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MINUTES OF TOOWONG BRIDGE CLUB COMMITTEE MEETING HELD ON

TUESDAY 4TH DECEMBER 2012 AT 4.30 P.M.

In Attendance:

Barry O'Donohue, Di Swan, Margaret Prentice, Margie Knox, Geoff Saxby, Anne Griffin, Pam Schoen, Neil Strutton and Jackie Tozer

Apologies: Elaine Kelly

Barry declared the meeting open at 4.45 p.m.

Minutes of Meeting held on 13th November 2012 - were accepted. Moved by Margie, seconded by Geoff.

Matters Arising from Minutes

Bridgemate Training Committee agreed with Barb O'Connor's request to leave this matter for decision in the new year.

Privacy Screens/Incident Form Proforma Margie showed Committee details of suitable screens and it was agreed that two be purchased. Di and Margie to liaise. Margie presented a simplified form, which with the addition the TBC logo, is suitable. Copies are to be kept the Director's drawer in the Office.

Ladies' Toilet Door Di met with a BCC representative and it was agreed to install a suitable door hinge to meet the requirements of less able members. It is to be installed on 5th December. Margaret Maxwell-Jones thanked Barry.

Repainting of the Clubhouse Geoff produced a quote of \$598.00 for the compilation of a 'sinking fund forecast' which will include estimates for all future maintenance issues for the clubhouse (not including the car park but will include repairing the building. A motion was moved to proceed on this basis – moved by Margaret, seconded by Margie.

Solar Panels Di produced 3 quotes. It was agreed to ask the Gambling Fund in 2013 for a \$25,000 grant to include panels and installation costs. In view of the mature camphor laurel tree on the western side of the building is likely to be heritage listed and would therefore be costly to pollard it was agreed that the solar panels alignment should be investigated to maximise exposure to the northern sun – extra cost may be involved in mounting the panels on to brackets as the tables of the clubhouse naturally favour an east/west exposure. Di to continue to investigate the matter.

By-laws of Club Margaret and Sue Eix continue with an amended draft version to address anomalies in the by-laws.

2013 Novice Teams Events Discussion was held concerning One Day Novice Teams Red Point Events to be held in 2013. These are not listed in 2013 Calendar. It was argued that the dates should be spontaneous and the allocation of such red points be awarded at the discretion of the Club. The principle is that as many novices at the club should be encouraged to participate in teams events.

Directors' Trainee Workshop Date for the next workshop after Christmas left to Geoff and Pam to liaise on dates.

Advertising for Beginners' Courses in February 2013 Margie moved that we advertise in the local Westside News in two editions in mid-January. Seconded by Margaret. It was agreed to advertise earlier in shopping centres etc. Flyer is in production. Larry Moses to be involved in producing art work if possible. Margie and Jackie to be responsible for co-ordination of programme.

Minutes of Committee Meetings - January to December 2012

TV/Computer wireless connection to enable results to be shown on TV screen was discussed. Cost of connector \$220 from Harvey Norman. Loud speakers were considered a necessary attachment to the TV. The preference is to patch the TV into the current loudspeaker system at the club. This was left in abeyance until Elaine is present at the next meeting.

Correspondence

Inward – letter from Vicki Foots was read to the Committee concerning the successful outcome of the Melbourne Cup Day event.

Pam had an email from Val Roland regarding scoring discrepancy. Matter was discussed. No action required.

Outward - none

Treasurer's Report was tabled. Margaret was asked to investigate with the auditor the \$1 book value of the Library. Anne moved that the treasurer's report be adopted, Seconded by Jackie.

Matters Arising

- **Western Suburbs Novice Trophy** It was agreed to hold a western suburbs novice teams' event. Clubs include TBC, Arana Hills, and Kenmore. However, it was noted that there should be 6/7 tables for such an event. Pam to speak to Graham Rusher.
- **New TBC Members** The committee approved and welcomed new members – Eric Baker, Sandy Bryant, Alan Griffin, Julie Hawley, Rhonda Henry, Fay Imray, Barry Jackson, Geoff Longshaw, Ken MacDougall, Ian McKinley, Robert Nolan, Gerry Lam, Kent Taylor, Christopher Włodarczyk, Cathy Worth, Jon Worth, Dennis Gibson, Karen Sweep, June Phillips, Susan Agnew, Peter Slaughter, Don Bailey, Judy Kitcher, Sue Smith, Julie Mannion, Alicia Maroto, Caroline de Brouwer, Michele Groves, Lyn Maddock **Non-home club members:** Peter Allingham, Frank Dyer, Alan Smith, Bronnwyn White
- **Honoraria Sub-Committee** It was agreed that Brian Lawley, Lee Rogers and Glenda Edge/Margaret Teitzel be approached to form the sub-committee with Brian as Chairman. Moved by Margaret and seconded by all.
- **Person In Charge of Catering for Events** A replacement has been found for Ann Slade who wishes to relinquish the position. Val Mahadena is happy to take over from Ann. Thank you Nina Fraser for recommending Val who we are sure will be a great asset to the Club and thank you to Ann whose services have been invaluable.
- **Purchase of Additional Computers** It was agreed to upgrade 2 computers in the dealing room. Di to investigate purchase of ex-Government computers with the assistance of Jack (IT guy). The dealing room's computers could be used in the Library area.
- **Video Cards for Computers** Only one computer in the library is functioning properly for use of video discs. This matter will be addressed when computers are purchased for the dealing room. It was agreed that Anne should proceed with purchasing new Ron Klinger discs for the library.

Frog 'n Toad Orders – financial shortfalls it appears that too often there is inadequate money to cover the orders placed with the Frog 'n Toad. The Café is reluctant to continue with our arrangement unless they receive the correct money. It was decided that on Monday, Wednesday and Friday when this method is used to order lunch, Barbara Goss be approached to volunteer to supervise the collection of money. Otherwise, directors must ask for a volunteer on the day to do so. It was agreed it would be a pity if the arrangement had to stop.

Any Other Business

- Anne was given approval to purchase for the library the book 'Planning the play of a bridge Hand ' by David Bird and Barbara Seagram, and also 4 new and numbered door keys.

Minutes of Committee Meetings - January to December 2012

- Approval was given to Di to purchase a new filing cabinet to enable the membership list to be securely locked up, one key of which will be kept in the safe.
- It was agreed that we shall not request a workshop with Alex Smirnov. The beginners and intermediate classes offered at TBC were adequate and should members wish Kenmore is hosting an Alex Smirnov workshop.
- It was agreed it was necessary to keep members out of the office. Di to purchase a suitable 'Office staff only' sign.

