



Minutes of Croquet Victoria Committee of Management Meeting 20 September 2016
held at Victorian Croquet Centre, 65 Nobel Banks Drive Cairnlea 3023

1 Attendance

1.1 Present: Jim Clement (President), Kate Patrick (Vice-President), Sarina Cevaall-Hewitt (Secretary), Brian Rowe (Treasurer), Mike Cohn (Immediate Past President), Wilma Freeman, James Lynch, Lorraine Gutcher and Trish Watts (members).

1.2 Apologies: Nil

2 Opening:

President Jim Clement opened the Meeting at 11.00 am, welcoming Lorraine Gutcher and James Lynch to their first Committee of Management Meeting.

The President also noted the passing of esteemed VCA member, Valerie Lefel. Valerie was the inaugural VCA State Director of GC and travelled extensively throughout Victoria introducing players to golf croquet. The President indicated that he would attend her funeral on behalf of VCA.

3 Minutes of Previous Meeting:

Resolved on the motion of Mike Cohn and Brian Rowe 'that the Minutes of the Committee of Management held 19 July 2016, subject to a correction re planning for the 2017 Club Workshops, be accepted as a true and accurate record of that Meeting'.

3.1 Business Arising from Minutes of Previous Meetings:

Nil

4 Correspondence:

Resolved on the motion of Sarina Cevaall-Hewitt and Kate Patrick 'that Incoming Correspondence be accepted and Outgoing Correspondence (attached as Annex A) be approved'.

4.1 Business Arising from Correspondence:

Donation of Badge and photo to VCA from Eleanor Risstrom:
Secretary to thank Eleanor Risstrom for the donations and advise that VCA would accept the donations . **Action: Sec**

Definition of a Social Member request by Goulburn Valley:
Secretary to reply, noting Social Member is a Membership Category defined by individual Clubs and the necessity to be on VCA database to be covered by ACA Player Insurance. **Action: Sec**

SWCA request for Coaching/Refereeing courses:
Secretary to contact Regions to ascertain demand for both Association and Golf Croquet Referee training and to advise relevant State Coordinators. **Action: Sec**

State Coordinator of Coaching to address demand for Coaching (including junior coaching) sessions. **Action: JC**

5 Reports:

5.1 Financial Report:

The Treasurer spoke to his report attached as Annex B, noting that he was still awaiting for information regarding the reclassification in the JBWere Report of Kapstream Wholesale from Fixed Interest Domestic Managed Funds to Alternative Investment, Domestic Managed Funds.

Resolved on the motion of Brian and Mike Cohn 'that the Treasurer's Report be accepted'.

5.2 Secretary's Report:

The Secretary spoke to her report attached as Annex C.
The Secretary sought clarification on the following:
VCA History -Could Clubs submit photos: The Meeting agreed that photos would be considered if submitted.

Victorian Building Authority:

Secretary to forward request to Buildcorp Commercial Pty Ltd to provide details of builders involved in construction of VCC. **Action: Sec**

Governance Workshop:

President to contact Our Community trainer to finalise details for this event.

Action: Pres

Victorian Child Safety Standards:

President reported that he and VCA Administrator, Sandra Kastanaras would attend an Vicsport information session related to this.

Secretary to notify VCA Clubs that further information regarding compliance with these standards would be forthcoming after the information sessions.

Action: Sec

5.3 Administrator's Report:

Sandra Kastanaras advised that the irrigation pump previously mentioned in Correspondence to VCA Council Meeting 15 August 2016 was now repaired.

Administrators Report attached as Annex D.

5.4 Marketing & Publicity Report:

Kate Patrick spoke to the Marketing & Publicity Report attached as Annex E.

The Committee of Management endorsed the proposal from the Marketing & Publicity Sub-Committee that they explore the possibility of engaging a suitably skilled person with the technical expertise required to assist in publicising croquet before and during the World Events in February/March 2017. The Sub-Committee was asked to report back if additional funding was required to retain a suitable person.

The President reported to the Meeting that a freelance journalist had been given permission to film during the upcoming U21's Championships to be hosted at Cairnlea, 23-25 September 2016.

5.5 Sub-Committee Minutes Received

M & P Minutes 23 August 2016 & 6 Sept 2016 tabled

5.6 Business Arising from Reports:

Nil

Resolved on the motion of Kate Patrick and Lorraine Gutcher 'that Secretary's Report, Administrator's Report and the Marketing & Publicity Report be accepted'.

