

Meeting minutes

Date	Tue 28 Apr 2026 09:45
Type	Committee Meeting
Venue	zoom meeting
Attendees	Helen David; John van Barneveld; Marilyn Nelson; Paul Lanigan; Penny Verrall; Richard (Dick) Byres
Apologies	Betty June Salter; Dave Luxmoore
Absences	There are no absences recorded.
Guests	Jenee Molyneux

Item #1. Handicapping Workshop -- guest Jenee Molyneux

Raised by Penny Verrall

Prior to the official start of the meeting, CAQ club handicapping consultant, Jenee Molyneux, joined the Committee to answer questions about her proposal to organise workshops to help clubs manage player handicapping. For practical reasons, she recommended face-to-face, hands-on, workshops, but acknowledged that Zoom sessions may be needed for more remote locations. The workshops are likely to take 1-2 hours, are expected to be targeted mostly at club handicappers who work with golf croquet players, and can be organised as soon as needed.

Jenee was thanked for attending the meeting and advised that CAQ will contact her shortly.

Jenee left the Zoom session, and the meeting was formally opened.

Attached files

File name	Type	Size
Handicapping Workshop - JM	PDF	74KB

Item #2. Meeting declared open @ 9:45am

Raised by Marilyn Nelson

1. Quorum established? *With 6 attendees, a quorum exists.*
2. Call for conflicts of interest to be declared. *None declared.*
3. Meeting will be recorded to assist with minute-taking accuracy
4. John Van Barneveld proposed that Marilyn Nelson chair the meeting. *Accepted and endorsed.*
5. Following a brief discussion of the handicapping consultant workshop proposal, the Committee agreed to give Jenee Molyneux the go-ahead to commence delivery of the proposed workshops, beginning with the BNR and BSR clubs. **ACTION:** *Secretary to advise J.Molyneux and clubs.*

Motions

Motion #1 That Marilyn Nelson chair the meeting
Moved by John van Barneveld
Seconded by Helen David
Carried Yes

Motion #2 That Jenee Molyneux be given the go-ahead to start rolling out the handicapping workshops.
Moved by Marilyn Nelson
Seconded by Helen David
Carried Yes

Item #3. Resignation of Michael Eddiehausen

Raised by Penny Verrall

Michael Eddiehausen advised yesterday, 27th April, that he was resigning from the position of President, effective immediately.

The Committee thanked Michael for his leadership over the past 14 months and wished him well.

Advice sought from John Van Barneveld regarding the appointment of a replacement president. According to the Constitution, the Committee may appoint someone from its number, or from elsewhere. John Van Barneveld offered to undertake the role of Interim President, until a permanent replacement can be appointed, or until the AGM. His nomination was seconded by Helen David, and confirmed by all present. **ACTION:** *Secretary to advise all clubs; John Van Barneveld to review upcoming presidential commitments and seek assistance as necessary.*

Motions

Motion #1 That John Van Barneveld be appointed interim CAQ president.
Moved by John van Barneveld
Seconded by Helen David
Carried Yes

Item #4. Minutes of Meeting held 24 March 2026

Raised by Penny Verrall

Draft [minutes](#) from 24 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 #5. Business arising from the minutes not otherwise included in agenda, incl ACTION REGISTER

Raised by Penny Verrall

See Action Register [att.]

1. CAQ physical venue -- Marilyn reports that she is speaking with several bowls/community clubs in the metropolitan area, with promising results. Her emphasis is on building relationships. Ongoing project.
2. GC Referee Proposal -- already roused interest from the national & other state bodies, but not ready to be formally ratified

- yet.
3. *President Roadshow -- may need to be re-thought with change of president*

Attached files

File name	Type	Size
ACTION REGISTER APRIL2026	DOCX	35KB

Item #6. Resolution Register

Raised by Penny Verrall

List attached.

Attached files

File name	Type	Size
Resolution Register April 2026	DOCX	39KB

Item #7. Correspondence & Business arising

Raised by Penny Verrall

[Summary attached]

Business arising

1. AICD course -- final call for participants in next available course (50% discount being offered) at Suncorp Stadium 26-29 May. *No interest from Committee members who have not already done the course.*
2. Organise printing of GC Rules book -- CA no longer providing a physical version, so states must organise their own, or push down to clubs and/or suggest that players make use of freely available online version. *Helen David advised that a print run of 50 or so is relatively cheap (approx \$6/copy) and she will coordinate with Liz Fleming.*
3. Create a Gender Equity Plan (required for grants) -- Helen David & Penny Verrall have offered to do this. **ACTION:** *Helen David & Penny Verrall*
4. CA Annual report -- circulated to all Qld clubs. *NB. CA Board Chair Pat Habner announced her retirement*
5. CAQ queries to CA at General Forum following AGM -- Who will represent CAQ at AGM & forum? *As Interim President, John Van Barneveld will represent CAQ. ACTION: Secretary to register John with CA.*

Motions

Motion #1	That the inwards and outwards correspondence be endorsed
Moved by	Richard (Dick) Byres
Seconded by	Paul Lanigan
Carried	Yes

Attached files

File name	Type	Size
Correspondence Summary Apr26	XLSX	13KB

Item #8. Treasurer's Report

Raised by Helen David

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

Differences between this period and last due to variable income & expenditure.

