



Meeting Minutes

Date	Wed 27 Sep 2023 09:35
Type	Committee Meeting
Location	zoom meeting

Attendees

Habner, Patricia	Mathiesen, Joan	Reynolds, Paul
Silk, Willy	Turner, Beryl	Turner, John
Widin, Sarah	van Barneveld, John	

Apologies

Atkinson, Carole Christine	Czarski, Jacek	Nelson, Marilyn
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Meeting items

Item #1. Vale (raised by Willy Silk)

Vale

Jean Newport passed away peacefully on 25th August 2023, aged 84. Jean was born in NZ and together with her husband and daughter moved to Australia as there were more facilities available to help her handicapped daughter. Jean and daughter Jenny joined West Toowoomba CC together. The club remembers the "high fives" when either made a hoop.

Roy Johnson passed away on the 6th July. Roy joined the Eildon CC in 2014 and was very active in volunteer roles for many years.

David MacPherson joined Rockhampton in 2017 and was a valued member and friend. As Golf/Ricochet Captain he organised many competitions and always helped whenever he was needed. David passed away on 19th August after a short illness.

Jim Northcott, a long-serving member of Southport CC passed away 2 weeks ago. See the attachment for a summary of his life.

Croquet Queensland send their condolences to all their family members.

Associated files

1. Jim Northcott.pdf

Download: <https://cdn.revolutionise.com.au/meetings/dyat15cl9hzapkmx.pdf>

Item #2. Conflict of Interest (raised by Patricia Habner)

There were no Conflicts of Interest reported.

Item #3. Minutes of last meeting (raised by Willy Silk)

Resolution: that the Minutes of the 29th August 2023 be accepted and approved.

Approved

Associated files

1. CAQ August MC meeting minutes 2023.pdf

Download: <https://cdn.revolutionise.com.au/meetings/huvyck76dzgplera.pdf>

Item #4. Business Arising (raised by Willy Silk)

Omitted the BSR Acquittal of Regional funding.

Item #5. Actions arising report 2023 (raised by Willy Silk)

Omitted -

"Getting ready for July 2024 changes"/ your rights, crime and the law / accountability / effects of changes to the Incorporation Act. There will be 9 months for Management to visit the regions to discuss the upcoming changes.

Associated files

1. Actions Rising Register - 7.pdf

Download: <https://cdn.revolutionise.com.au/meetings/9hr7svqnljdjpylij.pdf>

Item #6. CAQ Management Committee resolutions register 2023 (raised by Willy Silk)

Associated files

1. CAQ MANAGEMENT COMMITTEE RESOLUTIONS REGISTER 2023 No 8 .docx

Download: <https://cdn.revolutionise.com.au/meetings/ivyvqv86jeikmmhf.docx>

Item #7. New ACA CEO (raised by Willy Silk)

The new ACA CEO, Kristie Middleton, was introduced to the Management Committee. Kristie brings extensive sports management and leadership to the role having led multiple organisations. Her first task will be to find a replacement for the now vacant ACA Administration role.

The MC had an opportunity to ask questions of Kristie.

1. Queensland has adopted the new logo - when will the Style guide be ready. Reply - hopefully by the end of the month. It will include a logo for embroidery.

2. Coaching Academy passwords - Kristie has found the process unnecessarily complicated and is reviewing the system. State Coaching co-ordinators may be trained to give out passwords. The Learning management system may be upgraded to include notifications when fresher courses and Blue cards are due for review.

3. Affiliation fees, pro rata - awaiting bill for quarter. Reply - next year will be different. State treasurers will meet to discuss.

4. Incentive program. Reply - Kristie is looking at who is eligible as a new member - will transfers be included. There will be an electronic form created for claims.

Kristie is hoping to hold zoom forums every 4 months on progress and answer questions.

Kristie left the meeting at 10.45am.

Item #8. Correspondence (raised by Willy Silk)

1. MPIO waiting response re draft documents sent on 13th June -
Resolution: that the draft documents presented by the MPIO be adopted. Agreed

2. Report/Feedback re Golf State Team practices - to be actioned by the President

Action: Secretary to organise a date for a congratulations and review morning.

4. New coaches need log-in password - The new ACA CEO is working on a solution to this matter.

5. ACA SGM 1st November - Zoom - **Action** - the Zoom link will be sent to John Turner who has agreed to represent Queensland at this meeting.

6. Note from D. Byres re Tightening of Govt funding for Sport - MC acknowledged this notice.

Associated files

1. Correspondence September 2023.pdf

Download: <https://cdn.revolutionise.com.au/meetings/d5zekmvof3bvnbtf.pdf>

Item #9. President's Report (raised by Patricia Habner)

The President presented a report on the recent Regional visits. The Vice President will do a report on the visit to the BNR. All visits were a success and regions were grateful for the visit and information received. One of the concerns coming out of the meetings was the general behaviour in croquet.

Leadership workshops will be held throughout Queensland starting with the MC members, co-ordinators and CAQ officers. This will be held on the 16th October at Windsor Croquet club. **Action** - The secretary will send out invitations to the relevant invitees.

