

## Meeting minutes

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<b>Date</b>	Tue 24 Sep 2024 00:00
<b>Type</b>	Committee Meeting
<b>Venue</b>	zoom meeting
<b>Attendees</b>	Carole Christine Atkinson; Dave Luxmoore; Joan Mathiesen; John van Barneveld; Patricia Habner; Paul Reynolds; Penny Verrall; Sarah Widin
<b>Apologies</b>	Helen David; Kylie Dwyer
<b>Absences</b>	There are no absences recorded.

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### Item #1. Other

Raised by Sarah Widin

Rescinding of Letter of Advice incorrectly referred to as Integrity Letter to member from March 2024 minutes

The Letter of Advice, later incorrectly referred to as an Integrity Letter, sent to M. McMahon by Pat Habner, President is formally rescinded and Ms Habner personally apologises for any stress caused.

### Item #2. Minutes of Previous Meeting

Raised by Sarah Widin

#### Attached files

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File name	Type	Size
<a href="#">Croquet Queensland Tue 27 Aug 2024 Meeting Minutes</a>	PDF	52KB

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### Item #3. Business Arising

Raised by Sarah Widin

- Distribution of Minutes to MC and Clubs. the attached process for approval and distribution of CAQ MC minutes was agreed.
- ATO self-assessment. Delegates to follow up with clubs
  - Delegates continue to follow up clubs for compliance
  - PH to share John turner ATO help sheet

#### Attached files

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File name	Type	Size
<a href="#">Minutes process</a>	DOCX	14KB

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### Item #4. Actions Register

Raised by Patricia Habner

## Attached files

File name	Type	Size
<a href="#">September Action List 2024</a>	DOCX	54KB

## Item #5. Resolution Register

Raised by Sarah Widin

## Attached files

File name	Type	Size
<a href="#">resolution register</a>	DOCX	22KB

## Item #6. Correspondence

Raised by Patricia Habner

Correspondence list

Include: Application for Administration Position

## Attached files

File name	Type	Size
<a href="#">September correspondence V2</a>	DOCX	25KB

## Item #7. Governance

Raised by Sarah Widin

- Event Manager PD review - application received
- Appointed Officials - EOI to be sent in October. Applications close and appointed in November. Confirm list, ToR and dates.
- CAQ Executive -
  - PH final term. Confirm dates and PD before October MC meeting
- MPIO PD review -
  - SW to confirm latest version with Alison
- Privacy Policy review -
  - Completed. MC delegate to review and provide feedback to SW and KT within 3 weeks for final approval at October meeting.
- Club Admin Handbook review.
  - MC delegates to review and provide feedback to SW & KT within 3 weeks
- Affiliation Fee 'where do your fees go' to be updated.
  - KT to update and send to MC
- Selection Policy is in the process of being reviewed to come in line with National Integrity Framework
- Selection sub-committee membership review
  - PH gave an overview of the selection sub-committee with possible conflicts of interest. PH has consulted CA and discussed the composition of the committee and was advised that the sub-committee needs to be reviewed as the potential for conflict of interest could jeopardise the integrity of our sport. Next steps to be taken:
    - Discuss the potential process with SW and Selection Committee chair
    - Disband the current sub-committee
    - MC to be selection committee until new policy approved.
    - Review and update of Selection Policy
- Voting at SGM
  - roll call for votes
- SGM Attendance -
  - Delegates to follow up clubs who have not supplied a delegate
- Governance Report -
  - Noted
- NIF policies on website
  - Updated on website.
- Admin assistant.

- 1 applicant. Panel to be formed (PH, SW and PV) for interview.

#### Attached files

File name	Type	Size
<a href="#">SGM Delegates</a>	PNG	61KB
<a href="#">Integrity requirements</a>	DOCX	13KB
<a href="#">Governance report 13th September</a>	DOCX	12KB
<a href="#">Affiliation Fee Explained_20240827_0001</a>	PDF	1MB
<a href="#">CAQ Club Administration Handbook V3</a>	DOCX	3MB
<a href="#">CAQ Fees</a>	JPG	565KB
<a href="#">CQ Data Privacy Policy - DRAFT V2</a>	DOCX	212KB
<a href="#">CAQ Event Manager PD</a>	DOCX	64KB

## Item #8. President's Report

Raised by Patricia Habner

#### Attached files

File name	Type	Size
<a href="#">Presidents report September 24</a>	DOCX	14KB

## Item #9. Treasurer's Report

Raised by Helen David

There is no official Treasurer's Report this month due to the overseas travel of the treasurer

However, a number of reimbursements have been made by the President and vice-President to cover expenses for the Nationals

All payments will be officially handled by the Treasurer after 23rd September.

