

CROQUET ASSOCIATION QUEENSLAND INC

MINUTES

MANAGEMENT COMMITTEE MEETING

Tuesday 24th November 2020

1. 1.1 Attendance:

Don Close (Chair), Cynthia Tacey (Vice Chair), David Drake (Treasurer), Willy Silk (Secretary) & BNR delegate, Joan Mathiesen, Paul Reynolds, John van Barneveld, Merle Neate

Via Zoom:

Jacek Czarski, Sarah Widen (proxy SCR)

1.2 Observers:

Valda Wintzer (Assn Secretary), Kevin Melksham, Dr. Elizabeth Fleming, Terry Ericson, Lynda Davis, Barbara Northcott, Greg Whymark

1.3 Apologies:

Pat Habner, Di Leahy, Caroline Ribone, Geraldine Trivett, Margaret Barnard

Moved that the apologies be accepted: Merle Neate, **Seconded:** Paul Reynolds

2. Opening: Meeting declared open by Don Close at 10.36am

3. Vale: Bessie Rolley (Graceville), Ethel Hughes (Rockhampton)

4. Receipt of Minutes of Management Committee Meeting dated 27th October 2020.

Moved: Cynthia Tacey **Seconded:** Merle Neate **Carried.**

5. Amendments to Minutes of Management Committee Meeting 27th October 2020.

Nil

6. Confirmation of Minutes 27th October 2020.

Moved: Cynthia Tacey **Seconded:** Paul Reynolds **Carried**

7. Business arising from the Minutes:

7.1. ACA decided on the 11th November that all ACA events programmed for 2021 from 1st February 2021 will proceed as listed in the Calendar.

8. Correspondence:

Out:

- Notice for Applications for nominated positions for 2021
- Minutes from October Meeting
- Selection Policy and Constitutions to Web officers

- Email to Directors – invite to next meeting and lunch
- Email to ACA re Herman Bekker
- Email to Caroline Ribone re Register of Member Clubs
- Regional insurance – incident report forms sent
- Claim forms sent to Jenny Lee & Lurlene Hammelswang
- Office of Fair Trading re change of Secretary
- Thank you letter to Frances Wright & question re- recording of “likes”
- Email to Lynda Davis requesting report re ACA Academy launch
- Email to Moreton Bay Gateball Club re motion
- Email to Pat Habner & John van Barneveld re Register
- Email for Nominations for Treasurer
- Copy of reply from Geraldine Trivett to Wynnum CC

In:

- Acceptances for Eire Cup team
- Applications for positions for 2021
- Email from ACA Board re Eire Cup
- Updates from clubs & regions re new committee members
- ACA Academy Launch
- Bribie Island CC Newsletter
- Reply re Herman Bekker
- Email to Board from SCRCC re Financial reporting
- Caroline Ribone’s reply re Register of Member clubs
- Confirmation of incident reports & claim forms
- SCRCC Minutes
- Sports house Tax Invoice
- Replies from Pat Habner & John van Barneveld re Register requirements
- Email from David Drake re bank signatories
- Confirmation Selection Policy & Constitution on Web
- Email re ACA Competitions
- Email from Frances Wright
- Emails from clubs re Register
- Email from Beryl Turner re photos on Web
- Email from Don Close re By-laws
- Email from John van Barneveld re CAQ position on Herman Bekker
- Copy of email from Wynnum to Events Co-ordinator re Wynnum events for 2021
- Moreton Bay Gateball club complaint
- Email from Barbara Northcott re Gateball equipment
- Coaching launch and courses report
- Covid update
- Governance documents - Positions descriptions

8.1 Business arising from the Correspondence:

8.1.1 Received a copy of the June letter that was sent to Herman Bekker. This was forwarded to Merle Neate (GCR delegate) and Broadbeach CC. It seems that ACA have put CAQ in a position with no resolution.

Motion that “an email be sent to ACA stating the issue of Herman Bekker has placed CAQ in a position with no resolution, please advise?”

