

CROQUET ASSOCIATION QUEENSLAND INC.

MINUTES

MANAGEMENT COMMITTEE MEETING

Tuesday, 24th January 2023 starting at 10.30am

Mcllwraith Croquet Club

The New ACA CEO, Melanie Woosnam, was welcomed and introduced to the MC members. Melanie started in her role on 1st January. A very informative appraisal of her position was given, including her commitment to improving the status of ACA and state committees to become more professional and better marketed.

Current ACA projects will be evaluated on the status of where they are now and how to move forward.

1. 1.1. Attendance:

Pat Habner (President), Sarah Widin (Vice President), John Turner (Treasurer), Marilyn Nelson, John van Barneveld, Paul Reynolds, Beryl Turner, Willy Silk (Secretary), Melanie Woosnam (ACA CEO)

Apologies:

Zoom:

Jacek Czarski, Joan Mathiesen

2. The meeting opened at 10.35am

There were no conflicts of interest declared.

3. Vale: Elaine Pearson (Southport), Marion Howard (Tamborine Mountain)

4. Receipt of the Management Committee Minutes November 22nd, 2022

4.1.1 Amendments

4.1.2 Confirmation

Resolution: that the minutes of the November 22nd, 2022, meeting are a true and accurate record of the meeting and are endorsed.

4.2 The January Actions arising list will be updated and sent to MC members

4.3 VOCS

4.3.1 Approval of purchase of Laptops for Secretary/Assistant Secretary – Approved

4.3.2 Approval of length of Term Deposit – approved.

4.3.3 Proposal to revisit the use of the Bowls lawns beside Stephens Cc – Approved

4.3.4 Review Job descriptions for any changes

All VOC's ratified and added to Resolutions Register.

5. Correspondence

All correspondence has been dealt with and significant matters for the Committee were presented

- 5.1 Concerned Player email – President replied.
- 5.2 Copy of complaint determination decision – received.
- 5.3 Email from BNR re advice on encouraging more young people to play croquet – President will contact Sue Rowan from BN.
- 5.4 No other business arising from correspondence.

RESOLUTION: That the correspondence be endorsed.

Melanie Woosnam left the meeting at 1.10pm. Her input was very well received.

6. 6.1 Reports:

- 6.1.1 Events co-ordinator report for 2022 – the report and recommendations need further discussion – the President will contact the Events co-ordinator. The Events Coordinator had recommended that we cancel all events with less than 8 entries . This recommendation was not taken up by the Committee. The Events Coordinator should liaise with the Code Coordinator to try to fill the event.
- 6.1.2 AC referee co-ordinator report for 2022 – Concerns about numbers of referees were noted. The President reported that Greg Whymark has agreed to act as AC referee co-ordinator for 6 months.
- 6.1.3 Selectors Sub-committee report 2022. This thorough and useful report will inform the new selection sub-committee.
- 6.1.4 Gateball co-ordinator for 2022. No issues arising.
- 6.1.5 Golf referee’s co-ordinator report for 2022. No issues arising.

6.2 Minutes:

- 6.2.1 BSR Annual minutes and report
- 6.2.2 WBB Annual minutes and report
- 6.2.3 SCR December and January Minutes
- 6.2.4 GCT December minutes and report
- 6.2.5 Gateball sub-committee November minutes
- 6.2.6 Bribie Island CC Minutes and reports
- 6.2.7 BNR December minutes – the President asked the BNR delegate to pass on congratulations to clubs that had been successful in receiving grants.
- 6.2.8 ACA December minutes

6.3 Newsletters:

- 6.3.1 5th edition of “Croquet News” – The editor will be contacted and asked to change the name to Southport Croquet News to avoid confusion with other newsletters
- 6.3.2 Issue 6 - CAQ “Inside News” will not be produced until after the CAQ AGM.
- 6.3.3 Bribie Island Dec/Jan Newsletter

6.4 Registration Report

Due to the number of changes to the club membership lists still being received a report will be presented next month. It is noted that there is a backlog of membership changes due to the clubs delisting large numbers in January 2023.

RESOLUTION: That the Registration lists will be a priority and will be up to date by end of February.

7.1 President

7.1.1 ACA Update – mostly covered by the ACA CEO

7.1.2 Darling Downs visit report – Visit and activities well received and appreciated. Three players are in training to become GC referees.

7.1.3 Due to conflict of interest as President CAQ is also a Board member of ACA we need to send a delegate to the ACA AGM, Sarah Widin has been endorsed as CAQ's delegate to the meeting.

RESOLUTION; That Sarah Widin will act as delegate of CAQ at ACA AGM

7.2 Secretary

7.2.1 The office was re-opened on the 17th January and all correspondence is being attended to.

7.2.2 The 6 monthly Progress report for the current grant has been completed.

7.3 Treasurer

7.3.1 Financial statements and report received and discussed.

7.3.2 Financial committee report received and discussed.

7.3.3 2023 Budget presented and approved.

