

**CROQUET ASSOCIATION QUEENSLAND INC.**

**MINUTES**

**MANAGEMENT COMMITTEE MEETING**

**Tuesday 23<sup>rd</sup> August 2022 at 10.30am**

**Sports House**

**Car Park code: 3019**

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**1. 1.1. Attendance**

David Housden (Vice President), John Turner (Treasurer), John van Barneveld, Sarah Widin, Beryl Turner, Di Leahy, Willy Silk (Secretary)

**Zoom:** Jacek Czarski, Paul Reynolds, Pat Habner (President)

**Apologies:** Joan Mathiesen

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**2. Opening: The President requested that the Vice President chair the meeting.**

The Vice President opened the meeting at 10.35am

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**The Management Committee members were asked to declare any conflict of interest with any items for discussion**

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**3. Vale: Clare Burke (Mackay)**

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**4. Receipt of the Management Committee Minutes 27<sup>th</sup> July 2022**

\* **Amendments:** There are no amendments

\* **The Minutes were confirmed**

\* **Business arising:**

\* **Actions completed by Secretary:**

1. Re submit last year's nominee for Qsport Award – Still to be actioned
2. Promotion of the MacRobertson Shield – notice placed on CAQ webpage
3. Nominated and attended the Excel Course
4. Sent email letter encouraging clubs to use Revsport forms
5. Sent thank you letter to Peter Crees, Design Bordello
6. Sent link to clubs re PL insurance policy information
7. Sent email to clubs re "Revsport for clubs"

\* **Actions completed by President:**

1. Discussion re Induction booklet – Jacek to update
2. CAQ inter-region Pennants dates to be included in the calendar – **in progress**
3. November workshop draft program – **still to be actioned**

4. Inform BS that CAQ would prefer CAQ events Management booklet be used at sessions.
5. Organise a meeting to look at recommendations and adjustments to the Selection Policy - still to be actioned

\* **Actions by MC members:**

1. Governance sub-committee to include Gender Equality Action plan in the Operational booklet and Job descriptions – Operational booklet to be updated by Secretary and Assistant Secretary **Action WS/DL**
3. John van Barneveld to produce a more precise Budget Planning Procedure - **still to be actioned**. It was suggested that the Budget planning would be more appropriate at the end of the year. All agreed.
4. Investigate the replacement of State Blazers – Beryl Turner - **still to actioned**
5. CAQ MC to look at offering support to Queensland U21 qualifiers for the Golf U21 World championships. It was agreed that CAQ will offer support. **Type of support to be determined when qualifiers are named.**
6. John Turner getting quotes for Teardrop Banners for clubs. Quotes for banners discussed and it was agreed that banners be purchased – one for each club (paid by CAQ) and extras for stock in case any club would like to purchase more.

**Resolution: that the minutes of the 27<sup>th</sup> of July 2022 meeting are a true and accurate record of the meeting and are endorsed.** **Carried**

5. **Correspondence:**

**See sent list**

**Actions to be completed:**

1. Possibility of sending coaches to Warwick **Action PH**
2. Refunds for Toombul players – actioned by President
3. Applications for Level 3 Gateball Coach – Barbara Northcott
4. Application for Coach Trainer from Ros Crowe
5. Received Coaching registration forms for 6 players now accredited Level 1 coaches
6. Application received for Coach Presenter training from Di Leahy
7. Request from Ipswich for information on the Club Revsport package – actioned by DH
8. Sent request to National Coaching co-ordinator for list of Qld Coaches **Action WS**
9. Received reply from Barbara Piggott
10. Covid information re Australian Handicap doubles/Singles at Albury – added to webpage
11. Zoom meeting scheduled for Monday 29<sup>th</sup> August – Greg Bury
12. CAQ Governance sub-committee minutes from the 22<sup>nd</sup> of August meeting
13. Request from Stephens for Safety Audit report re metal scrips. The secretary will contact Elizabeth Fleming to check if audit completed **Action WS**
14. By- laws- updated version to be sent to secretary and added to CAQ Webpage **Action SW/WS**

## Correspondence endorsed

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### 6. Reports:

TM & TR reports for CAQ Golf President's medal  
TM & TR reports for CAQ Men's AC Singles  
TM & TR reports for CAQ Women's AC Singles  
CAQ Selection sub-committee report  
CAQ Golf referee co-ordinator's report for August  
TM & TR reports for Gateball championships and incident reports – **ACA to action**

