

## Meeting minutes

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**Date** Tue 25 Mar 2025 08:30

**Type** Committee Meeting

**Venue** zoom meeting

**Attendees** Michael Eddiehausen; Mary McMahon; Helen David; Howard Williams; John van Barneveld; Kylie Dwyer; Penny Verrall

**Apologies** Dave Luxmoore; Karen Boswell

**Absences** There are no absences recorded.

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### Item #1. Opening remarks

Raised by Michael Eddiehausen

1. Welcome
2. Conflicts of interest. *None*
3. Meeting will be recorded

### Item #2. Minutes of Previous Meeting

Raised by Mary McMahon

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#### Motions

**Motion #1** That the Minutes of the previous meeting be taken as a true and correct record

**Moved by** Mary McMahon

**Seconded by** John van Barneveld

**Carried** Yes

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### Item #3. Business arising from the minutes not otherwise included in agenda

Raised by Penny Verrall

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#### Attached files

File name	Type	Size
<a href="#">ACTION REGISTER FEBRUARY 2025</a>	DOCX	33KB

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### Item #4. Resolution Register

Raised by Penny Verrall

#### Attached files

File name	Type	Size
<a href="#">CAQ Resolution Register Mar25</a>	DOCX	26KB

## Item #5. Correspondence

Raised by Penny Verrall

#### Motions

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

#### Attached files

File name	Type	Size
<a href="#">Correspondence Summary Mar25</a>	XLSX	14KB

## Item #6. Business arising from the correspondence not otherwise included in the agenda

Raised by Penny Verrall

1. Request from Brian Jennings to view the Web officer/Tech support position description. Brian has decided against volunteering.
2. Managing vacant MPIO & Complaints Officer roles. This is a priority.
3. Suggestion from East Brisbane for the MC. CAQ to seek sponsorship from a badge/trophy company that can be used by all CAQ clubs with discounted prices and/ or some other benefit. Before this can be considered, CAQ needs to review the existing situation regarding trophies & their engraving. Several different courses of action were discussed before the Committee agreed with Helen David's recommendation that a resolution be created, outlining the proposed options, for discussion with Megan Stuart, including the return and engraving of perpetual trophies, storage in the lockup, and engraving badges or other smaller trophy for keeping by prize winners for each event; followed by presentation of the resolution at the next meeting. It was also recommended that CAQ badges be engraved with specific event details.
4. Post TC Alfred request from Director General of the Department of Sport, Racing and Olympic and Paralympic Games. Spreadsheet for Qld clubs to use to detail damage done during the weather event. 3 responses rec'd, collated & returned to Dept.
5. Difficulty locating digital ( & editable) copies of the final versions of several CAQ official documents: Club administration handbook; Code of Conduct; Annual reports (including 2024/25); Player capitation fee breakdown. This will make even minor amendments quite difficult. Some draft versions have been provided by Kellie Thomas (Croquet Australia), for which she is thanked.
6. It was acknowledged that the website, where these documents have been, and will be, stored, needs some attention. However, lacking a Web Officer, as well as having many policies officially under review, these tasks need to be prioritised along with everything else.

## Item #7. President's Report

Raised by Michael Eddiehausen

President spoke to several items mentioned in his report.

1. Focus on Volunteerism
2. Operational Planning Subcommittee. Proposed change in membership. See Motion #1 below. Carried
3. Managing Complaints/MPIO duties. In the interim, we can make use of MPIOs from other sporting organisations
4. Proposal from CA regarding Molestation Insurance. Following discussion, it was proposed that CAQ support the adoption of a national insurance policy, and leaves it up to CA to determine which option is best. See Motion #2 below.
5. RevSport portal rollout. Lack of clarity regarding the management of the process noted, with many questions regarding: cost and financial implications; number of clubs likely to take part; who is managing activation; who is undertaking training; what benefits can clubs & CAQ expect to flow from the process. Michael Eddiehausen reiterated that this is a critical issue to be considered by the Operational Planning Subcommittee. It was proposed that Kylie Dwyer and Helen David prepare a submission on these (and other issues) for consideration by the Subcommittee, then the Management Committee.

