

Minutes of Croquet Victoria Committee of Management Meeting
held at Victorian Croquet Centre, 65 Nobel Banks Drive Cairnlea 3023
17 January 2017

1 Attendance

1.1 Present:

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

2 Opening

The President opened the Meeting at 10.30 am and welcomed Ruth Duffy to the VCA Committee of Management and to the Meeting.

Suspension of Standing Orders:

10.31 am The President suspended Standing Orders and welcomed David Ross (Member Investment Advisory Group) to the Meeting as per Agenda Item 8.1.

8.1 David Ross spoke to the 2016 Annual Report - Investment Advisory Group- noted that the current value of the Investment Portfolio was \$3,783,952.88. He advised that the fund was operating well and VCA was fortunate to have two of the original JBWere Investment Advisors still managing our portfolio of investments.

David Ross commented on the \$258,000 withdrawn from the Investment Accounts and transferred to the VCA Working Account during 2016/2017 financial year. He considered this level of drawdown unsustainable.

David Ross offered the following options to address the difference between the amount the portfolio of investments could be expected to provide to meet the shortfall in the yearly VCA budget and the above amount:

- VCA to investigate all current yearly expenses
- decrease the preserved value of the investments, accepting that this would have a flow on effect on interest and dividends earned by the fund

The Meeting acknowledged that a large expense during the previous years, and anticipated during the next few years, was repairs to building defects at VCC caused by initial poor design of the headquarters.

Ruth Duffy asked David Ross: 'With the current rate of draw down how long will VCA last in its current form?'

David Ross responded he had not done a cash flow forecast. The Treasurer then replied that Wilma Freeman, an accountant and past Committee of Management Member had prepared a cash flow forecast, which he had reviewed, which showed (at that time) at the current draw down rate the VCA reserves would last at least ten years and possibly twenty years.

The Vice-President queried the frequency of IAG Meetings. David Ross spoke to the difficulty of getting members together, a Report would be forwarded to the Secretary after the next IAG meeting.

10.58 am The Meeting thanked David Ross for his contribution before he left the Meeting.

Standing Orders resumed.

3 Minutes of Previous Meeting

Resolved on the motion of Mike Cohn and Lorraine Gutcher 'that the Minutes of the VCA Committee of Management Meeting held 15 November 2016 be accepted as a true and correct record'.

3.1 Business Arising from Minutes of Previous Meeting:

Nil

4 Financial Report

Attached as Annex A

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

4.1 Business Arising from Financial Report:

Nil

5 Consent Items

5.1 Correspondence:

Attached as Annex B

5.2 Reports:

5.2.1 Secretary's Report:

Attached as Annex C

5.2.2 M & P Report:

Attached as Annex D

5.2.3 Sub Committee Minutes Received:

M & P: Minutes 21 November 2016, 7 December 2016.

Tabled

World Events Working Group: 21 November 2016, 8 December 2016, 5 January 2017.

Tabled

Association Selection Sub-Committee: Minutes 23 October 2016. **Received**

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

6 Business Arising from Consent Items

6.1 Correspondence:

6.1.1 Incoming Correspondence re : Berwick Holiday Program. This proposed event cancelled.

6.2 Reports:

The Meeting agreed that the Secretary list Sub-Committee Minutes received in CoM & Council agendas and have these Minutes available for viewing by Directors upon request. Sub-Committee Reports received are to be distributed with VCA Meeting Agendas.

Action Secretary

6.2.1 Secretary's Report:

VCA History - The Secretary was requested to combine the previous VCA History written by Joyce Ridley and that History currently being compiled and obtain quotes for printing of combined version.

Action Secretary

Senior's Festival/Department of Health & Human Services Liaison Officer - The Secretary to email all VCA Clubs to seek expressions of interest for this role.

Action Secretary

Victorian Child Safety Policy - The Secretary to request ACA to provide a copy of ACA Child Safety Policy (as required by WCF).

Action Secretary

Croquet NSW Child Safety Policy - The Secretary to seek Croquet NSW's Child Safety Policy to forward to VCA affiliated clubs located in NSW.

Action Secretary

Club Facilities Survey - to be listed as Agenda item for VCA Council February Meeting.

Action Secretary

The Vice-President reported that the above Survey revealed that over two hundred croquet players play Ricochet in Victoria and therefore it should be part of the banner on the first page of Malletsports.

Vice-President to prepare a Briefing Paper for VCA Council February Meeting re above Survey.

Action Vice-President

Regional Director's Position Description - This to be redrafted as VCA

Director's Position Description. **Action President, Vice-President, Secretary**
Timetable of Crucial Dates in lead up to 2017 AGM - Secretary to send to
Club Secretaries and post to VCA website. **Action Secretary**

6.2.2 M & P Report:

The Vice-President spoke to the M & P Report, tabling the revised trifold brochure. It was agreed that these would be supplied to clubs upon request.

