



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

1 Attendance

1.1 Present:

1.1.1 Committee of Management;

Jim Clement (President), Kate Patrick (Vice-President), Mike Cohn (Immediate Past President) Sarina Cevaal-Hewitt (Secretary), Brian Rowe (Treasurer), Lorraine Gutcher, James Lynch and Trish Watts (Members).

1.1.2 Administrator:

Sandra Kastanaras

2 Opening

The President opened the Meeting at 10.24 am and advised that there would be an additional Agenda Item 'in camera'.

3 Minutes of Previous Meeting

Resolved on the motion of Mike Cohn and Brian Rowe 'that the Minutes of the VCA Committee of Management Meeting held 20 September 2016 be accepted as a true and correct record'.

3.1 Business Arising from Minutes of Previous Meeting:

The President advised that no IAG Working Group member was available to address the Meeting. Deferred to January Committee of Management Meeting.

4 Consent Items

4.1 Correspondence:

Attached as Annex A

4.2 Reports:

4.2.1 Financial Report:

Attached as Annex B

4.2.2 Secretary's Report:

Attached as Annex C

4.2.3 Administrator's Report:

Attached as Annex D

4.2.4 Sub Committee Minutes Received:

M & P: Minutes Meeting 24 October 2016 tabled.

Association Selection Sub-Committee: Minutes 23 October 2016 received.

Resolved on the motion of Kate Patrick and Lorraine Gutcher 'that all Consent Items be received'.

5 Business Arising from Consent Items

5.1 Correspondence:

5.1.1 ACA Request to consider hosting 2018 Australian Under 21:

Subject to T & F schedule, VCA should bid for this event. The Meeting agreed that whilst ever the majority of U21 players are from the eastern Australian States VCA should be prepared to host.

Action President

5.1.2 Day2Day Rewards:

Poster & Email tabled - The Meeting agreed not to take up this offer.

Action President

5.1.3 Court maintenance query raised by Jim Saunders.

Action T & F

5.2 Reports

5.2.1 Financial Report:

The Administrator requested to provide Profit & Loss Report listing 'Selected Period' against Budget amount only (delete 'Last Year' column).

Kate Patrick queried the amount reported for VCA Affiliations for the Selected Period.

As this amount does not include GST, the Treasurer was requested to review the GST

implications in the Budget.

Action Treasurer

5.2.2 Secretary's Report:

Board Governance & Leadership Workshop: The reference material related to the Workshop held 18 October 2016 at Cairnlea to be distributed to Clubs during the 2017 Workshops.

Above material to be made available to Council Members, and additional attendees.

Action President

VCA History: Both A5 & A4 versions of VCA History 1980-2014 to be placed on VCA website. Previous publication 'A Brief History of Croquet in Victoria' by Joyce Ridley to be also placed on VCA website.

Secretary to request VCA clubs to post short description and photo to VCA Facebook.

Action Secretary

5.2.3 Administrator's Report:

Incoming emails to Administrators Email address to be redirected to Secretary's email address whilst Administrator on leave.

Action Administrator

The Meeting agreed to authorise the Treasurer to purchase a vacuum cleaner to the value of \$850.00 to assist with cleaning during the World Events being hosted at the VCC and beyond.

Action Treasurer

5.2.4 Sub-Committee Minutes:

The President requested that should M & P wish to advise the Committee of Management or Council a Report to be submitted each Meeting, Minutes of M & P Meetings to be forwarded to Secretary for distribution to Council/CoM members.

The Vice-President requested that World Events Budget and recent Meeting Minutes be distributed to Committee of Management Members.

Action Secretary

Employment of Publicity Officer for the World Events:

The President indicated that the result of the electronic vote of VCA Directors to employ a Publicity Officer for the World Events was that the majority were in favour and directed M & P to proceed with the placement of an advertisement for the position on relevant websites and forward a copy of the advertisement to VicSport.

Action Vice-President

6 VCC

6.1 VCC Working Group:

The Meeting agreed that this Working Group be limited to five members, who may/may not be members of VCA. Specific skills sought would be in areas of maintenance, marketing and finance.

Invitations to join this group to be forwarded to all Regions and Clubs.

Action Secretary

6.2 Venue Management Services:

The Meeting agreed that Mike Cohn and Brian Rowe should draft an agreement between VCA and VMS (Venue Management Services-Venue and Hospitality Management). This draft agreement to be tabled at the December Council Meeting with the recommendation of the Committee of Management.

The Meeting requested that Mike Cohn and Brian Rowe to seek feedback from past clients of VMS.

Action Immediate Past President and Treasurer

6.3 VCC Roof Repairs/Cracks in wall:

Secretary requested to phone Buildcorp Pty Ltd and Wallbridge & Gilbert to progress repairs to these building defects.

