



**Minutes of Croquet Victoria Committee of Management Meeting
held Wednesday 27 September 2023 via Zoom**

1 Attendance

1.1 Present:

1.1.1 Directors:

Kate Patrick (President), Stephen Forster (Vice-President), Sarina Cevaall-Hewitt (Secretary), Claire Keating (part meeting), Maurice Cevaall-Hewitt (Member), Helen Worlidge (Member), Paul Coughlin (Member), Deb Newbold (Member), Russell Worland (part meeting).

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

The President opened the meeting at 6.33 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 Meetings

Resolved on the motion of Deb Newbold and Paul Coughlin 'that the Minutes of the Croquet Victoria Committee of Management Meeting held 19 July 2023 be adopted as a true and correct record'.

3.1 Business Arising from Minutes of Previous Meeting:

3.1.1 Constitution Review Working Group:

Statement to eliminate doubt regarding applicability of Croquet Australia policies for Croquet Victoria to be considered by Working Group at next meeting.

3.1.2 Vice-Regal Patronage:

No advice received from Government House re Vice-Regal Patronage to date.

3.1.3 Croquet Australia Membership Database:

No advice from Croquet Australia to date.

4 Adoption of Financial Report

Attached as Annex A

Addressed later in meeting.

5 Consent Items

5.1 Correspondence:

Attached as Annex B

5.2 Reports:

5.2.1 Secretary's Report:

Attached as Annex C

Motion to accept Consent Items:

Resolved on the motion of Paul Coughlin and Helen Worlidge 'that Consent Items be accepted'.

6 Business Arising from Consent Items

6.1 Correspondence:

Meeting discussed status of two previously received complaints and noted receiving a third.

Resolved on the motion of Paul Coughlin and Stephen Forster 'that Disciplinary Tribunal Panel members be asked if Play by the Rules Harassment and Bullying Module be considered appropriate training as stipulated in previous Tribunal decision'.

Action Secretary

7.12 pm Meeting paused.

7.15 pm Meeting resumed. Russell Worland joined meeting to speak to previously distributed VCC Futures Working Group Draft paper.

7.25 pm Claire Keating joins meeting.

The meeting discussed and agreed that amendments to VCC Futures Working Group be actioned by the VCC Futures Working Group prior to presentation at October Council Meeting.

This paper to be an Agenda Item for October Council Meeting.

Action Secretary

8.11 pm Russell Worland leaves meeting.

6.1 Correspondence (continued)

The meeting noted receiving the amended planning permit allowing hosting of functions at the Victorian Croquet Centre.

Claire Keating suggested a separate group - other than VCC Sub-Committee - with hospitality experience, take charge of function management.

Peter Coles Event Sponsorship - Croquet Victoria response has been forwarded to Croquet Australia.

Adoption of Financial Report

Claire Keating noted:

- income from investment portfolio expected to improve
- some clubs have not yet paid affiliation
- coaching budget needs review

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

7 General Business

7.1 Matters for Decision:

7.1.1 Regional Championships Update:

To be an Agenda Item for October Council Meeting.

Action Secretary

7.1.2 Croquet Australia Logo:

Resolved on the motion of Maurice Cevaal-Hewitt and Helen Worlidge 'that Croquet Victoria use state version of Croquet Australia logo'.

Croquet Australia to be advised.

Action Secretary

8.33 pm Claire Keating leaves meeting.

7.1.3 Together More Active Foundation Funding:

Noting the successful outcome of the TMA Founding Funding Grant Application - \$80,000 over four years.

Resolved on the motion of Kate Patrick and Helen Worlidge 'that Expressions of Interest be called for membership of the Strategic Plan Implementation Sub-Committee (this Sub-Committee oversees grant funds acquittal).

Action Secretary

7.3 Matters for Noting:

7.3.1 Regional Directors Workshop:

Held on 18 September 2023, specifically to discuss club recruitment and sustainability. A further meeting to be scheduled for six months' time.

7.3.2 Governance Self-Assessment:

Kate Patrick thanked those Croquet Victoria members who met to review our responses for this survey. Feedback expected.

7.3.3 Croquet Australia Complaints Procedure:

Paul Coughlin reported that a Croquet Australia Working Group, of which he is a member, met and considered his analysis of the Croquet Australia policies against the National Integrity Framework. As yet there is no functioning complaints Policy.

7.3.4 Child Safe Policy:

The launch of the Croquet Victoria Child Safe web resources is scheduled for Thursday 28 September 2023, led by Michaela Cook of Vicsport. Michaela to be queried re consumption of alcohol in presence of children.

Croquet events run at State/Region and Club level all need a Child Safe Champion appointed.

