



Croquet Victoria Committee of Management Meeting
held Wednesday 17 January and 31 January 2024 via Zoom

1 Attendance

1.1 Present:

1.1.1 Directors:

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

1.2 Apologies:

Claire Keating (Treasurer) - apology 17 January 2024, Deb Newbold – apology 31 January 2024.

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 Meetings:

Resolved on the motion of Maurice Ceva-al-Hewitt and Paul Coughlin 'that the Minutes of the Croquet Victoria Committee of Management Meeting held 15 November 2023 be adopted as a true and correct record'.

3.1 Business Arising from Minutes of Previous Meeting:

3.1.1 Director Training:

The meeting agreed that Directors be reminded to complete this training if not already completed.

Action Secretary

3.1.2 Regional Director Casual Vacancy:

Resolved on the motion of Paul Coughlin and Maurice Ceva-al-Hewitt 'that relevant region be advised that their Regional Director position is now a casual vacancy, inviting them to appoint a member to fill the position.

4 Financial Report

Adjourned to Wednesday 31 January 2024. See Agenda Item 10

5 Draft Budget

Adjourned to Wednesday 31 January 2024. See Agenda Item 11

6 Consent Items

5.1 Correspondence:

Attached as Annex A

5.2 Reports:

5.2.1 Secretary's Report:

Attached as Annex B

5.2.2 Sub-Committee /Working Group Minutes Received and Distributed:

Golf Croquet Selection Sub-Committee: 6 November 2023.

Strategic Plan Implementation Sub-Committee: 11 December 2023

Motion to accept Consent Items:

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

7 Business Arising from Consent Items

6.1 Correspondence:

New Food Standard to be forwarded to VCC Sub-Committee.

Action Secretary

8 General Business

8.1 Matters for Decision:

8.1.1 Yearly Planner:

To be amended to include further detail of secretarial duties. When completed upload to website and include link in Council Manual. **Action Secretary**
VCC Sub-Committee be requested to source Equipment Officer.

Action Vice-President

8.1.2 VCC Options Paper:

Resolved on the motion of Paul Coughlin and Deb Newbold 'that the VCC Futures Options Paper to be forwarded to Croquet Australia and other Croquet States'. **Action Secretary**

8.1.3 Junior Scholarships:

Resolved on the motion of Sarina Cevaall-Hewitt and Helen Worlidge 'that Croquet Victoria junior members associated with participation at the 2024 U21 national events (including the Victorian section of the Croquet Australia Bronze Medal) be reimbursed by Croquet Victoria for costs not met by Croquet Australia, up to the scholarship maximum of \$1000 per junior member.,

Junior members to be alerted to Athlete Travel Pathway Grant opportunity.

Action U21 Coordinator

8.1.4 Ricochet Rule Books:

Resolved on motion of Maurice Cevaall-Hewitt and Deb Newbold 'that in line with current policy for Association Croquet and Golf Croquet Referees, Ricochet Croquet Referees to receive new Ricochet Croquet Rule book at no cost'.

8.2 Matters for Discussion:

8.2.1 Governance Self-Assessment Actions:

Previous personal self-assessment survey and Council governance assessments were reviewed.

To be undertaken again when suitable format settled upon.

8.2.2 Meeting Prompt Sheet:

The meeting agreed that key points be summarised at the end of each meeting. To be Agenda Item for future Council Meetings.

8.2.3 Appointees, Sub-Committees & Working Groups Policy:

Resolved on the motion of Maurice Cevaall-Hewitt and Helen Worlidge 'that policy be amended to align with February 2021 resolution'. **Action Secretary**

8.3 Matters for Noting:

8.3.1 Child Safe Insurance:

Croquet Australia to be contacted to ascertain if amount of current Child Abuse Insurance meets Victorian Government requirements for grant funded activities specifically aimed at juniors. **Action Secretary**

8.3.2 Status of Current Complaints:

Dealt with In Camera and minuted separately.

9 Meeting adjourned 7.40 pm. To be resumed 31 January 2024

Meeting resumed 6.29 pm 31 January 2024

President called for declarations of interest related to agenda items for resumed meeting.

- Stephen Forster, Claire Keating – representative team member support payments
- Claire Keating, Sarina Cevaall-Hewitt - Croquet Australia items in draft budget
- Kate Patrick, Sarina Cevaall-Hewitt, Claire Keating – honorariums in draft budget.

10 Financial Report

Attached as Annex C

Resolved on the motion of Claire Keating and Helen Worlidge 'that Finance Report be adopted'.

