



CROQUET ASSOCIATION QUEENSLAND INC.

MINUTES

MANAGEMENT COMMITTEE MEETING

Tuesday 29th September 2020

Via Zoom & Windsor Bowls Club

1.	<p>1.1 Attendance: Don Close (Chair), Cynthia Tacey, Willy Silk, Merle Neate, Paul Reynolds, and Dick Byres (SCR Delegate) Via Zoom: Jacek Czarski, Joan Mathiesen, David Drake (joined at 12.33pm), John van Barneveld (joined at 12.33pm)</p> <p>1.2 Apologies: Pat Habner, Maria Bume 1.3 Observers: Valda Wintzer</p>	
2.	<p>Opening: The Chair opened meeting at 12.23pm and welcomed everyone. Willy Silk will record the minutes of this meeting.</p>	
3.	<p>Vale: None</p>	
4.	<p>Receipt of MC Minutes 25th August 2020</p> <p>Moved: Cynthia Tacey Seconded: Paul Reynolds</p>	Carried
5	<p>Amendments to Minutes of Management Committee Meeting 25th August 2020 No amendments were received.</p>	
6.	<p>Confirmation of Minutes 25th August 2020</p> <p>Moved: Cynthia Tacey Seconded: Paul Reynolds</p>	Carried
7.	<p>Business arising from MC Minutes 25th August 2020 NIL</p>	
7.1	<p>Governance 7.1.1 CAQ Register of Member Clubs – The following resolution is proposed: “that the secretariat present the complete register to the Management Committee no later than the meeting scheduled for Tuesday 24th November 2020”. Proposed: Cynthia Tacey Seconded: Dick Byres</p> <p>7.1.2 Changes to the Associations Incorporation Act 1988</p> <p>7.1.3 Changes to the Governance Committee – It is recommended that the Management adopt the following resolution to ensure that diligence and proper governance become a permanent part of CAQ's operation: “that the Governance Committee continue its function as a standing Sub-committee”. Proposed: Cynthia Tacey Seconded: Dick Byres. Joan Mathiesen will join John van Barneveld, Cynthia Tacey and Pat Habner on this Sub-committee which will be ongoing for 2021.</p> <p>7.1.4 Grievance Procedure – Policy - The following Management Committee resolution is proposed:</p>	<p>Carried/Action Noted</p> <p> </p> <p>Carried</p>

		<p>“that the CAQ 17-Code of Conduct Complaints – disciplinary Policy be abolished, and that, in accordance with CAQ By-law 6.4, the ACA Member protection Policy be used when required”.</p> <p>Proposed: John van Barneveld Seconded: Joan Mathiesen.</p> <p>By-Law – It is proposed that the Management Committee resolve to accept the following By-Law:</p> <p>By-Law 9. Grievance Procedure</p> <p>In the event of a dispute between:</p> <ul style="list-style-type: none"> (a) a registered player and another registered player, (b) a registered player a member club, (c) a member club and another member club, (d) a member club and the Management Committee, or (e) a member club and the Association <p>Which requires mediation or resolution by CAQ, the dispute must be reported directly to the CAQ Complaints Officer. The CAQ Complaints Officer will address the dispute according to the ACA Member Protection Policy”.</p> <p>Proposed: John van Barneveld Seconded: Willy Silk</p>	<p>Carried</p> <p>Carried</p>
	7.2	<p>Report COVID MC Considerations</p> <ol style="list-style-type: none"> 1. Endorse the document “CAQ Advice on Covid Safe Return to Play”, noting that this is a living document and will need to change as circumstances change, as Government regulations change, or as we learn more. Moved: Cynthia Tacey Seconded: Dick Byres. 2. Appoint Cynthia Tacey and Greg Whymark as CAQ COVID Safe Advisors with duties as described in the above document. Moved: Dick Byres Seconded: Paul Reynolds. 3. Retain this ad hoc committee in place until the end of the COVID 19 crisis. Moved: Willy Silk Seconded: Cynthia Tacey 	<p>Carried</p> <p>Carried</p> <p>Carried</p>
	8	Correspondence	
	8.1	<p>ACA</p> <p>8.1.1 ACA Insurance – Secretary to supply information as requested by ACA</p> <p>8.1.2 ACA Academy Press Release (2pages)</p> <p>8.1.3 Invite Presentation 16/10/20 – Don Close and Joan Mathiesen to attend zoom meeting.</p> <p>8.1.4 Extracts from Clearing house for Sport</p> <p>8.1.5 ACA Online Magazine – Confirm that all clubs are aware that articles are required for Magazine.</p> <p>8.1.6 ACA Bronze Medal – Motion</p> <p>“that all players who played in the ACA Golf Bronze Medal be refunded the ACA portion of Entry fee, and the same applies to the ACA Association Bronze Medal participants if the Interstate Medal is cancelled”.</p> <p>Moved: Merle Neate Seconded: Willy Silk.</p> <p>A list of players who played in the Golf Bronze is required by David Drake.</p>	<p>Action Information</p> <p>Action Information</p> <p>Action</p> <p>Carried Action</p>
	8.2	Query re liability – Graceville Croquet Club. Answered By David Drake	Information
	8.3	<p>CAQ AC Director's Reports</p> <p>8.3.1 AC Director – Accepted. Re Plans if Eire Cup is cancelled proposal, Don Close will discuss this with players next weekend and report back to next meeting.</p> <p>8.3.2 AC Director – Referee. Management decided it was up to the Director of Referees to appoint capable referees to become examining referees. A reply to be sent to Grey Whymark stating the above.</p>	<p>Action DC</p> <p>Action</p>
	8.4	Regional reports	

