

CROQUET ASSOCIATION QUEENSLAND INC.

MINUTES

MANAGEMENT COMMITTEE MEETING

Wednesday 27th July 2022

ZOOM

1. 1.1. Attendance via zoom

Pat Habner (President), John Turner (Treasurer), John van Barneveld,
Joan Mathiesen, Sarah Widin, Paul Reynolds, Beryl Turner, Di Leahy, Jacek Czarski,
Willy Silk (Secretary)

Apologies:

David Housden (Vice President)

2. Opening: The President opened the meeting at 9.02am

The Management Committee members were asked to declare any conflict of interest with any items for discussion. There were no conflicts.

3. Vale: There were no vale notices received.

4. Receipt of the Management Committee Minutes 28th June 2022

*** Amendments:**

General Business No 14 should mention that players wanting fees returned had left the club and had been delisted.

*** The minutes were confirmed.**

*** Business arising:**

*** Actions completed by Secretary:**

1. Toombul has been asked to host the CAQ Information/training day in November at a date to be determined. Awaiting confirmation.
2. Checked with Dick Byres re attendance at Qsport Conference – no CAQ representative
3. Sent information re AICD Sport Governance course to MC Members
4. Sent copy of Grant application to MC members

*** The minutes were confirmed.**

*** Actions completed by President:**

1. Notice to clubs re awareness of Health & Safety around clubs -continual action. The President presented a summary on this topic, the Vicarious Liability, and the Gender Equality plan at the SCR meeting with MC members The summary will be repeated when the MC members meet with the Darling Downs Region club members.
2. Explanation to clubs re QHRC Vicarious Liability – continual action
3. Awareness of Gender Equality Action plan to be included in the Induction documents and job descriptions – **to be actioned by Governance**

sub-committee. To update the Induction booklet, it may be necessary to pay someone qualified.

The President will discuss this matter with the Secretary and Assistant Secretary.

Action PH

4. CAQ Inter-region Pennants to be added to Calendar with 3 days allocation – **to be actioned at the Events co-ordinators' meeting**
5. EOI for Squad co-ordinators – actioned
6. Send email to Toombul CC re no refund to players - actioned

*** Actions by MC members:**

1. Treasurer to formulate a pro rata system for affiliation fee payments – **for discussion at the Finance sub-committee meeting**
2. Paul Reynolds to email ACA with suggestion for spread sheet of the questions for PL insurance company – see General Business
3. John Turner to draft letter re services of Mr Ben Marshall, and send to secretary to send to clubs - actioned

Resolution: that the minutes of the 27th of June 2022 meeting are a true and accurate record of the meeting and are endorsed. **Carried**

5. Correspondence:

See sent list

Answers required for the following:

1. QSport Sports award nominations – re submit last year's nominee **Action WS**
2. Copies of emails from David Drake to Barbara Northcott - file
3. Suggestion for states to promote MacRobertson Shield on Radio Stations **Action WS**
4. Recommendations from the Appeals Panel for the review of CAQ Selection Policy Version 1.3 – **to be reviewed**
5. BS Terms of Reference – Part of By-laws discussion
6. Offer of Excel Intermediate Course from Water Polo Qld - **Willy Silk & Di Leahy to attend**
7. Resignation of Golf Croquet examiner/trainer

Correspondence from Mr. Geoff Morris is not to be answered but sent to the President to be actioned.

Correspondence endorsed

6. Reports:

1. Golf co-ordinator quarterly report
2. TM & TR reports CAQ Golf Open Doubles
3. Report No 1 from Appeal Panel – It was suggested that players need to be educated on the criteria for selection to state teams. **The President will attend squad practices to inform players.**
4. TM report for CAQ Gibson Medal
5. Report No 2 from Appeal Panel
6. Report for CAQ Centenary Inter-regional Gateball Pennants
7. TM report for President's Golf Medal (Windsor)

8. TR report for President's Gold Medal (Windsor and Eildon). This event will be scheduled again next year.

Minutes:

1. National U21 co-ordinator meeting – Queensland will host the ACA National U21 event at Eildon on 14/15 January 2023. The question arose regarding the vaccination of players. The President will confirm this with the National U21 Co-ordinator. A zoom meeting will be held between the Pat Habner, Di Leahy, and Joy Wright to start preparations. Di Leahy will enquire whether any Eildon members are prepared to billet players.

2. Gateball sub-committee July minutes

3. CAQ Governance sub-committee – 23 May and 27 June

4. Minutes from the Examining Referees' Annual meeting

Newsletters:

No Newsletters received this month

Registration Report:

Report received.

MSX:

Carolyn Ribone is prepared to re start the MSX. She will be asking for items for the next issue.

