



Minutes of Croquet Victoria Committee of Management Meeting
6.30 pm Wednesday 15 November 2023 via Zoom

1 Attendance

1.1 Present:

Directors:

Kate Patrick (President), Stephen Forster (Vice-President), Sarina Ceva-al-Hewitt (Secretary), Claire Keating (Treasurer), Helen Worlidge (Member), Deb Newbold (Member).

1.2 Apologies:

Maurice Ceva-al-Hewitt (Member), 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 additional agenda items noted.

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 Sarina Ceva-al-Hewitt 'that the Minutes of the Croquet Victoria Committee of Management Meeting held 27 September 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:

Meeting scheduled for Monday 20 November 2023 to consider discuss the status of the work which has been done so far to prepare a revised constitution.

3.1.2 Vice-Regal Patronage:

Her Excellency Professor the Honourable Margaret Gardner AC has agreed to act as patron of Croquet Victoria.

The Tournaments & Fixtures Sub-Committee to compile list of possible events that she may be invited to.

Action Tournaments & Fixtures

Regions to be requested to consider regional events to invite the Governor to attend.

3.1.3 Croquet Victoria's Payment Plan to Croquet Australia:

The Treasurer advised that Croquet Victoria's 2024 payment plan would be unaltered from previous years but align to the national membership database in 2025.

3.1.4 Director Training:

In camera.

3.1.5 VCC Futures Paper:

Moved to Agenda Item 7.2.4

3.1.6 VCC Function Management:

Noting an increase in enquiries to hire the Victorian Croquet Centre for functions, the meeting discussed:

- costs and profit margin to be included in hire fee

Action Claire Keating and Stephen Forster

- arrangements for personnel to take and manage bookings - possible formation of separate Sub-Committee to oversee function hire.

3.1.7 Governance Self-Assessment:

Moved to Agenda Item 7.2.5

- 4 Adoption of Financial Report** **Attached as Annex A**
 Resolved on the motion of Claire Keating and Helen Worlidge 'that Finance Report be adopted'.
- 5 Consent Items**
- 5.1 Correspondence:** **Attached as Annex B**
- 5.2 Secretary's Report** **Attached as Annex C**
 Resolved on the motion of Sarina Cevaall-Hewitt and Helen Worlidge 'that Consent Items be accepted'.
- 6 Business Arising from Consent Items**
- 6.1 Correspondence:**
 The meeting agreed that Croquet Victoria support the '16 Days of Activism Against Gender Based Violence' by posting a news item on the Croquet Victoria website (including link to Facebook) and posting the social media resources provided to Croquet Victoria media platforms.
- The meeting agreed to refer the concerns expressed by Lester Hughes to the Selection Sub-Committees with a process for selection of State Squad Coach to be included in review of Selection Policy.
- 7 General Business**
- 7.2 Matters for Discussion:**
- 7.2.1 Croquet Australia Special General Meeting Report:**
 The President attended the Special General Meeting as Croquet Victoria's Delegate, reporting that the 2024 Croquet Australia affiliation fees were advised.
- 7.2.2 2024 Strategic Plan Implementation:**
 Deb Newbold has taken on role of Convenor of the Strategic Plan Implementation Sub-Committee.
 The current focus of the Sub-Committee is:
- how are we tracking against 2023 goals
 - what activities do we undertake in 2024
 - discussion of delivery of TMA coaching workshops.
- 7.2.3 Feedback on Child Safe Policy and Resources:**
 Clubs reported difficulty accepting the requirement for a Child Safe Champion. A meeting for clubs to familiarise themselves with the Child Safe Resources available on the Croquet Victoria website is scheduled for 20 November 2023.
[Child Safe Action Plan | Croquet Victoria](#)
- 7.2.4 VCC Futures Paper**
 Agenda for December Council Meeting.
- 7.2.5 Governance Self-Assessment:**
 Agenda for December Council Meeting, cover page to be drafted.
Action Helen Worlidge and Paul Coughlin
- 7.3 Matters for Noting:**
- 7.3.1 Child Safe Insurance Regional and State Level:**
 Child Safe Insurance coverage provided for all levels.
- 7.3.2 Croquet Australia Complaints Procedure:**
 Awaiting finalisation of review of current Sports Integrity Australia policies and complaint procedure adopted by Croquet Australia.
- 7.3.3 Together More Active Grant Funding:**
 Associated with this grant is the requirement to progress action on a set of state priorities, the Strategic Plan Implementation Sub-Committee has begun to discuss how these might be tackled.
- Access all abilities

- Fair play code
- Inclusion action plan
- Gender equity action plan
- Reconciliation action plan.

