



Minutes of Croquet Victoria Committee of Management Meeting
held Wednesday 20 March 2024 via zoom

1 Attendance

1.1 Present:

1.1.1 Directors:

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

2 Opening/Declaration of Interest

The President opened the meeting at 6.32 pm, with an Acknowledgement of Country and Respect for Indigenous Elders past, present and emerging. The President noted the resignation of Committee of Management member, Maurice Cevaal-Hewitt. The Meeting thanked him for his service with acclamation.

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 Helen Worlidge and Paul Coughlin 'that the Minutes of the Croquet Victoria Committee of Management Meeting held 17 January 2024 be adopted as a true and correct record'.

3.1 Business Arising from Minutes of Previous Meetings:

3.1.1 Director Training:

The meeting considered that all Directors should complete the training unless leaving the position.

3.1.2 Regional Director Casual Vacancy:

Wimmera Croquet Association to advise Interim Director.

3.1.3 Yearly Planner:

To be considered for uploading to future Directors Page on the Croquet Victoria website.

3.1.4 VCC Futures Options:

Paul Coughlin spoke to the consultation process so far and the feedback received from regions, clubs and individuals to date.

3.1.5 Governance Self-Assessment: See Agenda Item 7.1.1

3.1.6 Director Personal Skills Survey:

The meeting reviewed survey questions, final set of questions to be Agenda Item for April Council Meeting.

The meeting considered that this survey could be uploaded to future Directors Page to be completed yearly by Directors.

4 Adoption of Financial Report

Attached as Annex A

Resolved on the motion of Claire Keating and Stephen Forster 'that Financial Report be adopted'.

5 Consent Items

5.1 Correspondence:

Attached as Annex B

5.2 Reports:

5.2.1 Secretary's Report:

Attached as Annex C

Resolved on the motion of Helen Worlidge and Deb Newbold 'that consent Items be accepted'.

6 Business Arising from Consent Items

6.2.1 Secretary's Report:

Template to be drafted for use as Regional Reports to Council Meetings.

Action Claire Keating

General Business

7.1 Matters for Decision:

7.1.1 Governance Self-Assessment: Who takes on identified tasks?

The meeting reviewed the results of the current assessment, noting improvement, or otherwise to results of 2021 Council Assessment.

Specific areas to be addressed:

- length of meetings - stop discussion when no longer contributing

Action President/Secretary

- Director participation in Sub-Committees - to be expected of Directors
- Risk Management - Plan to be drafted. Review of Risk Management to be included in Yearly Planner. Working Group of Claire Keating, Helen Worlidge and Paul Coughlin to present draft at May Committee of Management Meeting.

Action Working Group

7.2 Matters for Discussion:

7.2.1 Adverse Weather Playing Conditions:

Further guidance to be sought from Croquet Australia.

Action Secretary

7.2.2 Merchandise Officer Position:

Current Merchandise Officer not renominating. Stock to be delivered to Victorian Croquet Centre until position filled.

7.2.3 Shared Service Arrangement with Croquet Australia:

Croquet Australia to provide project officer for agreed hours (128 hours) and payment (7500.00) to undertake tasks related to building capacity and networking within the organisation. This arrangement ceases 30 June 2024.

7.2.4 Croquet Australia Complaints Policies:

Some anomalies between complaint handling procedures exist between relevant Croquet Australia policies and the Croquet Victoria constitution.

7.3 Matters for Noting:

7.3.1 Croquet Australia Net Membership Incentive:

Awaiting Croquet Australia action re payment of this incentive.

7.3.2 Status of Current Complaints:

This Agenda Item was held In Camera.

7.3.3 Game Plan:

Resolved on the motion of Sarina Ceva-Hewitt and Deb Newbold 'that the management of Croquet Victoria data on this platform to be added to Secretaries duties.'

7.3.4 Croquet Australia Special Motions:

None received.