7 VCC

7.1 VCC Working Group:

Vice-President to distribute previously drafted Terms of Reference for this Working Group to Committee of Management for comment prior to listing as Agenda item for VCA Council February Meeting. **Action Vice-President/Secretary**

7.2 Venue Management Services:

The Immediate Past President spoke to the briefing paper and Draft Services Agreement distributed with the Agenda, noting the due diligence undertaken and the difficulty of finding a medium sized organisation to align with the capacity of our venue. The Treasurer and Immediate Past President were requested to include projected income and overview of due diligence undertaken in briefing papers to be distributed with the VCA Council February Meeting Agenda.

Action Treasurer, Immediate Past President, Secretary

7.3 VCC Roof Repairs/Cracks in wall:

Refer Secretary's Report.

8 VCA

8.1 IAG Report:

Refer Suspension of Standing Orders Page 1.

8.2 Draft Budget:

Draft Budget to be put up for adoption at VCA Council February Meeting.

Action Secretary

(Secretarial Note - This Agenda item revisited after lunch break) - The Vice-President spoke in support of proposed expenditure in the M & P Budget for 2017/2018. Plans included:

- design of cover for Croquet Facility Guide
- pilot training in social media at interested clubs
- proposal for additional print run of 4000 trifold brochures
- develop social media strategy
- continue Facebook and VCA website news feeds
- engage casual employee to post croquet results to AAPT - estimated cost \$1700.00 per year
- technical training for clubs to submit videos for 2017 video competition - the Treasurer recommended targeting Year 9 students

The President queried whether there had been any increase in Club membership as result of visits to Clubs/Regions and resources uploaded to website. The Vice-President reported that this information was not yet available.

8.3 Appointment of Regional Directors:

Secretary to compile Schedule of Regional Director Appointment and distribute to Regional Secretaries (reflecting previously collated responses). **Action Secretary**

8.4 Regional Director Job Description:

Refer Business Arising from Secretary's Report.

8.5 Strategic Plan:

The Vice-President to provide expanded briefing paper to support the implementation plan for the Strategic Plan. **Action Vice-President**

8.6 SVSR Annual Report:

The President reported that he and the Secretary attended the scheduled Meeting with

Ben O'Brien of Supporting Victorian Sport & Recreation in December 2016. Agreement was reached to carry over 2016 unexpended grant funding towards 2017 projects. The Vice-President sought clarification regarding the ACA Coaching Program. The President proposed Coaching Accreditation Sessions for April/May 2017.

8.7 Compliance Calendar

Now completed. Copy to be forwarded to Secretary.

Action President

8.8 Junior Scholarships Recipients:

Resolved on the motion of Mike Cohn and Brian Rowe 'that the President contact Jack Williams (Traralgon) and Anthony Dask (Elsternwick) to finalise 2016/2017 Scholarship program, including retrospective reimbursement of entry fees to VCA and ACA Events entered during the 2016/2017 VCA financial year'.

Action President

Secretary to invite Selection Sub-Committees to nominate recipients for 2017/2018 Junior Scholarships.

Action Secretary

8.9 Service to VCA:

The President to redraft this proposed By-Law, to be known as President's Service Award, to include nomination process, prior to submission to VCA February Council Meeting.

Action President

8.10 VCA Skills Analysis:

The Vice-President spoke to possibility of co-opting non-members to assist in areas that this Skills Audit revealed we were lacking.

This Skills Analysis to be Agenda item for VCA Council February Meeting.

Action Secretary

8.11 Australia Day at Government House:

Refer M & P Report.

8.12 Action List:

The President queried whether the Action List needed to be part of the Committee of Management Meeting Agendas.

The progress or otherwise of each Serial Item was discussed.

Serial 34 to be deleted.

Action Secretary

The President advised that he was still seeking a *Pro Bono* Investment Advisor

8 ACA

Resolved on the motion of Mike Cohn and Patricia Watts 'that the VCA Delegate to the 2017 ACA AGM be Jim Clement'.

9 Tribunal Outcome:

The President reported on the outcome of the Tribunal.

The Report to be published in Malletsports.

Action President

10 Close: 2.05 pm

11 Next Meetings:	Council	10.30 am Monday 13 February 2017
	CoM	10.30 am Tuesday 21 March 2017
	Council	10.30 am Monday 10 or 17 April 2017 (to be determined)
Attachments:	Annex A	Financial Reports tabled at Meeting plus updated Profit & Loss and Balance Sheet
	Annex B	Correspondence
	Annex C	Secretary's Report
	Annex D	M & P Report

FINANCE REPORT

1 VCA Financial Performance

- a. The Balance Sheet and Profit and Loss Statement as at 31 December 2016 are attached. NOTE – these are draft, produced before Christmas and there will be some changes when Sandra finalises the month end accounts upon her return from leave in late January.
- b. The Budgeted VCC trading loss for the year to 1 March 2017 is \$160,085.
- c. The accumulated loss to the end of December is only \$8,004 which is significantly less than budgeted, mainly due to building works not having been started.

