

CROQUET ASSOCIATION QUEENSLAND INC.
MINUTES
MANAGEMENT COMMITTEE MEETING
Tuesday, 26th April 2022 at 10.30am
Sports House
Car Park code: 3019

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: Nil
Zoom:
Jacek Czarski, Joan Mathiesen, Paul Reynolds
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2. **Opening: Meeting commenced at 10.31am. President thanked Jacek Czarski for helping with updating the reimbursement forms, and Paul Reynolds for welcoming Robert Roose, Gateball Co-ordinator.**
The Management Committee members were asked to declare any conflict of interest with any items for discussion. President has a conflict of interest regarding 8.3 and will not partake in this issue. This will be noted on Register.
*** Conflict of Interest document to be sent to MC members to fill in and return to Secretary. Action WS/MC**
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3. **Vale: Nil**
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4. **Receipt of the Management Committee Minutes 22nd March 2022**
There were no requested amendments, and the minutes were confirmed.
Business arising:
*** Name change for Croquet News – name to be decided in General Business**
*** Follow up with Murray Tinker re gifting and donations- David Housden has had initial talks with Murray and will be visiting Sunshine Coast next week and have further talks with him. Action DH**
*** SCR lawn audits actioned, and report received by SCR**
- Actions by Secretary**
1. Tried contacting Carolyn Ribone with regard to MSX – unable to contact.
Need to recruit interim replacement editor for MSX. Action PH
Call for Expression of Interest may be required. Action WS
CAQ Facebook discussed. President to contact administrators **Action PH**
There was a suggestion to link Facebook to Revsport – John Turner to follow up **Action JT**
 2. Organised WBB visit by David and Willy – visit on 28th April – Report for Next meeting Action WS/DH
 3. Acknowledged receipt of letter from Alan James
 4. Replied to SCR Steering sub-committee re insurance
 5. Sent Registration report for February/March to MC members

Actions by President

1. Created Register of Conflict of Interest
2. Rang the President of Stephens club reminding them of the Health and Safety Policy and recommended that the lawn tapes be properly secured.
3. Coaching co-ordinator issues dealt with as a temporary measure. The Secretary will open the Coaching Co-ordinator mailbox weekly and pass any requests to the President. **Action WS**

Resolution: that the minutes of the 22nd of March MC meeting are a true and accurate record of the meeting and are endorsed.

Vote outside Policy motion

8/4 Appointment of Robert Roose as Gateball co-ordinator – 7 MC members voted in favour. Motion approved

5. Correspondence:

1. 23/3 Information for SC events application – President to contact Dick Byres
2. 23/3 Query re Court hire fees for 2024 National – President replied
3. 30/3 Eire Cup reports
4. 5/4 Further Grant money for CAQ – waiting for more information
5. 7/4 Inquiry from Murwillumbah re insurance – sent to Vice - President for action
6. Request for CAQ information for Lord Mayor's Speech writers

President reminded MC that the reception is only for 1 hour, and that we need to be mindful of our elderly members. All must follow the standard protocols. President will be making a short speech. There will be no parking available at CAQ or PCYC

7. World Croquet Day information for clubs – forwarded to clubs

Correspondence endorsed

6. Reports:

1. Incident report from Headland/Buderim – sent to Insurance Broker
The President intends to write to all clubs reminding them to be aware of Health and Safety around their clubs. **Action PH**
2. TM & TR reports for Golf Bronze Medal – There was a suggestion that CAQ define in more detail the meaning of “reasonable dispatch.” It was agreed that no addition be made to a WCF rule.
3. Captain's, Managers reports for Eire Cup
4. TM & TR reports for CAQ Golf Open
5. Marilyn Nelson's report from her visit to SCR re Game Plan. Some clubs are interested, and Marilyn will be presenting to the SC Regional Committee.
Send thanks to Marilyn. Send email to clubs informing them that Marilyn is available to discuss Gameplan with anyone interested. Action WS

Minutes Received by CAQ:

1. Gateball Sub-committee March minutes
2. BNR February minutes
3. ACA 20th April meeting minutes - on ACA webpage.
Also received ACA Policy documents that have been approved.
Information on the ACA Scholarship program that is available.
The WCF Gender Equality policy that ACA has adopted.

