

Meeting minutes

Date Tue 24 Mar 2026 09:30

Type Committee Meeting

Venue zoom meeting

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

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.
3. Welcome from President, Michael Eddiehausen.
 - Meeting will be recorded to assist with minute-taking accuracy
4. Welcome to Wade Hart, from automatebrisbane.ai

Item #2. Presentation from automatebrisbane.ai

Raised by Helen David

Wade Hart, automatebrisbae.ai, joined the meeting to outline two initiatives, funded from AIPF and AIBF grants, that he has been developing for CAQ:

- Wade demonstrated a **simple club-facing membership admin workflow** (add/edit/deactivate members) feeding into CAQ approvals, with an option to sync with RevSport either direction. Wade framed the system as mostly “backend done”, with design to come later, and listed a long feature set (handicaps, rankings, ClubHub, comms, newsletters, uploads/photos, minutes transcription, etc.). Key point: it can run alongside RevSport while decisions are made.
- **Come & Try marketing:** Wade reported early advertising results around \$6 per lead (better than expected), and argued that the constraint is not interest but club follow-through. There was strong emphasis on being firm with clubs and reducing “death by small objections”.
- **Costs / ownership:** Wade said data is moving off big US cloud vendors onto own servers / open-source stack. Claimed baseline hosting cost ~ \$20/month (AI usage extra), and minimal ongoing maintenance once set.

President, Michael Eddiehausen, thanked Wade for his presentation, and he left the meeting.

Item #3. Minutes of Meeting held 10 March 2026

Raised by Penny Verrall

Draft [minutes](#) from 10 March 2026

Motions

Motion #1	That the Minutes of the previous meeting be taken as a true and correct record
Moved by	Penny Verrall
Seconded by	Richard (Dick) Byres
Carried	Yes

Item #4. Business arising from the minutes not otherwise included in agenda, incl ACTION REGISTER

Raised by Penny Verrall

See Action Register for full list

Updates from this meeting:

1. "Quick Notes" -- brief summary of selected MC meeting agenda items prepared by M.Nelson and emailed to clubs. **ACTION:** continue with initiative
2. Hall of Recognition individual trophies -- proposed glass trophy approved for purchase & engraving. **ACTION:** Secretary
3. Insurance -- Clubs insurer has not responded to request for clarification regarding requirement for club members to be "signed in" in order to be covered by insurance. Consensus of the Committee is that members are covered regardless, when engaged in croquet activities (including play at home & away, taking part in fund-raising activities such as Bunnings Sausage Sizzles, etc). Decision: message to clubs be updated to reflect this. **ACTION:** Secretary to remove relevant section from Club Operational Handbook, and advise clubs.
4. Find a physical "home" for CAQ. Continuing to explore. **ACTION:** M.Nelson
5. ClubHub. H.David has created a button link from the CAQ home webpage
6. GC Referee Proposal. M.Nelson reported that S.Green & D. Giles, current coordinators for GC referees, are continuing and expanding the proposed pilot process and receiving general support.
7. Handicap pilot. Included in initiatives developed by automatebrisbane.ai
8. Succession planning tasks register. Treasurer and Secretary have prepared task lists and forwarded to M.Eddiehausen for consolidation.
9. President Roadshow. In progress, with dates organised for meetings in several regions in the next few weeks.

Attached files

File name	Type	Size
ACTION REGISTER rev.MARCH 2026	DOCX	34KB

Item #5. Resolution Register

Raised by Penny Verrall

List attached.

Attached files

File name	Type	Size
Resolution Register March 2026	DOCX	38KB

Item #6. 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 Marilyn Nelson
Carried Yes
Votes 1 abstention; carried

Attached files

File name	Type	Size
Correspondence Summary revMar26	XLSX	12KB

Item #7. Treasurer's Report

Raised by Helen David

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

Some amendments required to Report.

Motions

Motion #1 That 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 Feb 2026	XLSX	188KB

Item #8. Business arising from the Treasurer's report

Raised by Helen David

1. Treasurer, H.David, reminded the Committee that \$64K of grant funds need to be acquitted by end June. Invoices from automatebrisbane.ai for work done and marketing expenditure should take up most of this.
2. 2026/27 Budget. Helen will start preparing the next budget in May. Submissions from Coordinators for project expenditure requested.

Item #9. President's Report

Raised by Michael Eddiehausen

[Attached]

M.Eddiehause spoke to ongoing work with scheduling the 2027 AC national event:

CAQ response drafted re 2027 AC Gold Medal timing: oppose Tasmania in January; propose Queensland immediately before Nationals; clubs not yet approached until dates confirmed.

Attached files

File name	Type	Size
Presidents Report to Management Committee 24 Mar 2026	PDF	704KB

Item #10. 2026 Risk Management Plan review

Raised by Michael Eddiehausen

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

The Committee reviewed and adjusted the risk assessments identified in the Plan, focusing on the Very High Risks.

