

Meeting minutes

Date Tue 10 Mar 2026 15:00

Type Committee Meeting

Venue zoom meeting

Attendees Dave Luxmoore; Helen David; John van Barneveld; Michael Eddiehausen; Paul Lanigan; Penny Verrall; Richard (Dick) Byres; Betty June Salter; Marilyn Nelson

Apologies There are no apologies recorded.

Absences There are no absences recorded.

Item #1. Opening remarks

Raised by Michael Eddiehausen

1. Quorum established.
2. Call for conflicts of interest to be declared. None
3. Welcome from President, Michael Eddiehausen.
 - o Meeting will be recorded to assist with minute-taking accuracy
 - o Michael advised that VP, Mary McMahon, has resigned. The Committee acknowledged her contributions to CAQ and to the Committee.

Item #2. Minutes of Meeting held 27 January 2026

Raised by Penny Verrall

[Draft January Meeting Minutes](#)

Motions

Motion #1 That the Minutes of the previous meeting be taken as a true and correct record

Moved by Penny Verrall

Seconded by Dave Luxmoore

Carried Yes

Votes Carried unanimously by those eligible to vote (only attendees from that prior meeting)

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 have been filled by Betty Salter and Marilyn*

Nelson respectively.

2. **CAQ Hall of Recognition** inductees plaque or other tangible symbol of acknowledgement. [PV] *Investigating options*

Motions

Motion #1 That the resolution to appoint Marilyn Nelson as Darling Downs Hub delegate be rescinded as the region has found someone to represent them.

Moved by Michael Eddiehausen

Seconded by Helen David

Carried Yes

Votes Carried 7 in favour, 1 against, 1 abstention

Motion #2 That Marilyn Nelson be appointed regional delegate for Wide Bay Burnett

Moved by Michael Eddiehausen

Seconded by Helen David

Carried Yes

Votes Unanimous

Attached files

File name	Type	Size
ACTION REGISTER FEBRUARY 2026	DOCX	31KB

Item #4. Resolution Register

Raised by Penny Verrall

List attached.

Two “vote outside committee” items since January were mentioned as **not passed**, including one about contributing to the 2026 Eire Cup **live streaming funding**, and the other referenced as the **risk management plan** which is included for discussion on the meeting agenda.

Attached files

File name	Type	Size
RESOLUTION Register February 2026	DOCX	38KB

Item #5. Correspondence & Business arising

Raised by Penny Verrall

[Summary attached]

Also, summary of State Presidents' Meeting 19/2/26 (attached)

Business arising:

1. Croquet Australia board summaries seen as not useful to circulate without more detail. Suggestion to request better detail and financial reporting from CA. **ACTION:** President, Michael Eddiehausen.
2. HQ / meeting venue search: Marilyn and Michael inspected a bridge club venue (~\$200+), compared with the school venue (~\$250), and discussed accessibility needs. West End Croquet Club at Musgrave Park, a former HQ location was raised as worth investigating. Marilyn reported contacting 25 ward offices seeking options and noted the need for a stable address,

including for inclusion in official records and storage consolidation.

3. Query & 2 follow-ups sent to VInsurance seeking clarification regarding the need for club members to sign in to ensure insurance coverage. Awaiting response, but there appears to be no basis for this requirement. Other sports do not require this. Individual members clubs may request that their members sign in for purposes other than personal accident insurance coverage.
4. "CROQUET" QLD number plates were auctioned through Southport Club; Jackie Lynch provided the successful bid.

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 Mar26	XLSX	14KB
CA State Presidents Meeting - ME 19 Feb 2026	DOCX	18KB

Item #6. Treasurer's Report

Raised by Helen David

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

Only 2 clubs still to pay their fees. Helen expects this to be resolved this week.

Funds continue to be available for coaching & development.

In preparation for 2026/27 budget, Treasurer will shortly call for proposals for expenditure on coaching, etc.

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
CAQ Finance Report jAN 2026	XLSX	182KB

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

Raised by Helen David

Grants:

For the benefit of the new MC members, M.Eddiehausen outlined details of the current grants. These include AIBF (Australian Industry Business Fund) and AIPF (Super round) state government grant funds. Often multi-year grants. The deadlines have been extended as a consequence of preparing for the Olympics. Issues with time available to spend.

Grant funds, due for acquittal in June, are being used to pay for the work of the contractor, automatebrisbane.ai.

