



Minutes of Croquet Victoria Committee of Management Meeting  
Wednesday 17 May 2023 via Zoom

**1 Attendance**

**1.1 Present:**

**1.1.1 Directors:**

Kate Patrick (President), Stephen Forster (Vice-President), Maurice Cevaal-Hewitt (Interim Secretary), Claire Keating (Treasurer), Helen Worladge (Member), Eileen Gough (Member),

**1.1.2 Observers:**

Sarina Cevaal-Hewitt (minute recorder).

**1.2 Apologies:**

Paul Coughlin (Member).

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

The President opened the meeting at 6.30 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: 15 March 2023**

Resolved on the motion of Maurice Cevaal-Hewitt and Helen Worladge 'that the Minutes of the Croquet Victoria Committee of Management Meeting held 15 March 2023 be adopted as a true and correct record'.

**3.1 Business Arising from Minutes of Previous Meeting:**

**3.1.1 2026 Commonwealth Games:**

No response from original proponents of the idea as to format and code of possible event to pass onto interested host clubs.

**3.1.2 Abuse Insurance Notation on Certificate of Currency:**

This notation can be provided on Club Certificates of Currency upon request.

**3.1.3 Secretary Position Legal Opinion (paid or voluntary):**

In the event that no nomination is received for the Secretary's position at the 2023 Annual General Meeting and noting the legal opinion outlining instances when the Secretary position can be a paid position, the meeting agreed the next steps:

- position description to be drafted **Action Helen Worladge**
- frame conditions of contract
- budget allocation for payment to be approved by Council

**7.00 pm: The following Regional Directors joined the meeting to adopt the amended Child Safe Policy (7.1.1) – which must be a vote of Council and to approve the DRAFT Together More Active Foundation Funding Grant Submission (7.3.2b).**

Ian Potter (Murray Valley), Deb Newbold (EMCA), Marjorie Grant (Goulburn Valley), Jan MacDonald (Goldfields).

**Apology:** Peter Martyn (Goldfields Alternate Regional Director).

The meeting recognised that it was not quorate to vote as a Council on Agenda Items 7.1.1 and 7.3.2b) but reviewed the previously distributed briefing papers.

**7.1 Matters for Decision:**

**7.1.1 Child Safe Policy Amendment:**

Resolved on the motion of Eileen Gough and Jan MacDonald 'that further votes to reach a majority be called for to support the adoption of the amended Child Safe Policy previously distributed'. **Action Secretary**

*Secretarial Note: Majority vote to adopt amended Child Safe Policy reached post meeting.*

**7.3.2b) Together More Active 2023-2027 Foundation Funding Submission:**

The meeting agreed on the proposal outlined in the Draft Submission previously distributed with the additional aim of supporting clubs to achieve financial sustainability.

Directors absent from the meeting to be canvassed for their input into the submission prior to lodgement with Sport & Recreation Victoria.

**Action Secretary**

*Secretarial Note: Majority vote to approve submission reached post meeting.*

**7.40 pm: The President invited the Regional Directors to stay in the meeting as we returned to the previous Agenda item.**

**3.1.3 Secretary Position Legal Opinion (paid or voluntary):**

- need to understand hours involved and clear picture of tasks.

**7.42 pm Jan MacDonald leaves the meeting.**

**3.1.4 Complaints Procedure:**

Simplification and clarification of procedure to lodge a complaint sought from Croquet Australia.

**4 Adoption of Financial Report**

**Attached as Annex A**

**4.1 Adoption of Financial Report:**

The Treasurer flagged a possible move from MYOB to XERO as our accounting platform. Resolved on the motion of Claire Keating and Eileen Gough 'that the Financial Report be adopted'.

**4.1.1 Business Arising from Financial Report:**

**4.1.1a) Croquet Australia Affiliation Payment Plan:**

The Treasurer will discuss Croquet Victoria's 2023 payment plan with Croquet Australia.