Moved: Paul Reynold **Seconded:** John van Barneveld **Carried**

Action Secretary

8.1.2 Email re Financial reporting – the matter has been addressed and everything is back on track. Reply to be sent to SCRCC **Action Secretary**

8.1.3 Updating photos on web page – if current photos are sent to Secretary they will be uploaded. **Action Secretary**

8.1.4 Complaint from Moreton Bay Gateball club sent to Complaints Officer

8.1.5 Re Gateball Equipment, Barbara Northcott has sent email to all Gateball clubs advising of equipment available.

8.1.6 Facebook “likes” cannot be identified due to Privacy laws.

8.2 Regional Reports:

SCRCC October Minutes

8.2.1 Newsletter:

Bribie Island CC

8.2.2 Registration Officer Report:

October – positive increase

8.2.3 Director of Coaching Report:

Coaching Launch & courses report

8.3 Governance:

8.3.1 By-Laws Section A. General

Approved document to be sent to all Clubs for their information and posted on the Web page.

Action Secretary

8.3.2 State Secretary

8.3.3 Assistant Secretary

8.3.4 State Director, Golf Croquet

8.3.5 Regional Delegate

8.3.6 State Treasurer

8.3.7 State Director of Coaching

8.3.8 President

8.3.9 Vice- President

8.3.10 Grants Director

The above documents to be changed from drafts and posted on the Web.

Clubs are to be notified that they are on the Web for General information.

Action Secretary

8.3.11 By-Law 58

This has been repealed and needs to be deleted from web.

Action Secretary

8.3.12 Gateball Policies

There are two Gateball Policies on the Web page that need to be deleted. These are not policies but guidelines. They cannot be put on the web without the approval of the MC. It has been requested that the Policies go back to the Director of Gateball and the Governance committee for further investigation.

Action Secretary

8.3.13 Complaints Policy

The Complaints Policy on the Web needs to be deleted. This was reviewed in September and the MC decided that CAQ adopt the ACA Complaints Policy. The process for complaints is all documents are to go direct to the Complaints officer who will deal with the matters under the ACA Policy. Notice to be put on the web re process.

Action Secretary

9. Management Committee reports

9.1 President's Report:

October/Annual report (see attachment) *

Moved: Don Close **Seconded:** Paul Reynolds

9.2 Secretary's report:

Actions completed from the previous meeting:

- Thank you sent to Frances Wright
- Notified Office of Fair Trading – change in Secretary
- File created for Blub card holders
- Requested from Frances Wright list of people “liking” Facebook
- Had meeting with Peter from Design Bordello re archiving correspondence
- Responded to Moreton Bay Gateball Club re motion
- Sent email to ACA re Herman Bekker
- Requested a report from Director of Coaching – Lynda Davis – re accreditation of coaches
- Sent invitation to Director to attend next meeting and lunch

Secretary will ask clubs to send a list of current Blue Card Holders and their Card number.

Still working on Register of member Clubs

Maria Bume has cleaned out a lot of the filing cabinet and I will be working on updating the computer files.

9.3 Treasurer Report:

9.3.1 Profit & Loss Statement 27/10/20

9.3.2 Profit & Loss Statement 16/11/20

9.3.3 Stripping out the 2020 impacts of unusual financial events

9.3.4 Updated “Your Affiliation Fee” Booklet

9.3.5 Proforma amount for November 2020 resolution

John van Barneveld asked that the volunteer payments be halved.

Motion that “payments of stipend for the year be 50% of amounts on Proforma”.

Moved: John van Barneveld **Seconded:** Jacek Czarski

Amendment to Motion that “payment be in full”

Moved: David Drake **Seconded:** Paul Reynolds

Vote on amendment – **Carried**

Amendment becomes motion – Carried.

Action Treasurer

9.3.6 Payments Since 18th September Greater than \$1000

- Series of payments to ATO \$14,999
- Ulton Accountants \$1650
- Twin Rivers Community Mallet Sports Club \$1000
- Toshiba Australia \$3311
- Regional Insurance Brokers \$1000
- Mullins lawyers \$1001.39
- Design Bordello \$1515

9.3.7 BOQ email re Premier Investment Account

This Account matures on 7th December 2020. CAQ only invest in Term Deposits. David requests approval to reinvest this Account.

Moved: David Drake **Seconded:** Merle Neate **Carried**

Action Treasurer

David Drake moved that the Treasurer’s Report be accepted

Seconded: Cynthia Tacey **Carried.**

President asked the Directors for a brief report

Greg Whymark (Director of Assn Coaching & Referees)

Hope to have New Laws for Association by end of year.

Happy with Association events on 2021 Calendar.

Covid Report by Greg

Notice complacency setting in at some clubs. Suggest a reminder check list be sent to clubs from Covid Officer.