7.3.5 Eire Cup Carnival Results:

The meeting noted the following Eire Cup Carnival results:

- Australian Association Croquet Gold Medal Winner – Greg Hill (Brunswick Victoria)
- Australian Association Croquet Men's Championships Winner – Robert Fletcher (Ballarat Alexandra), Runner-Up Stephen Forster (Belmont)
- Australian Association Croquet Women's Championships Winner- Elaine Coverdale (Essendon), Runner-Up Claire Bassett (River River)
- Eire Cup Winner – Victoria.

9 Close 8.51 pm

10 Next Meetings

Council	9.30 am Monday 15 April 2024 via zoom
CoM	6.30 pm Wednesday 16 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 after AGM
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
Annex A	Financial Report
Annex B	Correspondence
Annex C	Secretary's Report

**Annex A to
Croquet Victoria Committee of Management Meeting Minutes
20 March 2024**

FINANCIAL REPORT FEBRUARY 2024

The following financial reports are attached:

- Summary Detailed Profit and loss for eleven months ended 29 February 2024 against budget and prior year
- Balance Sheet as at 29 February 2024
- JBWere Monthly report Summary February 2024

Key points to note:

The Net Operating result at the end of February is \$49,053 compared to budget of (\$60,684) and \$140,889 at this time last year. The overall result is a surplus of \$387,167 compared to budget of \$(18,484) and \$(22,720) at this time last year.

The main differences to budget continue to be underspend on Administration (\$18.9k), Committee and Co-ordinators (\$22.4k), Junior Scholarship (\$4.4k), Repairs and Maintenance (\$28.2k) and VCC Court costs (\$15.6k). In addition, we had budgeted for Website upgrade, which is lower than budgeted and funded by grant monies. Premises income is higher than budgeted due to three functions held.

The main differences from last year relate to lower Investment income (\$23.7k), lower premises hire (as last year included MacRobertson hire), higher legal fees (\$5.1k) and higher VCC Court Costs (\$24k).

The overall result is significantly higher than budget and last year due to large increases in Investment valuations.

Income

- a) The JB Were investment portfolio income YTD is \$152k, \$6k higher than budget and \$23.7k 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 \$338k, \$296k higher than budgeted and \$501k better than this time last year. Over the last four months there has been a large positive movement of \$517k.
- c) Affiliation fees of \$5.1k relating to new members up to 31 December were billed during 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 (\$28k).
- g) VCC Court costs are \$15.6k lower than budget. However, over the last few months more Court assistance has been used and it is expected that this will be the case for the rest of the

financial year and we have a large water bill in March, so we should get closer to budgeted spend.

Balance Sheet

- h) Net Assets at 29 February were \$9,200,856 compared to \$8,794,997 at February last year. The movement in Net Assets for the eleven months since 1 April is an increase of \$387,167.
- i) See attachment for a summary page of the JB Were portfolio at 29 February showing the value of \$5,205,414, an increase of \$455k since the end of March.

Cash Outlook

The operating bank account is \$113k at month end. This compares to approx. \$161k at the same point last year. It is possible that we may need to draw down from the Investment portfolio in the next quarter. I will complete a detailed cash flow and if necessary request drawdown at the next Council meeting.

Finance sub-committee report

The Finance sub-committee has not met since the last Council meeting.