The Golf, Ricochet and Gateball co-ordinators funding proposals were received. No proposal has been received from the Association co-ordinator as the position remains vacant. The finance sub-committee has allocated funding to all codes for relevant projects approved by the MC. Funds have been approved for regions for approved projects. Funds have been made available for CAQ to purchase Croquet Balls. Expenditure for the year was shown.

The MC endorsed the budget.

RESOLUTION; That the Budget will include \$5000 for Association, \$10,000 for GC, \$5,000 for Ricochet and \$5,000 for Gateball.

RESOLUTION: That the Budget will include a further \$2,000 per Region for any approved business case that might be presented for development of players in the current financial year.

7.4 Governance committee

7.4.1 Report from January meeting received and discussed.

7.4.2 Job descriptions. The next batch of job descriptions were approved and endorsed. There is currently no JD for Team Squad coordinator or Selector and these will be produced in the next few weeks. Job descriptions will be adapted to the Game plan format during 2023. The BNR delegate and the Assistant secretary will action the change. There are a small number of job descriptions to be completed.

RESOLUTION: That Job descriptions be written for Selector and Team Squad coordinator.

RESOLUTION: That JD's be transferred to improved format in 2023 by BNR delegate and Assistant Secretary.

7.4.3 Selection Policy - Zoom meeting with players was held to discuss the Selection Policy. The main changes are:-

7.4.3.1 Numbers – 5 men and 5 women plus 2 non-travelling reserves .

7.4.3.2 Selectors can be current players who aspire to the State Team. The Selection Policy was ratified and endorsed.

RESOLUTION: That the new Selection Policy come into force immediately and be listed on the CAQ website

7.4.4 Cancellation and rescheduling Policy was approved and endorsed.

7.4.5 Updates to the Club Operational Handbook . An electronic version will be sent to President & Vice President for discussion with secretary. The handbook should be ready to hand out at the AGM.

7.5 IT Update

7.5.1 There was no IT update for this month. The ACA CEO had provided a good deal of information about the anticipated changes to the ACA system which will impact CAQ.

7.5.2 The February meeting will cover the IT changes in depth.

8. General Business

8.1 Under 21's

It was RESOLVED at the November meeting that CAQ would financially support the two Queensland U21 players selected to participate in the New Zealand Open in February. Amounts were agreed and the two Qld players will be notified.

8.2 Ricochet

The proposal for funding was presented by the Ricochet co-ordinator. The MC would like to see more willingness by Ricochet players to enter competitions. An amount of money has been added to the 2023 Budget. Most of the CAQ Ricochet events have been cancelled in the last two years. It was decided that a survey of all Ricochet players be carried out with a few basic questions.

RESOLUTION: That a survey be carried out and Joan Mathiesen (WBB delegate) will work with Jenny Lee to complete this survey.

8.3 Preparations for the AGM – the Annual report and the Operational handbook need to be updated. The agenda and the calling for motion notice will be sent out as soon as possible. The resumes of the applications for elections of President and Vice-President have been sent to clubs. Notice forms for club voting will be sent as soon as possible. Proxies must receive signed votes from the clubs they are representing. Zoom votes must be signed and received on the day of the AGM. Clubs will be asked to send in any item for discussion at the forum following the AGM.

8.4 Volunteers for vacant positions.

The need to fill vacant positions was discussed. MC Regional Delegates were all asked to approach players that they consider appropriate.

8.5 Bulletin for clubs regarding the registration and delisting of players

A guide to the above has been created by the Treasurer and will be sent to all clubs. Clubs are asked to follow these procedures.

8.6 Dawson balls are still unavailable for purchase.

ACA is looking at alternate croquet balls such as the “Sunshiny balls” which are WCF approved. CAQ is waiting for information from ACA. The Conditions of Play for CAQ tournaments now need to be changed to read “WCF approved balls will be used”.

RESOLUTION; That the CAQ Tournament Regulations wording regarding balls be changed.

8.7 National Membership Incentive Program – notice has been sent to clubs, and is on the Queensland Webpage and in the latest edition of the “Inside News”. This program is for the period between 1st January 2022 and 31st December 2023. Payments will be made in February 2024

.8.8 National Golf 2024 steering committee chair Dick Byres has done a large amount of travel to the four Councils in SC Region, and it was suggested that he be recompensed for travel.

RESOLUTION: That reimbursement is appropriate and there will be a fixed amount maximum to be agreed by the Finance Sub-Committee.

9. Meeting closed:

10. Next Meeting:

AGM 28TH FEBRUARY 2023/FORUM/MC MEETING

10.30AM START