

Meeting minutes

Date	Tue 26 Aug 2025 09:30
Type	Committee Meeting
Venue	zoom meeting
Attendees	Helen David; Howard Williams; John van Barneveld; Mary McMahon; Michael Eddiehausen; Penny Verrall
Apologies	Dave Luxmoore; Janet Pool; Karen Boswell; Kylie Dwyer
Absences	There are no absences recorded.

Item #1. Opening remarks

Raised by Michael Eddiehausen

1. Welcome. *With 6 members in attendance, a quorum was established.*
2. Conflicts of interest. *None anticipated*
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 22 July 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	Helen David
Carried	Yes

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

Raised by Penny Verrall

Completed - Update for your information

1. Purchase Order for Easyscores. *Events Coordinator organising*
2. Document version control. [HD,PV] *Table of policies, etc. located, will ensure version information is added to all documents.*
3. Request an extension from the State Govt in order to do more work on expending the AIBF grant **[ME, HD]** *Granted*
4. Follow-up on inactive coaches with Willy Silk **[MM]** *W.Silk unable to assist. Helen liaising with Brian Rubock who has volunteered to assist.*
5. Query revision of Tournament Management Manual with CA **[ME]** *CA is updating this manual; will continue to monitor.*
6. 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.*

Open

1. CAQ web forms review. **[HD,PV]** Web forms identified and action proposal in development; CAQ Position nomination forms updated & uploaded in preparation for AGM. See Agenda Item: Other reports for discussion of TM & TR form templates
2. Video equipment. **[HD]** Clarification required on what equipment we have, and how we can make use of it. W.Silk currently has equipment; it will be available for Wade Hart to use in preparing promotional material.
3. Qld Tournament Regulations to be updated, circulated for ratification, uploaded to CAQ website **[MM]** Ratified by Flying Minute, loaded to CAQ website. Expecting addition feedback from Croquet Australia that will be useful for aligning CA and CAQ regulations for next revision. Although ratified by the MC, additional feedback received from the Sunshine Coast Region will be addressed.
4. Change CAQ official contact point for Blue Card Services. **[HD,PV]** Done, some followup action required. FYI, Australian governments (federal and state) are revamping the "Working with Children" check process: standby for changes.
5. MPIO Position Description **[PV]** Important role. PD revised to align with standard role requirements. Position will be advertised. Some training required, but this can be undertaken online. Check website at <https://www.playbytherules.net.au/mpio> for more information

Attached files

File name	Type	Size
ACTION REGISTER AUGUST 2025 updated	DOCX	33KB

Item #4. Resolution Register

Raised by Penny Verrall

Attached files

File name	Type	Size
RESOLUTION Register August 2025	DOCX	33KB

Item #5. Correspondence & Business arising

Raised by Penny Verrall

1. CA memo to clubs re payment of 2026 fees (30/7/25)
 - o Memo distributed to MC (attached)
 - o Response from BSR clubs (attached)
 - o **UPDATE:** M.Eddiehausen reports (22/8):
RevSport Database Payments: A memo sent to CAQ in July stating that payments by all members for capitation fees will need to be made in January has been rescinded. The "use of Rev Sport by clubs by 1 January 2026 will not be mandatory."

CA understands that all States and their clubs are at a different stage of implementation and hope to work through this over time. No decision will be made without consultation with the States."

2. 20/8/25: Minutes from National Coaching Pathways meeting (attached). FYI

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
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Correspondence Summary Aug25	XLSX	13KB
CA Pathways Minutes 15 Aug 2025	PDF	122KB
BSR response to CA fee plan 2025	DOCX	35KB
30 July 2025 CA RevSPORT Memo	PDF	168KB

Item #6. Treasurer's Report

Raised by Helen David

Budget for approval including honorariums. To note:

- Grant Dependence:** The primary driver of the apparent \$64,000 "loss" is the reduced grant income as we reach the end of current grant periods. Nothing new in the pipeline at present.
- Fee Increase:** The suggested \$4 fee increase in the 2025/26 Budget to cover CA's membership fees will help, but won't cover the full projected loss. A larger increase would be needed to balance the budget. The meeting discussed the benefits of an \$8/player increase as this would cover the CA increase for 2025 and anticipate their increase for 2026. Following discussion, the MC proceeded to approve the Budget in which a capitation fee increase of \$4/player is recommended. This will be taken to the October AGM for ratification.

