

## Meeting minutes

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<b>Date</b>	Mon 09 Jun 2025 15:00
<b>Type</b>	Committee Meeting
<b>Venue</b>	zoom meeting
<b>Attendees</b>	Dave Luxmoore; Helen David; Howard Williams; John van Barneveld; Karen Boswell; Kylie Dwyer; Mary McMahon; Michael Eddiehausen; Penny Verrall; Janet Pool
<b>Apologies</b>	There are no apologies recorded.
<b>Absences</b>	There are no absences recorded.

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### Item #1. Opening remarks

Raised by Michael Eddiehausen

1. Welcome.
  - M. Eddiehausen thanked everyone for making time to meet, and apologised for the delay in sending out of the agenda for this meeting.
  - He explained that while many NFP organisations like CAQ were structured to include a management board or committee with responsibility for strategic decision making, as well as a CEO or operations manager to look after operational matters, at CAQ the MC is responsible for both functions, wearing "two hats" as it were.
  - To assist with successfully dealing with the 2 separate functions, the meeting agenda has been split, with the first section dealing with standard operational items, and the second section devoted to consideration of strategic matters.
  - He indicated that the MC needs to be outcomes focused, and to devolve responsibility for developing action plans based on strategic decisions to others.
  - He provided a brief recap on the organisational values discussion held on 27 May, and referenced the summary provided by Wade Hart (attached at Agenda Item #9.1 below) and indicated that further consideration will be given when the meeting moved to consider strategic issues.
2. Conflicts of interest. *None declared*
3. Meeting will be recorded in the form of a Zoom-AI produced summary at the conclusion.
4. Zoom meeting protocols. *Members were reminded to raise their "digital" hand to speak, and to be considerate of others at all times.*

### Item #2. Minutes of Meeting held 22 April 2025

Raised by Penny Verrall

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#### Motions

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<b>Motion #1</b>	That the Minutes of the meeting held 22 April 25 be taken as a true and correct record
<b>Moved by</b>	Helen David
<b>Seconded by</b>	Howard Williams
<b>Carried</b>	Yes
<b>Votes</b>	Carried unanimously with 1 member (who did not attend that meeting) abstaining

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### Item #3. Business arising from the minutes not otherwise included in agenda, incl ACTION REGISTER

## Raised by Penny Verrall

### Completed

1. Suggested publication schedule for MC Meeting minutes [PV]:
  - *Written up & shared with attendees for review: 48 hours*
  - *Amendments to secretary: next 48 hours*
  - *Approved by President: next 24 hours*
  - *Published on CQ website & clubs notified: within 7 days of meeting*
2. Updates to Ricochet rules & handicap card. [PV] *Done & disseminated to clubs*
3. Newsletters [WH]. *Investigating options for disseminating to broader community, could be included in Club Hub. President's newsletter "Hoopla" seems to have been accessed by a third of the membership base, which is very encouraging.*
4. Policy adoption: relationship with CA [ME]. *CA advises no need for separate policies if CA policy fits. The group concluded that while, as members of CA, players, clubs & CQ are expected to abide by CA policies, they can be modified if necessary, eg to comply with state legislation and individual circumstances.*

### Open

5. State of croquet in Qld. [HD & KD]. *The need for this report has been superceded. No further action required.*
6. Croquet Academy videos [DL]. *Slow progress not encouraging. Recommended that players who are interested should take advantage of free open access via Academy website (registration required)*
7. Update on Gwen Connolly's TM Training proposal. [HD] *Helen advised that the GC Coordinator, Marilyn Nelson is following up with Gwen.*
8. *Regarding TM, it was noted that CAQ has developed a TM Manual and it will be reviewed by Gaye Pitman. M. McMahon suggested that the current Tournament Regulations also be reviewed. It was proposed that M.McMahon convene a small working party consisting of appropriate representatives & officials, to review these documents. **ACTION: M. McMahon***
9. Conduct of Meetings [HD & PV]. *Discussion paper prepared, but should be held over until after Constitution review is discussed*