Date of Next Meeting Tuesday 8th January 2013 at 4.30 p.m.

MINUTES OF COMMITTEE MEETING HELD AT TBC ON

TUESDAY 13TH NOVEMBER 2012 AT 4.30 P.M.

Attendance:

Di Swan, Margaret Prentice, Margie Knox, Geoff Saxby, Elaine Kelly, Pam Schoen, Neil Strutton, Jackie Tozer, Anne Griffin (who left the meeting early)

Apologies: Barry O'Donohue

Di chaired the meeting and declared it open at 4.45 p.m.

Minutes of Meeting held on 9th October 2012. – were accepted. Moved by Elaine, seconded by Geoff

Matters Arising from Minutes

- **Bridgemate Training** – left in abeyance until Barry is present at the next meeting
- **Incident Report Form/Privacy screens** Margie is preparing an incident form to meet the needs of the club and appropriate privacy screens are being researched.
- **Ladies Toilet Door** Uncertainty surrounds the door and the club's requirement to provide invalid facilities. There are Australian Standards to be met in the event of an upgrade requirement. Di to ask her husband to look into the appropriate laws.
- **Repainting of the Clubhouse** It was decided a maintenance schedule of the building should be drawn up and budgeted for. Di and Geoff to liaise. Quotes to be obtained from quantity surveyors.
- **Solar Panels** No help from BCC. It was decided to apply for a grant from the Gambling Fund next year. Di to obtain 3 quotes for installation of a 10 kw system.
- **New Club By-laws** Margaret and Sue Eix are working on them
- **2013 Teams Event** – left in abeyance
- **Australia Wide Pairs** - Left in abeyance as date still to be decided.
- **Directors' Trainee Workshop** Pam to hold a workshop on Saturday, 17th November at 10.00 a.m. Pam produced some bridge information posters for display in the Club which Elaine offered to get laminated.
- **Advertising of Beginners' Classes in February 2013** It was decided that a strategic advertising plan needs to be drawn up and presented to the meeting to be held on 4th December next with regard to people able to assist delivering advertising material in specific areas. Margie has begun work on the flyer. Advertising will commence mid-January with the delivery of flyers in doctors' surgeries, supermarkets, letter box drops etc. It was suggested that the Marketing Sub-Committee might be able to offer assistance with the marketing of classes and investigate the cost of advertising in the Quest newspapers.
- **Ross Dick' Life Membership** By-laws state home club pays the levies. However, it is a matter of discretion. It was agreed that as a goodwill gesture the club will continue paying his levies but Kim Ellaway has advised that TBC is under no obligation to do so.

Correspondence

- **Inward:** Letter from Vicki Foots congratulating the event organisers of the Melbourne Club for a very successful day. Elaine's contribution was particularly praised.

Minutes of Committee Meetings - January to December 2012

- **Outward:** Letter sent to Hazel Adam thanking her for her valuable contribution to the Club.

Treasurer's Report was tabled and accepted. Moved by Jackie, seconded by Elaine.

General Business

1. Change of regular Committee meeting date was discussed and it was agreed to be the 3rd Tuesday of each month. However, it was agreed to hold the next meeting on 4th December to discuss Christmas arrangements and to finalise an advertising plan for beginners' classes in February.
2. Christmas vouchers for activity holders. Midori and Margaret Willsford do tablecloths - \$25 each. Car park attendants – Bill \$50, Frank Speare, Barry Reid and David Shaw \$25 each.
3. List of New Members from July 2012 was provided. Neil pointed out that a partner of Alan Smith, who was allowed to join the club in order to play in a recent competition, was not listed. Neil will take it up with Sue Eix.
4. Melbourne Cup Debrief. All agreed it was a very successful day and a vote of thanks was given to Elaine and her helpers. It was decided it was a suitable blueprint for next year. Caterers were very good - \$16 per head, with ample food. Tables of 8 were good. Feedback from members – two lines serving food might have sped up serving lunch. It was agreed that next year kitchen helpers should be engaged on a staggered basis to ensure there is help at the end of the day particularly with washing up.
5. Waived fees for 'Over 90s'. It was agreed that this should become club policy. Margie to include information about this in the newsletter. Motion was moved by Di and seconded by Margaret.
6. TV Screen. Discussion was held concerning the purchase of a wireless connection from the computer to the TV to enable results to appear on the TV screen. Elaine advised that this is a simple effective process. No installation required. Barb O'Connor is in favour of it. Elaine to undertake this matter.
7. It was noted that members were requesting the TV be on without sound to watch the cricket. It was decided unanimously that it is distracting and the TV must be off whilst sessions are in play.

Meeting closed at 6.03 p.m.

Date of next meeting – Tuesday, 4th December at 4.30 p.m.

MINUTES OF COMMITTEE MEETING HELD AT TBC ON

TUESDAY 9TH OCTOBER 2012 AT 4.30 P.M.

In Attendance

Barry O'Donohue, Margaret Prentice, Pam Schoen, Margie Knox, Neil Strutton, Geoff Saxby, Elaine Kelly, Jackie Tozer

Apologies:

Di Swan, Anne Griffin

Minutes of Previous Meeting held on 10th September were approved. Moved by Margaret; seconded by Neil

Matters Arising from previous minutes

- **Melbourne Cup - 6th November** - Elaine reported all is organised. TV purchase is to be investigated by Elaine. The Committee agreed to an approximate budget of \$1000 for 52 inch TV plus installation costs which will include a wall mounted swivel arm. This will need to be purchased ASAP.
- **Bridgemates Report from Barb O'Connor** – The suggestion by Barb of employing a paid manager at the club was discussed. This matter was rejected at a past AGM and any change to the status quo would need to go to the next AGM. It was agreed that Peter Busch be approached to train in principal 10 more Bridgemate Computer operators who will be completely capable of operating any complicated movement system Barry to write to Barb on this matter.
- **Management Committee Planning Workshop** Sandra Mulcahy has withdrawn her support for this so the matter is now shelved for the time being.
- **Membership Benefits** This point has arisen due to people joining the club just to take advantage of the insurance offered by ABF. It was decided no infringement is occurring and this is a matter between the insurers and the ABF.
- **Leasing of Dealing Machine** In the capable hands of Geoff and Chris Garvey.
- **Incident Report Proforma/Purchase of screen** Margie to deal with this.
- **Display of Common Laws of Bridge** Pam dealing with this. Where to display them will be an issue.
- **Urn and Coffee Pots** have been purchased.
- **Thursday Night Session** - Pam reported that the trial has ended as it is too difficult to please everyone. It was agreed that the session will start at 7.30 p.m. and there will be a 15 minutes tea-break. Update of website by Barry.

