



Minutes of Croquet Victoria Committee of Management Meeting
held at Victorian Croquet Centre, 65 Nobel Banks Drive Cairnlea 3023
Tuesday 19 September 2017

1 Attendance

1.1 Present:

1.1.1 VCA Directors:

Jim Clement (President), Kate Patrick (Vice-President), Mike Cohn (Immediate Past-President), Sarina Cevaal-Hewitt (Secretary), Jim Saunders (Treasurer), Trish Watts (Member), Lynne Roberts (Member), Lorraine Gutcher (Member).

1.1.2 Administrator:

Sandra Kastanaras.

2 Opening

The President opened the Meeting at 10.33 am.

3 Minutes of Previous Committee of Management Meeting

Resolved on the motion of Mike Cohn and Lorraine Gutcher 'that the Minutes of the VCA Committee of Management Meeting distributed 24 July 2017 be accepted as a true and accurate record'.

4 Financial Report

Attached as Annex A

Resolved on the motion of Jim Saunders and James Lynch 'that the Financial Report be accepted'.

4.1 Business Arising from Financial Report:

Resolved on the motion of Jim Saunders and Trish Watts ' that an additional VCA operating account - limit \$500.00 - be established, signatories to be Jim Saunders and James Hood. This account to be operated by debit card with all expenses to be evidenced by receipts. Short term top-up of funds in this account as required.

Resolved on the motion of Jim Saunders and Mike Cohn 'that no additional VCA funding be forwarded to VCA clubs participating in the 2017 Victorian Seniors Festival'.

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:

Kate Patrick spoke to work undertaken in drafting the Electronic Communications Policy, the Photo Release Forms and the Merchandise Order Form.

5.2.3 Sub Committee Minutes Received:

M & P: 4 July 2017, 8 August 2017.

Golf Croquet Selection Sub-Committee: 18 June 2017.

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

6 Business Arising from Consent Items

Nil

7 VCC

7.1 Workplace Health & Safety:

7.1.1 Sit/Stand Desk:

The President reported that a Sit/Stand Desk was now installed in the Administrator's office.

7.1.2 WHS Statements:

Statements to be developed to cover members, players and volunteers, copy to be available in Tournament Office and to be read out before each event.

Action President

7.2 Venue Management Services:

Mike Cohn reported that no VMS functions has been booked as yet and a schedule of payment for trainers (such payment to go to their club) to lead a VMS group booking using the croquet courts was being established.

7.3 VCC Roof Repairs/Cracks in wall:

Refer Secretary's Report

7.4 Catering at VCC:

7.4.1 Review of current arrangements:

The need to provide catering for the upcoming ACA Association Croquet President's 8s (6-9 October 2017) was recognised. Lorraine Gutcher to assist with provision of catering and expanded menu options.

Action Lorraine Gutcher

7.4.2 Additional Menu Options:

Options for additional choices being considered.

Action President/Administrator

7.5 VCC Working Group:

The Meeting agreed that the need for and nominations to this Working Group be revisited at the March 2018 Committee of Management Meeting.

Action Secretary

8 VCA

8.1 DHHS Mandatory Board Quotas:

Whilst it is recognised that VCA has rarely not met the proposed 2019 mandatory board quota of 40% female representation on the VCA Council in the past, work has begun on arrangements to ensure that this quota is met in the future.

Action President/Vice-President & Secretary

8.2 Growing Croquet Facilities Planning Project:

A meeting was held on Monday 18 September 2017 at Cairnlea attended by VCA representatives, Jim Clement, Kate Patrick and Wayne Worlidge and Sport and Recreation Victoria representatives Kirsty Reidy and Ben O'Brien to discuss the preparation of the project plan. VCA is awaiting the provision of templates from Sport & Recreation Victoria before distributing project plan electronically to Committee of Management members and tabling at October Council Meeting.

Action Secretary

8.3 Strategic Plan:

Kate Patrick spoke to the status of activities currently being undertaken to meet the 2017 targets in the Strategic Plan indicating that many targets have already been met. One area of concern is the training of new referees and the need for a succession plan for pool of new tutors.

8.4 Club Strategic Planning Workshops:

Directors spoke to the planning being undertaken for the delivery of workshops on recruitment and supporting new members, governance and publicity and social media.

8.5 Electronic Communication Policy/Photo Release Form:

Kate spoke to the draft tabled and the requirement for VCA to have contact details for all members.

