



Minutes of Council Meeting 15 August 2016
held at Victorian Croquet Centre, 65 Nobel Banks Drive Cairnlea 3023

1 Attendance

1.1 Present:

1.1.1 Committee of Management;

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

1.1.2 Regional Directors:

Gwen Hamilton (Ballarat & District), Brian Foley (Bayside), Patrick Hartley (EMCA), Jim Saunders (Geelong), Lorraine Gutcher (Gippsland), Janet Richardson (MVCA), Sarina Cevaall-Hewitt (NEDCA), Heather Strano (NDCA), Janet Leckie-Brunton (SEMCA), Barb McKean (SWCA), Kate Patrick (WMCMA).

1.1.3 Administrator:

Sandra Kastanaras

1.1.4 Observers: Nil

1.2 Apologies:

Brian Reither (Ballarat & District), Sue Colvin (Geelong), Lyn Goodall (NDCA) and Denise McMillan (Wimmera).

2 Opening:

The President opened the Meeting open at 11.00 am, welcoming Patrick Hartley as the new Regional Director for EMCA and Gwen Hamilton as the Alternate Regional Director for Ballarat & District.

Suspension of Standing Orders:

The President suspended Standing Orders, submitting his resignation in writing to the Secretary.

The President then called for nominations to fill the casual vacancy created by his resignation. (*Voting to be by secret ballot, first past the post*).

Lorraine Gutcher nominated Jim Clement, Trish Watts seconded this nomination. Jim Clement accepted the nomination.

Heather Strano nominated Kate Patrick. Janet Richardson seconded this nomination. Kate Patrick accepted the nomination.

11.05am Observer Maurice Cevaall-Hewitt joined the Meeting.

Sandra Kastanaras was appointed Returning Officer for the election with Maurice Cevaall-Hewitt as scrutineer.

Mike Cohn declared Jim Clement President-elect.

The President gave a verbal report, outlining the achievements of the past six years and the challenge of recruiting younger players to croquet.

President Jim Clement assumed the Chair.

The President called for nominations for the Casual Vacancy created by his election as President.

Jim Saunders nominated Lorraine Gutcher. Mike Cohn seconded this nomination.

Resolved on the motion of Jim Clement and Brian Rowe 'that Council vote on the above nomination'.

Kate Patrick requested a secret ballot.

Sandra Kastanaras was appointed as Returning Officer, Maurice Cevaal-Hewitt appointed scrutineer.

The President declared that Lorraine Gutcher had been endorsed as a VCA Committee of Management Ordinary Member.

3 Minutes of Previous Meeting:

Resolved on the motion of Brian Rowe and Brian Foley 'that the Minutes of the VCA Council Meeting held 20 June 2016 be accepted as a true and accurate record of the Meeting'.

3.1 Business Arising from Minutes of Previous Meetings:

Nil

4 Correspondence:

Resolved on the motion of Lorraine Gutcher and Gwen Hamilton 'that Incoming Correspondence be accepted and Outgoing Correspondence contained in Annex A be approved'.

4.1 Business Arising from Correspondence:

The Secretary spoke to the submission of Reports by Wallbridge & Gilbert and Dan Ward to the Victorian Building Authority.

5 Reports:

5.1 Financial Report:

The Treasurer spoke to his Report, noting that the Balance Sheet had not been distributed and mentioning the reclassification in the JBWere Report of Kapstream Wholesale from Fixed Interest Domestic Managed Funds to Alternative Investments, Domestic Managed Funds.

Resolved on the motion of Brian Rowe and Mike Cohn 'that the Financial Report contained in Annex B be accepted'.

5.2 CoM Report:

Minutes of Committee of Management Meeting held 19 July 2016 were distributed 22 July 2016.

5.3 Secretary's Report:

Contained in Annex C.

5.4 Marketing & Publicity Report:

Kate Patrick spoke to the M & P Report (contained in Annex D), encouraging Clubs to submit an entry to the Youtube video competition and sample flyers for posting to website.

Kate Patrick reported that the VCA website front page is now capable of

displaying news items and requested Clubs to submit Tournament Results to the VCA Vice-President for posting to same.

(Kate Patrick to correct reference to World Champion in Draft Letter to Physiotherapists).

5.5 Administrator's Report:

The Administrator is awaiting Dan Ward to set date for scope of work inspection. Some eighteen Clubs to still pay this year's affiliation fees.