Correspondence

- Jackie to write to Hazel Adams thanking her for membership of many years and that we reluctantly accept her resignation.
- Joan Butts offering teaching at Clubs – Not required at TBC
- Richard Pollett Memorial Award Donation – It was agreed that on this occasion to give a donation of \$100. Margaret to action.
- Women's Toilet Door – In an attempt to sort this matter out, Margaret Maxwell-Jones be asked to advise the Club what her ACAT status is and depending on this the club will attempt to resolve the matter. Margie to investigate with ACAT which may be able to suggest a successful method of solving the problem.

Minutes of Committee Meetings - January to December 2012

- Email sent to Secretary of Yeppoon Club advising them to contact Redlands and Sunshine Coast clubs who may be able to assist. We have no old Bridgemates.

Treasurer's Report was tabled. Moved by Margaret; seconded Pam. All in favour.

General Business

- **Update of 2013 Membership Fees** It was agreed that membership fees would be \$45 p.a. Annual Subs \$20; ABF \$14; QBA \$11.
- **Ross Dick's Life Membership Levies** Barry to discuss the matter with Kim Ellaway. Arising from this discussion was held concerning the by-laws of TBC and their need to be updated. Barry to action.
- **Diana Dick – supervised play** Diana is happy to continue for supervised play sessions. There is to be no change to the current arrangements.
- **2013 Teams Events** It was debated and the item left for further discussion by email. Matter must be resolved by next meeting in the light of the publishing of next year's calendar of events. Mac Hogarth to be invited to next Committee Meeting.
- **Australia Wide Pairs** Playing of 36 boards is an issue. It was decided either Monday, Wednesday or Friday would be suitable days. However, date to be decided later.
- **Trainee Directors' Workshops** – All in favour. Pam is happy to run role-play workshops on Saturdays for a couple of hours. Still to be decided.
- **Les Watts 90th birthday on 23rd October** Margie to organise a cake
- **Current Beginner's Class** – Barry reported he had 5 tables.
- **Advertising for February Beginner's Class** - Diana has agreed to do the February Class. Advertising on website, letter drops, etc, to be organised by Barry enlisting Wendy Wright's assistance. Must also comply with Kim Ellaway's request for lessons to be published on the Teaching Page of the QBA website.

There being no other business the meeting closed at 6.15 pm

DATE OF NEXT MEETING: Tuesday, 13th November at 4.30 p.m.

MINUTES OF TBC COMMITTEE MEETING HELD AT THE CLUB ON

MONDAY 10TH SEPTEMBER 2012 AT 3.10 P.M.

In Attendance:

Di Swan, Margaret Prentice, Pam Schoen, Elaine Kelly, Geoff Saxby, Neil Strutton, Jackie Tozer

Apologies:

Margie Knox, Barry O'Donohue, Anne Griffin

Diane chaired the meeting in Barry's absence

Minutes of previous meeting held on 13th August were approved. Moved – Margaret: Seconded
Neil

Matters arising from previous minutes

1. **Thursday Night Survey:** Trial will commence on 13th September. Two systems will be run, one with a tea-break and one without. Play will start at 7.30 pm for both groups.
2. **Display of common rules of bridge in the club:** To be obtained from Surfers Paradise Club. Pam to investigate. Elaine to laminate. No suitable place to put them at present.
3. **Accident Report Sheet:** No ABF proforma available. Margie to be asked if there is a one we could crib from in schools. Furthermore, the need for a screen and wheelchair was discussed. Elaine to look on the web to procure these items.
4. **Solar Panels** No grant from BCC available. Diane to ask Bruce Roberts to get quotes for installation of same.
5. **Dealing Machine:** Submission received from Chris Garvey re the purchase or lease of a third dealing machine. It was agreed to lease a 3rd dealing machine from Doug Meyers. Documentation must be provided with the machine. Geoff to relay decision to Chris Garvey. Moved by Pam, seconded by Geoff.

Correspondence

Inward:

1. **Email from Sandra Mulcahy** regarding (1) Management Committee Planning Workshop, and (2) Memberships Benefits. This matter to be left until Barry returns from holiday for urgent action.
2. **Email from Yeppoon Bridge Club** requesting our old Bridgemates if we have any. Not sure what happened to them – will await Barry's return.
3. **Letter from Barb O'Connor concerning the operation of the Bridgemates system.** It was agreed that this matter needs urgent discussion with Barry. Di to write to Barbara accordingly.

Outward: None. Moved – Di, seconded – Neil

Treasurer's Report (attached)

Tabled and accepted. Adopted – Margaret; seconded – Elaine

General Business

1. **Ross Dick** wants his home club to be NSBC and, as he is a life member of TBC, the question of payment of his QBA and ABF levies has arisen. Margaret to talk to Gayle Boddice about this issue.
2. **Reps to QBA quarterly meeting on 27th September** to be held at QCBC. Awaiting Barry's return.
3. **Melbourne Cup Day 6th November.** Plans well under way with Elaine in charge. Agreed to follow previous catering arrangements which were successful last year. Elaine to investigate the possibility of hiring or buying a large screen TV. Margaret to meet with Elaine and Sue Eix re financial arrangements.
4. **External Painting of TBC building** Di to ask Bruce Roberts to obtain quotes.
5. **Trainee Directors' update** All those who are able are attending the workshop on 29th September at QCBC. Jackie, Neil and Laurie Skeate have been 'directing' so far.
6. **Beginners' Classes** Have had a good response. About 16 beginners will attend. Classes start on Monday 24th September at 3 p.m.
7. **Kitchen Equipment** Di is investigating the purchase of new coffee pots, and Di and Elaine are arranging for the large urn to go for repair. The club will have to manage with one hot water urn for the time being.
8. **Kitchen Staff – employment arrangements** Pam raised concerns about withholding tax for tea assistants. The issue was discussed at length and Margaret claimed she had treated tax issues the same way as her predecessor Hanna Hoffman. It was agreed that a meeting be arranged by Margaret, Di and Pam to sort the matter out and look at previous documentation. A motion was put forward by Di and seconded by Margaret that:

From 1 July 2102, that casual staff employed by the club must complete a Tax File Number Declaration form within 2 weeks of commencement of work. The rate of pay offered will be the gross amount. Therefore, depending on their employment situation, the required amount of tax will be withheld by the Club. If PAYG is necessary, the employee may have to be paid monthly, by cheque.