Action Secretary

7 VCA

7.1 Governance Workshop:

The President reported that he had received positive feedback about the Workshop.

7.1.1 Review of IAG Policy:

The Meeting discussed the possibility of appointing a newly accredited graduate or near graduate to this Working Group.

7.1.2 Appointment of Regional Directors:

Secretary to request Regions to advise whether they appoint Regional Directors in odd years or even years as per Rule 23.3(b). **Action Secretary**

7.1.3 Finance Sub-Committee:

The Meeting considered that the Committee of Management undertake this role and the formation of a separate Finance Sub-Committee was unnecessary.

7.1.4 Sub-Committee Membership:

The President spoke to the availability of SEDA Diploma Students at no cost. Year 13 equivalent students undertake one day of work placement per week for the year. The Meeting agreed that a specific project would be designed to engage these graduates. Project to be designed to commence 2018. This task to be included in Action List.

Action Secretary

7.1.5 Directors Induction:

An outline of VCA funding sources to be drafted by Treasurer and forwarded to Induction Working Group.

Action Treasurer

7.1.6 Establishment of Formal Grievance Procedure:

ACA Member Protection Policy provides a pathway for grievance submission. No additional Procedure required.

7.1.7 Establishment of Compliance Calendar:

Compliance Calendar to be compiled.

Action President

7.1.8 VCA Skills Audit:

To be distributed to Directors at December Council Meeting.

Action Secretary

7.2 Detailed planning to support implementation of Strategic Plan

Kate Patrick to forward to draft plan to support implementation Strategic Plan goals to Committee of Management.

Action Vice-President

7.3 Regions Committee Membership on Regions VCA webpage:

Request to webmaster to include option to list Regions Committee Membership and Constitutions on Regions VCA webpage.

Action Secretary

7.4 Victorian Child Safety Standards:

Draft VCA Child Safety Policy tabled. This draft to be aligned to ACA Member Protection Policy and presented to Council at December Meeting.

Action Vice-President/Secretary

7.5 Draft Budget 2017-2018 :

The Treasurer spoke to the Draft Budget previously distributed.

M & P Budget: M & P Sub-Committee to discuss 2017/18 budget at next M & P Meeting.

Information sought as to amount of ACA Affiliation fees for 2017/2018.

Action Mike Cohn

Croquet Scores Donation:

Action President

Seniors Festival: Budgeted amount to be distributed to clubs participating in 2016 Seniors Festival upon request to do so from Secretary and Graeme Gallus.

Action Secretary

7.6 VCA Newsletter Subscription - Alerts to Clubs (Grant opportunities):

Secretary to compile list of grant providers and forward to Clubs.

Action Secretary

7.7 Equipment Lending Policy:

Draft Equipment Lending Policy was tabled, President to amend to inclusion of loan of hoops whilst a club's own hoops are being powder coated and forward to Secretary before tabling at December Council Meeting.

Action President

7.8 Optus Lease:

President spoke to amendments to lease. Committee of Management unanimously agreed that VCA should not proceed with lease.

Action President

7.9 Strategic Plan:

Discussion deferred until Committee of Management members receive proposal for implementation.

Action Vice-President

7.10 SVSR Workplan:

7.10.1 Progress towards expending 2016 allocations:

The President in his capacity as State Golf Croquet Handicapper was requested to, and agreed to, provide a presentation at February Council Meeting on new the Golf Croquet Handicap System.

2017 Workshops: purchase necessary stationery (USB's, notebooks, folders) to support these workshops now.

M & P to finalise printing of trifold brochures before end of year.

The Meeting agreed that a request to carry forward the unexpended portion of the Coaching Budget be put to SVSR, due to late advice of the grant and the resignation of the National Coordinator Coaching. This task to be added to Action List.

Action President/Secretary

7.10.2 2017 Plans:

Vice President suggested that a possible survey of clubs prior to 2017 workshops could include a question as to the age demographic within the club.

Annual Report to SVSR to reflect preparations for 2017 workshops being undertaken in 2016.

7.11 Service to VCA:

Samples tabled. Twelve to be purchased. President to speak to this Agenda item at December Council Meeting.

Action President/Secretary

7.12 Action List:

Serial 34 - Coaching Policy: Committee of Management members to review Draft of Coaching Policy tabled by State Coordinator of Coaching.

Action CoM

Serial 35 - Travel & Accommodation Policy: Review to be presented to January Committee of Management Meeting.

Action Vice-President & Treasurer

7.13 VCA History:

Refer Secretary's Report

7.14 Junior Coaching:

Attached as Annex E

VCA Junior Member Affiliation fee to be Agenda Item at December Council.

