



## CROQUET QUEENSLAND

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

**Meeting Date: Tuesday, 24 January 2017  
Meeting Start: 10.30am**

		Action
1	<b>Welcome</b> The President welcomed members to the meeting.	
2	<b>Attendees</b> V. Wintzer (President), C. Ribone (Secretary / BNR), D. Williams (BSR), D. Byers (SCR), D. Close (V / CQR), J. Finemore (WBBR), M. Neate (GCTR), K. Wood (Treasurer), P. Reynolds (DDR).	
3	<b>Apology:</b> N/A	
4	<b>Vale:</b> Aubrey Doherty (Toombul), Darryn Cramer (Gracemere).	
5.	<b>Minutes of Management Committee Meeting held 29 November, 2016.</b>  <b>Motion 5.1.1</b> <i>It was moved J. Finemore (WBB)            And seconded M. Neate (GCT)            "that the minutes of 29 November 2016 are received".</i>	<b>Carried Without dissent</b>
6.	<b>Amendments to the Minutes of 29 November 2016.</b> There were no amendments made	
7.	<b>Confirmation of the Minutes of 29 November 2016.</b> <b>Motion 7.1.1</b> <i>It was moved J. Finemore (WBB)            And seconded M. Neate (GCT)            "that minutes of 29 November 2016 are confirmed".</i>	<b>Carried without dissent</b>
8.	<b>Business Arising from the minutes of 29 November, 2016.</b> <b>8.1. Ricochet</b> Correspondence was presented from A. Prince (Coolum) and discussed. The Director of Ricochet spoke to the correspondence. He stated that he plans to visit as many ricochet-playing affiliated clubs as possible in 2017 where he will take on board suggestions made. As happens with Association Croquet and Golf Croquet Disciplines, the current rule book which is now in use will be reviewed at a later date and any legitimate suggestions will then be incorporated. The Director also advised that, on discussion with the State Handicapper, there will be three Ricochet Divisions in 2017. A notice has been sent to clubs to make the relevant change to the handicap cards, which were forwarded by the State Handicapper.  <b>Motion 8.1.1</b> <i>It was moved D. Byers (SCR)</i>	<b>Director of Ricochet</b>

<p><i>And seconded D. Williams (BSR)</i>  <i>"that the Management Committee thanks the Director of Ricochet for his offer to visit the clubs who play Ricochet in 2017."</i></p>	<p><b>Carried without dissent</b></p>
<p><b>8.2. Croquet Queensland Hall of Fame</b>  Discussion papers on the official introduction of a Croquet Queensland Hall of Fame / Meritorious Award Policy were discussed.  As there was no general consensus by Management Committee members, it was felt Member Clubs should be consulted.</p>	<p><b>Secretary /AGM Notice</b></p>
<p><b>Motion 8.1.2</b>  <i>It was moved D. Williams (BSR)</i>  <i>And seconded C. Ribone (BNR)</i>  <i>"that Member Clubs are invited to discuss the formal introduction of the Queensland Hall of Fame / Meritorious Award following the Annual General Meeting on 28 February, 2017".</i></p>	<p><b>Carried without dissent</b></p>
<p><b>8.3 Patron's Trophy</b>  The Committee was advised that Wynnum CC had been awarded the hosting of the ACA Patron's Trophy and the Club provide its own tournament committee, including that of Tournament Manager. Wynnum Club has been offered Dick Byres as liaison between the Club and Croquet Queensland.  It was also advised that ACA has agreed to a fee of \$30 per lawn payment to participating Queensland clubs for ACA hosted events.</p>	<p><b>Secretary</b></p>
<p><b>8.4 Extreme Weather Policy</b>  Clubs were advised of the standard Lightning Policy for outdoor sports. A short explanation of the 30/30 policy is that if, following a thunder clap, a flash of lightning occurs within 30 seconds, players should stop playing immediately and seek shelter. It is the Association's responsibility to advise clubs of such standard policies.</p>	
<p><b>8.5. Management Committee Delegates Reporting on Croquet Queensland Management Committee Meetings</b>  The paper submitted by R. Byres (SCR) was discussed.  It is now the practice of the secretary to forward a draft copy of the minutes to members of the Management Committee by email for comment prior to releasing the minutes to Member Clubs. All comments are returned "reply to all" so all members can agree or otherwise with all comments. It is only after this process that the minutes are forwarded to Member Clubs and Appointed Officers, but further discussions are still sought at the meeting in the usual way.  Therefore, the general consensus was that, once the minutes went through this process, there is no need for the whole of the minutes to be classified as 'confidential'. Finalised issues generally relate to about 95 per cent of the minutes. However, any items not finalised as additional information is required before any decision is made, those items will be considered as ongoing and will be classified as "in camera". These are therefore confidential until the item is deemed finalised by the Management Committee in future minutes.</p>	<p><b>Management Committee</b></p>
<p><b>Motion 8.5.1</b>  <i>It was moved D. Close (V-Pres / CQR)</i>  <i>And seconded D. Byres (SCR)</i>  <i>"that in future once the minutes have been processed as set out above, Regional Delegates may speak on those issues that are not classified as "in camera".</i></p>	<p><b>Carried without dissent</b></p>

