

**Minutes of Committee of Management Meeting 19 July 2016**  
**held at Victorian Croquet Centre, 65 Nobel Banks Drive Cairnlea 3023**

**1 Attendance**

**1.1 Present:** Mike Cohn (President), Kate Patrick (Vice-President), Sarina Cevaall-Hewitt (Secretary), Brian Rowe (Treasurer) Jim Clement and Trish Watts (members).

**1.2 Apologies:** Wilma Freeman and James Lynch (members)

**1.3 Observer:** Sandra Kastanaras

**2 Opening:** The President opened the Meeting at 11.01 am

**3 Minutes of Previous Meeting:**

Resolved on the motion of Jim Clement and Kate Patrick 'that the Minutes of the Committee of Management held 16 May 2016 be accepted as a true and accurate record of that Meeting'.

Resolved on the motion of Jim Clement and Kate Patrick 'that the Minutes of the Committee of Management held 20 June 2016 be accepted as a true and accurate record of that Meeting'.

**3.1 Business Arising from Minutes of Previous Meetings:**

Item 5.1.1 of Committee of Management Meeting Minutes -Revised Budget- to be dealt with in conjunction with the Financial Report Item 5.1 of this Meeting.

**4 Correspondence**

**4.1 In:**

**Email:**

- 20 June 16 Croquet Australia Magazine-request for contribution- Various Members acceptance for Association State Squad
- 22 June 16 Consumer Affairs Victoria- Change of Secretary accepted
- EMCA - Congratulations to Jim Clement for services to VCA
- 23 June 16 Kew Croquet Club - request for updated letter of support for court lighting
- City of Boroondara - received Kew Croquet Club support letter
- EMCA - seeking information about coaching training
- 24 June 16 Lander & Rogers - Optus lease
- JBWere - procedure for Change of Secretary Notification
- 27 June 16 Vicsport - Change of Secretary accepted
- 28 June 16 Croquet World Online Magazine - request for update on Cairnlea
- 29 June 16 Lander & Rogers - Invoice for professional costs
- 04 July 16 Lander & Rogers -eBulletin
- 05 July 16 employsure - eBulletin plus registration for MyEmploysure
- 06 July 16 Not-for-profit Law - eBulletin
- Sport Leadership Program
- 10 July 16 Jim Saunders- State Golf Croquet & A Team revision
- 12 July 16 Rob McAdam National Golf Croquet Handicapper - implementation date set back to 3 April 2017 for new system
- 13 July 16 ACA-Peter Freer Flyer for Aust Golf Croquet Men's & Women's Singles in Perth
- 14 July 16 ACA SGM-Meeting Details and Accommodation information
- 16 July 16 Goulburn Valley District New Rules
- 19 July 16 Bendigo Bank declining to sponsor upcoming 2017 World Events

## **4.2 Out:**

### **Email:**

- 20 June 16 Goulburn Valley re: Regional Constitution
- 21 June 16 Victorian Regional Achievement & Community Awards information distributed to Regions
- 22 June 16 IAG Policy forwarded to IAG Members as per 6.2.2 of Council Meeting 20 June 16  
Various Confirmation of Association State Squad Acceptance received
- 23 June 16 Kew Croquet Club - updated support letter  
JBWere - Change of Secretary
- 24 June 16 State Croquet Associations - advice of Change of Secretary  
ACA - Advice of Change of Secretary
- 25 June 16 Sport & Recreation - Ben O'Brien - Advice of Change of Secretary  
VicSport - Advice of Change of Secretary
- 26 June 16 Clubs re: Junior Scholarship
- 27 June 16 Consumer Affairs - Annual Statement confirmation
- 10 July 16 Cartier Travel details to Stephen Forster

Resolved on the motion of Jim Clement and Brian Rowe 'that Incoming Correspondence be accepted and Outgoing Correspondence be approved'.

## **4.3 Business Arising from Correspondence:**

Jim Clement spoke to incoming correspondence dated 28 June 2016- request for Croquet Online contribution. This has now be submitted and can be viewed online at the Croquet Online website.

Kate Patrick spoke to incoming correspondence dated 6 July 2016 Sport Leadership Program, indicating a wish to attend this workshop. The Meeting declined to meet the cost of attendance.

Jim Clement spoke to incoming correspondence dated 12 July 2016 regarding the implementation date of new Golf Croquet Handicapping system (now April 2017) and indicated that it is not expected to impact on the World Events being hosted in February/March 2017 at Cairnlea.

## **5 Reports:**

### **5.1 Financial Report:**

Budget tabled at this Meeting addressed the inconsistencies noted in 5.1.1 Committee of Management Meeting Minutes 16 May 2016 plus provision for Accrued Income from Investments.