Action Secretary

8 ACA

Committee of Management Members to formulate potential motions to the ACA Annual General Meeting and consider nominations to the ACA Board.

9 Complaint Received (considered *In Camera*):

The President tabled a complaint received from a member regarding another member. The Secretary declared a conflict of interest in the matter as she had been approached in her capacity as a MPIO by the member laying the complaint; the Secretary and Administrator left the meeting. CoM directed that the matter be dealt with under Rule 13 of the Constitution and that the President appoint a Tribunal.

10 Close: 3.20 pm

11 Next Meetings:

Council	11.00 am 12 December 2016
CoM	10.30 am 17 January 2017
Council	10.30 am or 11.00 am 13 February 2017 (time to be determined)

Attachments:	Annex A	Correspondence
	Annex B	Financial Reports
	Annex C	Secretary's Report
	Annex D	Administrators Report
	Annex E	Junior Coaching Report

Correspondence List

4	4.1 In:	
	Email:	
	19 Sept 16	Hayball Pty Ltd - providing VCC builder name -Buildcorp Commercial Pty Ltd
	20 Sept 16	Daly International - request for further information
	29 Sept 16	Query re amount of Vic Seniors Festival deposited to Clubs
	1 Oct 16	Graeme Gallus resignation as Dept of Ageing VCA liaison and request to follow up payment to Clubs for VCA Seniors Festival
	2 Oct 16	EMCA request to establish guidelines for loan of VCA equipment, Mernda not yet established
		Graeme Gallus - outlining tasks to be completed re Dept of Ageing/Seniors Festival/VCA Clubs
	5 Oct 16	ACA notification of New Club Grant for Howlong Golf Resort Croquet
	12 Oct 16	Minutes of Under 21 State Directors Meeting Letter or request to host 2018 Australian U21 Championships
	19 Oct 16	Day2Day Rewards Email & Poster
		Advice of Heather Strano request for VCA to subscribe to Grant Opportunities Newsletter and then distribute to clubs
		Our Community Tax Invoice for Board Governance & Leadership Workshop
		ACA-Association Croquet Open Doubles & Singles online entry notification from Peter Freer
	20 Oct 16	Croquet NSW Secretary-query about yearbook (Address Book)
	21 Oct 16	SRV Margie Donnelly- query Local Council sponsorship of World Events
	22 Oct 16	ACA-Peter Tracey-survey of potential players to GC Handicap Championships
	24 Oct 16	Drysdale Croquet Club- query re social/guest membership
	26 Oct 16	ACA Annual Request for Information to support ACA 2017 Insurance Policy
	31 Oct 16	ACA Request for additional information (Delegates travel) towards completing Insurance requirements
	3 Nov 16	Drysdale Croquet Club-query re junior membership
		ACA-confirmation of requested information received
	Hardcopy:	
	17 Oct 16	Resignation of Wilma Freeman from position of Ordinary Member Committee of Management
	4.2 Out:	
	Email:	
	21 Sept 16	Buildcorp Pty Ltd - request for name of roofing plumber
	27 Sept 16	VCA explanation of Social Membership to Clubs previously enquiring
	6 Oct 2016	ACA - advice that only one VCA Club may seek New Club Grant during next twelve months.
	13 Oct 16	John Grieve-can we accommodate hosting 2018 U21's
	19 Oct 16	Thank you Graeme Gallus from VCA for service to VCA (Liaison Officer

		VCA/Department of Ageing)-Jim Clement
		Thank you to Wilma Freeman from VCA for service to VCA (CoM Member)- Jim Clement
	20 Oct 16	Croquet NSW answering query re yearbook
	21 Oct 16	Wallbridge & Gilbert seeking scope of works
	24 Oct 16	Request to ACA for timeframe of player insurance collection
		Buildcorp seeking name of builder
	24 Oct 16	Drysdale Croquet Club answering Social Membership query
	25 Oct 16	Lacrosse Victoria-requesting information re employment of consultant for infrastructure grant
	27 Oct 16	ACA-return of requested information (club membership etc)
	31 Oct 16	VCA CoM Casual Vacancy Nomination Form distributed to Club and Regional Secretaries
	1 Nov 16	Invitation to Governor (to open World Events at Cairnlea)
	3 Nov 16	ACA-return of requested information (delegate travel)
		Oscar Dixon-Daly International various topics (Optus Lease)
	Hardcopy:	
	22 Sept 16	Eleanor Ristrom - acceptance of donation of badge and photo

