



**CROQUET ASSOCIATION QUEENSLAND INC.**

**Sports House, 150 Caxton Street, MILTON Q 4064**

**MANAGEMENT COMMITTEE MEETING**

**Date: 25<sup>th</sup> February 2020**

**Venue: Sports House**

**MINUTES**

	<p><b>Welcome:</b> First meeting for Management Committee for 2020 was opened by President D. Close.</p> <p>He welcomed everyone especially the new CAQ Management Committee members: Jacek, Willy, Pat, John and the new Secretary Maria. It is envisaged that each will benefit from one another whilst at CAQ.</p>	
1.	<p><b>Attendance:</b> D. Close - CAQ President D. Drake – CAQ Treasurer P. Reynolds – Regional Representative- Darling Downs Region (DDR) P. Habner – Regional Representative – Sunshine Coast Region (SCR) J. Van Barneveld – Regional Representative - Brisbane South (BSR) M. Bume – CAQ Secretary W. Silk – Regional Representative – Brisbane North Region (BNR) J. Czarski – Regional Representative – Central Queensland Region (CQR)</p> <p><b>Observers:</b> Dr E. Fleming, V. Wintzer, C. Ribone, B. Northcott, L. Davis, G. Trivett and K. Melksham</p>	
2.	<p><b>Apology:</b> C. Tacey – CAQ Vice President &amp; M. Neate - Representative (GCT)</p>	
3.	<p><b>Vale</b></p>	None
4.	<p><b>Receipt of MC Minutes 28 January 2020</b> <b>10.1 Ipswich Gateball Club</b> The Appeals Tribunal was appointed to look at all correspondence regarding the issue that occurred involving Ipswich Gateball Club and Redcliffe Gateball Club. The Appeals Tribunal felt that 'Natural Justice' was not given but they agreed that the incident occurred therefore the appeal has been upheld and the fine was withdrawn. CAQ decided not to take further action on this incident. CAQ withdrew the fines that was placed on both Ipswich Gateball Club and Redcliffe Gateball Club".</p> <p>The President referred to the meeting of 28/1/20 (10.1 above) as there was concern at the way it was written. It was inferred at that time that the Appeals Tribunal looked at Redcliffe Gateball Club issue as well as Ipswich Gateball Club but that was not the case. A member of the Appeals Tribunal clarified that the Appeals tribunal only looked at Ipswich Gateball Club issue in that they were actioning on appeal on the Ipswich Gateball Club.</p> <p>It was CAQ's decision that fines be withdrawn and CAQ will not take further action against both Ipswich Gateball Club and Redcliffe Gateball Club as it referred to the same incident.</p>	

5	<p><b>Amendments to Minutes of Management Committee Meeting 28 January 2020</b></p> <p><b>9.3.3</b> In the Treasurers report the word condones is replaced with endorses.</p> <p><b>5.1</b> Query from H. Williams, President, Caloundra Club.</p> <p>i. Should the President move his own report?</p> <p>a. The President present his report and can move that it be accepted. There is no issue with that.</p> <p>ii. if there was a motion to condone the treasurer's action does that imply the treasurer was in error? No.</p> <p><b>Moved</b> by P. Reynolds "That the records are true and correct including the amendments" <b>Seconded</b> by D. Drake</p>	Motion: carried without dissent
6.	<p><b>Confirmation of Minutes 28 January 2020</b></p> <p><b>Moved</b> by P. Reynolds "that minutes of <b>28 January 2020</b> as above are confirmed" <b>Seconded</b> by D. Drake</p>	Motion: carried without dissent
7.	<p><b>Business arising from MC Minutes 28 January 2020</b></p>	
7.1	<p><b>Draft Constitution</b></p> <p>The government requested CAQ that they need to review their constitution. The process so far:</p> <ul style="list-style-type: none"> <li>• The services of a professional consultant were engaged, and the review was undertaken to come up with a draft Constitution. This was sent out to all the clubs through the respective Regional Directors who did not want to change it.</li> <li>• The same consultant who did the review was asked again to put everything back to its original state and ensured it was accurate.</li> <li>• CAQ's intended for the final draft to be sent out and in January and an adhoc team was to have a look at it and report back to the MC. It did with recommendations however, after lengthy discussions it was decided to look at the process in which the Constitution needed to go through to see if and whether the current Constitution needs to be changed. That a team or someone to firstly assess or investigate it and report back to the MC.</li> </ul> <p><b>Moved</b> by P. Habner "that John Van Bamedveld be the person to scope the current Constitution and provide feedback to the MC once completed". <b>Seconded</b> by P. Reynolds</p>	Motion: carried without dissent
7.2	<p><b>World Croquet Weekend</b></p> <p><b>7.2 New logo has been changed to weekend instead of day.</b></p> <p>Carolyn Ribone has been working with ACA group to talk about possibility where states can band together for various activities and raise public awareness of croquet. This is Australia-wide during first week in May. All clubs asked to do something for example come &amp; try day of fund raising for bush fire, or drought while clubs raise awareness of croquet. ACA funds \$5,000 of which \$750 has been received for media company to head media release Australia-wide. In 2015 CAQ supported by providing \$100 subsidy per club that participated. This year CAQ is still supportive of the incentive however, funds can not be committed until the acquittal is completed. Further, the Treasurer also needs to find out what CAQ's obligations are under the requirements of the new grants program and report back.</p>	Information
7.3	<p><b>Event Calendar 2020</b></p> <p>The 2020 CAQ Events Calendar information is being updated and proofread by B. McAlister so the final will have all the accurate data. This will be released to all the clubs and posted on CAQ website in due course.</p>	

