

Meeting minutes

Date	Tue 23 Jun 2026 09:30
Type	Committee Meeting
Venue	zoom meeting
Attendees	Dave Luxmoore; Helen David; Jill Cole; John van Barneveld; Kevin Hamilton-Reen; Marilyn Nelson; Penny Verrall; Richard (Dick) Byres
Apologies	Betty June Salter; Paul Lanigan
Absences	There are no absences recorded.

Item #1. Opening remarks

Raised by John van Barneveld

1. Quorum established and meeting declared open at 9:30am.
2. No conflicts of interest declared.
3. NB. Meeting will be recorded to assist with minute-taking accuracy.

Item #2. Minutes of Meeting held 26 May 2026

Raised by Penny Verrall

Draft [minutes](#) from 26 May 2026.

Committee Meeting Minutes to formally record outcome of 2 VOCs.

1. 17 May 2026: *To resolve that the following persons be authorised as signatories to Croquet Association of Queensland Inc.'s accounts held at the Bank of Queensland: Jan Gysbert van Barneveld (also known as John Van Barneveld, Helen David, and Penelope Anne Verrall (also known as Penny Verrall)* **RESOLVED IN THE AFFIRMATIVE**

2. 12 June 2026: *That the CAQ Committee ratify the State Golf Croquet 2026 Team selection decision of the CAQ GC Selection Committee, made 12 June 2026.* **RESOLVED IN THE AFFIRMATIVE**

Motions

Motion #1	That the Minutes of the previous meeting be taken as a true and correct record
Moved by	John van Barneveld
Seconded by	Helen David
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. GC Referee Pilot. Update [Marilyn Nelson] Pilot continuing, nothing official yet ready for communicating. Worth noting that the pilot program has no relationship with formal Croquet Australia referee accreditation. Anyone wishing to receive the latter must follow CA process & policy.
2. CAQ Trophy Policy, esp sponsorship. Held over from last meeting. [John Van Barneveld] Held over
3. Croquet Australia clarification regarding child safety & officials required to undergo WWCC [John Van Barneveld] H.David reports that to be eligible for state government grants, organisations must address child safety matters, and advice is to include safeguarding in official documentation. **ACTION:** H.David will develop a plan
4. Change to handicap recording practice. Update [Marilyn Nelson & Secretary]. Regions provided with handicap education documents and advised of change in CAQ practice with regard to maintaining and publishing player handicaps. M.Nelson has also provided an explanation on Club Hub to help clubs understand the situation & rationale for the change.
5. Feedback regarding proposed change to CAQ Committee structure [John Van Barneveld]

Action register review/update

1. Regional Committee terms of reference. **ACTION:** J. Van Barneveld suggested that each regional delegate to send their committee's terms of reference to CAQ secretary for analysis by bot, so that a suggested comprehensive ToR document can be provided to regions for consideration for adoption. Also asks regional delegates to review Position Description for a Regional Delegate and make comments.
2. Tournament Management. **ACTION.** M.Nelson recommends that the bot be used to review all TM documentation, including events calendar, to produce a best practice procedure. Need for an events template.
3. Gender Equity Plan. Purpose queried by J.Van Barneveld -- required for grant applications
4. Pathways. Update: M.Nelson reports national meeting scheduled for this week.

Attached files

File name	Type	Size
ACTION REGISTER JUNE 2026(rev)	DOCX	34KB

Item #4. Resolution Register

Raised by Penny Verrall

List attached.

Attached files

File name	Type	Size
Resolution Register June 2026	DOCX	41KB

Item #5. Correspondence & Business arising

Raised by Penny Verrall

[Summary attached]

Business arising

1. Letter from BSR
 - o removal of the handicap list. Reasoning for removal provided in Club Hub.
 - o request for reinstatement of the club members list. K.Hamilton-Reen advised that some clubs use this list to confirm that a player is registered. J.Van Barneveld queried use of list for this purpose, and suggested that individual concerns can be addressed more directly.
2. CAQ 2027 Events Calendar meeting request from CAQ Events Coordinator. The issue raised is expected to be dealt with through action proposed above (bot review of TM documentation).
3. CAQ financial support for non-travelling team reserves, specifically "what happens if the reserves travel and are present - will CQ cover, or do they need to book and pay independently?" CAQ process is that expenses are only paid if the reserve is subsequently required to travel to play.

Motions

Motion #1	That the inwards and outwards correspondence be endorsed
Moved by	Penny Verrall

Seconded by Marilyn Nelson

Carried Yes

Attached files

File name	Type	Size
Correspondence Summary Jun26	XLSX	13KB

Item #6. Treasurer's Report

Raised by Helen David

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

Of note:

- Payments to CA for capitation, and pay out grant funds (\$48K remaining)
- Bank accounts very healthy.
- Subscription to Notion has been cancelled.

Current membership: 1658

2. Budget to be approved which includes honorariums for 2027.

- Budget forecasts a \$3K loss against operational expenses, but CAQ can anticipate receipt of a grant (approx \$25K), based on past.
- Assumption that CA will increase their fee from July by \$1.
- Stipends: in the past paid to secretary, assistant secretary, treasurer, book-keeper, web officer; decision to increase allowance for secretary to \$1000/month (although not necessarily to be paid)
- Allowance for Gold Medal needs to accommodate fact that competitions will be held in a different location to nationals (for both AC & GC); \$1000 for east coast event, and \$1250 for events in WA [See motion below]
- Allows for increase in insurance cost
- Meeting expenses based on existing period
- Proposed player capitation increase to \$110 (lower than CPI)
- Club affiliation: \$180/\$90 -- no change

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 Jill Cole

Carried Yes

Motion #2 That the budget for 2027 be approved, with adjustments noted, and that the honorariums as per the budget be approved.