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 31 October 2016 are attached.
- b. The Budgeted VCC trading loss for the year to 1 March 2017 is \$160,085.
- c. Income – WCF Grant from Brimbank Council \$7k
- d. Expenses - \$9k wages, \$1k building, \$5.5k courts

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 Sep \$172,278
 - ii. Total Banks accounts 31 Oct \$273,474
- c. This represents an increase in cash held \$101,196
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$117,213 (last month \$225,467)
 - ii. Fixed Interest (Dom.&Int.) \$815,050 (last month \$820,939)
- e. NOTE – the increase in cash comes from a transfer from JBWere Fund to VCA bank accounts of \$121,000 on the 28/10/16 as per VCA Budget.
- f. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,629,148 (last month \$3,783,236) as at 31 October 2016.
- b. The change from last month's report is a decrease in portfolio market value of \$154,088 (last month increase \$16,327) of which \$121,000 was cash withdrawal, see 2(e) above.
- 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
4th November 2016

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Appendix 1 to
Annex B to
Croquet Victoria
Committee of
Management Meeting
15 November 2016

Profit & Loss [Budget Analysis]

April 2016 through October 2016

3/11/201

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	Selected Period	Budgeted
INCOME		
VCA AFFILIATIONS		
AFFILIATION VCA	\$82,959.54	\$93,840.00
Club Affiliation	\$1,780.00	\$2,046.00
Regional Association	\$472.68	\$520.00
Cairnlea Contribution Fee	\$804.55	\$900.00
Total VCA AFFILIATIONS	\$86,016.77	\$97,306.00
ACA AFFILIATIONS/INSURANCE		
ACA Affiliaton	\$60,920.49	\$68,937.00
Player Insurance ACA	\$0.00	\$9,000.00
Total ACA AFFILIATIONS/INSURANCE	\$60,920.49	\$77,937.00
MERCHANDISE/PENNANT		
Books/Manuals	\$1,106.81	\$1,920.00
Badges	\$0.00	\$115.00
Clothing	\$475.89	\$520.00
Gauges	\$100.01	\$2,500.00
Association Pennant	\$160.00	\$120.00
Golf Croquet Shield	\$236.34	\$200.00
Total MERCHANDISE/PENNANT	\$2,079.05	\$5,375.00
TOURNAMENTS		
Bronze Medal A & G	\$509.09	\$1,750.00
Country Week Swan Hill/Cobram	\$0.00	\$370.00
Selectors Inviational A & G	\$595.45	\$1,900.00
Gateball	\$477.28	\$1,650.00
VicGoldCup SilverBron Shields	\$0.00	\$550.00
Women's Championship A & G	\$343.18	\$600.00
Men's Championships A & G	\$343.18	\$650.00
Seniors A & G	\$0.00	\$900.00
Silver Medal A & G	\$0.00	\$50.00
Divisional Champs A & G	\$381.82	\$220.00
Handicap Champs A & G	\$454.55	\$650.00
Victorian Open Singles A&G	\$0.00	\$1,100.00
Victorian Open Doubles A&G	\$0.00	\$1,000.00
Womens Invitational A & G	\$218.18	\$170.00
Golf Croquet Championships	\$0.00	\$60.00
Golf Croquet Regionals	\$200.01	\$550.00
Golf Croquet Australia Day	\$0.00	\$780.00
WCF International Events	\$7,409.10	\$0.00
One Day Challenge	\$560.91	\$900.00
Total TOURNAMENTS	\$11,492.75	\$13,850.00
MSV		
MSV	\$4,459.98	\$5,000.00
CATERING/BAR		
Bar Sales	\$10,015.44	\$15,000.00
Coffee/Milk/Sugar/Tea	\$582.73	\$500.00
Total CATERING/BAR	\$10,598.17	\$15,500.00
PREMISES/COURTS/RENT		
Courts	\$2,590.91	\$4,000.00
ACA Courts Hlre	\$3,936.35	\$10,100.00
Premises	\$7,639.60	\$25,000.00
Caretakers Rent	\$6,750.00	\$11,700.00
Advertising	\$0.00	\$500.00
IT/Photocopying/Hire/Postage	\$363.63	\$0.00
Total PREMISES/COURTS/RENT	\$21,280.49	\$51,300.00
SRV DEP GRANTS		
Supporting Victorian Sport Rec	\$12,000.00	\$0.00
Total SRV DEP GRANTS	\$12,000.00	\$0.00
DEPARTMENT OF AGING		
Seniors Week	\$5,300.00	\$0.00

Victorian Croquet Association Inc.

