

CROQUET ASSOCIATION QUEENSLAND INC.

MINUTES

MANAGEMENT COMMITTEE MEETING

Tuesday 22nd November 2022

Sports House

Car Park code: 3019

1. 1.1. Attendance - Zoom

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

Apologies – Jacek Czarski

2. The meeting opened at 9.35am

There were no conflicts of interest declared

3. Vale: No vales received

The President welcomed the Gateball representatives, Robert Roose and Ros Crowe. Keith Chur-Hansen was unavailable.

The Gateball Proposal for the next 3 years was received, and Robert and Ros were congratulated on a very extensive proposal for the future of Gateball. The MC and the finance committee will wait until the proposals from Association, Golf and Ricochet have been received before the Treasurer can review all proposals and build an appropriate budget.

Gateball is looking to visit clubs on invitation to demonstrate Gateball. The aim is to have two clubs in all regions playing Gateball. The region delegates are asked to support the aim by encouraging clubs to have a go at Gateball.

There is a need for more referees/coaches to be trained.

Robert was asked to write an article to be published in the next "Inside News."

The CAQ was thanked by Robert and Ros for their continued support of Gateball.

Robert and Ros left the meeting.

4. Receipt of the Management Committee Minutes 27th September 202

i Amendments:

1. Selection policy changes: should read "that the fifth player is guaranteed one match minimum".

ii Confirmation: The minutes were confirmed

Resolution: that the minutes of the 27th of September meeting are a true and accurate record of the meeting and are endorsed.

5. Correspondence

See sent list

List of Banners required – waiting on CQ. Also waiting for ACA for update on their designs.

Status of Croquet balls – reply from ACA to be sent to clubs

Blue cards for volunteers at social functions (with children) – to be followed up

Application for Trainer training – President to follow up

EOI to host 2025 GCWTC – Tier 1 – to be sent to clubs

Correspondence endorsed

6. Reports:

- * Association co-ordinator's Annual report
- * Sport Australia – Governance Standards assessment & report
- * Selection sub-committee Annual report
- * Complaints officer Annual report
- * Golf referee co-ordinator November report

John van Barneveld left the meeting at 12.15pm

Minutes:

- Laurel Bank CC AGM Minutes
- SCR November Minutes & reports
- ACA November minutes
- CAQ Governance November Minutes and reports

Newsletters:

- ACA Magazine
- Bribie Island November Newsletter

Registration Report:

Sixty-seven new players were registered for October and November.

It was suggested that the registration forms include an extra field for “how they found croquet” as it would be useful to understand and imbed into our recruitment/membership drives how new members found croquet.

Governance:

- Job descriptions – half completed, the rest will be completed this month and sent to MC for approval by VOC
Marilyn commented on the Game Plan Job descriptions. A copy will be forwarded to the office.
- Incident Management template – approved, and will be added to the webpage, with a process for monitoring these reports, who is responsible for remediating the issue, and closing the issue
- November Minutes and report
- Four Policies for Approval – Sun safe, Coaching, Sponsorship. Alcohol & Drug abuse.

The Alcohol and Drug abuse policy needs a few changes to bring it into alignment with ACA.
Policies will be sent to MC for approval by VOC.

7.1 President

The President's actions for November are covered throughout the minutes.

7.2 Secretary

The CAQ October minutes were completed and sent to MC, and to all clubs.
All correspondence was actioned.

7.3 Treasurer

Report and Financial statements
ACA Travel template completed
Information re PL Insurance required by ACA actioned
The Treasurer will not accept affiliation fees for 2023 before January 1st, 2023.
Pro rata payments will come into effect from 2023.

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

8. General Business

**1. Strategic draft plan – resolved to accept the plan with minor formatting changes.
The Plan will be added to the Webpage.**

2. Nominees for CAQ positions –

Nominations accepted –
Robert Roose – Gateball co-ordinataor
Keith Chur-Hansen – Gateball referee co-ordinator
Beryl Turner – Golf co-ordinator
Cloreen van der Sluis – Golf referee co-ordinator
Willy Silk – Coaching co-ordinator
Geraldine Trivett – Events co-ordinator
Willy Silk – Secretary
Dianne Leahy – Assistant Secretary
Gaye Pitman/Donna Manning – Selectors

Kathie Grant – Association Development/State team squad co-ordinator
Dianne Leahy – Golf Development Squad co-ordinator
Joan Mathiesen will contact Jenny Lee re the Ricochet/Referee co-ordinator
Follow up notice to go to clubs for EOI for vacant positions

3. CAQ 2023 Events Calendar for ratification

Events co-ordinator to be notified to include the CAQ Ricochet Inter-regional Pennants to the calendar. The 2023 Calendar is accepted. The Events co-ordinator is encouraged to mentor a player to learn the intricacies of the role for succession planning.

4. Request from 2024 Nationals committee for coloured hats for referees

Request has been denied. It was felt that referees would be more comfortable and sun safe in their own head wear. Tabards or sleeveless vests are supported.

5. Item from BNR – player handicap reviews

Clubs should be reviewing members handicaps at least once a year. Club Captains and club referees are able to change handicaps at any time. Marilyn Nelson and the Secretary will review the process to change handicaps. A small working group will be created to support regular reviews and appropriate changes.

6. Request for information re financial support for U21 National

MC approved to financially support Eildon for the U21 Nationals. \$500 will be given to offset the cost of the opening function and evening BBQ.

7. Letter from Richard Pickvance

The President will discuss the matter with Richard.

8. Question from WBB re “Regional Biannual General Meetings”

The matter has been resolved by the region

9. Request from Marilyn Nelson – number of members who read CAQ Minutes

It was suggested that Region delegates propose a Q and A review of matters relating to the CAQ Minutes and report back to their clubs.

10. Request for equipment – Laptops for co-ordinators, two backup systems for office, new laminator

The current office computers are out of date and causing some problems. It was recommended that new computers be purchased for the office with backup

systems. The Treasurer will investigate costs and a VOC will be held. The Coaching co-ordinator has been given permission to set up her files on the office computer.

11. Question – Registrations to go back to office

Further discussions to be held.

12. From BNR letter for consideration

The MC members have not had a chance to consider this letter so the matter will be held over until the next meeting in January. All new business items need to be received 5 business days prior to the MC meeting.

13. Emails from BSR for discussion

1. Request for financial entitlements to be published. This would be a breach of the privacy act. The request was denied. The claimable amounts for claims and officials are on all claim forms.
2. Comments on the complaint's procedure. ACA and all states are required to follow the Sports Integrity Framework policy. The President is happy to attend a BSR meeting to further explain the procedure.
3. Comments on the Selection Policy review. The Policy is on hold so further discussions can be held on the number of players in state teams. The President will host a zoom meeting with the last state team members. Once this has occurred the President will inform the MC members of any issues and the selection policy may be changed to accommodate these concerns.

14. Sports Australia Governance Standards assessment and report

To be discussed at the next meeting

15. ACA membership recruitment incentive.

Secretary will follow up and report.

11. Meeting closed: 2.15pm

**12. Next Meeting:
Tuesday 24th January 2023**

AGM 28th February 2023. Forum to follow