

Meeting minutes

Date Tue 22 Jul 2025 09:30

Type Committee Meeting

Venue zoom meeting

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

Apologies Dave Luxmoore; Janet Pool; Karen Boswell

Absences There are no absences recorded.

Item #1. Opening remarks

Raised by Michael Eddiehausen

1. Welcome.

- Noted that Sunshine Coast Delegate, Howard Williams was an apology for the first part of the meeting. He joined the meeting at 10:45am, for discussion of Agenda item #9 #1. Constitution Update, and following items.

2. Conflicts of interest.

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 24 June 2025

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 Mary McMahon

Carried Yes

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

Raised by Penny Verrall

Completed

1. Purchase request for licences for singles & doubles EasyScores software. *Request sent & acknowledged; confirming details of what is required with Events Coordinator*
2. Request an extension from the State Govt in order to do more work on expending the AIBF grant **[ME, HD]** *Done, awaiting approval; also additional grant funding (year 3) provided.*

Open

1. Tournament Management & Tournament Regulations review update **[MM,HD]** *M.McMahon reported that a working group comprised of herself, Helen David, Gwen Connolly, Gordon Giles, Megan Stuart & Willy Silk had met to review the CAQ Tournament Regulations (att). Following discussion, it was agreed that some slight amendment was required to the adjudication process to avoid possible conflict, through inclusion of a 3rd person if appropriate. **ACTION: M.McMahon to amend wording, then forward revised document to the CAQ Management Committee for review & ratification. Once ratified, the Events Coordinator will be advised and the new document can be uploaded to the CAQ website. [MM]***
 - incl removal of old documents from CAQ website **[HD]**
 - Requirement for version control. CAQ must ensure clarity of naming. **ACTION: HD, PV**
2. Update on Gwen Connolly's TM Training proposal. **[HD]** *Croquet Australia is in the process of revising the national Tournament Management manual. This is being monitored by State GC Coordinator, M. Nelson. It was agreed that there is probably no need to both a national and a state TM manual. M.McMahon advised that she had thanked G. Connolly for her proposal and apologised for lack of action on the part of CAQ. **ACTION: M.McMahon to progress with M.Nelson***
3. Professional Marketing Plan using grant funds **[HD]** *For discussion see Item 9.4 below.*
5. Blue Card management follow-up with Willy Silk. **[HD]** *In progress. P.Verrall reminded the group that an organisation's Blue Card official contact must be a "person" and not a "position". The process for organising this contact is relatively simple. Some clubs manage their own registration.*
6. Follow-up on inactive coaches with Willy Silk **[MM]** *Nothing new to report.*
7. CAQ web forms review. **[HD,PV]** *Web forms identified and action proposal in development, including CAQ Position nomination forms.*
8. Offer from Helen & Lindsay David to travel to regions to provide training **[HD]**: *Hoop setting, RevSPORT, coaching. Helen & Lindsay David plan to go to Darling Downs in response to request from Laurel Bank.*
9. Add RevSPORT help as a topic on ClubHub. *J.vanBarneveld advised that he has asked Wade to concentrate on developing the membership system to the exclusion of other matters. Work to continue to promote ClubHub as a valuable resource for clubs.*

Attached files

File name	Type	Size
ACTION REGISTER JULY 2025	DOCX	30KB
2025.07 CAQ TOURNAMENT REGULATIONS	PDF	186KB

Item #4. Resolution Register

Raised by Penny Verrall

Attached files

File name	Type	Size
RESOLUTION Register July 2025	DOCX	32KB

Item #5. Correspondence & Business arising

Raised by Penny Verrall

Motions

Motion #1	That the inwards and outwards correspondence be endorsed
Moved by	Penny Verrall

Seconded by Michael Eddiehausen

Carried Yes

Attached files

File name	Type	Size
Correspondence Summary July25	XLSX	12KB

Item #6. Treasurer's Report

Raised by Helen David

Financial Report for 6 months to 30th June 2025

Amounts paid to be ratified as per report

Grants Report

Accounts to 30 June have been audited. the Auditors report has been received

Approval to pay the GC team \$750 PP for travel allowance \$7500

Budget draft for discussion

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 Mary McMahon

Carried Yes

Attached files

File name	Type	Size
CAQ Finance Report June 2025	XLSX	166KB

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

Raised by Helen David

Treasurer has started work on the 2025/26 budget.

Need to approve honorariums for next financial period.

ACTION: HD will bring to next meeting

Item #8. President's Report

Raised by Michael Eddiehausen

Please read and ask any questions necessary to clarify information before the meeting.

