



Minutes of Committee of Management Meeting – 16th May 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), Sarina Cevaal-Hewitt, & Jim Saunders (members).

1.2. Apologies: Brian Rowe (Treasurer), Wilma Freeman & Trish Watts (member)

1.3. Observer: Sandra Kastanaras

2. Opening: The president opened the meeting at 11:00 am.

3. Minutes of Previous Meetings:

Resolved that the minutes of the meeting held on 22nd March 2016 be accepted as true and accurate record of the meeting.

Further resolved that the minutes of the meeting held on 11th April 2016 be accepted as true and accurate record of that meeting.

3.1 Business Arising from Minutes: Treasurer & Vice-president are still putting together the model of income & expenditure attributable to tournaments at VCC.

4. Correspondence

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

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

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

12 Apr 16 via email from Essendon CC re use of courts for 2017 WCF events

3 May 16 via email from CAV – Annual statement notification

4.2. Out - 19 Mar 16 to Williamstown CC thanks for use of courts (ACA events)

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

1 Apr 16 to ACA re 2017 WCF events dinner

4.3. Business Arising from Correspondence:

5. Reports

5.1. Financial Report: Resolved that the Financial Report Items 1,2 3 & 5 be accepted.

5.1.1. Revised Budget: Due to the absence of the Treasurer, this item was deferred. However, members noted some inconsistencies that need to be addressed.

5.2. Secretary's Report: The Secretary spoke to his report, attached at Annex B

5.3. Business Arising from Reports: Kate Patrick queried savings due to installation of solar panels. **Action: Administrator**

6. General Business

6.1. VCC

6.1.1. Proposed Optus Lease: Refer to Secretary's Report at Annex B

6.1.2. Maintenance Items:

6.1.2.1. Roof Leaks: CoM considered the report by Wallbridge & Gilbert, Consulting Engineers, and resolved to carry out the necessary repairs, provision for which was included in the Council approved budget. Administrator to organise quotes for consideration. **Action: Administrator**

(Secretarial Note: Sandra Kastanaras left the meeting at this point.)

6.2. VCA

6.2.1. Staff Annual Reviews: CoM reviewed and accepted the Annual Reviews for the Administrator and Greenkeeper which were carried out jointly by the Secretary and Courts Director. Revised salaries were set.

6.2.2. Junior Scholarships Policy: CoM reviewed the draft policy provided and agreed that the Secretary amend in line with member' suggestions provided prior to presenting to Council.

6.2.3. Financial Policies:

6.2.3.1. IAG: CoM reviewed and amended the draft IAG Policy provided and agreed that the policy be recommended to Council for adoption.

6.2.3.2. Financial Support to Clubs: The committee agreed that clubs should not be provided financial assistance in the form of loans or grants from VCA funds.

6.2.4. Appointed Officers & Sub-committees: CoM reviewed the nominations for appointment at the June 2016 Council meeting and agreed to recommend that Council consider all nominations.

(Secretarial Note: Jim Saunders left the meeting at this point, 12:25 pm, and the meeting lost its quorum. Members agreed to continue to review the remaining items, as none required formal resolutions.)

6.2.5. Strategic Plan: Progress in the Strategic Plan was reviewed and it was noted that many areas would be advanced under the SRV *Supporting Victorian Sport & Recreation Program*.

6.2.6. Council Induction Pack: CoM reviewed the draft Council Induction Pack and provided guidance. This pack should be ready for distribution to new members of Council elected/appointed at the AGM.

6.2.7. Croquet Facilities Guide: Members provided advice and guidance on the contents of this document, which is a work in progress.