<p>9.</p>	<p><b>Correspondence / Business Arising from Correspondence.</b></p> <p><b>9.1.1 QSport Blue Card Review.</b> It was resolved that Dick Byres (SCR) attends the meeting at Sports House on 7 February, 2017.</p> <p><b>9.1.2 Lander and Rogers, Sports Lawyers.</b> <b>Report on recent Fair Work decision re employees and volunteer relationships.</b> It was resolved that all future Croquet Queensland Position Descriptions should include the fact that they are volunteer positions. This should also be included in discussions for future suggested changes to the current ByLaws.</p> <p><b>9.1.3 AusPlay – summary of key national findings on current adult’s and children’s participation in Sports.</b> For information. Croquet is not included. The Secretary advised she had forwarded a copy to National Office.</p> <p><b>9.1.4 AED Sales – Defibrillators.</b> It was resolved that their offer to demonstrate their defibrillators at the Annual General Meeting is declined.</p> <p><b>9.1.5 Letter from D. Reid, forwarded through the Sunshine Coast Delegate.</b> The letter was discussed at length.</p> <p><b>Motion 9.1.5.1.</b> <i>It was moved P. Reynolds (DDR) And seconded D. Close (VP/ CQR) “that Mr Reid is advised through the Sunshine Coast Region’s Secretary, that (a) the Ricochet Rule Book is finalised. As happens with Association Croquet and Golf Croquet Disciplines, the current rule book which is now in use will be reviewed at a later date and any legitimate suggestions will then be incorporated. (b) A registered player has access to Croquet Queensland through his/her Club to its Regional Sub-Committee. The Regional Delegate represents the committee at the Management Committee so he/she can represent the player, Club or Region. As the CAQ affiliates are the Member Clubs, not registered players, such protocols are set in place to ensure Regions are aware of local issues”.</i></p> <p><b>Motion 9.1.5.2</b> <i>It was moved D.Close (CQR) And seconded D. Byres (SCR) that the Management Committee is consciously trying to constantly improve the recording of minutes and the recent minutes did show the reason for “Suspension of Standing Orders.”</i></p> <p><b>IN CAMERA</b></p> <p><b>9.1.6 Directors of Referees (Association) / Selector.</b> <b>OUT OF CAMERA</b></p>	<p>D. Byres</p> <p>Secretary</p> <p>Carried without dissent</p> <p>Secretary</p> <p>Secretary/ SCR Delegate/ Sunshine Coast Sec.</p> <p>Carried without dissent.</p> <p>Agenda item as required</p>
	<p><b>Motion 9.1.7</b> <i>It was moved J. Finemore (WBB) and seconded D. Close (VP / CQR) “that the inwards correspondence be received and the outwards Ratified”.</i></p>	<p>Carried without dissent</p>

<p>10.</p>	<p><b>REVIEWS</b></p> <p><b>10.1 2017-2019 Development Grant</b> The Secretary advised that the Deed of Agreement from Sports and Recreation for the 2017-2019 Development Grant had not yet been received, but was expected within the next week.</p> <p><b>10.2 Constitution (Rules)</b> <b>Landers and Rogers, Sports Lawyers</b> have written to ACA asking for further information on what is required for aligning CAQ's Constitution with ACA and whether there are any further recommendations for the Constitution's Review. ACA has advised verbally that a past ACA Director has been appointed to deal with all State Constitution compliance discussions.</p> <p><b>10.3 2017-2019 Strategic Plan.</b> The Secretary advised that, once the agreed deliverables had been signed off, a copy of the Deliverables, together with Strategic Plan document, will be forwarded to Clubs.</p>	<p><b>Secretary</b></p> <p><b>Secretary/ ACA</b></p> <p><b>Secretary / Clubs</b></p>
<p>11.</p>	<p><b>REPORTS</b></p> <p><b>11.1.1 President's Report.</b> Report to be included in the MSX.</p> <p><b>11.1.2 Secretary's Report</b> The Secretary reported that a meeting is to be held between the President, Secretary and Patterson's to resolve further technical problems with computers.</p> <p><b>11.1.2.1 Sports House Lease.</b> <b>Motion: 11.2.1.1.</b> <i>It was moved D. Byres (SCR) and seconded K. Wood (Treasurer) "that the lease be renewed for a further twelve months."</i></p> <p><b>11.1.2.2 Financial Support for Directors and Appointed Officers</b> The meeting was advised that, while Directors and Appointed Officers' Position Descriptions include the requirement that written reports are required during the year, it was felt that no 'support' payment should be finalised until a report for the Annual Report is submitted. This report is then an official acknowledgment that any 'support' payment is for volunteer work completed. It was resolved that Position Descriptions should be rewritten to include this requirement.</p> <p><b>11.1.3 Treasurer's Report.</b> The Treasurer advised she would be meeting with the Auditor in the next few days. She further advised that the bank had rolled over the term deposit of \$25000 for 3 months tying funds up until 29 January. As these funds were actually required to meet payments such as broadband insurance, state team expenses, appointed officer's payments this left the account short during December and early January. To meet these payments the Treasurer loaned CAQ the sum of \$9,000 which could now be repaid as several clubs have paid their capitation fees. It was agreed that the term deposit be rolled over for a further period.</p> <p><b>Motion 11.1.3.1</b> <i>It was moved D. Close (VP / CQR) And seconded D. Williams (BSR) "that the loan of \$9,009 (which includes interest) be repaid immediately, but the Management Committee recommends that such an action should not happen again".</i></p>	<p><b>Carried without dissent</b></p> <p><b>Secretary</b></p> <p><b>Carried without dissent</b></p>

