



**Croquet Victoria Committee of Management Meeting
Wednesday 15 March 2023 via Zoom**

1 Attendance

1.1 Present:

1.1.1 Directors:

Kate Patrick (President), Maurice Cevaal-Hewitt (Interim Secretary), Claire Keating (Treasurer), Helen Worlidge (Member), Eileen Gough (Member), Paul Coughlin (Member).

1.1.2 Observers:

Sarina Cevaal-Hewitt (minute recorder)

1.2 Apologies:

Stephen Forster (Vice-President),

2 Opening/Acknowledgement of Country/Acceptance of Agenda/Declaration of Interest:

The President opened the meeting at 6.32 pm, with an Acknowledgement of Country and Respect for Indigenous Elders past, present and emerging. No Director declared any interests that may have a bearing on carrying out their role impartially.

3 Adoption of Minutes of Previous Committee Meeting:

Resolved on the motion of Paul Coughlin and Helen Worlidge 'that the Minutes of the Croquet Victoria Committee of Management Meeting held 15 February 2023 be adopted as a true and correct record'.

3.1 Business Arising from Minutes of Previous Meeting:

3.1.1 2026 Commonwealth Games:

The meeting noted interest from clubs in Gippsland, Geelong and Northern District Regions in hosting croquet events parallel to the 2026 Commonwealth Games.

Croquet Australia to be requested to provide name of project lead to communicate with World Croquet Federation.

Action Secretary

3.1.2 MALLET NEWS Victoria:

At the suggestion of the Marketing and Publicity Sub-Committee the Croquet Victoria webmaster has been requested to add a page for State Coordinators of Referees and Coaching to upload quizzes, questions and general information.

4 Adoption of Financial Report

Attached as Annex A

Resolved on the motion of Claire Keating and Maurice Cevaal-Hewitt '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

5.2.1 State Coordinator of Coaching Report:

Attached as Annex D

5.2.3 Sub-Committee /Working Group Minutes Received:

Association Croquet Selection Sub-Committee: 6 February 2023

Marketing & Publicity Sub-Committee: 8 February 2023

VCC Futures Working Group: 16 February 2023, 22 February 2023

Resolved on the motion of Claire Keating and Eileen Gough 'that consent Items be accepted'.

6 Business Arising from Consent Items

6.1.1 Correspondence:

Croquet Australia to be advised of that the proposed timeline for quarterly invoicing of affiliation fees has not been factored into Croquet Victoria's current budget. **Action Treasurer**

Response to correspondence re previous Tribunal decision to be considered after advice received.

6.2.1 Secretary's Report:

Croquet Australia to be requested to supply separate Abuse Insurance Certificate to clubs. **Action Secretary**

Agendas for Croquet Australia Heads of State meetings to be requested to allow for additional Croquet Victoria personnel to attend if matters relevant to their position are to be discussed. **Action President**

6.2.2 State Coordinator of Coaching Report:

Resolved on the motion of Eileen Gough and Claire Keating 'that the State Coordinator of Coaching be empowered to amend the Croquet Victoria list of coaches to reflect coaches wishes to be removed or level to be amended. Such changes to be notified to Croquet Australia for appropriate notation on their coaching database'.

7 General Business

7.2 Matters for Discussion:

7.2.1 Secretary Position Legal Opinion (paid or voluntary):

Ongoing.

7.2.2 AGM/Council Appointments:

Resolved on the motion of Maurice Cevaal-Hewitt and Helen Worlidge 'that a briefing paper to be presented to April Council Meeting extending terms of appointment for State Coordinators and Sub-Committee membership from yearly to two years. **Action Secretary**

7.2.3 Complaints Procedure:

Alignment between Croquet Victoria Constitution procedure for handling complaints and the current suite of Croquet Australia complaint handling policies to be reviewed. Assistance to be sought from two Directors.

Action President

7.3 Matters for Noting:

7.3.1 MPIO Training:

Refer Secretary's Report.

8 Other Business:

8.1 Updating Association & Golf Croquet Winners Honour Boards:

Selection Sub-Committees and Tournaments & Fixtures Sub-Committee to be contacted for information to fill gaps on Association and Golf Croquet Honour Boards.

