



Meeting minutes

Date Mon 24 Apr 2023 09:50

Type Committee Meeting

Venue zoom meeting

Attendees Patricia Habner; Willy Silk; John Turner; Sarah Widin; Marilyn Nelson; Jacek Czarski; Paul Reynolds; John van Barneveld; Joan Mathiesen; Beryl Turner

Apologies There are no apologies recorded.

Absences There are no absences recorded.

Item #1. Vale

Raised by Willy Silk

Kevin Alister Robertson, a member of Broadbeach CC, passed away on the 24th March 2023. Kevin was an active member and volunteer at his club and will be sadly missed. His is survived by his wife Madeline also a member of Broadbeach CC.

Ron Le Cornu former member of Southport Croquet Club passed away after a sudden illness. He is survived by his wife Judy still an active member of Southport. Ron was well liked by club members and was a willing volunteer at the club putting his hand to repairs. He helped establish the gardens after the light rail was put in. He will be sadly missed.

Frank Hardy formerly a member of the Toowoomba Croquet Club passed away aged 99. He was still playing Gateball at the age of 97. He stopped playing competitively at 95.

Item #2. Conflict of Interest

Raised by Patricia Habner

Jacek Czarski has a conflict of interest with submission by CQ for funding.

Item #3. Minutes of last Meeting

Raised by Willy Silk

Attached files

File name	Type	Size
March 2023 minutes	PDF	139KB

Item #4. Business Arising

Raised by Willy Silk

Item 3 - 9.4.4 Amend to read President to approach top players from other states to hold training sessions.

Amend the Minutes of the February 28th MC meeting to include the amendments before adding to the Webpage. **Action**

Seeking clarification on the minutes - use of the Term "resolved" - "How to do resolutions" document sent to MC members. It was recommended that the Governance sub-committee write a paper on resolutions. This was agreed on.

Action

Item #5. Actions arising report 2023 - 5

Raised by Willy Silk

Ref 1 Visit to region by MC members - Visits organised for most regions. It was recommended that the visits include education on the Roles of club committees, and management of clubs. The temporary MPIO has organised visits to some of the regions.

Ref 3 Blazers for State Team -

Resolution "that the CAQ MC endorse Beryl Turner to order up to 15 state team blazers at a cost of \$140 ea for players who do not have one". All in favour.

Ref 41 CAQ Job descriptions adapted to Gameplan - BN delegate asked to write a briefing document of changes to be presented at the next meeting.

Action

Ref 46 High Performance Manager - It was suggested that squad co-ordinators and team managers invite suitable speakers to sessions.

Ref 49 Changes to TM & TR report documents - The Governance sub-committee will add the approved changes to the documents. They will replace the current ones on the webpage.

Action

Ref 52 CAQ MC Membership (1 position/1 vote) - BS delegate will write a few words to change the By-laws. Voting on this will happen at the next MC meeting.

Action

Attached files

File name	Type	Size
Actions arising Register 2023 - 5	XLS	68KB

Item #6. CAQ Management Committee resolutions register 2023

Raised by Willy Silk

Attached files

File name	Type	Size
CAQ MANAGEMENT COMMITTEE RESOLUTIONS REGISTER 2023 No 5	DOCX	19KB

Item #7. VOC

Raised by Willy Silk

Two applications were received for the position of Complaints officer. VOC was forwarded to MC members to approve of two officers - one servicing north regions and one servicing south regions. This VOC was rejected.

1. **Resolution** "that Glenn Wran from the Southport CC be appointed as CAQ Complaints officer". All in favour.

2. **Resolution** "that Alison Love from the Windsor CC be appointed as CAQ MPIO". All in favour.

The MPIO must be qualified and Alison Love has agreed to do the qualification course.. The President suggested that the all Complaints officers would benefit from the qualification program.

The President will send a reply to the unsuccessful applicant.

Action

Item #8. Correspondence

Raised by Willy Silk

1. Waiting for updates from ACA re equipment, and information on croquet balls - The secretary will send an email to ACA CEO for status of inquiry. If croquet balls not available SC clubs may have to borrow balls from other clubs.

Action

2. Query re Croquet Brochures - send email to ACA CEO for status of logo.

Action

3. Query re access to Academy portal - send email to ACA CEO cc National Coaching director

Action

4. Reply from Lord Mayor's Office -

4.1 John and Beryl Turner requested to go on a fact finding mission regarding the viability of the Toowong Bowling club for use by CAQ. **Action**

4.2 A further meeting to be organised by President and Treasurer, with Peter Burrell, from the Stephens Bridge Club, re the use of the lawn beside Stephens CC and investigate that CAQ would have sole use of the lawn. **Action**

5. DTIS Sports government Standards Assessment - President and Vice President to complete the assessment.

Action

6. Submissions following a players meeting for 2024 events - all submissions will be discussed at the next Events Management committee meeting. The President will attend this meeting.

