

Meeting minutes

Date Tue 23 Sep 2025 09:30

Type Committee Meeting

Venue zoom meeting

Attendees Dave Luxmoore; Helen David; Howard Williams; John van Barneveld; Kylie Dwyer; Michael Eddiehausen; Penny Verrall

Apologies Janet Pool; Karen Boswell; Mary McMahon

Absences There are no absences recorded.

Item #1. Opening remarks

Raised by Michael Eddiehausen

1. Welcome. President, Michael Eddiehausen spoke to the ethos underpinning the CAQ culture, with the emphasis on learning and improving, on treating each other with kindness and respect, on challenging ideas constructively, and on fostering a no-blame philosophy. He thanked everyone for their support over the past six months.
2. Conflicts of interest. *None anticipated*
3. Meeting will be recorded in the form of a Zoom Artificial Intelligence-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; note that the meeting organiser may implement muting if called for.*

Item #2. Minutes of Meeting held 26 August 2025

Raised by Penny Verrall

Secretary confirmed the minutes had been distributed with no suggested changes and were loaded to the CAQ website. She also noted that CAQ website permissions were updated so minutes and policies are now publicly accessible without a login, promoting "more transparency, more openness."

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 information

1. Purchase of **Easyscores** software. *Licence signed & invoice forwarded to Treasurer. Noted that licence prohibits loading of software on club PCs. Discussed with Events Coordinator, who understands that they will be responsible for using the software.*

2. Revised **Tournament Manager & Tournament Referee report templates** Revised forms loaded to CAQ website. M.Eddiehausen reported that Croquet Australia is close to publishing the national Tournament Management guidelines.
3. Wide Bay Burnett Regional Delegate queries. Secretary has provided information
4. AWAG (Active Women and Girls Program) Grant **Mallet** giveaway. Application form shared with all clubs. Responses rolling in. Closing date is 10 October. Awaiting renewal of RevSport Surveys Functionality to access most recent applications.

Open

1. CAQ web **forms** review. Some forms revised; ongoing project being undertaken by Helen David & Penny Verrall; next project will be Injury/Incident forms, starting with what is required for insurance purposes.
2. **Blue Card** Services. Anticipated changes circulated through QSport newsletter. Secretary has circulated to all Clubs. Management Committee members are required to hold Blue Cards. According to the website, Committee members who do not will be "stood down" after 20/9. Michael Eddiehausen recounted the "laborious process" of securing his own Blue Card by the September 20 deadline to remain in his position. He's awaiting a response from Blue Card Services regarding the compliance of other club presidents. Helen David has registered Penny Verrall as an official contact for CAQ, & an application has been sent for her to become a CAQ organisational portal user. Michael Eddiehausen has been registered as Portal Administrator for CAQ. A series of questions have been put to Blue Card Services, including implications for clubs & their committees. Information will be forwarded to clubs once provided. It appears that there is a period of grace. Regional information sessions are being organised by Blue Card Services.
3. **Member Protection Information Officer** Position Description Penny Verrall has revised position description to align with standard role requirements. Circulated to Management Committee for review. Further discussion at AGENDA ITEM # 10
4. **Croquet Australia plan for membership fee** collection in 2026. Despite advice from Croquet Australia CEO to Michael Eddiehausen advising that the proposal had been put on hold, several clubs have had communications with Croquet Australia that confirm this change is going to happen. No further information available from Croquet Australia at this time.
5. **Metal (& plastic) line marking** strips. Queries sent to Stephens & Toombul Croquet Clubs & discussions held. Croquet Australia, when contacted, referenced several documents available on their website, including: Facility Checklist (att); Gameday Checklist & Guidelines (att); Croquet Australia Risk Statement & Croquet Australia Risk Management Policy. Michael Eddiehausen reported that, at a recent meeting of state presidents, the amalgamation of the two checklists was discussed.
6. CAQ **Constitution** review update. Draft forwarded to all clubs for review & 2 weekly reminders sent; deadline for comments 16 September. Responses received to date from 17 clubs; 4 clubs included comments or suggestions. John Van Barneveld has collated the comments into a draft, for Management Committee review (see Agenda item #11)
7. CAQ **2026 Events Calendar** update. Draft prepared in consultation with Events, Golf Croquet & Association Croquet Coordinators. Dave Luxmoore noted a conflict between the Ricochet Doubles and a Gold Coast Tweed regional competition. Following discussion, the calendar was ratified (see motion below), pending the resolution of the ricochet clash. **ACTION:** D.Luxmoore to discuss with Events Coordinator; secretary to advise Events Coordinator of ratification.
8. **CAQ Annual General Meeting** (28 October 2025 @ Windsor Bowls Club) Preparation
 - o Annual report. Apart from financial & president's reports, no other reports are mandated. All other reports welcome and may be incorporated in the President's report.
 - o Organise Zoom meeting & send invitation to clubs
 - o Finalise agenda
 - o Organise catering
 - o Organise proxy registration

