



CROQUET VICTORIA

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Victorian Croquet Association Inc A0001560E ABN 91 903 271 264

Minutes of Council Meeting - 20th June 2016

held at Victorian Croquet Centre, 65 Nobel Banks Drive Cairnlea 3023

1 Attendance

Present:

1.1

Committee of Management: Mike Cohn (President), Kate Patrick (Vice - President), Sarina Cevaal-Hewitt (Secretary), Brian Rowe (Treasurer), Jim Clement, Wilma Freeman, James Lynch and Trish Watts (Members).

Regional Directors: Brian Reither (BDCA), Brian Foley (Bayside), Helen Worladge (EMCA), Sue Colvin (Geelong), Lorraine Gutcher (Gippsland), Noel Dealy (GVCA), Janet Richardson (MVCA), Lyn Goodall (NDCA), Sarina Cevaal-Hewitt (NEDCA), Janet Leckie-Brunton (SEMCA). Barb McKean (SWCA); Kate Patrick (WMCMA), Denise McMillen (Wimmera).

Administrator: Sandra Kastanaras

1.2

Apologies: Nil

1.3

Observers: David Ross, Maurice Cevaal-Hewitt, Gwen Hamilton, Reen Hancorne, Ken Amooore, Charles Rees, Patrick Hartley.

2 Opening

The President opened the Meeting at 1.05 pm, welcoming all incumbent position holders plus James Lynch to the Committee of Management, Sarina Cevaal-Hewitt to the Secretary's position and Denise McMillen as the new Regional Director for Wimmera.

3 Minutes of Previous Meeting

Resolved on the motion of Brian Foley and Noel Dealy 'that the Minutes of the VCA Council Meeting held 11 April 2016 be accepted as a true and accurate record of that Meeting'.

3.1

Business Arising from Previous Meeting:

It was noted that any Business Arising would be dealt with during the course of the Meeting.

4 Correspondence

4.1 In:

1 Apr 2016 from Wallbridge & Gilbert, Consulting Engineers re roof leaks

12 Apr 2016 via email from Essendon CC re use of courts for 2017 WCF events

17 Apr 2016 from Dept Health & Human Services – advice of approved grant

3 May 2016 via email from CAV – Annual statement notification

3 Jun 2016 via email from Daniel Ward Specialist Roof Plumbing – re roof

17 Jun 2016 from Auditor re investment policy and risk analysis.

4.2 Out:

Nil

Resolved on the motion of Jim Clement and Noel Dealy 'that Incoming Correspondence be accepted'.

4.3	Business Arising from Correspondence:	Nil
5	Reports	The Treasurer spoke to his report, (attached at Annex A), noting that the \$120,000 drawdown would be moved from the Profit & Loss to the Balance Sheet and that it was planned to make provision for accrued income to give a true and fair view of the monthly accounts.. Resolved on the motion of Brian Rowe and Helen Worledge 'that the Financial Report be accepted'.
	5.1 Financial Report:	
	5.2 CoM Report:	Minutes of 18 May 16 meeting have been amended since initial distribution to show that Brian Rowe was an apology and not in attendance. The Minutes posted to the website have been amended.
	5.3 Secretary's Report:	This report, attached at Annex B, was prepared by the out-going Secretary, and covers: 5.3.1 the distribution and classification of Selection Committee Minutes; 5.3.2 updates to the current situations with regards to the proposed Optus lease, and the roof leaks at VCC; 5.3.3 the conduct of Staff Annual Reviews; and 5.3.4 the closure of Burden Park CC. (<i>Secretary to follow-up with Jim Clement or Sandra Kastanaras</i>).
	5.4 Administrators Report:	The Administrator's Report is attached at Annex C.
	5.5 Sub-Committee Minutes Received:	Minutes of the following Sub-Committees were tabled: 5.5.1 AC Selection Committee: 3 Apr 2016 5.5.2 2017WEHWG: 14 May 2016 The President reported that plans were progressing well and that Tony Hall had been appointed by ACA as Tournament Director. 5.5.3 GC Selection Committee: 15 May 2016 The President congratulated those players who had been selected to State Teams and squads.
	5.6 Tournaments at VCC:	This report is attached at Annex D.
	5.7 Outstanding Action Items:	Observer Gwen Hamilton reported that the VCA History being compiled by Ann McKee would be distributed to Clubs for correction upon completion, prior to being sent to printers. The Directors Induction Package was presented to Denise McMillen. The Outstanding Items List was considered. Agreed that Serials 5, 29, 31 and 32 be deleted.
	5.8 M & P Committee Report:	Kate Patrick spoke to this Report. The Croquet Facility Guide (referred to as 1 a) in the Report has been distributed. Awaiting feedback. Entries for the Youtube competition would be sought before the end of the year.
1.44pm		Patricia Hester joined the Meeting (Observer)

5.9 Regional Reports:

Brief oral reports were provided by
5.9.1 EMCA -Helen Worladge

Resolved on the motion of Kate Patrick and Brian Foley 'that CoM establish terms of reference for potential VCC Sub-Committee to review the process and usage of VCC'.