Resolved on the motion of Kate Patrick and Mike Cohn 'that Draft Electronic Communication Policy be endorsed by Committee of Management and be listed as an Agenda Item for October Council Meeting for adoption.

Action Secretary

8.6 Golf Croquet Regional Championships Event Regulation amendment:

To be listed as an Agenda Item for October Council Meeting.

Action President

8.7 VCA Child Safety Policy:

Resolved on the motion of Kate Patrick and Lorraine Gutcher 'that Draft VCA Child Safety Policy be an Agenda Item for the October Council Meeting'.

Action Secretary

When received, draft club templates be distributed to VCA clubs located in Victoria.

Action Secretary

8.8 Eaglehawk Community Croquet Club:

The Meeting agreed that the President and Secretary attend the Eaglehawk Community Croquet Club at a date to be determined with the intent of seeking a pathway to re-affiliation of the club with VCA.

Action President and Secretary

8.9 Shared Online Calendar:

The Meeting agreed that the following personnel be authorised to enter tournaments, meetings and other scheduled events onto the calendar.

- tournaments - John Grieve
- meetings - Secretary
- other events - Administrator

8.10 VCA Website Rebuild:

Kate Patrick spoke to the website rebuild proposal drafted by current website administrator, Gareth Bushill.

Resolved on the motion of Mike Cohn and Trish Watts 'that \$20,000 be included in the Draft 2018/2019 Financial Budget for proposed VCA website rebuild'. **Action Treasurer**

8.11 Action List: Serial 57 SEDA Project:

The President to contact SEDA officers to discuss suitability of this project for students to undertake in 2019.

Action President

9 ACA

9.1 ACA Report:

The President reported on his attendance at the ACA Special General Meeting held 11 September 2017.

10 Other Business

The Meeting endorsed the Presidents suggestion for formal recognition of the efforts of the Victorian State Golf Croquet team who contested the 2017 Interstate Shield.

Action President and Secretary

11 Close: 1.00 pm

12 Next Meetings:

Council	10.30 am Monday 16 October 2017
CoM	10.30 am Tuesday 21 November 2017
Council	10.30 am Monday 11 December 2017

Attachments:

Annex A	Financial Report
Annex B	Correspondence
Annex C	Secretary's Report

FINANCE REPORT, AUGUST, 2017

VCA Finances

- The Balance Sheet and Profit and Loss Statement as at 31 August, 2017 are attached.
- The budgeted VCA trading loss for the year ending 31 March, 2018 is \$187,475

VCA Bank Accounts

- The bank account balances at month end are as per the Balance Sheet.

Total bank accounts	31 July	\$155,843
Total bank accounts	31 August	\$152, 539
- This indicates an decrease in cash held of \$3,304
- The J B Were portfolio holds in

Cash	\$46,918	(last month \$104,992)
Total Fixed Interest	\$900,291	(last month \$838,430)
- There are no imminent cash concerns.

J B Were Investment Portfolio

- J B Were reports indicate the portfolio has a market value of \$3,807,129 at 31 August, 2017 compared to \$3,783,432 the previous month.
- The change from last month's report indicates an increase in the market value of the portfolio of \$25,646 (last month the portfolio valuation increased by \$1,949).
- The monthly change is minimal and reflects current share value movements.
- Mr T W O'Callaghan has been appointed to the Investment Advisory Group.
- I have arranged an initial meeting of the new IAG with J B Were later this month.

VCA Affiliation Fees

- The VCA Administrator reports that affiliation fees are still outstanding from two clubs.