**4.1.2 DRAFT 2022-2023 Financial Statements:**

The Finance Sub-Committee recommends the approval of the 2022-2023 Financial Statements as previously circulated.

Resolved on the motion of Claire Keating and Stephen Forster 'that subject to immaterial changes the 2022-2023 Draft Financial Statements be circulated for resolution prior to tabling at the 2023 AGM for adoption by Delegates.

**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 Sub-Committee /Working Group Minutes Received:**

Golf Croquet Selection Sub-Committee: 26 April 2023

VCC Futures Working Group: 3 April 2023, 18 May 2023

**Motion to accept Consent Items:**

Resolved on the motion of Eileen Gough and Helen Worlidge 'that Consent Items be accepted'.

**6 Business Arising from Consent Items**

**6.1 Correspondence:**

**6.1.1 Landers & Rogers Legal Opinion:**

Late correspondence item dealt with at 3.1.3.

## **7 General Business**

### **7.2 Matters for Discussion:**

#### **7.2.1 AGM/Council/Appointed Officers Nominations:**

The meeting reviewed the nominations received to date.

List to be circulated to Directors to encourage nominations. **Action Secretary**

#### **7.2.2 Invoicing of Affiliation Fees and Insurance Premiums Procedures:**

To be amended.

**Action Treasurer**

### **7.3 Matters for Noting:**

#### **7.3.1 Guide for Club Secretaries:**

Zoom meeting convened of Club Secretaries to seek their input into content for the Guide for Club Secretaries.

**8.19 pm Eileen Gough leaves meeting.**

#### **7.3.2 Together More Active Foundation Funding:**

##### **7.3.2a) Status of Current Funding Acquittal:**

- website update
- MYOB external support
- VCC planning permit amendment
- child safe web resources
- development of lead coaches - quotes
- club secretaries' workshop or governance workshop
- promotional trifold

The meeting reviewed the activities outlined to acquit the current Together More Active Foundation Funding Grant by 30 June 2023.

## **8 Other Business:**

### **8.1 Spray Unit at Victorian Croquet Centre:**

Ian Potter to liaise with Stephen Forster re model of spray unit to purchase to replace current non-functioning unit.

### **8.2 Council Election Policy:**

To be amended to align with current Croquet Victoria Constitution. **Action Secretary**

### **8.3 Financial Payments Authorisation Policy:**

To be amended to align with current financial practices.

**Action Treasurer**

**9 Close** 9.01 pm

**10 Next Meetings**

AGM	10.30 am Tuesday 20 June 2023 at Victorian Croquet Centre
Council	Follows AGM
CoM	to be advised
Annex A	Financial Report
Annex B	DRAFT 2022-2023 Financial Statements
Annex C	Correspondence
Annex D	Secretary's Report

**Annex A to  
Croquet Victoria Committee of Management Meeting Minutes  
17 May 2023**

**FINANCIAL REPORT**

The Interim Financial reports for the month of 30 April 2023 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 \$2,763. The overall result is \$53,809, which reflects the positive unrealised movement in the market value of the Investment portfolio of \$51,046 for the month of April.

**Key points to note:**

**Income**

- a) The JB Were investment portfolio income for the month was \$9,993.
- b) Premises income includes croquet functions and hire of apartment during tournaments.

**Balance Sheet**

- c) Net Assets at 30 April were \$8,867,499. The movement in Net Assets for the month was an increase of \$53,809.
- d) See attachment for a summary page of the JB Were portfolio at 30 April showing the value of \$ 4,802,905, an increase of \$52,494 since the end of March.

**Cash Outlook**

The operating bank account is \$125k at month end. This compares to approx. \$126k 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 is scheduled to meet on 16 May to review the draft financial statements and audit report. I will provide a verbal update at the COM meeting.