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	Penny Verrall
Carried	Yes
Motion #2	That the 2025/26 Budget be approved.
Moved by	Helen David
Seconded by	Penny Verrall
Carried	Yes
Motion #3	That the proposed Honorariums for the 2025/26 financial period be approved.
Moved by	Helen David
Seconded by	Penny Verrall
Carried	Yes
Votes	5 votes in favour; 1 abstention

Attached files		
File name	Type	Size
CAQ Finance Report July 2025	XLSX	168KB
Croquet Association Queensland Inc - Budget 25-26	XLSX	46KB

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

Raised by Helen David

Item #8. President's Report

Raised by Michael Eddiehausen

Michael Eddiehausen drew the meeting's attention to two matters raised in a recent conversation with CA CEO, Sue Gliddon:

- there has never been any suggestion that CAQ is considering leaving CA. Michael reiterated that CQ is a strong supporter of CA and its work to administer our sport and promote croquet in Australia
- Michael also confirmed that CQ remains "revsport-agnostic", recognising the importance of maintaining a national membership database, and that some Qld clubs are enthusiastic users of the platform

The meeting discussed where rumours such as these come from, with no firm conclusion reached.

Michael advised that a meeting of all State Presidents will be held soon. He expects RevSport to be one topic of conversation.

Attached files

File name	Type	Size
President's Activity Report July Aug 2025	DOCX	39KB

Item #9. Operational Subcommittee report

Raised by Penny Verrall

The Operational Subcommittee met 3 times since the last MC meeting. Membership expanded per resolution 22/7: President, VP, Treasurer, Secretary, BSR Delegate, State GC Coordinator.

Summary of issues discussed by Subcommittee (if not included elsewhere):

1. RevSport
 - Report on discussion with other State presidents: meeting to be scheduled shortly
2. Metal lawn marking strips
 - Proven cause of injury to person and property
 - Risk assessment & management required
 - Duty of care & liability of organisation & clubs
 - How prevalent throughout state? Fewer clubs than previously.
 - **ACTION: ME to contact clubs recommending that they assess the risk and take appropriate action.**
3. Risk Management
 - CAQ Policy reviewed 2024 by Joan Mathiesen (Wide Bay & Burnett Delegate) after attending training course funded by CAQ; found on website at <https://www.croquetqld.org/library/policy-documents>
 - Needs to be completed with a Risk Assessment & Risk Management Plan that includes considerations of: safety, financial stability, governance and compliance, operational continuity, reputation management, IT security, document storage & retention, weather, events
 - Proposal: that CAQ engage a consultant to prepare the Risk Assessment & Management Plan
 - H.David prepared a preliminary Risk Assessment for CAQ & suggests that work continue, but that it need not be a task for the entire MC
 - M.Eddiehausen thanked Helen for her preliminary work
4. Preparation for AGM, Tuesday 28 October
 - tasks (secretary will be overseas & unable to assist on the day)
 - Zoom meeting set up
 - Venue set up
 - Prepare & distribute Agenda
 - Prepare Annual Report for period 25/2/25 - 30/6/25
 - Call for reports from regions & position holders
 - Compile, print copies, attached to Meeting agenda
 - Minute taker
 - AGENDA (proposed)
 - attendees recorded (roll call, alphabetical by member club); apologies, observers
 - in person
 - via Zoom
 - proxy (proxy authorisation to be lodged with secretary prior to meeting)
 - minutes of previous meeting
 - President's report
 - Treasurer's presentation of audited financial report
 - Revised Constitution for adoption
 - 2026 Player Capitation fee for ratification
 - Election (president, VP, treasurer)
 - incl counting of votes, if more than one candidate
 - organise morning tea

- organise Forum
- organise MC meeting immediately following
- organise lunch for MC
- Regarding the preparation of the Annual Report, the meeting was asked to consider the value of, and need for, summary reports from regional delegates and coordinators, especially regarding the possible difficulty of reconciling the calendar year appointment of coordinators with the financial year scheduling of the AGM. **ACTION: further consideration required**

Attached files

File name	Type	Size
Risk Assessment CAQ Aug25	DOCX	447KB

Item #10. Strategic planning

Raised by Michael Eddiehausen

1. **Constitution review. Update [JVB]** *Draft version ready for wider audience. Proposed that the draft & summary be sent to all clubs for consideration; comments to be returned to Secretary by 16 September in case further revision is required; MC Meeting of 23 September can approve final draft in preparation for presentation at AGM.*
 - **ACTION: JvB to provide draft to Secretary; Secretary to forward to all clubs, with 2 follow-up reminders.**
2. **Communications ecosystem implementation. Update [ME]**
 - New membership system
 - Marketing
 - News
 - ClubHub
 - Summary of progress:
 - Wade Hart's new CAQ news site aims to:
 - be a central digital hub for croquet information.
 - streamline event promotion,
 - capture interested parties' details,
 - and allow easy sharing of articles.

