



Minutes of Croquet Victoria Council Meeting
held 20 June 2023 at Victorian Croquet Centre

1 Attendance

1.1 Present:

1.1.1 Directors:

Kate Patrick (President), Sarina Ceva-al-Hewitt (Secretary), Claire Keating (Treasurer), Helen Worlidge (Member), Paul Coughlin (Member), Deb Newbold (Member), Maurice Ceva-al-Hewitt (Member), Brian Reither (Ballarat & District), Minn Stewart (Bayside), Deb Newbold (EMCA), Jan MacDonald (Goldfields), Ian Potter (Murray Valley), Sarina Ceva-al-Hewitt (NEDCA), Russell Worland (SWCA), John Compton (WMCMA).

1.1.2 Observers:

Elaine Baker (Eaglehawk), Kerri Worland (Warrnambool), Wayne Worlidge (MCC), Robyn Compton (Brunswick).

1.2 Apologies:

Marjorie Grant (Goulburn Valley), Kenn Boal (Rich River), Peter Martyn (Bendigo), Terri Manwaring (SEMCA), Robert Gooding (Wimmera), Pat Smith (Ballarat & District), Julie Beasley (Gippsland), Eileen Gough (Geelong), Katrina Petersen (Belmont), Bob Moir (SEMCA), Stephen Forster (Vice-President).

2 Opening/Declaration of Interest

The President opened the meeting at 11.16 am 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 Council Meeting:

Resolved on the motion of Jan Macdonald and Russell Worland 'that the Minutes of the Croquet Victoria Council Meeting held 24 April 2023 be adopted as a true and correct record'.

3.1 Business Arising from Minutes of Previous Meetings:

3.1.1 Croquet Victoria Secretary Vacancy:

Secretarial task list be redrafted.

Action Paul Coughlin

3.1.2 Regional Director Workshop – struggling clubs:

To be held prior to next August Council Meeting.

Action Russell Worland

3.1.3 2026 Commonwealth Games - involvement of Croquet:

Croquet Australia Events Committee to be consulted as to format.

Action Secretary

3.1.4 Child Safety - Vicsport consultant collaboration:

Consultant to be contacted as to progress of project.

Action Russell Worland

3.1.5 Club Secretaries Guide Working Group:

Next workshop for club secretaries to be held in September (via Zoom).

Regional Secretaries workshop to be scheduled in August (via Zoom).

Action Secretary

3.1.6 Complaints Procedure:

Paul Coughlin is a member of a Croquet Australia Working Group to review SIA policies binding on Croquet Victoria.

3.1.7 Together More Active Grant Funding:

Together More Active Foundation Funding 2022-2023 Final Report was submitted on 29 May 2023.

Together More Active Foundation Funding 2023-2027 was submitted on 30 May 2023.

4 Adoption of Financial Report

Attached as Annex A

Resolved on the motion of Claire Keating and Maurice Ceva-al-Hewitt 'that Financial Report be adopted'.

5 Consent Items

5.1 President's Report:

Attached as Annex B

5.2 Secretary's Report: including correspondence

Attached as Annex C

5.3 CoM Report: [20230517CoM.pdf \(croquetvic.asn.au\)](#)

5.4 Sub-Committee Minutes Received:

Golf Croquet Selection Sub-Committee: 4 June 2023, 13 June 2023

Association Croquet Selection Sub-Committee: 15 May 2023

Finance Sub-Committee: 6 February 2023, 16 May 2023.

Motion to Accept Consent Items:

Resolved on the motion of Helen Worlidge and Maurice Cevaal-Hewitt 'that Consent Items be accepted'.

6 Business Arising from Consent Items

6.2.1 Transfer of Frankston from SEMCA to Bayside:

Resolved on the motion of Russell Worland and Claire Keating 'that Frankston Croquet Club's request to transfer from SEMCA region to Bayside region be approved'.

Meeting moved to 'In Camera' for the next Agenda Item.

Secretarial Note: The 'In Camera' portion of this meeting are minuted separately.

1.02 pm John and Robyn Compton leave meeting.