Item #8. President's Report

Raised by Michael Eddiehausen

[Attached]

Attached files

File name	Type	Size
President Activities (CAQ) — 22 Jan to 24 Feb 2026 copy	PDF	816KB

Item #9. Operational Subcommittee report & Business arising

Raised by Penny Verrall

The Operational Subcommittee has met weekly since the November Management Committee, then fortnightly after 10 Feb.

Subcommittee discussion points (3 Feb) + (17 Feb) + (3 Mar)

"Keep delivery moving, cut volunteer friction, and fix visibility gaps"

- **Workstreams on the boil:** Notion, AIPF Super Round, engaging regions, prohibited conduct, and risk planning continued as the standing strategic frame.
- **Policy pipeline still rolling:** club admin handbook revision, by-laws drafting, "Where do my fees go?" messaging, and coaching policy/procedure refinement stayed active.
- **Refereeing/coaching shifted to pragmatic pathways:** strong support for a stepping-stone refereeing pilot with clear labels like "Club referee" and "Pennant referee," plus a practical (less admin-heavy) coaching framework direction.
- **Blue Cards remained the flashpoint:** divided views, but the interim operational line leaned to "no blanket requirement," and apply Blue Cards when the situation requires it (children/venue/program).
- Possible **operational risk** = "visibility is patchy": Notion permissions/task tracking and AutomateBrisbane/ClubHub communications made it harder for people to stay across current status, which is why the group leaned toward a simple, regular written update reporting cycle.
- **Deliverables from tech consultant, automatebrisbane.ai** *Consultant continues to develop initiatives in:*
 - *simplified membership database. In testing with CAQ Membership Officer; roll-out imminent; "how to" video for clubs available at: <https://caq.notion.site/membership-system>*
 - *semi-automated come and try system. Being trialled at East Brisbane & Toombul Croquet Clubs. Clubs invited to go to [Come and try croquet](#) to check it out. Works by directing potential players to clubs through post code matching. Marilyn reported strong early results at East Brisbane (membership growth and a large pipeline of prospective members). Emphasis on clubs ensuring accurate play days/times on websites/Facebook before wider rollout. "Host" concept explained (welcoming first contact).*
 - *web pages revision*
 - *inter-club discussion & help tool: [ClubHub](#)*
 - *working with Noosa Croquet Club re marketing*
 - *discussions with Burleigh Heads Palm Beach*
 - *Promotional graphics [attached]*

[See attached reports from M.Nelson & W.Hart].

Members should visit [automatebrisbane.ai's Project page at https://www.croquetwade.com/](https://www.croquetwade.com/) for detailed information about the various projects underway.

ACTION:

1. *Regional Delegates are asked to work with their clubs to ensure that their club websites & social media pages are up to date, especially with regard to play days & contact information. Clubs may contact secretary@croquetqld.org if they need help [All]*
2. *Clubs are reminded that their initial Come and Try sessions set the tone for encouraging return visits; CAQ suggests using friendly and welcoming hosts to run these first sessions, emphasising "fun" over "rules".*
3. *Add links from CAQ website to ClubHub [H.David]*

Attached files

File name	Type	Size
MN report on automatebrisbane 6Feb26	DOCX	15KB
Graphics croquet ideals	PDF	2MB

MN WH report 01 March 2026	PDF	34KB
automatebrisbane.ai Toombul report 11 Feb26	DOCX	24KB
automatebrisbane report 17 Feb 2026	DOCX	14KB

Item #10. GC Referee Proposal

Raised by Marilyn Nelson

[Proposal attached]

Object is to get more players involved in refereeing, by making the pathway less daunting and more encouraging.

Club/pennant referee pathway discussed as a **pilot** at Noosa Croquet Club; not yet ready for broad rollout.

ACTION: D.Byres to work closely with Noosa pilot in order to have the details finalised shortly, ready for consideration by the Management Committee.

Attached files

File name	Type	Size
Referee Proposal V4	DOCX	22KB

Item #11. Revised CAQ Coaching Policy

Raised by Marilyn Nelson

Part of the review of all CAQ policies, this proposed document is in line with Coaching Pathways decisions discussed at the national level, apart from Come and Try which is unique to Qld.

Feedback has been provided by State AC Coordinator.

ACTION: GC Coordinator, M.Nelson to make final review of document so that Secretary, P.Verrall, can format it, including separating Forms from the Policy, in preparation for presentation at the next MC meeting on 24 March.