Margaret said this situation is highly unlikely to recur as the tax-free threshold is now \$350 a week.

Moved – motion carried by 6 committee members, one abstention.

There being no other business the meeting closed at 5.10 p.m.

DATE OF NEXT MEETING - 9th October 2012 at 4.30 p.m.

MINUTES OF TBC COMMITTEE MEETING HELD AT THE CLUB ON

MONDAY 13TH AUGUST 2012 AT 3.10 P.M.

In Attendance

Barry O'Donohue, Margaret Prentice, Diane Swan, Anne Griffin, Pam Schoen, Neil Strutton, Elaine Kelly, Geoff Saxby

Apologies Jackie Tozer, Margie Knox

Diane is taking the minutes in Jackie's absence

Minutes of previous meeting held on 9th July were approved. Moved by Di Swan; Seconded by Anne Griffin

Matters arising from previous minutes

1. **Budget Sub-Committee** consists of Margaret Prentice, Diane Swan, Geoff Saxby, and Anne Griffin. **Sinking Fund** will be set up when we have the Maintenance Report from BCC.
2. **Congress Catering** – Ann Slade will continue catering. One day congresses are fine; 2 day congresses are more difficult because of time constraints. Directors are to be reminded to announce help is required in the kitchen on both days. Margaret to arrange to put message on the TBC website.
3. See Item 1.
4. **Application for grant to purchase new Bridgemates** will be made early next year to maximise our chances. A request from Chris Garvey to buy or lease a third dealing machine needs a letter from him setting out cost of buying outright versus the present leasing arrangements. Geoff to speak to Chris.
5. **Solar Panels** – Diane to investigate further the possibility of BCC, or the “gambling fund” giving us a grant to install a 10kw system.
6. **Sign for Kitchen Fridge Door** is done. Members should use the outside fridge for storing their food. Milk only from kitchen fridge.
7. **Thursday Night Survey Results**

42 votes for 7.30 start and NO tea-break
35 votes for leaving things as are (9 want to shorten tea-break)
16 votes for 7 pm start and NO tea-break
28 votes for 7 pm start with tea-break

Summary – keep the 7.30 start 77 votes; start at 7 pm 44 votes
Keep the tea-break 63 votes; have NO tea-break 58 votes

The motion to commence a 6 week trial, starting 30th August, when play starts at 7.30 pm and players can decide to be in one of two groups, those who have no tea-break, and those who do. Tea and coffee to be available all evening. Moved Di Swan, seconded Anne Griffin.
8. **Eclectic Points** – The club will continue awarding eclectic points individually. The committee felt that members needed to know how they work and the purpose of them. Barry to prepare a paper to be put on the website and advertised at the Club. Monthly results should be placed in a prominent position to get members' enthusiastic about the idea
9. **List for Contents Insurance** – still in progress under Di's wing.

Minutes of Committee Meetings - January to December 2012

10. **Software update for board analysis on TBC website** Jack our compute guru and the dealers are working on this together.
11. **All Teams' competitions being at least Red points** were discussed.

Correspondence

Inward received; outward endorsed: Moved – Di Swan, seconded – Neil Strutton

TREASURER'S REPORT

Report was tabled, including the balance sheet, detailed expenses for July 2012 and Profit and Loss Statement. All is well and the club is in a sound financial position. Adoption of Report: Moved by Margaret Prentice; seconded by Pam Schoen.

GENERAL BUSINESS

1. Pencils are available for directors in storeroom
2. Bridge Ethics. Barry explained that it is an ongoing problem, despite the listing in the TBC Events booklet. Pam will request copies of the posters displayed at QCBC covering the Laws, Etiquette and Rules of Bridge to be made available to TBC for display to our members.
3. Front Door Keys – Anne G requested anyone who has front door keys they no longer need should be asked to return them. Doors are inadvertently left unlocked. It is a serious problem.
4. Anne G advised that twice as many books are now being borrowed from the new library than before. This is to be encouraged. New stamps will be purchased "Toowong Bridge Club Library" and "Toowong Bridge Club donated by"
5. There was a clerical error in a recent Red Point pair's event – for which we apologise.
6. 'Accident Report Sheet' should be available to be completed when necessary. Toni Barden to be approached to obtain a standard Bridge Federation proforma if available.
7. Daily Results Sheets – it was decided that these should remain available outside the office.
8. Special events to boost number – giving members practise at Teams procedure, holding a team event was a great success and did boost number on those days. It was noted this could be especially popular before an upcoming event.
9. Barry requested information on use of projector showing scores at end of session. It was felt that with the present new scoring system it takes time to get the results ready for display by which time people have to go particularly with clearing the car park in mind.
10. We are still looking for a team of 4 to be a 'standby team' for the congress to be held 25/26 August. The teams would be notified by 9.30 am prior to commencement of the play. The fee of \$@00 would be waived and they will be given free game vouchers. Directors to be asked to advertise this and request they contact Jackie T. ASAP.

There being no further business the meeting closed at 5.10 p.m.

DATE OF NEXT MEETING 10TH September 2012 at 3.00 p.m.

MINUTES OF TBC COMMITTEE MEETING HELD AT THE CLUB ON

MONDAY 9TH JULY 2012 AT 3.00 P.M.

IN ATTENDANCE

Barry O'Donohue, Margaret Prentice, Diane Swan, Jackie Tozer, Anne Griffin, Margie Knox, Geoff Saxby, Pam Schoen, Elaine Kelly (arrived at 3.50 p.m.) Mac Hogarth (attended at 3.45 p.m.)

APOLOGIES Neil Strutton

MINUTES OF PREVIOUS MEETING HELD ON 18TH JUNE 2012 were approved and taken as a true record.