	<p><b>2021 Events Calendar</b></p> <p>This was discussed and indicated preferably that clubs' own events could be submitted to the Events Coordinator in October 2020 so by January 2021 all CAQ events and Club events would be ready on the calendar. It was also mentioned that most club events were practically the same each year, however these events still need to be confirmed by each club.</p>	
7.4	<p><b>Tamborine Mountain CC</b></p> <p><b>7.4.1 See correspondence between Club and Treasurer</b></p> <p>TM don't have enough players to make teams in 2020, they don't have enough registered players to register with CAQ and because of that they will not pay their affiliation fees.</p> <p>It was discussed in the meeting how long TM had to pay its invoice. MT has until end of March 2020 to pay their affiliation fees. Failure to comply by this date means players will be deregistered. If non-payment of invoice persists then the club will be disaffiliated. GCT representative in the last meeting reported being in communication continuously with TM in encouraging them to be involved with other clubs that has not been successful.</p> <p>Before any member club can be terminated the CAQ disaffiliation's process would need to be met. The CAQ Treasurer has discussed at length with the TM Treasurer who is aware of the consequences of non-payment of the invoice.</p> <p>The communication issue TM was referring was their requests as per their January letter which has now been resolved by the secretary.</p>	
7.5	<p><b>Progress Duty Officers</b></p> <p><b>7.5.1</b> J. Hardy has advised by telephone that he will decide whether he will continue as the AC Director after the Eire Cup has completed.</p> <p><b>7.5.2 Vacancies for Director of Golf Croquet- Referees and complaints Officer.</b> Expression of Interest has been posted on the CAQ website.</p> <p>Liz Fleming has been appointed as the new Complaints Officer.</p> <p><b>7.5.3 A Hallinon. Re proposal that there is an assistant Director for Golf Croquet-Referee</b> This proposal has been agreed to and the Expression of Interest for the Assistant to the SDR_GC position has also been posted on the web. Duties are as directed by the SDR-GC. A further suggestion that there is a <b>Club Referee category</b> has been rejected.</p> <p>G. Trivett volunteered to be the interim Director for Golf Croquet Referee until such the DGCR is filled. She asked if there is a list or record of GC referees in Qld. Advice was given to go to J. Clements who has the full registration list or go to source the National Register.</p>	Information
7.6	<p><b>M. Tinker</b></p> <p><b>7.6.1 Re discussion with U of Q marketing students.</b></p> <p>Additional information to go with the other reports presented at the 28/1/20 meeting. The President encouraged everyone to read the University reports particularly the under 21 so CAQ is prepared for the discussions at the AGM on 23/3/20 at Sports House. What can CAQ do for the youth?</p>	Information only
8	<p><b>Correspondence</b></p>	
8.1	<p><b>Registration Officer - .</b></p> <p>Total Capitation Presented at the last MC.</p>	NFA
8.2	<p><b>CAQ Trophy Matters</b></p> <p><b>8.2.1</b> See Memo from Treasurer D. Drake</p>	

