

Meeting minutes

Date	Tue 24 Jun 2025 09:30
Type	Committee Meeting
Venue	zoom meeting
Attendees	Dave Luxmoore; Helen David; Janet Pool; John van Barneveld; Karen Boswell; Kylie Dwyer; Mary McMahon; Michael Eddiehausen; Penny Verrall
Apologies	Howard Williams
Absences	There are no absences recorded.

Item #1. Opening remarks

Raised by Michael Eddiehausen

1. Welcome. *President, Michael Eddiehausen, welcomed all and noted an apology from Howard Williams. He reflected that the new committee has been in place for 120 days, and that, despite there having been some mistakes and challenges, much had also been accomplished. He noted how a shrinking volunteer workforce was driving the need to change how we did things and make better use of technology. He reminded the group of the "no blame" ethos and the importance of communication in problem- identification and solving. He concluded by expressing optimism for the future.*
2. Conflicts of interest. *None*
3. Meeting will be recorded in the form of a Zoom-AI produced summary at the conclusion.
4. Zoom meeting protocols. *Members are reminded to raise their "digital" hand to speak, and to vote, and to be considerate of others at all times.*

Item #2. Minutes of Meeting held 9 June 2025

Raised by Penny Verrall

Before voting on the accuracy of the minutes of the meeting held on 9 June, P.Verrall advised that the motion agreed to at Agenda item #10.2 Tournament reports, was not proposed on the basis of full background information.

Having said this, the meeting agreed that the Minutes were accurate and should be ratified as such.

Motions

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

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

Raised by Penny Verrall

Completed

1. Convene a working party to review Tournament Management & Tournament Regulation manuals. [MM] Done. Reps from AC & GC invited; first meeting scheduled for 9 July. The aim is to edit current CAQ documents to ensure that they are 'fit for purpose' and meet the needs of all involved. Next step proposed is to call a meeting of all Clubs with 4 or more courts together to attempt to get the cooperation of clubs to host events. Training of Tournament Managers is also a vital step in the process. Aim of the committee is to ensure that 2026 events run smoothly. Further discussion: While work is underway to update the TM & TR manuals, the old versions access via the CAQ website should be removed, with a note advising that they were being updated. **ACTION: H. David.**
2. Ask GC Selection Committee to submit a proposal for MC consideration that recommends Deirdre Giles be appointed State GC Team Manager, allowing Jannene Wall to focus on playing. [MM] Proposal submitted for consideration and approved by Flying Minute.
3. AC State squad nominated player names to be circulated to MC. [PV] Done
4. Seek permission to provide E. Fleming's Hoop Setting Guide to all players. [PV,ME] Permission given, will load to website through RevSPORT. Hopefully can use ClubHub when ready.
5. Share CPR Group Constitution revision with all MC [PV] Done
6. Publish "Statement on strategic direction on club membership systems" to all clubs [PV] Done

Open

1. 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). Nothing further to report.
2. Update on Gwen Connolly's TM Training proposal. [HD] Helen David advised that she will follow up with Gwen.
3. AC State Selection Committee. Selection Committee & squad details, as provided by W. Silk, circulated to MC members. Squad make-up approved. D. Luxmoore added to Selection Committee, as per policy. Selection Committee make-up ratified.
4. Promotional materials: bumper stickers. [JP] Draft circulated to MC for discussion. The meeting discussed broadening the focus of developing promotional materials beyond bumper stickers. It was proposed that CAQ investigate having a professionally managed marketing plan, using grant funds if possible, but otherwise using organisation funds. Motion carried. **ACTION: H David**
5. Blue Cards for coaches. [PV & HD] Willy Silk has given files & login details to Helen. Penny has been advised that CAQ only records & manages applications for some officials, with many clubs organising their own. This may be the best option? Clubs & coaches can manage registration & re-registration, and any necessary notification of CA. **NB. CAQ MC members are required to hold Blue Cards.** See further information at <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/executive-officers-board-committee-member-requirements> **ACTION: H.David to discuss with Willy Silk**
6. Follow-up on inactive coaches with Willy Silk [MM] A list of all coaches, current to December 2024, has been developed by Willy Silk. **ACTION: H. David to share list with M. McMahon for further action.**
7. Request an extension from the State Govt in order to do more work on expending the AIS grant [ME, HD] **ACTION: H.David to follow up with state government liaison officer.**
8. Constitution review. [ALL] AGENDA ITEM under Strategic Planning
9. M. McMahon reported continuing issues accessing files on the CAQ VP laptop [HD] Fixed
10. Grant reports/acquittals & supply of additional data/information from automatebrisbane.ai [KD,PV,JvB, HD]. K.Dwyer reported that the SARC Grant acquittal has been submitted & accepted, with one small request for additional data that has been actioned. P.Verrall noted that the AWAG grant acquittal is due for submission on 30 June, and that a proposal was being made to the MC at Agenda #12 for expenditure of any remaining funds.