5.9.2 Gippsland - Lorraine Gutcher
5.9.3 Goulburn Valley - Noel Dealy

Resolved on motion of Janet Richardson and Trish Watts 'that all Reports, with the exception of the Financial Reports, be accepted'.

5.10 Business Arising from Reports:

It was noted that the SRV Workplan, Item 6.2.8 of CoM Minutes dated 16 May 2016, had not yet been distributed to Council.
(Secretary to follow up).

Kate Patrick referred to Item 5.3 of CoM Minutes dated 16 May 2016, querying whether there was any reduction in the amount of the VCC Electricity Account due to the installation of the Solar Panels. Any savings perceived in the Financial Reports were deemed to be due to a less number of accounts received rather than any proven savings due to the Solar Panels.

6 General Business

6.1 VCC:

Secretary's Report at Annex B refers

6.2 VCA:

6.2.1 Appointments: Annex E.

Jim Clement reported that the Handicap and Malletsports Victoria Committees had in fact been disbanded in 2012.

Jim Clement's offer to fill the vacant positions of State Coordinator of Coaching and State Handicapper of Golf Croquet was accepted and Trish Watts agreed to continue as Deputy Handicap Recorder.

Brian Reither (T & F) reported that there was now nobody in the Tournament Management Pool.

Selection Committees: Resolved on the motion of Jim Clement and Brian Reither 'that the membership of Selection Committees remain at five (5) but for other Committees all nominees be appointed'.

Auditor: Resolved on the motion of Brian Rowe and Jim Clement 'that Bruce Warlow be appointed VCA Auditor for 2016/2017'.

Resolved on motion of Kate Patrick and Sue Colvin 'that all nominees for Appointed Positions be elected'.

Sub-Committees: Resolved on the motion of Jim Clement and Janet Richardson 'that all nominees as listed to Sub-Committees with the exception of the Golf Croquet Selection Sub-Committee be elected'.

Investment Advisory Group: Resolved on the motion of Helen Worladge and Brian Rowe 'that Alan Notley be appointed to the Investment Advisory Group, subject to his acceptance'.

Golf Croquet Selection Sub-Committee: There being six (6) nominations for this Sub-Committee, David Ross and Charles Rees

were appointed scrutineers for a secret ballot to decide the members of this Sub-Committee. Those elected are Jim Saunders, Lynne Roberts, Kay Moffat, Lorraine Gutcher and Eric Miller.

Appeal Panel: It was noted that Helen Worladge is listed as a member of this Panel but is a member of Council until the conclusion of this Meeting.

Resolved on the motion of Jim Clement and Kate Patrick 'that the composition of this Panel take effect at the conclusion of this Council Meeting'.

6.2.2 Policies

6.2.2.1 Junior Scholarship Policy:

Resolved on the motion of Kate Patrick and Jim Clement 'that the Junior Scholarship Policy be accepted in principle and CoM develop the procedural documentation attached to this policy'.

Council requested that an application form including Bank Details be designed to be integrated into the above Policy and that a 'Working with Children' check be provided with the application if the appropriate adult is not a parent or formally appointed legal guardian. *(Secretary: A invitation to all Clubs and Regions be distributed to nominate juniors for this Scholarship and Policy to be posted to website).*

6.2.2.2 Investment Advisory Group Policy

Resolved on the motion of Helen Worladge and Kate Patrick 'that the IAG Policy be referred to IAC Members for consideration and returned to the next CoM if possible'.

6.2.3 Financial Matters

Resolved on the motion of Jim Clement and Brian Rowe 'that all Financial Institutions that VCA deals with be advised that the only eligible signatures be two (2) of the following: President Mike Cohn, Secretary Sarina Cevaal-Hewitt or Treasurer Brian Rowe. The change to be effected as soon as practicable for each Financial Institution.

7 Next Meetings: CoM: Tuesday 11.00 am 19 July 2016
Council: Monday 11.00 am 15 August 2016

8 Close: Prior to closing the Council Meeting President Mike Cohn thanked Helen Worladge for her contribution as a Regional Director.