Action Secretary

9 Close 8.27 pm

10 Next Meetings Council 9.30 am 24 April 2023 via zoom
CoM 6.30 pm Wednesday 17 May 2023 via Zoom
AGM 10.30 am Tuesday 20 June 2023 at VCC
Council Follows AGM

Annex A Financial Report
Annex B Correspondence
Annex C Secretary's Report
Annex D State Coordinator of Coaching Report

**Annex A to
Croquet Victoria committee of Management Meeting Minutes
15 March 2023**

VICTORIAN CROQUET ASSOCIATION

FINANCIAL REPORT FEBRUARY 2023

The following financial reports are attached:

- Summary Profit and loss for month of February actuals and for eleven months ended 28 February 2023 against budget and prior year, and split between VCA and VCC
- Balance Sheet as at 28 February 2023
- JBWere Monthly report Summary February 2023

Key points to note:

The YTD "Cash" Operating result (excluding building depreciation of \$76k) is \$217k. After depreciation the Operating result is \$140k, \$182k ahead of YTD budgeted loss of \$42k. The Overall result at the end of February is a deficit of \$23k which includes the negative investment market movement since 1 April of \$163k.

The key differences in the operating result vs budget include higher investment income than budgeted (\$55k), higher Affiliation fees (\$4.5k), Bar sales higher than budgeted (\$2.4k), lower Administration support spend (\$28K), lower Committee and Co-ordinator spend (\$21k) and lower VCC building and court costs compared to budget (\$60k).

Income

- a) The JB Were investment portfolio income YTD is \$176k which is \$55k above budget and \$18k higher than this time last year.
- b) Income for the month included \$2k from ACA for hosting the Presidents 8s.
- c) We received \$600 from participants attending TMA Coaching workshops.

Expenses

- d) Expenses for the month included \$2k for livestreaming of the Presidents 8s, \$1,490 as deposit for Eire Cup dinner (to be recouped from attendees), Rates of \$2,351 and \$3,000 in Team Allowances and Entry to Eire Cup.

Balance Sheet

- e) Net Assets at 28 February were \$8,794,997.04. The movement in Net Assets for the eleven months is a decrease of \$22,968.76.
- f) See attachment for a summary page of the JB Were portfolio at 28 February 2023 showing the value of \$4,665,582, a decrease of \$40,773 since the end of March.
- g) Accounts receivable of \$8,458 is predominantly Affiliation fees billed in January and ACA Hire fees for the Presidents 8s.
- h) Accounts payable is predominantly an accrual for ACA Affiliation fees billed to clubs and yet to be collected and paid to the ACA.
- i) The Grants Received in Advance account differs from the Grants bank account by \$7,060 as result of income and expenses in January and February. The bank account will be adjusted in March as part of the quarterly reconciliation process.

**Annex A to
Croquet Victoria committee of Management Meeting Minutes
15 March 2023**

Cash Outlook

The operating bank account was \$161k at month end, excluding \$7k to be paid from the Grants bank account. This compares to \$164k at the same point last year. It was agreed at the last Council meeting that we would place \$40k with JBWere before year end.

Finance sub-committee report

The Finance sub-committee has not met since the last Council meeting.