5.6 Sub-Committee Minutes Received:

M & P: Minutes of Meetings 23 June 2016, & 18 July 2016 tabled.

5.8 Regional Reports:

5.8.1 MVCA Presented by Janet Richardson

5.8.2 NDCA Presented by Heather Strano

5.8.3 SEMCA Presented by Janet Leckie-Brunton.

Resolved on the motion of Lorraine Gutcher and Wilma Freeman 'that all Reports with the exception of the Financial Report be accepted'.

5.9 Business Arising from Reports

Marketing & Publicity: Correction to status of Robert Fletcher, 2013 World Champion, not current World Champion.

Kate Patrick was queried on item 6.2.5 Strategic Plan of the Committee of Management Meeting 19 July 2016.

Kate Patrick to draft presentation package inclusions for the above workshops.

Kate Patrick indicated that the M & P Sub-Committee reports to the Committee of Management and were merely offering to work on items for inclusion in workshops.

Moved Mike Cohn, seconded Brian 'that the management of workshops be the responsibility of Committee of Management'.

Amendment to above Motion:

Resolved on motion of Kate Patrick and Janet Richardson that following clause be added to above Motion 'acknowledging that the Committee of Management may seek support from appropriate Sub-Committees and members'.

The Motion was then carried.

Resolved on the motion of Kate Patrick and Mike Cohn 'that VCA Council express to Peter Speedie their wish for a full recovery to after recent events'.

6 6.1 VCC

6.1.1 Proposed Optus Lease:

Resolved on the motion of Kate Patrick and Brian Foley 'that VCA has no objection to changes in orientation of area to be leased'.

The Meeting agreed that Jim Clement advise Daly International of same.

6.1.2 VCC Sub-Committee:

Resolved on the motion of Jim Saunders and James Lynch 'that Background Paper and Draft Terms of Reference for VCC Development Sub-Committee be referred back to Committee of Management'.

6.1.3 VCC Repairs:

Refer Business Arising from Correspondence.

Bank Signatories:

Resolved on the motion of Brian Rowe and Janet Leckie-Brunton 'that Bank Signatories Authorities be altered to reflect the changes in Executive position holders and that any two of President-Jim Clement, Secretary-Sarina Cevaall-Hewitt or Treasurer-Brian Rowe be authorised to sign on behalf of VCA, these changes to take effect as soon as practicable'.

6.2 VCA

6.2.1 Junior Scholarships Policy:

Resolved on the motion of Mike Cohn and Lorraine Gutter 'that the Junior Scholarship Policy be adopted'.

6.2.2 VCA Privacy Policy:

Resolved on the motion of Brian Foley and Mike Cohn 'that the VCA Privacy Policy be posted to the governance webpage of the VCA website and the Croquet Victoria Privacy Policy Explained' be posted to VCA website General Information Page with a link to the Privacy Policy.

6.2.3 VCA Invoice Procedure:

This procedure has been posted to the VCA website.

6.2.4 IAG Draft Policy:

Resolved on the motion of Brian Rowe and Wilma Freeman 'that the IAG Policy be adopted without the recommended changes and the date of adoption by Council be recorded as 15 August 2016.

(Secretarial Note: Jim Clement to contact IAG Working Group members to discuss possible address to next Committee of Management Council and Secretary to ascertain status of Alan Notley nomination to IAG Working Group).

6.2.5 Strategic Plan:

Jim Clement spoke to the Governance section of the Strategic Plan and the requirement for this funding to be expended by end of year. Proposed delivery of this workshop to Regional Directors on Tuesday 18 October 2016.

(Jim Clement to contact John Grieve and Brian Reither to begin drafting Tournament Manager Guidelines and Greg Whymark re possible delivery of further coaching accreditation sessions).

6.2.6 SRV Workplan:

Revised expenditure timeline (Annex E).

6.2.7 Draft Croquet Facility Guide:

Resolved on the motion of Mike Cohn and Kate Patrick 'that VCA Council accept steps listed in discussion and decision paper, subject to deletion of 'Department' from Department of Sport and Recreation'.

Mike Cohn thanked Kate Patrick and Sarina Cevaall-Hewitt for their efforts in compiling this document.

6.2.8 2017 WCF Events Hosting Working Group:

Mike Cohn gave verbal report on progress in preparations towards these events. The Working Group is focussed on managing and running these events. Pre-publicity of these events not the task of this Working Group.

