



Minutes of Council Meeting – 11th April 2016
held at Victorian Croquet Centre, 65 Nobel Banks Drive Cairnlea 3023

1. Attendance

1.1.1. Present: 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); Brian Foley (Bayside); Helen Worlidge (EMCA); Sue Colvin (Geelong); Lorraine Gutcher (Gippsland); Noel Dealy (GVCA); Janet Richardson (MVCA); Penny Krstev (NDCA); Sarina Cevaal-Hewitt (NEDCA); Janet Leckie-Brunton (SEMCA); Ian Kelson (SWCA); Kate Patrick (WMCMA), Pat Boyd (Wimmera)

1.1.3. Administrator: Sandra Kastanaras

1.1.4. Observers: John Miles (EMCA), Ruth Duffy (Corowa), Denise McMillan (Kalimna), Margaret Kelson (SWCA), Maurice Cevaal-Hewitt (Twin City), Dot Dickson (Essendon)

2. Opening: The President opened the meeting at 11:07, after the Special General Meeting, welcoming all present and congratulating the State AC Team on returning the Eire Cup to its rightful home, and WMCMA for winning the GC Regionals Championship.

3. Minutes of Previous Meeting: Resolved that the minutes of the previous meeting, held 15th February 2016 be accepted as a true and accurate record of that meeting.
Secretarial Note: Annexes C, D & E to the minutes of the previous meeting were incorrectly dated as 14th December 2015 instead of 15th February 2016; since corrected.

4. Correspondence

4.1. In – 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

22 Mar 16 via email from Williamstown CC re use of courts for 2017 WCF events

23 Mar 16 via email from Alexandra (Ballarat) CC re use of courts for 2017 WCF events

1 Apr 16 from Wallbridge & Gilbert, Consulting Engineers re roof leaks

4.2. Out -

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 2017 WEHWG minutes

11 Mar 16 to ACA re representation on 2017 WEHWG

19 Mar 16 to Williamstown CC – thanks for use of courts

1 Apr 16 to ACA re financial contribution to hosting 2017 WCF events

1 Apr 16 to ACA re 2017 WCF Events dinner

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 Treasurer's report be accepted. Also resolved to approve the recommended

drawdown of \$241,000 from the JB Were investment account, in two transactions of \$120,000 and \$121,000 respectively.

5.2. CoM report: Minutes of the 22nd March 2016 meeting were distributed and posted to the website on 24th Mar 16.

5.3. Secretary's Report: Attached at Annex B.

5.4. Sub-Committee Minutes Received:

M&P Committee of 11th Feb 16 & 29 Feb 16
2017WEWG of 31 March 2016

5.5. Tournaments at VCC: Attached at Annex C

5.6. Outstanding Action Items: Agreed that Serials 5 and 9 could be marked as completed and, together with Serial 29, be removed from the listing.

5.7. Regional Reports:

Brian Reither, Brian Foley and Sue Colvin reported orally on developments in Ballarat, Bayside and Geelong regions respectively.

Resolved that the reports be accepted.

6. General Business

6.1. VCC

6.1.1. Mower Purchase: Jim Saunders reported on the purchase of a second-hand Toro greens mower. (*Secretarial Note: Refer to minutes of 22nd March 2016 CoM meeting, Item 5.3.*)

6.2. VCA

6.2.1. Junior Scholarships: Council resolved to endorse the CoM resolution of 22nd March 2015 (*Secretarial Note: Minutes of 22nd March 2016 CoM meeting, Item 6.2.1 refer.*) with the addition of eligible members to be recommended by the relevant Selection Committee and charged the Secretary to prepare a draft policy for consideration at the 20th June 2016 Council meeting. **Action: Sec**

6.2.2. Policies: Council considered the presented briefing paper and agreed that the Coaching Policy be marked as "Under Review", that the Community Correctional Service Workers Policy be removed from the website, and resolved to amend the Selection Policy Annex C, Appendix 1, by adding a new fifth paragraph, reading: "Non-compliance with the timelines in the above two paragraphs may result in the offer/s being withdrawn." (*Secretarial Note: Refer to Annex D.*)

6.2.3. Grants:

6.2.3.1. Supporting Victorian Sport & Recreation Program 2016-19 The Secretary reported that the Expression of Interest submitted in accordance with Council's previous authorisation has been successful and that he had met with SRV to discuss the submission of the Work Plan, which is the next stage in the program.

6.2.3.2. Significant Sporting Events Program 2014-18 The Secretary reported that he had met with SRV to discuss eligibility to submit for a grant under this program for hosting the 2017 WCF World Championships.

6.3. ACA

6.3.1. ACA AGM 21st March 2016: The President advised that the VCA Motion at the ACA AGM regarding the election of the ACA President, Secretary & Treasurer was defeated, as were the two motions submitted by CNSW. He advised that he had been elected to the ACA Board for a two-year term.