7 General Business

7.1 Matters for Decision:

7.1.1 Sub-Committee Nominations:

Attached as Annex D

All Sub-Committee nominees were elected.

7.1.2 Marketing & Publicity Terms of Reference:

Resolved on the motion of Russell Worland and Maurice Cevaal-Hewitt 'that amended Terms of Reference be adopted'.

Action Secretary

7.1.3 Selection Policy Amendment:

Resolved on the motion of Claire Keating and Ian Potter 'that amended Selection Policy be approved'.

Action Secretary

7.1.4 Reimbursement of Expenses Policy Amendment:

Resolved on the motion of Claire Keating and Deb Newbold 'that schedule of fees as amended (previously distributed) be adopted'.

Action Secretary

7.1.5 State Coordinator Vacancies:

Regions and clubs to be notified of vacant Appointed Officer Positions.

Action Secretary

7.2 Matters for Discussion:

7.2.1 Equity and Access:

Zoom meeting to be scheduled with SRV representative.

Action Strategic Plan Implementation Sub-Committee

8 Other Business

8.1 Disciplinary Tribunal/Appeal Panel Membership:

Eol's to be called for further Panel members.

Action Secretary

8.2 Support for Victorians Players at World Events:

Croquet Australia to be requested to discuss this with all states.

Action Secretary

8.3 Acknowledgement of Member Contributions:

Clubs to notify Croquet Victoria when member who has made considerable contribution to the sport of croquet.

Agenda Item for next Club Secretaries Zoom meeting.

Action Secretary

The meeting recognised the long-term contribution of Alan Notley to the IAG Working Group with acclamation.

9 Close 2.16 pm

10 Next Meetings

CoM	6.30 pm Wednesday 19 July 2023 TBC via Zoom
Council	9.30 am Monday 21 August 2023 TBC via Zoom
CoM	6.30 pm Wednesday 20 September 2023 via Zoom

Annex A	Financial Report
Annex B	President's Report
Annex C	Secretary's Report
Annex D	Sub-Committee Elections

**Annex A to
Croquet Victoria Council Meeting Minutes
20 June 2023**

FINANCIAL REPORT MAY 2023

The following financial reports are attached:

- Summary Profit and loss for two months ended 31 May 2023 against prior year
- Balance Sheet as at 31 May 2023
- JBWere Monthly report Summary May 2023

Key points to note:

The Net Cash Operating result at the end of May is \$(6,184), compared to \$(4,963) last year. After building depreciation the YTD Operating result is \$(20,126) compared to \$(18,834) last year. The overall result, including negative Investment market movement, is \$(20,846) compared to \$(147,135) last year.

Income

- a) The JB Were investment portfolio income YTD is \$11,901 compared to \$12,323 last year.
- b) There is a timing difference in Court Hire compared to last year for ACA Courts Hire relating to the Australian Open which was held in May at VCC but billed in June last year.
- c) Premises income includes croquet functions and hire of apartment during tournaments.
- d) Grant income and expenses relate to VicSport Child Safe Club support project (\$2k) and delivery of the Together More Active Coaching workshops.
- e) The unrealised loss on the Investment portfolio YTD is \$720.

Expenses

- f) MYOB and Admin support is higher than last year due to MYOB change to monthly charges (from October last year) and Administration support.
- g) Insurance of \$12,534 relates to the VCC, slightly higher than last year.
- h) Quarterly Rates were \$2,261, slightly lower than last year.
- i) The majority of other expenses are slightly higher than last year, mainly due to timing.

Balance Sheet

- j) Net Assets at 31 May were \$8,792,842 compared to \$8,670,930 at May last year. The movement in Net Assets for the two months is a decrease of \$20,846.
- k) A transfer of \$2,075 is required from the Operating bank account to the Grants Bank account as a result of receipt of \$6,000 grant from the Victorian Government Athlete Pathway Travel Grants Program offset by Grant expenses in the period paid from the Operating bank account (as per usual procedure). This will be reflected in the June financials.
- l) See attachment for a summary page of the JB Were portfolio at 31 May showing the value of \$4,753,045, an increase of \$2,635 since the end of March.