Motions

Motion #1	That the 2026 Events Calendar, amended to solve the ricochet event clash, be ratified.
Moved by	Helen David
Seconded by	Kylie Dwyer
Carried	Yes

Attached files

File name	Type	Size
ACTION REGISTER SEPTEMBER 2025	DOCX	34KB
CA 1b. Game Day Check list	PDF	361KB
CA 1a. Facility Checklist	PDF	188KB

Item #4. Resolution Register

Raised by Penny Verrall

For information. No new resolutions since August

Attached files

File name	Type	Size
RESOLUTION Register September 2025	DOCX	33KB

Item #5. Correspondence & Business arising

Raised by Penny Verrall

Summary attached.

Business arising.

- 1. Complaints Officer.** In response to the query re continuing as Complaints Officer in 2026, Glenn Wran advised that he plans to split his time between Australia and France, and that CAQ might wish to consider appointing a deputy if face to face meetings were necessary, although this would not preclude him from carrying out his duties. He would maintain control of and responsibility for any such complaints. The CAQ Secretary is cc'd in all communications, maintaining an official record. The meeting agreed that Glenn Wran's application should be accepted, and also that his suggestion to appoint a deputy be supported. John Van Barneveld offered to serve as a deputy, should the need arise, and his offer was accepted. He will undertake any necessary training. It was also reported that there had been some issues with the complaints@croquetqld.org generic email address. Helen David has been working on this and will check that it is fixed. **ACTION:** Secretary to advise G.Wran; H.David to check email situation; J.Van Barneveld to investigate training requirements.

- 2. Croquet Australia Hall of Fame Committee invitation.** CA is seeking 2 new members to join its Hall of Fame Committee. The meeting agreed that this notice should be forwarded to all club secretaries. **ACTION:** Secretary to circulate email.

Attached files

File name	Type	Size
Correspondence Summary Sept25	XLSX	13KB

Item #6. Treasurer's Report

Raised by Helen David

Accounts paid in September, as per list, to be ratified.

Helen David reported a quiet August with \$1,700 income and \$5,000 expenditure, resulting in a net loss for the month and year-to-date, however this is quite normal as CAQ's income is largely received early in the year. She noted an outstanding GST payment from March.

Grant Expenditure: Helen David detailed \$52,000 in grant money received but not yet spent: \$12,000 for "year two extension" (team development, corporate document revision consulting) and the "year three grant" (promotion). There is also the "Superfund grant" for "developing pathways," being used to employ consultant, *automatebrisbane.ai*, to develop the new Communications Ecosystem, including a website and ClubHub.

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

Attached files

File name	Type	Size
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Item #7. Business arising from the Treasurer's report

Raised by Helen David

See Agenda Item # 12 below for relevant discussion.

Attached files

File name	Type	Size
Events Income to Aug2025	XLSX	13KB

Item #8. President's Report

Raised by Michael Eddiehausen

Attached. In addition:

M.Eddiehausen provided an update on his meeting with Cr Howard from the Brisbane Lord Mayor's office, and Matt Wardlaw, Sport & Community Team leader, yesterday. He said that it was very productive, focussed mostly on marketing.

Summary of meeting:

- Croquet Association of Queensland (CQ) currently have 1600 members across the State
- CQ looking to undertake a marketing program to promote their sport and to help shed its "old" image
 - CQ to register as an active & healthy provider with Council
 - Looking at newer, inclusive versions of the sport to attract new demographics
- CQ advised lighting croquet lawns is a priority to create greater activation
 - Council Sport & Community Officers are the point of contact to assist with these projects
- CQ to enquire with Local Government Association to help champion their sport (eg. support any access to funding, resources for club development and supporting the planning of facilities)
- Council Sport & Community Officers to host a 'meet & greet' in 2026 with croquet clubs in Brisbane
 - A chance for Council to connect with CQ as peak body and local croquet clubs to share ideas, provide support and discuss relevant topics

Motions

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

Attached files

File name	Type	Size
President's Activity Report August-September 2025	DOCX	33KB

Item #9. Operational Subcommittee report

Raised by Penny Verrall

The Operational Subcommittee has not met since the last MC meeting.