6.2.8. SRV Supporting Victoria Sport & Recreation Program: Refer to Secretary's Report at Annex B. Workplan to be distributed to Council. **Action: Sec**

6.2.9. 2017 WCF Events Hosting WG: Refer to Secretary's Report at Annex B

6.2.10. 2016 AGM Preparations: Refer to Secretary's Report at Annex B

7. Closure: There being no further business, the President closed the meeting at 14:00.

8. Next Meetings:

AGM	Mon, 20 Jun 16 at 11 am
Council	Mon, 20 Jun 16, following AGM
CoM	Mon, 18 Jul 16 at 11 am

Attachments:

Annex A:	Financial Report
Annex B:	Secretary's Report

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 30 April 2016 are attached.
- b. **NOTE – these financial reports are pre-Audit, and the 2015/16 year accounts have not been closed, therefore there may be some changes as required by the auditor.**
- c. The Budgeted VCC trading loss for the year to 1 March 2017 is \$160,085.
- d. The VCC trading loss to 30 April is \$18,137 (last month n/a).
- e. The 2016/17 Budget does include anticipated Dividends and Interest from the JBWere Investment Portfolio.
- f. YTD Actual to Budget:
 - i. Income for the month \$5.8k, YTD \$5.8k (Annual Budget \$425k)
 - ii. Expenses for the month \$23.9k, YTD \$23.9 (Annual Budget \$585k)
 - iii. Revenue – Tournaments \$1.7k, Bar \$1.2k, Premises \$2.4k
 - iv. Expenses – VCC Courts \$5.6k, VCC Building \$7.3k, Wages \$8.5k.

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 31 Mar \$ 77,572
 - ii. Total Banks accounts 30 Apr \$ 64,032
- c. This represents a decrease in cash held \$ 13,540
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$332,079 (last month \$307,614)
 - ii. Fixed Interest (Dom.&Int.) \$896,167 (last month \$897,903)
- e. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,801,825 (last month \$3,713,624) as at 30 April 2016.
- b. The change from last month's report is an increase in portfolio market value of \$88,201 (last month's increase \$91,815).
- c. This is not a concern and represents the usual fluctuations in share values.

4 VCA Budget 2016/2017

- a. Please see attached revised 2016/2017 Budget with minor revisions:
 - i. Incorporates U21 \$5,000 Scholarship approved VCA Council 11 April 2016
 - ii. Incorporates 10 line item changes, total cost \$4,400 to Tournament costs which were omitted in the original budget.
- b. This revised Budget will be implemented in VCA MYOB accounts after approval at the CoM meeting on 16 May 2016.

5 Investment Advisory Group

- a. The Investment Advisory Group (David Ross, Wendy Dickson, Brian Rowe) meet with JBWere on 4 May 2016 to review the Investment Portfolio's performance for the year 1 April 2015 to 31 March 2016.
- b. David Ross will write a report to VCA Council.



Brian Rowe,
Honorary Treasurer
5th April 2016

Appendix 1 to
Annex A to
Croquet Victoria Committee of Management Minutes
16th May 2016

Victorian Croquet Association Inc.			
Profit & Loss [Budget Analysis]			
April 2016			
	2015	2016	Budget 16/17
INCOME			
JBWere			\$158,000.00
VCA AFFILIATIONS	\$0.00	\$0.00	\$97,306.00
ACA	\$0.00	\$0.00	\$77,937.00
AFFILIATIONS/INSURANCE			
MERCHANDISE/PENNANT	\$435.90	\$196.36	\$5,375.00
TOURNAMENTS	\$1,522.78	\$1,713.64	\$13,850.00
MSV	\$0.00	\$181.82	\$5,000.00
CATERING/BAR	\$1,424.99	\$1,240.00	\$15,500.00
PREMISES/COURTS/RENT	\$2,413.62	\$2,427.27	\$51,300.00
SRV DEP GRANTS	\$6,500.00		
INTEREST BANK	\$0.00	\$55.58	\$800.00
Total INCOME	\$12,297.29	\$5,814.67	\$425,068.00
EXPENSES			
ACA	\$0.00	\$0.00	\$77,937.00
AFFILIATIONS/INSURANCE			
ADMINISTRATION VCA	\$470.56	\$575.01	\$50,940.00
COMMITTEES	\$114.13	\$48.36	\$12,900.00
MSV	\$242.81	\$311.50	\$5,000.00
COUNCIL/COM travel	\$436.45	\$234.75	\$6,000.00
SRV DEP GRANTS	\$42.64	\$0.00	\$3,000.00
TOURNAMENTS	\$269.98	\$948.16	\$4,980.55
VCA CENTENARY	\$0.00	\$0.00	\$3,000.00
MERCHANDISE/PENNANT	\$81.82	\$137.09	\$4,550.00
WAGES	\$9,694.55	\$8,512.69	\$116,200.00
VCC BUILDING	\$11,216.06	\$7,340.52	\$182,000.00
CATERING/BAR	\$418.74	\$242.47	\$12,950.00
VCC COURTS	\$2,150.40	\$5,601.83	\$96,200.00
STATE TEAMS G & A	\$0.00	\$0.00	\$9,000.00
CROQUET EQUIPMENT	\$0.00	\$0.00	\$500.00
Total EXPENSES	\$25,138.14	\$23,952.38	\$585,153.00
Net Profit/(Loss)	(\$12,840.85)	(\$18,137.71)	(\$160,089.55)