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 Nov \$239,220
 - ii. Total Banks accounts 31 Dec \$217,118
- c. This represents a decrease in cash held \$ 22,102
- d. The JBWere portfolio holds:
 - i. In Domestic Cash \$125,078 (last month \$112,481)
 - ii. Fixed Interest (Dom.&Int.) \$808,661 (last month \$809,309)
- e. There are no immediate overall cash concerns.

3 JBWere Investment Portfolio

- a. JBWere reports show the portfolio has a market value of \$3,783,952 (last month \$3,669,224) as at 31 December 2016.
- b. The change from last month's report is an increase in portfolio market value of \$114,728 (last month increase \$40,040).
- 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
6th January 2017

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Profit & Loss [Last Year Analysis]

April 2016 through December 2016

22/12/20

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	This Year	Last Year
INCOME		
VCA AFFILIATIONS	\$89,663.98	\$81,512.11
ACA AFFILIATIONS/INSURANCE	\$72,536.87	\$66,690.54
MERCHANDISE/PENNANT	\$2,704.50	\$3,028.24
TOURNAMENTS	\$14,870.02	\$6,350.07
MSV	\$4,459.98	\$4,587.31
CATERING/BAR	\$13,302.71	\$9,042.69
PREMISES/COURTS/RENT	\$28,930.48	\$26,675.90
SRV DEP GRANTS	\$18,000.00	\$0.00
DEPARTMENT OF AGING	\$5,300.00	\$12,100.00
INTEREST BANK/JB WERE	\$105,551.71	\$192.02
Total INCOME	\$355,320.25	\$210,178.88
EXPENSES		
ACA AFFILIATIONS/INSURANCE	\$71,426.60	\$67,324.05
ADMINISTRATION VCA	\$35,124.02	\$32,364.40
COMMITTEES	\$7,320.83	\$1,519.87
MSV	\$3,217.45	\$2,921.78
COUNCIL/COM travel	\$2,426.21	\$2,113.33
SRV DEP GRANTS	\$7,421.91	\$1,042.64
DEPARTMENT OF AGING	\$5,682.00	\$9,909.14
TOURNAMENTS	\$12,071.62	\$3,683.44
MERCHANDISE/PENNANT	\$1,768.99	\$297.59
WAGES	\$84,449.22	\$77,559.83
VCC BUILDING	\$70,490.67	\$84,487.17
CATERING/BAR	\$5,066.60	\$3,956.27
VCC COURTS	\$48,079.28	\$43,764.06
STATE TEAMS G & A	\$6,781.82	\$4,144.72
CROQUET EQUIPMENT	\$1,997.29	\$1,635.97
Total EXPENSES	\$363,324.51	\$336,724.26
Operating Profit	-\$8,004.26	-\$126,545.38
OTHER		
Net Profit/(Loss)	-\$8,004.26	-\$126,545.38

Victorian Croquet Association Inc.

Updated Appendix 1 to
Annex A to Croquet
Victoria Committee of
Management Meeting
17 January 2017
Refer Finance Report 1a

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Profit & Loss [Last Year Analysis]

April 2016 through December 2016

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	This Year	Last Year
INCOME		
VCA AFFILIATIONS	\$89,633.07	\$81,512.11
ACA AFFILIATIONS/INSURANCE	\$72,514.68	\$66,690.54
MERCHANDISE/PENNANT	\$2,704.50	\$3,028.24
TOURNAMENTS	\$14,901.84	\$6,350.07
MSV	\$4,459.98	\$4,587.31
CATERING/BAR	\$13,322.71	\$9,042.69
PREMISES/COURTS/RENT	\$28,930.48	\$26,675.90
SRV DEP GRANTS	\$18,000.00	\$0.00
DEPARTMENT OF AGING	\$5,300.00	\$12,100.00
INTEREST BANK/JP WERE	\$118,747.29	\$192.02
Total INCOME	\$368,514.55	\$210,178.88
EXPENSES		
ACA AFFILIATIONS/INSURANCE	\$71,426.60	\$67,324.05
ADMINISTRATION VCA	\$35,479.46	\$32,364.40
COMMITTEES	\$7,664.28	\$1,519.87
MSV	\$3,217.45	\$2,921.78
COUNCIL/COM travel	\$2,426.21	\$2,113.33
SRV DEP GRANTS	\$7,421.91	\$1,042.64
DEPARTMENT OF AGING	\$5,682.00	\$9,909.14
TOURNAMENTS	\$12,562.52	\$3,683.44
MERCHANDISE/PENNANT	\$1,768.99	\$297.59
WAGES	\$80,597.97	\$77,559.83
VCC BUILDING	\$71,029.95	\$84,487.17
CATERING/BAR	\$5,066.60	\$3,956.27
VCC COURTS	\$48,279.28	\$43,764.06
STATE TEAMS G & A	\$6,781.82	\$4,144.72
CROQUET EQUIPMENT	\$1,997.29	\$1,635.97
Total EXPENSES	\$361,402.33	\$336,724.26
Operating Profit	\$7,112.22	-\$126,545.38
OTHER		
Net Profit/(Loss)	\$7,112.22	-\$126,545.38