Motions

Motion #1	That H. David lead an investigation into development of a professional marketing plan.
Moved by	Kylie Dwyer
Seconded by	Mary McMahon
Carried	Yes
Votes	1 abstention.

Attached files

File name	Type	Size
ACTION REGISTER JUNE 2025	DOCX	30KB

Item #4. Resolution Register

Raised by Penny Verrall

Open:

1. Make-up of State AC Selection Committee. *As noted above, D. Luxmoore has been added to the AC Selection Committee. Work to commence shortly.*

Attached files

File name	Type	Size
RESOLUTION Register June 2025	DOCX	32KB

Item #5. Correspondence & Business arising

Raised by Penny Verrall

As attached, note DISCUSSION ITEMS as marked:

1. CAQ Promotional material, incl. posters. *Discussed above at Business Arising from Minutes/Action Items*
2. CAQ Forms. *HD & PV have volunteered to investigate. **ACTION: H.David & P. Verrall***
3. Request from M. Stuart, CAQ Events Coordinator:

I am asking CAQ to purchase two Ten Year Licences for the EasyScores program at \$300 each for the Singles and Doubles versions.

The program can be used for any CAQ event for the next ten years.

I have attached information relating to the program. I believe that this program will be useful to me and all Tournament Managers and is also the program that Gwen Connelly uses and can include in her tutorials (if they are held).

Discussion: J.Pool advised that Hervey Bay is using this program and is very happy with it. It is also used by several other clubs. It was developed by Ron Schodel, a local player from Wynnum. It can be copied onto a USB or similar and used by CAQ TMs. The meeting agreed that it would greatly support the work of the CAQ Events Coordinator, and supported the purchase proposal. [See motion below]

4. J.De-Vene. Feedback regarding

- *Observed delays in updating handicaps resulting in unpleasantness at competitions due to discrepancies*
- *Perception that "the majority of members do not think, or sad as it is to say, care about the amount of work involved in running CAQ and the only thing they do have involvement in is looking at the handicaps site. Keeping the handicaps and indexes up to date may not be a top priority of CAQ but it certainly is something the members constantly use so it should be a priority to fix ASAP especially when we have just had a price rise in our capitation and I know that there would have been rises in insurance premiums etc to warrant the increase but as I have already said members don't look at that and see that they are paying fees and not getting the one service that they use which is looking at up to date handicaps and indexes."*
- *encourage TMs to be prompt in providing THR changes*
- *pleased with new regime of using surveys to seek feedback following competitions*

For noting.

Motions

Motion #1	That CAQ purchase two Ten Year Licences for the EasyScores program at \$300 each for the Singles and Doubles versions.
Moved by	Penny Verrall
Seconded by	John van Barneveld
Carried	Yes

Attached files

File name	Type	Size
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Item #6. Treasurer's Report

Raised by Helen David

Report for May was tabled at the last meeting, held 9 June 2025.

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

Raised by Helen David

P. Verrall asked the Treasurer to supply the most current expenditure figures for the AWAG grant as early as possible for inclusion in the AWAG grant acquittal. **ACTION: H. David**

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.

Item #9. Strategic planning

Raised by Michael Eddiehausen

For consideration of strategic organisational issues.

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.

Meeting Topics:

1. **Constitution review** [JVB] J.Van Barneveld listed the current issues: definition of a "member" (which could be moved forward by including registered players as non-voting members); constitution objects (which can be drawn from an amalgam of several sources: K.Dwyers suggestions, as circulated prior to the meeting; the values identified at the meeting of 27 May; those proposed by CPR); management of grievances (approved by Glen Wrann, Complaints Officer); office holder tenure terms, and the structure of the Committee. He plans to survey MC members on the last two in the next week. He further advised that several matters are better dealt with in procedural documents such as policies and bylaws.

Discussion: K.Dwyer objected to grievances being referred to the Management Committee for adjudication, although the legislated process states that they be communicated to the MC. H.David asked when the next meeting with CPR Group will be held; John suggested it should take place once the Committee had decided what needed to be included.

