

Meeting minutes

Date Tue 27 Aug 2024 09:30

Type Committee Meeting

Venue zoom meeting

Attendees Carole Christine Atkinson; Dave Luxmoore; John van Barneveld; Patricia Habner; Paul Reynolds; Penny Verrall; Sarah Widin; Kylie Dwyer

Apologies Helen David; Joan Mathiesen

Absences There are no absences recorded.

Item #1. Other

Raised by Sarah Widin

Sue Gliddon, Croquet Australia CEO joined the meeting at 9:30am and left at 9:47am. Pat welcomed Sue and introduced her to the delegates and gave an overview of herself and the CA priorities moving forward.

- National Sporting Organisation status
- ASC funding opportunities
- Strategic Plan and Operational Plan
- Review policies and procedures alignment
- Strengthen relationship between National and State bodies

New CQ Delegate Kylie Dwyer introduced herself to the MC

Item #2. Minutes of Previous Meeting

Raised by Sarah Widin

Previous minutes dated 23 July 2024 were approved

Discussion on process for distributing minutes to MC and clubs. President, Secretary and Administrator to discuss procedure and report back to Members

Item #3. Business Arising

Raised by Sarah Widin

Item #4. Actions Register

Raised by Patricia Habner

- Strategic Plan One page - removed from the Action List
- Super-users - PH to discuss with JT how to move forward
- Strategic Plan - removed Team Managers doing socials idea
- Strategic Plan review in October against Croquet Australia plan
- Online Registration - Remove item as members not paying fees online
- ATO self-assessment - Delegates to follow up with clubs. PH to distribute information on how to do it via phone

- Communication - Remove, no suggestions received
- Code of Conduct - mailed to clubs

Attached files

File name	Type	Size
August Action List	DOCX	53KB

Item #5. Resolution Register

Raised by Sarah Widin

Attached files

File name	Type	Size
QLD Resolution register	DOCX	37KB

Item #6. Correspondence

Raised by Sarah Widin

1. Resin Solar Sponsorship This correspondence was discussed and MC agreed not to circulate as more marketing than sponsorship. The secretary will reply to Resin Solar.
2. Correspondence list
3. D Luxmoore Coaching Manuals to be discussed in General Business with Grant Plans

Attached files

File name	Type	Size
dave Luxmoore submission to CAQMC	DOCX	16KB
August Correspondence	DOCX	36KB
RESINC Solar Sponsorships	DOCX	280KB

Item #7. Governance

Raised by Sarah Widin

Publication of sensitive documents and information within CAQ minutes

1. Motion: That the correspondence list will be distributed to the MC Members but is not published with the minutes online or to member clubs
 - Moved PH, Seconded SW - denied.
 2. Motion: That all Event reports not be published with the minutes online or to member clubs
 - Denied - Governance to discuss further
- Governance Report attached
 - Event Manager PD completed, SW to review
 - MPIO PD completed to go to MC members for comment before publishing
 - Privacy Policy completed and will be distributed to MC for review before publishing
 - Club Administration Handbook draft completed to be reviewed by MC members.
 - All of the above documents will be on the agenda for approval at September meeting

Attached files

File name	Type	Size
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Governance report for the MC 27th August	DOCX	12KB
MPIO-Draft PD	DOCX	54KB
CA Complaint Officer PD	DOCX	55KB

Item #8. President's Report

Raised by Patricia Habner

Attached files

File name	Type	Size
Presidents Report July August 2024	DOCX	17KB

Item #9. Treasurer's Report

Raised by Helen David

- Full report attached
- PH & SW finance authorities during HD absence
- Financial report be accepted and that the accounts paid be ratified please - Moved SW/Seconded PV
- Please note budgeted items for GC Nationals
- MC agreed to pay extra catering for volunteers at the GC Nationals
- 2025 proposed budget discussed

Motions

Motion #1 The 2025 membership, Insurance and Croquet Australia affiliation fees be \$102 (CAQ \$50, Insurance \$12, CA \$40)