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Appendix 2 to
Annex A to
Croquet Victoria Committee of
Management Meeting
17 January 2017

Balance Sheet As of December 2016

Assets		
Current Assets		
Bank Accounts		
Bendigo	\$32,402.20	
CBA	\$9,560.01	
CBA Online Saver	\$175,156.04	
Total Bank Accounts	<u>\$217,118.25</u>	
Total Current Assets		<u>\$217,118.25</u>
Withholding Credits		
Accounts Receivable	\$5,471.20	
Total Withholding Credits	<u></u>	<u>\$5,471.20</u>
Other Current Assets		
JBWERE - Investment A/c		\$3,669,224.04
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>\$9,274,037.45</u>
Liabilities		
Current Liabilities		
Accounts Payable	\$220.13	
Total Current Liabilities	<u></u>	<u>\$220.13</u>
Player Insurance		-\$305.45
Tax Payable		
GST Collected	\$32,507.44	
GST Paid	-\$30,291.76	
Payroll Liabilities	\$3,685.00	
Superannuation Liabilities	<u>\$496.38</u>	
Total Tax Payable		<u>\$6,397.06</u>
Total Liabilities		<u>\$6,311.74</u>
Net Assets		<u>\$9,267,725.71</u>
Equity		
Reserves		
General Reserve	\$7,703,572.44	
Asset Revaluation Reserve	\$448,085.91	
Retained Earnings	\$1,124,071.62	
Current Earnings	<u>-\$8,004.26</u>	
Total Equity		<u>\$9,267,725.71</u>

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Updated Appendix 2 to Croquet Victoria Committee of Management Meeting 17 January 2017

Refer Finance Report 1a

Balance Sheet

As of December 2016

Assets

Current Assets		
Bank Accounts		
Bendigo	\$39,381.09	
CBA	\$9,480.26	
CBA Online Saver	\$175,182.02	
Total Bank Accounts	<u>\$224,043.37</u>	
Total Current Assets		\$224,043.37
Withholding Credits		
Accounts Receivable	\$4,964.20	
Total Withholding Credits	<u>\$4,964.20</u>	
Other Current Assets		
JBWERE - Investment A/c		\$3,783,952.88
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		\$5,382,223.96
Total Assets		<u>\$9,395,184.41</u>

Liabilities

Current Liabilities		
Accounts Payable	\$5,245.20	
Total Current Liabilities	<u>\$5,245.20</u>	
Player Insurance		-\$305.45
Tax Payable		
GST Collected	\$32,507.32	
GST Paid	<u>-\$30,472.62</u>	
Payroll Liabilities	\$2,997.00	
Superannuation Liabilities	<u>\$807.93</u>	
Total Tax Payable		\$5,839.63
Total Liabilities		<u>\$10,779.38</u>

Net Assets		<u>\$9,384,405.03</u>
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Equity

Reserves		
General Reserve	\$7,703,572.44	
Asset Revaluation Reserve	\$549,648.75	
Retained Earnings	\$1,124,071.62	
Current Earnings	<u>\$7,112.22</u>	
Total Equity		<u>\$9,384,405.03</u>