Cash Outlook

The operating bank account is \$109k at month end (excludes \$2k grant money to be transferred out). This compares to approx. \$86k at the same point last year. There is no foreseeable need to draw any amounts from the Investment portfolio in the next quarter.

Finance sub-committee report

The Finance sub-committee met on 16 May 2023. The main agenda items were:

- External audit status and review of the 2023 Financial Statements, which were recommended for approval by Council. The auditor made one recommendation regarding improved record keeping for grants relating to State team travel in order to evidence GST claims, which I will action.
- Outstanding grant money and potential projects. It was agreed that we would look at moving from MYOB as the accounting system to Xero as Xero has better reporting functionality; and
- It was agreed that Reimbursement for Officials and Volunteers would be reviewed in line with the approved budget with a new policy to be presented to June Council – refer separate agenda item.

Claire Keating
Honorary Treasurer
10 June 2023

Profit & Loss [Last Year Analysis]

April 2023 To May 2023

	This Year	Last Year	\$ Difference	% Difference
INCOME				
JBWERE	\$11,901.59	\$12,323.44	-\$421.85	(3.4)%
VCA AFFILIATIONS	-\$47.73	\$0.00	-\$47.73	NA
ACA AFFILIATIONS/INSURANCE	-\$21.14	\$0.00	-\$21.14	NA
MERCHANDISE/PENNANT	\$324.55	\$118.19	\$206.36	174.6%
TOURNAMENTS	\$245.46	\$1,836.35	-\$1,590.89	(86.6)%
Other Operating Income	\$66.00	\$370.00	-\$304.00	(82.2)%
CATERING/BAR	\$606.27	\$0.00	\$606.27	NA
PREMISES/COURTS/RENT	\$8,181.65	\$10.00	\$8,171.65	81,716.5%
SRV GRANT -SVSR	\$4,288.47	\$6,668.33	-\$2,379.86	(35.7)%
Total INCOME	\$25,545.12	\$21,326.31	\$4,218.81	19.8%
Gross Profit	\$25,545.12	\$21,326.31	\$4,218.81	19.8%
EXPENSES				
ADMINISTRATION VCA	\$4,930.76	\$285.91	\$4,644.85	1,624.6%
COMMITTEES	\$118.72	\$706.16	-\$587.44	(83.2)%
COUNCIL/COM travel	\$0.00	\$146.21	-\$146.21	(100.0)%
SRV GRANTS SVSR	\$3,924.84	\$6,322.91	-\$2,398.07	(37.9)%
TOURNAMENTS	\$1,234.30	\$418.24	\$816.06	195.1%
VCC BUILDING	\$33,040.86	\$32,267.76	\$773.10	2.4%
CATERING/BAR	\$196.82	\$9.55	\$187.27	1,960.9%
VCC COURTS	\$2,225.31	\$0.00	\$2,225.31	NA
Total EXPENSES	\$45,671.61	\$40,156.74	\$5,514.87	13.7%
Operating Profit	-\$20,126.49	-\$18,830.43	-\$1,296.06	(6.9)%
OTHER INCOME				
Unrealised fair value gains(losses)	-\$720.16	-\$128,205.19	\$127,485.03	99.4%
Total OTHER INCOME	-\$720.16	-\$128,205.19	\$127,485.03	99.4%
Net Profit/(Loss)	-\$20,846.65	-\$147,035.62	\$126,188.97	85.8%

This report includes Year-End Adjustments.