6 6.1 VCC

6.1.1 Proposed Optus Lease:

Resolved on the motion of Kate Patrick and Mike Cohn 'that the redrafted Telecommunications Lease be submitted to Optus'. **Action: Pres**

6.1.2 VCC Development Sub-Committee:

Referred from 15 August 2016 Council Meeting.

The Meeting agreed to the President's request for the formation of a Working Party to address both the need and terms of reference for this Sub-Committee.

6.1.3 VCC Roof Inspection:

Refer Secretary's Report/Administrator's Report.

6.2 VCA

6.2.1 Strategic Plan:

Governance: Workshop scheduled.

Membership/Image: Marketing & Publicity developing trifold brochure aimed at younger demographic.

Capability : Mike Cohn reported that ACA to form working group to review training procedures for AC & GC Referees, the President noted that the Formal Training Course for GC Referees previously developed had been adopted by the previous and current State Coordinators of Golf Croquet Refereeing.

6.2.2 SRV Workplan:

President & Vice-President to redraft the timeframe in SRV workplan.

Action: Pres & Vice-Pres

The President spoke to the Expression of Interest submitted to Sport & Recreation Victoria for funding for a consultant to develop a plan towards establishing a hierarchy of croquet facilities across Victoria.

12.30 pm Kate Patrick leaves the Meeting.

6.2.3 2017 WCF Events Hosting Working Group:

Mike Cohn reported that planning is ongoing.

6.2.4 Action List:

Service Badges:

The President spoke to the possibility of sourcing a Bar and Medallion similar to the current design of the Presidents Bar and Medallion with the term 'Service' inscribed on the Bar. Sample to be presented to next Council Meeting.

6.1.7 IAG:

An IAG member to address next Committee of Management Meeting.

Action: Pres

6.1.8 VCA History:

Refer Secretary's Report.

7 7.1 ACA

7.1.1 ACA Special General Meeting:

Verbal Report from President and Mike Cohn.

Interstate Shield Competition now on same rotation as Eire Cup, offset by three years.

7.1.2 ACA U21's Meeting 23 September 2016:

Report from President to October Council Meeting.

8 Close: 12:50 pm

9 Next Meetings:

CoM	10.30 am Tues 15 November 2016
Council	12 or 19 December 2016-To be determined.
Annex A	Incoming & Outgoing Correspondence
Annex B	Financial Report
Annex C	Secretary's Report
Annex D	Administrator's Report
Annex E	M & P Report

VCA Committee of Management Meeting 20 September 2016 Correspondence List

4	4.1	In:	
		Email:	
	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	
	27 July 16	ACA receipt of Notice of Motion & Delegate notification	
	28 July 16	Eleanor Ristrom-donation of badge and photograph (<i>Email Jim Saunders</i>)	
	29 July 16	VBA Acknowledgement of lodgement of complaint	
		Report Centuryrain-irrigation pump	
	3 Aug 16	Not-for-profit Law e-bulletin	
	5 Aug 16	Oscar Dixon re proposed Optus Lease	
	10 Aug 16	VicHealth's Active Club Grants	
	15 Aug 16	ACA SGM Agenda Version 2	
	16 Aug 16	Fluccs Australia Newsletter	
		VBA request for additional information re Cairnlea roof works	
	17 Aug 16	Daly International-confirmation of acceptance of re-orientation of Optus tower site.	
		VBA Complaints team-acknowledgement of email advising that we would provide additional information	
	18 Aug 16	ACA-Susan Linge- acknowledgement of receipt of VCA new President advice	
	19 Aug 16	Our Community-Alan Matic-seeking particulars of governance workshop scheduled for 18 Oct 2016	
		Goulburn Valley request for online forms and social membership definition.	
	22 Aug 16	VCA acknowledgement of receipt of additional information	
	23 Aug 16	Confirmation of Our Community trainer booking for governance workshop	
	25 Aug 16	Our Community Newsletter	
		Invitation to VCA Directors to participate in governance workshop	
	26 Aug 16	Fluccs Australia Invoice 92454	
	28 Aug 16	All VCA Clubs, Council, Regional Secretaries-Victorian Child Safety Standards	
	29 Aug 16	employsure Newsletter	
		Bayside Region advising of amendment of change to Regions Constitution	
		Lander & Rogers Optus Mobile P/L Lease-with amendments	
	30 Aug 16	Fluccs Australia Invoice 92454 Payment confirmation	
	31 Aug 16	Alan Wood-advising of Facebook link providing coverage of Australian Championships at Perth	
	1 Sept 16	Lander & Rogers-staff changes	
	2 Sept 16	VBA- new deadline for required information (original plumber)	
	3 Sept 16	Doron Gunzberg - addressing confusion in Association handicaps	
	5 Sept 16	SWCA seeking suggestions how to maintain and fund junior interest in	