**Annex B to
Croquet Victoria Committee of Management Meeting Minutes
17 January 2017**

Correspondence List

5.1	In:	
	Email:	
	7 Nov 16	Lander & Rogers- Amendments to proposed Optus Lease
		SVSR - request for yearly report
	8 Nov 16	Council Directors - electronic vote for World Event Publicity Officer
		EMCA request for loan of balls and hoops from VCA lending stock
	14 Nov 16	ACA Events-Peter Freer- nomination of Deniliquin for ACA event
	16 Nov 16	Daly International - query re termination of negotiation (Optus Lease)
		Bolte Precinct -temporary provision of croquet playing area
	23 Nov 16	Ivanhoe Park Croquet Club - Asbestos waste, Furlong Road (EPA)
		CoM Casual Vacancy nomination Ruth Duffy
	28 Nov 16	Wallbridge & Gilbert - quote for scope of works VCC
	29 Nov 16	Bendigo Club query re attendance at World Events
		SVSR- Acknowledgement of receiving VCA Report
	2 Dec 16	WMCMA proposal for management of Association Croquet Handicaps 18-20 Range
	6 Dec 16	EMCA request for VCC membership duty statement
		Eucha Moama Croquet Club re sponsorship logo query
	19 Dec 16	ACA-acknowledgment of request to amend AC Handicap procedures Range 18-20
	28 Dec 16	Holiday program invite at Wilson botanic Park Berwick (21/01/17) - taster session
	29 Dec 16	Copy of Tribunal Minutes/Copy of Letter of Reprimand for Correspondence file
	30 Dec 16	ACA - notification of Australian Association Croquet Singles in Tasmania
	5 Jan 17	Judy Stewart - Tournament Referee 2017 Presidents Golf Croquet Eights
	Various	Player Team acceptances, queries answered, notification of attendance at World Events, Seniors Festival feedback (late), e bulletins, Feedback on Regional Director Position Description and VCA History submissions
	Hardcopy:	
		Numerous State Squad acceptances, Seniors Festival feedback
	Out:	
	Email:	
	11 Nov 16	VCA Clubs-advice of streamlined WWCC application process
	14 Nov 16	ACA - VCA support of Deniliquin bid to host ACA GC Championships in 2017
	16 Nov 16	Lander & Rogers - VCA exercising option to terminate Optus negotiations
	22 Nov 16	VCA Club Secretaries -list of Grant funding providers
	23 Nov 16	Regional Secretaries - seeking schedule of Regional Director appointment
		Convic - forwarding Croquet Facility Guide (Bolte Precinct)
	24 Nov 16	Wallbridge & Gilbert - request for scope of works VCC
	27 Nov 16	VCA Club Secretaries, nominations for Junior Scholarships
	30 Nov 16	Wallbridge & Gilbert-acceptance of quote for scope of work VCC
		VCA Club Secretaries/Regional Directors-seeking volunteers for Australian Day at Government House
	2 Dec 16	VCA Club Secretaries-seeking nominations to VCC Working Group
	4 Dec 16	Grant funding providers distributed to Regional & Club Secretaries
	8 Dec 16	Buildcorp - Tom Craig- follow up on request for VCC builders details
	13 Dec 16	Draft Child Safety Standards to Regional Secretaries

		EMCA - confirmation of croquet court equipment lent
	16 Dec 16	Nomination form for Association Croquet Sub-Committee to all clubs
		Schedule of Regional Reports to Council distributed to Regional Directors
	17 Dec 16	Eire-Cup Player Agreements forwarded
	18 Dec 16	ACA -Consideration by ACA to amend Association Handicap procedure for Range 18-20
	29 Dec 16	Notification of Formal Letter of Reprimand forwarded
		Barker & Barker - quote to print A5 VCA History version- 250 copies
		Various onforwarding of ACA emails to VCA Club Secretaries
	Hardcopy:	

Secretary's Report to VCA Council Meeting 17 January 2017

VCA History: Quotes sought for printing of A5 Version. Both A4 & A5 versions will be available for download from the website. How many do we print for initial run?

Buildcorp: Awaiting result of phone call and email for name of contractors involved in VCC construction.

VCC: Michael Villani, accompanied by roof plumber, has met with our Administrator on 19 December 2016. Expecting recommendations and pricing for repairs to VCC in the near future.

Council Induction Manual: This Welcome Pack for new Directors has been amended to address feedback. This must be finalised by 17 April 2017 - when Nominations for CoM are called so I suggest this be Agenda item for March CoM Meeting.

Regional Directors Position Description: I believe this can be dealt with at the same time as the Council Induction Manual. Once finalised my recommendation is that it be available on the VCA website just as the Regional Secretaries Guide is presently so that prospective Directors can readily access this information.

Regional Director Appointment Schedule: All but one Region has responded. Collated responses Agenda Item 8.3.

Victorian Seniors Festival 2017: Appointment of VCA/Department of Health & Human Services Liaison Officer for 2017

Club Facility Survey: Now completed, all clubs have supplied requested information. A analysis of the results is attached.

Victorian Child Safety Standards: No feedback received.

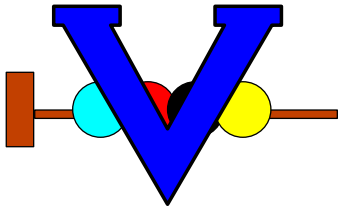
Equipment Lending Policy: This Policy is now available on Croquet Victoria website.

Coaching Policy: Edition 2 of this Policy now on Croquet Victoria website.

Timetable to AGM: The timetable for the lead-up to the 2017 AGM is attached.

VCA Skills Analysis: Fourteen Directors completed this survey. The Vice-President has provided an analysis of the collated results, Agenda Item 8.10





Committee of Management
17 January 2017
Survey of club facilities 2016: preliminary report

BACKGROUND

In the second half of 2016 the Secretary asked all clubs to provide some basic information about their facilities, as an update on the data collected via a survey of clubs in 2008. All 89 clubs responded, an outstanding result.