Claire Keating  
Honorary Treasurer  
12 May 2023

**Profit & Loss [Last Year Analysis]**

April 2023

ABN: 91 903 271 264

Email: treasurer@croquetvic.asn.au

	This Year	Last Year	\$ Difference	% Difference
<b>INCOME</b>				
<b>JBWERE</b>				
Dividends	\$7,160.64	\$10,581.67	-\$3,421.03	(32.3)%
Interest JB Were	\$2,362.95	\$408.76	\$1,954.19	478.1%
Trust Income	\$470.03	\$0.00	\$470.03	NA
<b>Total JBWERE</b>	<b>\$9,993.62</b>	<b>\$10,990.43</b>	<b>-\$996.81</b>	<b>(9.1)%</b>
<b>MERCHANDISE/PENNANT</b>				
Books/Manuals	\$72.73	\$77.28	-\$4.55	(5.9)%
Marketing and Publicity	\$14.55	\$0.00	\$14.55	NA
<b>Total MERCHANDISE/PENNANT</b>	<b>\$87.28</b>	<b>\$77.28</b>	<b>\$10.00</b>	<b>12.9%</b>
<b>TOURNAMENTS</b>				
Bronze/Silver Medal A & G	\$163.64	\$327.28	-\$163.64	(50.0)%
Selectors Invitation A & G	\$81.82	\$600.02	-\$518.20	(86.4)%
Golf Croquet Regionals	\$0.00	\$909.05	-\$909.05	(100.0)%
<b>Total TOURNAMENTS</b>	<b>\$245.46</b>	<b>\$1,836.35</b>	<b>-\$1,590.89</b>	<b>(86.6)%</b>
<b>Other Operating Income</b>				
Other Operating income	\$66.00	\$20.00	\$46.00	230.0%
<b>Total Other Operating Income</b>	<b>\$66.00</b>	<b>\$20.00</b>	<b>\$46.00</b>	<b>230.0%</b>
<b>CATERING/BAR</b>				
Bar Sales	\$93.45	\$0.00	\$93.45	NA
<b>Total CATERING/BAR</b>	<b>\$93.45</b>	<b>\$0.00</b>	<b>\$93.45</b>	<b>NA</b>
<b>PREMISES/COURTS/RENT</b>				
Courts	\$181.82	\$0.00	\$181.82	NA
Premises	\$1,604.54	\$0.00	\$1,604.54	NA
IT/Photocopying/Hire/Postage	\$12.45	\$10.00	\$2.45	24.5%
<b>Total PREMISES/COURTS/RENT</b>	<b>\$1,798.81</b>	<b>\$10.00</b>	<b>\$1,788.81</b>	<b>17,888.1%</b>
<b>SRV GRANT -SVSR</b>				
TMA Player workshops	\$18.18	\$0.00	\$18.18	NA
<b>Total SRV GRANT -SVSR</b>	<b>\$18.18</b>	<b>\$0.00</b>	<b>\$18.18</b>	<b>NA</b>
<b>Total INCOME</b>	<b>\$12,302.80</b>	<b>\$12,934.06</b>	<b>-\$631.26</b>	<b>(4.9)%</b>
<b>Gross Profit</b>	<b>\$12,302.80</b>	<b>\$12,934.06</b>	<b>-\$631.26</b>	<b>(4.9)%</b>
<b>EXPENSES</b>				
<b>ADMINISTRATION VCA</b>				
Bank Charges	\$2.69	\$1.44	\$1.25	86.8%
MYOB and Admin Support	\$490.64	\$0.00	\$490.64	NA
IT/Photocopying/Hire Equip	\$22.05	\$0.00	\$22.05	NA
Presentations / Gifts	\$112.00	\$0.00	\$112.00	NA
Telephone	\$100.00	\$113.63	-\$13.63	(12.0)%
<b>Total ADMINISTRATION VCA</b>	<b>\$727.38</b>	<b>\$115.07</b>	<b>\$612.31</b>	<b>532.1%</b>
<b>COUNCIL/COM travel</b>				
Travel/Expenses	\$0.00	\$146.21	-\$146.21	(100.0)%
<b>Total COUNCIL/COM travel</b>	<b>\$0.00</b>	<b>\$146.21</b>	<b>-\$146.21</b>	<b>(100.0)%</b>
<b>TOURNAMENTS</b>				
Bronze/Silver Medal A & G	\$0.00	\$36.00	-\$36.00	(100.0)%
Selectors Invitation A&G	\$182.22	\$36.00	\$146.22	406.2%
Golf Croquet Regionals	\$506.63	\$0.00	\$506.63	NA
<b>Total TOURNAMENTS</b>	<b>\$688.85</b>	<b>\$72.00</b>	<b>\$616.85</b>	<b>856.7%</b>
<b>VCC BUILDING</b>				