Advertising budget funds still to be spent.

Grant expenditure yet to be expended: \$48,000 (\$5000 development & education -- can be used for coaching workshops, incl travel expenditure, handicapping workshops, development activities) (\$43,000 -- automatebrisbane.ai consultancy and costs, including advertising, systems)

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 Mar 2026	XLSX	190KB

Item #9. Operational Subcommittee Update

Raised by Penny Verrall

The Operational Subcommittee has met twice since the MC meeting on 24 March.

Subcommittee discussion points

- Roll-out of new technology
 - Come and try -- all clubs emailed with details & requirements; invited to take part.
 - Membership System -- Ready to roll; expected start date is 1 June, to allow proper comms with clubs. Procedure is extremely easy to use, so no training required
 - New handicapping system -- being developed by contractor, awaiting more information
 - [Share](#) all invited to check this out and add news, snippets, etc.
- Progress Tournament Management discussion: Marilyn Nelson to discuss task breakdown with Megan Stuart, Events Coordinator
- Developing relationships with other community groups, eg Bowls Clubs + finding a new physical "home" for CAQ.
- Recommend replacing "Where do my fees go" flyer with 4 CAQ green & maroon graphics created by automatebrisbane.ai for marketing; digital versions to be forwarded to all clubs *[See attached digital files]* **HELD OVER**
- Revisit By-laws content, eg. requirement for members & clubs to pay fees. *No progress to date due to Committee member absences.*
- Risk to the organisation from allowing a toxic culture to thrive -- Helen David to add to Risk Management Plan
- CAQ Trophy Policy, esp sponsorship, review; locate & share History of CAQ trophies document [Helen David]
- Update & revitalise role descriptions in preparation for pre-AGM conscription, incl finding a new vice president. *No progress to date due to Committee member absences.*
- Best way to promote tournaments to interested players (rec'd some complaints from clubs about number of emails they have to action). *automatebrisbane.ai looking at developing a calendar.*
- CAQ more proactive in recognising & acknowledging achievement?
- President to President Road Show roll-out across state.

Attached files

File name	Type	Size
Graphics croquet ideals	PDF	2MB

Item #10. Operation Subcommittee meetings report -- Business arising

Raised by Penny Verrall

1. Come and Try roll out. *With over 40 affiliated clubs, it is not feasible to conduct one-on-one implementation such as was piloted at East Brisbane. Process to be reviewed.*
2. Membership database. *With all the preliminary set-up and testing done, this replacement "system" is poised to go. Helen David suggested that it become mandatory for clubs to use from 1 June. This will allow comms with clubs to take place. The procedure is simple, with no training required.*
3. Tournament Management tasks. *Marilyn Nelson scheduled discussion with Events Coordinator, Megan Stuart*
4. Finding CAQ a physical home. *Marilyn Nelson continues to work with local wards and regional clubs in an effort to find a physical base for CAQ, including adequate storage for trophies, etc. She has had several meetings with smaller community clubs, and is encouraged by their responses.*
5. Suggestion to rescind "Where do my fees go" document and replace with new promotional graphics. **HELD OVER till next meeting**
6. Risk Management Plan update [Helen David] *In progress*
7. President-President roadshow. *With Michael Eddiehausen's resignation, this is being reviewed.*
8. CAQ Trophy Policy review *Policy being reworked by John Van Barneveld; have received feedback on existing practice from Judy De-Vene (volunteer managing CAQ trophies) - attached.*
9. History of CAQ trophies. [Helen David] *each Code has a list of trophies on the CQ website under <https://www.croquetqld.org/library>*

Attached files

File name	Type	Size
Email to CAQ regarding Trophy Policy	DOCX	15KB

Item #11. Videoing & Photography Policy

Raised by Marilyn Nelson

Draft attached for review.

Motions

Motion #1	That the proposed draft Filming and Photography Policy be adopted
Moved by	Helen David
Seconded by	John van Barneveld
Carried	Yes

Attached files

File name	Type	Size
caq-filming-photography-policy	DOCX	770KB

Item #12. CAQ Management Structure -- HELD OVER

Raised by John van Barneveld

Original discussion paper (attached) to be amended for discussion at next meeting. **ACTION:** *John Van Barneveld*

Attached files

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

Item #13. Measuring against CAQ Strategic Plan

Raised by Marilyn Nelson

[Strategic Plan 2026-2028](#)

ACTION: *Helen David to use Strategic Plan to create an Operational Plan; Secretary to include as a standing item on future Agendas*

Item #14. Other Reports

Raised by Penny Verrall

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

1. CAQ Women's Open Golf Croquet Singles

Attached files

File name	Type	Size
Report - Womens GC Singles Championship 2026	DOCX	31KB

Item #15. Organisation of state tournaments

Raised by Marilyn Nelson

ACTION: Marilyn Nelson to discuss with CAQ Events Coordinator.

Item #16. Next meeting

Raised by Penny Verrall

Next Committee meeting: Tuesday 26 May 2026 @ 9:30am via Zoom

Next AGM scheduled for: TBA

The meeting closed at: 11:15am