11 DRAFT Budget

Proposed on the motion of Maurice Cevaal-Hewitt and Stephen Forster 'that the Victorian individual membership affiliation fee be increased by \$3.00. **The motion was lost**

The meeting agreed that members be advised that fees may increase next financial year.

Resolved on the motion of Helen Worlidge and Paul Coughlin 'that current State Team member and Gold Medal State Representative support payment be increased by \$200.00.

Claire Keating and Stephen Forster abstained from voting in above motion.

The Treasurer agreed to review investment income assumption given the significant increase in the asset value since the first draft of the budget was prepared.

12 Status of Current Complaints

This portion of the meeting was held in camera and is minuted separately.

13 Close 7.58 pm

- | | | |
|-------------------------|---------|--|
| 14 Next Meetings | Council | 9.30 am Monday 19 February 2024 via zoom |
| | CoM | 6.30 pm Wednesday 20 March 2024 via zoom |
| | Council | 9.30 am Monday 15 April 2024 via zoom |
| | CoM | 6.30 pm Wednesday 15 May 2024 via zoom |
| | AGM | 10.30 am Monday 17 June 2024 at Victorian Croquet Centre |
| | Council | Monday 17 June 2024 at Victorian Croquet Centre |
| | CoM | 6.30 pm Wednesday 17 July 2024 via zoom |
| | Council | 9.30 am Monday 19 August 2024 via zoom |
| | CoM | 6.30 pm Wednesday 18 September 2024 via zoom |
| | Council | 9.30 am Monday 21 October 2024 via zoom |
| | CoM | 6.30 pm Wednesday 20 November 2024 via zoom |
| | Council | 10.30 am Monday 16 December 2024 at Victorian Croquet Centre |

Correspondence

In Email	
8 Dec 2023	Brimbank City Council - new Food Safety Standard
13 Dec 2023	SRV - Game Plan
19 Dec 2023	Vicsport - increase in yearly membership fee
Various	VCC utility invoices, Golf Croquet Regionals feedback, TMA Player Development Project hosting Eol's, notification of completed Director Training, Child Safe Club declarations and queries, Liquor Control Newsletters, Gateball Newsletters, Venue Hire enquiries, Golf Croquet State Team Squad acceptances, Association Croquet State Team Acceptances, Complaint documentation, Vicsport e Bulletins, Ricochet Rule Book enquiries.
Out Email	
11 Dec 2023	Croquet Australia CEO - query re Appeal process
23 Dec 2023	Croquet Australia CEO - club insurance Certificate of Currency missing
3 Jan 2024	Croquet Australia Complaint Officer - query re Appeal process
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,

SECRETARY'S REPORT

Croquet Victoria Membership
3016 (8 January 2024).

Youtube

Four of five 2021 events now uploaded to our own Croquet Victoria YouTube channel.
<https://www.youtube.com/@CroquetVictoria1>

Director Training

Twelve of twenty Council Directors have provided proof of completion of training module.
One Director has refused to undertake the training.

Croquet Victoria Logo

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

Player Medical Form

Amended version available at: [VCA Members Medical Form \(croquetvic.asn.au\)](https://croquetvic.asn.au/VCA%20Members%20Medical%20Form)

Timetable to AGM

Relevant documentation distributed to Directors and Regional/club Secretaries. Also on website at: [Croquet Links and Resources | Croquet Victoria](#)

Complaints

Three current complaints being progressed.

Regional Reports to Council

19 February 2024	Gippsland, NDCA, Murray Valley,
15 April 2024	SEMCA, WMCMA, NEDCA
19 August 2024	SWCA, EMCA, Bayside
21 October 2024	Ballarat, Geelong, Goldfields
16/23 December 2024	GVCA, Wimmera



Secretary

**Annex C to
Croquet Victoria Committee of Management Meeting Minutes
31 January 2024**

FINANCIAL REPORT DECEMBER 2023

The following financial reports are attached:

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

Key points to note:

The Net Operating result at the end of December is \$67,806 compared to budget of (\$21,598) and \$157,061 at this time last year. The overall result is a surplus of \$262,394 compared to budget of \$13,002 and \$(129,410) at this time last year.

The main differences to budget are due to underspend on Administration (\$18.7k), Committee and Co-ordinators (\$15.7k), Repairs and Maintenance (\$22k) and VCC Court costs (\$16.6k).