Jim Clement requested the Marketing & Publicity to discuss how to use the World Events to promote and grow croquet in Victoria.

6.2.9 Service to VCA:

Mike Cohn reported that a plaque had been presented to Jim Saunders to acknowledge his six years as a member of the VCA Committee of Management.

Resolved on the motion of Kate Patrick and Brian Foley 'that VCA supports the principal of recognition of substantial service to Croquet Victoria'.

6.2.10 Action List:

Secretary to make agreed changes.

(Jim Clement to contact Gareth Bushill to have President's name on Welcome Letter to new Members altered.)

6.2.11 Club Facility Survey:

Secretary to contact Regional Directors to urge Clubs within their Region to complete this Survey.

6.2.12 State Coordinator or Coaching:

Jim Clement to provide article in Malletsports, seeking to qualify more coaches.

6.2.13 New Clubs:

Kate Patrick reported that Maribyrnong Park Bowling Club Croquet to officially launch during Victorian Seniors Festival in October 2016.

Wyndham Vale Retirement Village may not proceed.

Patrick Hartley reported on potential for Croquet Club at Mernda, EMCA having sent letter of support to Whittlesea Council.

6.2.14 VCA History:

Secretary to contact Regional Directors to seek further submissions from the Clubs in their Region to complete this project.

7 7.1 ACA

7.1.1 ACA Special General Meeting:

ACA notified that Jim Clement would be VCA Delegate to ACA SGM on 12 September 2016.

Mike Cohn spoke to Notice of Motions submitted by VCA to above Meeting.

Resolved on the motion of Kate Patrick and Lorraine Gutcher 'that VCA Council endorse the submission of Notice of Motions to ACA SGM on 12 September 2016.

8 Close: 2.50 pm

9 Next Meetings:	CoM	11.00 am Tues 20 September 2016
	Council	11.00 am Monday 17 October 2016 TBA Tuesday 18 October 2016 (Governance Workshops for Council members).

Attachments:	Annex A	Incoming & Outgoing Correspondence
	Annex B	Financial Report
	Annex C	Secretary's Report
	Annex D	M & P Report
	Annex E	SRV Workplan

**Annex A to
Croquet Victoria Council Minutes
15 August 2016**

VCA Council Meeting 15 August 2016 Correspondence List

4	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 & Roger - 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
	21 July 16	Nominations for Junior Scholarship from Lorraine Gutcher-
	23 July 16	VCA Draft History from Anne McKee
	25 July 16	VBA-receipt of email with Wallbridge & Gilbert and Dan Ward reports
	27Jul 16	ACA receipt of Notice of Motion & Delegate notification
	29 July 16	VBA Acknowledgement of lodgement of complaint
		Report Centuryrain-irrigation pump
	2 Aug 16	employsure e-bulletin
	3 Aug 16	Not-for-profit Law e-bulletin
	5 Aug 16	Oscar Dixon re proposed Optus Lease
	4.2 Out:	
	Email:	
	20 June 16	Goulburn Valley re: Regional Constitution
	21June 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
	17 July 16	Reply to Croquet Online
	24 July 16	ACA-request to post Minutes to ACA website
	25 July 16	Victorian Building Authority-Wallbridge & Gilbert and Dan Ward reports
	26 July 16	Wallbridge & Gilbert seeking quote for scope of works to repair VCC roof
		Dan Ward seeking quote for scope of works to repair VCC roof
		ACA-Notice of Motion and advice that Jim Clement is VCA Delegate
		Jacky McDonald-advice that Jim Clement and Lester Hughes will attend U21 Meeting
	Hardcopy:	
	25 July 16	Governor of Victoria Changeover documentation

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 31 July 2016 are attached.
- b. The Budgeted VCC trading loss for the year to 1 March 2017 is \$160,085.
- c. There is now a provision for Accrued Income for the JBWere investment.
- d. Income – \$2.4k functions
- e. Expenses - \$8k wages, \$3k building, \$5k courts
- f. Outstanding Debts – 20 clubs are yet to pay VCA fees – please pay ASAP.