Claire Keating
Honorary Treasurer
14 March 2023

Victorian Croquet Association Inc.
Profit & Loss vs Budget and prior year

April 2022 To February 2023

	This Year	Budgeted	\$ Difference	Last Year	\$ Difference
INCOME					
JBWERE	\$175,885.01	\$121,000.00	\$54,885.01	\$157,603.71	\$18,281.30
VCA AFFILIATIONS	\$98,445.45	\$93,881.82	\$4,563.63	\$110,143.19	(\$11,697.74)
ACA AFFILIATIONS/INSURANCE	\$96,724.33	\$90,227.27	\$6,497.06	\$95,495.68	\$1,228.65
MERCHANDISE/PENNANT	\$4,389.86	\$3,295.00	\$1,094.86	\$3,495.78	\$894.08
TOURNAMENTS	\$11,040.25	\$13,010.00	(\$1,969.75)	\$7,013.84	\$4,026.41
Other Operating Income	\$401.82	\$0.00	\$401.82	\$0.00	\$401.82
CATERING/BAR	\$8,218.35	\$5,750.00	\$2,468.35	\$1,260.45	\$6,957.90
PREMISES/COURTS/RENT	\$43,921.28	\$45,700.00	(\$1,778.72)	\$9,040.34	\$34,880.94
BEQUESTS/DONATIONS	\$1,145.00	\$2,500.00	(\$1,355.00)	\$1,095.00	\$50.00
SRV GRANT -SVSR	\$32,798.20	\$48,000.00	(\$15,201.80)	\$5,465.19	\$27,333.01
OTHER GRANTS			\$0.00	\$47,562.90	(\$47,562.90)
Total INCOME	\$472,969.55	\$423,364.09	\$49,605.46	\$438,176.08	\$34,793.47
Gross Profit	\$472,969.55	\$423,364.09	\$49,605.46	\$438,176.08	\$34,793.47
EXPENSES					
ACA AFFILIATIONS/INSURANCE	\$96,407.33	\$90,227.27	\$6,180.06	\$91,858.22	\$4,549.11
ADMINISTRATION VCA	\$32,270.31	\$60,822.00	(\$28,551.69)	\$31,327.46	\$942.85
COMMITTEES	\$6,728.44	\$28,353.00	(\$21,624.56)	\$1,882.05	\$4,846.39
COUNCIL/COM travel	\$974.82	\$2,000.00	(\$1,025.18)	\$930.20	\$44.62
SRV GRANTS SVSR	\$31,143.81	\$48,000.00	(\$16,856.19)	\$52,173.29	(\$21,029.48)
UNDER 21S SCHOLARSHIP	\$2,056.77	\$6,000.00	(\$3,943.23)	\$431.82	\$1,624.95
TOURNAMENTS	\$6,623.94	\$9,360.00	(\$2,736.06)	\$3,095.20	\$3,528.74
MERCHANDISE/PENNANT	\$1,228.00	\$3,300.00	(\$2,072.00)	\$3,553.10	(\$2,325.10)
VCC BUILDING	\$125,147.34	\$166,004.00	(\$40,856.66)	\$40,995.35	\$84,151.99
CATERING/BAR	\$4,628.09	\$5,200.00	(\$571.91)	\$264.61	\$4,363.48
VCC COURTS	\$16,837.84	\$36,050.00	(\$19,212.16)	\$10,389.03	\$6,448.81
STATE TEAMS G & A	\$8,281.88	\$10,000.00	(\$1,718.12)	\$545.45	\$7,736.43
Total EXPENSES	\$332,328.57	\$465,316.27	(\$132,987.70)	\$237,445.78	\$94,882.79
Operating Profit	\$140,640.98	(\$41,952.18)	\$182,593.16	\$200,730.30	(\$60,089.32)
OTHER INCOME					
Realised fair value gains(losses)	(\$1,637.00)	\$0.00	(\$1,637.00)	(\$9,039.26)	\$7,402.26
Unrealised fair value gains(losses)	(\$161,972.74)	\$86,163.00	(\$248,135.74)	\$105,708.76	(\$267,681.50)
Total OTHER INCOME	(\$163,609.74)	\$86,163.00	(\$249,772.74)	\$96,669.50	(\$260,279.24)
Net Profit/(Loss)	(\$22,968.76)	\$44,210.82	(\$67,179.58)	\$297,399.80	(\$320,368.56)

Balance Sheet

As of February 2023

ABN: 91 903 271 264

Email: treasurer@croquetvic.asn.au

Assets		
Current Assets		
Bank Accounts		
Bendigo	\$161,417.75	
Bendigo - Grants Account	\$46,350.30	
Total Bank Accounts		\$207,768.05
Petty Cash Float		\$1,031.70
Total Current Assets		\$208,799.75
Accounts Receivable		
Accounts Receivable		\$8,458.22
Total Accounts Receivable		\$8,458.22
JBWERE - Investment A/c		\$4,665,582.91
Fixed Assets		
Cairnlea - Land and site works at cost	\$2,002,218.00	
Building at cost	\$3,309,986.00	
Accumulated depreciation	-\$1,377,085.00	
Plant & Equipment		
Plant and Equipment	\$189,970.83	
Accumulated Depreciation	-\$168,190.76	
Total Plant & Equipment		\$21,780.07
Total Fixed Assets		\$3,956,899.07
Total Assets		\$8,839,739.95
Liabilities		
Current Liabilities		
Accounts Payable	\$3,831.82	
Total Current Liabilities		\$3,831.82
Tax Payable		
GST Collected	\$5,338.72	
GST Paid	-\$3,717.24	
Total Tax Payable		\$1,621.48
Grant Liabilities		
Grants Received in Advance	\$39,289.61	
Total Grant Liabilities		\$39,289.61
Total Liabilities		\$44,742.91
Net Assets		\$8,794,997.04
Equity		
Reserves		
General Reserve	\$7,703,572.44	
Asset Revaluation Reserve	\$1,116,704.87	
Retained Earnings	-\$44,684.07	
Current Earnings	-\$22,968.76	
Special Funds		\$42,372.56
Total Equity		\$8,794,997.04

JBWere

Report as at 28 Feb 2023

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	\$ 385,330.77	\$ 11,245.93	2.92 %	8.26 %
Credit	\$ 991,853.46	\$ 51,295.71	5.17 %	21.26 %
Equity - Domestic	\$ 2,262,368.13	\$ 104,238.34	4.61 %	48.49 %
Equity - International	\$ 1,026,030.55	\$ 23,144.29	2.26 %	21.99 %
Total Portfolio Value	\$ 4,665,582.91	\$ 189,924.27	4.07 %	100.00 %
Unsettled Transactions	\$ 0.00			
Net Portfolio Value	\$ 4,665,582.91			