		croquet.
		VBA acknowledgement of email
		Hon John Eren re SSA - Inquiry in Women & Girls in Sport and Active Recreation
	6 Sept 16	VicHealth - invitations for video submissions to tackle obstacles to playing sport
	7 Sept 16	Not-for-profit September eBulletin
	8 Sept 16	CocoBanner-suppliers of teardrop flags etc
		SWCA - forwarding request from Portland Croquet Club re coaching workshops.
		Hayball Pty Ltd - follow up to attempts to contact Tom Jordan
	9 Sept 16	VCA - closing file on roof leaks at VCC
	Hardcopy:	
		Thank you card from Peter Speedie.
	4.2 Out:	
	Email:	
	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
	10 Aug 16	Advice of VicHealth's Active Club Grants to VCA Clubs
	16 Aug 16	VBA confirming receipt of request for more information, and our steps to comply
		Tom Jordan request for name of licensed plumber's name-original roof works
	17 Aug 16	ACA-notification of new VCA President-Jim Clement
		ACA Magazine-notification of new VCA President-Jim Clement
	22 Aug 16	VBA-forwarding photos of water leaks & KC Roofing invoices
	23 Aug 16	Our Community-Alan Matic- booking of governance workshop trainer
	31 Aug 16	All Clubs re link to Cambridge Croquet coverage of Australian Championships
	2 Sept 16	Hayball Pty Ltd-Tom Jordan seeking name of original plumber for VCC
	4 Sept 16	Doron Gunzberg's clarification on Association Handicaps to all Clubs
	5 Sept 16	Advice to SWCA that Junior program will be on 17/10/16 Agenda
	6 Sept 16	ACA- forwarding Howlong Croquet New Club Grant application
	8 Sept 16	Hayball Pty Ltd - update on contact with Tom Jordan
	Hardcopy:	
	25 July 16	Governor of Victoria Changeover documentation
	15 August 16	Resignation of Mike Cohn from position of President VCA
	16 August 16	Best wishes to Peter Speedie

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 31 August 2016 are attached.
- b. The Budgeted VCC trading loss for the year to 1 March 2017 is \$160,085.
- c. Income – \$2.7k bar, \$1.7k premises
- d. Expenses - \$12k wages, \$5k building, \$4k courts
- e. **SPECIAL NOTE** – JBWere advised us on the 18th August 2016, that they revised the valuation on our Investment Portfolio as at 31 March 2016 upwards by \$19,035.17. As our Financial Reports for the Financial Year have already been submitted to Consumer Affairs, we are seeking the advice of our Auditor.

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 Jul \$192,418
 - ii. Total Banks accounts 31 Aug \$194,000
- c. This represents an increase in cash held \$ 1,582
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$206,218 (last month \$135,515)
 - ii. Fixed Interest (Dom.&Int.) \$823,539 (last month \$820,978)
- e. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,766,909 (last month \$3,784,564) as at 31 August 2016.
- b. The change from last month's report is a decrease in portfolio market value of \$17,655 (last month increase \$143,123).
- c. This is not a concern and represents the usual fluctuations in share values.

4 Investment Committee

- a. I emailed David Ross, Chair of the IAG, on 5th August requesting that he approach JBWere for an explanation re the change in reporting of our Kapstream Investment. I am awaiting a reply.



Brian Rowe,
Honorary Treasurer
5th August 2016

Appendix 1 to
Annex B to
Croquet Victoria Committee of Management Meeting Minutes
20 September 2016

