

Meeting minutes

Date	Tue 26 May 2026 09:30
Type	Committee Meeting
Venue	zoom meeting
Attendees	Betty June Salter; Dave Luxmoore; Helen David; John van Barneveld; Marilyn Nelson; Paul Lanigan; Penny Verrall; Kevin Hamilton-Reen; Jill Cole
Apologies	Richard (Dick) Byres
Absences	There are no absences recorded.

Item #1. Opening remarks

Raised by John van Barneveld

1. Quorum established.
2. No conflicts of interest declared.
3. NB. Meeting will be recorded to assist with minute-taking accuracy.
4. President, John Van Barneveld welcomed 2 new members to the CAQ Management Committee: Kevin Hamilton-Reen, representing the Brisbane South Region, and Jill Cole, representing the Brisbane North Region. **ACTION:** Secretary to update CAQ website to show changes to the Committee.

Item #2. Minutes of Meeting held 28 April 2026

Raised by Penny Verrall

Draft [minutes](#) from 28 April 2026, including ratification of VOC regarding change to bank signatories.

Motions

Motion #1	That the Minutes of the previous meeting be taken as a true and correct record, and VOC be ratified
Moved by	Penny Verrall
Seconded by	John van Barneveld
Carried	Yes

Item #3. Business arising from the minutes not otherwise included in agenda, incl ACTION REGISTER

Raised by Penny Verrall

See Action Register [att.]

1. Croquet Australia. AGM. Update [John Van Barneveld] John that the CA Constitution has been updated and ratified. Changes

provided for the role of General Manager. The CA Board is expected to appoint a new Chair shortly.

2. Risk Management Plan finalisation. [Helen David] Helen reported that she has prepared management plans for the 2 items that had been identified as high risk: Lack of Volunteers; MC succession planning [attached]
3. CAQ physical venue & community relationships. Update [Marilyn Nelson] Marilyn summarised her work to date. She has met with several metropolitan bowls clubs, particularly those seeking to transition to become community clubs. Driving issues for CAQ include the need to find a central storage space, as well as somewhere to hold meetings. She suggested that the Committee articulate a clear strategic direction, and appoint someone to progress the matter.
4. GC Referee Proposal. Update [Marilyn Nelson] Marilyn reported that the pilot program is continuing. Its progress has been affected by the busy-ness of the overseeing referee coordinators.
5. CAQ Trophy Policy, esp sponsorship. [John Van Barneveld] Held over
6. Hall of Recognition trophies. Trophies for the latest 2 recipients are ready for presentation. Helen David will organise this for the AC meeting scheduled for 31 May at Windsor Croquet Club

Attached files

File name	Type	Size
CAQ Risk Management Plan 4 May 2026	DOCX	95KB
Detailed Risk Treatment Plan - Lack of volunteers	DOCX	16KB
Detailed Risk Treatment Plan - Succession Planning	DOCX	16KB
ACTION REGISTER MAY 2026	DOCX	34KB

Item #4. Resolution Register

Raised by Penny Verrall

List attached.

Attached files

File name	Type	Size
Resolution Register May 2026	DOCX	40KB

Item #5. Correspondence & Business arising

Raised by Penny Verrall

[Summary attached]

Business arising

1. Comms with Croquet Australia General Manager, Chris Bannerman regarding compliance with CA national standards. John Van Barneveld referenced the CA requirement for officials (including coaches) to undergo working with children checks at the national level, and the continuing issues this has caused through conflict with Queensland legislation. **ACTION:** President seeking clarification from CA about child safety in their own by-laws and which officials they are targeting.
2. Recording of handicap and index changes

Current system:

- player handicap and index changes sent to CAQ by clubs & TMs
- process: individual member RevSport records amended (log in, search on member name, edit record, scroll to relevant data fields & update, add date of update, save, return to main menu); work currently carried out by Membership Officer (or Secretary)
- on a regular (usually monthly) basis, report run, formatted and data loaded as csv and pdf files to CAQ webpage (access to players/members via password) (Secretary)

Discussion: Committee members shared common experiences with player handicapping, particularly in golf croquet. Two issues emerged: flaws in the handicapping system, and if there is a the need to record individual handicaps and indexes (which frequently change) anywhere but on a player's handicap card. To help address the first, Marilyn Nelson suggested that she share the existing handicap education documentation with regional delegates so they can promote it to their clubs. **ACTION:** Marilyn Nelson. To address the second, Dave Luxmoore proposed that CAQ rescind the practice of recording and publishing player handicap & index data. Tournament organisers will need to ask for player handicap & index information at the point of registering to enter a competition, although many draws are organised using player's World Ranking dynamic grades; also remind players of the need for accuracy when filling out their cards. **ACTION:** Secretary to advise clubs and CAQ Membership Officer; Secretary to update CAQ webpages

Motions

Motion #1 That the inwards and outwards correspondence be endorsed

Moved by Penny Verrall

Seconded by Betty June Salter

Carried Yes

Motion #2 That CAQ rescind the practice of recording and publishing individual player handicap data, with handicap cards remaining the sole source of truth for this information.