This initiative is designed to significantly improve CAQ's communication (internal and external),

- enhance player pathways,
- raise playing standards,
- boost volunteer numbers,
- support club operations,
- and strengthen government relations,
- directly addressing seven key strategic goals. (see below)

Wade will provide training and requires a CAQ Google account to enable automated email functions.

The seven aims are

1. **Internal communication:** Improving how the CAQ communicates with its own members and stakeholders.
 2. **External communication:** Enhancing how the CAQ communicates with potential new members and the general public (e.g., discovery advertising).
 3. **Playing standards:** Providing resources like coaching tips to improve the skill level of players, from social to elite.
 4. **Government relations:** Creating well-structured information to present to government bodies, potentially for funding or support.
 5. **Volunteer hours:** Increasing the number of volunteers, including referees, coaches, administrators, and active elite players.
 6. **CAQ help with club operations:** Assisting clubs with their day-to-day running, providing useful articles and discussions on topics like equipment and club management.
 7. **Bring croquet together:** Fostering interaction between elite and social players, sharing stories, and promoting the history and diverse forms of croquet (like Gateball and Ricochet).
- Discussion:
 - many elements of the new "ecosystem" are in development
 - Helen reported that the transition to a new website (using the existing domain "croquetqld.org") could involve some disruption, but automatebrisbane.ai has plans to manage this, potentially by making the change during

the period of the GC Nationals/ISS; Mary expressed concern about any marketing campaign involving State players during matches and preparing for matches.

▪ **ACTION: John to discuss with Wade.**

- Penny asked if, given the pause in development of ClubHub, the AWAG "mallet giveaway" could proceed. This was agreed to.

▪ **ACTION: Penny to progress**

3. **CAQ organisation structure re Appointed Positions.** In preparation for calling for nominations for CAQ appointed positions that take effect from 1 January. Revised MPIO PD drafted, noting that the role is primarily to support members through providing information, not to handle complaints nor facilitate mediation.

◦ **ACTION: Copy of revised MPIO PD to be forwarded to MC members for review prior to advertising.**

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. Meeting will need to take into account the work that automatebrisbane.ai is doing on marketing. Following discussions with Wade Hart, Helen proposed that funds be reserved for marketing costs.

5. **2027 AC Nationals, Eire Cup & Gold Medal Planning [ME,HD]**

◦ formation of a Steering Committee & appointment of leader/chair; for this to be a success, state AC players must be involved.

◦ first pre-planning meeting held: M.Eddiehausen, H.David, W.Silk

◦ appointment of a CAQ MC member to liaise between Steering Committee & MC: H. David?

◦ M.Eddiehausen has requested a change of date with CA to early April & expects to hear back shortly

◦ Other topics:

- 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

Motions

Motion #1	That the draft Constitution be forwarded to member clubs for consideration and comment.
Moved by	John van Barneveld
Seconded by	Penny Verrall
Carried	Yes

Item #11. Other Reports, and Business arising

Raised by Penny Verrall

1. Reports from CQ officials

1. President's Medal TM report
2. Qld Gateball Teams & Doubles Championships reports (B.Northcott, State Gateball Coord)
3. CAQ Men's AC Singles TM report

2. Grant reports

None tabled

3. Regional Delegate reports

1. BNR Delegate, Penny Verrall - *nothing new to report*
2. BSR Delegate, John Van Barneveld
3. Central Qld, Kylie Dwyer
4. Sunshine Coast Delegate, Howard Williams
5. Darling Downs Delegate, Kas Boswell. *DD report from Joy Wright att.*
6. Gold Coast Delegate, Dave Luxmoore
7. Wide Bay Burnett Delegate, Janet Pool *[att]*. **ACTION: Secretary to answer questions raised in report, & ask if the region would be willing to help with the CAQ Facebook page**