Balance Sheet

As of May 2023

ABN: 91 903 271 264

Assets**Current Assets****Bank Accounts**

Bendigo

\$109,181.85

Bendigo - Grants Account

\$30,679.42

Holding

-\$200.00

Total Bank Accounts

\$139,661.27

Petty Cash Float

\$1,043.52

Total Current Assets

\$140,704.79

Accounts Receivable**Accounts Receivable**

\$1,951.20

Total Accounts Receivable

\$1,951.20

JBWERE - Investment A/c

\$4,753,045.96

Fixed Assets**Cairnlea - Land and site works at cost**

\$1,980,368.00

Building at cost

\$3,331,836.00

Accumulated depreciation

-\$1,404,969.00

Plant & Equipment**Plant and Equipment**

\$189,970.83

Accumulated Depreciation

-\$166,484.98

Total Plant & Equipment

\$23,485.85

Total Fixed Assets

\$3,930,720.85

Total Assets

\$8,826,422.80

Liabilities**Tax Payable****GST Collected**

\$2,540.45

GST Paid

-\$1,714.87

Total Tax Payable

\$825.58

Grant Liabilities**Grants Received in Advance**

\$32,754.58

Total Grant Liabilities

\$32,754.58

Total Liabilities

\$33,580.16

Net Assets

\$8,792,842.64

Equity**Reserves****General Reserve**

\$7,703,572.44

Asset Revaluation Reserve

\$974,117.35

Retained Earnings

\$93,965.46

Current Earnings

-\$20,846.65

Special Funds

\$42,034.04

Total Equity

\$8,792,842.64

JBWere

Report as at 31 May 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	\$ 104,912.62	\$ 3,776.85	3.60 %	2.21 %
Credit	\$ 1,349,712.46	\$ 67,221.28	4.98 %	28.40 %
Equity - Domestic	\$ 2,214,602.66	\$ 105,016.38	4.74 %	46.59 %
Equity - International	\$ 1,083,818.22	\$ 23,079.77	2.13 %	22.80 %
Total Portfolio Value	\$ 4,753,045.96	\$ 199,094.28	4.19 %	100.00 %
Unsettled Transactions	\$ 0.00			
Net Portfolio Value	\$ 4,753,045.96			

Regional Summary

Region	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Domestic	\$ 3,443,787.57	\$ 163,818.20	4.76 %	72.45 %
International	\$ 1,309,258.39	\$ 35,276.08	2.69 %	27.55 %
Total Regional Summary	\$ 4,753,045.96	\$ 199,094.28	4.19 %	100.00 %

Defensive/Growth Summary

Defensive/Growth	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Defensive	\$ 1,454,625.08	\$ 70,998.13	4.88 %	30.60 %
Growth	\$ 3,298,420.88	\$ 128,096.15	3.88 %	69.40 %
Total Defensive/Growth Summary	\$ 4,753,045.96	\$ 199,094.28	4.19 %	100.00 %

President's report

BACKGROUND

Under the Constitution, the Committee of Management reports to Council via the President. Under the by-laws, the president is required to represent and promote mallet sports in all its forms throughout Victoria, to chair meetings of Council and CoM, and to attend meetings of sub-committees and working groups ex officio.

UPDATE

1. Matters from the Committee of Management

The May meeting of CoM considered

- A draft submission for funding under the State Government's Together More Active program 2023-2027. Some Regional Directors were present for this discussion. The proposal has now been submitted.
- Amending the Child Safe Policy to incorporate a commitment to implementing the eleven Victorian Child Safety standards. The changes were subsequently endorsed by Council via email.
- Legal advice indicating that it would be within the constitution for Croquet Victoria to pay its Secretary. CoM agreed to prepare a position description in the event that a position may need to be created.

2. Promoting mallet sports

Sarina and I coordinated the commentary team for the live stream of the Australian Open Golf Croquet Singles.

I attended the Player Development Project workshop at Warrnambool conducted by Kenn Boal, which was videotaped and will provide resource material for developing coaches.

I attended the Horsham Croquet Club's centenary celebration on behalf of Croquet Victoria, and discussed with the Mayor of Horsham some possible opportunities for Horsham Rural City Council to support croquet in Horsham.

Sarina and I spent considerable time

- preparing a report on the outcomes of the last round of Together More Active funding (Foundation funding)
- preparing a submission for funding under the next round

3. Update on complaints

The state-level complaint alleging prohibited behaviour, mentioned at the last Council meeting, has now been dealt with by a Tribunal established at State level and will be reported separately.

A second complaint relating to alleged breach of process is currently being forwarded to a Complaints Officer from another sport for advice on how it might most effectively be dealt with.

4. Representing mallet sports

On behalf of Croquet Victoria, I recently attended a morning tea at Ballarat Western Croquet Club to present Rosalie Newman with her Service Award badge and certificate.