### Attached files

File name	Type	Size
<a href="#">ACTION REGISTER JUNE 2025</a>	DOCX	38KB

## Item #4. Resolution Register

### Raised by Penny Verrall

For noting:

1. Banking: signatories to CAQ bank accounts be M. Eddiehausen, H. David & P. Verrall *Has been arranged with BoQ branches*
2. Complaints: *Glenn Wran appointed*
3. Policy breach (confidential): *resolved in the negative*

New:

1. Selection of players in the State GC team. *Mary McMahon voiced concern of Selection Committee with team players also appointed as Team Manager, and having to deal with additional responsibilities. To appoint a separate manager would incur additional expense for CQ. Helen David recommended that the secretary of the Selection Committee should submit a proposal to the MC. **ACTION: Mary McMahon to discuss with Gaye Pitman***
2. Selection Committee for AC. **ACTION: Secretary to organise for ratification via flying minute**
3. Naming of players in the State AC squad. **ACTION: secretary to send names to MC**

### Motions

<b>Motion #1</b>	That decisions of resolutions circulated via email outside a meeting are ratified.
<b>Moved by</b>	Penny Verrall
<b>Seconded by</b>	Kylie Dwyer
<b>Carried</b>	Yes
<b>Votes</b>	Carried

### Attached files

File name	Type	Size
<a href="#">RESOLUTION Register Jun25</a>	DOCX	31KB

## Item #5. Correspondence & Business arising

Raised by Penny Verrall

As attached, note DISCUSSION ITEMS as marked:

- 22/5: Are CA **policies** automatically those of CQ? *Discussed above at Item 3.4*
- 22/5: E. Fleming's **Hoop-setting guide**: *CQ will make it available to clubs by including it on the CAQ website and via CClubHub. **ACTION: secretary to confirm w E. Fleming & organise for a copy to be uploaded if acceptable.***
- 23/5: CQ tear-drop **banner**: none in store, original cost was \$140/banner, including the spike. Only one club has inquired. All clubs were given the opportunity to order a banner in 2024. *HD noted that there are budgeted funds available to spend on promotional items. These could include t-shirts, bumper stickers, etc. The group was particularly interested in the latter. **ACTION: J. Pool offered to investigate & report back***
- 29/5: QSport discussion points re **Integrity in Community Sport** as noted by rep, Dick Byres:
  - *There is a National Integrity Framework. It doesn't meet Qld legal requirements. So gap analysis is taking place. Other states also. Some sport eg Rugby League & Netball going own way.*
  - *The NIF is considered as Sport Standard, but not legally standard.*
  - *Blue Card system was currently undergoing Parliamentary Review in Qld.*
  - *All agreed that the education of "why" a Blue Card system is required must occur. (Not just 'must have'.)*
  - *In some sports the Blue Card requirement is policed (by the particular sport's national body) at tournament/competition level. Match officials can't officiate unless they have Blue Card.*

5. 29/5: CQ & **training**: need for information on website or in Club Admin Handbook (which is already very out of date) *In 2024 Willy Silk, as Coaching Coordinator toured the state to provide refresher courses to coaches, and to appoint regional coordinators. Players interested in becoming a coach should coordinate through their club, with the regional coordinator. Players interested in becoming referees should coordinate with Marilyn Nelson for GC, and Grey Whymark for AC. Regions may also become involved. All clubs and players are reminded that prospective new coaches must obtain a Blue Card before undertaking the prerequisite training. This information must be recorded by their club and CAQ, and either must be recorded as the volunteer organisation associated with these Blue Card holders.*

**ACTION: secretary to follow up requirement for Blue Cards for new Wide Bay coaches with Regional Delegate, J. Pool**

**ACTION: H. David to follow up with Willy regarding Blue Card registration access**

6. **CAQ coach** register. MM and HD noted that there's approximately 200 registered coaches in Qld, but not all are active nor carrying out the sessions necessary to remain accredited. **ACTION: MM to work with Willy Silk to update the register and identify coaches whose accreditation status needs reviewing due to inactivity**

### Motions

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

### Attached files

File name	Type	Size
<a href="#">Correspondence Summary May-June25</a>	XLSX	15KB

## Item #6. Treasurer's Report

Raised by Helen David

See reports for April & May (attached)

Bills paid to be ratified and those waiting payment be approved.