VCA now has information on the current facilities available at every club. Along with the number of members, which is already known, clubs have indicated how many days they play croquet; how many of their members are involved in each of the various croquet codes; how many courts they have and their condition; the condition of their clubhouse and whether or not it is a shared facility; and who is responsible for maintaining the courts and the clubhouse. The data will provide a benchmark for evaluating progress against our Strategic Plan and a useful input if we are successful in obtaining a facilities planning grant from SVSR.

Kate Patrick
Vice president

RESULTS

This is a preliminary analysis. It would be useful to compare the results of this survey with the results of the broader survey conducted in 2008. Subject to guidance from CoM, this could be presented to the February Council meeting.

1. PLAY

The number of members reported by clubs totalled 2897.

All clubs have members who play Golf Croquet. Three quarters of clubs have at least some AC players. Ricochet is played in 8 regions and 18 clubs; gateball is played in three regions and 4 club

	Players	% of players	Clubs	Regions
Golf Croquet	2403	83%	89	13
Association Croquet	623	22%	67	13
Ricochet	227	8%	18	8
Gateball	21	1%	4	3

2. DAYS PER WEEK

Most clubs have two or three regular playing days each week, with larger clubs generally having more playing days. The biggest clubs are most likely to play six or seven days a week.

Days per week	Number of clubs	% of clubs
6 to 7	11	12%
4 to 5	18	20%
3	24	27%
2	31	35%
1	5	6%

3. COURTS

3.1 Number of 'A' courts

Over 80% of clubs have two or more A courts.

Number of courts	Number of clubs
None (courts undersized)	2
One	14
Two	47
Three	15
Four	4
Five to nine	7

Analysis of Courts feedback continued on Page 2

3.2 Condition of courts

Only a few clubs reported that their courts are in poor condition. Most said their courts were average to good, about a third said their courts were very good or excellent. All but two regions had at least some courts which were described as excellent (the exceptions were EMCA and Northern District).

Condition of courts	Number of clubs
Mixed	2
Poor	9
Average to good	48
Very good or excellent	30
TOTAL	89

3.3 Availability of lights

Most clubs do not have lights for evening play. Fourteen clubs in seven regions have courts with lights.

Courts with lights	Number of clubs	Clubs	Regions
None	75		6
One court	3	Lilydale; Beechworth; Maldon	3
Two courts	8	Euroa, Kyabram, Mooroopna; Charlton, Wycheproof; Corowa Civic; Brunswick, Essendon.	4
Three courts	1	Boort	1
Four courts	2	Shepparton; Horsham	2
TOTAL	89		

3.4 Responsibility for maintaining courts

Most commonly clubs said that their members were responsible for court maintenance or that they shared the responsibility. About a fifth mentioned having a greenkeeper.

Several clubs in facilities shared with another sport said that their courts were maintained by the other sport.

Some said their lawns were looked after by their landlord, most commonly the local council.

Responsibility	Number of clubs
Members alone	51
Greenkeeper/ greenkeeper and members	18
Council or landlord	11
Shared with Council	2
Shared with other sport	2
Other sport	5
TOTAL	89

4. CLUBHOUSE

One club said they did not have a clubhouse, and had only a minimal facility (a storage area). Twenty-seven clubs said they were in shared facilities, most frequently with a tennis or bowls club.

4.1 Condition of clubhouse

Most clubs were reasonably satisfied with the state of their clubhouse

Condition	Number of clubs
Minimal facility	1
Under repair	1
Poor to fair	7
Average	24
Good	17
Very good or excellent	39
TOTAL	89

4.2 Responsibility for maintaining clubhouse

Most clubs said members were solely responsible for maintaining their clubhouse. About a quarter said that their landlord was responsible.

Responsibility	Number of clubs
Members only	54
Members and Council	7
Members and other sport	6
Council	11
Other landlord eg Parks Victoria	6
Other sporting landlord eg golf club	5
TOTAL	89



Croquet Victoria AGM – 11:00 am Monday 19 June 2017

Timetable

In the lead up to the Croquet Victoria 2017 AGM, crucial dates are:

Monday 17 April 2017:

- Regional nominations for life membership of VCA due 60 days prior to AGM – Rule 7(a)
- Secretary to call for Nominations for CoM by 60 days prior to AGM – Rule 21.3(a) to be with Secretary by Sunday 14 May 2017 for distribution with AGM papers 28 days prior to AGM
 - President
 - Treasurer
 - Ordinary Member Lorraine Gutcher
 - Ordinary Member Ruth Duffy
- Secretary to call for Notice of Motion of Special Business to be with Secretary by 14 May 2017

Sunday 14 May 2017:

- Nominations for CoM to Secretary by 35 days prior to AGM – Rule 21.3(c)
- Notice of Motion of Special Business to Secretary by 35 days prior to AGM – Rule 15.2(b)
- Appointed Officers and Committee, etc. reports for Annual Report to Secretary.