**Profit & Loss [Last Year Analysis]**

April 2023

ABN: 91 903 271 264

Email: treasurer@croquetvic.asn.au

	This Year	Last Year	\$ Difference	% Difference
Cleaning Materials	\$349.50	\$0.00	\$349.50	NA
Regns. Subs. Licences	\$92.00	\$0.00	\$92.00	NA
Electricity	\$546.61	\$236.90	\$309.71	130.7%
Repairs & Maintenance	\$0.00	\$2,045.45	-\$2,045.45	(100.0)%
Building depreciation	\$6,971.00	\$6,896.00	\$75.00	1.1%
Total VCC BUILDING	\$7,959.11	\$9,178.35	-\$1,219.24	(13.3)%
CATERING/BAR				
Bar Expenses/milk tea coffee	\$13.09	\$0.00	\$13.09	NA
Total CATERING/BAR	\$13.09	\$0.00	\$13.09	NA
VCC COURTS				
Fuel Mower	\$66.58	\$0.00	\$66.58	NA
Turf Machinery Repairs	\$84.50	\$0.00	\$84.50	NA
Total VCC COURTS	\$151.08	\$0.00	\$151.08	NA
Total EXPENSES	\$9,539.51	\$9,511.63	\$27.88	0.3%
Operating Profit	\$2,763.29	\$3,422.43	-\$659.14	(19.3)%
OTHER INCOME				
Unrealised fair value gains(losses)	\$51,046.50	-\$48,527.47	\$99,573.97	205.2%
Total OTHER INCOME	\$51,046.50	-\$48,527.47	\$99,573.97	205.2%
Net Profit/(Loss)	\$53,809.79	-\$45,105.04	\$98,914.83	219.3%

**Balance Sheet**

As of April 2023

ABN: 91 903 271 264

Email: treasurer@croquetvic.asn.au

<b>Assets</b>			
Current Assets			
Bank Accounts			
Bendigo	\$124,591.47		
Bendigo - Grants Account	\$30,679.42		
Holding	-\$200.00		
Total Bank Accounts		\$155,070.89	
Petty Cash Float		\$1,031.70	
Total Current Assets			\$156,102.59
Accounts Receivable			
Accounts Receivable		\$1,910.86	
Total Accounts Receivable			\$1,910.86
JBWERE - Investment A/c			\$4,802,904.65
Fixed Assets			
Cairnlea - Land and site works at cost	\$1,980,368.00		
Building at cost	\$3,331,836.00		
Accumulated depreciation	-\$1,397,998.00		
Plant & Equipment			
Plant and Equipment	\$189,970.83		
Accumulated Depreciation	-\$166,484.98		
Total Plant & Equipment		\$23,485.85	
Total Fixed Assets			\$3,937,691.85
Total Assets			\$8,898,609.95
<b>Liabilities</b>			
Tax Payable			
GST Collected	\$7,386.85		
GST Paid	-\$6,955.40		
Total Tax Payable			\$431.45
Grant Liabilities			
Grants Received in Advance	\$30,679.42		
Total Grant Liabilities			\$30,679.42
Total Liabilities			\$31,110.87
Net Assets			\$8,867,499.08
<b>Equity</b>			
Reserves			
General Reserve	\$7,703,572.44		
Asset Revaluation Reserve	\$974,117.35		
Retained Earnings	\$93,965.46		
Current Earnings	\$53,809.79		
Special Funds			\$42,034.04
Total Equity			\$8,867,499.08