<p><b>Motion 11.1.3.2</b>  <i>It was moved Close (VP / CQR)</i>  <i>And seconded D. Williams (BSR)</i>  <i>"that the amount of \$25,000 currently on term deposit, be rolled over at the best interest rate available".</i></p>	<p><b>Carried without dissent</b></p>
<p><b>Motion 11.1.3.3</b>  <i>It was moved Merle Neaten (GCT)</i>  <i>And seconded P. Reynolds (DDR)</i>  <i>"that the treasurer's report is received and accounts ratified."</i></p>	<p><b>Carried without dissent</b></p>
<p><b>11.1.4 Annual General Meeting</b>  The date is confirmed as Tuesday 28 February, 2017, 10.30am at Sports House. An Agenda has been forwarded to Member Clubs, together with proxy form.. Clubs are to be reminded that, to be eligible to vote, the Club must be financial.</p> <p>The Annual Report is progressing but there are still several reports outstanding. Those received to date are  State Handicapper  Director of Coaching  Director of Referees (Golf Croquet)  Director of Referees (Association Croquet)  Director of Golf Croquet  Director U/21.  These will be published in the January MSX</p>	<p><b>Secretary</b></p>
<p><b>11.1.5 Croquet Queensland Directors and Appointed Officers.</b>  <b>11.1..5.1 Election of President.</b>  All Clubs have been advised of method for voting in this election at the AGM. Platform statements were forwarded to Clubs and were also printed in the MSX.</p>	<p><b>Secretary</b></p>
<p><b>11.1.5.2 Finalisation of 2017 Appointments.</b></p> <ul style="list-style-type: none"> <li>(a) T. Ericson (Windsor) has advised he will continue on as Director U/21.</li> <li>(b) B. Rubock (Wynnum) advised that he was unable to take up the position of Registration Officer until early April 2017. As the December / March period is the busiest time of the year, especially with the issue of new player ID Cards, etc., it was not possible to hold over the position to April. E. Melville (Stephens) had submitted an Expression of Interest in the position originally, so he had been approached and subsequently accepted. Mr Rubock is to be advised of the situation, thanking him of his interest.</li> <li>(c) No Expressions of Interest were received for Director of Golf Croquet (Referees) or Director of Development and Promotions. These positions are to be advertised in the MSX.</li> <li>(d) Assistant Secretary. The position has always been one of 10 hours per week and the position description states it is to assist the Secretary with office administration as required. Very few Expressions of Interest have been received over a number of years. After discussion,</li> </ul>	
<p><b>Motion, 11.1.5.2.1</b>  <i>It was moved D. Williams (BSR)</i>  <i>and seconded J. Finemore (WBB)</i>  <i>"that the status quo of the Secretariat remains in 2017 as it was in 2016, that is, the</i></p>	<p><b>Carried without dissent</b></p>

