



Minutes of Croquet Victoria Committee of Management Meeting
Tuesday 17 May 2022 via Zoom

1 Attendance

1.1 Present:

1.1.1 Directors:

Jim Clement (President), Stephen Forster (Vice-President), Sarina Cevaal-Hewitt (Secretary), Claire Keating (Treasurer), Lynne Roberts (Member), Lyndsay Neilson (Member), Mike Cohn (Member),

1.2 Apologies:

David Johnston (Member), Janet Leckie-Brunton (Member).

2 Opening/Declaration of Interest:

The President opened the meeting at 6.30 pm. No Director declared any interests that may have a bearing on carrying out their role impartially.

3 Adoption of Minutes of Previous Committee Meeting: 22 March 2022

Resolved on the motion of Mike Cohn and Lynne Roberts 'that the Minutes of the Croquet Victoria Committee of Management Meeting held 22 March 2022 be adopted as a true and correct record'.

3.1 Business Arising from Minutes of Previous Meeting:

3.1.1 Key Register:

Efforts continuing to locate all keys in Register.

3.1.2 Malletsports Business Name:

Ongoing.

3.1.3 Offer of Assistance at Victoria Croquet Centre:

Agreement detailing reciprocal arrangement to be drafted.

Action President/Treasurer

4 Adoption of Financial Report

Attached as Annex A

Resolved on the motion of Claire Keating and Lyndsay Neilson 'that Financial Report be adopted'.

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 VCC Sub-Committee Report:

Attached as Annex D

5.2.3 Sub-Committee /Working Group Minutes Received:

Strategic Plan Implementation Sub-Committee: 28 March 2022

Association Croquet Selection Sub-Committee: 2 May 2022

Resolved on the motion of Mike Cohn and Claire Keating that Consent Items be accepted.

6 Business Arising from Consent Items

6.1 Correspondence:

Amendment to Electronic Communications Policy to be a June Council Meeting Agenda Item. **Action Secretary**

Flow Chart of options for Complaint Resolution to be drafted. **Action President**

Directors to vote (electronic) to approve suspension of provisions of the Selection Policy to allow Interstate Shield Team to be selected prior to next June Council Meeting..

Action Secretary

6.2 Reports:

6.2.1 Secretary's Report:

Croquet Australia to be advised that Claire Keating and Kate Patrick be nominated as 'superuser' of the Croquet Australia database. **Action Secretary**

7 General Business

7.1 Matters for Decision:

7.1.2 VCA

7.1.2a) Croquet Victoria Liquor Licence Nominee:

The meeting agreed that the Liquor Licence Nominee be a member of the VCC Sub-Committee.

7.1.2b) Vaccination Status for VCC attendees:

No alteration to current requirement that all attendees be double vaccinated.

7.2 Matters for Discussion:

7.2.2 VCA:

7.2.2a) CoM Nominations/Appointed Official/Sub-Committee Nominations:

The meeting reviewed the nominations received to date.

7.2.2b) Annual Report 2021-2022/Annual Financial Report 2021-2022:

The Treasurer reported that the Annual Financial Report 2021-2022 was completed, requesting that it be distributed to Directors for approval prior to the 2022 AGM. **Action Secretary**

The Finance Sub-Committee would meet on Monday 23 May 2022 to review Report.

8 Other Business:

8.1 Croquet Victoria Eire Cup Contribution to Eire Cup Team Member:

Resolved on the motion of Jim Clement and Mike Cohn 'that we seek reimbursement of half of the amount of the player support funds in question. **Action Vice-President**

8.2 Together More Active Player Development Program:

The Secretary advised that the expenses incurred in the delivery of some workshops were higher than expected and the completion of this project may require some Croquet Victoria funding.

Resolved on the motion of Mike Cohn and Claire Keating 'that a vote of thanks to Jim Clement (President) and Sarina Cevaal-Hewitt (Secretary) for six years of service in their respective roles be recorded.