6.3.2. GC Handicapping: The Secretary advised that ACA had adopted the new, Croquet Association (UK) developed GC handicapping system, effective 1st October 2016. This is to be implemented by the ACA National Handicapper, Rob McAdam (Tas). He advised that he had available, for distribution via email, copies of the report to the CA recommending adoption of the system and a four-page spread from then CA *Gazette* presenting the system to CA members.

6.3.3. Coaching: The Secretary reported that following conversations with the chair of the ACA committee introducing the new coaching framework, he could advise the introduction of the new system is back on track, with Greg Whymark looking to visit Victoria in May 2016 to qualify current Level 1 coaches.

7. Close: The President closed the meeting at 12:49 pm.

8. Next Meetings:

CoM -	Monday, 16 th May 2016 at 11:00 am
AGM -	Monday, 20 th June 2016 at 11:00 am
Council -	Monday, 20 th June 2016 after AGM

Attachments:

Annex A:	Finance Report
Annex B:	Secretary's Report
Annex C:	Tournaments at VCC
Annex D:	Selection Policy, Annex C, Appendix 1

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 31 March 2016 are attached.
- b. **NOTE – these financial reports are pre-Audit, and there will be some end of year adjustments as required by the auditor. See point 6 below.**
- c. The Budgeted VCC trading loss for the year to 31 March 2016 is \$258,052.
- d. The VCC trading loss to 31 March is \$221,936 (last month \$179k).
- e. The 2015/16 Budget did not include anticipated Dividends and Interest from the JBWere Investment Portfolio. When the Auditor makes final adjustments, the expected Dividends and Interest of about \$170k will reduce the **VCA Net Loss to approximately \$51k.**
- f. YTD Actual to Budget:
 - i. Income for the month \$16k, YTD \$243k (Annual Budget \$275k)
 - ii. Expenses for the month \$45k, YTD \$465k (Annual Budget \$533k)
 - iii. Revenue – VCA+ACA Affiliations \$6k, Bar \$6k, Premises \$4k
 - iv. Expenses – VCC Courts including new mower \$25k, VCC Building \$4k, Wages \$10k.

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 29 Feb \$122,137
 - ii. Total Banks accounts 31 Mar \$ 77,572
- c. This represents a decrease in cash held \$ 44,565
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$307,614 (last month \$295,011)
 - ii. Fixed Interest (Dom.&Int.) \$897,903 (last month \$896,359)
- e. There are no immediate overall cash concerns.

3 Recommended Cash Drawdown for 2016/2017 - \$241k

- a. The 2016/2017 Budget was approved at the 15 February 2016 VCA Council meeting with a Budgeted Net Loss of \$160k.
- b. The Budgeted Net Loss includes a projection of \$158k for Interest and Dividends from the JBWere Investment Portfolio in the 2016/2017 financial year.
- c. As noted in point 2 above, the VCA Bank Balance is \$77k, therefore additional cash will be required to be drawn down from the JBWere Investment Portfolio to fund the VCA Council's planned expenditure.
- d. Drawdown = \$160k + \$158k = \$318k - \$77k in hand = \$241k.
- e. It is recommended that the VCA Council approve a Cash Drawdown of \$241,000 from the JBWere Investment Portfolio in two tranches (first tranche \$120,000 and second tranche \$121,000).
- f. Note, for the 2015/2016 Budget the VCA Council approved a drawdown of \$190k.

4 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,713,624 (last month \$3,621,809) as at 31 March 2016.
- b. The change from last month's report is an increase in portfolio market value of \$91,815.
- c. This is not a concern and represents the usual fluctuations in share values.

5 JBWere Interest and Dividends

- a. Sandra is chasing up JBWere for a report of Interest and Dividends received for the 2015/2016 year, i.e. 1 April 2015 to 31 March 2016. This is required by the VCA Auditors.

**Annex A to
Croquet Victoria Council Minutes
11th April 2016**

6 Audit of 2015/2016 Financial Accounts

- a. The Auditor will be at VCA on Monday 2 May 2016.
- b. He will review the Accounts with Sandra, and assist with any year-end adjustments that may be required.
- c. The Accounts will then be finalised and rolled over.
- d. The final version of Accounts (post Auditors review) will be presented at the June VCA AGM.