Regional Summary

Region	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Domestic	\$ 3,415,564.75	\$ 154,505.46	4.52 %	73.21 %
International	\$ 1,250,018.16	\$ 35,418.81	2.83 %	26.79 %
Total Regional Summary	\$ 4,665,582.91	\$ 189,924.27	4.07 %	100.00 %

Defensive/Growth Summary

Defensive/Growth	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Defensive	\$ 1,377,184.23	\$ 62,541.64	4.54 %	29.52 %
Growth	\$ 3,288,398.68	\$ 127,382.63	3.87 %	70.48 %
Total Defensive/Growth Summary	\$ 4,665,582.91	\$ 189,924.27	4.07 %	100.00 %

Correspondence

In Email	
18 Feb 2023	Croquet Australia - Agenda and supporting papers for 2023 AGM
20 Feb 2023	Croquet Australia - scheduling of Budget meeting
23 Feb 2023	SRV - Grant opportunity for Skill Development/Operational Capacity
24 Feb 2023	Croquet Australia - Bulletin
27 Feb 2023	Croquet Australia - Constitution amendment approved
1 Mar 2023	Croquet Australia - link to WCF Newsletter
	Croquet Australia - summary of Budget meeting
	Croquet Australia - request for documentation to support Strategy Session
2 Mar 2023	Colac Croquet Club - where is abuse extension mentioned on Certificate of Currency
3 Mar 2023	Finance Sub-Committee Membership resignation - David Hinds
	Croquet Australia - appointment of Gareth Bushill as IT advisor
6 Mar 2023	Croquet Australia - advice of quarterly invoicing of affiliation fees
14 Mar 2023	Fennelly Legal - review of complaint decision
Various	Croquet Australia Board Minutes/Agendas, VCC utility invoices, enquiries about VCC function hire, enquiries about Certificates of Currency and adding another agency to Certificates of Currency
Out Email	
24 Feb 2023	Clubs: advice of disaffiliation
27 Feb 2023	Croquet Australia - advice of Croquet Victoria Delegate to 2023 AGM
28 Feb 2023	Clubs: advice of Member Protection Officer Training
Various	distribution of eBulletins, Croquet Australia board Minutes, distribution of national event flyers, advice to members endorsed to Golf Croquet Selection Sub-Committee/VCC Sub-Committee

SECRETARY'S REPORT

Club Insurance Certificates

See Correspondence Item how do Clubs prove they have Abuse Extension Insurance when the only proof provided is the Croquet Australia invoice.

Lefel Shield Runners-Up

Regional Secretaries emailed on 8 November 2022. No responses yet.

Commonwealth Games 2026

Interest from clubs in Gippsland. I think it would assist Regions/Clubs if we agreed on the format of the event - dictating how many courts would be needed.

Membership

As of 7 March 2023, we have 3020 Members.

Croquet Australia

Who do we consider Heads of State?

MPIO Training

Two members has expressed interest in undertaking the training.

Post Office Box

Mail redirection in place for further three months.

Interim Secretary



State Coordinator of Coaching Report

I have been visiting regions accrediting coaches and facilitating refresher sessions.

In my communications with Victorian coaches to schedule the above some coaches have replied indicating that either:

- they no longer wish to be coaches
- they will not be attending a refresher and do not wish to continue to be coaches
- they want an adjustment in their accreditation level.

Croquet Victoria has a list of coaches on its website.

[Coaching | Croquet Victoria](#)

I believe that this list should only reflect those coaches who are active. If a club looks at this list and wants to invite a coach to visit their club to coach then they should be confident they are inviting an active coach, not someone who wishes their name to be removed from the list.

I frequently contact both Greg Bury and Barb Piggott, and sometime receive conflicting responses. Both agree that accreditation is for four years but surely if a coach expressly states that they no longer wish to be on the list, or want a level changed eg Level 3PA to Level 3 then that adjustment should be made.

Below is my question to National Coaching Coordinators and the answer - email 23/24 February 2023.

Question: **When a coach sends an email of resignation from coaching can I remove them from the website?**

Answer: I assume in this question you are referring to the VCA website as that lists coaches - if that is the case **you should seek clarification from the VCA Executive.**

For decision:

Can we remove the names of coaches from the list, or amend level, provided they have expressly stated that is their wish?

Maurice Cevaal-Hewitt
State Coordinator of Coaching