Moved – Margaret; **Seconded** – Diane; **Carried**

MATTERS ARISING FROM PREVIOUS MINUTES

- Insurance of building and contents – Diane to investigate updating building & contents insurance
- Charity Day Event – to be first Tuesday in August i.e. 6th August 2013 - Mac Hogarth informed
- Director's Course – ongoing discussions
- Catering for Congresses – ongoing discussions
- Sinking Fund – It was noted that a BCC Building Report is already in the pipeline and is expected in the next few days – Geoff to liaise with Bruce Roberts who is in charge of our building exterior.

CORRESPONDENCE

Incoming: Ross Dick's resignation – draft letter of reply was circulated to the Committee and approved. Secretary to type and send letter.

Letters from Jill Kennard and Catherine Ryan regarding honoraria – Secretary to reply advising that this matter will be reviewed by a Sub-Committee as agreed at the AGM of 16th June 2012.

2 tickets to AYO Evening on 26th July in memory of Richard Pollitt - Pam to pass them on to friends of Richard within the club

Enquiry from Kings Crown Exchange Company to advertise at the Club. Marketing Sub-Committee to decide payment for advertising.

TREASURER'S REPORT

Tabled and discussed at length.

It was agreed that sub-committees need to be formed ASAP covering all areas of spending within the Club. For discussion at next meeting

Rising cost of electricity – Brisbane City Council to be approached regarding grant to install solar panels - to be investigated by Diane

Number of photocopies is rising per month. Need to revisit arrangement with Sharp. Jack be asked to design software programme for members to use own computers to study hands instead of photocopied sheets being provided post-session.

Margaret **moved** that the Treasurer's Report be adopted **Seconded** by Anne, **Carried**

GENERAL BUSINESS

Budgets' Sub-Committees to be formed to cover all areas of spending within the Club e.g. stationery, catering for breaks within games, photocopying, library etc. - unanimously agreed – Sub-Committees' formation in the hands of Margaret.

Trainee Director's Course was held at TBC on 7th July. Well attended. It was agreed each trainee director be loaned a 'laws of bridge' book on the understanding if they pass the formal exam set by Jan Peach they can keep the book. Each trainee must get practical experience. Geoff will oversee trainee directors getting 'supervised' practice at sessions. Members are Elaine, Sandra (Mulcahy), Sandra (Hall), Neil, Barry, Jackie, Margie, Anne (Sharrocks), Laurie Skeate, and Ross Murtagh. As a cost saving measure, Pam to ask directors at the club who no longer direct to return their books to her.

Advertising of Beginners' Courses – agreed, no advertising

Psyche Book – agreed – TBC adopt QBA rules. Book to be kept in Director's drawer in office. Barry and Pam to organise.

Purchase of cheap spectacles– agreed – Deposit of \$5 a pair. JT to purchase them.

Air-conditioner – discussed. Undecided. Recently set at 22.5C by Sigantos

Purchase of more Bridgemates. Committee discussed Barb O'Connor's submission for another set of bridgemates. It was decided to apply for a Community Gambling Grant to purchase them. A funding application is to be submitted to Govt. Bridgemates can be hired from QBA if needed in the meantime.

Injury to Diana Dick – Diana wishes no action be taken in this matter.

President's Cup – resilvering too expensive. No action to be taken.

Minutes of Committee Meetings - January to December 2012

2013 Calendar of Events – Mac Hogarth attended the meeting at 3.45 p.m. The Programme of Events was finalised. Date of next AGM - 15th June 2013. Nominations must be in by 30th April.

Catering for Congresses – Anne to approach Sue Burden regarding catering for congresses. It was suggested Ann Slade and Sue might work together.

Beginners' Supervised Play Sessions – Friday, 11 a.m. and Thursday 7.30 p.m. - to be given by Diana Dick.

One/Two Day Teams' events for Novices. All agreed novices need **to** gain experience at teams play. Pam is willing to supervise such events.

Fire Door Adjustment – Lee Rogers to be asked to adjust it

Unwelcome 'Help Yourself' to our Fridge behaviour – some members are helping themselves to Club food in the fridge, which is not allowed. Diane to make a sign to this effect to be put on fridge door.

Beginners' Lessons – a list of applicants' details will be kept by Secretary and teachers kept informed of numbers.

Intermediate Classes – a charge of \$2 be applied for photocopied set of notes for members NOT attending the class.

First Aid Box Sign – agreed – Diane to organise.

Letter from Sue Eix concerning Teams competitions was read to the Committee. For discussion at next meeting.

Thursday Night Session - attendance is dropping off. It was proposed that members attending Thursday night's session be surveyed by Pam regarding start time and tea break. Survey format to be agreed. Pam to report back to committee.

Eclectic Points – Discussion is ongoing concerning the frequency of awarding eclectic points and will be voted on at the next meeting.

Meeting closed at 6.00 p.m.

DATE OF NEXT MEETING – 13TH August 2012 at 3.00 p.m.

MINUTES OF TBC COMMITTEE MEETING AT THE CLUB

18TH JUNE 2012 AT 3.00 P.M.

IN ATTENDANCE:

Barry O'Donohue, Margaret Prentice, Diane Swan, Jackie Tozer, Anne Griffin, Margie Knox, Neil Strutton, Geoff Saxby and Pam Schoen (Pam left the meeting early)

APOLOGIES Elaine Kelly

WELCOME Barry welcomed the new committee and opened the meeting

MINUTES OF PREVIOUS MEETING HELD ON 14TH MAY 2012 were approved and taken as read. **Moved** that the minutes are a true and accurate record – Margaret, **Seconded** – Anne **Carried**

There were no matters arising from previous minutes

Correspondence:

- **Western Suburbs Trophy** – letter from Kenmore Club wishing to resurrect the above trophy. All agreed but event should be restricted to western suburbs clubs only. Barry to hold discussions with presidents of Kenmore and WSBC.
- **Letter from Ross Dick** regarding increasing payment for his lessons. **Motion** – that a reply be written by Barry advising that there would be no change to his previous arrangement with the Club. **Carried by all.**
- **Outgoing letter of thanks to Barbara Murphy** – Margie has dealt with this.