Claire Keating
Honorary Treasurer
19 March 2024

Victorian Croquet Association Inc. YTD Profit & Loss vs Budget and Prior year April 2023 To February 2024					
	YTD February	Budgeted	\$ Difference	Last Year	\$ Difference
INCOME					
JBWERE	\$152,175.95	\$146,200.00	\$5,975.95	\$175,885.01	(\$23,709.06)
VCA AFFILIATIONS	\$100,509.19	\$96,600.00	\$3,909.19	\$98,445.45	\$2,063.74
ACA AFFILIATIONS/INSURANCE	\$106,282.59	\$99,690.91	\$6,591.68	\$96,724.33	\$9,558.26
MERCHANDISE/PENNANT	\$1,179.46	\$2,350.00	(\$1,170.54)	\$4,389.86	(\$3,210.40)
TOURNAMENTS	\$11,199.67	\$10,850.00	\$349.67	\$11,462.98	(\$263.31)
Other Operating Income	\$72.89	\$0.00	\$72.89	\$401.82	(\$328.93)
CATERING/BAR	\$3,366.03	\$3,500.00	(\$133.97)	\$8,218.35	(\$4,852.32)
PREMISES/COURTS/RENT	\$23,121.94	\$20,650.00	\$2,471.94	\$43,921.28	(\$20,799.34)
BEQUESTS/DONATIONS	\$1,097.25	\$1,000.00	\$97.25	\$1,145.00	(\$47.75)
GRANTS	\$45,469.84	\$33,200.00	\$12,269.84	\$32,780.02	\$12,689.82
Total INCOME	\$444,474.81	\$414,040.91	\$30,433.90	\$473,374.10	(\$28,899.29)
Gross Profit	\$444,474.81	\$414,040.91	\$30,433.90	\$473,374.10	(\$28,899.29)
EXPENSES					
ACA AFFILIATIONS/INSURANCE	\$106,336.31	\$99,690.91	\$6,645.40	\$96,407.33	\$9,928.98
ADMINISTRATION VCA	\$45,521.08	\$67,653.00	(\$22,131.92)	\$32,371.81	\$13,149.27
COMMITTEES	\$6,427.01	\$28,900.00	(\$22,472.99)	\$6,728.44	(\$301.43)
COUNCIL/COM travel	\$1,390.88	\$2,450.00	(\$1,059.12)	\$974.82	\$416.06
GRANTS	\$39,392.23	\$32,000.00	\$7,392.23	\$31,143.81	\$8,248.42
UNDER 21S SCHOLARSHIP	\$1,547.64	\$6,000.00	(\$4,452.36)	\$2,056.77	(\$509.13)
TOURNAMENTS	\$4,861.96	\$6,600.00	(\$1,738.04)	\$6,678.49	(\$1,816.53)
MERCHANDISE/PENNANT	\$5,459.65	\$2,600.00	\$2,859.65	\$1,228.00	\$4,231.65
VCC BUILDING	\$125,685.62	\$161,881.00	(\$36,195.38)	\$125,147.34	\$538.28
CATERING/BAR	\$2,763.17	\$3,400.00	(\$636.83)	\$4,628.09	(\$1,864.92)
VCC COURTS	\$40,872.20	\$56,550.00	(\$15,677.80)	\$16,837.84	\$24,034.36
STATE TEAMS G & A	\$15,163.62	\$7,000.00	\$8,163.62	\$8,281.88	\$6,881.74
Total EXPENSES	\$395,421.37	\$474,724.91	(\$79,303.54)	\$332,484.62	\$62,936.75
Operating Profit	\$49,053.44	(\$60,684.00)	\$109,737.44	\$140,889.48	(\$91,836.04)
OTHER INCOME					
Realised fair value gains(losses)				(\$1,637.00)	\$1,637.00
Unrealised fair value gains(losses)	\$338,113.59	\$42,200.00	\$295,913.59	(\$161,972.74)	\$500,086.33
Total OTHER INCOME	\$338,113.59	\$42,200.00	\$295,913.59	(\$163,609.74)	\$501,723.33
Net Profit/(Loss)	\$387,167.03	(\$18,484.00)	\$405,651.03	(\$22,720.26)	\$409,887.29

