



**CROQUET ASSOCIATION QUEENSLAND INC.**

**MINUTES**

**MANAGEMENT COMMITTEE MEETING**

**Date: Tuesday, 28 April 2020**

**Time: 10:55 am –**

**12:19 pm – Break/Lunch**

**12.35 pm – Recommence Meeting  
via Skype**

1.		<p><b>Attendance:</b>  <b>1.1 Members:</b> D. Close – (Chair) D. Drake – Treasurer C. Tacey – V/ President  Members: J. Mathiesen - Regional Delegate - Wide Bay Burnett Region (WBBR)  P. Reynolds - Regional Delegate - Darling Downs Region (DDR)  P. Habner - Regional Delegate - Sunshine Coast Region (SCR)  J. van Barneveld - Regional Delegate - Brisbane South Region (BSR)  W. Silk - Regional Delegate - Brisbane North Region (BNR)  J. Czarski - Regional Delegate - Central Queensland Region (CQR)  M. Neate - Regional Delegate - Gold Coast Tweed Region (GCTR)  <b>1.2 Secretary</b> M. Bume - CAQ Secretary  <b>1.3 Observers:</b> Nil  <b>1.4 Apology:</b> C. Ribone</p>	
2.		<b>Opening:</b> The Chair opened the meeting at 10:55 a.m.	
3.		<b>Vale</b>	None
4.		<b>Receipt of MC Minutes 31 March 2020</b> Resolved that the minutes was receipted	
5.		<b>Amendments to Minutes of Management Committee Meeting 31 March 2020</b> Resolved that the minutes was amended.	
6.		<b>Confirmation of Minutes 31 March 2020</b> Resolved that the minutes of the previous meeting be accepted as a true and accurate record.	
7.		<b>Business arising from MC Minutes 31 March 2020</b>	
	7.1	<p><b>Constitution</b>  <b>7.1.1</b> Motion changed from moved previous meeting 31/3/2020 minutes to extended the wording: W. Silk <b>moved</b> "that the sub-committee's review includes procedure manuals, specifically the Club Operational Handbook and the CAQ Operations Manual, and that it be provided with editable copies of these and any other relevant documentation", <b>seconded</b> by J. Czarski</p>	Motion Carried without dissent
	7.2	<p><b>Strategic Actions (moved from 9.3.4)</b>   The CAQ Treasurer tried to bring forward (as Business Arising from our 31 March meeting) the discussion on 'strategic actions', but the Chairman ruled that the recommendations from the 2019 conference be discussed as part of the Treasurer's report – which is what happened.</p>	

	<p>Players are willing to pay and play rather than join clubs. WBBR: Country clubs will not have success to user pay because they do not have the infrastructure to do that. <b>Most country clubs have adequate beginner coaches but need assistance with advance coaching.</b> PH agree with JM that it was tried at regional, it did not work.</p> <p>W. Silk: a big issue in the county so instead look at players who can be coached by Lynda. They want the coaching so you must get a group of people who can and are willing to go up to the country. DD: organising personal &amp; spending money the traditional way. DC, I agree with you DD.</p> <p>Strength of resistance to new idea. One club as a genuine pick to test, if successful than other clubs follow suit but cannot do it on its own. W. Silk mentioned Windsor tried this first month and players turned up every day and then it dwindled out. Lost 3 members and it fell through. DD: summarise offer &amp; get one club. DC: put it together and consider at next meeting.</p> <p>Management committee decided that best to pick just to run with:</p> <ol style="list-style-type: none"> <li>1. Coaching and <ol style="list-style-type: none"> <li>a. G Bury close to having manuals out to the states at every level. CAQ can assist when this is coming through.</li> <li>b. Another look at each region to see how CAQ develop further coaching e.g. through Lynda. Talking to coaching person/what next including funding – what do CAQ need to do and someone from management to push it along as well.</li> </ol> </li> <li>2. Publicity <ol style="list-style-type: none"> <li>a. ACA can entice to bring more people to come into clubs.</li> <li>b. Issue publicity in country clubs through Press releases that everyone can use</li> </ol> </li> </ol>	
<b>7.3</b>		NA
<b>7.4</b>	<b>Tamborine Mountain CC</b>	
	<b>7.4.1 Affiliation Fees</b> - disaffiliate letter defer for now. Noted that (GCTR spoke to MT).	On hold
<b>7.5</b>	<b>Progress Duty Officers</b>	
	<b>7.5.1 Vacancy for Director Referee - Golf Croquet</b> – No applicants so far.	Information
<b>8</b>	<b>Correspondence</b>	
<b>8.1</b>	<b>ACA Form One - Tournament Bid/2020 ISS</b>	
	<p><b>8.1.1</b> CAQ Selection process and timelines for the ISS</p> <ul style="list-style-type: none"> <li>• Do we select a Team and place it into a holding position until needs to be activated?</li> <li>• What criteria is to be used -CAQ Men's Open Singles, CAQ Women's Open Singles (reservations held using all the Women's result, 2020 World Ranking list)?</li> <li>• Will CAQ decide if the State rotation is kept or will the rotation be modified? Requesting the MC provide Selectors with a directive in respect to the 2020 ISS Team.</li> </ul> <p>Everything is on hold till play commences so put on hold.</p> <p><b>8.1.2</b> Has the MC endorsed the ACA U21 competition bid for Qld to host this event in 2021? Windsor CC wish to register its interest to host 2021 ACA U21</p> <p>C. Tacey <b>moved</b> "that Windsor CC host 2021 ACA U21 event" <b>seconded</b> by W. Silk</p>	<p>On Hold</p> <p>Motion carried without dissent</p>