Item #10. Strategic planning

Raised by Michael Eddiehausen

Updates

1. **Communications Ecosystem implementation. Update [M.Eddiehausen, John Van Barneveld]** automatebrisbane.ai is developing a new website that will serve to complement the current one, through focussing on promotion and marketing - effectively an interface for the rest of the world. The current website will continue to offer a functional service for clubs and players. John likened this to businesses that have a promotional, open public-facing website, while offering a functional, sometimes "log-in", behind the scenes platform for admin & members. Originally planned to be launched during the ISS, this has been rescheduled, and will now be launched on 6 October. Once operational, its success will largely depend upon the content that is generated by players, clubs and members. More details to follow. Kylie Dwyer remarked that the more successful sports rely on peer-to-peer marketing. She also inquired as to when ClubHub would be fully functional, as promised, ie linked to from the CAQ website, and permitting content to be added by clubs and players. **ACTION:** Operational Subcommittee to discuss at next meeting (scheduled for Friday 26 September)

2. **2027 Association Croquet Nationals, Eire Cup & Gold Medal Planning. Update [M.Eddiehausen,H.David]** H.David reported that there has not been much progress yet as we are waiting for Croquet Australia to respond to our request to change the date. She noted that the scheduling needed to avoid Easter and the school holidays.

3. **Constitution review [John Van Barneveld]** Comments provided by member clubs on first draft have been incorporated into the revised draft (*attached; comments in red*), which was circulated to Committee members prior to the meeting. Key changes include: definition of members, updating the process for signing the minutes & addition of a section covering grievances. Committee members asked to review this document with a view to considering the following resolution at Tuesday's meeting: That the revised constitution be distributed to member clubs and that it is tabled at the Annual General Meeting on 28 October 2025 for adoption.

DISCUSSION: Helen David recommended that the definition of a "registered player" needed to include that the player has also paid their current CAQ affiliation fee. It was also recommended that page numbers be included. The motion to distribute the revised constitution to member clubs and table it for adoption at the AGM was unanimously passed. **ACTION:** John Van Barneveld to make minor changes, including standardising font colour, and finalise draft for circulation to all member clubs for review prior to the October AGM. **ACTION:** Secretary to circulate final draft to all Clubs.

New business

1. **CAQ Strategic Plan. [M.Eddiehausen,H.David]** Attached for review & discussion: original draft prepared by H.David; revised draft prepared by M.Eddiehausen; summary of comments email from M.Eddiehausen to H.David dated 14 August. The document will need to align with the revised constitution. Michael proposed this discussion be moved to the Friday Operational Subcommittee meeting, reporting back to the Management Committee.

2. **CAQ Organisation Structure re Appointed Positions.** In preparation for calling for nominations for CAQ appointed positions that take effect from 1 January, current incumbents have been invited to indicate if they wish to continue in their roles in 2026. The next step is to call for EOI for the roles. Apart from Member Protection Information Officer, there are no Position Descriptions ready. Many roles have been vacant all year; several tasks have been satisfactorily undertaken by keen volunteers. Is this an opportunity to review the Organisation Structure?

- The meeting discussed the general lack of volunteers prepared to take on a role, and how other sports manage this. Kylie Dwyer noted that some very successful sports, such as pickleball, grow their membership through structured programs, paid coordinators, and coordinated campaigns. There was also a focus on the teaching and learning of consistent rules. There is less focus on individual clubs, and more on a unified engagement campaign, with coaches operating according to a central program. Helen David noted that the upcoming marketing campaign (from grant funds) could be used for something like this.
- John Van Barneveld queried the starting date for Coordinators, and whether this should have been changed with the change to the CAQ financial year end. The current arrangement is governed by the Bylaws, ie. terms for all appointed positions commence 1 January. For this to change, the Bylaws need to be amended.

ACTION: for discussion at Friday's Operational Subcommittee meeting, with any recommendations/resolutions for change be circulated via flying minute.