The President informed the MC of the resignation of ACA CEO, Melanie Woosnam and the appointment of Kristie Middleton to the role. It was suggested that the CEO be invited to the MC meeting every 3 months.

The new ACA and state logos have been approved. CAQ is waiting for the Style guide to be completed before the state logo can be officially used.

Resolution: that the President's report be accepted.

Item #10. Treasurer's Report (raised by John Turner)

1. BSR acquittal of \$2000 regional funding received.
2. CQR Acquittal of \$2000 regional funding - Received, copy with Treasurer

Resolution: that the financial reports be accepted and ratified.

Resolvd

Associated files

1. CAQ Balance Sheet August 2023.pdf
Download: <https://cdn.revolutionise.com.au/meetings/fdjepbq1duseng5u.pdf>
2. CAQ P&L August 2023.pdf
Download: <https://cdn.revolutionise.com.au/meetings/pvldsnmx4nowxyu5.pdf>
3. CAQ Treasurer Written Report August 2023.pdf
Download: <https://cdn.revolutionise.com.au/meetings/al1klmae6hgekrca.pdf>
4. CAQ Treasurer Report Summary August 2023.pdf
Download: <https://cdn.revolutionise.com.au/meetings/wdla7we3yplmltz.pdf>

Item #11. Web Officer Report (raised by John Turner)

Revised Forms - These have been reviewed by Sarah Widin and some minor changes are required. Also, John is in discussion with Revsport what other options are available for the way forms can be produced and used on the system.

Associated files

1. Web Officer Report August 2023.pdf
Download: <https://cdn.revolutionise.com.au/meetings/ovxixige4zow4xyr.pdf>

Item #12. Governance Report (raised by Sarah Widin)

Attached documents for discussion and approval

1. Wording of Selection Policy issue - *Resolution: that the changed wording be adopted.*
2. Terms of Reference for Regional Committees - **Action:** on hold awaiting feedback from BSR delegate
3. Resolution wording for conduct at meetings - **Action:** Review and send again to MC
4. Breach of Code of Conduct Form - *Resolution: that the form be approved.*
5. TR report template - *Resolution: that the template be approved.*
6. TM report template - *Resolution: that the template be approved with minor changes.*
7. Governance sub-committee Terms of Reference - *Resolution: that the Terms of reference be approved with minor changes.*
8. By-laws with correct numbers - *Resolution: that the By-laws with correct numbers be approved.*

Item #13. General Business (raised by Willy Silk)

1. CAQ Functions chart - This item will be discussed at the October meeting.

2. **Motion:** that an independent person or body be appointed to review and recommend on the payment of honorariums, with particular attention to their merit and relativity.

Rationale: as every member of the management committee receives an honorarium, determination of these by the committee constitutes a conflict of interest. **BSR**

After much discussion, this motion was dismissed.

3. **Motion:** that payment of honorariums be suspended for one year (2024) to be replaced by payment of actual expenses.

Rationale: payment of actual expenses will more accurately reflect the costs involved in the administration of CAQ. A better understanding of our costs will improve our service to our members. **BSR**

The motion was dismissed.

4. Suggestion re trophy in memory of Cynthia Tacey not adequate.

Resolution: that the Events co-ordinator purchase a new trophy in memory of Cynthia Tacey for the CAQ Association Alternate Stroke Doubles event.

Action: The secretary to write to BNR for approval, then ask the Events coordinator to purchase this trophy and add the name of the 2023 winners.

5. Resignation of Events Co-ordinator - EOI for all CAQ positions are due to be sent out end of September.

Action: Secretary to send out notices to current position holders and send out notices calling for Expression of Interest for all positions that will be vacant.

6. Proposed changes to the Secretariat - with the Secretary and the Assistant Secretary not nominating for their positions, a briefing paper was presented with the suggestion that the two positions be combined and EOI be called for a 4-day-week position. Applicants will be required to have high IT skills as CAQ will be using Revsport more. The position description will need to be updated to reflect this. If no EOI are received internally, CAQ may have to seek help from the Sports recruitment agency.

Action: President, Vice President, Treasurer, Secretary, Assistant Secretary to meet via zoom to discuss the position description.

7. The question was asked regarding the re-introduction of the Queensland Handicap card. Club captains are able to change player handicaps when needed and it would be a retrograde step to reintroduce the Qld card as no other state has a separate system.

Item #14. Registrar's Report (raised by Willy Silk)

There will be a two month report for the next meeting.

Item #15. Other Reports, Minutes, Newsletters (raised by Willy Silk)

Newsletter

1. Bribie Island Newsletter.
2. ACA September Bulletin

Reports

1. TM and TR reports from the Assn Gibson Medal
2. TM report from the Assn Alternate stroke Doubles
3. Gateball Co-ordinator's July - August Report plus Gateball reports from CQR, GCTR, BNR
4. Coaching Co-ordinator's report

Minutes (regions/ACA)

1. ACA August Minutes

Item #16. Next meeting (raised by Willy Silk)

Meeting closed - 1.40pm

Next Meeting 24th October starting at 10.30am at Sportshouse.