8 Close 8.33 pm

9 Next Meetings

Council	10.30 am Monday 18 December 2023 at VCC
CoM	6.30 pm Wednesday 17 January 2024 via Zoom
CoM	6.30 pm Wednesday 31 January 2024 via Zoom
Council	9.30 am Monday 19 February 2024 via Zoom
CoM	6.30 pm Wednesday 20 March 2023 via Zoom

Annex A Finance Report
 Annex B Correspondence List
 Annex C Secretary's Report

**Annex A to
Croquet Victoria Committee of Management Meeting Minutes
15 November 2023**

FINANCIAL REPORT OCTOBER 2023

The following financial reports are attached:

- Summary Detailed Profit and loss for seven months ended 31 October 2023 against budget and prior year
- Balance Sheet as at 31 October 2023
- JBWere Monthly report Summary October 2023

Key points to note:

The Net Operating result at the end of October is \$59,167 compared to budget of \$12,873 and \$145,830 at this time last year. The overall result is a deficit of \$(119,831) compared to budget of \$39,873 and \$(172,097) at this time last year.

The main differences to budget are due to underspend on Administration (\$9.2k), Committee and Co-ordinators (\$9k), Repairs and Maintenance (\$16.6k) and VCC Court costs (\$10.7k), offset by lower Investment income (\$6.1k). The main differences from last year relate to lower Investment income (\$31k), higher administration (\$13.9k) and higher VCC Court Costs (\$24.2k).

Income

- a) The JB Were investment portfolio income YTD is \$110k, \$6.1k lower than budget and \$31k lower than last year. Based on information provided by JBWere it appears that the difference to budget is mainly timing.
- b) The unrealised loss on the Investment portfolio YTD is \$178k, \$205k higher than budgeted but \$139k better than this time last year. There was a large negative movement of \$108k in the month, consistent with overall market movements.
- c) Brimbank Club contribution fee of \$3.6k was billed in the month.

Expenses

- d) Administration charges are lower than budgeted due to continued lower Admin support than expected and some budgeted costs being paid from Grant money. However, as previously noted this has been partially offset by legal costs of \$6.6k relating to two tribunal matters.
- e) Committee and Co-ordinator spend continues to be below budget.
- f) VCC Building costs are lower than budgeted mainly due to less Repairs and Maintenance (\$16.6 k) which is a timing difference.
- g) VCC Court costs are \$10.7k lower than budget. Scarifying costs of \$9.5k were incurred during the month. Court assistance, fertiliser and chemical costs are lower than budgeted but this is partially offset by higher water cost than budgeted.

Balance Sheet

- h) Net Assets at 31 October were \$8,693,857 compared to \$8,645,867 at October last year. The movement in Net Assets for the seven months is a decrease of \$119,831.
- i) See attachment for a summary page of the JB Were portfolio at 31 October showing the value of \$4,655,166 a decrease of \$95,244 since the end of March.
- j) Accounts receivable is predominantly Brimbank Club contribution fees.

- k) The Grants accounts (bank account and matching liability) reflect the first payment from the successful Together More Active grant application.
- l) GST payable reflects GST applicable to Affiliation fees. This will be due for payment this month.

Cash Outlook

The operating bank account is \$143k at month end. This compares to approx. \$177k 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
11 November 2023