### Minutes:

SCR July Minutes & Reports  
Gateball sub-committee Minutes & report – 25/6  
ACA Board minutes from 17/8  
Gateball Players meeting 13/8 minutes  
CAQ Governance sub-committee minutes for August  
Question asked who BSR do not send CAQ copy of their Minutes

### Newsletters:

CAQ "Inside News"  
Bribie Island August Newsletter  
ACA online Magazine  
Issue 4 Croquet Newsletter for July/August

### Registration Report:

**MSX:** No further information to date

### Governance:

Minutes of the CAQ Governance sub-committee 22<sup>nd</sup> August meeting received.  
There will be more policies to be approved at next month's meeting.  
By-laws – last updates to be completed, then sent to the Secretary and added to the CAQ webpage.  
Query – confirmation of the CAQ refund policy for Events co-ordinator – once draws are completed there will be no refunds given.

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### President joined the meeting at 10.35am

**Meeting was suspended.**

**A Mid- year review of CAQ Management Committee performance was held.**

**Meeting re-opened**

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## **7.2 Secretary**

1. Completed Edition 4 of “Inside News” and sent copy to MC and Clubs
2. Attended the Excel Course
3. Ordered Coaching books, Golf rule book, and more hoop gauges
4. Sent email to clubs re Revsport issues and CAQ template
5. Sent out all emails with general information for clubs
6. Answered all queries or sent them to the relevant MC members
7. Sent letter of support for a grant to Moreton Bay Gateball as requested
8. Requested from Sports House availability of Meeting rooms in November – 19/26 available

## **7.3 Treasurer**

The Treasurer’s Report and the financial statements were received.

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

**Seconded by Paul Reynolds.**

**Carried.**

Quotes for the revised brochures for all codes and approval of these will be added to the agenda for next month.

Affiliation fees for clubs and players for October 2022 to October 2023 were tabled. Copies will be forwarded to the MC members for approval by VOC. Once approved a copy will be sent to clubs. Flyer for the SGM will be sent to clubs.

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## **8. General Business**

1. **U21 Golf National Championships and ACA Bronze, Gold, and silver medals.**  
**Eildon’s bid to host U21 Golf National championships and U21 Gold medal was accepted. Expression of Interest will be sent to clubs to host the ACA U21 Queensland golf Bronze medal.**
2. **Need for list of all coaches to be added to Revsport system.**  
**Willy Silk has volunteered to become the CAQ Coaching co-ordinator. An updated list of coaches will be compiled. Willy will attend the National Coaching conference in Adelaide.**
3. **Discussion – Strategic draft plan**  
**To be held over until next meeting**

4. **November workshop – Sports House available 19<sup>th</sup> or 26<sup>th</sup> November**  
**Tentative booking of the rooms for 26<sup>th</sup> November to be made. Some topics suggested are “How to improve clubs and communications with CAQ,” “Tournament and venue management,” “referee encouragement and experience.”**  
**President requested help to organise the day.**
5. **SGM – notice to clubs**  
**Notice will be sent to clubs**
6. **Resignation from Dick Byres – Chair of CAQ Selection sub-committee**  
**Chair will not be replaced until next call for positions, the four remaining selectors will manage any business that arises.**
7. **Queries from the Gateball Players Meeting 13/8**  
**i) Gateball would like to know the breakdown of entry fees –**  
**MC replied that no other code receives the breakdown**  
**ii) what would be the best way to enter a submission for assistance to regional players with travel costs –**  
**CAQ do not pay travel costs for any player entering competitions except for State selected teams who play in National team events e.g., Interstate Golf event, and Association Eire Cup. A reply will be forwarded to the Gateball co-ordinator**  
**Action WS**  
  
**Incidents re CAQ Gateball championships – to be actioned by ACA**
8. **Question from BS re survey on continuation of first-time events**  
**The MC will organise a survey to be done on the desirability of repeating the inter-region pennants and on the Association 8s.**  
**Action WS**
9. **Quotes for teardrop banners and brochures**  
**Resolved – see Actions by MC members and the Treasurer’s report**

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**11. Meeting closed at 2.40pm**

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**12. Next Meeting:**

**Tuesday September 27<sup>th</sup>, 2022, after the SGM and forum**

