### **Final Adjustments for 2016 Affiliation and Auditor:**

All final adjustments for affiliations will be done at the end of the financial year 31st March 2016.

Auditor will be working with me at the office Monday 2nd May 2016 closing the financial year.

### **Centre Maintenance and replacements:**

- Air Conditioning Units in the centre were serviced in January 2016.
- Cleaning of Windows/Carpets were done in February.
- Pest Control due in April 2016 - 6 monthly spray; the windows need cleaning after the pest control as it leaves a film on the windows.
- Lift and Photocopier are due for yearly service - this will be done in April 2016.
- The removable wall between club and function room is due for a service as they are not lining up properly; this is due every 2 years and will be done in April 2016.
- All Zip Hot Water Systems were serviced in February; it was recommended that once they reach 10 years old they need replacing. Hot Water System closer to kitchen is the oldest Year 2005 model other two are 2006 models. Eventually parts will be no longer available and the units have reached their life span and will continue to break down. I will have a quote for the COM meeting.

### **Wallbridge and Gilbert Consulting Engineers:**

Engineer has been looking at the plans and will be back at the centre on Friday 11th March to go up on the roof and make recommendation.

Sandra Kastanaras  
Administrator