General Business:

- **Authorisation of purchase of library books.** It was agreed that it is the responsibility of the Committee to sanction library books before they are purchased to prevent there being multiple copies on the shelves. Discussion was held concerning the write-down value of library books as recorded in the auditor's report. For inclusion on next meeting's agenda.
- **Insurance of building and contents** was discussed. Diane to investigate this and report back to the Committee.
- **Sinking Fund** The formation of a sinking fund was raised by Geoff and discussed at length. Geoff to report back to the Committee.
- **Archiving of Club Documents** – Margie and Anne have this in hand.
- **Honoraria** – awaiting establishment of Sub-Committee as decided at the AGM. Names put forward for the sub-committee were Brian Lawley, Lee Rogers and Peter Ammundsen
- **President's Cup** - to be resilvered – Anne to undertake this.
- **Updating Roles** Margie to do this and it is placed on club noticeboard.
- **Beginners' Courses** – For further discussion at next meeting.
- **Supervised play** – Brian Lawley, Tove Roberts and Barry to provide 'supervised play' course on Wednesday 3-5 p.m. after the current beginner's course has finished.
- **Newsletter** – Margie undertakes to continue doing this
- **Director's Course** – Barry has approached Jan Peach who is willing to run a course at TBC but wants to open it up to other clubs. Members interested in doing the course so far are: Barry, Elaine, Margie, Anne Sharrocks, Lorna Smith, Neil and Jackie. Jan stated that trainees must get practical experience and it was suggested that trainees be supervised by the director of the session when at the Club. Geoff to contact trainees to establish a suitable date for a one day session with Jan.
- **Catering for Congresses** – It was reported that Ann Slade is willing to continue providing the catering until a replacement can be found. It was agreed that Sue Burden be approached to see if she is interested in doing the job. Barry to follow this up.

Minutes of Committee Meetings - January to December 2012

- **Charity Day** - great success. Date for next Charity Day to be decided but the first Tuesday in August was mooted. Club donated \$500 from table fees and \$500 was raised from events held on the day. Brief speeches of thanks were given by both charities, McIntyre Stables and the Miriam Raju Foundation to members during a session's lunch break. Very well received.
- **Template of our Club** Elizabeth Gibson of NSBC approached Barry and asked if NSBC could use the temple of our club which was originally designed by Carmel Wikman. It was agreed to do so as a goodwill gesture.
- **More Trolleys for kitchen** not wanted by kitchen staff.
- **Coffee Van outside Club** – rejected as unnecessary.
- **New Members' Applications** - Gayle Boddice raised the question of the processing of new members. It was agreed that she would proceed with members' applications and that they would be ratified at the following Committee Meeting.
- **Monthly Raffle** – Anne reported that a member had suggested holding a monthly raffle of a fruit cake to help improve club finances. It was suggested that this be done at Christmas time.

Date of Next Meeting Monday 9th July 2012 at 3 p.m.

No further business the Meeting closed 5.20 p.m.

Toowong Bridge Club Inc.

Management Committee



General Meeting

MONDAY 14 May 2012

Minutes

The meeting commenced at 3.10pm.

1. Attendance/Apologies

Attendance: Barry O'Donohue, Diane Swan, Pam Schoen, Margaret Prentice, Anne Griffin, Annette Corkhill, Margie Knox

Apologies: Tove Roberts, Neil Strutton

2. Minutes of the previous meeting (16 April 2012/Action minutes

The minutes of the previous meeting were taken as read.

Motion: That the minutes be adopted as a true and accurate record of the meeting 16 April 2011.

Moved: Diane Swan

Seconded: Anne Griffin

Carried

3. Business arising from the minutes of the previous meeting (16 April 2012)

Business arising from the Action Minutes

- New Control – in progress
- Sourcing Other Presenters – in progress
- Development of program of free lessons – in progress

ACTION: Pam to develop a program of lesson topics for the forthcoming month to enable directors to advertise these classes.

4. Correspondence

- *incoming (accident report re Connie Rowe from unnamed member)*
- *outgoing (letter from Barry O'Donohue to Cr Geraldine Knapp)*

Motion: That the inwards correspondence be received and the outwards be endorsed.

Moved: Neil Strutton

Seconded: Anne Griffin

Carried

5. Treasurer's Report

Margaret spoke to the Treasurer's Report. Di said that 20 sets of 36 new boards had been delivered. Barry asked about the status of current revenue from table fees. Margaret said that the club's financial situation has remained steady because of the grants it has received, but income derived from table fees has been reduced because of the drift to Kenmore and QCBC.

Margaret spoke to the honoraria list to be circulated at the AGM. Margaret will move that it be received. ("The Honoraria Subcommittee recommends that the honoraria report as circulated be endorsed.") The Thursday night Bridgemate operator is to be included.

Minutes of Committee Meetings - January to December 2012

Margaret said that there are a number of documents that should be archived in the interests of recording the history of the club. Margie and Anne will follow up on the archiving of these documents.

ACTION: Margie and Anne to look at the archiving of these resources.

Moved: Margaret Prentice

Seconded: Annette Corkhill

Motion: That the Treasurer's Report be adopted.

Moved: Margaret Prentice

Seconded: Anne Griffin

Carried

6. General Business

- *purchase of new TV*

After discussion it was decided, with one abstention, that the TV and stand should be removed by the indoor maintenance person and the wall be repaired. It was decided not to purchase a new TV at this stage.

Motion: That the TV and stand should be removed by the indoor maintenance person and the wall be repaired.

Moved: Di Swan

Seconded: Pam Schoen

Carried

- *honoraria*

This item was discussed during Item 5.

- *strategic use of financial resources*

The strategic use of financial resources (including payment of directors and the list of qualified directors) to be noted for discussion at the next meeting.

- *replacement of cards*

ACTION: Committee members are to note the numbers of boards that contain cards which need to be replaced and notify Chris Garvey.

- *AGM agenda*

The format and protocols for the AGM were discussed. The Treasurer's Report will be received as circulated, followed by the opportunity for discussion, then the President will ask the Treasurer to move that it be adopted and someone will second it.

The President will move that the President's Report as circulated be received. It will then be seconded.

Anne will ask that the minutes of the previous AGM be amended.

ACTION: Margie to ask Janet to upload the minutes of the last AGM on the website. Also ask for the by-laws and constitution to go on the web.

It was decided that there should be two people to record the minutes of the AGM – the secretary and a minutes-confirming secretary.

- *percentage on Bridgemates*

The suggestion that the percentage data be removed from the Bridgemates was rejected.

- *hand records*

It was agreed to reverse the decision to print only one copy of the hand record on Monday, Wednesday and Friday. Di will advise Chris Garvey of the average numbers on these days and ask him to copy 50% of this number.