Brian Rowe,
Honorary Treasurer
5th April 2016

Appendix 1 to
Annex A to
Croquet Victoria Council Minutes
11th April 2016

Victorian Croquet Association Inc.			
Profit & Loss [Last Year Analysis]			
April 2015 through March 2016			
	This Year	Last Year	Budget 15/16
INCOME			
JBWERE	\$0.00	\$160,278.67	
VCA AFFILIATIONS	\$84,450.24	\$77,072.16	\$91,818.00
ACA	\$69,145.99	\$66,698.74	\$72,131.50
AFFILIATIONS/INSURANCE			
MERCHANDISE/PENNANT	\$4,223.66	\$3,120.61	\$5,375.00
TOURNAMENTS	\$10,568.73	\$13,878.66	\$13,850.00
MSV	\$4,587.31	\$4,594.53	\$5,000.00
CATERING/BAR	\$19,197.67	\$32,423.69	\$35,500.00
PREMISES/COURTS/RENT	\$36,885.00	\$41,160.80	\$51,300.00
SRV DEP GRANTS	\$14,300.00	\$11,280.00	
INTEREST BANK	\$360.20	\$4,753.57	\$800.00
Total INCOME	\$243,718.80	\$415,261.43	\$275,774.50
EXPENSES			
ACA	\$67,324.05	\$63,046.25	\$72,131.50
AFFILIATIONS/INSURANCE			
ADMINISTRATION VCA	\$37,715.92	\$58,067.05	\$21,940.00
COMMITTEES	\$3,724.81	\$767.44	\$15,000.00
MSV	\$3,692.18	\$4,245.11	\$4,300.00
COUNCIL/COM travel	\$3,044.82	\$5,620.64	\$6,000.00
SRV DEP GRANTS	\$13,089.46	\$1,155.78	\$1,000.00
TOURNAMENTS	\$7,788.51	\$10,300.95	\$12,316.00
VCA CENTENARY	\$0.00	\$24,599.95	\$3,000.00
MERCHANDISE/PENNANT	\$903.18	\$5,787.49	\$4,350.00
WAGES	\$108,463.25	\$117,399.64	\$129,011.11
VCC BUILDING	\$108,806.30	\$90,847.59	\$135,300.00
CATERING/BAR	\$10,315.23	\$12,439.50	\$12,950.00
VCC COURTS	\$77,343.54	\$47,041.79	\$92,278.00
STATE TEAMS G & A	\$8,651.29	\$10,473.82	\$9,000.00
CROQUET EQUIPMENT	\$14,792.64	\$0.00	\$15,250.00
Total EXPENSES	\$465,655.18	\$451,793.00	\$533,826.61
Net Profit/(Loss)	(\$221,936.38)	(\$36,531.57)	

Appendix 2 to
Annex A to
Croquet Victoria Council Minutes
11th April 2016

Victorian Croquet Association Inc.			
Balance Sheet			
As of March 2016			
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$4,534.70
Bendigo	\$13,615.71	Total Current Liabilities	\$4,534.70
CBA	\$14,009.81	Player Insurance	(\$305.45)
CBA Online Saver	\$49,946.58	Tax Payable	
Total Bank Accounts	\$77,572.10	GST Collected	\$10,905.80
Total Current Assets	\$77,572.10	GST Paid	(\$11,904.65)
Withholding Credits		Payroll Liabilities	\$3,574.00
Accounts Receivable	\$5,601.70	Total Tax Payable	\$2,575.15
Total Withholding Credits	\$5,601.70	Total Liabilities	\$6,804.40
Other Current Assets			
JBWERE - Investment A/c	\$3,713,624.36	Net Assets	\$9,151,590.87
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	\$477,632.20
Office Equipment	\$5,918.18	Retained Earnings	\$1,192,322.61
Fixtures and Fittings	\$1,535.00	Current Earnings	(\$221,936.38)
Accumulated Depreciation	(\$125,669.48)		
Total Plant & Equipment	\$71,242.89		
Total Fixed Assets	\$5,361,597.11		
Total Assets	\$9,158,395.27	Total Equity	\$9,151,590.87

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 16th 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. Optus Mobile P/L Lease:** I was advised by email on 9th March 2016 that Daly International (the company acting on behalf of Optus) had received approval from Optus to proceed with the lease, and that instructions were being prepared for the Optus solicitors to draw up the lease documents. I have heard nothing further.
- 3. 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.
- 4. SRV Grants:** On 23rd March 2016, I attended two meetings with SRV officers; one in regard to development and submission of the work plan required under the 3½ year *Supporting Victorian Sport & Recreation Program*, the second in connection with the *Significant Sporting Events Program* for assistance with hosting the 2017 WCF GC events.
- 5. 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 13th January 2016. I sent a reminder on 6th March 2016 regarding the due date of nominations for Life Membership, which must be in my hands by 20th April 2016. Following today's SGM, I will call for nominations for CoM/Board (as appropriate), which must be done by 20th April 2016.
- 6. Annual Report:** On 5th 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 four replies.
- 7. Staff Reviews:** Annual reviews of Administrator, Sandra Kastanaras, and Greenkeeper, James Hood, will be carried out tomorrow, 12th April 2017 by Jim Saunders and myself.