2. Communications Outcomes Proposal [ME]

CAQ Integrated Communications & Engagement Ecosystem [see attached document: #9.#2a. 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.#2b. Migration of CAQ email services]
- Use of Google products, eg Google Docs
- Club Hub Development [ME] [See attached document: #9.#2c. Proposal for ClubHub Development]
- Establish **Notion** as major centralised management system
 - website development (independent of RevSPORT)
 - newsletter
 - storage
 - ClubHub

Here is the list of 14 things automatebrisbane.ai is currently organising for CAQ.

https://automatebrisbaneai.notion.site/14-things-that-automatebrisbane-ai-is-doing-for-CAQ-and-how-they-come-together-to-help-croquet-216640775caf800b942cc7b7daa57494?source=copy_link

Discussion: President, M. Eddiehausen spoke to a motion to implement an integrated communications ecosystem as defined by automatebrisbane.ai. The proposal will incorporate, among other things, an email system migration, and integration of systems through use of Notion and Google services, as well as a simplified player registration portal that will be largely self-serve.

The meeting agreed to proceed with the proposal, pending final approval of the Notion license cost, which Michael estimated to be comparable to other business software licenses. It was noted that there will be savings from cancellation of the Microsoft licence.

Motions

Motion #1	That the CAQ MC adopt an integrated communications ecosystem as outlined in the attached documentation.
Moved by	Michael Eddiehausen
Seconded by	Helen David
Carried	Yes

Attached files

File name	Type	Size
#9.#2a. WH_CAQ_Comms_Engage_Plan	DOCX	19KB
#9.#2b. Migration of CAQ Email Services	DOCX	20KB
#9.#2c. Proposal for ClubHub Development	DOCX	21KB

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. *Croquet Q Event Attendance*

Discussion: The committee discussed the handling of tournament reports, and the suggestion that reports could go directly to the CAQ Events Coordinator as the person most likely to be able to utilise the information. The Events Coordinator could then raise any relevant issues with the MC. **ACTION: H.David to discuss further with Events Coordinator; M.McMahon to add it to the upcoming meeting agenda of the TM/TR review working group.**

P.Verrall then proposed that the committee rescind a previous motion about report handling, with the new plan being to have the Events Coordinator provide brief summaries of events and feedback to the committee as necessary.

Motions

Motion #1	That the MC rescind the motion of 9June25 to abolish TM & TR reports
Moved by	Penny Verrall
Seconded by	Mary McMahon
Carried	Yes
Votes	8 votes for; 1 vote against

Attached files

File name	Type	Size
Croquet Queensland Event Attendance	XLSX	12KB

Item #11. Other business. AWAG Grant proposal

Raised by Penny Verrall

The AWAG Program Grant is due for acquittal in 6 days, 30 June 2025. To date not all available funds have been spent. Project lead P.Verrall, following discussions with K.Dwyer and M.Eddiehausen decided to be proactive with a new proposal to spend any left-over grant funds from the grant on the purchase of appropriate equipment (mallets) that clubs may apply for through addressing specific criteria.

The specifications for the purchased mallets include: modern, technically crafted and balanced in a variety of weights and handle lengths, suitable for female players.

We are still waiting for a final expenditure figure (not all invoices/claim forms have been lodged), so this is purely a contingency plan.

This proposal supports the basic premise underlying the Active Women & Girls Program, viz. "getting women and girls active in croquet".

Discussion: There was general support from the meeting to have an alternate proposal ready should there be unspent grant funds. Two mallet retailers have been approached to provide details of appropriate mallets that meet our brief, and both are capable of invoicing by return email once an order is sent. Both offer substantial discounts on bulk purchases. Cost per mallet varies, but a more basic model is the preferred option, ensuring that the largest number of mallets can be acquired. **ACTION: H.David to discuss invoicing with automatebrisbane.ai and advise P.Verrall what, if any, unspent funding is available for mallet purchase.**

Motions

Motion #1	That any unspent AWAG Program Grant funds be used to acquire suitable mallets that clubs may apply for.
Moved by	Penny Verrall
Seconded by	Karen Boswell
Carried	Yes
Votes	7 votes in favour; 1 vote against; 1 abstention

Attached files

File name	Type	Size
AWAG Grant - Retention Proposal	PDF	94KB

Item #12. Next meeting

Raised by Penny Verrall

Next Committee meeting: 22 July 2025 via Zoom commencing at 9:30am

AGM scheduled for: TBA

The meeting closed at: 10:56am