# JBWere

Report as at 30 Apr 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	\$ 453,433.55	\$ 15,190.02	3.35 %	9.44 %
Credit	\$ 1,000,117.74	\$ 52,516.70	5.25 %	20.82 %
Equity - Domestic	\$ 2,283,231.17	\$ 105,522.55	4.62 %	47.54 %
Equity - International	\$ 1,066,122.19	\$ 22,920.21	2.15 %	22.20 %
<b>Total Portfolio Value</b>	<b>\$ 4,802,904.65</b>	<b>\$ 196,149.48</b>	<b>4.08 %</b>	<b>100.00 %</b>
<b>Unsettled Transactions</b>	<b>\$ 0.00</b>			
<b>Net Portfolio Value</b>	<b>\$ 4,802,904.65</b>			

### Regional Summary

Region	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Domestic	\$ 3,510,367.66	\$ 160,821.74	4.58 %	73.09 %
International	\$ 1,292,536.99	\$ 35,327.74	2.73 %	26.91 %
<b>Total Regional Summary</b>	<b>\$ 4,802,904.65</b>	<b>\$ 196,149.48</b>	<b>4.08 %</b>	<b>100.00 %</b>

### Defensive/Growth Summary

Defensive/Growth	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Defensive	\$ 1,453,551.29	\$ 67,706.72	4.66 %	30.26 %
Growth	\$ 3,349,353.36	\$ 128,442.76	3.83 %	69.74 %
<b>Total Defensive/Growth Summary</b>	<b>\$ 4,802,904.65</b>	<b>\$ 196,149.48</b>	<b>4.08 %</b>	<b>100.00 %</b>



## **Correspondence**

### **In Email**

- 24 Apr 2023 Governor of Victoria - opportunity for Croquet Victoria representatives to attend oration  
Croquet Victoria member - possibility of keeping affiliation with being a member of a club
- 26 Apr 2023 Croquet Australia - re Croquet event in parallel with Commonwealth Games
- 29 Apr 2023 National Ricochet Coordinator - notification of potential Ricochet Croquet rule changes
- 15 May 2023 Lander & Rogers – legal opinion re complaint process and whether Secretary can be a paid position

### **Various**

Croquet Australia Board Minutes/Agendas/Gazettes, VCC utility invoices, enquiries about VCC function hire, Vicsport grants available/workshops, CoM and Sub-committee nominations, Croquet Australia Marketing Focus Surveys,

### **Out Email**

- 30 Mar 2023 Sec Cc'd - Ian Cunliffe - seeking legal advice re paid Secretary's position and further steps in disciplinary matter
- 14 Apr 2023 SRV - re timeframe to acquit TMA Foundation funding
- 18 Apr 2023 Brimbank City Council - query as to steps to amend planning permit
- 19 Apr 2023 SRV - advice TMA 2023-2027 grant applications open
- 30 Apr 2023 Clubs - Golf Croquet Regionals Meeting notes
- 3 May 2023 SGC - query re consultancy service to amend VCC planning permit

### **Various**

distribution of eBulletins, Croquet Australia Board Minutes, distribution of national event flyers,

## SECRETARY'S REPORT

### **Commonwealth Games 2026**

Have emailed those who originally proposed the idea. No response yet as to possible format to share with interested clubs.

### **Membership**


Remaining steady at 3040+.

### **2023 AGM Timeline**

All actions in lead up to AGM have been completed.

No nominations for Life Membership have been received.

Interim Secretary

A handwritten signature in dark ink, appearing to read "Maurice D. Everett". The signature is written in a cursive style with a small flourish at the end.