Attached files

File name	Type	Size
President's Report - July 2025	DOCX	48KB

Item #9. Strategic planning

Raised by Michael Eddiehausen

1. Constitution review. *Update* [JVB]

- Disappointing response from MC members re suggestions proposed for change to constitution. Some concern that members did not feel qualified to comment. In the recent meeting with CPR Group, it was decided that revision would focus on creating a "high level" document, largely based on the existing Constitution, with changes including:
 - objects (emphasis on confirming CAQ status as a NFP organisation)
 - inclusion of registered players as "members" (non-voting?)
 - meeting notice periods
 - grievance procedure
- Hopeful that a draft will be available for circulation to MC members in the near future
- Process will then be to circulate it to all members (clubs) for consideration, and possibly ratification at the AGM

2. Communications ecosystem implementation. *Update* [ME]

- automatebrisbane.ai is working on the revised membership system; H.David reiterated that the system must not result in more work for CAQ office holders

3. Governance Proposal [JVB] see attached document & Resolution proposal

- Full text of Resolution (too long for space allowed in RevSPORT Motion text box):

▪ That the Operations Subcommittee be expanded to include the Vice-President, Treasurer, and Secretary, in addition to its current members (President, Golf Croquet Coordinator, and Brisbane South Delegate). This expanded subcommittee will be tasked with developing strategic directions and priorities for consideration and endorsement by the full Management Committee.

4. Marketing Plan & Grant [HD] Agreement reached on using yr 3 grant funds on marketing. Helen advised that she is meeting with contractor to develop proposals that will be put to the MC for approval.

5. Draft Selection Policy (revised) [MM] [att.] Mary spoke to the revised Selection Policy. She advised that it will come fully into effect from 2026. **ACTION:** Additional to this topic, M.McMahon will retain representative player signed contracts for one year, and H.David will forward team code of conduct forms to M.McMahon for the state team players.

6. 2027 AC Nationals, Eire Cup & Gold Medal Planning It is Queensland's turn to host the AC Eire Cup & associated national tournaments in 2027. As anyone who has been involved in organising the hosting of other national events can attest, it is never too early to start planning. Committee members are asked to start thinking about the following (not exhaustive) list of topics:

- formation of a Steering Committee & appointment of leader/chair
- should we consider employing a paid Event Coordinator?
- appointment of a CAQ MC member to liaise between Steering Committee & MC: call for EOI
- dates: while this event is traditionally held in March, the Qld weather is notoriously unpredictable at this time of the year, so it is suggested that we request it be rescheduled at least to April
- application of appropriate TM & TR policies/procedures & training
- liaison with CA
- referees: do we need more AC referees at this level?
- selection of venues
- position re sponsorship
- promotion & publicity
- athlete accommodation (is billeting an option?)
- social functions planning, including formal dinner

It was agreed that M.Eddiehausen & H.David should initiate a steering committee to consider these and other issues, in particular the location for the events, and report progress at the next MC meeting.

Motions

Motion #1	That the Operations Subcommittee be expanded to include the Vice-President, Treasurer, and Secretary
Moved by	John van Barneveld
Seconded by	Mary McMahon

Carried	Yes
Votes	Carried unanimously
Motion #2	That the revised Selection Policy be ratified and adopted.
Moved by	Mary McMahon
Seconded by	Helen David
Carried	Yes
Votes	Carried unanimously

Attached files

File name	Type	Size
SELECTION POLICY June Review	DOCX	231KB
Governance considerations	DOCX	27KB

Item #10. Other CAQ reports, and Business arising

Raised by Penny Verrall

1. Reports from CQ officials

- Gateball State Coordinator (Barbara Northcott) (att.)
 - Minutes
 - Regional reports
- Golf Croquet State Coordinator (Marilyn Nelson) (summarised below)

Attended a CA meeting today for State Coaching volunteers to discuss Pathways. CA has a 15hr per week employee looking after this. It includes Pathways for Coaching, Refereeing and Players. CA is working with the States to share information and develop programs.

Recommendation is that Qld doesn't develop their own programs but waits to see what is developed at CA. There may be some quick uptakes as it appears that some other states have some programs planned or in place that they may be willing to share.

3. Events Coordinator, Megan Stuart

- AC Feedback Summary for 1st half of 2025

Meeting Discussion

The purpose & value of tournament reporting was discussed. Reports are useful for helping the MC understand issues arising "at the coalface". AI tools can be used to provide anonymised analysis of any ongoing & consistent issues that need to be addressed at the organisational level.

There was considerable discussion of managing poor behaviour at all levels, the importance of education and consistent rule enforcement. The official rules for AC and GC both provide for dealing with player misconduct.

