

## Meeting Minutes

Date	Tue 24 Oct 2023 10:35
Type	Committee Meeting
Location	Sports House

### Attendees

Atkinson, Carole Christine	Czarski, Jacek	Habner, Patricia
Mathiesen, Joan	Reynolds, Paul	Silk, Willy
Turner, Beryl	Turner, John	Widin, Sarah
van Barneveld, John		

### Apologies

Sloane, Gail

## Meeting items

### Item #1. Vale (raised by Willy Silk)

No Vales were received

### 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 27th September 2023 be accepted and approved*

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

There was no business arising from the September minutes.

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

### Associated files

1. Actions Rising Register - 10.pdf

Download: <https://cdn.revolutionise.com.au/meetings/gsyffbz4l1delnop.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/uulclguhmq7frn4.docx>

## Item #7. Correspondence (raised by Willy Silk)

### Correspondence:

1. AC Alternate Stroke Doubles 2024 - **Action:** Secretary to send a confirmation email to Events Co-ordinator that the event will go ahead in 2024.
2. Purchase of more Gateball mallets - **Resolution:** that the purchase of 5 Gateball mallets is approved. **Action:** Treasurer to email the Gateball co-ordinator of approval.
3. Descision on Trophy in memory of Cynthia Tacey - confirmed that the AC Alternate Stroke Doubles will be dedicated to Cynthia Tacey.
4. EOI for appointed and elected positions - EOI closes 31st October.
5. President's request for more info re payment classes - actioned.
6. Assn Refereeing Co-ordinator 2024 descision - actioned.
7. MPIO Job Description - approved
8. DTIS Performance survey - **Action:** Secretary to reply to DTIS that the survey has been actioned by the President.

## Item #8. President's Report (raised by Patricia Habner)

The President reported that she has had a busy month.

5th October - Attended a Grant meeting to delegate money received to the appropriate categories as suggested by the DTIS. CAQ has been advised by the DTIS that the money has to be used for development and training.

9th October - Hosted a congratulations and review gathering with the Interstate Golf team and relevant members involved with the preparations of the team. Discussion was held on "what worked and what did not". Recommendations would be sent to the next MC meeting for approval/non approval. Also discussed was whether there needs to be improvements or changes made for the 2024 Nationals. These items will be taken to the Steering committee for the Nationals.

10th October - Held a zoom meeting with the Vice President and Treasurer to discuss if the recommendations would have any implications to the budget.

15th October - Attended a well organised and enjoyable Centenary celebration at the Stephens Croquet Club.

16th October - Attended a successful Leadership workshop organised by the MPIO, Alison Love, at the Windsor Croquet club. This was attended by MC members, co-ordinators, and CAQ officers.

17th October - Held a zoom meeting with the MPIO.

20th October - Attended the 120th anniversary celebration of the Toowoomba Croquet Club.

The President report that ACA has a new Administrator, who will work closely with the CEO.

**Resolution: that the President's report by accepted.**

#### Item #9. Treasurer's Report (raised by John Turner)

Discussion was held regarding the budget for the Nationals 2024.

WBRR will be requested to send a report in January on the progress of the Ricochet Nationals which are being held in July 2024.

Club membership numbers need to be checked in preparation for 2024 affiliation invoices. **Action:** Secretary and Assistant to contact clubs and confirm numbers are correct.

The Treasurer advised the MC that there will be a few larger invoices and expenses that need to be paid by the end of the year.

*Resolution: that the financial reports be accepted and ratified.*

#### Associated files

1. CAQ Balance Sheet September 2023.pdf

Download: <https://cdn.revolutionise.com.au/meetings/2rvpnhkxbonyxyv9.pdf>

2. CAQ P&L September 2023.pdf

Download: <https://cdn.revolutionise.com.au/meetings/j3iwpbv8pcyfoqyu.pdf>

3. CAQ Treasurer Report Summary September 2023.pdf

Download: <https://cdn.revolutionise.com.au/meetings/9zntbbs9rahblmwe.pdf>

4. CAQ Treasurer Written Report September 2023.pdf

Download: <https://cdn.revolutionise.com.au/meetings/jktttyq9nc9zjvig.pdf>

#### Item #10. Web Officer Report (raised by John Turner)

#### Associated files

1. Web Officer Report September 2023.pdf

Download: <https://cdn.revolutionise.com.au/meetings/lbrej94kcrchemfl.pdf>

#### Item #11. Governance Report (raised by Sarah Widin)

The Risk management document will be ready for approval next meeting.

Also, the Terms of Reference for Regions will be ready for approval next meeting.

#### Associated files

1. Governance report for the CAQ meeting of the 24th of October.docx

Download: <https://cdn.revolutionise.com.au/meetings/nevhwhitie3nctsh2.docx>

#### Item #12. General Business (raised by Willy Silk)

1. Recommendations from State Golf team Captain and informal gathering: **See attachment**
2. Hoop setting courses - The SCR committee will organise these courses.
3. New Position description for State Secretary - The Position description and changes to the position have been sent to clubs.
4. New Trophies required - Edna Rudder and Jack Robb - *Resolution that any trophy that needs to be replaced will be named after the relevant event.* A small plaque will be added to the bottom of the trophy with the name of who it was dedicated to. **Action:** Secretary to email the Events Co0ordinator with this descision.
5. BNR committee issues - **Action:** The President to contact the BNR.

#### Associated files

1. CAQ MANAGEMENT COMMITTEE RESPONSE TO ALL CONCERNED REGARDING THE SELECTION POLICY.pdf  
Download: <https://cdn.revolutionise.com.au/meetings/xnod1ywy1tjrthfc.pdf>

#### Item #13. Registrar's Report (raised by Willy Silk)

#### Associated files

1. Copy of 2023 CAQ October Membership Report.pdf  
Download: <https://cdn.revolutionise.com.au/meetings/rgaeuixig8u2fbdtd.pdf>

#### Item #14. Other Reports, Minutes, Newsletters (raised by Willy Silk)

#### Reports:

1. 2023 State Golf team Captain's report
2. GC Development squad report
3. TM and TR reports for ACA CAQ Assn Bronze medal
4. Chair of Selectors report
5. Brisbane Metropolitan Pennants finals report
6. Report from Perth Golf Nationals
7. Events Co-ordinator report
8. Visit to BNR by CAQ MC members report

#### Minutes:

1. GCTR September Minutes and reports

#### Newsletters:

1. Updated Croquet Newsletter
2. Bribie Island October Newsletter

Next Meeting:

28th November starting at 10.30am at Sports House.

Meeting Closed: 2.15pm