Resolved on the motion of Brian Rowe and Jim Clement 'that the Financial Report (contained in Annex A) be accepted'.

### **5.2 Secretary's Report:**

The removal of Burden Park and Caulfield Park Croquet Clubs from the VCA website to proceed.

Secretary requested to contact Bayside Croquet Association Regional Secretary to consider status of Association membership.

Jim Clement to remain VCA contact for Employsure and Optus lease negotiations.

Jim Clement to be VCA liaison for 2017 World Event protocols and correspondence.

### **5.3 Marketing & Publicity Report:**

Kate Patrick tabled a draft of a proposed Club Survey, Secretary requested to adapt this draft to include the capacity to collect information regarding Ricochet and Gateball participation.

#### **5.4 Sub-Committee Minutes Received**

**M & P:** Minutes of Meeting 23 June 2016 tabled.

Resolved on the motion of Jim Clement and Kate Patrick that 'all Reports with the exception of the Financial Report be accepted'.

#### **5.5 Business Arising from Reports:**

Nil

#### **6.1.3 VCC Roof Inspection:**

Dan Ward Inspection Report tabled. The Secretary was requested to forward both the Dan Ward Roof Inspection Report and the Wallbridge & Gilbert Report to the Victorian Building Authority.

Secretary to contact both above providers of Inspection Reports and seek quote for scope of necessary works to remediate VCC roof leakage.

#### **6.1.1 Proposed Optus Lease:**

Jim Clement to contact Lander & Rodgers to seek advice regarding specific Clauses within the proposed Optus Lease.

#### **6.1.2 VCC Sub-Committee:**

Kate Patrick spoke to the Draft Terms of Reference for potential VCC Sub-Committee.

A reworked Draft Terms of Reference for a potential VCC Development Sub-Committee to be tabled at the next Committee of Management Meeting in September.

Jim Clement and Sarina Cevaal-Hewitt to provide Malletsports article outlining the value of the VCC to Croquet Victoria.

#### **6.2 VCA**

##### **6.2.1 Junior Scholarships Policy:**

This Policy and procedural forms to be forwarded to Committee of Management by Jim Clement.

##### **6.2.2 VCA Privacy Policy:**

The Privacy Policy drafted by Jim Clement to be tabled at next Council Meeting.

##### **6.2.3 VCA Invoice Procedure:**

This Invoice Procedure was approved by the Committee of Management and is now available to assist the VCA Administrator when dealing with enquiries regarding the Club and Membership Invoicing yearly schedule.

##### **6.2.4 Closure of Caulfield Park:**

Refer 5.2 of this Meeting.

##### **6.2.5 Strategic Plan:**

Jim Clement will speak to the scheduling of the Governance component of the Strategic Plan at the August Council Meeting.

John Grieve to be requested to draft a Guideline for Tournament Managers and this document to become part of the resources available for the planned workshops to be delivered to the Regions in 2017.

Kate Patrick noted that work would be needed to draft a workshop outline in preparation for the workshops for Clubs which are to be undertaken using SRV funding in 2017.

##### **6.2.6 SRV Workplan:**

Revised expenditure timeline to be forwarded to the Committee of Management.

##### **6.2.7 2017 WCF Events Hosting Working Group:**

Mike Cohn spoke to the progress of planning for these events including the need to prepare the VCA website for involvement in the lead-up to the

events.

**6.2.8 Service to VCA:**

Mike Cohn spoke to the President's prerogative to present awards. The possibility to present a pin or badge to long serving Committee Members (guidelines yet to be established) is to be investigated.

**6.2.9 Action List:**

Item 8 Anticipated Completion Date to be December 2016 (Delete this from the Actual Completion Date).

Item 17A to be deleted.

**6.2.10 State Coordinator GC Refereeing:**

Brian Rowe to contact State Coordinator of Golf Croquet Refereeing to clarify budget amount available.

State Coordinator of Golf Croquet Refereeing to contact Golf Croquet Referees who need to be recredited.

**6.2.11 VCA Opening Day:**

Mike Cohn spoke to preparations for this day.

**6.2.12 State Coordinator or Coaching:**

Report tabled. Attached as Annex B

**6.2.13 New Clubs:**

Kate Patrick spoke to enquiries to establish Clubs within the Western Metro Region at Maribyrnong Bowling Club & Wyndham Vale Retirement Village.

**7 7.1 ACA**

**7.1.1 ACA Special General Meeting:**

Resolved on the motion of Kate Patrick and Trish Watts 'that Jim Clement be the VCA Delegate to the ACA Special General Meeting on 12 September 2016'.