Officials are strongly reminded that individual names must not be included in reports. Other processes and protocols, including the official Code of Conduct, are in place to deal with significant behavioural issues, should they be reported.

Action: Secretary to collate all the suggestions from this discussion, with the possibility of tasking the expanded Operational Subcommittee to work through issues & solutions. Includes:

- Using AI tools to analyse reports for trends and consistent issues (depersonalising the data).
- Consulting with referees and umpires to understand their challenges.
- Considering implementing a formal warning/sanction process for player behaviour.
- Exploring initiatives like getting competitive players/coaches trained as umpires to foster better understanding and reduce conflict.
- Peer to peer conversations and videoing of games are also useful tools
- Review reporting process & how issues are progressed, and to whom

2. Grant reports

- AWAG update, incl. "mallets for clubs" project (att.)
 - It was agreed that the Project Lead, P.Verrall, should use a survey to invite clubs to apply for mallets, citing need & how they intend to use them to promote croquet to women & girls in their region
 - Review of applications will include 2-3 members of the MC
 - P.Verrall will also investigate a condensed version of the grant acknowledgement working that can be engraved on the PFC mallets

3. Regional Delegate reports

1. BNR Delegate, Penny Verrall: (att.) Issues for CAQ:

- Pathways & initiatives for attracting & retaining volunteers
- Assistance with club administration:
 - Generic club committee role descriptions
 - How to attract committee members
- Develop or sponsor courses for officials (TM, coaches, referees)
- Pathways for player development
- Regional, eg pennant, competitions:
 - do these come under the umbrella of CAQ?

Meeting discussion:

- The Committee agreed that there is no simple answer to the question of how to attract volunteers to committees & other roles.
- ClubHub includes information that should assist clubs with their admin. Other clubs may also be happy to share their experiences.
- Croquet Australia is working on the development of Pathways, specifically for coaches at this stage.
- Regions are encouraged to organise regional competitions such as pennant tournaments. These are outside the remit of CAQ.

2. Sunshine Coast Delegate, Howard Williams:

- query regarding nominations for squads.

"Apparently clubs are to nominate players at the start of the year- Does this mean January and is there a procedure for this?" M.McMahon advised that the revised Selection Policy addresses this process
- Explore promoting the sport of croquet through organisations and websites such as <https://www.liveup.org.au/> that promote healthy aging H.David advised that avenues for promoting the sport will be included in the Marketing Project using AIBF yr 3 grant funds

3. Darling Downs Delegate, Kas Boswell: no issues to report

4. Gold Coast Delegate, Dave Luxmoore: no issues to report

5. Wide Bay Burnett Delegate, Janet Pool: no issues to report for this meeting

Attached files

File name	Type	Size
AWAG Post acquittal report	DOCX	19KB
Gateball Minutes Sub Committee Meeting at Southport 28-6-25	DOCX	11KB
Gateball REPORTS FROM REGIONAL DELEGATES TO GATEBALL SUB COMMITTEE MEETING 28-6-2025	DOCX	9KB
BNR Report	DOCX	16KB

Item #11. General business. CAQ video equipment

Raised by Michael Eddiehausen

In 2024, Willy Silk, as CAQ Coaching Coordinator, organised the purchase of video equipment to be used in coaching.

H.David reported that the equipment purchased was based on an Apple computer, and not a video camera as such. **ACTION: HD to**

follow up with W.Silk

Item #12. Scheduling of AGM

Raised by Kylie Dwyer

Under our current constitution, the Office Bearers of the MC must be elected each year at the AGM, and **Notice of Elections must be sent to all Clubs and Regions 90 days prior**. This already puts us at no earlier than the end of October if the date is set now.

Regional Committees may need to reschedule their AGMs to elect their Delegate prior to CAQ's AGM.

The Committee agreed that the AGM should be scheduled for Tuesday 28 October 2025. **ACTION: Secretary to call for nominations as per current constitution. H.David & P.Verrall to revise forms.**

Item #13. Fees for 2026

Raised by Penny Verrall

As noted above (Item # 6. Treasurer's Report), Treasurer, Helen David, is preparing a draft budget for the 2025/26 financial period for consideration at the August MC meeting. The budget will include a recommendation for the amount of the 2026 membership & player affiliation fees. Once ratified by the MC, this will be presented at the October AGM. **ACTION: H.David**

Item #14. Next meeting

Raised by Penny Verrall

Next Committee meeting: 26 August 2025 via Zoom commencing at 9:30am

AGM scheduled for: Tuesday 28 October 2025

The meeting closed at: 11:19am