



**CROQUET ASSOCIATION QUEENSLAND INC.**

**Sports House, 150 Caxton Street, Milton 4064.**

**AMENDED MINUTES**

**MANAGEMENT COMMITTEE MEETING**

**Date: Tuesday, 31 March 2020**

**Time: 10:44 am – 12:56 pm**

**Venue: Various via Skype**

1.	<p><b>Attendance:</b>  D. Close - CAQ President  D. Drake - CAQ Treasurer  C. Tacey - CAQ Vice President  J. Mathiesen - Regional Representative – Wide Bay Burnett Region (WBR)  P. Reynolds - Regional Representative- Darling Downs Region (DDR)  P. Habner - Regional Representative – Sunshine Coast Region (SCR)  J. van Barneveld - Regional Representative - Brisbane South (BSR)  W. Silk - Regional Representative - Brisbane North Region (BNR)  J. Czarski - Regional Representative - Central Queensland Region (CQR)  M. Neate - Regional Representative - Gold Coast Tweed Region (GCTR)  M. Bume - CAQ Secretary</p> <p><b>Observers:</b></p>	
2.	<p><b>Apology:</b></p>	
3.	<p><b>Vale</b></p>	None
4.	<p><b>Receipt of MC Minutes 25 February 2020</b></p> <p>Resolved that the minutes was receipted.</p>	
5	<p><b>Amendments to Minutes of Management Committee Meeting 25 February 2020</b></p> <p>Resolved that the minutes were amended.</p>	
6.	<p><b>Confirmation of Minutes 25 February 2020</b></p> <p>Resolved that the minutes of the previous meeting be accepted as a true and accurate record.</p>	
7.	<p><b>Business arising from MC Minutes 28 January 2020</b></p>	
7.1	<p><b>Constitution</b>  Update scope by J. van Barneveld. "Very well done". W Silk  By-Laws need review. W. Silk <b>moved</b> "to form an Ad-hoc sub-committee to review Constitution, policies, By-laws and procedures and report back by June 2020" and <b>seconded</b> by J. Jacek  Constitution ad-hoc Sub-committee of three (P. Habner, J. van Barneveld and C. Tacey elected and Leisa Donnelly will be the consultant for the review. LD</p>	<p>Update</p> <p>Motion carried without dissent</p>

		will check that all areas reviewed are done accordingly and ensures QAC aligns everything correctly.	
	<b>7.2</b>	<b>World Croquet Weekend</b> 7.2.1 World Croquet day is cancelled. CAQ funding support for this event is also cancelled.	Information
	<b>7.3</b>	<b>Event Calendar 2020</b> – B. McAlister still working on it.	Information
	<b>7.4</b>	<b>Tamborine Mountain CC</b> 7.4.1 <b>Affiliation Fees</b> TM have not paid fees therefore will not be a member of CAQ. The club is to be delisted.	Information
	<b>7.5</b>	<b>Progress Duty Officers</b> 7.5.1 AC Director – confirmed to continue in this role. Management Committee all agreed to appoint J. Hardy to the Association Croquet State Director position.  7.5.2 <b>Vacancies Director Referee - Golf Croquet</b> No response received.	Information  Information
	<b>7.6</b>	<b>7.6.1 Re discussion with U of Q marketing students.</b> Any update at the 23/3/20 meeting? This should be referred to ACA. Eight Mallets funded by ACA for students' project to be delivered to CAQ.	Information
<b>8</b>		<b>Correspondence</b>	
	<b>8.1</b>	<b>ACA Tournament Managers Report</b> 8.1.1 <b>ACA Men's &amp; Women's Single</b> Issues: No Managers meeting. "Venue Managers had no idea x, y process as they had not been shown including "ACA Terms of Reference". Vice President suggested a yearly workshop and Brisbane North Representative (W. Silk) to facilitate. The Agenda will be "Events Management Workshop" <b>moved</b> by P. Habner <b>seconded</b> by C. Tacey  8.1.2 <b>EIRE Cup Dinner</b> 8.1.3 <b>Recommendations to CAQ</b> 8.1.4 <b>Tasmanian Team Substitute (See emails)</b> For Ad-hoc committee to look at.	Information  Motion carried without dissent  Information Information  Action
	<b>8.2</b>	<b>Mallet Sports Express – Proofreading persons required</b> 8.2.1 J. van – Barneveld advised additional proof-reader required – all in favour.	
	<b>8.3</b>	<b>8.3 .1 COVID19 – Impact</b> Club enquiries/closure see attachments. P. Habner <b>moved</b> "that the clubs keep in contact with members to ensure of their health and wellbeing" and <b>seconded</b> by C. Tacey  <b>8.3.2 Refunds of CAQ Events</b> – D. Drake welcomed Joan, new representative for Wide Bay Burnett Region. President thanked Treasurer.  D. Drake <b>moved</b> that "prompt refund of entry fees for players" <b>seconded</b> by D. Close	Infor/Discuss  Motion carried without dissent    Motion carried without dissent
	<b>8.4</b>	<b>8.4 Complaint by Qld Director Gateball re breach of By-Law 2.2 d (2)</b> 8.4.2 GCTR must lodge complaint through CAQ Complaint Officer.	Information
<b>9</b>		<b>Reports</b>	
	<b>9.1</b>	<b>President</b> – No questions was raised after the president presented his report. D. Close <b>moved</b> "that the presidents report be accepted" <b>seconded</b> by W. Silk.  Report to be circulated to members for their feedback.	Motion carried without dissent  Action