IT update

We have 2 accounts. One for emails and one for 365 which includes Office and Onedrive (family pack). This has caused considerable confusion over the past few months and we have not had access to 365 administration due to how it was originally set up. Current cost \$5536

I recommend that we have one account only and transition everything to business standard licences. This will include emails, Office and Onedrive...all linked to CAQ account not outlook.com (as is currently the case). This will cost more but will be a neater alternative. New cost \$ 6386 \$850 more PA

I request permission to change our IT setup. *This request was put on hold pending further discussions on software requirements.*

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#### Motions

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**Motion #1** That the treasurer's report for April be adopted. That accounts presented are passed for payment and that payments of accounts presented be ratified.

**Moved by** Helen David

**Seconded by** Mary McMahon

**Carried** Yes

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**Motion #2** That the Treasurer's report for May 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

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#### Attached files

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File name	Type	Size
<a href="#">CAQ Finance Report May 2025</a>	XLSX	159KB
<a href="#">CAQ Finance Report April 2025</a>	XLSX	112KB

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## Item #7. Business arising from the Treasurer's report

**Raised by Helen David**

The group discussed outstanding payments, including a \$64,000 debt to Croquet Australia due to late invoicing.

Also reviewed the financial statements relating to various grants, noting that some funds had been fully expended while others still needed to be allocated. The committee agreed to follow up with Wade regarding invoices not presented.

Also discussed the need to be "shovel ready" when applying for grants in the future.

It was agreed that CAQ should request an extension from the State Govt in order to do more work on expending the AIS grant, although this will prevent us from applying for another grant while it is outstanding. **ACTION: ME & HD.**

Invoicing still to come from Wade Hart for systems work on the 2 grants due for acquittal in the next week or two.

## Item #8. President's Report

**Raised by Michael Eddiehausen**

[President's Report](#)

Please read and ask any questions necessary to clarify information before the meeting. *No questions.*

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#### Motions

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**Motion #1** That the President's report be accepted

Moved by	Michael Eddiehausen
Seconded by	Karen Boswell
Carried	Yes
Votes	1 abstention (MM cannot open attached files: investigating)

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## Item #9. Strategic planning

Raised by Michael Eddiehausen

### For consideration of strategic organisational issues.

Discussion of each agenda item should generally follow the format suggested in the *attached template document*.

Information or discussion papers may be required to help prepare Committee Members for discussion. The expectation is that all documentation will be provided to members in good time before the meeting, and that all will be read prior to attending. In some cases, only a progress report or update will be needed.

Today's meeting will look at:

1. RECAP on **outcomes from Meeting held 27 May 2025** at Stephens [see attached document: #9.#1. 27May25 Meeting\_Final\_Report\_draft]
2. UPDATE on **Constitution** review [JvB] [see attached document: #9.#2. JvB\_Comments\_Draft constitution from CPR]
  - where are we at?
  - what next?
  - should the revised constitution be presented for ratification at the next AGM?
  - when will the AGM be held?
3. UPDATE on **RevSPORT**
  - where are we at?
  - what next?
  - Club membership systems [see attached document: #9.#3. Strat dir on Club Membership systems]