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 Jun \$ 92,991
 - ii. Total Banks accounts 31 Jul \$192,418
- c. This represents an increase in cash held \$ 99,427
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$135,515 (last month \$112,999)
 - ii. Fixed Interest (Dom.&Int.) \$820,978 (last month \$1,113,721)
- e. Note reduction in Fixed Interest due to reclassification in JBWere Reports of Kapstream Wholesale from Fixed Interest, Domestic, Managed Funds to Alternative Investments, Domestic, Managed Funds.
- f. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,784,564 (last month \$3,641,441) as at 31 July 2016.
- b. The change from last month's report is an increase in portfolio market value of \$143,123 (last month decrease \$66,193).
- c. There has been increased volatility in the share market in 2016, with significant gains and losses in the period.

4 Investment Committee

- a. I have requested David Ross, Chair of the IAG, explain the change in reporting, see para 2(e) above.



Brian Rowe,
Honorary Treasurer
5th August 2016

**Appendix 1 to
Annex B to
Croquet Victoria Council Minutes
15 August 2016**

Victorian Croquet Association Inc.

65 Nobel Banks Drive

CAIRNLEA VIC 3023

Profit & Loss [Last Year Analysis]

April 2016 through July 2016

	This Year	Last Year	Budget 16/17
INCOME			
VCA AFFILIATIONS	\$85,688.12	\$79,268.53	\$97,306.00
ACA AFFILIATIONS/INSURANCE	\$60,693.23	\$55,950.92	\$77,937.00
MERCHANDISE/PENNANT	\$662.71	\$1,545.42	\$5,375.00
TOURNAMENTS	\$2,742.74	\$1,954.60	\$13,850.00
MSV	\$4,252.70	\$4,223.67	\$5,000.00
CATERING/BAR	\$6,133.18	\$4,679.05	\$15,500.00
PREMISES/COURTS/RENT	\$12,613.65	\$12,266.82	\$51,300.00
SRV DEP GRANTS	\$12,000.00	\$0.00	
DEPARTMENT OF AGING	\$0.00	\$6,500.00	
INTEREST BANK/JB WERE	\$52,806.29	\$5.89	\$158,800.00
Total INCOME	\$237,592.62	\$166,394.90	\$425,068.00
EXPENSES			
ACA AFFILIATIONS/INSURANCE	\$62,681.82	\$58,301.36	\$77,937.00
ADMINISTRATION VCA	\$13,816.24	\$11,494.06	\$50,940.00
COMMITTEES	\$746.25	\$727.16	\$12,900.00
MSV	\$1,462.13	\$1,435.15	\$5,000.00
COUNCIL/COM travel	\$1,468.11	\$952.91	\$6,000.00
SRV DEP GRANTS	\$949.26	\$1,042.64	\$2,000.00
DEPARTMENT OF AGING	\$0.00	\$5,000.00	\$1,000.00
TOURNAMENTS	\$1,546.64	\$1,210.43	\$4,976.00
VCA Centenary			\$3,000.00
MERCHANDISE/PENNANT	\$785.75	\$297.59	\$4,550.00
WAGES	\$32,378.05	\$35,890.30	\$116,200.00
VCC BUILDING	\$37,793.69	\$55,492.22	\$182,000.00
CATERING/BAR	\$1,961.64	\$2,308.96	\$12,950.00
VCC COURTS	\$18,572.26	\$13,793.80	\$96,200.00
STATE TEAMS G & A	\$754.55	\$0.00	\$9,000.00
CROQUET EQUIPMENT	\$163.64	\$0.00	\$500.00
Total EXPENSES	\$175,080.03	\$187,946.58	\$585,153.00
Net Profit/(Loss)	\$62,512.59	(\$21,551.68)	

**Appendix 2 to
Annex B to
Croquet Victoria Council Minutes
15 August 2016**

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Balance Sheet

As of July 2016

Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$7,885.70
Bendigo	\$66,152.03	Total Current Liabilities	\$7,885.70
CBA	\$101,179.11	Player Insurance	(\$305.45)
CBA Online Saver	\$25,086.93	Tax Payable	
Total Bank Accounts	\$192,418.07	GST Collected	\$21,789.65
Total Current Assets	\$192,418.07	GST Paid	(\$5,838.68)
Withholding Credits		Payroll Liabilities	(\$33.00)
Accounts Receivable	\$43,183.70	Superannuation Liabilities	\$341.61
Total Withholding Credits	\$43,183.70	Total Tax Payable	\$16,259.58
		Total Liabilities	\$23,839.83
JBWERE - Investment A/c	\$3,784,564.20		
Fixed Assets		Net Assets	\$9,378,550.10
Cairnlea - Land/Building	\$5,290,354.22	Equity	
Plant & Equipment		Reserves	
Plant and Equipment	\$187,929.22	General Reserve	\$7,703,572.44
Accumulated Depreciation	(\$96,059.48)	Asset Revaluation Reserve	\$488,393.45
Total Plant & Equipment	\$91,869.74		
Total Fixed Assets	\$5,382,223.96	Retained Earnings	\$1,124,071.62
		Current Earnings	\$62,512.59
Total Assets	\$9,402,389.93	Total Equity	\$9,378,550.10