## Item #10. Delegates and/or Officials Reports

Raised by Sarah Widin

1. CAQ Gibson Medal TM Report
2. GC Development Squad report
3. Actual Results Development Squad
4. GCT Region Report
5. Manager Report GC State Team
6. Actual Interstate shield Results simplified for Selectors and MC
  - Development Squad in/out list provided to MC
7. Interstate Shield Captain's report and results
  - Review of GC Championship results
  - Proposed forward planning CAQ Team Workshop at Sports House to make a 5 year plan for future success.
  - PH to confirm attendees and hire a facilitator to coordinate the workshop
  - Fund through current grant opportunities
  - Consider an ISS team survey asking for positive/negative experiences and ideas for a 5 year plan

#### Attached files

File name	Type	Size
<a href="#">2024 CAQ Gibson medal TM Report</a>	DOCX	42KB

<a href="#">Captain's Report ISS 2024 (1) (1) (1)</a>	PDF	91KB
<a href="#">Qld Results 2024 via Bob Martin</a>	XLSX	44KB
<a href="#">actual results development squad</a>	DOCX	15KB
<a href="#">Manager Report GC State Team 2024</a>	DOCX	42KB
<a href="#">GCT region report - September</a>	DOCX	22KB
<a href="#">2024 Golf Croquet Development Squad Report</a>	PDF	116KB

## Item #11. General Business

Raised by Sarah Widin

1. Grants Update. Verbal plus rationale attached. AIBF Yr 1,(PH) AIBF Yr 2(PH) AWAG,(PV) AIPF(JVB)
  - AIBF, CAQ has Yr 1 funds but not acquitted. Still awaiting permission for rolling over into Yr 2
  - AIBF, manuals are in this grant, however CAQ has advised clubs that the manuals will be delivered
  - AIBF printing on hold until grant funding confirmed to be rolled-over. Contact details required for delivery.
  - AIPF Super Funds - JVB provided an update. \$3000 required from CAQ funds to begin the project. Still awaiting confirmatin of funds as tied into the AIBF Fund
  - Motion: *That \$3000 be drawn from CAQ's operating account for the AIPF contractor to perform a survey of the IT status of CAQ and member clubs - APPROVED*
  - Motion: *That the CAQ President be authorised tos ign the service agreement with AutomateBrisbane.ai (the AIPF contractor) with a commencement date to be agreed at a later time - APPROVED*
2. Grants Update. Active Women & Girls Program (PV)
  - Project noted. Develop advertising campaign to promote mallet sports to Women and Girls using an external provider.
  - Key is working with clubs to encourage women and girls to start playing.
  - BNR to be starting group to trial and then roll out to other regions
  - Keep MC updated with progress
3. State teams Uniforms (blazers)
  - Discuss the uniform in the Team CAQ workshop
4. CIAD course for newer MC members (Dave, Penny, Helen)
  - PH highly recommends all MC members to complete this
  - PH to send dates to MC members
5. Shared Services consideration
  - Social media
  - Marketing
  - Any other ideas to PH by the end of the week
6. Feedback and recommendations from players re ISS. - Letter redacted
  - Noted and recommendations to be put forward at the Team CAQ Workshop
7. MC Newsletter
  - CAQ information, not club news.
  - Approved to continue with the newsletter
8. DL - CA Video request
  - Request for video access to clubs/members
  - Motion: *CAQ requests CA investigate the creation of a specific YouTube channel to house all of the coaching videos for each of the codes - AC, GC, RC and GB - APPROVED*

### Attached files

File name	Type	Size
<a href="#">Report to CAQ September 24</a>	DOCX	18KB
<a href="#">QLD NEWSLETTER DRAFT (5)</a>	PDF	1MB
<a href="#">AIPF Super round funding and project plan</a>	DOCX	20KB
<a href="#">Rationale for rollover of funds</a>	DOCX	19KB
<a href="#">Trainingprogram for directors</a>	DOCX	26KB
<a href="#">Proposal for Management of Queensland State Team Blazers</a>	DOCX	15KB

## Item #12. Next meeting

**Raised by Sarah Widin**

Meeting closed 11:59am

Next meeting: 22 October 2024