Profit & Loss [Budget Analysis]

April 2016 through October 2016

3/11/201

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	Selected Period	Budgeted
INTEREST BANK/JB WERE		
Bank Interest	\$204.76	\$800.00
JB Were Investment	\$92,162.00	\$158,000.00
Total INTEREST BANK/JB WERE	\$92,366.76	\$158,800.00
Total INCOME	\$306,514.46	\$425,068.00
EXPENSES		
ACA AFFILIATIONS/INSURANCE		
ACA Affiliation	\$62,681.82	\$68,937.00
ACA Insurance - Player	\$0.00	\$9,000.00
Total ACA AFFILIATIONS/INSURANCE	\$62,681.82	\$77,937.00
ADMINISTRATION VCA		
Bank Charges	\$213.44	\$500.00
Merchant Fees	\$435.99	\$800.00
Honorariums	\$0.00	\$3,000.00
JB Were Management Fees	\$13,253.91	\$25,000.00
MYOB Support	\$927.27	\$1,000.00
Legal Fees	\$5,210.83	\$2,000.00
IT/Photocopying/Hire Equip	\$1,204.59	\$2,500.00
Postage VCA	\$259.09	\$600.00
Presentations / Gifts	\$134.08	\$1,500.00
Seminar	\$0.00	\$2,000.00
Stationery	\$690.84	\$3,000.00
Telephone at Cairnlea	\$1,764.03	\$2,000.00
Advertising	\$0.00	\$1,500.00
VicSport	\$0.00	\$440.00
Audit Fees	\$2,800.00	\$3,100.00
Workcover	\$959.95	\$2,000.00
Total ADMINISTRATION VCA	\$27,854.02	\$50,940.00
COMMITTEES		
Coaching	\$0.00	\$2,000.00
Fixtures & Tournaments	\$348.80	\$500.00
Croquet Scores Online	\$0.00	\$1,000.00
Marketing & Publicity	\$0.00	\$8,000.00
Referees - Admininstration	\$324.55	\$300.00
Selectors A & G	\$45.45	\$500.00
State Co-Ordinator GC Ref	\$0.00	\$300.00
State Co_Ordinator AC Ref	\$48.36	\$300.00
Total COMMITTEES	\$767.16	\$12,900.00
MSV		
Printing Newsletter	\$1,557.50	\$3,000.00
Postage Newsletter	\$1,015.09	\$2,000.00
Total MSV	\$2,572.59	\$5,000.00
COUNCIL/COM travel		
Travel/Expenses	\$2,413.04	\$6,000.00
Total COUNCIL/COM travel	\$2,413.04	\$6,000.00
SRV DEP GRANTS		
Supporting Victorian Sport Rec	\$4,261.11	\$0.00
Under 21s Scholarship	\$0.00	\$5,000.00
Local Coaches	\$0.00	\$1,000.00
Total SRV DEP GRANTS	\$4,261.11	\$6,000.00
DEPARTMENT OF AGING		
Seniors Grant	\$4,272.77	\$2,000.00
TOURNAMENTS		
Bronze Medal A & G	\$186.69	\$0.00
Gateball	\$325.76	\$856.00
Tournament Manager Training	\$0.00	\$1,500.00
Mens Championships A&G	\$473.29	\$535.00
Womens Championships A&G	\$473.31	\$344.00
Selectors Invitation A&G	\$606.92	\$0.00
Seniors A & G	\$0.00	\$370.00

Victorian Croquet Association Inc.

Profit & Loss [Budget Analysis]

