

Meeting minutes

Date Tue 22 Apr 2025 09:30

Type Committee Meeting

Venue zoom meeting

Attendees Dave Luxmoore; Helen David; Howard Williams; John van Barneveld; Karen Boswell; Kylie Dwyer; Michael Eddiehausen

Apologies Penny Verrall; Mary McMahon

Absences There are no absences recorded.

Item #1. Opening remarks

Raised by Michael Eddiehausen

1. Welcome
2. Conflicts of interest.
3. Meeting will be recorded

Item #2. Minutes of Previous Meeting

Raised by Penny Verrall

Motions

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

Moved by Penny Verrall

Seconded by John van Barneveld

Carried Yes

Votes all in favour

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

Raised by Penny Verrall

1. CAQ MC Meeting procedures (PV)
 - Conduct of Meetings policy rescinded
 - Need to confirm:
 - Taking of minutes (RevSPORT, assisted by Zoom recording & transcript) - **Action:** *confirmed RevSport, with Zoom recording & transcript as required.*
 - CAQ [MC Meetings policy](#)
 - the above policy is not relevant to MC meetings. **Action :** *Helen & Penny to review current policy and revise as necessary. New policy to be tabled at next meeting.*
 - ClubIQ management committee meeting [agenda](#) and [minutes](#) templates - *could not access these links.....held over for next meeting.*

- Ratification & publication of minutes: need to balance standard protocols, drive for transparency, and meeting members' needs
- Audience for publication:
 - clubs or all players
 - emailed
 - loaded to CAQ website

Agreed that all clubs and delegates to be sent minutes. Also load on website for all to access upon logging in.

2. Student Projects (PV)

Penny Verrall and Wade Hart had a Zoom meeting with Graphic Artist, Paloma Hodgkin & two of her students to discuss a collaboration between CAQ and the students to develop assets as part of their assessment. Ideas included: developing a social media campaign that builds on the Croquet & High Tea themed graphics; developing a plan that will help clubs develop their own Facebook pages; review CAQ logo. Wade is managing this project.

3. CAQ Constitution amendment to change financial year end to 30 June resolved & ratified via Special General Member Meeting 8 April 2025

Amendment details forwarded to Office of Fair Trading by PV

4. Ricochet Competition. Will not be hosted in Qld in **2026**.

Attached files

File name	Type	Size
ACTION REGISTER MARCH 2025	DOCX	33KB

Item #4. Resolution Register

Raised by Penny Verrall

Attached files

File name	Type	Size
CAQ Resolution Register Apr25	DOCX	28KB

Item #5. Correspondence

Raised by Penny Verrall

Motions

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

Attached files

File name	Type	Size
Correspondence Summary Apr25	XLSX	12KB

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

Raised by Penny Verrall

1. Ricochet anomalies.

- See att:
 - Bribe email to CA (15/4/25)
 - CA response (16/4/25)
 - CA official ricochet handicap card - all clubs to be advised that this is the new card and is to be used by all ricochet players. Email to be sent with attachment to clubs and delegates.

ACTION: distribute official Ricochet Handicap Card template to all clubs & advice regarding clarification of bisque rules

2. Sporting, government & club newsletters

CAQ receives several digital newsletters from CA, sporting bodies (mallet sports & others), various levels of government, & Qld clubs. Saving & sending these to clubs is relatively laborious and time-consuming, and there are questions as to whether clubs read them, or forward them to their members. Quite often they contain interesting and useful content, eg. upcoming webinars, grants news, information about government inquiries, eg volunteering.

Question for MC: What is the most efficient and effective way of disseminating these communications?

Action: President to communicate with clubs as to what they actually want, discussion with Wade re club hub.

Attached files

File name	Type	Size
BA correspondence - ricochet	DOCX	369KB
CA official Ricochet handicap card	PDF	501KB

Item #7. President's Report

Raised by Michael Eddiehausen

General discussion held re meeting with Gold Coast councillor Laura Hutchinson. Questions asked about holding national or state competitions, need for 4 lawns close to public transport.

It was agreed that CAQ should have a document with relevant details...eg, participation rates, membership, ages, etc to be used for such meetings. **Helen** offered to provide the data for someone to put together the report. **Kylie** to ask her student if he would be willing to produce.

Motions

Motion #1	That the President's report be accepted
Moved by	Michael Eddiehausen
Seconded by	Kylie Dwyer
Carried	Yes

Attached files

File name	Type	Size
Presidents Report to Man Com 22nd April 2025	DOCX	34KB

Item #8. Operational Planning Subcommittee report

Raised by Michael Eddiehausen

Item #9. Treasurer's Report

Raised by Helen David

Agreed to continue with the \$100 grant per club per come and try day (2x per year only)

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 Karen Boswell

Carried Yes

Motion #2 The signatories to the 3 accounts with BOQ be Michael Eddiehausen, Helen david and Penny Verall.