- *TBC newsletter*

Minutes of Committee Meetings - January to December 2012

Barry spoke of his intention to resign as newsletter editor. He suggested that Margie replace him in this role. Members agreed. Members agreed also to his request that the current look of the newsletter be retained.

There was discussion around the frequency of the newsletters – shorter more frequent publications against longer newsletters less frequently. No resolution of this, although it was agreed that currency of information is reduced with less frequent newsletters. Suggestions that a one-pager on a monthly basis would be good, although the difficulty in maintaining this frequency was acknowledged.

ACTION: Margie to compare the cost of printing 250 copies of the newsletter against the cost of printing 500 copies.

Toowong Bridge Club Inc.
Management Committee



General Meeting

Monday 12 March 2012

Minutes

7. Attendance/Apologies

Attendance: Barry O'Donohue, Diane Swan, Pam Schoen, Neil Strutton, Margaret Prentice, Anne Griffin, Annette Corkhill, Tove Roberts, Margie Knox

8. Minutes of the previous meeting (13 February/Action minutes

The minutes of the previous meeting were taken as read.

Motion: That the minutes be adopted as a true and accurate record of the meeting 13 February 2012.

Moved: Annette Corkhill

Seconded: Margaret Prentice

Carried

9. Business arising from the minutes of the previous meeting (13 February 2012)

Business arising from the Action Minutes

- new control for the screen – in progress (Diane Swan)
- sourcing other presenters – in progress (Education Committee)
- letter to David Yarwood – in progress (Margie Knox)
- follow up regarding the Bridge Teaching Tour on 13/14 June – in progress (Pam Schoen)
- Margaret Prentice will contact Janet Lovell to advise the date of the Charity Day (5 June) for adding to website

Diane provided an update on discussions around the additions to the library cupboards, following the recent meeting. It has been decided that the cupboards will remain on top as at present, with cupboards and drawers underneath and a computer table at both ends. Ian Swan will draft a plan to bring to the next committee meeting. It was agreed that we would have a lockable cupboard in the foyer to the ladies' room built at the same time as the library cupboard.

Barry has spoken to Chris Garvey about various ways of fixing the boards. After discussion, it was decided that there are a number of boards (red, green and white) that are past repair. Diane will investigate the prices of boards and report back to the committee. Further discussion about the purchase is to be held at the next meeting. Boards need to be compatible with the dealing machines.

Motion: That Diane investigate the price of boards with a view to purchasing replacements for the warped boards (red, white and green).

Moved: Annette Corkhill

Seconded: Margaret Prentice

Carried

Margaret advised that a meeting of the subcommittee set up to investigate the 'remuneration' of committee members and volunteers had set levels of remuneration for the past year. Given the damage resulting from the 2011 flood, there has been a significant level of input by a number of people and this was taken into account in setting the levels. They will be decided on a year to year basis.

Minutes of Committee Meetings - January to December 2012

Margaret noted that the term *remuneration* cannot be used and the preferred term is *honorarium*. Both Diane and Margaret have investigated the issue and confirmed that the club is not infringing any laws in paying honoraria.

Motion: That the levels of honoraria be approved.

Moved: Margaret Prentice

Seconded: Annette Corkhill

Carried (with one abstention)

Barry spoke about a recent meeting with the president and vice-president of the Toowong Football Club, which was amicable, and a meeting with Cr Geraldine Knapp, which did not result in a resolution of our parking problems although a number of options were discussed. It has been confirmed that the two side lines next to the football ground are to be kept clear. Workplace Health and Safety has also visited the club grounds. Barry has spoken to Doug Drummond QC, who has suggested applying for a permit to park during busy times in the two lanes designated as non-parking spots.

Options suggested by Barry to ease the parking problem are:

- ask Council to raise the building
- request Council to allocate additional parking space in the land behind the building
- club to take out a loan and raise building ourselves.

Motion: That we apply to Council for a temporary lessening of conditions re parking conditions.

Moved: Tove Roberts

Seconded: Anne Griffen

Carried

ACTION: Barry to draft a letter to Council (in liaison with Doug Drummond) re lessening of conditions and email to all members of the Committee.

10. Correspondence

No correspondence to report.

11. Treasurer's Report

Margaret spoke to this item, advising that the club is in a sound financial position.

Future expenditure will include the payment of QBA and ABF levies which will deplete the membership account and items which will be paid for by flood funding (the library cupboards, storage cupboard in the foyer of the ladies' toilets and possibly storage shelves).

There is a need to reduce the amount of wastage from excess hand records being printed to reduce the amount paid to the photocopier suppliers. Photocopier costs have increased because the numbers of copies/month is in excess of 7,000. It was suggested and agreed that on Monday, Wednesday and Friday, people will be asked to signify whether they would like to have a hand record printed for them. Directors will then copy the required numbers.

ACTION: Barry to speak to Chris Garvey regarding the numbers of hand records printed for each session.

ACTION: Computer support person to be asked to network computers to enable the hand records to be uploaded to the website.

Motion: That the Treasurer's Report be adopted.

Moved: Margaret Prentice

Seconded: Tove Roberts

Carried

12. Program 2013

Mac Hogarth joined the committee for discussion on 2013 program at TBC. Pam suggested that it was necessary to check the Barrier Reef Congress dates to see whether they clashed with gold point events listed in June. Mac will check with Kim Ellaway regarding the Barrier Reef dates. Gold point events to change to 15/22/29 July. Delete pairs event on Monday and move to Thursday weeks of 4/11 February. Add pairs events to weeks commencing 29 April and 6 May. Change teams event to 8/15 July. Charity Day to be held in the week beginning 3 June. Sue Eix will work with Mac on the program for 2013.

13. Supervised Play

Discussion was held on how best to manage players in supervised play. It was decided to assist players who have been in supervised play for a length of time to move into the novice section. Diana and Ross will be asked to continue with supervised play for six months after the current beginners graduate from lessons. In order to help people move into regular play, volunteers will support them for two-three weeks by being available to answer questions.

Moved: That Diana and Ross Dick will be asked to provide supervised play for six months after the current beginners graduate from lessons. Those currently in supervised play will move to the novice section with support from volunteers for two to three weeks.

Mover: Anne Griffen

Seconder: Annette Corkhill

Carried

ACTION: Barry to speak to Ross and Diana regarding the arrangements for supervised play.

