

**CROQUET ASSOCIATION QUEENSLAND INC.**  
**MANAGEMENT COMMITTEE MEETING**  
**Tuesday, 22<sup>nd</sup> March 2022 at 10.30am**  
**Sports House**  
**Car Park code: 3019**

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- 1. 1.1. Attendance:**  
Pat Habner (President), David Housden (Vice President), John Turner (Treasurer), Dianne Leahy, John van Barneveld, Sarah Widin, Beryl Turner, Willy Silk (Secretary),
- Apologies:**
- Zoom:**  
Jacek Czarski, Paul Reynolds, Joan Mathiesen  
(Zoomed first half of meeting before video sound communication became impossible). These three members left before General Business. President to update them on the remainder of the meeting.
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- 2. Opening: Meeting commenced at 10.30am**  
**The Management Committee members were asked to declare any conflict of interest with any items for discussion** **NIL**
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- 3. Vale: Nil**
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- 4. Receipt of the Management Committee Minutes 22<sup>nd</sup> February 2022**
- \* **Amendments - Nil**
  - \* **Confirmation**
  - \* **Business arising:**  
Name change for Croquet News – **MC members to select 4 preferred titles and send to Secretary to collate**  
SCR lawn audits – Terry Ericson was contacted and will liaise with Dick Byres

**Actions by Secretary**

1. Thank you, letter, sent to E. Fleming on behalf of the Management committee for the donation of a second cup for the Women's Golf Open event
2. Notified Gateball of change of fees for Doubles events
3. Hopefully fixed the zoom sound problem – to be resolved again

**Resolution: that the minutes of the February 22<sup>nd</sup> MC meeting are a true and accurate record of the meeting and are endorsed.** **Carried**

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**Flying minutes**

Endorsement of final changes to the CAQ Selection Policy – carried

This policy will now be available on the CAQ website.

In future flying minutes will be referred to as "Vote outside Committee" motion

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Correspondence for  
March 2022.pdf

**5. Correspondence: See attached list**

**Business arising from Correspondence**

1. EOI and Position description for the Gateball Co-ordinator were sent out with a closing date of 31<sup>st</sup> March. No replies to date
2. From February Correspondence – declaration of conflict of Interest by Keith Chur- Hansen. President to create form for Conflict of interest and Secretary to send forms to MC members. **Action PH/WS**
3. ACA are no longer extracting and forwarding articles to states from Clearinghouse for Sports. Secretary to investigate CAQ subscribing to Clearinghouse **Action WS**
4. Complaint CAQ.023 – incident at Stephens. A recommendation will be made to Stephens and all clubs re safety and maintenance of metal strips and string lines. President to write recommendation letter **Action PH**

**Correspondence endorsed**

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**6. Reports:**

1. TM, TR & incident reports for CAQ Golf sixes at Caloundra  
Incident report actioned
  2. Report and photos from Wide Bay Burnett region workshop
  3. TM & TR reports for CAQ Golf Men's Singles
  4. Quarterly report from Beryl Turner, Golf Co-ordinator
  5. Quarterly report from Cloreen Van der Sluis, Golf ref Co-ordinator
  6. Quarterly report from Bruce Fleming, Association Co-ordinator  
Coaching Co-ordinator issues to be dealt with by President. **Action PH**
  7. Quarterly report from Liz Fleming, Assn Referee Co-ordinator  
Problems with co-operation from referees who still need to be re-accredited. President to follow up. **Action PH**
- President thanks the co-ordinators for sending in their reports.

**Minutes:**

1. ACA February meeting minutes
2. SCR March meeting minutes
3. GCT March meeting minutes
4. Selection Sub-committee minutes – the Sub-committee is looking to change some dates of some competitions, naming squads earlier, and naming teams as late as possible. This item will be presented to the CAQ when the suggestion is complete
5. ACA Annual General Meeting minutes and Forum notes
6. BNR February Minutes

**Newsletters:**

1. Bribie Island Newsletter

2. Croquet News edition 3 – Next Profile will be John van Barneveld  
Profiles to be kept to 250 words. Items for the next Croquet News were agreed.

### Registration Report:

Received – MC have not received report. Assistant secretary to send Working on two systems.

