

Meeting minutes

Date	Tue 27 Jan 2026 09:25
Type	Committee Meeting
Venue	zoom meeting
Attendees	Dave Luxmoore; Helen David; Mary McMahon; Michael Eddiehausen; Penny Verrall; Richard (Dick) Byres; Paul Lanigan
Apologies	John van Barneveld
Absences	There are no absences recorded.

Item #1. Opening remarks

Raised by Michael Eddiehausen

1. Quorum established.
2. Meeting will be recorded to assist with preparation of minutes
3. Call for conflicts of interest to be declared. *None identified, will action as necessary during meeting*
4. Welcome from President, Michael Eddiehausen, and explanation of how meetings are usually organised.

Item #2. Minutes of Meeting held 26 November 2025

Raised by Penny Verrall

[Minutes of Meeting held 26 November 2025](#)

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

1. **Regional Delegate vacancies.** *Vacancies in Darling Downs & Wide Bay Burnett. As per the CAQ Constitution, the regions have been advised that the CAQ MC will proceed with appointing delegates on their behalf. See Agenda item # 9 for action*
2. **CAQ Corporate documents review.** [HD, PV] Revised policies presented to MC for review/ratification.

Members invited to review documents before meeting.

- [CAQ Social Media Policy & Procedures](#)
- [CAQ Sponsorship Policy](#)
- [CAQ Conduct of Meetings Policy](#)
- [CAQ Adverse Playing Conditions Policy](#)
- [CAQ Conflict of Interest Policy](#)
- [CAQ Hall of Recognition Policy](#)

Motions

Motion #1 That the revised policies, presented at this meeting, are ratified and the CAQ website be updated.

Moved by Penny Verrall

Seconded by Helen David

Carried Yes

Attached files

File name	Type	Size
ACTION REGISTER JANUARY 2026	DOCX	31KB

Item #4. Resolution Register

Raised by Penny Verrall

List attached. Note two resolutions have passed through Vote outside committee (VOC) since the November MC Meeting.

Attached files

File name	Type	Size
RESOLUTION Register January 2026	DOCX	35KB

Item #5. Correspondence & Business arising

Raised by Penny Verrall

[Summary attached]

Motions

Motion #1 That the inwards and outwards correspondence be endorsed

Moved by Penny Verrall

Seconded by Helen David

Carried Yes

Attached files

File name	Type	Size
Correspondence Summary Nov25-Jan26	XLSX	14KB

Item #6. Treasurer's Report

Raised by Helen David

Accounts paid to be ratified and invoices outstand to be approved for payment.

The team allowance should be increased to \$1000 for the 2026 AC Eire Cup to allow for the additional cost of flying to WA. This has

been the norm over the years and I suggest we should continue this.

I would also suggest that the allowance be increased in the 2027 budget to \$1000 per team member and \$1250 when held in WA (for both codes). The cost of flights, accommodation, food and travel within the state continue to increase and CAQ have made no increase in allowances for many years.

Motions

Motion #1 That team allowance should be increased to \$1000 for the 2026 AC Eire Cup

Moved by Helen David

Seconded by Mary McMahan

Carried Yes

Votes Dave Luxmoore abstained.

Motion #2 That the allowance be increased in the 2027 budget to \$1000 per team member and \$1250 when held in WA

Moved by Helen David

Seconded by Penny Verrall

Carried Yes

Motion #3 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
CAQ Finance Report Dec 2025	XLSX	181KB

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

Raised by Helen David

2026 Capitation invoicing. H.David asked all regional delegates to remind their clubs that she requires an urgent response to her emails asking for final club member names.

Item #8. President's Report

Raised by Michael Eddiehausen

President's Report

President, Michael Eddiehausen made special mention of the following from his report:

"I must thank the Management Committee members who have concluded their terms: Kaz Boswell, Kylie Dwyer, Janet Pool and Howard Williams.

Forming a new committee is challenging, especially when you need to assess what is working and what is not, provide advice, and move croquet forward. I learned a great deal from the contributions of these members and remain deeply grateful for their willingness to volunteer and give their valuable time to croquet in Queensland."

