

Meeting minutes

Date	Tue 26 Nov 2024 11:30
Type	Committee Meeting
Venue	Sports House
Attendees	Dave Luxmoore; Helen David; Joan Mathiesen; John van Barneveld; Kylie Dwyer; Patricia Habner; Paul Reynolds; Penny Verrall; Sarah Widin; Karen Boswell; Howard Williams
Apologies	There are no apologies recorded.
Absences	There are no absences recorded.
Guests	Kellie Thomas - apology

Item #1. Minutes of Previous Meeting

Raised by Sarah Widin

Minutes accepted as a true record

Attached files

File name	Type	Size
Croquet Queensland Tue 22 Oct 2024 Meeting Minutes	PDF	62KB

Item #2. Business Arising

Raised by Sarah Widin

Delegates to follow up that all clubs in their regions have lodged an annual NFP self review return to ATO confirm income tax exemptions

VOC:- Resolved that Crystal and Kaelen be supported by \$500 each to attend the Gateball event in China.

Item #3. Actions Register

Raised by Patricia Habner

Attached files

File name	Type	Size
Actions register	DOCX	30KB

Item #4. Resolution Register

Raised by Sarah Widin

Attached files

File name	Type	Size
Resolution register.docx	DOCX	23KB

Item #5. Correspondence

Raised by Patricia Habner

Attached files

File name	Type	Size
November Correspondence (1)	DOCX	41KB

Item #6. Governance

Raised by Sarah Widin

EOI's

1. Review of positions vacant (reducing positions). There was discussion about the reducing of positions. It was discussed and agreed that we should work to reduce the number of coordinator positions. One suggestion was to combine the State Team Coordinator positions with the Code Coordinator role. This will need further consideration and the rewriting of Position Descriptions for the MC to consider endorsing in January.
2. Review EOI's for positions vacant. There are a large number of positions for which we have no applicants. MC members will consider who might be willing and suitable to take positions and will approach those people.
3. Risk Management Policy. It was resolved that the Risk Management Policy be formally accepted and the Risk Register will continue to be produced by the Governance Committee.

Attached files

File name	Type	Size
Governance meeting held on the 1st of November	DOCX	12KB
Risk management policy	DOCX	210KB
CAQ EOI 19 November 2024	PDF	3MB

Item #7. President's Report

Raised by Patricia Habner

Will be presented verbally this month

Exciting work that CAQ have been able to offer clubs with Grant money. The Ai Grant writing robot that Wade from wade@automatebrisbane.ai has introduced.

- . Grant Writing Assistant: Simplify drafting your applications.
- Application Question Assistant: Tailor answers to specific grant questions.
- Project Rewriting Assistant: Make applications unique for each club.
- Referee Request Assistant: Create polished referee request letters.

We have been successful in obtaining a grant for \$18,800 from Volunteering Queensland.

The main aim of the grant is to improve volunteer skills. Two MC members are looking to progress the grant. More information to follow in January.

Item #8. Treasurer's Report

Raised by Helen David

Accounts for the month & year to date

Ratification of accounts paid

Approval of accounts outstanding

Approval of honorariums due Dec

Reminder for all clubs to ensure their membership details are up to date. Invoices will be sent in January based on membership recorded at 31 Dec

Attached files

File name	Type	Size
CAQ Finance Report October 24	XLSX	111KB

Item #9. Delegates and/or Officials Reports

Raised by Sarah Widin

1. Event Coordinator Report thank you to Geraldine for providing the useful information
2. DD - President Report. Thank you to Darling Downs for their AGM inclusion.
3. BNR Committee. Changes to the committee noted.
4. AWAG Report to CAQ. This was discussed at some length and it was resolved that the Hoops and High Tea events be offered to all clubs with a fixed amount of financial support. The clubs will need to show evidence of the event being held to receive financial support. Penny will progress with this and is still championing this grant.
5. AIPF Report to CAQ. Wade's project is progressing and raising significant amount of enthusiasm in the clubs that have taken part so far. The money for this grant has still not been received and so the formal contract with automate.Brisbane is not yet signed. Hopfully next week.
6. Club Affiliation Fee - Club Query . The query regarding club affiliation fees was discussed and as it has not been increased for two years and will not be increased for 2025 any further discussion will be in 2025.
7. Shared service for Secretary and Media officer. As we still have no applicants for Secretary in the State it was agreed that we continue with the shared service arrangement. It was also agreed that we would benefit from a Shared Services Media Officer. The President will contact the CEO (CA)

Attached files

File name	Type	Size
2024 Events Coordinator Report	DOCX	16KB
Presidents Report 2024	DOCX	14KB
BRISBANE NORTH REGIONAL COMMITTEE OF CAQ 2024 AGM Minutes	DOCX	112KB
AWAG Report to CAQ MC for 26Nov2024	DOCX	24KB
Query from club	PDF	58KB
Hi Pat	DOCX	20KB

Item #10. General Business

Raised by Sarah Widin

Tagged with Web Officer, position descriptions

1. Web Officer role (John Turner). There are a significant number of important tasks that now fall outside the role of Web Officer. It was agreed that it might be appropriate to change the title of this role. The President will discuss with John Turner
2. Review of Strategic Plan. The plan was reviewed thoroughly. It was agreed that the majority of items in the plan had been either achieved or progressed.
3. It was agreed that the Operational plan section of the Strategic Plan should be reviewed at regular intervals.
4. Revsport plan for migrating to CA on 1st January. John Turner and Pat Habner will liaise with the CEO and Revsport

representative to ensure that CAQ and clubs are updated and ensure useful communication.

5. Induction of new MC members and officers afternoon of Jan 28th at Sports House. It was agreed that the afternoon of the MC meeting in January will be dedicated to an Induction for officers new to their position and will benefit all new MC members.
6. Communication to all clubs and Regions that Nominations are now open for the positions of CAQ MC President, Vice-President and Treasurer to be sent out 27th November. The closing date will be 31st December 2024

Attached files

File name	Type	Size
CAQ strategic plan Reformatted	DOCX	2MB
CAQ WEB OFFICER how I see my role	DOCX	21KB

Item #11. Next meeting

Raised by Sarah Widin

Next meeting is the 28th of January at sports house in person and zoom 10.30 am

Note that Chris from CPR will attend the meeting at 10.30 to discuss the Constitution update.