Friday 5 May 2017:

- Nominations for Sub-committees and Appointed Officials to Secretary.
Sub-committee membership and Appointed Officials will be appointed by Council at a meeting to follow the AGM

Sunday 21 May 2017*

- Secretary to distribute Notice (& Agenda) of Annual General Meeting, 28 days* prior - Rule 15.1

By 11am Monday 29 May 2017

- Regions to notify VCA Secretary of their Regional Director to Secretary– 21 days prior to AGM - Rule 20.3(c)

Friday 9 June 2017

- Secretary to distribute Notice (and Agenda) of Council Meeting 7 days* prior

By 11a.m. Saturday 17 June 2017

- Notification of Regional Delegates to AGM to Secretary 48 hours before meeting – Rule 12.2

*The requirement is for 28 or 7 days' clear notice – neither the day of notification nor the day of the meeting can be counted in the number of days' notice.

Sarina Cevaal-Hewitt
Honorary Secretary VCA

**Annex D to
Croquet Victoria Committee of Management Meeting Minutes
17 January 2017**

Update on current activities

BACKGROUND

The Marketing and Publicity sub-committee's role is to promote the sport of croquet across Victoria. This report summarises our current activities.

CURRENT ACTIVITIES

1. 2017 plans and budget

A separate paper has been prepared for this meeting.

2. Government House Open Day, 26 January

Format This year's format will be similar to 2016. We are borrowing a marquee, hoops, mallets and balls from Brunswick, junior mallets from Ivanhoe Park, and a marquee from Monash.

The main change is that we will be asking members of the public who participate to record their name and postcode so that it will be possible to see if any of them later joins a club.

Assistance Regions have been invited to nominate two members to assist at the Open Day. A copy of the invitation also went to clubs before Christmas. Around 15 people have volunteered to date.

Publicity materials Our new flyer and the bookmarks will be available for interested participants. We would also like to distribute a flyer advertising the Worlds, using the format of the poster being sent to clubs. Waiting to hear if this will be possible.

3. Publicity Officer (GCWC)

This position was advertised via SEEK, Sportspeople, DVSR, the ASC Clearing House, and mumsonline. Fourteen applications were received. Five applicants were considered for shortlisting and three were interviewed by the selection panel (Jim Clement, Helen Worlidge and myself). Sarah O'Brien, of Square One PR, was appointed. She and Jim signed a contract incorporating the standard Square One PR terms with special reference to the Croquet Victoria position description.

Sarah undertook to work a week before Christmas and to start again on 9 January. She has already

- obtained a briefing from the panel
- sent a press release to the What's On section of several long-lead journals
- run a photo shoot to obtain high quality stock photographs of players, mallets, balls, hoops etc
- drafted a plan for the publicity campaign

We are currently collecting the contact information and resources Sarah needs to back up her publicity ideas.

4. Croquet Facilities Guide

SRV has finally provided input on the draft *Guide*. When it's finalised SRV will publish a link to it on the resources site associated with their sporting development grants. We are proposing to spend some of our next year's budget on producing a glossy illustrated version which will be comparable to similar manuals for other sports.

5. Application for Facilities Planning Grant

SRV has not yet announced the results of this funding round – a decision is now expected in January.

6. Video competition

We propose to run this competition again in 2017. We will be using the one entry which was received in 2016 as a model to encourage other clubs to have a go.

7. Growing Croquet

The online resource has been revised and updated. Thanks to Gareth for enabling us to access the web and edit the text directly. Updated PDFs for download will be added to it shortly.

8. Trifold flyer

This was produced before Christmas, meeting the deadline for the SRV funding. 2000 copies were printed. We are proposing to print a further 4000 in 2017 so that clubs can have up to 3 per member. Thanks to the players who agreed to have their photographs included.

9. Online activity

Sarina has been actively maintaining the Croquet Victoria Facebook page. Likes and followers are currently verging on 100. Stories getting the most purchase have been those about younger players.

Kate has maintained a flow of tournament news on the front page of the Croquet Vic website.

10. Social media strategy

We are working on a social media strategy for Croquet Victoria. The designer who prepared the new trifold leaflet has provided us with graphics and page designs tying in with themes from the leaflet.

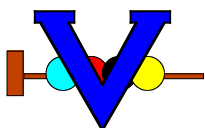
11. Subcommittee meetings

The subcommittee has been meeting monthly by Skype. At the beginning of January we had a face to face planning meeting in Euroa (a central meeting point). We are planning to schedule two face to face meetings a year.