Newsletters:

1. Croquet Newsletter magazine Issue 2 has been distributed to subscribing clubs

Registration Report:

The Registration report for the month has been received. Total membership is now 1553, with 29 new members and 7 delisted.

MSX:

There is currently no anticipated edition of MSX until an interim editor can be found.

Governance Sub-Committee Report

1. Review of Coaching Policy – there will be a few adjustments which will be notified once approved by the Management Committee
 2. Governance sub-committee minutes from 25th April were received.
Some Policies received from ACA have links to ACA web. There was discussion about any items that the Governance Sub-committee might recommend in addition to the ACA Policy specific to Queensland. The ACA policies will be hyper-linked from the CAQ website.
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7.1 President

The President held a review a meeting with State Association Team Captain, Dave Luxmoore, and Chair of Selectors, Dick Byres, regarding Eire Cup reports, and discussed what worked well and what can be done better next time. The meeting was very useful to all, and communication issues will be improved for next time. There was discussion about State team players paying \$5 to clubs to practice on their lawns. It was agreed that this is not appropriate and CAQ will make a fixed fee payment to clubs if requested by clubs.

7.2 Secretary

1. Compiled list of invitees for Lord Mayor's Civic reception and sent information to BCC events manager. Sent information on CAQ to BCC – Lord Mayor's speech writers.

2. Organising 2022 Centenary Pennants and replied to questions. If the events prove to be popular the CAQ management committee will propose to the Events sub-committee that we hold this event again next year. It was agreed that if the events are repeated then the Code co-ordinators will be asked to organise them.
Confirmation of dates and venues for 2022:
Golf – Windsor 11/12 June – Manager Willy Silk
Association – Wynnum and Mcllwraith 17,18, 19 June - Manager Bruce Fleming
Ricochet – Bribie Island 2/3 July – Manager Gwen Connelly
Gateball – Eildon 16/17 July – Manager Ros Crowe
3. Completed Audit of Coaching Manuals
4. Continuing culling paperwork in books and files
5. Assistant Secretary continually processing registrations and Handicap changes
6. Replying to queries and forwarding any relevant information received to clubs

7.3 Treasurer's report for March 2022

Report and financial statements were received and approved.

BN region thanked treasurer for his reports.

Report for March 2022

During March, the outstanding invoices for capitation & affiliation fees were followed up on, and all have now been settled with the final club paying in early April. Thanks go to All Clubs for your continued support as we now look forward to the rest of the year being a little less Covid affected than the previous 2 years. Change of Office Bearers (Annual Returns) paperwork was sent to the Office of Fair Trading with the appropriate payment.

The Debit card arrived and was provided to the Secretary for use when making purchases for office related expenses. Funds are debited directly from the working account.

January to March Quarter BAS has been finalised and posted to the ATO.

CAQ will pay \$10,770 in GST by the due date using the manual system.

Thanks to Jacek Czarski for updating the Expense claim forms which have been sent to Design Bordello and uploaded to the current website.

Please refer to the Treasurer's reports for P & L and Balance Sheet for March.

John Turner 19th April 2022

Treasurer asked that his report and financial statements be accepted.

Seconded by Sarah Widin. Carried

A CAQ Financial sub-committee will be held to consider the following–

- a) Term Deposit
- b) New Grant – allocation of funds

A budget also needs to be allocated to the 2024 Nationals – for such items as live streaming and referee expenses.



CAQ Treasurer
Report Summary



CAQ March 2022
MarBalance Sheet with LY.



CAQ March 2022 P&L
with LY & YTD.pdf

8. General Business

1. Name change for “Croquet News”

Rationale – name similar to CAQ Newsletter. New name **“CAQ Inside Look”**

2. Update CAQ Tournament regulation V1 – define CAQ Association Eights & sixes.

Approved. Another change to come – President to send to MC members and members will be asked to vote. Regulations will be changed after second update and then placed on the Website. **Action PH**

3. Financial issues re lawn use by squads

MC has agreed that a set fee of \$100 can be claimed by clubs for each day when hosting squads and state team practices. Participants no longer need to pay visitor fees. Email to be sent to clubs, Selection sub-committee, and all co-ordinators

Action WS

Sarah will reply to Sunshine Coast club.