Balance Sheet

As of February 2024

ABN: 91 903 271 264

Email: treasurer@croquetvic.asn.au

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

Bendigo

\$113,246.21

Bendigo - Grants Account

\$16,000.00

Total Bank Accounts

\$129,246.21

Petty Cash Float

\$1,043.52

Total Current Assets

\$130,289.73

Accounts Receivable

Accounts Receivable

\$25,852.72

Total Accounts Receivable

\$25,852.72

JBWERE - Investment A/c

\$5,205,414.59

Fixed Assets

Cairnlea - Land and site works at cost

\$1,980,368.00

Building at cost

\$3,331,836.00

Accumulated depreciation

-\$1,467,708.00

Plant & Equipment

Plant and Equipment

\$201,662.09

Accumulated Depreciation

-\$166,484.98

Total Plant & Equipment

\$35,177.11

Total Fixed Assets

\$3,879,673.11

Total Assets

\$9,241,230.15

Liabilities**Current Liabilities**

Accounts Payable

\$21,688.36

Total Current Liabilities

\$21,688.36

Tax Payable

GST Collected

\$5,549.76

GST Paid

-\$2,864.29

Total Tax Payable

\$2,685.47

Grant Liabilities

Grants Received in Advance

\$16,000.00

Total Grant Liabilities

\$16,000.00

Total Liabilities

\$40,373.83

Net Assets

\$9,200,856.32

Equity**Reserves**

General Reserve

\$7,703,572.44

Asset Revaluation Reserve

\$974,117.35

Retained Earnings

\$93,965.46

Current Earnings

\$387,167.03

Special Funds

\$42,034.04

Total Equity

\$9,200,856.32



Report as at 29 Feb 2024

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	\$ 41,906.60	\$ 1,718.17	4.10 %	0.81 %
Credit	\$ 1,501,812.98	\$ 92,568.11	6.16 %	28.85 %
Equity - Domestic	\$ 2,405,537.03	\$ 106,102.24	4.41 %	46.21 %
Equity - International	\$ 1,256,157.98	\$ 23,978.20	1.91 %	24.13 %
Total Portfolio Value	\$ 5,205,414.59	\$ 224,366.72	4.31 %	100.00 %
Unsettled Transactions	\$ 0.00			
Net Portfolio Value	\$ 5,205,414.59			

Regional Summary

Region	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Domestic	\$ 3,720,292.23	\$ 186,206.99	5.01 %	71.47 %
International	\$ 1,485,122.36	\$ 38,159.73	2.57 %	28.53 %
Total Regional Summary	\$ 5,205,414.59	\$ 224,366.72	4.31 %	100.00 %

Defensive/Growth Summary

Defensive/Growth	Market Value *	Estimated Income **	Estimated Yield	% Of Portfolio
Defensive	\$ 1,543,719.58	\$ 94,286.28	6.11 %	29.66 %
Growth	\$ 3,661,695.01	\$ 130,080.44	3.55 %	70.34 %
Total Defensive/Growth Summary	\$ 5,205,414.59	\$ 224,366.72	4.31 %	100.00 %