Item #9. Treasurer's Report

Raised by John Turner

Resolution:

" that the revised Budget Guidelines for 2023 and corresponding Appendicies' be approved and accepted by the Management Committee prior to posting on the CAQ RevSport Website as an "Admin Help" members only accessible page. Please note that these items include the Honorariums, which must be presented at the AGM".

Explanatory Notes:

Honorariums quoted in my February report have now been carried over to the March report. These are subject to approval (see motion) and form part of the revised CAQ Budget Guidelines with Appendicies'.

Please also note that some payments scheduled for March have been delayed and will be processed on receipt of an invoice from ACA (Affiliation Fees)

Please find the spreadsheet outlining the Regional Funding data. 3 Regions to date have been sent funding.

All in favour subject to the Appendicies being approved by the end of the day.

Attached files

File name	Type	Size
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CAQ P&L March 2023	PDF	43KB
CAQ Balance Sheet March 2023	PDF	36KB
CAQ Budget Comparison Report March 2023	PDF	46KB
CAQ Treasurer Report Summary March 2023	PDF	169KB
CAQ Treasurer Written Report March 2023	PDF	84KB
CAQ Budget Guidelines review March 2023 (2)SWprimo	PDF	124KB
CAQ Regional Capability Funding Projects	XLSX	12KB

Item #10. budget guideline appendices final

Raised by Sarah Widin

Attached files

File name	Type	Size
budget guidelines appendices final	DOCX	42KB

Item #11. Governance Report

Raised by Sarah Widin

The meeting for April will be held this week and the minutes will be available for next month.

The Governance sub-committee is working on the Health and Safety Policy, Blue Card document, and the Heat Policy. The Heat Policy is causing some problems due to Workplace Health and Safety department do not work on degrees. The temperature in north and south Queensland vary substantially.

It was suggested that the Governance sub-committee look at the Terms of reference for the Governance and for Region committees.

Action

The sub-committee is asked to look at the Conduct of meetings. The Conduct of meeting should reflect the new process of Resolutions and Actions arising register.

Action

It was recommended that the Roles of Complaints officer and the MPIO would benefit from a flow chart on procedure.

Action

Attached files

File name	Type	Size
Governance minutes 22nd February 2023	PDF	230KB

Item #12. General Business

Raised by Willy Silk

12.1 Referees - training and reaccreditation- Many of the current referees are due for re-accreditation this year. It will be recommended that referees do the Sports Australia Officiating program which highlights behaviour management, and defusing situations. Sports Ausralia is developing Advanced referee programs and Master classes.

12.2 Business plan for funding from Central Qld -

Resolution "that the Business Plan submitted by CQ be approved". All in favour.

12.3 Request for two timers for Gateball (quotes included) -

Resolution "that two timers for Gateball be approved. All in favour depending on the balance left of the Gateball budget.

12.4 Discussion on best way to handle request for details of honorariums - The Honorariums paid for 2022 were mistakenly not disclosed at the CAQ AGM. The President contacted the Office of Fair Trading regarding the non-disclosure. Once the CAQ Finance committee have sorted the definitions of the honorariums, a General Meeting by Zoom will be held and all payments will be listed.

Action

12.5 CAQ Inter-regional Pennants - region play-offs, conditions of play - Each region needs to name a team for Association, Golf and ricochet. The team can be the winner of the Region pennants or a play-off can be organised within the region. The President and Secretary will produce a Conditions of play for the CAQ Inter-region Pennants.

Action

12.6 CAQ Co-ordinators are required to send a quarterly report to CAQ meetings - March, June, September, and end of year report in November. The MC would like the co-ordinators to attend the June meeting. **Action**

Item #13. Registrar's Report

Raised by Willy Silk

In April there were 50 new members registered.

Attached files

File name	Type	Size
2023 CAQ April Membership Report	XLSX	13KB

Item #14. Reports, other Minutes, Newsletters

Raised by Willy Silk

Reports

1. Gateball co-ordinator's reports
2. Association state team Captain's report
3. CAQ selection Sub-committee report

Newsletters

1. Bribe Is April Newsletter
2. Issue 2 Mar/Apr Croquet Newsletter

Minutes

1. CQ April minutes

Item #15. Next meeting

Raised by Willy Silk

Meeting closed at 1.20pm

23rd MAY 2023 STARTING AT 10.30AM

AT SPORTS HOUSE ROOM 3