### DISCUSSION

1. *Outcomes of meeting held 27 May 2025. [ME] The values identified at this meeting to form the basis for the "objects" of the revised Constitution, as per the following discussion.*
2. **Constitution** review [JVB] John advised that CPR's 2nd draft was overly verbose and did not adequately address regional representation. At his recommendation, the group agreed to divide the constitutional review into specific areas, with members of the MC examining the latest draft prepared by CPR and indicating which sections they would like to review further. John had proposed that Kylie handle objects, Glenn Wran (Complaints Officer) address the grievance procedure, Helen managing finance-related sections, and Penny look at how meetings are handled, however this will be up to individuals to decide. To inform this process, members should view the [Model Rules](#) as disseminated by the Qld Office of Fair Trading and CPR's draft to members for review. **ACTION: secretary to provide members with a copy of this draft.** John requested comments to be sent to him by the 21st June, in preparation for further discussion at the scheduled meeting on the 24th June. **ACTION: all**
  - If ready in time, a revised draft constitution could be presented at the upcoming AGM, although this is not a requirement, as it could be presented at a special general meeting
  - AGM timing would depend on when audited accounts are ready, although this too is not essential as they could be presented at a special general meeting
  - the AGM must be held within 6 months of the end of the financial year (30 June).
3. **RevSPORT & club membership management.** Following discussion of the attached paper, the Committee agreed to disseminate the three key points identified (without including the accompanying preamble), viz.
  - **Club Autonomy is Paramount:** CAQ is agnostic about the membership software our affiliated clubs choose to use. Clubs are free to use RevSport, spreadsheets, or any other system that best suits their needs and capabilities.
  - **Simplified Reporting:** CAQ's requirement from clubs remains simple: provide us with details of your members as they join & leave and confirm your full membership list periodically.
  - **National Obligations:** CAQ will continue to centrally manage and submit all required membership data to Croquet Australia via RevSport, ensuring our national obligations are fully met.

*While there is continuing debate about developing alternative systems, the consensus is to stick with RevSport for now, and continue to explore simpler options as presented in the **Communications Outcomes Proposal** for discussion at the meeting scheduled for 24 June. The group acknowledged the need for better training and documentation to help less tech-savvy clubs use RevSport effectively, and Janet volunteered to create a simplified manual for clubs.*

*Additionally, to assist clubs use RevSPORT, it was agreed that this be added as a topic on ClubHub. **ACTION: organise with***

## W.Hart

Regarding the current IT situation Kylie expressed concerns about relying on a single person for IT management, suggesting the engagement of a professional company to handle hardware, software, and domain management to prevent potential risks in case of personnel changes.

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The following item (formerly #9.#4) is for noting and will be considered at the Meeting scheduled for 24 June. Members are invited to read the attached documents and consider the paths available to us going forward. **ACTION: all**

### Communications Outcomes Proposal

#### CAQ Integrated Communications & Engagement Ecosystem [WH] [see attached document: #9.#4a. WH\_CAQ\_Comms Plan]

- Establish CAQ NFP status with Google, or develop a paid alternative if necessary
- Migration of CAQ email services to Google workspace [see attached document: #9.#4b. Migration of CAQ email services]
- Use of Google products, eg Google Docs
- Club Hub Development [ME] [See attached document (based on above template): #9.#4c. Proposal for ClubHub Development]
- Establish Notion as major centralised management system
  - website development (independent of RevSPORT)
  - newsletter
  - storage
  - ClubHub
  - Learning Management Centre

Regarding this proposed discussion, Helen raised concerns about the proposed email system migration, emphasizing the need to maintain club email addresses and migrate data securely.

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### Motions

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**Motion #1** Item #9.#3. That the Committee circulate the amended document Strategic Direction on Club Membership systems to all clubs.

**Moved by** Michael Eddiehausen

**Seconded by** John van Barneveld

**Carried** Yes

**Votes** Carried by a majority, with K. Dwyer abstaining, and H. David against

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**Motion #2** Item #9.#3. That to assist clubs to use RevSPORT, this be added as a topic on ClubHub