9 Close 8.05 pm

10 Next Meetings

AGM	10.30 am Monday 20 June 2022 at VCC
Council	Monday 20 June 2022 following AGM

Annex A	Finance Report
Annex B	Correspondence
Annex C	Secretary's Report
Annex D	VCC Sub-Committee Report

**Annex A to
Croquet Victoria Committee of Management Meeting
17 May 2022**

FINANCIAL REPORT

The Interim Financial reports for the month of 30 April 2022 are attached. The year-end financial statements and audit are still being finalised so these reports are interim.

The net Operating surplus for the month is \$10,318. The overall Loss is \$38,209, which reflects the negative unrealised movement in the market value of the Investment portfolio of \$48,527 for the month of April.

Key points to note:

Income

- a) The JB Were investment portfolio income for the month was \$10,990.

Expenses

- b) VCC Building Costs were \$2,282 which includes \$2,045 for fixing urinals.

Balance Sheet

- c) Net Assets at 30 April were \$ 8,779,757. The movement in Net Assets for the month was a decrease of \$38,209.
- d) See attachment for a summary page of the JB Were portfolio at 30 April showing the value of \$ 4,640,606, a decrease of \$45,945 since the end of March.

Cash Outlook

The operating bank account is \$126k at month end. This compares to approx. \$92k at the same point last year. At this stage there is no foreseeable need to draw any amounts from the Investment portfolio for at least the next quarter.

Finance sub-committee report - The Finance sub-committee has not met since the last Financial Report.

Claire Keating
Honorary Treasurer
10 May 2022

Profit & Loss [Last Year Analysis]

April 2022

	This Year	Last Year	\$ Difference	% Difference
INCOME				
JBWERE				
Dividends	\$10,581.67	\$7,103.34	\$3,478.33	49.0%
Interest JB Were	\$408.76	\$9.28	\$399.48	4,304.7%
Trust Income	\$0.00	\$289.68	-\$289.68	(100.0)%
Total JBWERE	\$10,990.43	\$7,402.30	\$3,588.13	48.5%
MERCHANDISE/PENNANT				
Books/Manuals	\$77.28	\$0.00	\$77.28	NA
Gauges and ball markers	\$0.00	\$9.09	-\$9.09	(100.0)%
Total MERCHANDISE/PENNANT	\$77.28	\$9.09	\$68.19	750.2%
TOURNAMENTS				
Bronze/Silver Medal A & G	\$327.28	\$581.83	-\$254.55	(43.7)%
Selectors Invitation A & G	\$600.02	\$795.47	-\$195.45	(24.6)%
Golf Croquet Regionals	\$909.05	\$795.43	\$113.62	14.3%
Total TOURNAMENTS	\$1,836.35	\$2,172.73	-\$336.38	(15.5)%
Other Operating Income				
Other Operating income	\$20.00	\$0.00	\$20.00	NA
Total Other Operating Income	\$20.00	\$0.00	\$20.00	NA
CATERING/BAR				
Bar Sales	\$0.00	\$45.45	-\$45.45	(100.0)%
Total CATERING/BAR	\$0.00	\$45.45	-\$45.45	(100.0)%
PREMISES/COURTS/RENT				
Courts	\$0.00	\$172.73	-\$172.73	(100.0)%
Caretakers Rent	\$0.00	\$100.00	-\$100.00	(100.0)%
IT/Photocopying/Hire/Postage	\$10.00	\$0.00	\$10.00	NA
Total PREMISES/COURTS/RENT	\$10.00	\$272.73	-\$262.73	(96.3)%
OTHER GRANTS				
Fox Sports				
Kayo grant	\$0.00	\$9,000.00	-\$9,000.00	(100.0)%
Total OTHER GRANTS	\$0.00	\$9,000.00	-\$9,000.00	(100.0)%
Total INCOME	\$12,934.06	\$18,902.30	-\$5,968.24	(31.6)%
Gross Profit	\$12,934.06	\$18,902.30	-\$5,968.24	(31.6)%
EXPENSES				
ADMINISTRATION VCA				
Bank Charges	\$1.44	\$2.55	-\$1.11	(43.5)%
IT/Photocopying/Hire Equip	\$0.00	\$20.63	-\$20.63	(100.0)%
Telephone	\$113.63	\$159.08	-\$45.45	(28.6)%
Total ADMINISTRATION VCA	\$115.07	\$182.26	-\$67.19	(36.9)%
COUNCIL/COM travel				
Travel/Expenses	\$146.21	\$363.26	-\$217.05	(59.8)%
Total COUNCIL/COM travel	\$146.21	\$363.26	-\$217.05	(59.8)%
SRV GRANTS SVSR				
Kayo expenses	\$0.00	\$9,000.00	-\$9,000.00	(100.0)%
Total SRV GRANTS SVSR	\$0.00	\$9,000.00	-\$9,000.00	(100.0)%
TOURNAMENTS				
Bronze/Silver Medal A & G	\$36.00	\$0.00	\$36.00	NA
Selectors Invitation A&G	\$36.00	\$230.81	-\$194.81	(84.4)%
Total TOURNAMENTS	\$72.00	\$230.81	-\$158.81	(68.8)%