Moved by Patricia Habner

Seconded by Sarah Widin

Carried Yes

Motion #2 That event entry fees increase to \$35 per person per day

Moved by Patricia Habner

Seconded by Sarah Widin

Carried Yes

Motion #3 That the budget presented is approved for 2025

Moved by Patricia Habner

Seconded by Sarah Widin

Carried Yes

Attached files

File name	Type	Size
Budget 2025	PDF	93KB
caq costings with names	DOCX	19KB
CAQ Finance Report Jul 24	XLSX	95KB

Item #10. Delegates and/or Officials Reports

Raised by Sarah Widin

1. Tournament Referee Report - Presidents Medal
2. CAQ AC Singles TR Report
3. CAQ Referee Singles notice
4. CAQ TR report for GC mixed doubles
5. TM report CAQ Mixed Doubles
6. CAQ Mixed Doubles
7. TM Report - President's medal
8. Darling Downs Delegate Report
9. Central Queensland Delegate Report
10. Gladstone Club Report

Attached files

File name	Type	Size
Referees MenWomens CAQ Singles	PDF	66KB
Report to CQ Aug 2024	DOCX	16KB
CQ Delegate Report Aug2024 Central Qld	PDF	119KB
Darling Downs Delegate Report	DOCX	23KB
TM Report- President's Medal 2024	DOCX	43KB
CAQ Mixed Doubles 2024	PDF	1MB
10-11 Aug Tournament Manager's Report Template V2	DOCX	239KB
TR Report #48800 Qld Open Dbls 11.12.08.2024 Windsor	DOCX	44KB
CAQ Men' Women's Singles Combined TR Report	PDF	196KB
TR Report Presidents Medal 20 21 July 2024	DOCX	46KB

Item #11. General Business

Raised by Sarah Widin

1. GC Nationals. It is proposed that CAQ provide a thank you lunch locally to all volunteers from GC Nationals after all events. Costs should be kept low.
2. That the EOI for Kellie's role be titled State Administrator with "Secretary in name only" as a committee member
3. The SGM be moved to the first week in October and run entirely as a Zoom meeting with the motion to be sent out 30 days beforehand. The MC meeting will remain on September 27th.
4. Ricochet championships for 2025. Consideration to hold the event in Queensland.
5. Selection Committee this item was held over to September meeting.
6. Shared Services - consideration and recommendations for positions that could be shared with other states and managed by CA CEO.
 - MC to review options suggestions to September meeting
7. Constitution review - See report highlights from CPR group. This item was held over until September meeting
8. Plans to be approved and submitted for Superround Pathways Grant (AIPF) \$45000 and Active Women and Girls (AWAG) \$25,000
9. a) The plan for the AWAG grant was approved and PV volunteered to champion the implementation and report to CAQ meetings on progress. b) The AIPF Plan was also agreed and JVB will move this forward with the contractors. PH will liaise with DTS regarding all three plans. There is a further opportunity to discuss pathways work via the AIBF Year two funding.
10. Correspondence not on Agenda. DL raised a member concern regarding a matter that is still subject to the Complaints and Appeals Processes. A discussion was entered regarding Privacy and the Member Protection Policy, and the Complaints Handling Process. Due to several Conflicts of Interest for members present, and in respect of privacy for the members involved, it was determined that specific matters should not be addressed at

MC meetings and the proper Processes should be followed to protect members' privacy. Every effort should be made to redact published minutes or reports of information that may identify members in either a perceived or real negative context.

PH gave an overview of an error made in the correspondence list in March and April of the CAQ minutes, where an item was incorrectly identified and, further to that, the item was not redacted.

Apology: PH made an apology immediately at the time to the member and the item was redacted from the minutes.

PH offers a formal apology via these minutes to the member and regrets any distress caused to the member.

11. DL: Grant Funding: that each Qld affiliated club be posted a full set of CA Coaching manuals and that the cost be covered using an existing grant. David to arrange. MC Approved this action

12. DL: Agreement that the CA code specific coaching videos should be made more accessible via a YouTube channel. David to follow up.

Attached files

File name	Type	Size
AIPF Project Plan 1.1 (1)	DOCX	21KB
AIPF Project Rationale (draft)	DOCX	16KB
AWAG Project Plan 1.0 (1) (Draft)	DOCX	17KB
CPR GROUP review of constitution August 2024	DOCX	16KB

Item #12. Next meeting

Raised by Sarah Widin

Meeting closed 1:10pm

Next meeting: 24 September 2024