8 Other Business

8.1 Sport Integrity Advisory Group on Education:

Lack of reimbursement for expenses incurred in being a member of this group seen as impediment to membership for those who are representing small volunteer run sports.

9 Close 9.14 pm

10 Next Meetings

Council	9.30 am Monday 16 October 2023 via zoom
CoM	6.30 pm Wednesday 15 November 2023 via zoom
Council	10.30 am Monday 18 December Face to Face VCC
CoM	6.30 pm Wednesday 17 January 2023 via zoom
Council	9.30 am Monday 19 February 2023 via zoom

Annex A Financial Report

Annex B Correspondence

Annex C Secretary's Report

FINANCIAL REPORT AUGUST 2023

The following financial reports are attached:

- Detailed Profit and loss for five months ended 31 August 2023 against budget
- Balance Sheet as at 31 August 2023
- JBWere Monthly report Summary August 2023

Key points to note:

The Net Operating result at the end of August is \$77,329 compared to budget of \$52,059 and \$131,071 at this time last year. The overall result is \$137,648 compared to budget of \$71,459 and \$(158,690) at this time last year. The main differences relate to lower Investment income and lower expenses but higher positive market movement.

Income

- a) Tournament income for the month of August was \$1,645.
- b) The JB Were investment portfolio income YTD is \$70,617, \$15.4k lower than budget and \$36.9k lower than last year. Based on information provided by JBWere it appears that the difference to budget is mainly timing.
- c) The unrealised gain on the Investment portfolio YTD is \$60,419, \$41k higher than budgeted.

Expenses

- d) Administration charges are lower than budgeted due to lower Admin support than expected and some budgeted costs being paid from Grant money (e.g. budgeted website assistance of \$5k was charged at \$3.6K and paid from Grant money.)
- e) Tournament expenses for the month were \$890.
- f) VCC Building costs are lower than budgeted mainly due to less Repairs and Maintenance which is a timing difference.

Balance Sheet

- g) Net Assets at 31 August were \$8,951,337 compared to \$8,659,275 at August last year. The movement in Net Assets for the five months is an increase of \$137,648.
- h) See attachment for a summary page of the JB Were portfolio at 31 August showing the value of \$4,864,013, an increase of \$113,603 since the end of March.
- i) Accounts receivable is predominantly outstanding Affiliation fees.

Cash Outlook

The operating bank account is \$153k at month end. This compares to approx. \$161k 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 has not met since the Council last meeting.

Claire Keating
Honorary Treasurer
19 September 2023

Victorian Croquet Association Inc.

Profit & Loss Budget and prior year

April 2023 To August 2023

	Selected Period	Budgeted	\$ Difference	Last Year	\$ Difference
INCOME					
JBWERE	\$70,617.39	\$86,000.00	(\$15,382.61)	\$107,529.07	(\$36,911.68)
VCA AFFILIATIONS	\$92,093.19	\$92,000.00	\$93.19	\$90,936.39	\$1,156.80
ACA AFFILIATIONS/INSURANCE	\$84,134.28	\$85,000.00	(\$865.72)	\$80,495.89	\$3,638.39
MERCHANDISE/PENNANT	\$427.27	\$500.00	(\$72.73)	\$3,165.43	(\$2,738.16)
TOURNAMENTS	\$3,077.29	\$2,930.00	\$147.29	\$4,659.13	(\$1,581.84)
Other Operating Income	\$66.00	\$0.00	\$66.00	\$370.00	(\$304.00)
CATERING/BAR	\$956.86	\$750.00	\$206.86	\$555.32	\$401.54
PREMISES/COURTS/RENT	\$9,323.46	\$8,200.00	\$1,123.46	\$6,293.77	\$3,029.69
BEQUESTS/DONATIONS	\$1,097.25	\$1,000.00	\$97.25	\$1,045.00	\$52.25
SRV GRANT -SVSR	\$45,124.41	\$32,100.00	\$13,024.41	\$14,680.90	\$30,443.51
Total INCOME	\$306,917.40	\$308,480.00	(\$1,562.60)	\$309,730.90	(\$2,813.50)
Gross Profit	\$306,917.40	\$308,480.00	(\$1,562.60)	\$309,730.90	(\$2,813.50)
EXPENSES					
ACA AFFILIATIONS/INSURANCE	\$85,018.86	\$85,000.00	\$18.86	\$78,400.68	\$6,618.18
ADMINISTRATION VCA	\$16,299.84	\$30,341.00	(\$14,041.16)	\$11,440.35	\$4,859.49
COMMITTEES	\$2,556.71	\$4,850.00	(\$2,293.29)	\$2,106.22	\$450.49
COUNCIL/COM travel	\$607.02	\$1,000.00	(\$392.98)	\$689.37	(\$82.35)
SRV GRANTS SVSR	\$38,831.06	\$32,000.00	\$6,831.06	\$14,135.49	\$24,695.57
TOURNAMENTS	\$2,145.73	\$2,250.00	(\$104.27)	\$789.91	\$1,355.82
MERCHANDISE/PENNANT	\$0.00	\$700.00	(\$700.00)	\$1,067.00	(\$1,067.00)
VCC BUILDING	\$60,302.28	\$76,530.00	(\$16,227.72)	\$58,805.29	\$1,496.99
CATERING/BAR	\$838.30	\$1,500.00	(\$661.70)	\$558.97	\$279.33
VCC COURTS	\$15,815.65	\$15,250.00	\$565.65	\$5,484.01	\$10,331.64
STATE TEAMS G & A	\$7,272.73	\$7,000.00	\$272.73	\$5,181.85	\$2,090.88
Total EXPENSES	\$229,688.18	\$256,421.00	(\$26,732.82)	\$178,659.14	\$51,029.04
Operating Profit	\$77,229.22	\$52,059.00	\$25,170.22	\$131,071.76	(\$53,842.54)
OTHER INCOME					
Unrealised fair value gains(losses)	\$60,419.26	\$19,400.00	\$41,019.26	(\$289,762.34)	\$350,181.60
Total OTHER INCOME	\$60,419.26	\$19,400.00	\$41,019.26	(\$289,762.34)	\$350,181.60
Net Profit/(Loss)	\$137,648.48	\$71,459.00	\$66,189.48	(\$158,690.58)	\$296,339.06