The Meeting closed 2.50 pm

Attachments: Annex A Financial Report
Annex B Secretary's Report
Annex C Administrator's Report
Annex D Tournaments at VCC
Annex E Appointments

Accepted as a true and accurate record, 15th August 2016



President

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 31 May 2016 are attached.
- b. The Budgeted VCC trading loss for the year to 1 March 2017 is \$160,085.
- c. The 2016/17 Budget does include anticipated Dividends and Interest from the JBWere Investment Portfolio.
- d. NOTE – The \$120,000 drawdown from JBWere was received on 27 May 2016 and input into the P&L as income. This will be corrected next month and input as it has normally be done in recent years, i.e. Investment reduction/ Bank Increase.
- e. Highlights:
 - i. Revenue – \$15k - Catering/Bar \$2.5k, Premises \$5k, SRV Grants \$6.6k
 - ii. Expenses – \$31k - VCC Courts \$3.7k, VCC Building \$12.1k, Wages \$9k.

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 Apr \$ 64,032
 - ii. Total Banks accounts 31 May \$163,594
- c. This represents an increase in cash held \$ 99,562
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$109,653 (last month \$332,079)
 - ii. Fixed Interest (Dom.&Int.) \$1,110,430 (last month \$896,167)
- e. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,707,634 (last month \$3,801,825) as at 31 May 2016.
- b. The change from last month's report is a decrease in portfolio market value of \$94,191 (last month increase \$88,201). Note, \$120k drawdown in May.
- c. This is not a concern and represents the usual fluctuations in share values.

4 Investment Committee

- a. Nothing to report.



Brian Rowe,
Honorary Treasurer
10th June 2016

Appendix 1 to
Annex A to
Croquet Victoria Council Minutes
20th June 2016

Victorian Croquet Association Inc.			
Profit & Loss [Last Year Analysis]			
April 2016 through May 2016			
	This Year	Last Year	Budget
INCOME			
JBWERE	\$0.00	\$0.00	
VCA AFFILIATIONS	\$0.00	\$0.00	\$97,306.00
ACA AFFILIATIONS/INSURANCE	\$0.00	\$0.00	\$77,937.00
MERCHANDISE/PENNANT	\$296.35	\$1,081.78	\$5,375.00
TOURNAMENTS	\$1,727.28	\$1,522.78	\$13,850.00
MSV	\$181.82	\$0.00	\$5,000.00
CATERING/BAR	\$3,767.27	\$3,479.06	\$15,500.00
PREMISES/COURTS/RENT	\$7,418.19	\$6,851.81	\$51,300.00
SRV DEP GRANTS	\$6,600.00	\$0.00	
DEPARTMENT OF AGING	\$0.00	\$6,500.00	
INTEREST BANK/JB WERE	\$120,095.21	\$0.04	\$158,800.00
Total INCOME	\$140,086.12	\$19,435.47	\$425,068.00
EXPENSES			
ACA AFFILIATIONS/INSURANCE	\$0.00	\$0.00	\$77,937.00
ADMINISTRATION VCA	\$3,420.35	\$2,178.34	\$50,940.00
COMMITTEES	\$746.25	\$384.58	\$12,900.00
MSV	\$661.27	\$683.53	\$5,000.00
COUNCIL/COM travel	\$561.98	\$624.69	\$6,000.00
SRV DEP GRANTS	\$0.00	\$42.64	\$3,000.00
DEPARTMENT OF AGING	\$0.00	\$5,000.00	
TOURNAMENTS	\$1,319.37	\$1,210.43	\$4,980.00
VCA CENTENARY	\$0.00	\$0.00	\$3,000.00
MERCHANDISE/PENNANT	\$137.09	\$81.82	\$4,550.00
WAGES	\$17,433.94	\$18,953.24	\$116,200.00
VCC BUILDING	\$19,410.70	\$18,551.11	\$182,000.00
CATERING/BAR	\$1,450.69	\$1,608.33	\$12,950.00
VCC COURTS	\$9,327.28	\$8,126.61	\$96,200.00
STATE TEAMS G & A	\$0.00	\$0.00	\$9,000.00
CROQUET EQUIPMENT	\$180.00	\$0.00	\$500.00
Total EXPENSES	\$54,648.92	\$57,445.32	\$585,157.00
Net Profit/(Loss)	\$85,437.20	(\$38,009.85)	