This report includes Year-End Adjustments.

Profit & Loss [Last Year Analysis]

April 2022

	This Year	Last Year	\$ Difference	% Difference
VCC BUILDING				
Electricity	\$236.90	\$244.55	-\$7.65	(3.1)%
Gas	\$0.00	\$152.79	-\$152.79	(100.0)%
Repairs & Maintenance	\$2,045.45	\$350.55	\$1,694.90	483.5%
Sundry/Equipment	\$0.00	\$220.82	-\$220.82	(100.0)%
Total VCC BUILDING	\$2,282.35	\$968.71	\$1,313.64	135.6%
VCC COURTS				
Fertiliser	\$0.00	\$250.60	-\$250.60	(100.0)%
Total VCC COURTS	\$0.00	\$250.60	-\$250.60	(100.0)%
Total EXPENSES	\$2,615.63	\$10,995.64	-\$8,380.01	(76.2)%
Operating Profit	\$10,318.43	\$7,906.66	\$2,411.77	30.5%
OTHER INCOME				
Unrealised fair value gains(losses)	-\$48,527.47	\$108,992.36	-\$157,519.83	(144.5)%
Total OTHER INCOME	-\$48,527.47	\$108,992.36	-\$157,519.83	(144.5)%
Net Profit/(Loss)	-\$38,209.04	\$116,899.01	-\$155,108.06	(132.7)%

This report includes Year-End Adjustments.

Balance Sheet

As of April 2022

Assets			
Current Assets			
Bank Accounts			
Bendigo	\$126,729.94		
Bendigo - Grants Account	\$58,433.42		
Total Bank Accounts		\$185,163.36	
Petty Cash Float		\$131.70	
Total Current Assets			\$185,295.06
Accounts Receivable			
Accounts Receivable		\$1,073.21	
Total Accounts Receivable			\$1,073.21
JBWERE - Investment A/c			\$4,640,605.72
Fixed Assets			
Cairnlea - Land/Building		\$3,982,904.00	
Plant & Equipment			
Plant and Equipment	\$187,275.77		
Accumulated Depreciation	-\$161,219.76		
Total Plant & Equipment		\$26,056.01	
Total Fixed Assets			\$4,008,960.01
Total Assets			\$8,835,934.00
Liabilities			
Current Liabilities			
Accounts Payable		\$678.52	
Total Current Liabilities			\$678.52
Tax Payable			
GST Collected		\$2,850.60	
GST Paid		-\$5,785.30	
Total Tax Payable			-\$2,934.70
Grant Liabilities			
Grants Received in Advance		\$58,433.42	
Total Grant Liabilities			\$58,433.42
Total Liabilities			\$56,177.24
Net Assets			\$8,779,756.76
Equity			
Reserves			
General Reserve	\$7,703,572.44		
Asset Revaluation Reserve	\$928,676.87		
Retained Earnings	\$146,241.93		
Current Earnings	-\$38,209.04		
Special Funds			\$39,474.56
Total Equity			\$8,779,756.76