**Moved by** Penny Verrall

**Seconded by** Kylie Dwyer

**Carried** Yes

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### Attached files

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File name	Type	Size
<a href="#">#9.#4c. Proposal for ClubHub Development</a>	DOCX	21KB
<a href="#">#9.#4b. Migration of CAQ Email Services</a>	DOCX	20KB
<a href="#">#9.#4a. WH_CAQ_Comms_Engage_Plan</a>	DOCX	19KB
<a href="#">#9.#3. Strat Dir on Club Membership Systems</a>	DOCX	17KB
<a href="#">#9.#2. JvB_Comments_Draft constitution from CPR</a>	DOCX	16KB
<a href="#">#9.#1. 27May25 Meeting_Final_Report_draft</a>	PDF	4MB
<a href="#">#9 Template for proposals going to a board or management committee</a>	DOCX	15KB

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## Item #10. Other Reports

Raised by Penny Verrall

Reports are to be read prior to each meeting, and are generally for noting only. Any questions about a report may be raised at the meeting.

### 1. Reports from CQ officials

- M. Stuart. 2025 5 CAQ Event Feedback report
- D.Byres Development Squad report
- D. Byres. Zoom meeting summary

### 2. Tournament reports

- CAQ Women's Open GC Singles TR report
- CAQ Ricochet Singles TM report
- CAQ Ricochet Singles TR report
- AC 8s & 6s TM report

**PROPOSAL** [Penny Verrall]. Players and officials involved in CAQ tournaments are now invited to submit feedback via surveys devised by the Events Coordinator using RevSPORT functionality. Responses are easily collated in order to provide valuable feedback.

The proposal is that this mechanism be adopted for all officials' reports. It will provide consistent data that can be used to organise and improve the running of future tournaments. To facilitate this transition, use of the current separate CAQ reporting forms should be abolished.

### 3. Grant reports

- P. Verrall. AWAG Program "Croquet and High Tea". *NB. This report was prepared for the scheduled May 27 meeting. Updates since then are not incorporated.*

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### Motions

<b>Motion #1</b>	That CAQ tournament reports be made using RevSPORT survey functionality, and the current separate process for TM & TR reporting be abolished.
<b>Moved by</b>	Penny Verrall
<b>Seconded by</b>	John van Barneveld
<b>Carried</b>	Yes

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### Attached files

File name	Type	Size
<a href="#">2025 CAQ Ricochet Singles - TR report</a>	PDF	932KB
<a href="#">AWAG Report CQ MC Meeting May 25 2025</a>	DOCX	26KB
<a href="#">TM report CAQ GC Open Singles</a>	DOCX	42KB
<a href="#">2025 CAQ Ricochet Singles - TM report</a>	PDF	1MB
<a href="#">Zoom summary of points made by Warren Kennaugh in video response to Dev Squad players</a>	DOCX	16KB
<a href="#">DevSquadREport toCAQ</a>	DOCX	17KB
<a href="#">2025 05 CAQ Event Feedback Report</a>	DOCX	38KB

## Item #11. Business arising from Reports

Raised by Penny Verrall

1. Proposal to replace individual TM and TR reports. **ACTION: PV.**
2. VP, M. McMahon, reported continuing issues accessing files on the CAQ VP laptop. **ACTION: H. David will investigate**
3. Grant reports. KD & PV advised that additional data was required in order to complete their respective grant acquittal reports: Kylie is seeking quantitative data that should be available, and Penny is waiting for systems work invoicing from automatebrisbane.ai. **ACTION: discuss requirements with Wade Hart.**

4. *Additional graphics work. Penny reminded the meeting that the graphic designer contracted to provide the graphics for the AWAG Croquet & High Tea project had approached her with a proposal whereby 2 of her students would treat CAQ as a client and produce promotional material as part of their assessment. Penny and Wade had met with the students a couple of times and selected the work of one of them as the basis for a joint project from the pair. The MC discussed the theme of the original graphics as they related to the student graphic design project, and expressed mixed reactions to the 1950s-style promotional materials. Penny reminded the meeting that CAQ is under no obligation to use the resources once delivered, and that there is no cost for them. However, the samples viewed to date are very professional and engaging.*

## **Item #12. Next meeting**

**Raised by Penny Verrall**

**Next Committee meeting: 24 June 2025**

**AGM scheduled for: TBA**

**The meeting closed at: 5:25pm**