Appendix 2 to
Annex A to
Croquet Victoria Council Minutes
20th June 2016

Victorian Croquet Association Inc.		Balance Sheet	
		As of 31 May 2016	
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$392.71
Bendigo	\$15,830.22	Total Current Liabilities	\$392.71
CBA	\$122,723.74	Player Insurance	(\$305.45)
CBA Online Saver	\$25,040.91	Tax Payable	
Total Bank Accounts	\$163,594.87	GST Collected	\$9,473.34
Total Current Assets	\$163,594.87	GST Paid	(\$8,304.11)
Withholding Credits		Payroll Liabilities	\$1,687.00
Accounts Receivable	\$902.20	Superannuation Liabilities	\$760.32
Total Withholding Credits	\$902.20	Total Tax Payable	\$3,616.55
Other Current Assets		Total Liabilities	\$3,703.81
JBWERE - Investment A/c	\$3,707,634.72		
Fixed Assets		Net Assets	\$9,250,651.94
Cairnlea - Land/Building	\$5,290,354.22		
Plant & Equipment		Equity	
Plant and Equipment	\$187,929.22	Reserves	
Accumulated Depreciation	(\$96,059.48)	General Reserve	\$7,703,572.44
Total Plant & Equipment	\$91,869.74	Asset Revaluation Reserve	\$337,570.68
Total Fixed Assets	\$5,382,223.96	Retained Earnings	\$1,124,071.62
		Current Earnings	\$85,437.20
Total Assets	\$9,254,355.75	Total Equity	\$9,250,651.94

Secretary's Report

Sub-committee Minutes

Minutes of sub-committees received by the Secretary since the last Council meeting have been distributed with the agenda for the meeting. These include minutes of meetings of both the AC and GC Selection Committees which are not for distribution outside Council. As a reminder they are suitably marked.

Proposed Optus Lease

A draft of the proposed lease document for the Optus Mobile Ltd tower was received by email, with a copy also being sent to Lander & Rogers, Solicitors. At my request, Lander & Rogers reviewed the lease and identified some differences with the signed Heads of Agreement (HoA), and are amending the lease document to comply with the HoA and to ensure that Croquet Victoria has the same rights under the lease as Optus.

Roof Leaks

CoM commissioned Wallbridge & Gilbert, Consulting Engineers, to carry out a detailed inspection of the roof leaks in the Administrator's office and the main switchboard room/chair store. Their report, dated 1st April 2016, indicates faults attributable to the original construction and recommends the remedial action necessary to fix the faults.

CoM has authorised the Administrator to ask Wallbridge & Gilbert to recommend tradesmen to rectify the faults and to seek three quotes, for consideration. One name has been obtained, who has looked at the roof and made recommendations which will be passed to CoM. Note that provision for this was made in the Budget approved by Council at its April meeting.

CoM also directed the Administrator to ask Wallbridge & Gilbert to investigate and report on cracks in the building. This has been done, and we await another visit to carry out this inspection.

Staff Annual Reviews

Annual reviews for both our Administrator, Sandra Kastanaras, and greenkeeper, James Hood, were carried out on behalf of Council and CoM on 12th April 2016. The reviews were conducted jointly by myself, as the then Secretary, and Jim Saunders, as the Courts Director and our reports, findings and recommendations reviewed by CoM at its May meeting. The Caretaker/Cleaner review is still to be conducted.

Closure of Burden Park Croquet Club

Burden Park Croquet Club formally closed at the end of April, with its remaining financial assets being transferred to SEMCA and the final paperwork being lodged with Consumer Affairs Victoria. Some sets of balls were transferred to VCA for inclusion in the "library" of equipment available for loan to new clubs starting up.

Draft Constitution – Goulburn Valley Croquet Association

Goulburn Valley Croquet Association has redrafted its Constitution and forwarded a copy for review. I find that it complies with the provisions of Rule 8.4n(d) of the VCA Constitution and have advised GVCA accordingly.



Jim Clement
on behalf of incoming Secretary

Administrator's Report

End of Financial Year:

The financial year 2015/2016 has been rolled over on the MYOB after the Auditor's visit and end of year financial reports were completed, distributed and printed.

2016/17 Affiliation Fees:

At the end of June, VCA/ACA Affiliation fees for 2016/17 will be invoiced to all clubs. I ask Club secretaries to please make sure that their club membership is up to date on the database.

Functions:

Functions continue to be quiet for the month; we had only one function for May, a 21st birthday. To date, in the new financial year, we have had three (3) functions; another seven (7) functions are coming up throughout the year with confirmation and deposits paid.

Repairs and Maintenance:

The two Zip Hot Water Systems downstairs are in the process of being replaced, as the units has reached their designed life span, will continue to break down and eventually parts will be no longer available.

The removable wall between club and function rooms is due for a service.

These two items were approved in February by COM and will done before end of June.