ACA Insurance Income and Expense is also under budget as the ACA hasn't yet billed Insurance which is normally paid in December. The ACA has advised of a significant increase in ACA Insurance costs in 2023, from \$12.6k to \$17.8k. The increase relates to mainly to public liability. Whilst this has a neutral impact on our result, it is an increased cost to clubs/members.

The main differences from last year relate to lower Investment income (\$31k), lower premises hire (as last year included MacRobertson hire) higher administration (\$14k) and higher VCC Court Costs (\$19.4k).

The overall result is significantly higher than budget and last year due to very large increases in Investment valuations over the past two months.

Income

- a) The JB Were investment portfolio income YTD is \$140.7k, \$1.1k lower than budget and \$31k lower than last year. Based on forecast information provided by JBWere we should meet budget this year.
- b) The unrealised gain on the Investment portfolio YTD is \$194k, \$160k higher than budgeted and \$479k better than this time last year. There was a massive positive movement of \$180k in the month, which followed the large positive movement of \$108k in November. A decline in January is to be expected, but given the unusual gains to date this year who knows.
- c) Tournament income for the month was \$2.2k.

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 (\$22k) which is a timing difference.
- g) VCC Court costs are \$16.64k lower than budget. However, over the last month more Court assistance has been used and it is expected that this will be the case for the rest of the financial year, so we should get closer to budgeted spend.

Balance Sheet

- h) Net Assets at 31 December were \$9,076,083 compared to \$8,688,555 at December last year. The movement in Net Assets for the nine months is an increase of \$262,394.
- i) See attachment for a summary page of the JB Were portfolio at 31 December showing the value of \$5,059,431 an increase of \$309,020 since the end of March and the first time the portfolio has exceeded \$5million.

Cash Outlook

The operating bank account is \$129k at month end. This compares to approx. \$150k 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
23 January 2024

Victorian Croquet Association Inc. Profit & Loss Vs Budget and Prior Year April 2023 To December 2023					
	YTD	Budgeted	\$ Difference	Prior Year	\$ Difference
INCOME					
JBWERE	\$140,729.84	\$142,200.00	(\$1,470.16)	\$171,645.19	(\$30,915.35)
VCA AFFILIATIONS	\$94,972.74	\$95,200.00	(\$227.26)	\$94,404.56	\$568.18
ACA AFFILIATIONS/INSURANCE	\$83,494.28	\$85,000.00	(\$1,505.72)	\$80,185.90	\$3,308.38
MERCHANDISE/PENNANT	\$1,029.48	\$2,100.00	(\$1,070.52)	\$3,956.81	(\$2,927.33)
TOURNAMENTS	\$7,663.45	\$8,685.00	(\$1,021.55)	\$9,044.71	(\$1,381.26)
Other Operating Income	\$72.89	\$0.00	\$72.89	\$401.82	(\$328.93)
CATERING/BAR	\$2,318.34	\$2,250.00	\$68.34	\$7,533.99	(\$5,215.65)
PREMISES/COURTS/RENT	\$17,700.00	\$17,950.00	(\$250.00)	\$41,090.36	(\$23,390.36)
BEQUESTS/DONATIONS	\$1,097.25	\$1,000.00	\$97.25	\$1,045.00	\$52.25
SRV GRANT -SVSR	\$45,251.68	\$33,200.00	\$12,051.68	\$24,628.53	\$20,623.15
Total INCOME	\$394,329.95	\$387,585.00	\$6,744.95	\$433,936.87	(\$39,606.92)
Gross Profit	\$394,329.95	\$387,585.00	\$6,744.95	\$433,936.87	(\$39,606.92)
EXPENSES					
ACA AFFILIATIONS/INSURANCE	\$85,047.95	\$98,000.00	(\$12,952.05)	\$91,116.42	(\$6,068.47)
ADMINISTRATION VCA	\$35,806.57	\$54,549.00	(\$18,742.43)	\$21,621.94	\$14,184.63
COMMITTEES	\$5,588.04	\$21,300.00	(\$15,711.96)	\$4,217.44	\$1,370.60
COUNCIL/COM travel	\$1,390.88	\$2,450.00	(\$1,059.12)	\$689.37	\$701.51
SRV GRANTS SVSR	\$38,857.46	\$32,000.00	\$6,857.46	\$24,083.12	\$14,774.34
TOURNAMENTS	\$3,451.99	\$4,040.00	(\$588.01)	\$4,711.24	(\$1,259.25)
MERCHANDISE/PENNANT	\$4,637.75	\$2,600.00	\$2,037.75	\$1,228.00	\$3,409.75
VCC BUILDING	\$106,877.75	\$132,594.00	(\$25,716.25)	\$102,847.65	\$4,030.10
CATERING/BAR	\$1,594.42	\$2,000.00	(\$405.58)	\$4,520.82	(\$2,926.40)
VCC COURTS	\$35,997.87	\$52,650.00	(\$16,652.13)	\$16,557.84	\$19,440.03
STATE TEAMS G & A	\$7,272.73	\$7,000.00	\$272.73	\$5,281.85	\$1,990.88
Total EXPENSES	\$326,523.41	\$409,183.00	(\$82,659.59)	\$276,875.69	\$49,647.72
Operating Profit	\$67,806.54	(\$21,598.00)	\$89,404.54	\$157,061.18	(\$89,254.64)
OTHER INCOME					
Realised fair value gains(losses)	\$0.00	\$0.00	\$0.00	(\$1,637.00)	\$1,637.00
Unrealised fair value gains(losses)	\$194,587.74	\$34,600.00	\$159,987.74	(\$284,834.93)	\$479,422.67
Total OTHER INCOME	\$194,587.74	\$34,600.00	\$159,987.74	(\$286,471.93)	\$481,059.67
Net Profit/(Loss)	\$262,394.28	\$13,002.00	\$249,392.28	(\$129,410.75)	\$391,805.03