Moved by Helen David

Seconded by Marilyn Nelson

Carried Yes

Motion #3 That the Qld Gold Medalist allowance be increased to \$1000 from 2027, or \$1250 if event is held in Western Australia.

Moved by Helen David

Seconded by Marilyn Nelson

Carried Yes

Motion #4	That member capitation fees receive a nominal increase to \$110/annum, with club affiliation be kept as is.
Moved by	Helen David
Seconded by	Marilyn Nelson
Carried	Yes

Attached files

File name	Type	Size
BUDGET27draft	XLSX	67KB
CAQ Finance Report May 2026	XLSX	193KB

Item #7. Operational Subcommittee Update

Raised by John van Barneveld

1. *automatebrisbane.ai* (contractor) update.

- Rollout of the MyCroquet (membership database) Delayed through purported difficulties with RevSport. Expected shortly.
- Launch of Come and Try marketing initiative. M.Nelson advised that a club guide will be published shortly.
- [Online advertising update](#) [for information]
- CQ website visibility [see attached document]
- [AI discovery report update](#) [for information]
- [CQ News website](#)
 - content sources: mostly Facebook; use of [Share](#) app (words & video/photo)
 - how it is "written" (who is the editor?)
 - promotion to members?
 - need for information on how to contribute articles, including announcements, newsletters, etc. sent to CAQ via secretary@croquetqld.org (great way to share information without burdening club secretaries). Can send directly to hello@croquetclaud.com, but will look at providing link/instructions on news webpage

Discussion:

1. J.Van Barneveld reiterated that there will be an app for clubs to use for member information; clubs may also elect to, additionally, add date to their RevSport portal
2. Come and try initiative. J.Cole queried place of **ongoing** coaching of new members. J.Van Barneveld advised that this is up to clubs. Committee mentioned different come and try programs offered by different clubs, including those that charge substantially for introductory sessions. H.David: purpose of initiative is to get new people coming to clubs.
3. News. **ACTION:** M.Nelson will contribute a piece to Club Hub explaining how to get content to the Hoopla! news pages
4. CA website visibility. J.Van Barneveld advised new version of website expected shortly

Attached files

File name	Type	Size
croquet-qld-findability-note	PDF	1MB

Item #8. CAQ Management Structure. Update

Raised by John van Barneveld

Discussion paper loaded to Club Hub, MC members asked to comment. Some difficulty accessing site reported by members.

M.Nelson, J.Cole & Secretary have made comments; also other members of the croquet community.

Item #9. Role of regions & regional delegates

Raised by Marilyn Nelson

Covered at Item #3 (Regional Delegates asked to review region terms of reference & Regional Delegate position description)

ACTION: all to send their Committee's ToR to Secretary, and also provide feedback on the [Role description of a Regional Delegate](#) within 1 week so that data can be fed to bot for analysis.

Item #10. Monitor CAQ Strategic & Action/Operational Plans

Raised by Marilyn Nelson

[Strategic Plan 2026-2028](#)

[M.Nelson revised Strat Plan \(May26\)](#)

[Action Plan 2026-2028](#)

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

Progress reports:

- BNR, Jill Cole *Nothing too report*
 - Promote Croquet Externally
 - Grow Membership & Engage Members
- BSR, Kevin Hamilton-Reen *Nothing too report*
 - Support Clubs in the BSR region
- Central, Paul Lanigan
 - Support Clubs in other regions. *Survey of all clubs prepared & sent out.*
- Darling Downs, Betty Salter *Nothing too report*
 - Encourage Innovative Ideas
- Gold Coast, Tweed, Dave Luxmoore
 - Develop Skilled Players & Officials. *AC recent meeting produced many new volunteers willing to take on roles.*
- Wide Bay Burnett, Marilyn Nelson
 - Strengthen Admin & Internal Operations. *Recommends making greater use of bot (aka CroquetClaude) to collect data, make analysis & provide recommendations for action.*

Item #11. Appointment of AC positions

Raised by Helen David

At the AC Player Meeting of 31st May, the following position appointments were proposed:

- CAQ AC Events Coordinator: Geraldine Trivett (calendar assistance provided by Bruce Fleming, AC Coordinator & a member of the Selection Committee)
- CAQ AC Referee Coordinator: Liz (Elizabeth) Fleming
- CAQ AC Selection Committee: State AC Coordinator, Captain of last year's state team, Shane Davis, Donna Manning, assisted by Helen David.
- CAQ AC State Team Squad Coordinator: Greg Bury
- CAQ AC Development Squad Coordinators: Willy Silk, Heather Knight

State AC Coordinator, Willy Silk, asks that these appointments be formally endorsed by the Committee.

Motions

Motion #1	That the CAQ MC endorse the appointments proposed by the State AC Coordinator, Willy Silk
Moved by	Helen David
Seconded by	Kevin Hamilton-Reen
Carried	Yes

Item #12. Other Reports [standing agenda item]

Raised by Penny Verrall

1. CAQ GC 8s
 - [Player Survey Report](#)
2. CAQ GC Men's Open Singles
 - [TM Report](#)

3. CA GC Bronze Medal
 - [TM Report](#)

M.Nelson. to note: world practice of extending GC games with an option to continue play after the bell (to thwart time-wasting). CAQ could look at adopting this.

Item #13. Next meeting

Raised by Penny Verrall

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

Next AGM scheduled for: TBA

The meeting closed at: 11:50am