April 2016 through October 2016

3/11/201

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	Selected Period	Budgeted
Div Champs A&G	\$381.70	\$235.00
Handicap Champs A&G	\$181.82	\$378.00
Women's Inviational A&G	\$158.18	\$0.00
Golf Croquet Championships	\$0.00	\$478.00
Golf Croquet Regionals	\$200.00	\$0.00
ACA Gold Medal	\$0.00	\$280.00
WCF International Events	\$3,891.66	\$0.00
Total TOURNAMENTS	\$6,879.33	\$4,976.00
VCA CENTENARY		
Centenary Books/Gifts	\$0.00	\$3,000.00
Total VCA CENTENARY	\$0.00	\$3,000.00
MERCHANDISE/PENNANT		
Books/Manuals	\$0.00	\$200.00
Badges	\$0.00	\$50.00
Clothing	\$1,000.08	\$2,000.00
Hoops, Gauges etc	\$0.00	\$2,000.00
Association Pennant	\$37.09	\$200.00
Golf Croquet Shields	\$100.00	\$100.00
Total MERCHANDISE/PENNANT	\$1,137.17	\$4,550.00
WAGES		
Administrator	\$32,315.36	\$54,000.00
Bar Staff	\$3,099.66	\$7,000.00
Caretaker	\$21,786.25	\$45,000.00
Superannuation	\$5,171.73	\$10,200.00
Total WAGES	\$62,373.00	\$116,200.00
VCC BUILDING		
Alarm	\$544.40	\$800.00
Cleaning Materials	\$1,087.10	\$3,500.00
Cleaning/Carpets/Windows	\$1,630.00	\$4,000.00
Equipment	\$723.51	\$0.00
Fire Extinguishers	\$103.00	\$250.00
Gardens	\$1,680.00	\$6,500.00
Insurance - Cairnlea	\$7,751.82	\$7,100.00
Regns. Subs. Licences	\$98.91	\$1,000.00
Electricity	\$3,797.32	\$11,000.00
Gas	\$464.68	\$1,000.00
Rates - Council/65	\$5,973.95	\$12,000.00
Rates - Council/65A	\$701.70	\$1,000.00
Water Rates	\$4,457.51	\$18,000.00
Repairs & Maintenance	\$24,702.08	\$111,000.00
Sanitary Bins	\$300.00	\$350.00
Waste Disposal	\$3,081.55	\$4,500.00
Total VCC BUILDING	\$57,097.53	\$182,000.00
CATERING/BAR		
Bar Expenses	\$3,777.83	\$11,000.00
Coffee/Milk/Tea/Sugar	\$701.03	\$1,600.00
Miscellaneous	\$0.00	\$350.00
Total CATERING/BAR	\$4,478.86	\$12,950.00
VCC COURTS		
Court Consulting	\$109.09	\$200.00
Fuel Mower	\$272.73	\$1,500.00
Chemicals	\$2,402.00	\$6,000.00
Fertiliser	\$3,068.73	\$9,000.00
Line Paint Only	\$185.27	\$1,500.00
Renovation Scarify Top Dress	\$450.52	\$5,000.00
Turf Machinery Repairs	\$2,349.37	\$6,000.00
GreenKeeper	\$24,890.34	\$45,000.00
Provision New Mower Replace	\$0.00	\$20,000.00
VCC Courts Contingency	\$0.00	\$2,000.00
Total VCC COURTS	\$33,728.05	\$96,200.00
STATE TEAMS G & A		

Victorian Croquet Association Inc.

Profit & Loss [Budget Analysis]

April 2016 through October 2016

3/11/201

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	Selected Period	Budgeted
State Team Payments/Team Entry	\$6,781.82	\$9,000.00
Total STATE TEAMS G & A	\$6,781.82	\$9,000.00
CROQUET EQUIPMENT		
Mallets/Hoops/Balls	\$163.64	\$500.00
Total CROQUET EQUIPMENT	\$163.64	\$500.00
Total EXPENSES	\$277,461.91	\$590,153.00
Operating Profit	\$29,052.55	-\$165,085.00
OTHER		
Net Profit/(Loss)	\$29,052.55	-\$165,085.00

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

**Appendix 2 to
Annex B to
Croquet Victoria Committee of
Management Meeting
15 November 2016**

**Balance Sheet
As of October 2016**

Assets		
Current Assets		
Bank Accounts		
Bendigo	\$28,433.76	
CBA	\$219,900.08	
CBA Online Saver	\$25,141.09	
Total Bank Accounts	<u>\$273,474.93</u>	
Total Current Assets		<u>\$273,474.93</u>
Withholding Credits		
Accounts Receivable	\$2,565.20	
Total Withholding Credits	<u>\$2,565.20</u>	
Other Current Assets		
JBWERE - Investment A/c		\$3,629,148.30
Fixed Assets		
Cairnlea - Land/Building	\$5,290,354.22	
Plant & Equipment		
Plant and Equipment	\$187,929.22	
Accumulated Depreciation	<u>-\$96,059.48</u>	
Total Plant & Equipment	<u>\$91,869.74</u>	
Total Fixed Assets		<u>\$5,382,223.96</u>
Total Assets		<u>\$9,287,412.39</u>
Liabilities		
Current Liabilities		
Accounts Payable	\$4,606.20	
Total Current Liabilities	<u>\$4,606.20</u>	
Player Insurance		-\$305.45
Tax Payable		
GST Collected	\$29,180.96	
GST Paid	-\$25,189.72	
Payroll Liabilities	\$486.00	
Superannuation Liabilities	<u>\$761.62</u>	
Total Tax Payable		<u>\$5,238.86</u>
Total Liabilities		<u>\$9,539.61</u>
Net Assets		<u>\$9,277,872.78</u>
Equity		
Reserves		
General Reserve	\$7,703,572.44	
Asset Revaluation Reserve	\$421,176.17	
Retained Earnings	\$1,124,071.62	
Current Earnings	<u>\$29,052.55</u>	
Total Equity		<u>\$9,277,872.78</u>

Secretary's Report

VCA History: Draft distributed to all clubs, requesting that those clubs who forwarded histories proof read their entry. This has led to some alterations to previously submitted histories and some submissions from clubs who had not previously submitted. (Deadline 20 November 2016). Forty-two clubs and five regions have contributed. Before formatting to A5 who makes final decision as to content?