4. Other reports

1. TM reports from Wynnum Croquet Club **ACTION: BSR Delegate will clarify reporting requirements with Wynnum**

5. For discussion: Tournament reporting

- Incident and/or Injury reporting
 - Which forms to use when. Make forms easier to find and use.
 - RevSport has both an **Incident** and an **Injury** form template & process
 - the Incident form is used for everything!!
 - Injury form needs to be made live
 - On the CAQ website, the injury form goes to an out-of-date [ACA form](#)
 - form no longer exists at CA
 - at CA there is a link to Insurance that takes users to the Insurer site and a [form](#) to fill in to make a claim
 - Any incident or injury could require further examination by complaint, medical or legal process, so official record required.
- TM & TR Reporting
 - For MC:
 - Ratify revised TM & TR report templates (*proposed forms attached for review*)
 - NB. Revision includes reporting on play rules breaches, but excludes code of conduct breaches
 - Clarify process for dealing with Code of Conduct breaches. NB. CAQ has a [2023 Breach of Code of Conduct form for download](#) Is this still current? Appropriate?
 - Clarify report submission acknowledgement process
 - Clarify where submitted reports are to be "stored" & how they are used
 - Publicise **revised** forms & ensure use is promoted to all CAQ event TMs and TRs.
 - Continue to survey and compile post-event surveys run by Events Coordinator

Discussion:

- Revision of CAQ TM & TR forms approved (see Motion) **ACTION: replace forms on website & publicise through Events Coordinator**
- Breach of Code of Conduct form: no longer current; to be removed from website. **ACTION: Secretary**

Held over:

- Review of Incident and Injury reporting procedures & forms
- Post-report submission action (acknowledgement, storage, analysis, action)
- Process for managing code of conduct breaches

Motions

Motion #1	That the CAQ TM and TR revised report templates be approved.
Moved by	Helen David
Seconded by	Penny Verrall
Carried	Yes

Attached files

File name	Type	Size
Tournament_Managers_Report_RenaissanceGalaDay	DOCX	36KB
CAQ TR Report Form (rev Aug25)	DOCX	27KB
CAQ TM Report Form (rev Aug25)	DOCX	28KB
CAQ TM Report.docx - Google Docs copy	PDF	113KB
DD CAQ MC Meeting 26 August 2025	DOCX	16KB
Report on QLD Gateball Teams and Doubles Championships 9th, 10th and 11th August	DOCX	10KB
QLD Gateball Teams and Doubles Championships	DOCX	8KB
President's medal TM report	DOCX	44KB

Tournament_Managers_Report_Wynnum_Cup	DOCX	36KB
CAQ WBBR Regional Delegate report July 2025	PDF	45KB

Item #12. General business. 2026 Events

Raised by Mary McMahon

Proposed meeting for 21 August with AC & GC Code Coordinators & Events Coordinator to discuss 2026 events calendar rescheduled.

Item #13. General business. Club reimbursement rates

Raised by Helen David

In response to a reimbursement request from Caloundra Mallet Sports Club in the amount of \$1000 as a consequence of hosting a recent CAQ Gateball Tournament, Treasurer, Helen David, recommended that the CAQ MC discuss the rate per court/lawn set for hosting of CAQ events.

Discussion: The meeting discussed reimbursement rates for CAQ Gateball tournaments, with Sunshine Coast Regional Delegate Howard Williams arguing that gateball courts should be paid at a higher rate than croquet lawns due to the larger number of players and referees involved. Treasurer, Helen David, suggested that CAQ change the definition to "courts", rather than "lawns", which would accommodate gateball. She advised that the original intention of the reimbursement was to compensate clubs for additional mowing expenses caused by hosting CAQ events. The group agreed to discuss the possibility of changing this at a future meeting.

Item #14. General business. QSport awards HELD OVER

Raised by Michael Eddiehausen

Nominations open for 2025 Queensland Sport Awards (close 3 October)

More info at https://qsport.org.au/nominations-now-open-for-the-2025-queensland-sport-awards/?mc_cid=8fb42a92b8&mc_eid=ba1384dfd4

Awards recognise the individuals, teams, coaches, officials, volunteers, innovations and organisations who have inspired the state and made outstanding contributions to the sporting landscape over the past 12 months.

Item #15. General business. Where do my state fees go to? HELD OVER

Raised by Penny Verrall

Last year the MC produced a 3 page document on "Where do my state fees go to"? It was professionally printed, laminated and a copy sent to all clubs for display.

I would like to suggest that a couple of us revise and simplify this document.

Attached files

File name	Type	Size
CAQ Capitation fees go to	PDF	4MB

Item #16. Next meeting

Raised by Penny Verrall

The meeting closed at 11:15am as the departure of Mary McMahon disestablished the quorum. Held over agenda items to be discussed at the next meeting.

Next Committee meeting: 23 September 2025 via Zoom commencing at 9:30am

AGM scheduled for: Tuesday 28 October 2025