	<p>Much of March has been involved with the National events that have been hosted in Queensland this year. I assisted Pt Lookout Club with their preparations each morning of the Gold Medal and had the role of Tournament Referee for that Event. Wayne Lusk and the team at the Club did an excellent job of hosting this event. The rain caused some difficulty on the first day, but all competitors were happy with the venue. The Men's &amp; Women's events and Eire Cup were held at several North &amp; South Brisbane venues under the management of Geraldine Trivett. Some Clubs offered their Courts at short notice to enable the games to be completed efficiently. I was Manager and Captain of the State Eire Cup Team for the last five days. There was a need to arrange a new venue for the last three days of the Eire Cup following the sudden withdrawal of Wynnum Club as a venue for this event. Toombul Club offered their lawns for the three days remaining, and with the assistance of John Hardy and greenkeeper Wayne, the venue was ready for the next day play of the competition. Thanks to all Clubs, venue managers, referees, hoop setters, catering workers, lawn workers and Organising Committee for all the work in preparing and hosting these events. By the end of the competitions, covid19 started to have an impact on all aspects of daily activities. This had some effect on the awards dinner, with people opting to isolate. This has ramped up to advising that all CAQ Competitions being postponed or cancelled until the end of MAY. There is a real chance that this will be extended before normalcy returns. The covid19 virus is a concern that is being managed in line with ACA and advice from State and Federal Governments. Discussions will be made at our MC Meeting as how to manage ongoing.</p> <p>Don Close</p> <p>31/03/2020</p>	
9.2	<p><b>Secretary</b> – requested for CAQ Mission Statement to be put on the web. Secretary asked to write up and send to President.</p>	Action
9.3	<p><b>Treasurer - Report to CAQ management committee meeting on 31 March 2020</b></p> <ul style="list-style-type: none"> <li>➤ activities since last meeting of CAQ management committee on 25 Feb 2020 <ul style="list-style-type: none"> <li>- established TryBooking ticketing facility re 22 March awards dinner for teams competing in Eire Cup</li> <li>- liaised with interstate team captains, ticket purchasers, tournament manager, Mercure hotel and master of ceremonies</li> <li>- invited donors of raffle prizes to dinner as guests of Croquet Queensland</li> <li>- attended at Bank of Queensland for incoming CAQ Secretary to become an authorised signatory and for online banking + applied for CAQ debit card</li> <li>- created and updated register of raffle tickets for sales, unsold tickets returned and issue of additional books of tickets on request</li> <li>- helped to resolve format of 2020 player cards, and withheld selected cards (for members of three clubs that had not paid 2020 capitation fees) preparatory to distribution to clubs</li> <li>- lodged annual return with Office of Fair Trading</li> <li>- reviewed and amended schedule of claim prepared by tournament manager before submitting to ACA</li> <li>- completed survey required at short notice by Sport and Recreation</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>- prepared report (for organising committee + CAQ management committee) on financial aspects of 2020 AC National championships</li> <li>- paused board observation arrangements with two young chartered accountants, who were about to start attending monthly meetings of management committee</li> </ul> <p style="text-align: center;">[2020 Not-for-Profit Board Experience Program]</p> <ul style="list-style-type: none"> <li>➤ bank account activity: 21 Feb to 27 March 2020 (including payments &gt; \$1,000) <ul style="list-style-type: none"> <li>- main cheque account</li> </ul> </li> <li>➤ outstanding matters <ul style="list-style-type: none"> <li>- arrange for auditors to approve MYOB opening balances in new reporting format</li> <li>- lodge 2019 acquittal with Sport and Rec</li> <li>- work with Ernie Melville and Peter Crees to redesign forms 1 to 6 + readily identify two categories of registered players</li> <li>- organise first meeting of finance sub-committee</li> </ul> </li> </ul> <p>Resolutions to be put at end of treasurer's report</p> <ol style="list-style-type: none"> <li>1) That CAQ management committee receives "Report on financial results from 2020 AC Nationals"</li> </ol> <p><b>Moved</b> by D. Drake and <b>seconded</b> by P. Habner</p> <ol style="list-style-type: none"> <li>2) That CAQ management committee "approves CAQ treasurer to refund to players all entry fees relating to CAQ events intended to be held in April and May 2020"</li> </ol> <p><b>Moved</b> by D. Close and <b>seconded</b> by D. Drake</p> <ol style="list-style-type: none"> <li>3) That CAQ management committee ratifies all CAQ payments from 21 Feb to 27 March 2020 and receives this treasurer's report.</li> </ol> <p>D. Drake <b>moved</b> "that Management Committee ratified all reports" and <b>seconded</b> by P. Habner</p> <p>Treasurer thanked C. Tacey for organising and banking funds from raffles and t shirt sale. A loss of \$5,000 was made. Also disappointed that \$900 bond paid for the presentation dinner at Mercure Hotel has not been received by CAQ.</p> <p><b>9.3.4 Short list of Strategic Actions</b> (carried forward to April's meeting)</p>	<p>Motion carried without dissent</p> <p>Motion carried without dissent</p> <p>Motion carried without dissent</p> <p>Motion carried without dissent</p>
<b>9.4</b>	<b>Annual General Meeting</b> Questions from Forum. Not required.	N/A
<b>10</b>	<b>SPECIAL BUSINESS</b>	
	<b>10.1 Ipswich Gateball Club</b> – Letter to send out to club to delist from CAQ (See Motion at 9.3 in Treasurer Section)	Action
	<b>10.2 Redcliffe Gateball Club</b> - Letter to send out to club to delist from CAQ (See Motion at 9.3 in Treasurer's section)	Action
	<b>10.2.1 Meeting</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.	Motion carried without dissent