Moved by Helen David

Seconded by John van Barneveld

Carried Yes

Motion #3 Michael & Penny to be issued with credit cards with \$1000 per day limit and no cash access.

Moved by Helen David

Seconded by Kylie Dwyer

Carried Yes

Attached files

File name	Type	Size
CAQ Finance Report March 2025	XLSX	107KB

Item #10. Business arising from the Treasurer's report

Raised by Helen David

Item #11. Delegate's and/or Official's Reports

Raised by Penny Verrall

1. CAQ Women's Open GC Singles TR report
2. Eire Cup Captain report
3. CAQ Event Coordinator report
4. AWAG Program grant report
5. TM report GC 1st & 2nd 8s at Stephens
6. TR report GC 8s at Wynnum
7. automatebrisbaneai Women in Sport and Volunteer Grants

Attached files

File name	Type	Size
CAQ AWAG Program Grant report for April 2025	DOCX	18KB
Report from Automatebrisbaneai	DOCX	14KB
CAQ 8s Tournament Referee Report	PDF	143KB
TMR Report GC Eights	DOCX	123KB
2025 03 CAQ Event Coordinator Report	XLSX	13KB
2025 EIRE CUP Captain's Report 4-4-25 copy	PDF	670KB
TR Report QAC GC Women's Open Singles 22-24 Mar 25 [83]	DOCX	51KB

Item #12. Business arising from other reports

Raised by Penny Verrall

Item #13. General business. Revsport

Raised by Penny Verrall

1. RevSPORT roll out & training. Where are we at?
 - Need to discuss & articulate where CAQ stands in this process
 - Do clubs distinguish between CA & CAQ (& RevSPORT)?
 - Role of CAQ: endorse? assist with training queries?
2. Croquet Victoria query re account Terms & Conditions (see att email trail)

Agreed: CAQ to support RevSports for all clubs. CA are using this for membership so CAQ need to comply. Kelly Thomas from CA is helping to onboard all clubs as portals. Clubs can then chose to use all the capability or not. Helen & Kylie are available for club help where required.

Attached files

File name	Type	Size
CVict - RevSPORT Account query	DOCX	19KB

Item #14. General business. Appointed positions

Raised by Penny Verrall

1. Appointment of Complaints Officer carried
2. Appointment of State Gateball Coordinator.
 - Applications rec'd from Barbara Northcott & Warren Dowse (att) Barbara Northcott appointed. Letter to be sent to Both applicants. Warrwen to be approached re different role.
 - Letter of support (att)
3. MPIO role - approach Squash Qld is we could share their MPIO - ME

Motions

Motion #1	That the MC approve the revised CAQ Complaints Officer Position Description
Moved by	Dave Luxmoore
Seconded by	Karen Boswell
Carried	Yes
Motion #2	That the MC approve the appointment of Glenn Wran to the position of CAQ Complaints Officer
Moved by	Michael Eddiehausen
Seconded by	Karen Boswell
Carried	Yes
Votes	Kylie Dwyer did not support this motion.

Attached files

File name	Type	Size
R Brown Gateball Coord	DOCX	15KB
Warren Dowse nomination	JPG	336KB
B Northcott GBall Coord nom	DOCX	236KB
MM_Complaints Officer PD	DOCX	18KB

Item #15. General business. GC Region officials

Raised by Mary McMahon

Item #16. General business. TM Training Proposal from Gwen Connolly

Raised by Penny Verrall

1. TM Training Proposal received from Gwen Connolly 6 April 2025 in response to request from Megan Stuart (Events Coordinator) and Marilyn Nelson (GC Coordinator).

NB. Gwen has asked for a response from CAQ by **Thursday 24 April** to allow for preparation for the first session, so COmmittee members contacted via email. Majority support, but need for some issues to be resolved before proceeding. **ACTION: President**

Helen to ask Gwen re content of course ie is it based on CAQ event management manual, any additional costs eg travel & supplies, Does course cover all codes.

It was also discussed as to whether paying a presenter for a course would then open this requirement to all courses run by Coaches, Referees, etc. In general it was felt that as a volunteer organisation, CAQ should reimburse all costs. eg travel, photocopying, etc.

2. John van Barneveld raised the issue that under the new rules for Inc societies, CAQ could not use the CA complaints policy . General discussion agreed that it is appropriate for CAQ to rely on CA policies when we do not have our own in place

Agreed: Michael to approach CPR for advice and assistance to frame a policy if required.

Attached files

File name	Type	Size
Gwen Connolly Tournament Management Training Proposal to CAQ	PDF	75KB

Item #17. Next meeting

Raised by Penny Verrall

Next meeting 27 May 2025.