Victorian Croquet Association Inc.			
<i>65 Nobel Banks Drive CAIRNLEA VIC 3023</i>			
Profit & Loss [Budget Analysis]			
April 2017 through August 2017			
	Selected Period	Budgeted	Last Year
INCOME			
VCA AFFILIATIONS	\$90,594.52	\$93,560.00	\$86,016.77
ACA AFFILIATIONS/INSURANCE	\$61,408.15	\$78,000.00	\$60,920.49
MERCHANDISE/PENNANT	\$1,506.36	\$3,375.00	\$1,209.08
TOURNAMENTS	\$4,522.76	\$13,740.00	\$3,483.65
MSV	\$3,996.38	\$5,000.00	\$4,278.16
CATERING/BAR	\$9,908.32	\$500.00	\$8,850.45
PREMISES/COURTS/RENT	\$14,963.63	\$50,200.00	\$16,121.42
SRV DEP GRANTS	\$6,000.00	\$12,000.00	\$12,000.00
DEPARTMENT OF AGING	\$5,300.00	\$0.00	\$5,300.00
INTEREST BANK/JB WERE	\$60,414.92	\$147,800.00	\$65,995.76
Total INCOME	\$258,615.04	\$404,175.00	\$264,175.78
EXPENSES			
ACA AFFILIATIONS/INSURANCE	\$62,838.62	\$78,000.00	\$62,681.82
ADMINISTRATION VCA	\$21,711.61	\$52,640.00	\$15,713.69
COMMITTEES	\$1,820.24	\$21,760.00	\$746.25
MSV	\$1,468.09	\$5,000.00	\$1,614.13
COUNCIL/COM travel	\$2,486.58	\$6,000.00	\$1,917.12
SRV DEP GRANTS	\$318.59	\$12,000.00	\$949.26
DEPARTMENT OF AGING	\$4,000.00	\$2,000.00	\$0.00
TOURNAMENTS	\$1,989.66	\$11,700.00	\$5,412.36
VCA CENTENARY	\$0.00	\$2,650.00	\$0.00
MERCHANDISE/PENNANT	\$431.70	\$4,550.00	\$857.02
WAGES	\$49,438.92	\$111,900.00	\$44,968.45
VCC BUILDING	\$43,887.86	\$171,000.00	\$43,178.62
CATERING/BAR	\$9,643.76	\$6,950.00	\$3,403.10
VCC COURTS	\$21,856.58	\$98,650.00	\$23,204.26
STATE TEAMS G & A	\$4,972.62	\$9,000.00	\$6,781.82
CROQUET EQUIPMENT	\$409.09	\$500.00	\$163.64
Total EXPENSES	\$227,273.92	\$594,300.00	\$211,591.54
Net Profit/(Loss)	\$31,341.12	(\$190,125.00)	\$52,584.24

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

Appendix 2 to
Annex A to
Croquet Victoria Committee of
Management Meeting Minutes
19 September 2017

Balance Sheet As of August 2017

Assets	
Current Assets	
Bank Accounts	
Bendigo	\$44,551.11
CBA	\$92,383.17
CBA Online Saver	\$15,605.46
Total Bank Accounts	<u>\$152,539.74</u>
Total Current Assets	\$152,539.74
Withholding Credits	
Accounts Receivable	\$10,192.20
Total Withholding Credits	<u>\$10,192.20</u>
Other Current Assets	
JBWERE - Investment A/c	\$3,807,129.96
Fixed Assets	
Cairnlea - Land/Building	\$5,290,354.22
Plant & Equipment	
Plant and Equipment	\$193,671.63
Accumulated Depreciation	<u>-\$116,287.48</u>
Total Plant & Equipment	<u>\$77,384.15</u>
Total Fixed Assets	<u>\$5,367,738.37</u>
Total Assets	<u>\$9,337,600.27</u>
Liabilities	
Current Liabilities	
Accounts Payable	\$2,446.13
Total Current Liabilities	<u>\$2,446.13</u>
Player Insurance	
Player Insurance	<u>-\$305.45</u>
Tax Payable	
GST Collected	\$73,649.81
GST Paid	<u>-\$59,274.61</u>
Payroll Liabilities	\$3,929.78
Superannuation Liabilities	<u>\$961.90</u>
Total Tax Payable	<u>\$19,266.88</u>
Total Liabilities	<u>\$21,407.56</u>
Net Assets	<u>\$9,316,192.71</u>
Equity	
Reserves	
General Reserve	\$7,703,572.44
Asset Revaluation Reserve	\$544,068.70
Retained Earnings	\$1,037,210.45
Current Earnings	<u>\$31,341.12</u>
Total Equity	<u>\$9,316,192.71</u>