		P. Habner <b>moved</b> "to have Redcliffe <b>Show Cause</b> meeting via Skype at 12:00 pm". <b>Seconded</b> W. Silk	
<b>11</b>		<b>GENERAL BUSINESS</b>	
<b>11.1</b>		<b>Representative Selection Policy</b> 11.1.1 The Representative Selection Policy copy had pages missing. Secretary requested this item be postponed to next meeting so a full copy of document can be obtained. BNR to resend policy to Secretary.	Action
<b>11.2</b>		<b>Code of Conduct / Complaints / Disciplinary Policy</b> 11.2.1 DDR to give what has been completed so far for Secretary to distribute to management committee members.	Action
<b>11.3</b>		<b>Hall of Virtual Recognition</b> 11.3.1 An application has been submitted. Need to appoint Sub-Committee, no Expressions of Interest received. It was requested to distribute the policy to management committee for the next meeting (28/4/20).	Action
<b>11.4</b>		<b>Spraying of Pesticide</b> 11.4.1 Previously raised and response sent out to member. LK wants MC to see letter. Management Committee has nothing else to add to this item.	No action
<b>11.5</b>		<b>Southport Letter of Support</b> 11.5.1 Southport CC requested CAQ for a letter of support to support their club's redevelopment proposal. Secretary to do the support letter and send draft to president.	Action
<b>11.6</b>		<b>CAQ First Skype Meeting</b> 11.6.1 BSR – Are we "management committee" happy with Skype? This was followed by a general discussion on skype, other media applications and MCs' personal feedback for the first skype meeting.	Information
<b>11.7</b>		<b>CAQ Duty Officers</b> 11.7.1 Duty Officers have responsibilities and should be attending CAQ meetings. It is requested that Duty Officers submit their plans for 2020.	Action
<b>11.8</b>		<b>Public Liability</b> 11.8.1 GCT representative raise concern re visitor to clubs if they are covered by the public liability. It was questioned if they are covered under the CAQ policy, AUD\$20 million public liability? SCR requested Secretary to write to Insurance Company to specify "public liability".	Action
<b>11.9</b>		<b>Referee Kits</b> GCTR raised issue with referee kits and V/President responded as sighting some kits at CAQ Office.	Information
<b>11.10</b>		<b>ACA Shield Update</b>	Information
<b>12</b>		<b>Meeting Closed:</b> 12.56 pm	
<b>13</b>		<b>Date next meeting:</b> Tuesday 28 April 2020 at 10:30 am	