Resolved on the motion of Kate Patrick and Jim Clement 'that a Notice of Motion defining eligibility of players to represent a State be drafted and forwarded to ACA Secretary by 28 July 2016'.

**7.1.2 ACA Minutes**

Resolved on the motion of Jim Clement seconded Kate Patrick 'that Croquet Victoria formally request Croquet Australia to upload ACA Meeting Minutes to ACA website and for advice of this action to be forwarded to member State Associations'.

**8 Close:** Meeting closed 3.45 pm

<b>9 Next Meetings:</b>	Council	11.00 am Mon 15 August 2016
	CoM	11.00 am Tues 20 September 2016
	Annex A	Treasurer's Report
	Annex B	State Coordinator of Coaching Report

## FINANCE REPORT

### 1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 30 June 2016 are attached.
- b. The Budgeted VCC trading loss for the year to 1 March 2017 is \$160,085.
- c. The \$120,000 drawdown from JBWere has been corrected in the June month and input as it has normally be done in recent years, i.e. Investment reduction/ Bank Increase.
- d. There is now a provision for Accrued Income for the JBWere investment.
- e. Income – \$86k VCA fees, \$61k ACA fees, \$4k MSV invoiced July
- f. Expenses - \$62k ACA fees paid July, a major expense for the year

### 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 May      \$163,594
  - ii. Total Banks accounts      30 Jun      \$ 92,991
- c. This represents a decrease in cash held      \$ 70,603
- d. The JBWere portfolio holds:
  - i. In Domestic Cash      \$112,999      (last month \$109,653)
  - ii. Fixed Interest (Dom.&Int.) \$1,113,721      (last month \$1,110,430)
- e. There are no immediate overall cash concerns.

### 3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,641,441 (last month \$3,707,634 ) as at 30 June 2016.
- b. The change from last month's report is a decrease in portfolio market value of \$66,193 (last month decrease \$94,191).
- c. There has been increased volatility in the share market with Brexit and the Federal election in Australia.

### 4 Investment Committee

- a. Nothing to report.



Brian Rowe,  
Honorary Treasurer  
6<sup>th</sup> July 2016

**Appendix 1 to  
Annex A to  
Croquet Victoria Committee of Management Meeting Minutes  
19 July 2016**

<b>Victorian Croquet Association Inc.</b> <b>Profit &amp; Loss [Last Year Analysis]</b> <b>April 2016 through June 2016</b>			
	<b>This Year</b>	<b>Last Year</b>	<b>Budget 16/17</b>
<b>INCOME</b>			
VCA AFFILIATIONS	\$86,388.14	\$0.00	\$97,306.00
ACA AFFILIATIONS/INSURANCE	\$61,193.18	\$0.00	\$77,937.00
MERCHANDISE/PENNANT	\$600.89	\$1,420.87	\$5,375.00
TOURNAMENTS	\$2,288.19	\$1,954.60	\$13,850.00
MSV	\$4,278.17	\$0.00	\$5,000.00
CATERING/BAR	\$3,767.27	\$4,679.05	\$15,500.00
PREMISES/COURTS/RENT	\$10,272.73	\$10,125.91	\$51,300.00
SRV DEP GRANTS	\$12,000.00	\$0.00	
DEPARTMENT OF AGING	\$0.00	\$6,500.00	
INTEREST BANK/JB WERE	\$39,617.60	\$0.08	\$158,800.00
<b>Total INCOME</b>	<b>\$220,406.17</b>	<b>\$24,680.51</b>	<b>\$425,068.00</b>
<b>EXPENSES</b>			
ACA AFFILIATIONS/INSURANCE	\$62,681.82	\$0.00	\$77,937.00
ADMINISTRATION VCA	\$5,660.34	\$9,930.91	\$50,940.00
COMMITTEES	\$746.25	\$607.04	\$12,900.00
MSV	\$1,150.63	\$1,123.65	\$5,000.00
COUNCIL/COM travel	\$1,351.59	\$874.96	\$6,000.00
SRV DEP GRANTS	\$0.00	\$1,042.64	\$3,000.00
DEPARTMENT OF AGING	\$0.00	\$5,000.00	
TOURNAMENTS	\$1,319.37	\$1,210.43	\$4,980.55
VCA CENTENARY			\$3,000.00
MERCHANDISE/PENNANT	\$194.64	\$297.59	\$4,550.00
WAGES	\$24,294.06	\$27,645.30	\$116,200.00
VCC BUILDING	\$34,606.28	\$19,912.17	\$182,000.00
CATERING/BAR	\$1,905.83	\$2,205.20	\$12,950.00
VCC COURTS	\$13,519.28	\$10,735.46	\$96,200.00
STATE TEAM			\$9,000.00
CROQUET EQUIPMENT	\$180.00	\$0.00	\$500.00
<b>Total EXPENSES</b>	<b>\$147,610.09</b>	<b>\$80,585.35</b>	<b>\$585,157.55</b>
<b>Net Profit/(Loss)</b>	<b>\$72,796.08</b>	<b>(\$55,904.84)</b>	