	<p><i>Secretary can, in consultation with the Management Committee, obtain assistance as required, with no additional cost incurred, total Secretariat Budget set at \$11,176".</i></p> <p><b>11.1.5.6 Meeting with Directors and Appointed Officers</b>  All appointed Directors and Appointed Officers have been invited to attend a meeting with the President and Secretary at Sports House. This meeting is an induction, as required by the ByLaws, and will be mainly of an administrative nature. Agenda items will include 2017-2019 Grant and strategic Plan, Position Description Update including production of a Procedure Manual for each Position, Production of a Coach and Referees Timeline Calendar as required by the Development Grant, concept of assistants, and submission of written reports.</p>	<b>President / Secretary</b>
<b>12</b>	<p><b>Reports from Regional Delegates</b>  Delegates were advised that this is to become a regular Agenda Item. Delegates will be asked to report on Regional business, preferably in writing. This will be the opportunity for the delegate to, in addition to giving a short summary of what is happening in the Region, present any requests / questions etc that the Regional Sub-Committee may wish the Management Committee to follow up.  There was a quick round-the-table report from each Delegate. All Regions are settling back into croquet for 2017, most Clubs have held their AGM's and with several Regions advising of dates of Regional tournaments..</p>	<b>Regional Delegates</b>
<b>13.</b>	<p><b>GENERAL BUSINESS</b></p> <p><b>13.1 Selection Sub-Committee / Representative Team</b>  <b>13.1.1 2017 Association Croquet Eire Cup Representative Team.</b>  A memo from the Selection Sub-Committee Secretary advised that, owing to a number of members of the original team now being unavailable through illness or personal reasons, replacement team members had been chosen.  <b>13.1.1.1 Motion</b>  <i>It was moved D. Close (VP/CQR)</i>  <i>And seconded J. Finemore (WBB)</i>  <i>"that W. Silk, R. Newsham and L. David are ratified as representative team members, and that S. and M. Bertram be ratified as the non-travelling reserves."</i></p> <p>The 2017 Eire Cup representative team is therefore ratified as:  <u>Men:</u> Les Watson (East Brisbane), Greg Whymark (Bribie Island), Troy McCallum (Bundaberg) and Lindsay David (Graceville), Mike Bertram (Reserve).  <u>Women:</u> Kathleen Colclough V/Captain, (Headland-Buderim), Heather Knight (Stephens), Rosemary Newsham (Stephens), Willy Silk (Windsor), Susan Bertram (Reserve) and Bruce Fleming (Non-playing Captain and Manager).  The three players who have withdrawn have returned the support funding, and the Treasurer will now forward this to the replacements. It was resolved that letters are forwarded to Cynthia Tacey and John and Deidre Hardy, acknowledging their personal circumstances and wishing them all the best.</p> <p><b>13.1.2 Request for Additional Support for Representative Team Member</b>  The Treasurer advised that the Representative Team Manager had submitted a request for additional assistance for one of the country-based representative players. The player has to travel to Brisbane for a number of weekend team practices and to play in required tournaments such as the Bribie Island Steve Jones Trophy, with the result he will incur additional travelling costs prior to attending the ACA tournament in Tasmania.</p> <p><b>Motion 13.1.2.1</b>  <i>After discussion, it was moved D. Close (VP /CQ)</i>  <i>And seconded D. Williams (BSR)</i></p>	<p><b>Carried without dissent</b></p> <p><b>Treasurer</b></p> <p><b>Treasurer</b></p>

	<p><i>“that, after reviewing the personal circumstances presented to the Committee, Croquet Queensland will provide further support of \$500, due to financial hardship for the country representative player”.</i></p> <p><b>13.1.3 Selection Sub-Committee</b>  <b>Correspondence was tabled from the Secretary, Selection Sub-Committee. He advised,</b></p> <ul style="list-style-type: none"> <li>(a) The Sub-Committee felt the appointed Chair had a conflict of interest, as he was also a member of the Management Committee as the Brisbane South Delegate.</li> <li>(b) After discussion, D. Williams resigned as Chairperson, but remained as a selector.</li> <li>(c) Elizabeth Fleming was nominated as Chair of the Sub-Committee, and, with consensus from all sub-committee members, the Management Committee is requested to ratify this nomination.</li> <li>(d) The Management Committee is also asked to advise the persons they feel should act as selectors for each Discipline.</li> </ul> <p><b>Motion 13.1.3.1</b>  <i>It was moved D. Close (VP/CQR)</i>  <i>And seconded J. Finemore (WBB)</i>  <i>“that, while it is not accepted there was a conflict of interest, Elizabeth Fleming is ratified as the Chair of the 2017 Selection Sub-Committee”.</i></p> <p><b>Motion 13.1.3.2</b>  <i>It was moved D. Close (VPCQR)</i>  <i>And seconded P. Reynolds</i>  <i>“that all seven selectors are eligible to select for both Disciplines”</i></p> <p><b>13.2 New Golf Croquet Handicap Cards</b>  It was reported that the new Golf Croquet Handicap Cards had not yet been received from ACA.</p> <p><b>14.</b> The meeting closed at 2.55pm</p> <p><b>Next Meeting:</b> Tuesday, 28 February 2017, following the CAQ Annual General Meeting.</p>	<p><b>Carried without dissent</b></p> <p><b>Carried without dissent.</b></p> <p><b>Carried without dissent.</b></p>
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