Balance Sheet

As of August 2023

ABN: 91 903 271 264

Assets			
Current Assets			
Bank Accounts			
Bendigo	\$153,861.49		
Bendigo - Grants Account	\$1.00		
Total Bank Accounts		\$153,862.49	
Petty Cash Float		\$1,043.52	
Total Current Assets			\$154,906.01
Accounts Receivable			
Accounts Receivable		\$28,334.71	
Total Accounts Receivable			\$28,334.71
JBWERE - Investment A/c			\$4,864,013.94
Fixed Assets			
Cairnlea - Land and site works at cost		\$1,980,368.00	
Building at cost		\$3,331,836.00	
Accumulated depreciation		-\$1,425,882.00	
Plant & Equipment			
Plant and Equipment	\$197,539.01		
Accumulated Depreciation	-\$166,484.98		
Total Plant & Equipment		\$31,054.03	
Total Fixed Assets			\$3,917,376.03
Total Assets			\$8,964,630.69
Liabilities			
Current Liabilities			
Accounts Payable		\$3,768.80	
Total Current Liabilities			\$3,768.80
Tax Payable			
GST Collected		\$19,139.22	
GST Paid		-\$9,615.10	
Total Tax Payable			\$9,524.12
Total Liabilities			\$13,292.92
Net Assets			\$8,951,337.77
Equity			
Reserves			
General Reserve		\$7,703,572.44	
Asset Revaluation Reserve		\$974,117.35	
Retained Earnings		\$93,965.46	
Current Earnings		\$137,648.48	
Special Funds			\$42,034.04
Total Equity			\$8,951,337.77



Report as at 31 Aug 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	\$ 131,339.75	\$ 5,056.58	3.85 %	2.70 %
Credit	\$ 1,354,434.86	\$ 75,195.90	5.55 %	27.85 %
Equity - Domestic	\$ 2,238,320.36	\$ 101,350.48	4.53 %	46.02 %
Equity - International	\$ 1,139,918.97	\$ 22,655.46	1.99 %	23.44 %
Total Portfolio Value	\$ 4,864,013.94	\$ 204,258.42	4.20 %	100.00 %
Unsettled Transactions	\$ 0.00			
Net Portfolio Value	\$ 4,864,013.94			

Regional Summary

Region	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Domestic	\$ 3,499,838.88	\$ 168,954.92	4.83 %	71.95 %
International	\$ 1,364,175.06	\$ 35,303.50	2.59 %	28.05 %
Total Regional Summary	\$ 4,864,013.94	\$ 204,258.42	4.20 %	100.00 %

Defensive/Growth Summary

Defensive/Growth	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Defensive	\$ 1,485,774.61	\$ 80,252.48	5.40 %	30.55 %
Growth	\$ 3,378,239.33	\$ 124,005.94	3.67 %	69.45 %
Total Defensive/Growth Summary	\$ 4,864,013.94	\$ 204,258.42	4.20 %	100.00 %

