

Meeting minutes

Date	Tue 25 Feb 2025 11:30
Type	Committee Meeting
Venue	Sports House
Attendees	Michael Eddiehausen; Dave Luxmoore; Helen David; John van Barneveld; Karen Boswell; Kylie Dwyer; Penny Verrall; Mary McMahon; Marilyn Nelson
Apologies	Kellie Thomas
Absences	Howard Williams

Item #1. Welcome

Raised by **Mary McMahon**

Difficulties with accessing the secretary laptop caused major problems in establishing a Zoom meeting that was planned.

Mr Howard Williams was not contacted and Ms Kylie Dwyer lost access at approx 1:35pm.

Item #2. Minutes of Previous Meeting

Raised by **Mary McMahon**

Motions

Motion #1	That the Minutes of the previous meeting be taken as a true and correct record
Moved by	Mary McMahon
Seconded by	Penny Verrall
Carried	Yes

Attached files

File name	Type	Size
Croquet Queensland Tue 28 Jan 2025 Meeting Minutes	PDF	42KB

Item #3. Business Arising

Raised by **Mary McMahon**

Discussion:

- a. Referees Kits – Helen David advised that it is completed.
- b. Progress on RevSport – Raised by Helen David that she and others with expertise go out to Regions to assist Clubs.
Discussion – outcome. A PLAN to be put in place regarding upskilling of volunteers in all regions.
Kylie Dyer raised the importance of having a ‘road map’ of where CAQ is going. To have clear direction. Agreed by the

committee.

What do we need as CAQ in relation to REVSPORT

- Start with Database
- Then decide how we can make this happen

Decision: convene an Operational Working Committee to examine what is needed and plan the roll out. Michael Eddiehausen to form a committee to move it forward

(NOTED At approximately 1.35pm Kylie Dyer was excluded from the meeting due to technical difficulties)

Action List see attached.

Motions

Motion #1 That the revised Selection Policy be ratified and approved.

Moved by Mary McMahon

Seconded by Helen David

Carried Yes

Motion #2 That Bob Martin, Marilyn Nelson, Gaye Pitman, Dick Byers to be nominated for the GC Selection Committed.

Moved by Mary McMahon

Seconded by Penny Verrall

Carried Yes

Motion #3 That an Operational Working Committee, comprised of Michael Eddiehausen, Mary McMahon and Marilyn Nelson be formed to consider the direction and priorities of CAQ for presentation to the Management Committee.

Moved by Michael Eddiehausen

Seconded by Penny Verrall

Carried Yes

Attached files

File name	Type	Size
Action List for February 2025	DOCX	31KB
SELECTION POLICY 2005	DOCX	86KB

Item #4. Actions Register

Raised by Mary McMahon

Attached files

File name	Type	Size
Action register Feb25 updated	DOCX	31KB

Item #5. Resolution Register

Raised by Mary McMahon

- The review of the Constitution is currently in progress, with the CPR Group serving as the advisor in the process.
- Selection Policy finalised.

Attached files

File name	Type	Size
2025 Resolution Register	DOCX	25KB

Item #6. Correspondence

Raised by Mary McMahon

Date	From	To	Subject	Action
21-Feb	Wide Bay	CAQ	No Delegate to represent region	
19-Feb	Croquet Australia	CAQ	Insurance Information	Link on CA website Abuse Quote still to
17-Feb	Croquet Australia	Pres, VP & Kylie D	RevSPORT and Club Hub	
17-Feb	CAQ	Clubs	Agenda/delegate reminder	
17-Feb	Croquet Australia	CAQ	CA HPM-AC Position Vacant	Posted to CAQ web
14-Feb	Croquet Australia	Dav Luxmoore	Coaching Videos	Remaining on CA A
14-Feb	CAQ President	Windsor	Letter of Support	
13-Feb	CAQ	Regional Delegates	List of clubs registered for AGM	
13-Feb	Dave Luxmoore	CAQ	Eire Cup team photo	Uploaded to websit
12-Feb	CAQ	Gracemere	Admin added to RevSPORT	
10-Feb	CAQ	Clubs	GC Squad Selection Update	
30-Jan	CAQ	VP	Admin Handbook draft	For printing
9-Feb	CAQ	Clubs	QSport Member Survey	
9-Feb	CAQ	Sunshine Coast clubs	Sunshine Coast report	
29-Jan	CAQ President	Clubs	Thanks from P Habner	
29-Jan	CAQ President	Clubs	Croquet and High Tea	
27-Jan	CAQ	Clubs	Vale Kathryn Wood	