Item #9. Operational Subcommittee report & Business arising

Raised by Penny Verrall

The Operational Subcommittee has met weekly since the November Management Committee

Subcommittee discussions included:

ISSUE & PROGRESS

- **Risk Management Plan.** *Revision proceeding to ratification.*
- **Induction/onboarding** for incoming Management Committee. *February 24th. Will be in person, in Brisbane, with regional delegates' costs reimbursed by CAQ*
- **Finding volunteers.** *2 EOLs received for CAQ roles. Warren Dowse offered & accepted position of State Gateball Coordinator. The other applicant withdrew their nomination.*
- **Succession planning** *Discussion continuing*
- **New Come and try/membership initiative rollout at East Brisbane** *As reported in Hoopla! ed.10*
- **East Brisbane** *included in the development of Mowbray Park, and is keen to install lights as part of this.*
- **By-laws review.** *Operational Subcommittee recommended that the MC rescind the outdated document. VOC passed.*
- **Handling of grievances.** *Developing clarity of understanding of this process. Clubs & CAQ must be guided by their Constitutions. Clubs are required to include the handling of grievances in their constitutions, or the Act will apply. Onus is on aggrieved parties to resolve their issue at their immediate level: referral is only to the Qld Supreme Court.*
- **Sanctions & discipline** *CAQ has authority to apply sanctions as appropriate*
- Relationships between CA and the state organisations, and between the state organisations. *Being explored by the state presidents*
- **Coach** accreditation process. *Being reviewed as part of the CAQ Coaching Policy review.*
- **RevSport rollover.** *Handled by RevSport. Those clubs that make more extensive use of RevSport were more effected when data disappeared.*
- **Help for clubs.** *Many new regional & club management committees have been, or are in the process of, being formed. New members are seeking help with administration, including reviewing constitutions. Suggestions for providing assistance include: reinstate ClubHub; create short video clips on individual topics; include topics in Hoopla!; invite club presidents to take part in an information session provided by a consultant; organise travelling roadshows; video everything and make the videos available to all clubs.*
- Need for CAQ to refocus on what is **important to our members** (while ensuring that back-end admin is still being managed competently, satisfactorily, in a timely fashion, and to meet our legislative requirements)
- **Deliverables from tech consultant, automatebrisbane.ai** *Consultant continues to develop initiatives in:*
 - *simplified membership database. In testing*
 - *semi-automated come and try system. Being trialled at East Brisbane Croquet Club*
 - *web pages. No update*
 - *inter-club discussion & help tool: ClubHub. Being relaunched; working with Noosa Croquet Club*

RECOMMENDATIONS FOR RESOLUTION

- **Regional Delegate vacancies.** *See resolutions below.*
- **Blue Card** requirements, esp. conflict between CA coach requirements & Queensland legislation. *Ops Subcommittee recommends to MC that it **not** be mandatory for coaches to hold Blue Cards (or undergo a working with children check) See resolution. Individuals may ask CAQ to approve their Blue Card application as volunteers, and CAQ will maintain its Blue Card Organisational Portal.*
- **Insurance**, including coverage of "temporary" or come and try players, and [Croquet Australia's policy & requirements](#)
 - **ACTION:** *Secretary to email all clubs with information & reference to CA policy, Regional Delegates to advise clubs*

Motions

Motion #1	That the Management Committee proceed with appointing delegates to represent the Darling Downs & Wide Bay Burnett Regions
Moved by	Michael Eddiehausen
Seconded by	Helen David
Carried	Yes

Motion #2	That the Management Committee endorse the decision to not require Queensland croquet coaches to undergo Working With Children Checks unless they are involved in child-related services & activities
Moved by	Penny Verrall
Seconded by	Richard (Dick) Byres
Carried	Yes

Motion #3	That the CAQ MC Regional Delegates publicise the Croquet Australia Temporary Member Policy to their clubs
Moved by	Penny Verrall

Seconded by	Mary McMahon
Carried	Yes
<hr/>	
Motion #4	That the Committee appoint Marilyn Nelson to the position of regional delegate for Darling Downs Hub
Moved by	Helen David
Seconded by	Mary McMahon
Carried	Yes
<hr/>	