	<p>It has been arranged with the Treasurer that Stephen Richard will collect ACA plate and deliver to Peter Freer in Canberra.</p> <p>The 4 trophies/shields found at CAQ Office, what should happen to them? MC decided that the trophies/shields should be offered to the person who last won it. And if that person has passed on then it should be offered to the last winner's club to display at the club. It should not be reassigned or repurposed. It was <b>Moved</b> by P. Habner that the trophies be offered to the club of the last recipient (winner) to display in their club" and <b>Seconded</b> by J. Czarski If the clubs reject it then it will be decided, then what to do next.</p> <p><b>8.2.2 See Email from G. Trivett</b> Repurpose of trophies is not on. General discussion on awards such as most valuable player, encouragement, recognition for certain performances or achievement. How many CAQ awards are should there be and what is the criteria for each of these awards. W. Silk volunteered to look at the AB Morrison award and see what she can find.</p> <p><b>Moved</b> by P. Habner "that W. Silk be appointed to look into the criteria for creating an encouragement award for Queensland players in Qld events and report back by 28 April meeting" <b>Seconded</b> by J. Czarski</p>	<p>Motion: carried without dissent</p> <p>Motion: carried without dissent</p>
<b>9</b>	<b>Reports</b>	
<b>9.1</b>	<b>President</b> – Nothing more to add	
<b>9.2</b>	<b>Secretary</b> – Nothing to report	
<b>9.3</b>	<p><b>9.3.1 Treasurer – Report</b> TREASURER'S REPORT to CAQ management committee meeting on 25 February 2020</p> <ul style="list-style-type: none"> <li>➤ activities since last meeting of CAQ management committee on 28 Jan 2020 <ul style="list-style-type: none"> <li>- 3 Feb meeting to review Constitution</li> <li>- prepared draft financial statements for 2019 calendar year and submitted to auditor for independent review</li> <li>- liaised with individual clubs re invoice collections and player delistings, updated one-page summary of 2020 club invoices (for player capitation and for club affiliation) + sent reminders to clubs re unpaid invoices</li> <li>- compilation of 'short list of strategic actions' for inclusion in annual report to affiliated clubs</li> <li>- signed 'confidentiality agreements' received from two young chartered accountants (<b>Elizabeth Colbran</b> and <b>Mark Fields</b>) who will start attending (as quiet observers) in March [2020 Not-for-Profit Board Experience Program involves attendance at Governance Institute workshops, as well as the 2020 monthly meetings of CAQ management committee]</li> <li>- submitted audited financial statements to annual general meeting (25 Feb 2020) of member clubs</li> </ul> </li> <li>➤ bank account activity: 25 Jan 2020 to 21 Feb 2020 (including payments &gt; \$1,000) <ul style="list-style-type: none"> <li>- main cheque account <ul style="list-style-type: none"> <li>- WebSavings account</li> </ul> </li> <li>➤ one-page summary of invoice collections from clubs up to 23 Feb 2020 The consequences for members of a club that does not pay CAQ for 2020 player</li> </ul> </li> </ul>	