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i> Profit & Loss [Budget Analysis] April 2016 through August 2016			
	This Year	Last Year	Budgeted
INCOME			
VCA AFFILIATIONS	\$86,140.40	\$79,268.53	\$97,306.00
ACA AFFILIATIONS/INSURANCE	\$61,011.41	\$55,950.92	\$77,937.00
MERCHANDISE/PENNANT	\$1,213.62	\$1,622.23	\$5,375.00
TOURNAMENTS	\$3,483.65	\$2,418.24	\$13,850.00
MSV	\$4,278.15	\$4,223.67	\$5,000.00
CATERING/BAR	\$8,850.45	\$6,102.69	\$15,500.00
PREMISES/COURTS/RENT	\$16,121.42	\$15,198.63	\$51,300.00
SRV DEP GRANTS	\$12,000.00	\$0.00	\$0.00
DEPARTMENT OF AGING	\$5,300.00	\$6,500.00	\$0.00
INTEREST BANK/JB WERE	\$65,995.76	\$6.47	\$158,800.00
Total INCOME	\$264,394.86	\$171,291.38	\$425,068.00
EXPENSES			
ACA AFFILIATIONS/INSURANCE	\$62,681.82	\$58,301.36	\$77,937.00
ADMINISTRATION VCA	\$14,680.96	\$12,009.50	\$50,940.00
COMMITTEES	\$746.25	\$969.13	\$12,900.00
MSV	\$1,614.13	\$1,675.74	\$5,000.00
COUNCIL/COM travel	\$1,953.47	\$1,318.50	\$6,000.00
SRV DEP GRANTS	\$949.26	\$1,042.64	\$1,000.00
DEPARTMENT OF AGING	\$0.00	\$5,000.00	\$2,000.00
TOURNAMENTS	\$4,801.01	\$1,699.71	\$4,976.00
VCA CENTENARY	\$0.00	\$297.59	\$3,000.00
MERCHANDISE/PENNANT	\$857.02	\$47,229.27	\$4,550.00
WAGES	\$44,968.45	\$60,082.01	\$116,200.00
VCC BUILDING	\$42,699.63	\$2,308.96	\$182,000.00
CATERING/BAR	\$3,403.10	\$17,868.31	\$12,950.00
VCC COURTS	\$22,920.26	\$272.73	\$96,200.00
STATE TEAMS G & A	\$6,781.82	\$0.00	\$9,000.00
CROQUET EQUIPMENT	\$163.64	\$0.00	\$500.00
Total EXPENSES	\$209,220.82	\$210,075.45	\$585,153.00
Net Profit/(Loss)	\$55,174.04	(\$38,784.07)	(\$160,085.00)

Appendix 2 to
Annex B to
Croquet Victoria Committee of Management Meeting Minutes
20 September 2016

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive</i> <i>CAIRNLEA VIC 3023</i>			
Balance Sheet As of August 2016			
Assets		Liabilities	
Current Assets		Current Liabilities	
Bank Accounts		Accounts Payable	\$1,419.14
Bendigo	\$42,835.65	Total Current Liabilities	\$1,419.14
CBA	\$126,055.81	Player Insurance	(\$305.45)
CBA Online Saver	\$25,108.61	Tax Payable	
Total Bank Accounts	\$194,000.07	GST Collected	\$23,012.88
Total Current Assets	\$194,000.07	GST Paid	(\$7,058.55)
Withholding Credits		Payroll Liabilities	\$1,877.00
Accounts Receivable	\$16,921.20	Superannuation Liabilities	\$718.86
Total Withholding Credits	\$16,921.20	Total Tax Payable	\$18,550.19
Other Current Assets		Total Liabilities	\$19,663.88
JBWERE - Investment A/c	\$3,766,909.89		
Fixed Assets		Net Assets	\$9,340,391.24
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	\$457,573.14
Total Plant & Equipment	\$91,869.74	Retained Earnings	\$1,124,071.62
Total Fixed Assets	\$5,382,223.96	Current Earnings	\$55,174.04
Total Assets	\$9,360,055.12	Total Equity	\$9,340,391.24

Secretary's Report

Change Bank Authorities – Ongoing

Club Closures: Bayside Region have advised that they will amend their Regional Constitution so that individual Club members become members of the Bayside Region.

IAG: Alan Notley now third member of this group.

VCA History: Anne McKee will forward her final draft to me in the near future, I will insert any histories received after that date. I will advise when it is ready to be distributed to Clubs for proof reading prior to forwarding to printer. We have the capacity to include pictures. Do we request photos from period 1980-2014 for insertion into history?

VBA: Images of water leaks and repair invoices forwarded to VBA. We are still seeking the name of the original licensed roof installer so that this information can be forwarded to the Victorian Building Authority. Three requests to Tom Jordan for this information.

Action Items List: Please add as required. CoM to delete 36, 41 & 44.

Regional Facility Survey: At this stage we have two Clubs from the Geelong Region, three from Gippsland Region and two from Murray Valley yet to return requested information.