Jim Clement
Honorary Secretary

Tournaments at VCC

Completed:

- **VCA Gold Cup Silver & Bronze Shields 20 & 21 Feb 16:**
 - **Gold Cup:** Stephen Forster (Belmont)
 - **Silver Shield:** Chris Grant (Ringwood)
 - **Bronze Shield:** Terry Hopkins (Essendon)
- **ACA AC Gold Medal 9 – 11 Mar 16:** Simon Hockey (SA)
- **ACA AC Men's & Women's Championships 12 – 15 Mar 16:**
 - **1st** Robert Fletcher (Lismore);
 - **2nd** Simon Hockey (SA);
 - **3rd** Malcolm Fletcher (Lismore).
- **ACA AC Team Championship – The Eire Cup 16 – 20 Mar 16:**
 - **1st** Victoria;
 - **R/up** SA.
- **ACA Bronze Medal 1 – 3 Apr 16** John van der Touw (Monash)
- **VCA GC Selectors Invitational 1 -2 Apr 16** James Lynch (Belmont)
- **VCA GC Selectors Invitational 3 - 4 Apr 16** Jim Saunders (Belmont)
- **VCA GC Regional Championships 9 – 10 Apr 16**
 - **Section 1 :** Darren McLoughlin (GVCA)
 - **Section 2:** Robert Jurey (WMCMA) 10 wins from 10 games!
 - **Section 3:** John Collins (NEDCA)
 - **Winning Region:** WMCMA
 - **R/up** Geelong

Forthcoming

- **ACA GC Open Doubles & Singles Championships 7 – 15 May 16**
- **ACA GC U21 Championship 23 – 25 Sep 16**
- **ACA AC President's Eights 7 -10 Oct 16**
- **ACA AC Open Doubles & Singles Championships 19 - 27 Nov 16**

State Teams Procedures

Introduction

This procedure deals with the selection, announcement and recording of, and presentations to, teams representing Croquet Victoria in interstate competitions, currently the Eire Cup in Association Croquet (AC) and the WCF Shield in Golf Croquet (GC).

Selection

The squads and teams are to be selected in accordance with VCA Selection Policy. The Chairman or Secretary of the relevant Selection Committee may inform selected players, and inform the VCA Secretary of the squad/team members once this has been done.

Players selected for the State Team Squad are to complete and return the Acceptance of Selection for the State Team Squad form at Appendix 1, within the required time.

Players subsequently selected for the State Team are to complete the relevant Player Agreement (sample at Appendix 2) and return to the VCA Secretary, within fourteen (14) days of the finalisation of the team composition.

Non-compliance with the timelines in the above two paragraphs may result in the offer/s being withdrawn.

Croquet Victoria Secretary Responsibility

The Secretary is to:

- maintain a register of all members of State Teams, showing which year/s members were in the team and which team/s;
- ensure that a completed copy of the State Team Player Agreement is held in respect of each team member;
- arrange for an announcement of the team members to be posted to the Croquet Victoria website;
- advise team members of their entitlement to team clothing and ensure that the VCA Administrator is advised of necessary sizes/measurements;
- obtain a biographical précis and photo from each player, and forward these to *Malletsports Victoria* and *Croquet Australia* magazines and to ACA and/or the State Association hosting the Eire Cup or WCF Shield competition, as appropriate or requested;
- advise the Administrative Officer of the requirement for team clothing and badges;
- ensure that arrangements are in place for any trophies held to be suitable engraved, exhibited throughout the state and subsequently transported back to the event.

Team Captain's Responsibility

The team captain is to:

- advise the Treasurer and Administrative Officer of the teams' wishes in regards to the distribution of the VCA financial contribution towards accommodation, travel and living expenses (Reference C, 4. *VCA Obligations*). Specifically, whether cheques are to be drawn in favour of providers of services such as accommodation, vehicle hire, etc. with any excess to team members or whether in equal amounts in favour of team members for them to make their own arrangements: and
- In conjunction with the Secretary, ensure that any trophies held by VCA from the previous event are returned for presentation at the forthcoming event.

Croquet Victoria Administrative Officer Responsibility

The Administrative Officer is to:

- maintain an adequate stock of State Team Badges, VCA Hatbands and VCA Caps;
- arrange for purchase of appropriate team clothing, once advised of requirements and sizes;
- disburse the VCA financial contribution to members;
- ensure that required items, as advised by the Secretary and Treasurer, are available for presentation at the appropriate time; and
- claim reimbursement from ACA for any engraving of trophies.

Presentation

The State Team captain and coach are to arrange a suitable practice session at Victorian Croquet Centre, Cairnlea as late as practicable prior to team members leaving to compete in the Gold Cup, Men's & Women's Open Championships and the interstate competition, and notify the VCA President, Secretary and Administration Officer of the dates.

The presentation of appropriate items of clothing and State Team Badges will be made by the VCA President or their delegate at the final practice session, at a mutually agreeable time.