	<p>capitation and for 2020 club affiliation are: -</p> <ul style="list-style-type: none"> <li>- Players become unregistered so long as CAQ fees remain unpaid.</li> <li>- When Croquet Queensland arranges soon for colour-coded cards (showing 'Financial 2020') to be printed, such 'registered player' cards will be distributed only to those clubs that have paid CAQ's 2020 invoice.</li> <li>- Continued non-payment by a club may result in the club's disaffiliation.</li> </ul> <p>The above consequences were outlined in an email to <b>Peter Huthnance</b> (club treasurer for Tamborine Mountain) earlier today.</p> <p><b>9.3.2 Resolutions to be put at end of treasurer's report</b></p> <ol style="list-style-type: none"> <li>1) "That a member of CAQ management committee be appointed to the finance sub-committee along with the CAQ president, CAQ secretary and CAQ treasurer". Moved by P. Habner "that J. Van Barneveld be appointed" and seconded by W. Silk</li> <li>2) That CAQ management committee approves for <b>Maria Bume</b> (incoming CAQ secretary) to become an authorised signatory on CAQ's bank accounts with the Bank of Queensland – both as an authorised cheque signatory and for online banking</li> <li>3) That CAQ management committee approves for <b>Carolyn Ribone</b> (outgoing CAQ secretary) to cease being an authorised signatory on CAQ's bank accounts, from the time that Maria Bume becomes an authorised signatory" <b>Moved</b> by P. Habner and <b>Seconded</b> by J. Czarski The Treasurer thanked Carolyn.</li> <li>4) That CAQ management committee approves the payment of \$600 to CroquetScores as an investment in the continued operation of important infrastructure for croquet competitions – such as the 2020 AC Nationals competition to be hosted in Queensland next month <b>Moved</b> by D. Drake and <b>Seconded</b> by W. Silk</li> <li>5) That CAQ management committee approves for CAQ treasurer to invite six sponsors and contributors (nominated by the organising committee for the imminent 2020 AC Nationals competition) to attend the 22 March Eire Cup awards dinner as guests of CAQ – at an expected cost to CAQ of \$280. <b>All in favour</b> – carried.</li> <li>6) That CAQ management committee thanks <b>Jacek Czarski</b> for his initiative in improving Croquet Queensland's payment claim routine. <b>All responded thank you Jacek.</b></li> <li>7) That CAQ management committee approves for CAQ treasurer to work with CAQ registration officer (<b>Ernie Melville</b>) and <b>Peter Crees</b> of Design Bordello to (i) redesign forms 1 to 6, to facilitate clubs updating CAQ records for status of individual players and (ii) to identify registered players who <ul style="list-style-type: none"> <li>- are under 21</li> <li>- belong to a primary club that is interstate or overseas,</li> </ul> in order to expedite future preparation of annual invoices to affiliated clubs <b>Moved</b> by D. Drake and <b>Seconded</b> by J. Van Barneveld</li> <li>8) That CAQ management committee ratifies all CAQ payments from 25 Jan 2020 to 21 Feb 2020 and receives this treasurer's report. <b>Moved</b> by D. Drake and <b>Seconded</b> by W. Silk</li> </ol>	<p>Motion carried without dissent</p> <p>Carried without dissent</p> <p>Carried without dissent</p> <p>Carried without dissent</p> <p>carried without dissent</p> <p>carried without dissent</p>
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		<b>9.3.3</b> Bank Signatories to change – This was changed on Tuesday 17/03/2020. <b>Moved</b> by D Drake "that treasurers report and payments are ratified" <b>Seconded</b> by P. Habner	Motion: carried without dissent
	<b>9.4</b>	<b>Annual General Meeting</b> Questions from Forum	Refer to AGM Minutes
	<b>9.5</b>	<b>Eire Cup Sub-Committee</b> <b>9.5.1</b> Minutes of 2020 Planning Committee at Mcllwraith <b>9.5.2</b> The Mayor's Office has sent invitations to all Eire Cup participants and guests. <b>9.5.3.</b> ACA will hold its Annual General Meeting at Sports House on Tuesday 24 March 2020. Queensland's delegate required. <b>Moved</b> by D. Close "that Cynthia Tacey be the Qld delegate" <b>Seconded</b> by P. Reynolds W. Silk will be attending as an observer. The ACA agenda has been sent out to both.	Information Information  Motion Carried Without Dissent
	<b>10</b>	<b>SPECIAL BUSINESS</b>	
		<b>10.1 Ipswich Gateball Club</b> Letter from Secretary – actioned and awaiting response.  <b>10.2 Redcliffe Gateball Club</b> <b>10.2.1 Letter of Demand from Redcliffe GC to CAQ to Dalby Club by mistake.</b>  Redcliffe Gateball requested a meeting with CAQ to discuss <b>Show Cause Notice</b> . Meeting was set for 31 March 2020. Redcliffe GC could not attend this date but has agreed to (28/4/20) that was proposed by the Secretary via email. This date will be put to the MC for their decision at the 31/3/20 meeting.  <b>10.2.2</b> Motion placed on table from January meeting: Moved D. Close, seconded P. Reynolds that the Management Committee should discuss Redcliffe Gateball Club's membership is terminated."	Deferred to 31/3/20 meeting
	<b>11</b>	<b>GENERAL BUSINESS</b>	
	<b>11.1</b>	<b>11.1 Representative Selection Policy</b> Copy forwarded to new MC members for perusal and discussion.	Deferred to 31/3/20 meeting
	<b>11.2</b>	<b>Code of Conduct / Complaints / Disciplinary Policy</b> P. Reynolds to report. This is held off to the next meeting.	Deferred to 31/3/20 meeting
	<b>11.3</b>	<b>Hall of Virtual Recognition</b> An application has been submitted. Need to appoint Sub-Committee, no Expressions of Interest received. To be discussed at the next meeting.	Deferred to 31/3/20 meeting
	<b>11.4</b>	<b>Toombul-support lawns</b> Payment of \$500 to Toombul CC was made by Treasurer on Friday 29/2/20. An acknowledgement of receipt of payment was received from Toombul CC.	Actioned
	<b>11.5</b>	<b>Wet Weather Policy</b> Each club is responsible for how they manage their extreme weather policy. Here is the link to the CAQ policy site: <a href="https://static.designbordello.com/croquetqld/3415/6404/0244/5-CAQ_Healthy_Active_Club_Policy_3_Dec_2018.pdf">https://static.designbordello.com/croquetqld/3415/6404/0244/5-CAQ_Healthy_Active_Club_Policy_3_Dec_2018.pdf</a>	
	<b>11.6</b>	<b>BNR – Committee Meeting - Minutes</b>	Information
	<b>11.7</b>	<b>Active Club Grants</b> Secretary emailed to Pine Rivers CC	Actioned
	<b>12</b>	<b>Meeting Closed:</b> 3.29 pm	
	<b>13</b>	<b>Date next meeting:</b> Tuesday 31 March 2020 at 10:30 am	