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## Motions

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<b>Motion #1</b>	That Mary McMahon be thanked for her contributions to the sub-committee and be released from her current role and that John van Barneveld be invited to join the sub-committee
<b>Moved by</b>	Michael Eddiehausen
<b>Seconded by</b>	Kylie Dwyer
<b>Carried</b>	Yes
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<b>Motion #2</b>	That CAQ support the adoption of a national molestation insurance policy, as proposed by CA.
<b>Moved by</b>	Penny Verrall
<b>Seconded by</b>	Michael Eddiehausen
<b>Carried</b>	Yes

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## Attached files

File name	Type	Size
<a href="#">President's Report to Management Committee</a>	DOCX	36KB

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## Item #8. Vice President's Report

Raised by Mary McMahon

## Recent Activities & Achievements

### 1. CONGRATULATIONS TO STATE AC PLAYERS

Queensland well represented in the following events:

- **Gold & Silver Medal** – Bruce Fleming delivered an outstanding performance over three days of elite-level play.
- **AC Australian Women's & Men's Open Singles:**
  - Yuni Rowell won the Women's Title and Donna Manning secured the plate. Jacky Lynch, Heather Knight and Kathie Grant also played extremely well, all progressing to the Championship round
  - In the Men's Chris Borlase progressed to the Quarter Finals. Greg Bury played solidly in the event (Dave Luxmore & Troy McCallum had to withdraw due to cyclone Alfred)
  - **Eire Cup** – the AC State Team finished 3<sup>rd</sup> behind Victoria and NSW, demonstrating strong performances over five days of intense competition. Mention must go to Lindsay David (Coach) and Addison Matthews (non-travelling Reserve) who prepared the team for the clash.

### 2. GC SELECTION

- Established committee and selected 16 members (8 men & 8 women) of the GC State Squad. The Squad will be finalized after the Men's & Women's Open singles have been played.

### 3. STATE GC SQUAD COORDINATION

- Ongoing management and support of the Squad

### 4. GC DEVELOPMENT SQUAD

- Collaborated with the Coordinator (Dick Byers) on first session held at Stephens CC on Saturday 15 March. State players, past and present, Gordon Giles, Casey DeVene, Gaye Pitman and myself conducted the training session.

## 5. CAQ FUTURE PLANNING

- Collaborative planning with all members of the MC to develop a strategic plan.
- Focus on 'where we are now' and then future direction. With good planning, actions will be enacted.

## 6. ADMINISTRATIVE TASKS

- Familiarization with RevSport
- Communication with volunteers
- Assess current and future needs
- Review of position descriptions

*Mary McMahon (Vice President)*

## Item #9. Business arising from the VP report

**Raised by Penny Verrall**

1. Equity of development opportunity for all state GC players. Kylie Dwyer queried the process for forming the GC Development Squad. Mary McMahon noted that an opportunity to take part was not offered across the state, but explained how difficult it is to include everyone, and that this is an issue not new in 2025. There are not sufficiently qualified coaches in all regions, and the cost of travelling to take part would be prohibitive. However she recognises that this is an issue that has to be addressed.

## Item #10. Operational Planning Subcommittee report

**Raised by Michael Eddiehausen**

As per President's report, plus

- Operational Planning Subcommittee (OPS) has identified & prioritised issues.
- Process involves: Now -- Future -- How to get there.
- *Notion*
  - access to Notion software shared by President, Michael Eddiehausen
  - Initial planning work available for Management Committee members
  - members reminded that it has been used as a planning/brain-storming tool, and that work is underway to reorganise the content to better reflect where we are currently at, and what next steps are being worked on
- impact of work of OPS on that of the standing Governance Subcommittee. While the OPS prioritises issues & tasks, it is not necessary for the Governance Subcommittee to meet. In the short term, those volunteers need to concentrate on other business. See Motion below.

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### Motions

<b>Motion #1</b>	That the operation of the Governance Subcommittee be suspended until the April 2025 meeting.
<b>Moved by</b>	John van Barneveld
<b>Seconded by</b>	Penny Verrall
<b>Carried</b>	Yes

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## Item #11. Treasurer's Report

**Raised by Helen David**

Notes:

- \$20,000 final AIBF Yr2 payment has been received.
- Invoices paid to be ratified
- Invoices due for payment to be approved
- Report to be accepted

- Query re how many months we allow clubs to change their membership for 2025 subs. We have several requests for refunds. See Discussion at Item #12 below.
- 2 more bills for approval - AWAG Hervey Bay \$310.54 and QSport membership \$121.00

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## Motions

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<b>Motion #1</b>	That the treasurer's report be adopted. That accounts presented are passed for payment and that payments of accounts presented be ratified.
<b>Moved by</b>	Helen David
<b>Seconded by</b>	John van Barneveld
<b>Carried</b>	Yes

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## Attached files

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File name	Type	Size
<a href="#">CAQ Finance Report February 2025</a>	XLSX	107KB

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## Item #12. Business arising from the Treasurer's report

Raised by Helen David

Helen David sought guidance from the Management Committee on the subject of how to manage changes to continuing member number changes following the passing of the annual reporting deadline (1 January each year). While it is recognised that resignations (& failures to renew) are often beyond the control of individual clubs, the amount of work this creates for the Treasurer is not sustainable in the longer term. It was decided that clubs should be proactive in adjusting their membership numbers at the end of the year, removing uncertain members and reinstating them later if needed. The MC agreed not to offer refunds once invoices have been sent out. The *Club Administration Handbook* needs to be adjusted to reflect this. **ACTION: Secretary, once a digital version of document is available.**