Correspondence List

5.1	In:	
	Email:	
	19 July 2017	John Eren M P - Active April Strategic Framework
	24 July 2017	Urathene Solutions - seeking permission to call re work to stabilise footings at VCC
	27 July 2017	Eaglehawk Community Croquet Club - offer of three dates for meeting
	28 July 2017	Department of Health & Human Services - list of VCA Clubs participating in 2017 Victorian Seniors Festival
	31 July 2017	ACA - Megan Fardon - resignation of ACA Administrator/Secretary
	3 Aug 2017	JBWere - advice of signatory change documentation required
		Casterton Croquet Club - WWCC at the club
	5 Aug 2017	Sorrento Croquet Club - feedback to Child Safety Policy practical trial
	8 Aug 2017	ACA - re ASADA Athlete Warning
	9 Aug 2017	ACA SGM Agenda
	11 Aug 2017	Eaglehawk Community Croquet Club - request for feedback re NDCA Meeting
	16 Aug 2017	Morwell Croquet Club re long serving member
	17 Aug 2017	SVR Grant Funding Agreement & Conditions
	22 Aug 2017	Urathane Solutions- advice of receiving photos
	23 Aug 2017	CommLec Services Light Tower Inspection Report (via Jim Saunders).
	24 Aug 2017	Fiona Jones - reply to request for Mandatory Board additional information
	31 Aug 2017	JBWere - Authorised signatories updated
	6 Sep 2017	Mainmark - quote being prepared
	7 Sep 2017	DHHS - Advice of project funding deposit to VCA Bank Account
	Various	ebulletins (This Girl Can), Club Media Surveys, orders for VCA History copies, proofs of VCA History front/back pages, nominations to Sub-Committees etc, ACA SGM Briefing papers
	Hardcopy:	
		Various Club Media Use Surveys
	Out:	
	Email:	
	19 July 2017	BPL Construction - seeking quote for VCC Roof Repairs
	21 July 2017	ACA - advice of Delegate to ACA September SGM
	23 July 2017	Boschen Roofing - advice of acceptance of quote
	24 July 2017	Urathane Solutions - seeking quote for stabilisation of footings at VCC
	25 July 2017	Department of Health & Human Services - seeking complete list of VCA clubs participating in 2017 Victorian Seniors Festival
	27 July 2017	Eaglehawk Community Croquet Club - acceptance of 7 August 2017 as date for meeting.
	31 July 2017	JBWere - signature update forms
	11 Aug 2017	Urathene Solutions - VCC plans/photos requested in phone call
	14 Aug 2017	Urathene Solutions - photos of cracks in wall
	21 Aug 2017	DHHS - SVR scanned copies of Grant Funding Agreement
		JBWere- scanned copy of Signature update form
	22 Aug 2017	Mainmark - timeframe for delivery of quote-footing stabilisation
	23 Aug 2017	Lander & Rogers - clarification of constitution clause
		Fiona Jones - VicSport consultant- re additional information Mandatory Board Quotas
	1 Sept 2017	Colonial Landscapes - timeframe for delivery of quote- footpaths
	Various	Requests for quotes for scope of works, (roof, footings and replacement of uneven paths),
	Hardcopy:	DHHS - Grant Funding Agreement signed
		JBWere Signature update form

Secretary's Report

VCC:

Roof repairs: Boschen Roofing were advised on 23 July 2017 that their quote for repairs to address VCC roof leaks was accepted. In most recent phone conversation Boschen indicated that they would be contacting our Administrator to arrange dates for repairs.

Stabilisations of footings: Mainmark have confirmed that they will be submitting a quote for this complex undertaking. Below from latest email:

My sincerest apologies Sarina, Your project is quite complex and as a result I keep bumping it. I will ensure to get you a report well in time for your meeting.

Contact has been established with Urathene Solutions (email and phone) and requested information is being collated and has been forwarded to them. Below from latest email:

Thanks for sending this information through. I will review and get back to you.

Uneven Concrete paths: Colonial Landscaping have confirmed that they will be submitting a quote to replace the perimeter concrete paths and replace with topsoil.

VCA:

VCA History: Awaiting the printing of this book prior to distribution to Regional Directors to deliver free copies to the clubs in their region, to State Library and to other Croquet States. Members will be invoiced for copies.

VCA Child Safety Policy: See Agenda Item 8.7.

Eaglehawk Meetings: Awaiting feedback from Eaglehawk as to whether they wish to meet with VCA representatives. This decision to be made by members at 13 September 2017 meeting.

Photo Release form: Marketing & Publicity Sub-Committee to redraft this form and present to October Council Meeting.

Electronic Communications Policy: Marketing & Publicity Sub-Committee to redraft this form and present to October Council Meeting.

Agenda Item 51: Design of project for SEDA graduates. Awaiting response from Tim Murphy.

Regional Reports to Council: Please find set out below the revised schedule for the Regional Reports to Council.

October 2017:	MVCA, NDCA, SEMCA
December 2017:	NEDCA, SWCA and WMCMA
February 2018:	Wimmera

Sarina Cecelia Hewitt