Wallbridge and Gilbert Consulting Engineers:

Further to the Engineer report; I have spoken and forwarded the report onto **Dan Ward Specialist Roof Plumbing**, a contact provided by our Insurance Assessor, Claude Vautin, who knows our ongoing problems with the roof the leaks and recommends this roof repairer.

To date I have only one contractor looking at the report; I am still waiting for another contact from Claude.

Croquet:

Brimbank Croquet Club and Keilor Village Retirement are still using the courts during the colder months and continue to keep me company as it becomes very quiet and lonely in my role this during the Croquet Off Season.

Golf Croquet Metro Shield Finals were held at VCC recently; it was a welcome sight to see the centre being used.

Sandra Kastanaras
Administrator
2 June 2016

Tournaments at VCC

Completed:

- **Australian GC Bronze Medal – Victorian Division 1 -3 Apr 16**
 Winner: John van der Touw (Monash)
 Runner-up: Gail Hopkins (Essendon)
- **Victorian GC Selectors Invitational: 1 – 4 Apr 16**
 - **Block 2; 1 & 2 Apr 16: Winner** James Lynch (Eastern Park)
 Runner-up: John Murfett (Portland)
 - **Block 1: 3 & 4 Apr 16: Winner:** Jim Saunders (Belmont)
 Runner-up: Len Twigg (Williamstown)
- **Victorian GC Regional Championships; 9 & 10 Apr 16**
 - **Division 1 - Winner:** Darren McLoughlin (Deniliquin)
 Runner-up: Bob Roycroft (Eastern Park)
 - **Division 2 - Winner:** Robert Jury (Brimbank)
 Runner-up: Allen Holt (Beechworth)
 - **Division 3 – Winner:** John Collins (Albury)
 Runner-up: Jan Lebek (Golden Square)
 - **Valerie Lefel Shield – Winner:** NEDCA
- **Victorian Gateball Championship; 29 Apr – 1 May 16**
 - **Teams – Winner:** SEQ Cougars
 Runner-up: Canberra
 - **Pairs – Winners:** Bryan Johnson & Gilon Smith (both Canberra)
 Runners-up: Glen Whitehead & Hilary White (both Canberra)
- **ACA GC Open Doubles & Singles Championships; 7 – 15 May 16**
 - **Doubles – Winners:** Wendy Dickson & Anne Quinn (Yarrawonga)
 Runner-up: Geoff Jamieson & Lawrie Simpson (Qld)
 - **Singles – Winner:** Greg Fletcher (SA)
 Runner-up: Peter Freer (Canberra)
 Third: Terry Hopkins (Essendon)

Forthcoming

- **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**

**Annex E to
Croquet Victoria Council Minutes
20th June 2016**

Appointments at Council Meeting

Auditor (formal qualifications required) – Bruce Warlow
Courts Director – Jim Saunders
Editor, Malletsports Victoria – Rosalie Newman
Historian – no nomination received
State Coordinator of Coaching – Jim Clement
State Coordinator of Association Croquet – John Grieve
State Coordinator of Gateball – Phillip Brown
State Coordinator of Golf Croquet – Lorraine Gutcher
State Coordinator of Association Croquet Referees – Brian Foley
State Coordinator of Golf Croquet Referees – John van der Touw
State Handicapper of Association Croquet – Doron Gunzburg
State Handicapper of Golf Croquet – Jim Clement
State Handicap Recorder – Ian McKee
Deputy Handicap Recorder - Trish Watts
Webmaster – Gareth Bushill (current incumbent)

Sub-committees as Appointed at Council Meeting: (No. of members in brackets)

Investment Advisory (3 plus Treasurer); – Wendy Dickson, David Ross

Marketing & Publicity (5): Kate Patrick, Lyn Goodall, Helen Worladge, Janet Richardson, Heather Strano, Sarina Cevaal-Hewitt

Referees/Laws/Rules (8 including State Coordinators of Referees AC & GC) Ian McKee, Patricia Watts, Nancy Hatherell, Lynne Roberts

Selection (Association) (5); Brian Foley, John Grieve, Anna Miller, Anne Quinn , Mike Cohn,

Selection (Golf) (5); Jim Saunders, Lynne Roberts, Kaye Moffat, Lorraine Gutcher, Eric Miller.

Tournaments & Fixtures (5 including State Coordinators of AC, GC & Gateball): Jim Saunders, Kerri-Ann Organ, Katerina Peterson, Reen Hancorne .

Job Descriptions are available from the VCA website, under the Governance tab.

Appeal Panel for Appointment at Council Meeting (Selection Policy 8.5 refers)

Six members, at least two with knowledge of selection procedure (not Council or Selection Committee members)

Tricia Devlin, Helen Worladge, David Ross, Roy Palmer, Dot Dickson.