**Appendix 2 to  
Annex A to  
Croquet Victoria Committee of Management Minutes  
19 July 2016**

<b>Victorian Croquet Association Inc.</b> <b>Balance Sheet</b> <b>As of June 2016</b>			
<b>Assets</b>		<b>Liabilities</b>	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$2,607.07
Bendigo	\$32,514.49	Total Current Liabilities	\$2,607.07
CBA	\$35,412.10	Player Insurance	(\$305.45)
CBA Online Saver	\$25,065.30	Tax Payable	
Total Bank Accounts	\$92,991.89	GST Collected	\$26,148.18
<b>Total Current Assets</b>	<b>\$92,991.89</b>	GST Paid	(\$16,165.85)
Withholding Credits		Payroll Liabilities	\$2,497.00
Accounts Receivable	\$150,443.20	Total Tax Payable	\$12,479.33
<b>Total Withholding Credits</b>	<b>\$150,443.20</b>	<b>Total Liabilities</b>	<b>\$14,780.95</b>
<b>Other Current Assets</b>			
<b>JBWERE - Investment A/c</b>	<b>\$3,641,441.37</b>	<b>Net Assets</b>	<b>\$9,252,319.47</b>
Fixed Assets			
<b>Cairnlea - Land/Building</b>	<b>\$5,290,354.22</b>	<b>Equity</b>	
Plant & Equipment		<b>Reserves</b>	
Plant and Equipment	\$187,929.22	General Reserve	\$7,703,572.44
Accumulated Depreciation	(\$96,059.48)	Asset Revaluation Reserve	\$351,879.33
Total Plant & Equipment	\$91,869.74	Retained Earnings	\$1,124,071.62
<b>Total Fixed Assets</b>	<b>\$5,382,223.96</b>	<b>Current Earnings</b>	<b>\$72,796.08</b>
<b>Total Assets</b>	<b>\$9,267,100.42</b>	<b>Total Equity</b>	<b>\$9,252,319.47</b>

**Annex B to  
Croquet Victoria Committee of Management Minutes  
19 July 2016**

**STATE COORDINATOR OF COACHING REPORT**

As State Coordinator of Coaching, I coordinated a visit to VCC of the National Coordinator of Coaching AC and Chair of the Croquet Australia Coaching Committee (CACC), Greg Whymark, on 3<sup>rd</sup> & 4<sup>th</sup> July to train and accredit Level 1 coaches under the new system.

Ten coaches were qualified as Level 1 (Foundation) Coaches and are to be accredited by the Croquet Australia Coaching Committee (CACC):

- six (6) with GC endorsement - Maria Harvey (Beechworth), Joan Ford (Sandringham), Dot Dickson (Essendon), Lester Hughes (Williamstown), Colin Martin (Mornington) and myself (Sarsfield);
- four (4) with both AC & GC endorsements - Kate Patrick (Brunswick), Ken Boal (Rich River), Marie Calthorpe (Williamstown) and Lesley Cavalier (Brighton).

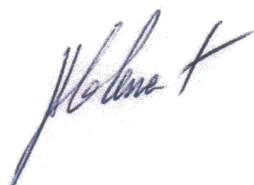
Additionally, Mark Wilson (Brunswick) qualified as an Assistant Coach - this is a non-accredited level, equivalent to the Level B and O in the old system – the role of which is to assist accredited coaches.

Kenn Boal, Leslie Cavalier, Maria Harvey, Lester Hughes, Colin Martin and myself are to be recommended to the CACC to be appointed as Trainers & Assessors, empowered to train and assess candidates for Level 1 accreditation and for the endorsement/s that we individually hold at that level.

Expenditure for this activity was from the grant under the SRV *Supporting Victorian Sport & Recreation* program and was for reimbursement of those candidates that required overnight accommodation to obtain endorsements or because distance was too great to drive for an 8 am start or from a 5 pm finish. Expenditure to date is \$792.63 (\$720.57 ex GST).

I hope to have Greg conduct more courses either before or after the ACA President's AC Eights in early October when he is in Melbourne for that event.

I have reviewed the current coaches list on the data base and removed the accreditation of forty-three (43) members whose four-year accreditation period under the old system has expired. I will continue to monitor this to ensure that listings in the Address Book are as correct as possible.



Jim Clement,  
State Coordinator of Coaching  
14<sup>th</sup> July 2016