**Action DL**

**MSX:** Some clubs have enquired about MSX and would like to receive it. Secretary to contact Carolyn Ribone re next issue

**Action WS**

### Governance:

\*CAQ Selection Policy version 1.3 adopted and now on Website

\*Draft of By-laws – the draft By-laws were presented to the MC and one regional delegate identified the need for further changes. The Governance sub-committee will look at the suggested changes and present to April meeting for approval

\*Position Descriptions to be reviewed – changes to be made to title (co-ordinators not directors)

\*The Minutes of the Governance Sub-committee meeting held on 14th March are attached



14th March 2022  
Governance CAQ Min **7.1**

### President

- \* President and Vice President attended the Australian Croquet Association's AGM on 19<sup>th</sup> March. Pat Habner has been appointed a Director of ACA and part of her role will be as a member of the Finance Committee and Marketing Committee.  
On behalf on all CAQ members, congratulations Pat.
- \* Our motion to the ACA AGM that all states be represented on the Board was rejected
- \* The Academy has sent up a Disaster Flood fund page for those who wish to donate to the Qld and NSW clubs that have suffered flood damage
- \* Regarding the matter concerning a Gateball union player (ACA affiliated through WA) President advised that it is a matter for ACA to deal with.
- \* ACA advised that the New Golf rules will come into play on the 1<sup>st</sup> of July. They are on the World web page with a one page on changes.  
Referees and players will need to be instructed on the changes. New Rule books have been ordered but are not at the printers yet.
- \* President requests CAQ have a list of what can be claimed by referees for Travel – Pat will review the list the Treasurer has produced. CAQ and NSE already pay more in reimbursement than ACA. It was agreed that ACA will review reimbursement for lawn fees and referee lunch fees for ACA competitions
- \* The changes to the 7<sup>th</sup> edition Association rules need to be re-circulated as some plays and referees are not following them. It has been suggested that CAQ run more TREP courses. President to speak with Association co-ordinator regarding best ways to communicate the rules to all Association players

- \* President reminded the Committee members and Secretariat that all documents must be version controlled



ACA AGM 2022  
(002).pdf

### **Vice President**

David presented his report from the ACA AGM. See attachment

### **7.2 Secretary**

1. Prepared a list of invitees for the 2022 Centenary Lord Mayor's afternoon tea and sent out 100 invitations – replies are coming in.
2. Checked on progress of 2022 Centenary Pennants.
3. In the process of ordering flags and medals for above
4. Ordered badges for MC members, co-ordinators, duty officers
5. Organised purchase of Referee vests
6. Organised purchase of Hoop Setter badges and sent certificates to members who have passed the course
7. Croquet News edition 3 sent out
8. Sent to web officer the CAQ Selection Policy version 1.3 – now on Website

### **7.3 Treasurer**

1. Report and financial statements - The new Treasurers was congratulated on excellent presentation of financial report  
Treasurer to investigate transferring some money to other investment plans

**Action JT**

**Treasurer moved his report be accepted, seconded by Sarah Widin. Carried**

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## **8. General Business**

1. **ACA Public Liability insurance problem – ACA are looking into this matter. Item pending**
2. **Willy and David to organise to visit Wide Bay Region due to postponement of their part of the workshop – proposed dates to be sent to Wide Bay region**  
**Action DH/WS**
3. **Resignation of Warren Dowse, Gateball co-ordinator accepted, and notice for EOI has been sent to all clubs**  
**Letter from Alan James received. Secretary to acknowledge receipt of the letter**  
**Action WS**
4. **Query re extra Public Liability insurance for 2024 Nationals – SCR Steering committee to send questions regarding ACA event to Peter Freer, ACA Events Manager. Secretary to advise Dick Byres**  
**Action WS**

5. 5 Hot Topics – Pat Habner ACA Director, Eire Cup results – women did extremely well, 2022 Centenary, Disaster fund, Marilyn Nelson to visit clubs on request re game plan, Queensland Database – launching 1<sup>st</sup> June. Vice President and Treasurer plan to visit all regions before launch. All clubs will have a user password.
  6. National Database update – zoom meeting  
CAQ Database can be integrated with ACA database. CAQ users to access with own password.
  7. 2022 Centenary Pennants – re-imburement payments – President to pen a letter explaining re-imburements **Action PH**  
Badges ordered for CAQ members
  8. Request for Agenda item from John Turner – Strategic Plan  
Suggestion CAQ use Professional model and discuss one section each month
  9. EOI notice for U21 co-ordinator and Coaching Co-ordinator
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11. Meeting closed at 2.30pm

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12. Next Meeting:  
26<sup>th</sup> April at 10.30 am