	ACA form to be filled/signed and forwarded to ACA	Action: Sec
<b>8.2</b>	<b>Mallet Sports Express – Proofreading person</b> <b>8.2.1</b> G. Pittman volunteered (see email)	Information
<b>8.3</b>	<b>COVID19 – Impact</b> <b>8.3.1</b> CAQ Management - COVID19 Guideline 6th April 2020 – TY emails <b>8.3.2</b> ACA Covid-19 Position – SA Croquet <b>8.3.3</b> Sports House – Message to all tenants <b>8.3.4</b> Inspirational Video Games on Facebook – M. Tinker <b>8.3.5</b> Not-for-profit news service Issue 3 - April 2020 – ATO <b>8.3.6</b> Players refunds—all 38 players had been refunded.	Information Information Information Information Information Update
<b>8.4</b>	<b>Affidavit of Service - (QCAT)</b> <b>8.4.1 App: Redcliffe Gateball Club – R: CAQ Inc MCDO340/20</b> Redcliffe Gateball Club served notice in April about an action launched against Croquet Queensland through the Queensland Civil and Administrative Tribunal (QCAT), asserting debts owing from two club invoices. A response disputing the asserted debts was prepared by CAQ Treasurer and lodged with QCAT before the relevant deadline. Next steps will be mediation and, if no agreement, a hearing of the parties before the Tribunal.	Information
<b>8.5</b>	<b>Complaints – Reports by CAQ Complaints Officer</b> <b>8.5.1</b> Appendix 1- Complaint LD/KC/CAQ01 (closed) <b>8.5.2</b> Closure of Complaint re CAQ Policy (CAQ internal processes need to be reviewed so that improvements are applied appropriately). BSR delegate: ad-hoc committee to review and report.	Information  Action: PH/JB/CT
<b>8.6</b>	<b>Tournament Manager Report</b> <b>8.6.1</b> Report replaces 3 reports tabled at 31/3/20 meeting	Information Amalgamated
<b>8.7</b>	<b>Headland-Buderim Croquet Club</b> <b>8.7.1</b> Denis Bennett resigned as President	Information
<b>9</b>	<b>Reports</b>	
<b>9.1</b>	<b>President:</b> ACA is invoicing the states and payment is deferred until end of August. It will also have a 50% rebate back to the states as a result of COVID-19.	Information
<b>9.2</b>	<b>Secretary</b> – No report	
<b>9.3</b>	<b>Treasurer Report</b> CAQ Treasurer spoke to his one-page Treasurer's report including <ul style="list-style-type: none"> <li>- writing "Teamwork" article for Mallet Sports Express (re AC Nationals in March)</li> <li>- analysing rule 13 (Finance section of existing Constitution) for working party</li> <li>- compiling end-of-year acquittal spreadsheet re 2019 Sport and Recreation funding</li> <li>- postponement of Not-for-Profit Board Experience program</li> <li>- obtaining bank account details + arranging refund payments to 38 individual players who had entered (+ paid entry fees) for CAQ events in April/ May</li> <li>- conferring with QSport's CEO about strategies,</li> </ul> and described bank account activity during the period from 27 March to 24 April 2020. At the conclusion of his report, three resolutions were put. <b>9.3.1- first resolution</b> That David Drake be appointed as CAQ delegate to QSport. Moved by <b>W. Silk</b> and seconded by <b>C. Tacey</b>	Motion carried without dissent