Action SW

4. Recommendation for examining refereeing roles for Sue Green & Jenny Lee

The process has been followed. MC approved and ratified the recommendation. The issue of presenters for coaching courses was discussed. The MC believe that more presenters are needed in regions so they can be self-sufficient.

An email will be sent to Sue Green – Golf, and Jenny Lee – Ricochet confirming their status as examining Referees and congratulating the. **Action WS**

5. Temporary arrangement for State Coaching co-ordinator

New arrangement – ACA Coaching Co-Ordinator to send applications received to CAQ Secretary who will forward email to President who will appoint relevant presenter. Secretary to organise change of email address to Secretary.

Secretary to contact George Oliver for password. **Action WS**

6. Documents from QHRC re Vicarious Liability

All clubs need to be aware of the risks that could lead to Liability problems.

President to draft an explanation to be sent to clubs. **Action PH**

7. Promotional Leaflets required – Welcome pack

The CAQ office has run out of promotional leaflets. All current leaflets need to be updated and will be made available on Revsport CAQ for clubs to access.

All documents and leaflets need to be version controlled. At present the office is printing the Code of Conduct brochure – which will also need to be version controlled. The Revsport CAQ will have a Hotspot to be created for new member information. The current welcome letter will need to be revamped as well.

Beryl and John will look at updating what is available.

Action B & J

8. Proposal from BSR

There are two proposals –

1. Clubs' Membership

Some clubs have stagnant membership, and it is important to increase membership for these clubs. BSR propose that CAQ promote a National Come & Try croquet day on a fixed date later in the year. Promotion would include format of the event, campaign design, and media. The estimated cost is too high for CAQ to finance.

ACA through the Marketing sub-committee are planning promotional material which could overlap with any material CAQ may produce. It was suggested the CAQ write to ACA re this matter. John van Barneveld was asked to draft a letter outlining the proposal for ACA.

Action JvB

2. Playing surfaces

BSR proposed that CAQ employ the services of an independent, external organisation specialising in sporting field development and maintenance. This service should extend to all clubs. It was proposed that a generic calendar for optimal periods for spraying different weeds and grasses, fertilising, aerating, top dressing etc. John Turner has contacted Australian Sports turf consultants for a quote for such a calendar. He is waiting for a reply.

It was decided to discuss this further once we have a quote from the above consultants.

Action for next month

9. Question for MC from BSR

Conflict of Interest – BSR asked for a CAQ view of potential conflict of interest regarding Team Selection when the State Complaints Officer is also a selector. It was explained that the Selection Policy is very clear that any team Selection is not submitted as a complaint but as an appeal which would come directly to the Management Committee. There is a clear appeals process, and this specifically rules out the Complaint officer, Selectors or MC members from hearing appeals. There is no conflict of interest. The President will reply to the BSR committee to explain.

Action PH

10. From Academy – Communication, approvals, & training for Superuser Suggestion of David Housden as CAQ Superuser. Rollout of National Database

David Housden was appointed CAQ Superuser. CAQ will be using the Revsport CAQ Registration database from the beginning of May. The Rollout of the National Database may take some time. Tasmania is the first state to begin using the National database.

11. Explanation of Process of selecting teams

The President spent time on ensuring that all MC members are cognisant with the process of development of players to reach State teams. A written copy will be provided to MC members.

Action PH

13. Proposal from a club member for CAQ to look at adding croquet in the Pan Pacific Masters.

CAQ would support ACA in this matter.

14. West Toowoomba asked for clarification on some Insurance liability issues.

The Regional Insurance Brokers have sent some answers and it was suggested that the explanations be sent to all clubs for their benefit. **Action WS**

11. Meeting closed at 2.30pm

**12. Next Meeting:
24th May at 10.30 am**