## Item #13. Governance

Raised by Penny Verrall

- Interim amendment of Constitution to change financial year end: SGM called for 8 April 2025 (via Zoom)
  - Regulation period of notice has been sent out to all clubs
  - SGM will be held via ZOOM
  - mechanism for clubs to register their attendance set up
  - **ACTION: secretary to issue follow-up invitation to all clubs yet to respond**
- Update on progress of Constitution and Bylaws review by CPR Group.
  - CPR Group has not contacted CAQ. **ACTION: Michael Eddiehausen to follow up**
- Format of CAQ Management Committee meetings: review [Conduct of Meetings policy](#)
  - The Committee agreed that this very formal policy did not cater to the often informal & flexible nature of committee meetings. While recognising the importance of a structured agenda & relevant motions/resolutions, as well as the need to afford each member the opportunity raise and speak to issues, the group is small, considerate and cohesive, and does not need to adhere to the current strict policy. See Motion below. **ACTION: Policy to be retired from CAQ website**
- CAQ position vacancies. Position descriptions are being analysed with a view to breaking some of them into more manageable tasks that may be more appealing to volunteers. To facilitate this process position descriptions will be removed from website.

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## Motions

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<b>Motion #1</b>	That the Conduct of Meetings Policy be rescinded.
<b>Moved by</b>	John van Barneveld
<b>Seconded by</b>	Penny Verrall
<b>Carried</b>	Yes

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## Item #14. Delegate's and/or Official's Reports

Raised by Penny Verrall

1. D.Byres. Report on QSport - Actual integrity in sports (attached)

#### Attached files

File name	Type	Size
<a href="#">D Byres QSportvolunteersGovernance</a>	DOCX	16KB

## Item #15. General business. Molestation insurance

Raised by Michael Eddiehausen

Dealt with at Item #7

#### Attached files

File name	Type	Size
<a href="#">Molestation Insurance Background</a>	DOCX	16KB

## Item #16. General business. Hoops req'd for CA Bronze Medal in September

Raised by Penny Verrall

From Megan Stuart, Events Coordinator (12 March 2025):

- Toombul club has offered to host the CA Bronze Medal in September (27 – 29).
- The CA Tournament Regulations stipulate the use of quadway hoops. Toombul does not own any quadway hoops.
- Bribie Island CC was approached to lend their hoops to Toombul but their committee declined.
- Does CAQ have a solution to this problem? Whose problem is it? Can a SOS call be made by CAQ for a club to help. (most clubs still have their old hoops as a stand-by for emergencies.)

Discussion: it was agreed that CAQ advise clubs not to offer to host events if they cannot meet stipulated regulations & conditions.

**ACTION: Secretary to advise Megan Stuart.**

## Item #17. General business. Student projects

Raised by Penny Verrall

We are currently working with students from two educational organisations:

1. Kylie Dwyer's project.
  - Kylie reported on the progress of student projects involving graphic design and communication university students. These projects include developing briefs for club logos, web pages, flyers, and newsletters. A communications strategy student is working on a scaled-down version for Kylie's club to attract new members, which could be expanded if successful. Also potential for university students to create animations, flyers, testimonials, and videos to present croquet in a more engaging way.
2. Penny Verrall's project
  - Graphic artist who gave us the design for our AWAG Croquet & High Tea poster suggested that she had students who could work with us on projects for assessment.
    - It doesn't need to be a big project - it can just be a section if that is more suitable. *Eg: Brand concepts and/ or style guide. Or it could be a series of seasonal social media templates.*
    - Draft Marketing *Plan* developed to inform student work. Meeting with students organised for 1st April.
    - *Creative brief document attached*

This project will be at no cost to CAQ and is part of the work-integrated learning component of their course, however, promotional/advertising material that is created as a result of the project can be charged against grant funds, if relevant).

The Committee agreed that the ongoing work should continue to focus on the Women in Croquet theme.

**Attached files**

File name	Type	Size
<a href="#">Creative Brief Template For client</a>	DOCX	19KB

## **Item #18. General business. Progress of Volunteer (Club Hub) grant project**

**Raised by Kylie Dwyer**

Regarding progress on the Club Hub project, Kylie Dwyer, who is in charge, sought authority from the committee to proceed with the expansion of the development of Club Hub. Michael Eddiehausen clarified that Kylie has the authority to make decisions and work with *automatebrisbane.ai* to progress the project within the every-shortening grant-acquittal timeframe.

Kylie cautioned that data that informs the knowledgebase that is an integral part of Club Hub is drawn from many sources, including the CAQ website and official documentation. Issues with these sources has been acknowledged, but work is underway to improve the situation.

## **Item #19. Next meeting**

**Raised by Penny Verrall**

**Next meeting 22 April 2025.**

Penny Verrall will be an apology