

Meeting minutes

Date	Tue 25 Nov 2025 09:30
Type	Committee Meeting
Venue	zoom meeting
Attendees	Dave Luxmoore; Helen David; John van Barneveld; Kylie Dwyer; Mary McMahon; Penny Verrall
Apologies	Michael Eddiehausen
Absences	There are no absences recorded.

Item #1. Opening remarks

Raised by Mary McMahon

1. Welcome from VP, Mary McMahon, standing in for President, Michael Eddiehausen. *On behalf of herself and Michael, Mary thanked the Committee members for their hard work and commitment through what has been, at times, a difficult year. By continuing to work together, the aims and objectives will be achieved.*
2. Call for conflicts of interest to be declared. *None declared at the outset.*

Item #2. Minutes of Meeting held 28 October 2025

Raised by Mary McMahon

Motions	
Motion #1	That the Minutes of the previous meeting be taken as a true and correct record
Moved by	Mary McMahon
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. **Tournament Management.** CA TM Guidelines released & loaded to CAQ website (by CAQ Secretary)
2. **2027 AC National Eire Cup Planning.** Underway. CAQ has asked if we can hold civic reception at Brisbane City Hall; also prepared a letter asking for Brisbane-based clubs to be involved/host events.
3. **AWAG Mallet "giveaway".** Clubs advised and delivery being organised. See attached spreadsheet for details of who gets what.
4. **Strategic Plan 2026-2028.** Final version ratified via VOC and loaded to CAQ Library webpage.

Open

1. Development Pathways for **Coaches.** *CA Academy has revamped website & resources that could be useful; it is recommended*

that CAQ review their existing, outdated, Coaching Policy. Work, largely driven by the Code Coordinators, will continue. The Meeting recommended consulting D Byres and M Tinker as both have been heavily involved in coach training. Mary McMahon reiterated the need for a State Coaching Coordinator, or Coordinators at the Code level. Croquet Australia Pathways Coordinator has sent digital versions of AC & GC Coaching Manuals: these will be loaded to CAQ website & publicise to clubs, and to members via Hoopla!
ACTION: H David, P Verrall, M Eddiehausen. Helen David advised that CAQ also has print copies in store, available for training coaches & others interested.

2. 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.*

3. **Blue Card** Services. Regional information sessions organised by Blue Card Services. Secretary, Penny Verrall, attended on 13 November. [Summary attached]

4. **Croquet Australia plan for membership fee** collection in 2026. Croquet Australia has set fees for 2026, and advised that clubs may use RevSport for invoicing, or not. [Copy of latest correspondence at Item #5]

5. **Capitation fee dispersement - ("Where do my fees go?")** action plan is to simplify this from 3 pages to 1 page. *No progress yet*

6. **Operational Plan 2026-2028** With Strategic Plan adopted, next step is to develop an Operational Plan based on Strat Plan. Next step: to develop an Operational Plan based on Strategic Plan.

7. **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. However, issue has been raised again by TR at recent CAQ AC tournament [See TR reports at Agenda Item #11 below]

8. **CAQ Appointed** Positions - under review by Operational Subcommittee. Work begun earlier this year by Mary McMahon and Marilyn Nelson will be resumed so that we can call for nominations and make appointments by 1 January 2026.

Attached files

File name	Type	Size
Club mallet details_Actual	XLSX	10KB
ACTION REGISTER NOVEMBER 2025	DOCX	35KB
Queensland Blue Card Services Info session 13Nov25	DOCX	18KB

Item #4. Resolution Register

Raised by Penny Verrall

List attached. Noted that two resolutions have passed through VOC since the October MC Meeting:

- adoption of the Strategic Plan 2026-2028
- Revised Selection Policy. *The meeting discussed the rationale for having 10 member AC state teams (5 women & 5 men) because of rule changes at the national level*

Attached files

File name	Type	Size
RESOLUTION Register November 2025	DOCX	34KB

Item #5. Correspondence & Business arising

Raised by Penny Verrall

Summary attached

Business arising

1. CA & use of Revsport in 2026 for membership payments (email of 10/11/25)

"Please note a correction to our recent communication regarding the 2026 Croquet Australia membership season. The Croquet Australia Board has advised that States and clubs **may use RevSPORT** for national and state membership billing and payments for the 2026 season. Croquet Australia are happy for those who are ready to proceed with RevSPORT billing to use the system"

CAQ will continue to monitor.