Victorian Croquet Association Inc. Profit & Loss vs Budget and prior year April 2023 To October 2023					
	This Year to date	Budgeted	\$ Difference	Last Year	\$ Difference
INCOME					
JBWERE	\$110,051.10	\$116,200.00	(\$6,148.90)	\$141,419.34	(\$31,368.24)
VCA AFFILIATIONS	\$94,972.74	\$95,200.00	(\$227.26)	\$94,500.02	\$472.72
ACA AFFILIATIONS/INSURANCE	\$83,494.28	\$85,000.00	(\$1,505.72)	\$80,270.44	\$3,223.84
MERCHANDISE/PENNANT	\$1,170.28	\$1,450.00	(\$279.72)	\$3,791.36	(\$2,621.08)
TOURNAMENTS	\$4,463.54	\$5,955.00	(\$1,491.46)	\$6,326.89	(\$1,863.35)
Other Operating Income	\$72.89	\$0.00	\$72.89	\$370.00	(\$297.11)
CATERING/BAR	\$1,312.41	\$1,250.00	\$62.41	\$2,103.03	(\$790.62)
PREMISES/COURTS/RENT	\$12,345.46	\$11,150.00	\$1,195.46	\$14,964.38	(\$2,618.92)
BEQUESTS/DONATIONS	\$1,097.25	\$1,000.00	\$97.25	\$1,045.00	\$52.25
SRV GRANT -SVSR	\$45,160.77	\$32,100.00	\$13,060.77	\$20,039.17	\$25,121.60
Total INCOME	\$354,140.72	\$349,305.00	\$4,835.72	\$364,829.63	(\$10,688.91)
Gross Profit	\$354,140.72	\$349,305.00	\$4,835.72	\$364,829.63	(\$10,688.91)
EXPENSES					
ACA AFFILIATIONS/INSURANCE	\$85,047.95	\$85,000.00	\$47.95	\$78,400.68	\$6,647.27
ADMINISTRATION VCA	\$33,942.58	\$43,215.00	(\$9,272.42)	\$20,024.19	\$13,918.39
COMMITTEES	\$4,013.95	\$13,100.00	(\$9,086.05)	\$2,887.58	\$1,126.37
COUNCIL/COM travel	\$607.02	\$1,000.00	(\$392.98)	\$689.37	(\$82.35)
SRV GRANTS SVSR	\$38,857.46	\$32,000.00	\$6,857.46	\$19,493.76	\$19,363.70
TOURNAMENTS	\$2,409.37	\$3,240.00	(\$830.63)	\$1,064.87	\$1,344.50
MERCHANDISE/PENNANT	\$4,637.75	\$1,900.00	\$2,737.75	\$1,067.00	\$3,570.75
VCC BUILDING	\$84,293.80	\$104,977.00	(\$20,683.20)	\$80,370.09	\$3,923.71
CATERING/BAR	\$1,104.06	\$1,500.00	(\$395.94)	\$1,265.63	(\$161.57)
VCC COURTS	\$32,786.71	\$43,500.00	(\$10,713.29)	\$8,553.91	\$24,232.80
STATE TEAMS G & A	\$7,272.73	\$7,000.00	\$272.73	\$5,181.85	\$2,090.88
Total EXPENSES	\$294,973.38	\$336,432.00	(\$41,458.62)	\$218,998.93	\$75,974.45
Operating Profit	\$59,167.34	\$12,873.00	\$46,294.34	\$145,830.70	(\$86,663.36)
OTHER INCOME					
Unrealised fair value gains(losses)	(\$178,998.72)	\$27,000.00	(\$205,998.72)	(\$317,928.64)	\$138,929.92
Total OTHER INCOME	(\$178,998.72)	\$27,000.00	(\$205,998.72)	(\$317,928.64)	\$138,929.92
Net Profit/(Loss)	(\$119,831.38)	\$39,873.00	(\$159,704.38)	(\$172,097.94)	\$52,266.56

Balance Sheet

As of October 2023

ABN: 91 903 271 264

Assets		
Current Assets		
Bank Accounts		
Bendigo	\$143,693.96	
Bendigo - Grants Account	\$8,000.00	
Total Bank Accounts		\$151,693.96
Petty Cash Float		\$1,043.52
Total Current Assets		\$152,737.48
Accounts Receivable		
Accounts Receivable	\$5,400.77	
Total Accounts Receivable		\$5,400.77
JBWERE - Investment A/c		\$4,655,166.12
Fixed Assets		
Cairnlea - Land and site works at cost		
	\$1,980,368.00	
Building at cost		
	\$3,331,836.00	
Accumulated depreciation		
	-\$1,439,824.00	
Plant & Equipment		
Plant and Equipment	\$197,539.01	
Accumulated Depreciation	-\$166,484.98	
Total Plant & Equipment		\$31,054.03
Total Fixed Assets		\$3,903,434.03
Total Assets		\$8,716,738.40
Liabilities		
Current Liabilities		
Accounts Payable	\$7,310.06	
Total Current Liabilities		\$7,310.06
Tax Payable		
GST Collected	\$20,024.05	
GST Paid	-\$12,453.62	
Total Tax Payable		\$7,570.43
Grant Liabilities		
Grants Received in Advance	\$8,000.00	
Total Grant Liabilities		\$8,000.00
Total Liabilities		\$22,880.49
Net Assets		\$8,693,857.91
Equity		
Reserves		
General Reserve	\$7,703,572.44	
Asset Revaluation Reserve	\$974,117.35	
Retained Earnings	\$93,965.46	
Current Earnings	-\$119,831.38	
Special Funds		\$42,034.04
Total Equity		\$8,693,857.91