Report as at 30 Apr 2022

Portfolio Valuation

Issued by
JBWere Limited
ACN 137 978 360

Portfolio Summary

Account Number: M3787875F

Asset Class	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Cash	\$ 110,522.15	\$ 55.26	0.05 %	2.38 %
Credit	\$ 1,260,379.87	\$ 36,412.95	2.89 %	27.16 %
Equity - Domestic	\$ 2,267,358.55	\$ 96,159.74	4.24 %	48.86 %
Equity - International	\$ 1,002,345.15	\$ 19,850.76	1.98 %	21.60 %
Total Portfolio Value	\$ 4,640,605.72	\$ 152,478.71	3.29 %	100.00 %
Unsettled Transactions	\$ 0.00			
Net Portfolio Value	\$ 4,640,605.72			

Regional Summary

Region	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Domestic	\$ 3,400,976.37	\$ 124,085.72	3.65 %	73.29 %
International	\$ 1,239,629.35	\$ 28,392.99	2.29 %	26.71 %
Total Regional Summary	\$ 4,640,605.72	\$ 152,478.71	3.29 %	100.00 %

Defensive/Growth Summary

Defensive/Growth	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Defensive	\$ 1,370,902.02	\$ 36,468.21	2.66 %	29.54 %
Growth	\$ 3,269,703.70	\$ 116,010.50	3.55 %	70.46 %
Total Defensive/Growth Summary	\$ 4,640,605.72	\$ 152,478.71	3.29 %	100.00 %

Correspondence

In: Email:	
30 Mar 2022	ACA - advice that Australian Golf Croquet Open Doubles and Singles will proceed
10 Apr 2022	Tim Murphy - acknowledgment and appreciation of donation (Croquet Scores)
3 May 2022	Belvedere Heritage Croquet Club - advice to webmaster of closure
Various	Vicsport advice re COVID restrictions, Croquet Australia Board Minutes/Agendas, VCC utility invoices, State Squad/Team Acceptances, club responses to Croquet Australia request re member capacity at club, Croquet Australia Database activation,
Out: Email:	
14 Apr 2022	Croquet Australia - Referee Pathways documentation
12 May 2022	Lester Hughes Simon Watkins
Various	Letters of support, Return to Croquet Guidelines

SECRETARY'S REPORT

COVID Orders (from Return to Croquet Guidelines 26 April 2022):

Anyone who attends a club to undertake voluntary work must be double vaccinated, with a booster if they are entitled to it, unless they are medically exempt or otherwise excepted. Double vaccination is no longer required for social play across Victoria. Use of QR codes is not currently required.

Individuals who test positive to COVID are responsible for alerting their club (or the event organiser, if they have attended an event), along with other possible close and social contacts [see definitions below].

Clubs and event organisers are responsible for alerting anyone who has been in contact with someone diagnosed with COVID in the 48 hours before their symptoms showed OR they got a positive test result (whichever is earlier).

This means that clubs and event organisers must ensure that everyone visiting their premises signs in and out with the time of arrival and departure.

It is still open to clubs to decide that everyone attending their club should be double vaccinated, irrespective of the type of activity. This needs to be a formal decision, acknowledging that it does not exclude those who are excepted from vaccination requirements (aged under 18, or medically exempt).

Croquet Victoria website:

Currently there are eleven tournaments awaiting results and some pages need refreshing/updating. Please ask Tournament Managers to enter results for Tournaments listed on the Croquet Victoria website.

Annual Club Survey:


Seventeen clubs have yet to complete this survey.

Croquet Australia Database Superuser:

To date we have not nominated a superuser to test the Croquet Victoria database.

AGM Preparation:

We have one Nomination for Life Membership of Croquet Victoria and await contributions to the Annual Reports.



**Annex D to
Croquet Victoria Committee of Management Meeting
17 May 2022**

VCC Sub-committee Report

The upstairs balcony has been enclosed with sliding glass windows to prevent further weather damage.

The kitchen refrigerator is now working with its compressor, gas coil and fan motor all replaced.

Lawns 8,9 and 10 have been top-dressed.

Mowing, fertilizing and spraying regime continues in preparation for the WCF AC Team Championship.

The front car park bay lines, including disability bays, have been repainted.