2. CA Deputy Chair email re membership records handling in Revsport, and follow-up information from Helen David. *Full text of emails circulated to MC*

3. CAQ has recently dealt with several "complaints" that have prompted discussion of: managing grievances/complaints; the place of Croquet Australia and the National Integrity Framework; dealing with breaches of the Code of Conduct; the role of clubs through their constitutions, bylaws & policies; and how CAQ can support clubs & players in this respect.

It was agreed that matters may have escalated because clubs and their members did not fully understand the impact that the 2024 change to the Incorporated Associations Act and the OFT Model Rules (which most clubs have adopted as their constitution), has had on the management of complaints/grievances. The handling of grievances at club level (as distinct from acts which fall under the National Integrity Framework, or that require reporting to police) must now follow a relatively straightforward process whose aim is to provide resolution through discussion and, if necessary, mediation. Neither CAQ nor Croquet Australia have any authority to act, except to provide information and assist, if asked, with mediation. Once the revised CAQ Constitution comes into force (when registered with the Qld Office of Fair Trading), some further steps will be available to CAQ. It was also noted that the new process for managing grievances is very different to what was in place before the 2024 legislation change.

ACTION: provide clarification regarding process to Clubs & players through email and via President's newsletter, Hoopla!

4. A recent issue that arose as a result of poor communication and lack of process was highlighted by M.McMahon. The meeting agreed that taking time to define the procedure and actions that flowed from decisions was imperative, as this helped to ensure that our sport remained viable and our volunteers properly supported.

Motions

Motion #1	That the inwards and outwards correspondence be endorsed
Moved by	Penny Verrall
Seconded by	Kylie Dwyer
Carried	Yes

Attached files

File name	Type	Size
Correspondence Summary Oct-Nov25 v.1	XLSX	15KB

Item #6. Treasurer's Report

Raised by Helen David

Accounts to October 31st.

Approval and ratify payments as per list

Approval for honorariums to be paid as per agreed amounts (at budget approval)

Notes:

- October was IT heavy with \$1400 on renewals of Zoom, Adobe and Revsport. Our insurance was also paid: \$660 for damage & theft etc of items in storage and on loan to clubs
- The bank accounts total \$295k. We have \$6770 credit for GST which will be received in November
- Recommend that we start paying the secretary a monthly stipend from November as not doing so causes possible misunderstanding of the organisation's financial situation
- Need to schedule spending the \$9.5k left of Yr2 grant money. The team development has been changed to referee/coach & volunteer development (at the request of state govt). Deadline is February 2026, but an(other) extension may be applied for

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	Kylie Dwyer

Carried	Yes	
Motion #2	That the Secretary be paid a monthly stipend of \$500	
Moved by	Kylie Dwyer	
Seconded by	Helen David	
Carried	Yes	
Votes	BNR Delegate & Secretary, Penny Verrall, abstained from voting; otherwise carried unanimously	
Motion #3	That the Honorariums be approved for payment	
Moved by	Helen David	
Seconded by	Kylie Dwyer	
Carried	Yes	
Votes	Carried unanimously	
Attached files		
File name	Type	Size
CAQ Finance Report Oct 2025	XLSX	177KB

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

Raised by Helen David

1. Grant fund expenditure on referee/coach/volunteer training. *Several examples of the recent delivery of successful training programs were listed. The meeting strongly supported delivery of training to the regions, although it was acknowledged that distance between clubs can make this difficult. Helen David reminded the meeting that in the recent past, each region had a coaching and a referee coordinator, ensuring that responsibility for developing officials did not rest solely on CAQ. Regional Delegates might consider discussing this with their committees. ACTION: M McMahon and H David to put together a proposal for grant fund expenditure on training for regions.*

2. Recognition of volunteers who have made a contribution: thanks in the form of a card & Scratchie. **ACTION:** committee members to forward relevant names to Treasurer.

Motions

Motion #1	That CAQ acknowledge and thank volunteers who do not receive an honorarium with a card & Scratchie
Moved by	Helen David
Seconded by	Mary McMahon
Carried	Yes
Votes	Carried unanimously

Item #8. President's Report

Raised by Michael Eddiehausen

President's report attached.