		<p><b>9.3.2- second resolution</b> That CAQ management committee approves prompt payment to financial affiliated clubs of \$350 + \$100 per lawn, in recognition-</p> <ul style="list-style-type: none"> <li>- that lawns need to be maintained even during idle periods</li> <li>- that club revenue has been impaired by social-distancing requirements,</li> </ul> <p>and in the hope that lawns will be readily playable when club members and guests can again actively participate outdoors in their preferred mallet sport. Moved by <b>D. Drake</b> and seconded by <b>P. Reynolds</b></p> <p><b>9.3.3- third resolution</b> That CAQ management committee ratifies CAQ payments from 27 March to 24 April 2020 and receives this Treasurer's report. Moved by <b>D. Drake</b> and seconded by <b>J. Mathiesen</b></p> <p><b>9.3.4</b> Strategic Actions requested by Treasurer to be moved to its own line item number and this has been resolved. Moved to <b>Item (7.2)</b></p>	<p>Motion carried without dissent</p> <p>Motion carried without dissent</p> <p>Action: Sec</p>
<b>10</b>		<b>SPECIAL BUSINESS</b>	
	<b>10.1</b>	<b>10.1.1 Ipswich Gateball Club</b> (disaffiliate letter) hold over until further notice <b>10.1.2 Redcliffe Gateball Club</b> (disaffiliate letter) hold over until further notice <b>10.1.2.1 Meeting – Show Cause Meeting</b> (GM: "suggested delay until" legal outcome has been achieved) – hold.	<p>Hold</p> <p>Hold</p> <p>Information</p>
	<b>10.2</b>	<p><b>10.2.2</b> Motion placed on table from January meeting: D. Close <b>Moved</b> "that the Management Committee should discuss Redcliffe Gateball Club's membership is terminated". <b>Seconded</b> P. Reynolds</p> <p>BSR delegate to visit Ipswich Gateball Club.</p>	<p>Action</p> <p>See 8.4.1</p>
<b>11</b>		<b>GENERAL BUSINESS</b>	
	<b>11.1</b>	<b>Delegate Selection Policy</b> <b>11:1.1</b> The request to BNR delegate to provide a rationale for the changes was discussed. It was also resolved that the Selection Policy be sent to clubs for their feedback. CAQ will address this again after the club's feedback.	<p>Action: W. Silk</p> <p>Action: Sec</p>
	<b>11.2</b>	<b>Code of Conduct / Complaints / Disciplinary Policy</b> <b>11.2.1</b> DDR (P Reynolds) Report). Discussion on the work done by D Byers, L Farry and P Reynolds. It was resolved both BSR/SCR delegates and D Byers look at these policies.	Action: DB/PH/JB
	<b>11.3</b>	<b>Virtual Hall of Recognition Policy</b> <b>11.3.1</b> An application had been submitted in the past 2 years. It was discussed that a sub-committee need to be appointed to review the application. The member submitted for recognition was W. Silk who was nominated by T. Ericson. Due to the lengthy period, the members credentials and after careful consideration J. van Barneveld <b>moved</b> "that W. Silk be recognised in the Virtual Hall of Recognition". This was <b>seconded</b> by C. Tacey  CQR delegate requested raised that the word 'virtual' was in the wrong place: it is 'virtual hall' with real recognition. It was resolved that the policy should retain its name of 'Virtual Hall of Recognition Policy'.  WBBR delegated stated that "future applications should follow process and must have definite criteria". The applicants will be reviewed and assessed by the elected sub-committee.	<p>Motion carried without dissent</p> <p>Action: HOR Sub Committee</p>

11.4	<p><b>Managing Expectations</b></p> <p><b>11.4.1</b> Voluntary contributions/Raffles prices/Referee payments Referees' meal allowance made by respective clubs and they were paid. Treasurer stated that travel claims for the referees were paid but not for their time. The Raffles raised \$1,540 and the shirts raised \$840 (28 shirts sold out of 50) at time of reporting.</p> <p><b>Subcommittees</b> President raised if CAQ distributed anything to the referees? No report was done. He requested that the subcommittee to provide a report back to Management committee for the next meeting.</p>	<p>Information</p> <p>Action: C Tacey</p>
11.5	<p><b>Agenda Items</b></p> <p>Agenda items for management committee meetings <b>must</b> be sent to the secretary 7 days before each scheduled meeting date.</p>	<p>Action: Everyone</p>
11.6	<p><b>Duty Officers</b></p> <p>Follow up on the requirement for the directors to have reported at the March meeting where it was agreed that letters would be sent to the directors asking them to present at the April meeting. Secretary advised the letters had not been sent yet. Don then suggested that the letter should now request the directors to advise how they would assist in the re-start of their codes when restrictions are lifted.</p>	<p>Action: Sec</p>
12	<p><b>Meeting Closed:</b> 1:42 p.m.</p>	
13	<p><b>Date next meeting:</b> Tuesday 26 May 2020 at 10:30 am</p>	