**Annex B to
Croquet Victoria Committee of Management Meeting Minutes
20 March 2024**

Correspondence	
In Email	
5 Feb 2024	Governor's Office - seeking further information re event attendance
	Sec Cc'd - potential partnership for lawn fertiliser
6 Feb 2024	Sports Australia Game Plan - invitation to join
7 Feb 2024	Governor's Office - resend invitation closer to date of event
8 Feb 2024	Croquet Australia - request for copy of annual club survey data
12 Feb 2024	Governor's Office - unable to attend Golf Croquet Regionals
15 Feb 2024	Croquet Australia - suite of updated logos now available
19 Feb 2024	Croquet Australia - request of letters of support for grant applications
	Maribyrnong Park Bowls and Croquet Club - advice of closure of bowls club
20 Feb 2024	Croquet Australia - advice of adoption of National Integrity Resources
21 Feb 2024	Bright Croquet Club - advice of 120 th Anniversary
22 Feb 2024	Croquet Australia - DRAFT Shared Services agreement
23 Feb 2024	Croquet Australia - Notice of AGM, call for special motions, nominations
	Croquet Australia - opportunity to update club logos
24 Feb 2024	Croquet Australia Chair - status of net membership payments
25 Feb 2024	Sec Cc'd - City of Port Phillip Council - re options for relocation of Elwood Croquet Club
28 Feb 2024	Goldfields - advice of resignation of Directors, and interim Director
	Ringwood Croquet Club - query re wet bulb globe thermometer
6 Mar 2024	Croquet Australia Events Committee - response to Selection Sub-Committee request for change to Interstate Shield conditions of Play
8 Mar 2024	Croquet Australia - providing club contact details
Various	individual and regional responses related to VCC, VCC utility invoices, Child Safe Club declarations and queries, Liquor Control Newsletters, Gateball Newsletters, Golf Complaint documentation, Vicsport e Bulletins, Game Day documentation, Croquet Australia event flyers, nuisance phone calls, VCC Future Options feedback, event dates for Tournaments & Fixtures calendar, Croquet Australia Shared Service Arrangement documentation
Out Email	
5 Feb 2024	Governor's Office - request to attend Lilydale 130 th Anniversary
	Croquet Australia - insurance levy invoice schedule
	Croquet Australia - various queries (net membership payment, release of new logo files, senior coach referee qualification uncoupling, alignment of Croquet Victoria constitution with Croquet Australia complaint policies, lack of Croquet Australia Board minutes on website)
7 Feb 2024	Banner Buzz - confirmation of request for quote for two-sided media wall
8 Feb 2024	Governor's Office - invitation to attend Golf Croquet Regionals
13 Feb 2024	Sec Cc'd Croquet Australia Events Committee - 2022-2023 national event entries

19 Feb 2024	Croquet Australia - annual report contribution
	General distribution - Croquet Victoria logos
20 Feb 2024	General Distribution - advice of incoming MALLETT NEWS Victoria editor, seeking contributions for publication
21 Feb 2024	Sec Cc'd - Croquet Australia - query from club re net membership incentive payment
22 Feb 2024	Croquet Australia Chair - clarification re net membership incentive payment
	Croquet Australia - support letter for grant application
28 Feb 2024	Croquet Australia Administrator - DRAFT Shared Services Agreement
29 Feb 2024	Fencing Victoria, Ultimate Victoria, Dragon Boats Victoria - constitutional alignment with NIF Complaint procedure
1 Mar 2024	Sec Cc'd - Croquet Australia - access to Croquet Australia minutes etc
5 Mar 2024	Croquet Australia Events Committee - requesting response to previous Selection Sub-Committee suggestions to alteration of Interstate Shield conditions of play
Various	outgoing responses documentation related to VCC, distribution of e Bulletins, distribution of national event flyers, complaint documentation, support letter for Athlete Travel Grant application, Croquet Australia Shared Service Arrangement documentation.

SECRETARY'S REPORT

Croquet Victoria Membership

3062 (11 March 2024).

Director Training

Two Directors yet to complete online training.

Complaints

Two current complaints being progressed via Croquet Australia.

Tournaments Awaiting Results

Two Association Croquet Tournaments and seven Golf Croquet Tournaments await results.

Annual Club Survey

Twenty clubs are yet to complete annual survey.

Sport Australia Game Plan

Game Plan supports organisational enhancement through a self-assessment and action planning process designed to encourage sustainable change over time. By completing the assessment modules you will be able to identify opportunities for improvement that help support organisational growth and best equip you to drive ongoing participation and success in your sport. Building Action Plans based on your results will support organisational enhancement across a number of areas with a focussed approach to your highest areas of need.

Game Plan allows sports to adopt a common learning and development framework that builds organisational capability at all levels of sport delivery, national sporting bodies, state sporting bodies and clubs with reporting available at all levels.

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Advice of Resignations and Appointment of Interim Director

Goldfields Regional Director and Alternate Regional Director have resigned. Tricia Devlin is filling this position until Goldfields next Annual General Meeting.

Maurice Cevaal-Hewitt has resigned as a member of the Committee of Management.

Regional Reports to Council

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