Governance:

- Reviewed Policies – Coaching, sponsorship, Sun safe, Alcohol-smoking- drug use – need to be read by the MC members, and when approved will be added to the CAQ website. MC members need to send notice of approval to Sarah in the next week. **Sarah Widin will produce a one-page document outlining changes and this will be included with the policies on the website. Action SW**
- CAQ By-laws Policy reviewed. Sarah will make some adjustments and send to Policy to the office for adding to the website.
- Budget Planning Procedure review – email from John van Barneveld re document – **John van Barneveld has agreed to produce a more precise document and it will be reviewed at the next finance sub-committee meeting.**
- There are a few more policies to be reviewed – Juniors/schools, risk management, conduct of meeting, and Media relations. Sarah is reviewing the job descriptions. Once all the CAQ Policies have been reviewed, the Governance sub-committee would appreciate ideas for where the sub-committee goes from here. It was suggested that the sub-committee look at helping clubs understand their responsibilities and how to run meetings.

7.1 President

Planning for the workshop in November needs to start. Suggestions for the day include referee sessions for all codes, Principals of Tournament Management, club administration.

The President will draft a program for the day. Sarah Widin has offered to put something together for Association. Di Leahy was asked to look at the Tournament Manager's role.

Action PH, SW, DL

7.2 Secretary

This month has been stressful because of the email problems, which is continuing. The Office has been receiving an overwhelming number of emails. Many members forget that the Di and I are in the office for two days only. We do a lot of work from home on the other days. We are updating all handicaps. The "Inside News" will be out asap.

7.3 Treasurer

The Treasurer's Report and financial statements were presented.

The Treasurer asked that his report and financial statements be accepted.

Seconded by Sarah Widin

Carried

- The Remittance for extended grant - \$39050 – has been received
- The Treasurer would like to encourage clubs to use the forms on Revsport. It was recommended that an email be sent to all clubs to use the new forms.

Action WS

- Payment of the invoice for the State Team uniforms has been approved.
- Beryl Turner has offered to investigate the replacement of State Blazers for State official jackets for future teams. Blazers and embroidered pockets are becoming expensive for players.

8. General Business

- 1.** Disruptions have occurred with the email system which hopefully have been resolved. Clubs who are still having trouble can contact John Turner or the office for help.

The Microsoft email system has good benefits and is more secure. Peter Crees from Design Bordello needs to be thanked for helping clubs to set up email addresses despite his company being left behind. He rates this system as the best.

Action WS

The accounts system, registration system, and the competition entering system are all working on Revsport. Unfortunately, revsport does not allow clubs to change their websites.

It has been suggested that clubs either fill out a template that will be designed for changes, or purchase their own revolutionise Sport package, costing \$99 per year.

Resolution: that "CAQ resolves to set up a template for changes and to pay for the initial revolutionise sport package for clubs wanting to use this system."

Clubs who are already using the package will be reimbursed for the initial cost of \$100. Assistance to purchase and set up package can be organised.

The President thanked John Turner for helping clubs work with the new system and install their email addresses.

Action JT, WS

2. Public Liability Insurance

A link has been provided by ACA on their website with information on the ACA Public Liability insurance. **Pat Habner, John Turner, and Sarah Widin**, will look at the link and summarise principal issues.

Action

3. U21 – Queensland to host Nationals

Covered under Reports/Minutes No 6

The U21 Golf World championships will be held in NZ in February. CAQ to look at what support can be made to Queensland qualifiers.

4. Request from David Housden for discussion on Disciplinary Policy – What penalties/sanctions can CAQ impose on unacceptable behaviour?

This item will be held over to the next MC meeting as David was absent.

5. CAQ Selection Policy

A review sub-committee will look at the recommendations from the Appeals Panel, and the selection criteria.

6. Tournament Management Courses – BS created own document

CAQ would prefer regions to use the CAQ Events Management booklet when holding sessions for Tournament Managers

Action PH

7. inter-regional Pennants

The CAQ Inter-regional Pennants will be added to the Calendar for next year.

The President will ask Bill Habner to review the conditions of play for all codes and the format for 2023.

Action PH

8. BS “computer system changeover and email disruption

The CAQ Management committee agreed that the changeover could have been managed better and consultation on any future installations will occur.

9. BS “what is Reasonable cash reserves” to be outlined in budget 2023

This will be discussed at the CAQ Finance sub-committee meeting this month.

10. Quote for new Teardrop banners

The Treasurer is obtaining quotes for Teardrop banners. All clubs will receive a banner including Gateball clubs. John is also getting quotes for CAQ Brochures.

11. Dot points from the SCR meeting with President, Vice President, Secretary, and SC delegate and region and club members

Refer to the Presidents report.

12. Gateball emails.

ACA is managing Gateball issues. The CAQ has advised the Management Committee members not to reply to any emails but refer them to the President.

11. The meeting closed at 12.15pm

12. Next Meeting:

Tuesday 23rd August 2022 at 10.30am