Attached files

File name	Type	Size
CAQ Coaching Policy 2026_V.6	DOCX	97KB

Item #12. GC Handicapping

Raised by Marilyn Nelson

In response to concerns raised by clubs and players about consistency of handicapping in golf croquet, CAQ has determined to appoint an experienced and enthusiastic volunteer, to the position of a state GC handicapping consultant (actual title to be advised). In preparation for taking on this role, there were extensive discussions with State GC Coordinator, Marilyn Nelson, about what the position would entail, and how the admin side would flow. The role is seen as consultative, that is, working with clubs to help them manage their member's GC handicaps. It is not a reinstatement of the previous State Handicapper role. Initial trialling at Bribie Island Croquet Club was discontinued following discussions with the Club's Committee.

Attached are 3 documents supporting this initiative:

- Information for clubs
- Skills & strategies
- Checklist - Things to do

Also attached is a response received from the Sunshine Coast Regional Committee that is relevant to the proposal.

Following discussion of the pilot proposal, the meeting agreed on the following:

- that the pilot continue at East Brisbane Croquet Club only

- that more information be made available, covering: purpose, parameters, timeframe, role description

Attached files

File name	Type	Size
ResponseSCRreHandicaps	DOCX	16KB
Things to do GC handicapping	PDF	68KB
Skills and Strategies Supporting Handicap Level	PDF	335KB
Information for Clubs on Managing Handicaps	PDF	95KB

Item #13. Strategic planning

Raised by Michael Eddiehausen

Risk assessment & management plan. *[Draft attached]*

The (draft) plan is to be reviewed and finalised through discussion involving the entire committee.

Due to time considerations, the Committee agreed to carry this matter forward to the meeting of 24 March 2026

Attached files

File name	Type	Size
CAQ Risk Management Plan 29 Jan26	DOCX	128KB

Item #14. Communications

Raised by Penny Verrall

Some recent failures in communications have resulted in disruptions to progressing various initiatives. Suggestions to make improvements in this area:

- Complement Hoopla! with timely briefs about/from the monthly MC meeting
- Build a communications plan into the delivery of every initiative
- Ensure all MC members are across initiatives (who, what, where, when) so they can inform their regions and be able to answer questions from clubs & members

NB. Do not assume:

- that club secretaries are always successful in forwarding all formal communications to their members in such a way that members get the message: there may be several reasons why members are not aware of matters, including issues with technology
- that members read everything sent to them
- that members take home the same understanding of what is sent or told to them

The Committee agreed that

- initiatives need an explicit communications plan, clearer ownership/timelines, and two-person review of important messages before distribution
- that a brief summary of Committee meetings be shared with members in advance of formal minutes being published

ACTION:

1. Prepare and send a brief summary of items discussed at the Committee meetings to all members ASAP following the meeting, and before the Minutes are made available. (Coordinated by Secretary)
2. Ensure that all communications from the Committee to members are read by another member before they are sent out.
3. As plans and projects are endorsed by the Committee, ensure that a member takes responsibility for delivery; that deadlines are established

Item #15. Succession planning

Raised by Penny Verrall

As well as being hampered by lack of volunteers, come the next AGM, most likely in October, the CAQ will see the departure of several key position holders. Fair notice has been given, and it is up to the entire organisation to prepare.

Discussion covered the possibility of paid positions, of breaking roles into smaller duty bundles, balanced against volunteer scarcity, and seeking volunteers from outside the organisation.

ACTION:

- Consider and investigate financial implications of paid positions
- Current position holders to comprehensively list all the tasks, and duties, they current perform. M.Eddiehausen to coordinate responses
- Consider seeking volunteers from outside the organisation

Item #16. Proposed change to Selection Policy

Raised by Marilyn Nelson

To ensure the future of our sport, we need to build up resources both for the future so we have both photos of play and coaching for promoting the sport and our pathways.

If we are able to both photograph and video state squads that will give us a head start.

We therefore need an agreement written into policy that anyone taking a position in squads and teams will make themselves available to be photographed and videod.

GC State Coordinator

ACTION: J.Van Barneveld to draft inclusion in Selection Policy for presentation at the MC Meeting of 24 March 2026

Item #17. Other Reports - carried over to next meeting

Raised by Penny Verrall

[Standing agenda item for reports from Coordinators, Officers, and Tournament officials.]

1. VP Meeting with State Code Coordinators, 23 February 2026. Report. [Agenda attached]
2. Minutes from AC Nationals 2027 Steering Committee Meeting [Attached]

Attached files

File name	Type	Size
Minutes of the AC Nationals Steering Committee Feb 18	DOCX	16KB
CAQ COORDINATORS MTG Agenda	PDF	147KB

Item #18. Next meeting

Raised by Penny Verrall

Next Committee meeting: Tuesday 24 March 2026@ 9:30am via Zoom

Next AGM scheduled for: TBA

The meeting closed at: 17:05