Report as at 31 Oct 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	\$ 215,986.20	\$ 8,315.47	3.85 %	4.64 %
Credit	\$ 1,261,984.52	\$ 73,776.51	5.85 %	27.11 %
Equity - Domestic	\$ 2,102,585.80	\$ 104,654.09	4.98 %	45.17 %
Equity - International	\$ 1,074,609.60	\$ 22,697.54	2.11 %	23.08 %
Total Portfolio Value	\$ 4,655,166.12	\$ 209,443.61	4.50 %	100.00 %
Unsettled Transactions	\$ 0.00			
Net Portfolio Value	\$ 4,655,166.12			

Regional Summary

Region	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Domestic	\$ 3,363,793.14	\$ 173,501.83	5.16 %	72.26 %
International	\$ 1,291,372.98	\$ 35,941.78	2.78 %	27.74 %
Total Regional Summary	\$ 4,655,166.12	\$ 209,443.61	4.50 %	100.00 %

Defensive/Growth Summary

Defensive/Growth	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Defensive	\$ 1,477,970.72	\$ 82,091.98	5.55 %	31.75 %
Growth	\$ 3,177,195.40	\$ 127,351.63	4.01 %	68.25 %
Total Defensive/Growth Summary	\$ 4,655,166.12	\$ 209,443.61	4.50 %	100.00 %

Correspondence

In Email	
18 Oct 2023	Croquet Australia - updated SGM Agenda
19 Oct 2023	Vicsport - members can apply for consultation services
22 Oct 2023	Lester Hughes - query re change to State team training
23 Oct 2023	Goulburn Valley - query need for regional Child Safe Champions
25 Oct 2023	Office of the Governor - acceptance of patronage
27 Oct 2023	Sports Programs - feedback to Sports Governance Standards Self-Assessment
2 Nov 2023	Brimbank City Council - Sports Facility Development Plan
Various	Croquet Australia Board Minutes/Agendas, VCC utility invoices, Vicsport, grant opportunities, Liquor Control Newsletters, Golf Croquet Regionals feedback, TMA Player Development Project hosting EoI's, notification of completed Director Training, Child Safe Club declarations,
Out Email	
17 Oct 2023	Croquet Australia - advice of Delegate to SGM
22 Oct 2023	Croquet Australia - Child Abuse Limit of Liability Insurance Cover
28 Oct 2023	Office of the Governor - acknowledgement of patronage
Various	distribution of eBulletins, Croquet Australia board Minutes, distribution of national event flyers, call for nominations to Strategic Plan Implementation Sub-Committee/Complaint Handler, complaint documentation,

Hi COM and Coordinator of coaching.

I would like to clarify the VCA regulations/governance around coaching for two separate situations.

1. Is it ok for anyone (certified coach or not) to talk to anyone else about anything relating to croquet?

I ask this as there seems to be an opinion out there that this is not the case, especially relating to "coaching".

2. Over the past 2 or 3 years we seem to have moved away from the captain of the State team running the teams training to having an appointed coach run the training. I was wondering why this change was made and by what mechanism?

Cheers

Lester Hughes

SECRETARY'S REPORT

Club Secretaries Zoom Meeting

The next meeting is scheduled for Wednesday 6 December 2023.

Resurgence of COVID

Currently no guidelines are in place, or recommendations.

According to VIC health, the government recommends wearing a mask:

- For at least seven days if you have COVID-19 and you need to leave home, you are indoors, or, you cannot maintain physical distance
- If you are a close contact and you need to leave home
- If you are visiting or working in a sensitive setting such as hospitals and aged care facilities.

We await any further recommendations.

Annual Club Survey

We have nine clubs yet to complete this year's survey.

Croquet Victoria Logo

We are still waiting for the style guide prior to replacing the former logo on website, letterhead, social media etc.

New Club Forming

We have been notified that a new club may be forming, currently conducting come and try sessions.

Complaints

Essentially, two complaints are still ongoing.



Secretary