Should we place an A4 version on the website, beside the planned printed version?

VBA: Second request for VCC roof plumbers name forwarded to Buildcorp Commercial Pty Ltd, the building company overseeing the construction of the VCC. Included cracks in western wall among building defects. Still awaiting a reply.

Regional Facility Survey: At this stage we have two clubs from the Geelong Region (Belmont & Colac), one from Gippsland Region (Traralgon) and two from Murray Valley (Mildura & Red Cliffs) yet to return requested information.

Governance Workshop: Seventeen attended the workshop. Jim has received the reference material. Should any of it be distributed to clubs now or should it form part of 2017 Regional/Clubs workshops?

Council Induction Manual: Possible inclusion of funding sources. (Agenda item 5.2.1d). No feedback received as to content or relevancy from those who were handed their copy recently.

Victorian Seniors Festival 2016: Collecting feedback from participating clubs, will write and send VCA Report to Department of Ageing before end of November (after liaison with Graeme Gallus).

VCA Facebook: It has been about a year since the VCA Facebook page was set up. The number of people viewing the news posted is growing steadily. Statistics are available. The post that reached the widest audience was the beautifully written article supplied by John Grieve about the Australian U21 Championships at Cairnlea. With the addition of photos this post reached 378 people. Wonderful publicity for junior croquet. This also suggests to me that this is one medium to reach potential junior croquet players. Our young share Facebook, they don't share Malletsports.

The win by Australia in England and Victoria in Perth also polled well.

In January 2016 we offered the opportunity to our clubs to post a photo and a short item about their clubs. Only four clubs took up the offer. I suggest that now is the time to send out this offer again. By involving clubs with our Facebook, they not only publicise themselves but they will become part of the audience that we share World Events news with.

Committee of Management Casual Vacancy: Nomination form has been distributed.

Jana Wood Hewitt

**Annex D to
Croquet Victoria Committee of Management Meeting Minutes
15 November 2016**

Administrator's Report

2016/2017 Insurance Certificates and Adjustments:

The next invoicing in November/December forms part of the player insurance and any adjustments. All Insurance certificates and invoices will be posted in the mail hopefully by end of November so I can bank all cheques in December before I go on annual leave.

2017 January Holidays:

In the past 8 years I return to work after **Christmas and Boxing Day** and work the next few days until new year then take my annual leave in January. I will be on holidays from 23rd December (in my contract this day is Christmas Eve) onwards for 4 weeks and return late January 2017.

Last year emails were diverted to secretary@croquetvic.asn.au. Do we want this to happen again which it worked well last year.

Emails can be taken care of from **Jim or Sarina** as we have done in the past. Phone message will state office is closed Croquet Members to call the Secretary and bookings the centre can be viewed between 10am - 12 noon or Lubi's number whatever works best for her.

Brian Rowe: MYOB Reports will not be reconciled but I can provide reports up to 22nd December for COM Only. This will have to be done when I return fortunately I will be sailing away on cruise ship so I won't be contactable 12 nights in the South Pacific.

The caretaker will take care of the centre for functions enquiries off the street, collect the mail placed on my desk, make tentative bookings in my diary if needed; hand out terms and conditions for anyone who comes off the street to look at the centre; **January** Air Conditioning Service and anything else that arises including Veolia rubbish removal etc and monthly gardens and to offer Lubi overtime extra 10 hours per fortnight = 1 hour per day x 5 days. It will be cheaper to pay Lubi \$25.00 per hour than pay a temp.

January Friday 20th and Saturday 21st Under 21s Training: Lubi will take care of opening and closing centre.

Lubi's wage I will organise to be paid in advance as a payment in MYOB with a pay slip. I can set up future payment in Bendigo on 2nd January and 16th January like last year. If there are any adjustments I will adjust this when I return.

I will work out all the hours in advance set up the payments in advance like last year. This will include her 32 hours; 10 hours of overtime and any function if any are booked and tournaments in that fortnight.

Mike if you are here during the tournaments can you open up mail please anything urgent can be paid by Jim setting up the payment or Brian can come past once a week if possible to open the mail?

Vic Open Prize money and referee reimburse needs to be paid.

Vic Silver & Bronze January Prize Money & referee reimbursement need to be paid.

Golf Singles and Doubles I will be back from holidays.