Action Greg Whymark

Kevin Melksham (Director of Golf Coaching & Referees)

Current rules books are required as he has had some inquiries. There are some in the office.

Terry Ericson (U21 Director & Selection Committee Chair)

Some promising U21s at Toowoomba – Tim Wright (Golf),

Southport - Ethan (all codes)

Small group of U21s (Golf) playing at Nambour. They need encouragement

to play out of their clubs.

Selectors happy with team selected. Eire Cup Team begin their preparation. First practice is on 28th November.

Barbara Northcott (Director of Gateball Coaching) & Margaret Barnard (Director of Gateball Refereeing)

Happy to hold events after restrictions lifted – State Championships & Caloundra event. Clubs and players complied with restrictions.

It was suggested that names of the team members be listed in the comments on Croquetscores so that interested spectators and viewers can recognize the players in the teams. This could improve the way the rest of the mallet sports perceive Gateball.

Managers, referees, hoop setters for all codes could also be acknowledged on the comments page of an event.

10. General Business

10.1 It was noted that the Event Calendar for 2021 was not presented to the Management committee for adoption. Although the correct procedure was not followed the Directors were consulted and are happy with the result. The 2021 Calendar is listed on the CAQ Web page.

Moved that “the 2021 Calendar of events be endorsed”.

Moved: Cynthia Tacey **Seconded:** Joan Mathiesen **Carried.**

An email is to be sent to Geraldine Trivett advising her that the Calendar has been endorsed. Also remind Geraldine to ensure that consultation with all clubs is comprehensive. **Action Secretary**

10.2 The ACA is attempting to adopt an adverse Weather conditions Policy – Wet Bulb Globe Temperature - for all Australia. There is concern that the weather patterns in states are different and Queensland would not be able to comply with this and would be unable to host ACA events successfully. Other states would have the same problems.

The host state of any event should control the Policy.

The Policy has not been adopted yet and more information needs to be gathered. **Action Don Close & Greg Whymark**

10.3 The adopted By-laws states that all members who play any Mallet Sports code must be affiliated with CAQ. CAQ reminds Graceville to note that in the Budget there are proposals to improve the sport for all players. Social members should be non-playing members. It is recommended that a copy of the By-laws and some booklets be sent to Graceville. **Action**

Secretary

10.4 An update summary was given by David Drake on the matter before QTAC.

The Directors and observers were asked to leave the meeting during the appointment of CAQ Officers.

Appointments of CAQ Officers:

- | | |
|---------------------------------------|--------------------------|
| • State Director of Coaching | Lynda Davis |
| • State Director of Ricochet | Lynda Davis |
| • State Director of Ricochet Referees | Lynda Davis |
| • State Director of Golf Croquet | Steven Helleur |
| • State Director of Gateball | Barbara Northcott |
| • Assistant Director of Gateball | Jim Northcott |
| • State Director of Gateball Referees | Margaret Barnard |
| • Secretary | Willy Silk |
| • Assistant Secretary | Dianne Leahy |
| • Selection Committee | Penny Jackson |
| | Margaret Melville |
| | Willy Silk |
| | Gaye Pitman |
| | Greg Kerswell |
| • State Handicapper | Ernie Melville |
| • Events Co-ordinator | Geraldine Trivett |
| • MSX Editor | Caroline Ribone |
| • State Director of Association | Greg Whymark |
| • State Director of Assn Referees | Greg Whymark |

Election of CAQ Officer:

- | | |
|----------------------|------------------------------|
| • Complaints Officer | Dr. Elizabeth Fleming |
|----------------------|------------------------------|

Congratulations to all successful appointed Officers.

Thanks to all nominees to CAQ positions who were not successful –

Kevin Melksham – Director of Golf

Warren Dowse – Director of Gateball

Valda Wintzer – Assistant Secretary

The Membership officer duties will be returned to the Secretarial Officers.

Moved: John van Barneveld

Seconded: Cynthia Tacey

Covid Officer and 2022 Centenary Sub-committee members are not nominated positions.

Notice of Expressions of Interest to be sent out for Director of Golf Referees, and Director of U21s.

Action Secretary

Meeting closed at 1.25pm.

Don Close thanked all who attended and wished everyone a very Merry Christmas and a happy New Year.

Next Meeting will be on Tuesday 19th January 2021 starting at 10.30am.