I continue to attend the VicSports online briefings for state sporting organisations, regional sport associations, and the Victorian Institute of Sport. Information at these briefings is provided by VicHealth and Sport and Recreation officers.

5. Liaising with Croquet Australia and other states

As Croquet Victoria's representative, I participate in monthly Zoom meetings between Croquet Australia directors and the Presidents of the State Associations. Most recently we have been discussing the development of the projected Croquet Australia website and database. It has been agreed that a new approach is needed. Gareth Bushill, our webmaster, has agreed to act as Victoria's expert user as well as advising the Croquet Australia project team.

At national level, I'd like to mention that Greg Bury is taking up a position outside croquet and has recently resigned as Manager of the Croquet Academy (a full time paid role) and National Coordinator Coaching (a voluntary role). I have written to Greg expressing appreciation for the contribution he has made in these roles over the past three years.

6. Attendance at sub-committee meetings

Since the last meeting of Council I have attended twelve sub-committee or working group meetings: Strategic Plan Implementation, Marketing and Publicity, VCC, Tournaments and Fixtures, AC Selection, GC Selection, and the VCC Futures Working Group.

Kate Patrick
19 June 2023

SECRETARY'S REPORT

Drafting a Guide for Club Secretaries

This is a wonderful initiative. Hopefully another Zoom meeting will be held to finalise the tasks Club Secretaries undertake in their dealings with Croquet Victoria. This could reduce some of the enquiries that the State Secretary handles on a regular basis.

I've come to the end of my ten months as Interim Secretary, I've learnt a lot and wish the Incoming Secretary all the best.

Please remember that currently the Secretary's role encompasses administration of our social media platforms.

Interim Secretary



Correspondence

In Email	
4 May 2023	Fennelly Legal - request for documentation
5 May 2023	Sec Cc'd - Vicsport - acknowledgement of Child Safe Project signed agreement
8 May 2023	Governor of Victoria - acknowledgement of nominated Croquet Victoria representatives to attend Governors Oration
10 May 2023	Shepparton Croquet Club - seeking information on how long to keep records of members COVID status
11 May 2023	Croquet Australia - Eol's for Croquet Australia Secretaty position
15 May 2023	Lander & Rogers - legal opinion provided
22 May 2023	Minister for Community Sport - 2022-2023 Team Athlete Travel Pathway Grant successful submission
	Minister for Community Sport - 2022-2023 Individual Athlete Travel Pathway Grant unsuccessful submission
23 May 2023	Victorian Gambling and Liquor Regulation - approval of Liquor Application Nominee
24 May 2023	Sec Cc'd - Fulcrum quote to amend VCC Planning Permit
29 May 2023	Economic Development Enquiries - acknowledgement of submission of TMA final report
31 May 2023	Brimbank Mayor - acknowledgment invitation to attend season opening VCC
	SRV - acknowledgement of TMA 2023-27 Stream 1 Foundation Funding submission
5 Jun 2023	Frankston Croquet Club - seeking approval to transfer to Bayside Region
7 Jun 2023	Niche Studio - requesting further detail prior to submitting quote for amendment to VCC Planning Permit
8 Jun 2023	Niche Studio - quote to provide assistance to amend VCC Planning Permit
9 June 2023	Croquet Australia - advice of daily tournament fee \$35.00
Various	Croquet Australia Board Minutes/Agendas/Gazettes, VCC utility invoices, Vicsport grants available/workshops, CoM and Sub-committee nominations, Golf Croquet State Team acceptances, Association Croquet State Team Squad acceptances, eBulletins, Sec Cc'd - quotes to video coaching workshop at Warrnambool (various),
Out Email	
5 May 2023	Sec Cc'd Vicsport - signed EOI project agreement
9 May 2023	Lander & Rogers - seeking legal opinion
13 May 2023	Croquet Australia - Requesting addendum to Croquet Australia Child Safe Policy
Various	distribution of eBulletins, Croquet Australia Board Minutes/documentation, distribution of national event flyers, acknowledgement of GC and AC State Team Squad and State Team acceptances, Sec Cc'd - Sector Service (DJSIR) - seeking feedback on next TMA submission. Sec Cc'd -seeking quote to video coaching workshop at Warrnambool.