Appendix 2 to
Annex A to
Croquet Victoria Committee of Management Minutes
16th May 2016

Victorian Croquet Association Inc.			
Balance Sheet			
As of April 2016			
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$6,857.25
Bendigo	\$21,063.47	Total Current Liabilities	\$6,857.25
CBA	\$17,967.63	Player Insurance	(\$305.45)
CBA Online Saver	\$25,001.73	Tax Payable	
Total Bank Accounts	\$64,032.83	GST Collected	\$8,775.16
Total Current Assets	\$64,032.83	GST Paid	(\$6,849.01)
Withholding Credits		Payroll Liabilities	\$128.00
Accounts Receivable	\$1,814.20	Total Tax Payable	\$2,054.15
Total Withholding Credits	\$1,814.20	Total Liabilities	\$8,605.95
Other Current Assets			
JBWERE - Investment A/c	\$3,801,825.41	Net Assets	\$9,205,572.60
Fixed Assets			
Cairnlea - Land/Building	\$5,290,354.22	Equity	
Plant & Equipment		Reserves	
Plant and Equipment	\$189,459.19	General Reserve	\$7,703,572.44
Office Equipment	\$5,918.18	Asset Revaluation Reserve	\$572,282.20
Fixtures and Fittings	\$1,535.00	Retained Earnings	\$947,855.67
Accumulated Depreciation	(\$140,760.48)	Current Earnings	(\$18,137.71)
Total Plant & Equipment	\$56,151.89		
Total Fixed Assets	\$5,346,506.11		
Total Assets	\$9,214,178.55	Total Equity	\$9,205,572.60



Secretary's Report

Agenda Item 6.1.1 – Proposed Optus Lease

Daly International have contacted me via email and advised that the electricity supply to their facility, although drawn from the VCC main building, would be routed via the Ken Jordan Road nature strip. Metering of Optus' electricity usage was also queried. Options presented were:

- A separate meter inside the Main Switchboard Room, which we could read and then invoice Optus for their proportion of the total electricity used, or
- A totally separate meter for Optus, which would be mounted on the outside wall of the Main Switchboard Room, with Optus being invoiced direct by Origin Energy

After consultation with Sandra, I advised that VCA preference was for the second option.

Agenda Item 6.2.6 – SRV Supporting Victorian Sport & Recreation Program

I submitted a draft workplan to SRV and received some advice, which I have incorporated. I have received the funding agreement and Mike Cohn & I signed and returned it, within the required timeframe.

Agenda Item 6.2.7 – 2017 WEHWG

A copy of the ACA Bid to host the events, amended by WCF, has been received. The amendments concerned the total time allocated for the World Championship block play and were made in consultation with Brian Reither.

Brian Rowe has circulated a draft budget to member of the Working Group, which was considered and amended at the next meeting, held 14th May, as most members were at VCC for the ACA GC Doubles & Singles.

Agenda Item 6.2.8 – AGM Preparations

There were no nominations for Life Membership received within the required timeframe. I have received, within the required timeframe, notices of Motion from Ballarat & District Croquet Association to amend the Constitution.

Both the Annual Report and the Annual Financial Report are ready for presentation to the AGM

JA Clement
Honorary Secretary