Item #10. Strategic planning

Raised by Michael Eddiehausen

Updates

- Communications Ecosystem implementation.** *See Agenda Item #9 for short updates*
 - **New membership system**
 - **CAQ website**
 - **ClubHub**
- Risk assessment & management plan.** *Document to be presented to MC for ratification via VOC. ACTION: secretary*
- Suggestions & ideas invited from new delegates:**
 - Dave Luxmoore asked how the CAQ capitation fee rate compared against those of other states. Mary McMahon suggested that the circumstances and situation of each state varied widely, making a meaningful comparison difficult. **ACTION:** M.Eddiehausen to check fees with other state presidents.
 - With regard to the promotional work being undertaken by Wade Hart from automatebrisbane.ai at Noosa, Dave Luxmoore sought specifics of what strategies are being trialed to achieve the reported great results. Treasurer, H.David, reminded the group that reimbursement claims for activities aimed at developing membership and members should reference "development" in order to be eligible for grant funding.

Item #11. Other business. GC State Squads selected

Raised by Mary McMahon

State GC Squad endorsed & names published on CAQ website 17 December.

State GC Reserve Squad selected 17 January. Includes:

- Dylan Falls
- Gwenda Brennan
- Penny Too
- Andre Stonier
- Gavin Russell
- Ann Rawding
- Cameron Hipwell
- Chris Parker
- Beth Parker
- Dan Stewart
- Graham Young
- Helen Rillie
- John Smith
- Joy Wright
- Nathan McGrath
- Steve Lockhart

Motions

Motion #1	That the Management Committee ratify the GC Reserve Squad
Moved by	Penny Verrall
Seconded by	Helen David
Carried	Yes
<hr/>	

Item #12. Other Reports

Raised by Penny Verrall

Standing agenda item for reports from Coordinators, Officers, and Tournament officials: *no reports submitted for this period.*

Item #13. Other business. Report to CAQ from automatebrisbane.ai

Raised by Penny Verrall

Report attached

Attached files

File name	Type	Size
Report to CAQ of Positive Meeting with Noosa Where I found out about their excellent work	DOCX	19KB

Item #14. Other business. Addition to CAQ Hall of Recognition

Raised by Penny Verrall

Proposal received from Addison Matthews to add Greg Bury to the CAQ Hall of Recognition.

ACTION: publicise and acknowledge Greg Bury's achievement. M.Eddiehausen to showcase in Hoopla!; P.Verrall & H.David to investigate tangible symbol to be presented to Greg, eg. plaque, medal; Secretary to add to CAQ Hall of Recognition webpage.

Motions

Motion #1	That Greg Bury be inducted into the CAQ Hall of Recognition and his profile added to the webpage
Moved by	Penny Verrall
Seconded by	Helen David
Carried	Yes

Attached files

File name	Type	Size
CAQ Hall of Recognition Greg Bury proposal	DOCX	2MB

Item #15. Other business. Additional Notion member subscription

Raised by Michael Eddiehausen

Additional member subscription for CAQ Secretary, approx US\$12/month (both subscriptions to be charged to the President's credit card, going forward).

Motions

Motion #1	That the MC approve payment for an additional Notion member subscription
Moved by	Michael Eddiehausen
Seconded by	Dave Luxmoore
Carried	Yes

Item #16. Other business. Request to review definition of a "court" with regard to gateball events & club reimbursement

Raised by Richard (Dick) Byres

A submission from SCR was received requesting a review of the 2025 State Gateball Championship fees (\$600). The request argued for payment based on the number of individual Gateball courts marked rather than full-sized croquet courts.

Outcome: Management noted the submission but determined that payment remains unchanged as it complies with existing TRegs and CAQ policy. Any future change would require a formal revision of the TRegs or a new strategic plan. The report was received and noted

Item #17. Next meeting

Raised by Penny Verrall

Next Committee meeting: Tuesday 24 February 2026 -- PROPOSED SPECIAL INDUCTION/INFORMATION MEETING (details TBA)

Next AGM scheduled for: TBA

The meeting closed at: 11:20am