Moved by Dave Luxmoore

Seconded by Marilyn Nelson

Carried Yes

Votes Six in favour; 2 against.

Attached files

File name	Type	Size
Correspondence Summary May26	XLSX	13KB

Item #6. Treasurer's Report

Raised by Helen David

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

Treasurer, Helen David, presented the financial report showing \$6,250 in income and \$19,948 in expenses for April, with \$15,029 being grant payments to Wade. The organization has had 37 new player registrations in April, and 120 since the beginning of the year. The organisation is maintaining a healthy bank balance of approximately \$426,000, with approximately \$49,000 remaining for grant expenditure by end of June. She noted that bank charges are mostly those associated with PIN payments for tournament registrations managed through RevSport.

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 Paul Lanigan

Carried Yes

Attached files

File name	Type	Size
CAQ Finance Report Apr 2026	XLSX	191KB

Item #7. Draft 2026/27 Budget

Raised by Helen David

Treasurer, Helen David, tabled a preliminary draft budget for the 2026/27 fiscal period. She advised that the budget needs to be finalised and ratified at the June Committee meeting, and asked all MC members to specifically:

- consider projects and associated funding that need to be added to the budget for the next financial year
- review honorariums

- consider likely CAQ costs associated with hosting the 2027 Eire Cup

ACTION: Treasurer, Helen David, to ensure all Committee members have a copy of the Draft Budget so that they can provide information/feedback

Attached files

File name	Type	Size
BUDGET27draft	XLSX	62KB

Item #8. Operational Subcommittee Update

Raised by John van Barneveld

For the information of the new Committee members, President John Van Barneveld gave a description of the role of the Operational Subcommittee (currently consisting of John Van Barneveld, Marilyn Nelson & Helen David; former members: past President, Michael Eddiehausen, former Vice President, Mary McMahon, Secretary, Penny Verrall). The Subcommittee meets between MC meetings to consider operational matters and provide advice to the MC.

Update for MC

automatebrisbane.ai contract work update.

1. MyCroquet. *President, John Van Barneveld, advised the meeting that rollout of the MyCroquet (membership database) is scheduled for 1 June.*
2. Come and Try.
3. News -- Hoopla! *Under development*
4. ClubHub. *Link available from CAQ website. Many topics covered; members are encouraged to check it out*

Item #9. CAQ Management Structure

Raised by John van Barneveld

Paper intended to get discussion started. Attempting to strike a balance between regional representation and a committee of optimum size to achieve CAQ aims and objectives. Any change likely to have a long lead time. Committee Members asked to read, consider and make comments that can lead to a more effective structure. **ACTION:** John Van Barneveld to include paper as a discussion topic on ClubHub. Committee members to read and make comments.

Attached files

File name	Type	Size
CAQ Management Structure - Discussion Paper	DOCX	24KB

Item #10. CAQ Strategic & Action/Operational Plans

Raised by Marilyn Nelson

[Strategic Plan 2026-2028](#)

[Action Plan 2026-2028](#)

Standing monthly agenda item to allow Committee to review progress and make adjustments as necessary.

President, John Van Barneveld proposed that regional delegates be responsible for monitoring progress in the 6 identified areas of the Action Plan:

- BNR, Jill Cole
 - Promote Croquet Externally
 - Grow Membership & Engage Members
- BSR, Kevin Hamilton-Reen
 - Support Clubs in the BSR region

- Central, Paul Lanigan
 - Support Clubs in other regions
- Darling Downs, Betty Salter
 - Encourage Innovative Ideas
- Gold Coast, Tweed, Dave Luxmoore
 - Develop Skilled Players & Officials
- Wide Bay Burnett, Marilyn Nelson
 - Strengthen Admin & Internal Operations

NB. Sunshine Coast: Dick Byres is already heavily involved in other activities, so not specifically assigned an action area

Attached files

File name	Type	Size
Draft SP Action Plan 26-28	XLSX	14KB

Item #11. Other Reports [standing agenda item]

Raised by Penny Verrall

1. Qld GC 8s TM Reports *[attached, for info]*
 - Toombul (1st & 2nd Eights)
 - Wynnym (3rd & 4th Eights)

The meeting reiterated the ongoing value of TM (and TR, where required) reports, particularly if any health and safety issues, not already managed for the event, need to be addressed by the CAQ Management Committee.

Attached files

File name	Type	Size
Tournament Report CAQ GC Eights - Toombul	DOCX	28KB
Tournament Report CAQ GC Eights - Wynnum	DOCX	29KB

Item #12. Golf Croquet Rule Books available

Raised by Helen David

Helen David advised that she has organised the relatively cheap printing of 100 GC rule books, and invites clubs to contact her if they would like any copies. These are no longer sold by Croquet Australia. The content is freely available online.

Item #13. Next meeting

Raised by Penny Verrall

Next Committee meeting: Tuesday 23 June 2026 @ 9:30am via Zoom

Next AGM scheduled for: TBA

The meeting closed at: 11am