Secretary's Report

Handover Tasks: The status of the following handover tasks is as follows:

Secretary's Email: Transferred

Website Contacts: Altered

Establish CaV Account and advise of Change of Secretary:
Completed

Submit Annual Return to Cav: Completed

Change of Secretary Notifications:

- **JB Were:** Completed
- **SRV (Ben O'Brien):** Completed
- **Office of Governor:** Completed
- **ACA:** Completed
- **Other State Associations:** Completed
- **VicSport:** Completed

Forward Annual Report & Annual Accounts to Governor : Ongoing

Change Bank Authorities – Ongoing

Establish Protocols for 2017WEGWG Correspondence – Jim Clement

Employsure: Jim Clement

Club Closures: Burden Park and Caulfield Croquet Club have been removed from website. The Bayside Regional Director Brian Foley (in due course) will advise VCA of the impact, if any, of the closure of Caulfield Croquet Club upon the incorporation status of Bayside.

VCA History: I have listed those Clubs (see attachment to this Report) who have contributed to the VCA Draft History and will distribute a request to Regional Directors to contact those Clubs within their Region who have not as yet submitted a history to please doing so. Set a date for this.

Action Items List: Please add or delete items as required.

Regional Facility Survey: I have begun to compile the information as it comes in. (See attachment to this Report).



**Annex D to
Croquet Victoria Council Minutes
15 August 2016**

**Victorian Croquet Association
Marketing and Publicity sub-committee**

**Report to Council
5 August 2016**

This is a brief report identifying key points from the sub-committee minutes, which are provided separately.

1. Video competition

All clubs have been sent information about the VCA video competition for short Youtube videos to publicise croquet.

Closing date for expressions of interest is 31 August. The expression of interest form is available on the Video Competition page on the VCA website.

2. Draft Facilities Guide

An updated draft has been prepared for discussion at this meeting.

3. Club flyers

The VCA budget includes money for a generic flyer advertising croquet. To help in preparing this, the sub-committee is collecting examples of club flyers. Where clubs give their permission, the club flyers will be published in a new section of *Growing Croquet* on the VCA website so that other clubs can download and modify them for use locally.

4. Support for the Strategic Plan

The sub-committee has offered to prepare the 2017 workshops for clubs which are being funded by Sport and Recreation Victoria to support the current Strategic Plan. This aligns with the sub-committee's task of promoting croquet across Victoria - as reported in February, the committee sees recruitment as the main area in the Strategic Plan which it needs to support.

5. Publicity for croquet events and achievements

We encourage all clubs and regions to send items of croquet news to vicepresident@croquetvic.asn.au for publication on the front page of the VCA website.

6. Visits to Regions

To date we have visited eleven regions (yet to visit North Eastern and Ballarat; Ballarat does not wish for a visit at this time). We are now following up with the clubs identified by regions as priorities for support.

FOR INFORMATION

Kate Patrick
Convenor, Marketing and Publicity sub-committee

**Annex E to
Croquet Victoria Council Minutes
15 August 2016**

		Projected Timelines					
		2016	2017	2018	2019	Total	Eol
Budget		\$12,000	\$12,000	\$12,000	\$6,000	\$42,000	\$41,500
Governance		\$5,000				\$5,000	\$5,000
Road Show							
	Preparation	\$700	\$1,300				
	Presentation		\$1,000	\$4,500	\$6,000	\$13,500	\$13,500
Coaching		\$4,000				\$4,000	\$4,000
Tournament Management							
	Manual Development	\$500					
	Manual Production	\$500					
	Course		\$2,200			\$3,200	\$3,200
Marketing							
	Brochure development & printing	\$1,300				\$16,300	\$16,300
	Video development & production		\$7,500	\$7,500			
Total		\$12,000	\$12,000	\$12,000	\$6,000	\$42,000	\$42,000