* Numerous
Membership
additions
and
deletions

Motions

Motion #1	That the inwards and outwards correspondence be endorsed
Moved by	Penny Verrall
Seconded by	Mary McMahon
Carried	Yes

Item #7. Governance

Raised by John van Barneveld

1. Tournament Regulations. Marilyn Nelson CAQ Golf Coordinator Sent to the Secretary for the Meeting.

In previous years there has been so few entrants in tournaments with 16 in the Championship round the Plate has not been a contested event with, at times, as few as 3 players. Proposed change to the Tournament Regulations to state that 8 or 16 can go into the Championship Draw.

2. Constitution. John van Barneveld proposed the following:

To resolve to change CAQ's financial year end from 31 December to 30 June each year, that is to amend 13(9) in our Constitution to:

"13(9) Financial Year: The financial year of the Association closes on 30 June in each year.

Motions

Motion #1	That the Tournament Regulations be changed to state that 8 or 16 can go into the Championship Draw
Moved by	John van Barneveld
Seconded by	Penny Verrall
Carried	Yes

Motion #2	To change CAQ's financial year end from 31 December to 30 June each year
Moved by	John van Barneveld
Seconded by	Mary McMahon
Carried	Yes

Attached files

File name	Type	Size
CAQ Tournament Regulations version July 2024_p12	PDF	114KB
Resolution re tournament regulations	DOCX	14KB
Resolution re change of financial ye	DOCX	15KB

Item #8. President's Report

Raised by Michael Eddiehausen

First meeting. Nothing to report.

The following issues were tabled as priorities:

- Mission Statement, values, current goals and priorities
- Role and responsibilities of Regional Delegates
- Organizational Structure & Communication channels
- Complaints/Grievances
- Constitution
- Policies needing review
- Code of Conduct, Privacy, ethics and Compliance docs, Conflict of Interest undertaking, etc..
- Positions Vacant
- Needs Analysis and a Skills Matrix

Item #9. Vice Presidents Report

Raised by Mary McMahon

First meeting. Nothing to report.

Item #10. Treasurer's Report

Raised by Helen David

Note:

- Profit for January is inclusive of fees
- CA did invoices for Insurance this month
- Still 3 clubs who have not paid fees. Reminders have been sen
- Financial Status- as discussed at AGM, position is very positive.

Changes required following election of new office bearers:

Signatories at Bank

- Names to be included as signatories: Michael Eddiehausen (President) Mary McMahon (Vice President) Helen David (Treasurer -currently listed).
- Names to be removed Patricia Habner, Sarah Widin.
- Visa cards also need to be updated/cancelled etc.
- Difficulty with President's card as all the auto payments for software etc are on that card.

Motions

Motion #1	That the treasurer's report be adopted. That accounts presented are passed for payment and that payments of accounts presented be ratified.
Moved by	Helen David
Seconded by	Penny Verrall
Carried	Yes

Attached files

File name	Type	Size
CAQ Finance Report January 2025	XLSX	101KB

Item #11. Delegates and/or Officials Reports

Raised by Mary McMahon

1. SARC Grant update. (Kylie Dwyer) *Tabled*. Due to Technical difficulties Kylie was unable to comment
2. AWAG Grant update (Penny Verrall) *Tabled*. Any funds left following Croquet & High Tea events will be used to promote croquet for women.

Attached files

File name	Type	Size
SARC Grant February Report	PDF	279KB
AWAG Report to CAQ MC for 25Feb2025	DOCX	21KB

Item #12. General Business

Raised by Mary McMahon

- a. CAQ to write letter to volunteers who are no longer continuing in the role. Also to put a thank you on the Website. **ACTION: secretary**
- b. MC approved Bruce McAlister as Gateball Referee Coordinator. **ACTION: Secretary to send acknowledgment to Bruce**
- c. Michael Eddiehausen to look into which video conferencing options are best suited to our purpose. **ACTION: President**

Motions

Motion #1	That Bruce McAlister's application to the role of Gateball Referee Coordinator be approved.
Moved by	Michael Eddiehausen
Seconded by	Penny Verrall
Carried	Yes

Item #13. Next meeting

Raised by Mary McMahon

Next meeting 25 March 2025.