

## Meeting minutes

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<b>Date</b>	Tue 28 Oct 2025 12:30
<b>Type</b>	Committee Meeting
<b>Venue</b>	Windsor Bowls Club
<b>Attendees</b>	Dave Luxmoore; Helen David; John van Barneveld; Kylie Dwyer; Michael Eddiehausen; Mary McMahon
<b>Apologies</b>	Penny Verrall
<b>Absences</b>	There are no absences recorded.

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### Item #1. Opening remarks

Raised by Michael Eddiehausen

1. Welcome. Open 12.33 PM
2. Conflicts of interest. None reported

### Item #2. Minutes of Meeting held 23 September 2025

Raised by Michael Eddiehausen

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<b>Motions</b>	
<b>Motion #1</b>	That the Minutes of the previous meeting be taken as a true and correct record
<b>Moved by</b>	Michael Eddiehausen
<b>Seconded by</b>	Dave Luxmoore
<b>Carried</b>	Yes

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

Raised by Penny Verrall

#### Completed - Update for information

1. Blue Card linking. Michael Eddiehausen and Penny Verrall are registered with Blue Card Services as CAQ Organisation Portal users/administrators and can link individuals to CAQ. Several actions completed already, including MC members: M.Eddiehausen & Dave Luxmoore.
2. **Metal line marking** strips. *Stephens & Toombul Croquet Clubs have indicated that they are managing any potential hazard association with metal strips. It is recommended that all clubs hosting events should follow the CA Gameday Checklist & Guidelines, in order to identify and manage any potential risks.*
3. AWAG (Active Women and Girls Program) Grant **Mallet** giveaway. *Applications received from [12] clubs. Very impressed with thought that has gone into the applications. Enough mallets for 2 per club who applied. Arrangements to be made to deliver to clubs. Not all the mallets have been received yet.*

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. Nothing further to report at this stage.*  
Ongoing
2. **Blue Card** Services. *Changes flagged in QSport newsletter have been circulated to all Clubs. CAQ Management Committee members are required to hold Blue Cards, but individual clubs are invited to make their own investigations, depending upon the activities they offer to children, as to whether club committee members are required to hold Blue Cards. Regional information sessions are being organised by Blue Card Services. Secretary, Penny Verrall, has registered to attend one on 13 November.*
3. **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. As advised in Q&A session CAQ will be invoicing clubs as normal in January. Invoicing will not be done in RevSports*
4. **Strategic Plan AGENDA ITEM** at Operational Subcommittee. still being revised.
5. **Capitation fees dispersement** - simplify this from 3 pages to 1 page. no progress yet

## Item #4. Resolution Register

Raised by Penny Verrall

## Item #5. Correspondence & Business arising

Raised by Penny Verrall

*With Secretary's absence, summary will be provided at next Meeting*

## Item #6. Treasurer's Report

Raised by Helen David

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### Motions

<b>Motion #1</b>	The report be accepted . The payments made be ratified and those waiting payment be approved for payment
<b>Moved by</b>	Helen David
<b>Seconded by</b>	John van Barneveld
<b>Carried</b>	Yes

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### Attached files

File name	Type	Size
<a href="#">CAQ Finance Report Sept 2025</a>	XLSX	174KB

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

Raised by Helen David

## Item #8. President's Report

Raised by Michael Eddiehausen

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### Attached files

File name	Type	Size
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## Item #9. Operational Subcommittee report

Raised by Penny Verrall

The Operational Subcommittee has met once since the last MC meeting, however only 3 members were able to attend.

Discussion covered:

1. Complaints process, including procedure as stipulated by the Qld Incorporated Associations Act, 1981. (Will be reflected in the new Constitution.)
2. Action on risk management arising from metal strips: allow clubs to manage
3. Need for guidelines, policy or other formal documentation outlining reimbursement items & rates, financial delegation, authorisation limits on expenditure incurred while undertaking official business for CAQ
4. AGM preparations

Kylie brought up that the OC consists of all except 2 people on the current MC and therefore OC have the say and the vote. OC needs to remember that recommendations should be brought to the committee for motions and decisions. More consultation and information required to be shared.

## Item #10. Strategic planning

Raised by Michael Eddiehausen

### Updates

1. **Communications Ecosystem implementation. Update [M.Eddiehausen, John Van Barneveld]**  
Met with Wade re what is required for membership system
1. **2027 Association Croquet Nationals, Eire Cup & Gold Medal Planning. Update [M.Eddiehausen,H.David]**  
Committee formed L David, H David, Bruce Ford, Geraldine Trivett and Willy Silk as consultant .

### Other business

1. **CAQ Strategic Plan. [M.Eddiehausen,H.David]** with OC
2. **CAQ Risk Register.** to be reviewed at the next meeting

## Item #11. Other Reports, and Business arising

Raised by Penny Verrall

1. **Reports from CQ officials**
  1. CAQ AC Bronze Medal TR Report (Willy Silk)
  2. John VB Constituion - We need to move to the next stage where we form an " association limited by guarantee". How do we address involving the clubs if we dont have regional reps on a MC. Kylie: When this change happens, the directors are professional people with particular skills and the whole system will work better.

### Attached files

File name	Type	Size
<a href="#">CAQ AC Bronze Medal TR report</a>	DOCX	27KB

## Item #12. Next meeting

Raised by Penny Verrall

Next Committee meeting: 25 November 2025

**Next AGM scheduled for: Tuesday ?? 2026** to be advised

**The meeting closed at:** 1.33pm