ACTION:

1. H.David to finalise revised Plan and share with Committee.
2. Items identified as Very High Risk -- Succession Planning, and, Lack of Volunteers -- to have action plans developed by M.Eddiehausen & M.Nelson.
3. Following this, Committee to consider risk mitigation plans for items identified as High, and Medium, Risk

Attached files

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

Item #11. Operational Subcommittee report & Business arising

Raised by Penny Verrall

The Operational Subcommittee has met once in the fortnight since the MC meeting on 10 March.

Subcommittee discussion points

- Grants, systems and contractor engagement from June 2026
- Improve communications systems & protocols
- Succession planning

Technology

Action items identified at Operational Subcommittee meeting of 17 March 2026. Updates from this meeting recorded for each item

- invite contractor from automatebrisbane.ai to attend MC meeting to present on capabilities and proposals for automating various administrative processes. *DONE*
- work on the various grant acquittals for AIPF and AIBF funds, including review of project deliverables. *IN PROGRESS*
- following automatebrisbane.ai presentation, MC to discuss ongoing contract *AGENDA ITEM BELOW*
- ask automatebrisbane.ai if automation can be developed to assist with:
 - results flow from Croquet Scores into custom handicap/membership system *IN HAND*
 - events management *FLAGGED FOR DEVELOPMENT*

Item #12. Ongoing contract with automatebrisbane.ai

Raised by Michael Eddiehausen

Grant-funded relationship with automatebrisbane.ai due to finish in June 2026. In the past, additional grant funds have been forthcoming from the State government, but, possibly because of the hosting of the 2032 Olympic Games, there has been no information that this will continue in 2026.

J.Van Barneveld suggested that the Committee focus on actions and decisions requiring immediate attention.

Proposed next steps (following ratification of motion below):

Agreement that immediate priorities are:

- get **membership database / member entry** live, promoted to and used by clubs
- push **Come & Try statewide rollout** quickly to spend marketing funds effectively

Marilyn outlined what each club must supply to rollout Come and Try: (1) a single authorized contact, (2) fixed Come & Try session times, (3) club play day details, with delegates chasing non-responders. Also: if clubs claim they are "full", recommend that they create waiting lists to strengthen future grant funding cases.

ACTION: H.David to liaise with Wade Hart (automatebrisbane.ai)

Motions

Motion #1 That the Management Committee authorises Wade Hart (automatebrisbane.ai) to go live with the proposed initiatives, including MyCroquet, and the Come and Try Campaign; and to continue to develop these systems.

Moved by Penny Verrall

Seconded by John van Barneveld

Carried Yes

Item #13. Amendment to CAQ Selection Policy WITHDRAWN

Raised by John van Barneveld

Item #14. Revised Coaching Policy & forms

Raised by Marilyn Nelson

ACTION: Secretary to load revised & ratified Policy (and forms) to CAQ website.

Motions

Motion #1 That the MC approve the revised Coaching Policy & associated documentation

Moved by Marilyn Nelson

Seconded by Penny Verrall

Carried Yes

Attached files

File name	Type	Size
CAQ COACHING POLICY 2026_V.7	DOCX	81KB
Process for Becoming a QLD GC Coach	DOCX	36KB
QLD Coach application	DOCX	50KB
QLD Coach Accreditation Renewal Invitation	DOCX	39KB
Coach certificate template	DOCX	43KB

Item #15. CAQ Management Structure - HELD OVER

Raised by John van Barneveld

Consideration held over till next meeting

Attached files

File name	Type	Size
CAQ Management Structure - Discussion Paper	DOCX	26KB

Item #16. Croquet Australia proposed change to Constitution

Raised by Penny Verrall

See attached.

The Committee noted, and was disappointed about, the lack of financial information provided by Croquet Australia, and agreed that it lacked transparency and trust in its members.

Motions

Motion #1 That President, M. Eddiehausen, be authorised to represent, and vote on behalf of, CAQ at the Croquet Australia AGM

Moved by Michael Eddiehausen

Seconded by Penny Verrall

Carried Yes

Attached files

File name	Type	Size
2026 CA Constitution CLG Updates for AGM v2 160326	DOCX	267KB
Croquet Australia Constitution updates for NSO renewal v2 160326[89]	DOCX	52KB

Item #17. Other Reports - carried forward from Meeting 10 March

Raised by Penny Verrall

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

1. Minutes from AC Nationals 2027 Steering Committee Meeting *[Attached] For information; no action required*

Attached files

File name	Type	Size
Minutes of the AC Nationals Steering Committee Feb 18	DOCX	16KB

Item #18. Next meeting

Raised by Penny Verrall

Next Committee meeting: Tuesday 28 April 2026 @ 9:30am via Zoom

Next AGM scheduled for: TBA

The meeting closed at: 12pm