- As part of this discussion, see proposal (attached) submitted by John Van Barneveld, to split the Events Coordinator role into 2 parts, one overseeing Association Croquet events, and the other overseeing Golf Croquet, Ricochet and Gateball events.
 - Helen David queried how this would affect the stipend paid to the Events Coordinator. Kylie Dwyer suggested maintaining the same amount for each volunteer, as the role involves too much work for one person. Howard Williams noted that gateball generally managed their own events. The committee decided to vote on the role split first, deferring the honorarium discussion to a later date (likely when framing the 2026/27 budget)

Motions

Motion #1	That the CAQ Events Coordinator role be split so that AC and GC each have their own coordinator, with the GC Coordinator also continuing to oversee CAQ Ricochet & Gateball events.
Moved by	John van Barneveld
Seconded by	Penny Verrall

Carried	Yes
Motion #2	That the revised constitution be distributed to member clubs and that it is tabled at the Annual General Meeting on 28 October 2025 for adoption.
Moved by	John van Barneveld
Seconded by	Helen David
Carried	Yes

Attached files

File name	Type	Size
CAQ Strategic Plan 26to29 ME EDIT - Read-Only	PPTX	2MB
Constitution - Draft 2.1	DOCX	49KB
Event coordinator split	DOCX	15KB
re strategic plan comments from ME copy	PDF	855KB
CAQ Strategic Plan 2026 to 2029 draft	PPTX	2MB

Item #11. Other Reports, and Business arising

Raised by Penny Verrall

1. Reports from CQ officials

1. ISS GC Team Manager Report (Deirdre Giles)
2. ISS GC Captain Report (Gordon Giles)
3. CAQ AC Singles TM Report (J.Fairclough)
4. CAQ AC Singles TR Report (Willy Silk)
5. State AC Coordinator Report (Willy Silk)

DISCUSSION: The meeting briefly discussed recommendations from the ISS Captain's report, particularly the importance of having a separate coach. **ACTION:** Secretary to ensure that officials' reports are circulated to relevant Code Coordinators.

Attached files

File name	Type	Size
Association coodinator's report 2	DOCX	14KB
CAQ CA Singles TR Report	DOCX	27KB
CAQ TM Report.docx - Google Docs[44] copy	PDF	113KB
Captain's Report ISS 2025	DOCX	32KB
Manager Report ISS 2025	DOCX	19KB

Item #12. General business. Guiding principles behind CAQ event entry costing

Raised by Penny Verrall

What is the current philosophy behind the setting of entry fees for CAQ events?

- to cover costs?
 - payment to clubs for use of premises (should CAQ re-define what this is to cover?)
 - officials' lunches
 - officials' travel & other costs
 - prizes: perpetual trophies, badges, pins, medalions, certificants
 - engraving of trophies
- fund-raising?

DISCUSSION: The meeting noted the income generated to date from events this year is greater than last year, largely due to the expansion to 3 day events. There was further discussion of the impact of 3 day events on registrations, and the difficulties some players experience in taking part, particularly if they are still working and not retired, or coming from regions outside the metropolitan area. While there was some support for reviewing the duration of events, it was noted that the 2026 Events Calendar has been ratified and will not be changed at this stage. **ACTION:** For monitoring by the Events and Code Coordinators.

Prizes: Michael Eddiehausen remarked on the perceived "cheapness" of some of the individual prizes awarded to tournament winners (distinct from any perpetual trophies). Helen David reminded the meeting that there are substantial funds in the budget to be used to improve the standard of keepsake awards. **ACTION:** Secretary to advise Events Coordinator that there's currently \$3,000 budgeted for badges/medalions, etc.

At this point, Dave Luxmoore left the meeting.

Item #13. General business. Club reimbursement rates

Raised by Helen David

In response to a reimbursement request from Caloundra Mallet Sports Club as a consequence of hosting a recent CAQ Gateball Tournament, Treasurer, Helen David, recommended that the CAQ Management Committee discuss the rate per court/lawn set for hosting of CAQ events. She noted that CAQ followed Croquet Australia's practice in this matter, ie reimbursement per lawn due to additional mowing requirements during a competition. Opinion was divided among the meeting attendees regarding the basis of the reimbursement amount, with members acknowledging that the set-up for gateball differed from the other 3 codes played, but that mowing requirements were not affected.

Following some circular discussion, Michael Eddiehausen suggested that he talk with Howard Williams about this matter following the meeting.

Item #14. General business. QSport awards

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.

Members are encouraged to make nominations.

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

Raised by Penny Verrall

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

CAQ continues to receive queries from member clubs regarding how capitation and affiliation fees are used.

Suggest that the current document be reviewed and shortened and made more accessible. **ACTION:** Operational Subcommittee to review.

Attached files

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

Item #16. Next meeting

Raised by Penny Verrall

Next Committee meeting: 28 October 2025 following AGM

AGM scheduled for: Tuesday 28 October 2025

President, Michael Eddiehausen thanked the Committee for their contributions in the past six months.

The meeting closed at: 11:35am