Correspondence

September CoM Meeting

In: Email:	
18 Aug 2023	Lander & Rogers - amended complaint resolution offer
21 Aug 2023	Wotton Kearney - complaint resolution offer
	Safetrac - Director Training courses available
22 Aug 2023	HROnline - online, interactive Director Training course progress
24 Aug 2023	Lander & Rogers - amended complaint resolution offer
27 Aug 2023	Brimbank City Council - AFSA Inspection outcome, no non-compliance
29 Aug 2023	Roger Turney - Vice Regal Patronage
30 Aug 2023	Croquet Australia - advice of approved logo design - query if state will adopt
31 Aug 2023	SRV Sport Program to President - successful TMA Grant submission
	Ballarat Western - noting passing of Nancy Hatherell
4 Sep 2023	Brimbank City Council - via Fulcrum Urban Planning - request for further information
1 Sep 2023	Croquet Australia - Notice of Special General Meeting
5 Sep 2023	Croquet Australia - resignation of CEO
6 Sep 2023	Croquet Australia - September Bulletin
10 Sep 2023	Ausport - Uniform needs of women officiating in sport survey
13 Sep 2023	Complaint received
15 Sep 2023	Fulcrum - approved amended planning permit
Various	Croquet Australia Board Minutes/Agendas, VCC utility invoices, SRV eBulletins
Out: Email:	
17 Aug 2023	Safetrac - seeking quote for Director Training module
18 Aug 2023	Lander & Rogers - agreement of next steps in complaint resolution
	Croquet Australia - response to format of Peter Coles Event
21 Aug 2023	Wotton Kearney - status of Sportscover professional indemnity
22 Aug 2023	HROnline - seeking quote for Director Training module
27 Aug 2023	Lander & Rogers - agreement to next steps in complaint resolution
29 Aug 2023	Sec Cc'd - Gateball Japan - link between Gateball and Croquet
29 Aug 2023	Roger Turney - re Vice Regal patronage
4 Sep 2023	Regional Secretaries - revised Golf Croquet Regional format
5 Sep 2023	Croquet Victoria Directors - seeking feedback on moving to use of new state logo (cascading from Croquet Australia logo)
6 Sep 2023	Wotton Kearney - agreement to next steps in complaint resolution
10 Sep 2023	Directors/Regions and Clubs - seeking feedback on draft ricochet skill set to handicap range
18 Sep 2023	Various Sporting Organisations - seeking Complaint Handler
Various	distribution of eBulletins, Croquet Australia board Minutes, distribution of national event flyers, distribution of Croquet Gazette,

Peter Coles Event sponsorship proposal responses from Croquet Victoria

1 Excellent to have an opportunity to compete at state and national level while still on a relatively high handicap.

Victorian figures for participation in events at Cairnlea are a bit better than the number cited - 144 Victorians competed in state and national events at Cairnlea last year. This was about 5% of members, and nearly half of the total for the whole of Australia!!

Pity to launch it and not have the \$ to continue. Would Croquet Australia continue it if the sponsorship isn't there?

Some of the \$os in the budget look a bit iffy. Eg having each state provide an assistant tournament manager - or is it just one tournament manager when it's their turn? - for zero cost. We provide support in terms of travel, accommodation and meals. Ditto there are costs to providing referees.

Happy to see this scheme discussed further.

Kate Patrick
President Croquet Victoria

2 Yes, this event could be considered for the yearly calendar and would be a welcome addition to support the development of up and coming players.

National Level format: Rather than conducting the national playoff between the State representatives out of sync with the current GC Nationals (Gold Medal, Aust Women's and Men's Championships and the Interstate Shield), I propose that it be run at exactly the same time as the GC Gold Medal (either at the same venue if there are 3 spare courts available or at another venue to be used later in the Nationals). The event would effectively utilise some of the huge amount of work that has gone into preparing for the Nationals, rather than starting from scratch in another State.

Kevin Beard
on behalf of the VCA Tournaments and Fixtures Committee

SECRETARY'S REPORT

September Committee of Management Meeting

Croquet Victoria Social Media

Currently our Facebook page has 1142 followers. Comments generally positive and supportive with an increasing number requesting livestreams of events. Collaboration with Janine Sisson of the Interstate Shield team meant that all team member tiles were pushed out just prior to the event.

Our Twitter account has 73 followers and Instagram 147 followers. A better understanding is required to maximise outcomes from these two platforms.

Club Secretaries Workshop via Zoom

Held 2.00 pm Wednesday 13 September 2023. Twenty-four attendees. At the request of attendees another Club Secretaries Zoom meeting will be held in December 2023.

Regional Directors Workshop

Scheduled for 2.00 pm Tuesday 19 September 2023. Convened by Russell Worland. All Regional Directors, Presidents and Secretaries have been invited.

Annual Club Survey

We have nine clubs yet to complete this year's survey. Most recent email (29 August 2023) offered assistance.

Complaint

Croquet Victoria has received a complaint. We are currently seeking the services of an external Complaint Handler.

Secretary



Secretary