Balance Sheet

As of December 2023

ABN: 91 903 271 264

Email: treasurer@croquetvic.asn.au

Assets			
Current Assets			
Bank Accounts			
Bendigo	\$129,007.51		
Bendigo - Grants Account	\$16,800.00		
Electronic Clearing	-\$180.80		
Total Bank Accounts		\$145,626.71	
Petty Cash Float		\$1,043.52	
Total Current Assets			\$146,670.23
Accounts Receivable			
Accounts Receivable		\$1,808.45	
Total Accounts Receivable			\$1,808.45
JBWERE - Investment A/c			\$5,059,431.32
Fixed Assets			
Cairnlea - Land and site works at cost			
Building at cost		\$1,980,368.00	
Accumulated depreciation		\$3,331,836.00	
Plant & Equipment		-\$1,453,766.00	
Plant and Equipment	\$197,811.91		
Accumulated Depreciation	-\$166,484.98		
Total Plant & Equipment		\$31,326.93	
Total Fixed Assets			\$3,889,764.93
Total Assets			\$9,097,674.93
Liabilities			
Current Liabilities			
Accounts Payable		\$1,870.47	
Total Current Liabilities			\$1,870.47
Tax Payable			
GST Collected		\$5,309.32	
GST Paid		-\$1,588.43	
Total Tax Payable			\$3,720.89
Grant Liabilities			
Grants Received in Advance		\$16,000.00	
Total Grant Liabilities			\$16,000.00
Total Liabilities			\$21,591.36
Net Assets			\$9,076,083.57
Equity			
Reserves			
General Reserve		\$7,703,572.44	
Asset Revaluation Reserve		\$974,117.35	
Retained Earnings		\$93,965.46	
Current Earnings		\$262,394.28	
Special Funds			\$42,034.04
Total Equity			\$9,076,083.57



Report as at 31 Dec 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	\$ 29,084.55	\$ 1,192.47	4.10 %	0.57 %
Credit	\$ 1,505,031.11	\$ 92,059.05	6.12 %	29.75 %
Equity - Domestic	\$ 2,367,165.70	\$ 106,317.35	4.49 %	46.79 %
Equity - International	\$ 1,158,149.96	\$ 23,159.75	2.00 %	22.89 %
Total Portfolio Value	\$ 5,059,431.32	\$ 222,728.62	4.40 %	100.00 %
Unsettled Transactions	\$ 0.00			
Net Portfolio Value	\$ 5,059,431.32			

Regional Summary

Region	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Domestic	\$ 3,668,201.32	\$ 185,390.80	5.05 %	72.50 %
International	\$ 1,391,230.00	\$ 37,337.82	2.68 %	27.50 %
Total Regional Summary	\$ 5,059,431.32	\$ 222,728.62	4.40 %	100.00 %

Defensive/Growth Summary

Defensive/Growth	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Defensive	\$ 1,534,115.66	\$ 93,251.52	6.08 %	30.32 %
Growth	\$ 3,525,315.66	\$ 129,477.10	3.67 %	69.68 %
Total Defensive/Growth Summary	\$ 5,059,431.32	\$ 222,728.62	4.40 %	100.00 %