FOR INFORMATION

Kate Patrick
Convenor, Marketing and Publicity sub-committee

7 January 2017



Croquet Victoria

Marketing and Publicity Sub-committee

Proposed 2017/2018 activities and budget

BACKGROUND

The Marketing and Publicity sub-committee has reviewed its activities against the Strategic Plan, in the light of the subcommittee's role of promoting the sport of croquet across Victoria - see attachment. We have now drafted a plan of action for 2017 and prepared a budget, see below. Relevant strategic objectives are shown in italics.

PROPOSED ACTIVITIES AND BUDGET FOR 2017/18

Activity and rationale	Cost items 2017/2018	\$
Maintain and extend <i>Growing Croquet</i> online resource. Add new section on "Establishing a new club". Advise potential new clubs as requested.	none	
Regional visit to North Eastern Croquet Association to distribute <i>Growing Croquet</i> <i>Build membership and capability, develop new clubs.</i>	Travel and accommodation Hard copy for region and clubs	400 60
Publish <i>Croquet Facilities Guide</i> for Council, MAV, other users, taking account of feedback now received from SVSR. <i>Develop new clubs</i>	Design and print	1500
Monitor and evaluate effectiveness of Publicity Officer initiative <i>Update the image of croquet. Attract more people to the sport.</i>	None. Position is 2016/17 budget item.	
Support workshops for clubs Provide pilot training in social media (3 regions) - subject to demand by clubs <i>Develop use of social media aimed at a younger audience</i>	No CV costs Travel, accommodation, presentation	3750
Print more trifold leaflets [SVSR has funded run of 2000] <i>Update the image of croquet. Aimed at older recruits.</i>	4000 leaflets	1050
Develop social media strategy. Continue and develop Web and Facebook news feeds. Help give croquet a public presence, eg at Govt House Employ casual to send state competition results to AAP <i>Update image; use social media; mainstream croquet as a sport.</i>	None Travel allowances Wages	 300 1700
Video competition	Technical training	2000
<i>Develop and extend use of social media</i>	Prizes	900
Committee member attendance at 2 face to face meetings	Travel allowances	200
TOTAL		\$11860

MARKETING AND PUBLICITY SUB-COMMITTEE
2016 achievements and 2017 plans against Strategic Plan

Objective	Activity 2016	Plans for 2017
MEMBERSHIP and CAPABILITY	<i>Growing Croquet</i> resource has been maintained and extended. Leaflet for physios and other allied health workers added. Also published in Malletsports and sent to the Australian Physios Association.	Continue to update and extend using material from clubs. Incorporate new section on social media. Add suggestions for monitoring success.
	All regions but North Eastern and Ballarat have now been visited.	Visit North Eastern Regional Association. <i>Cost</i> Accommodation & travel 400 Hard copy resource 60
	Resources provided to proponents of potential clubs (Mernda, Wyndham, Maribyrnong Park Bowling Club).	New section of <i>Growing Croquet</i> resource on establishing a croquet club.
	Croquet Facilities Guide drafted, endorsed by Council, submitted to SVSR for feedback.	Publish <i>Croquet Facilities Guide</i> taking account of SVSR feedback. <i>Cost</i> Design and print \$1500
	Contributed to planning for 2017 club workshops. In process of developing preliminary club survey.	Support workshops. If clubs express interest, pilot training in social media. <i>Cost</i> (for 3 regions) Travel and accomm for 2 \$3750
IMAGE	New croquet recruitment leaflet prepared and printed (2000 copies).	Print and distribute 4000 more leaflets. <i>Cost</i> Production \$1050
	Club publicity leaflets being collected for sharing.	Publish club leaflets online when enough have been submitted.
	Launched video competition – one video was submitted and has been published on Facebook and via Growing Croquet. Rules, consent form, plans for technical briefing developed.	Run another video competition. <i>Costs</i> Technical training \$2000 Prizes \$900
	Coordinated Croquet Vic presence at Government House Open Day.	Run another session on Australia

Attachment to Marketing and Publicity Report
January 2017

Objective	Activity 2016	Plans for 2017
	150 people tried out croquet. Demo by two young players.	Day 2017. Collect names and postcodes of participants. <i>Cost</i> Travel allowances \$200
	Developed concept and implemented recruitment of a publicity officer to publicise croquet in Victoria on the back of the Worlds. Involved developing a position description, advertising, selection, appointment, contract and management of the appointee.	Work with publicity officer. Monitor and evaluate outcomes using position description as reference point. Consider follow through.
	Maintained news items on Web and Facebook. Increasing audience for Facebook. Strategy drafted for use of social media.	Continue with Web and Facebook activity. Finalise social media strategy and submit for approval. Update Facebook with new images. Hire a casual on an hourly basis to harvest results of Victoria events from Croquetscores and send to AAP for publication. <i>Cost</i> Wages \$1700

Kate Patrick
Convenor, Marketing and Publicity sub-committee
7 January 2017