Frankston Croquet Club via Email 5 June 2023

On Saturday 3rd June 2023 the Frankston Croquet Club Inc. members voted to resign from the SEMCA Region and wish to be included in the Bayside Region.

The reason being that we are a Bayside club and we feel we would benefit more from the Bayside Region.

Please advise if there is any further information you require.

We look forward to the approval of the Victorian Croquet Association.

Kind regards,
Fay P. O'Toole
Hon. Secretary
Frankston Croquet Club Inc.
A/H P: 0407 3342 562

**Annex D to
Croquet Victoria council Meeting Minutes
20 June 2023**

Croquet Victoria Sub-Committees	
Marketing & Publicity Sub-Committee (6)	Rita Jenkins (Shepparton)
	Helen Worlidge (MCC)
	Heather Dawn (Macedon Ranges)
	Julie Barber (Swan Hill)
Tournament & Fixtures Sub-Committee (8 including State Coordinators of AC, GC, Ricochet and Gateball)	AC Coordinator
	GC Coordinator
	Ricochet Coordinator (Maurice Ceva-al-Hewitt)
	Gateball Coordinator (Philip Brown)
	Janet Dickinson (Essendon)
	Kevin Beard (Brunswick)
	Ian Potter (Boort)
Investment Advisory Group (3)	Terry O'Callaghan (External)
	David Ross (MCC)
Golf Croquet Selection Sub-Committee (5) plus VCA President or their delegate	Chas Quinn (Essendon)
	Chris Eiffert (Quarry Hill)
	Kaye Molyneux (Monash)
	Maurice Ceva-al-Hewitt (Twin City)
Strategic Plan Implementation Sub-Committee (3-5)	Russell Worland (Warrnambool)
	Sarina Ceva-al-Hewitt (Twin City)
	Deb Newbold (Ringwood)
VCC Sub-Committee (6)	Stephen Forster (Belmont)
	Kevin Beard (Yarrawonga)
	Andrew Wootton (Brunswick)
	Chris Grant (Ringwood)
	Lewis Mercer (Traralgon)
Finance Sub-Committee (3-5)	Trevor Bassett (NSW)
	Paul Coughlin (MCC)
	Russell Worland (Warrnambool)
Child Safe Sub-Committee (4-5)	Russell Worland (Warrnambool)
	Sarina Ceva-al-Hewitt (Twin City)

Reimbursement of Expenses Policy and Tournament entry fees

Proposal

Amend the current Reimbursement of Expenses Policy to increase the maximum accommodation reimbursement to \$110 per night for any approved VCA purpose and seek to partially fund this by increasing entry fees from \$35 to \$40 for a standard two day tournament.

Background

The current policy in relation to accommodation is as follows:

4.2. Accommodation

- 4.2.1 if travelling interstate on Croquet Victoria business, reimbursement of reasonable accommodation costs on production of tax invoices;
- 4.2.2 if travel is within Victoria on Croquet Victoria Council business, reimbursement of reasonable accommodation costs on production of tax invoices;
- 4.2.3 if travel is within Victoria, to attend sub-committee meetings or to officiate at a Croquet Victoria tournament, reimbursement of accommodation expenses, on production of receipts, to a maximum of \$75 per night, if single accommodation; \$50 per night if shared with another member also attending the meeting or officiating at the tournament; or
- 4.2.4 any combination of the above.

The cap of \$75 for accommodation is a barrier to obtaining referees and volunteers more generally as they are typically out of pocket for giving up their time. A new cap of \$110 is proposed and this would cover the standard price for accommodation at a hotel nearby VCC. It is also proposed that it not distinguish between refereeing and Council business.

Proposed new wording

4.2. Accommodation

- 4.2.1 if travelling interstate on Croquet Victoria business, reimbursement of reasonable accommodation costs on production of tax invoices;
- 4.2.2 if travel is within Victoria on Croquet Victoria Council business, to attend sub-committee meetings or to officiate at a Croquet Victoria tournament, reimbursement of reasonable accommodation costs on production of tax invoices to a maximum of \$110 per night; or
- 4.2.3 any combination of the above.