Governance Workshop: To date ten (of nineteen) Directors have indicated attendance. Have received requests for Alternate Directors to be given the opportunity to attend. Decision on this required. The trainer has no issues with a large audience so Alternate Directors could be given the opportunity, but would need to be mindful of impact on budget.

Victorian Child Safety Standards: I have received a phone call regarding what Clubs are required to do about this already.

Phase 2: Other organisations that provide services for children will be required to comply from 1 January 2017. The child safe standards are as follows:

In complying with the child safe standards, an entity to which the standards apply must include the following principles as part of each standard:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability.

To create and maintain a child safe organisation, an entity to which the standards apply must have:

- Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements
- Standard 2: A child safe policy or statement of commitment to child safety
- Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children
- Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- Standard 5: Processes for responding to and reporting suspected child abuse
- Standard 6: Strategies to identify and reduce or remove risks of child abuse
- Standard 7: Strategies to promote the participation and empowerment of children

Do we agree that all our affiliated Clubs are part of Phase 2?

I suggest another email to all affiliated Clubs whilst waiting for the practical guide outlining the steps that organisations need to take to meet above standards.



Administrator Report August 2016

Administration:

Awaiting Dan Ward to set date for scope of work inspection. I have called again and left another message.

August Season opening we saw 55 members attend the opening and Williamstown Croquet Club join in with Brimbank Croquet Club on Tuesday and Thursday while their courts were being rested for the month of August.

2016/2017 Affiliation Fees:

The next invoicing will be done October/November this forms part of the player insurance and any adjustments that need to be applied. Please make sure Database is updated for the next round of invoicing. Your Certificate of Occupancy is still current until December 31st 2016. There are still half a dozen clubs that have not paid their affiliation fees can you please pay your fees ASAP.

Pennant/Shield Teams:

Clubs participating in Spring Pennant and Shield invoices per team have now been raised please check your generic email address for the invoice for payment.

Please note there are still a number of clubs that have not checked their spam in Gmail. You need to mark emails from administration@croquetvic.asn.au not spam ever.

Address Book:

The Address Book is in the process of being printed; Club Secretaries; Regional Secretaries; VCA Regional Directors; Alternate Directors and VCA Co-ordinators will receive a free copy. Extra copies will be available to purchase \$13.00 per book.

Senior Payment:

Clubs participating in Seniors week have now been paid their \$100.00 into their bank account. Four Clubs still need to provide me with their bank details an email and phone call was made please provide bank details for payment to go into your bank.

Functions:

We had two functions the month August; Engagement and 21st Birthday. It has been one year since we registered the VCC with Venuemob and to date we have not received any functions with this listing. We have (4) functions coming up until the end of the year.

Sandra Kastanaras
August 2016.

**Marketing and Publicity subcommittee
Report to Committee of Management
20 September 2016**

1. Growing Croquet

The current Growing Croquet resource has been amplified to include some material from a historic document on publicity strategies found at Charlton Croquet Club. The Growing Croquet website now includes the flyer for physiotherapists and other allied health professions. This has also been sent to the APA and Malletsports. Members of the subcommittee have continued to support the clubs identified for growth in the Growing Croquet regional visits.

2. Croquet Facility Guide

This is currently with Sport and Recreation Victoria for feedback.

3. Club workshops, 2017/2018

The subcommittee are developing a paper with ideas for these workshops, aligned to the Strategic Plan. We aim to submit this to the November CoM meeting.

4. Using the Worlds competitions to promote croquet in Victoria

The subcommittee recommends that the VCA employ a consultant with expertise in publicity to undertake publicity for croquet in Victoria in relation to the Worlds competitions, between say November 2016 and the end of April 2017.

Key outcomes of this appointment would be

- increased publicity for croquet as a sport played across the world
- a shift in the public image of who plays croquet
- recognition of croquet as an engaging and challenging sport

The resultant publicity should lead to more Victorians playing croquet and therefore grow croquet in Victoria.

Our initial thinking is that \$4000 for this purpose could be allocated from the 2016/17 Marketing budget.

If this idea is supported in principle, the subcommittee would undertake the following steps:

1. Develop an outline job description
2. Consult contacts in the field to check that the tasks described and the timeline could realistically be accommodated within the budget amount
3. Advertise a consultancy to start before the end of 2016, the appointment to be made by three members of the subcommittee.

FOR DISCUSSION AND DECISION

Kate Patrick
on behalf of the Marketing and Publicity sub-committee