		Brisbane North Brisbane South	Information
	8.5	Registration Officer Report – August	Information
	8.6	East Brisbane CC – Office Bearers It is noted that a Delegate to the BSR has not been appointed.	Information
	8.7	Training for Tournament Managers Willy Silk is prepared to organise Regional Training courses beginning in 2021. Reply to be sent to Barbara Northcott.	Action
	8.8	Events Report – AC. Requests for refund of Entry Fees should have accompanying reasons. Need to request Geraldine Trivett, Events Co-Ordinator to do the above.	Action
9	9.1	President's Report Nil	
	9.2	Secretary's Report Secretary Maria Bume proposed "that all CAQ MC members have access to Meeting documents on One Drive or Dropbox" Suggested that Secretary seek more information. Also seek more information on Receipt reply. Second proposal from Secretary "that Regional Minutes and Newsletters go on the Web – link to be sent to the CAQ MC members". Cannot be done as Regional committees are required to send minutes at least every three months to the board.	Action
	9.3	Treasurer's Report 9.3.1 Treasurer suggested that there is a need for a preliminary review of funding requests and recognises a need for a panel to : - identify CAQ's strategic priorities - assess applications for CAQ funding - track progress of funded projects Motions Reinstatement of Come Try incentive – In order to encourage Return to Play, that CAQ management committee approve immediate reinstatement of the \$100 'Come Try' incentive payment to clubs for 2020 (with an attendance list to accompany each claim, and each club limited to two claims per year). Moved: David Drake Seconded: Jacek Czarski Club Support – that CAQ Management committee approve the application received from Twin Rivers Community Mallet Sports Club Inc for support payment of \$1000 to the club, to be applied towards the costs of shifting in November away from the club's use of a soccer field at Beenleigh and establishing its new home ground at Bedford Park, Eagleby. Moved: David Drake Seconded: Paul Reynolds Support for Application to ACA – that CAQ management committee authorise a CAQ office-bearer to sign the club's three page application to Croquet Australia for a New Club Grant, thereby indicating Croquet Queensland's support for the Twin Rivers club's application to ACA. Moved: David Drake Seconded: Cynthia Tacey Policy statement: that CAQ management committee request the Governance committee to compile for Croquet Queensland a CAQ Policy statement (+template application and checklist) similar to ACA's existing policy statement entitled "New Club Grant Policy". Moved: David Drake Seconded: Cynthia Tacey Toshiba Options – that CAQ management committee authorise the treasurer to promptly arrange with Toshiba for the purchase and installation of a Toshiba 2010ac colour photocopier/scanner at a cost of \$3,311 (incl GST) + training of CAQ office personnel. Moved: David Drake Seconded: Cynthia Tacey	Carried Carried Carried Carried Carried

		Report Acceptance – that CAQ management commit accepts this Treasurer's report and ratifies CAQ payments during the period from 17 August to 18 September. Moved: David Drake Seconded: Merle Neate 9.3.2 Financial Statements – updated to end of August 2020	Carried
10		SPECIAL BUSINESS Redcliffe Gateball Club – letter attention to Treasurer. There is nothing to discuss at this point.	
11		GENERAL BUSINESS	
	11.1	Blue Card Registration 11.1.1 Australian Croquet Academy – Blue card necessary for All CAQ Coaches. CAQ is registered for Blue Card and the office can provide copy of CAQ Registration Number.	
	11.2	Healthy Active Club Policy – Paul Reynolds has been asked to find out at the CAQ meeting if the Healthy Active Policy has been updated in 2020. This Policy was to be reviewed in April and is still to be done. At the moment CAQ has a separate Covid Policy that is been used.	
	11.3	Media – instagram account for Queensland Events - From Geraldine Trivett. At the moment there is no proposal for opening an account for Instagram. Reply to be sent to Geraldine.	Action
	11.4	Croquet Queensland Facebook – Frances Wright has called CAQ Facebook Croquet Queensland. Everyone is encouraged to visit and like the page. Email all Facebook items to Frances: wright_francesj@hotmail.com Letter of thanks to be sent to Frances.	Action
	11.5	AICD Sports Governance Course – Report requested from CAQ participants for next meeting. John van Barneveld and Joan Mathiesen will report.	
	11.6	Former Toowong Bowls Club - The building and grounds are coming up for lease and it was suggested by Greg Bury that CAQ that a look at this. However this is well beyond the plans of CAQ. CAQ will not proceed with this.	
	11.7	A certificate of recognition was presented to Willy Silk during the Special General Meeting, accompanied by acclamation and paparazzi.	
12		Windsor Bowls Club – A letter of thanks to be sent for the use of their rooms	Action
13		Meeting Closed – 2.37pm	
14		Next Monthly Meeting – Tuesday 27 th October 2020 at 10.30am	