Note: whoever pays these make sure BSB and Account Number is on the Payment Sheet as all bank details are in the MYOB on bank file stored. You will not have this access unless I show you how to upload these files from MYOB.

Functions:

We have had two functions for the month of October and two functions coming up for December. There are no confirmed functions for the month January 2017 last year we had two. I have had no enquiries or bookings through Venuemob.

Caretaker:

Requesting a new vacuum for caretaker with the worlds coming up I have suggested to Lubi and she would prefer this as well to get Cordless Dyson Upright Cleaner fully chargeable for up to -15-20 hours for the Worlds especially vacuuming and cleaning up every night. I have one at home it very light; great suction and battery lasts a long time. This would be handy for the times when it's just small groups where she can quickly run the vacuum cleaner without bringing out the whole thing with cords everywhere and the vacuum cleaner with the back pack not practicable . I have asked Lubi to provide me with some quotes.

Sandra Kastanaras
October 2016

**Annex E to
Croquet Victoria Committee of Management Meeting Minutes
15 November 2016**

Casterton Croquet Club Junior Program

Background

I had arranged to visit Casterton CC on Saturday, 5th November 2016, in my capacity as State Coordinator of Coaching (Minutes of 20th September 2016 CoM Meeting, Item 4.1) and as VCA President to observe its junior program and to discuss coaching, both accreditation of member as coaches and coaching of players. I had invited Lester Hughes to accompany me.

Due to domestic matters, I was forced to cancel my visit, so I then spoke to Ellie Norris (Casterton CC Secretary) via phone on matters I had wished to raise face to face. One was the question of registration of the Casterton juniors. Her reply was that finances would drive the juniors away if they were to pay affiliation fees, even reduced fees. As it is, Casterton charges only \$2 playing fee. She referred me to emails from Sandra Kastanaras and myself (as former Secretary) which stated that the juniors were covered for Third Party Liability insurance without affiliation. One of these was:

“Yes the public liability policy covers third parties (such as visitors), subject to the terms and conditions of the policy. There is no requirement for visitors to record their names, however we recommend that clubs implement a visitor registration book for overall effective risk management practice. They do not need to pay any fees, and there are no limits on the number of visits a non-member can make to the club.”

Casterton CC had made a big thing of our visit, both within the club and in the local community, arranging an interview by the editor of the Casterton News, which had previously devoted its back page to Casterton CC junior program and the VCA visit. At the request of Casterton CC, Lester still paid a very successful visit. Extracts of an email from Casterton CC are below, based upon which I have sent Lester a formal letter of thanks. Lester's report is also below.

Extract from Casterton CC email

In one morning's coaching by Lester, we learned more about golf croquet than we have ever learned in playing at our grounds and in Mt Gambier where they play it regularly and where we have competed.

Lester's approach to the youngsters was so good. Clear, concise instruction. We intend to follow his advice with respect to coaching the kids and will take steps to implement his approach and strategies.

Report from Lester Hughes

Casterton Croquet Club - one tiny room club house with attached shelter shed. One full sized court - permanently split into two.

12 juniors showed up with 3 more turning up near the end. Age range 8 to 12 I think. Coached them on grip, stalk, stance, and jump shots. We talked about how to make a decision on what shot to play.

They also wanted to understand what they are allowed to do when balls are close together and close to hoop legs. So, we talked double taps and crushes. The Juniors have a lot of fun and many of them took on what I said.

Then I did an interview for the local paper - The Casterton News

Then after an early lunch I coached 10 members. Same content as for the Juniors. I wouldn't expect the established members to take on change for themselves. So the focus was more on giving them an understanding of best practice, so they are better equipped to guide new members and juniors.

At lunch, Ellie asked if the VCA was doing anything to get more juniors playing Croquet. I told her I wasn't aware we were doing anything. I think she was coming from the perspective of her Juniors being able to play other Juniors at nearby clubs.



She also asked what the minimum age to enter the U21s is and I wasn't sure, I did say they would have to be paid members to enter.

A tiny club with a big heart (in Ellie) active members and a junior program.

It seems to have the support of the local community.

With the bowling club right next door moving to a new location, there could be room for growth, who knows?

Where to from here?

Casterton has what, on the surface, appears to be a successful junior program, with other clubs in SWCA apparently interested in establishing similar programs (separate email from Ellie Norris).

How do we support such a movement, if it continues?

Specific questions in my mind are

- affiliation, or at least registration on a data base, without which we have no idea of numbers, the success or otherwise of such a program;
- insurance, which appears to be covered, but I would be happier if juniors were registered;
- coaching in more remote regions and clubs, to ensure that best practice is followed.

A handwritten signature in blue ink, appearing to read 'Helen F.' with a stylized flourish at the end.