Motions

Motion #1	That the President's report be accepted
Moved by	Mary McMahon
Seconded by	Helen David
Carried	Yes

Attached files

File name	Type	Size
Presidents Report to Man Com 25 NOV 2025	DOCX	125KB

Item #9. Operational Subcommittee report & Business arising

Raised by Penny Verrall

The Operational Subcommittee has met almost weekly since the last MC meeting.

Subcommittee discussions included:

- **Strategic Plan 2026-2028.** *New Plan created, reviewed and presented to MC for adoption via VOC. Carried.*
- **Selection Policy revision.** *Revised policy (focussing on "development squad" purpose) adopted via VOC.*
- **AC State Team.** *Preliminary selection [Agenda Item]*
- **Organisational structure,** including Appointed Positions. *Focus on what is needed (not simply carrying on as before), align with Strategic Plan & organisation objectives, balance expectations, look after volunteers, set clear reporting lines, ensure coordination*
- **Regional Delegate** role & responsibilities. *Concerned that 3 regions remain without a delegate (even after regional committee AGMs)*
- Process for handling **complaints** *Need to ensure that clubs & players understand the implications of the new Qld State procedure for managing grievances/complaints. If Clubs have adopted the Model Rules from the Office of Fair Trading, there is no adjudication role for CAQ or Croquet Australia, but both organisations and their officers may be invited to assist with mediation. Once the new CAQ Constitution is registered with the OFT, CAQ can implement its own procedure as per Constitution (procedure aligns with Qld Act). [See Section 13 of new Constitution]*
- Topics covered at **State Presidents' meetings** *RevSport, role of Croquet Australia*
- **Coach accreditation** process. *In the absence of a State Coaching Coordinator, how can we progress this?*
- CAQ web Library **Corporate documents review.** *Helen David & Penny Verrall will coordinate review; important to have up-to-date information and not leave gaps, especially if rescinding any policies*

Business arising

Regarding Regional Delegates, Kylie Dwyer acknowledged that it was becoming increasingly difficult to find volunteers to take on responsibilities at regional committees. This is also an issue for clubs. Kylie advised that she is investigating external management options for small clubs.

Item #10. Strategic planning

Raised by Michael Eddiehausen

Updates

1. **Communications Ecosystem implementation. New membership system [JVB]** Nothing to report at this stage
2. **CAQ Risk Register ACTION:** Penny Verrall to progress work started by Helen David

Item #11. GC Squads endorsement

Raised by Mary McMahon

Revised **Selection Policy** addressed GC squads' process. Meeting discussed the purpose of having the MC in endorse squad selection, eventually concluding that through ratification, the MC is endorsing the authority of the Selection Committee's procedures and decisions.

Motions

Motion #1	That the State Squad decision of the GC Selection Committee be endorsed
Moved by	Helen David
Seconded by	John van Barneveld
Carried	Yes

Item #12. Proposed State AC Team

Raised by Penny Verrall

CAQ AC Selection Committee meeting notes, including names of proposed AC State Team for 2026. *For ratification.*

Motions

Motion #1 That the 2026 AC State Team be endorsed

Moved by Helen David

Seconded by Kylie Dwyer

Carried Yes

Attached files

File name	Type	Size
Selection Meeting 2nd November	DOCX	15KB

Item #13. Other Reports, and Business arising

Raised by Penny Verrall

1. Reports from CQ officials

1. CAQ AC Open Doubles TR Report (E.Fleming)
2. CAQ AC Open Mixed Doubles TR Report (E.Fleming)
3. 2025 GC Development Squad report (R.Byres)

Business arising from Reports 1 & 2:

E. Fleming raised 2 issues in her reports:

- authority to appoint referees at a CAQ event
- managing risk associated with facilities at a CAQ event

Following some discussion, Liz Fleming was thanked for her reports. Risk Management at host clubs is a requirement of hosting, with published guidelines to be followed.

Business arising from Report 3:

Recommendations addressed in revised Selection Policy

Attached files

File name	Type	Size
CAQ AC Open Doubles 2025	PDF	194KB
CAQ AC Open Mixed Doubles 2025	PDF	195KB
DevSquadReportCAQ	DOCX	15KB

Item #14. Next meeting

Raised by Penny Verrall

Mary McMahon thanked everyone for their contributions, recognising how difficult the work can be.

Next Committee meeting: Tuesday 27 January 2026

Next AGM scheduled for: TBA

The meeting closed at: 11:50am