14. General Business

- *approval of new members (John Bailey, Jill Uhr, Diana Bendeich, Libby Stark)*
All new members were approved.
- *care and updating of trophies*
Glenda Edge is to be invited to coordinate the updating of the criteria for the club trophies and the writing of a club history.

ACTION: Margie to contact Glenda to ask her assistance with trophies and club history.

ACTION: Margie and Margaret Prentice to help catalogue and care for trophies.

- *club archives*
See above item. Barry advised that there is a history of the club that was found in the flood clean up. This would be a helpful start for a Barry and Di to locate to enable advice to a future history writer.
- *donations to flood-affected clubs*
Margaret has contacted Kim Ellaway who advised that there are no flood-affected clubs in Queensland. Kim will ascertain whether there are clubs which need help in other parts of Australia.
- *car parking – visit to Councillor Knapp*
Barry reported on his recent visit to Councillor Knapp.
- *red point events (spontaneous)*

Minutes of Committee Meetings - January to December 2012

Barry advised that there are 11 red point events this year. The allocation of these events is dependent on the green points issued the previous year, so with numbers down last year our red point events are fewer. Barry suggested that one point be allocated for each of the 10 sessions and one be kept for a special event. It was agreed.

- *kibitzing*
This item deferred until the next meeting.
- *eclectic events*
This item deferred until the next meeting.
- *Ron Klinger's sessions – organisation*
All organisation is in hand. Di and Margie are to organise sandwiches for six committee members and Susie and Ron Klinger at the break.
- *Alex Smirnov's session*
It was agreed that TBC would host Alex Smirnov for a five hour player development session on 15 April. All proceeds to go towards Alex, who has not stipulated any minimum payment. A suggested topic is *Killing Defense*.

ACTION: Annette to contact Kim Ellaway re advertising and possible QBA sponsorship for the event.

- *Car park monitor, Tuesday am*
Barry and Margie to identify someone who might act as car park monitor/s on Tuesday mornings.
- *Review of beginners' lessons*
Discussion was held on the progress of the beginners' lessons. Margaret spoke about the difficulties encountered by Diana with people dropping into the classes at different stages. Payment for Diana is to be \$100 for each lesson i.e. \$1600.
- *nos of handouts/printouts of Bridge hands*
Discussion on this item held earlier in meeting.
- *Charity Day 5 June*
The Miriam Raju Foundation, a local foundation that raises and distributes money to enable families with disabled children to keep them at home, is to be the charity to which profits will go.

15. Items for future meetings

- *kibitzing*
- *eclectic events*

Next meeting: 16 April 2012 (3pm)

Toowong Bridge Club Inc.

Management Committee



General Meeting

Monday 13 February 2012

minutes

16. Attendance/Apologies

Attendance: Barry O'Donohue, Diane Swan, Pam Schoen, Neil Strutton, Margaret Prentice, Anne Griffin, Annette Corkhill

Apologies: Tove Roberts, Margie Knox

17. Minutes of the previous meeting (16 January 2011)/Action minutes

The minutes of the previous meeting were taken as read.

Motion: That the minutes be adopted as a true and accurate record of the meeting 16 January 2011.

Moved: Annette Corkhill

Seconded: Anne Griffin

Carried

18. Business arising from the minutes of the previous meeting (5 December 2011)

Business arising from the Action Minutes

- New Control – in progress
- Letter to Dicks – done – 4 lessons
- Topics for 4 lessons – done
- Sourcing Other Presenters – in progress
- Letter to Lionel W – Done - Ed Subcommittee to look at ways to improve player behaviour.
- Sunday session details – notice on whiteboard , starting 18 March. Barry to direct first three sessions, then trainee directors could be given the opportunity - three month trial - two tables of volunteers needed for first sessions.
- Letter to David Yarwood – in progress.

19. Correspondence

- *incoming – (from QBA about a Club Director Training Day; Bridge for Brain Research information and entry forms; from QBA regarding a Bridge Teaching Tour on 13/14 June)*
- *outgoing – letter to Ross and Diana Dick re intermediate classes; letter to Lionel Williams*

None of our trainee directors are ready for Club Director Training Day. Bridge for Brain research information and Entry Form to Sue Eix.

Pam will follow up the email from the QBA regarding Bridge Teaching Tour.

Motion: That the inwards correspondence be received and the outwards be endorsed.

Moved: Neil Strutton

Seconded: Anne Griffin

Carried

20. Treasurer's Report

Margaret spoke to this item, advising that the club is in a sound financial position.

Minutes of Committee Meetings - January to December 2012

Future expenditure will include: approximately \$5,000 for initial termite control and ongoing inspections, drainage improvements under and at the front ramp entry to the building, and the library cabinet.

Motion: That the Treasurer's Report be adopted.

Moved: Margaret Prentice

Seconded: Anne Griffen

Carried

21. Payment of Directors/Paid Directors for Competitions

After some discussion it was agreed to comply with the decision made by the 2009 Committee regarding directors and payment: for Gold Point events we always employ a qualified non-playing director at the rate stated. For Red Point events ideally we have a non-playing qualified director who is paid. (An unqualified Director is not paid.)

Motion: That the committee acts in compliance with the decision made by the 2009 committee.

Moved: Anne Griffen

Seconded: Annette Corkhill

Carried

22. Organisation of Library

- *restructure of library – placement of computers*
- *purchases – shelf dividers, books and CDs*
- *entering new books and CDs on the catalogue and notifying members of additions*

Restructure of Library "Cupboard" – a meeting will be held on Wednesday 15 Feb at 3.30 pm to prepare a brief from which Ian Swan will prepare drawings for the library, to incorporate bookshelves, trophy cabinet, bench for two computers, shelves for training materials, drawer for the record of lending and desk for catalogues. Pam, Anne, Diane and Margie to attend. The purchase of 24 shelf dividers was approved. The purchase of new books and CD's is to be discussed by the education sub-committee, with Anne being invited to attend. Anne will look into making our library catalogue available to members on the TBC website.

23. General Business

- *Ron Klinger's visit*
Signage is up, thanks to Sue Eix for the poster. Directors to continue advertising the visit.
- *replacement of boards*
Barry to speak to Chris Garvey or Peter Noble about whether we need to buy some new boards. Old cards need to be replaced and sold or given away.
- *AGM action item – remuneration*
Margie, Pam, Annette, Ann, Neil and Barry to meet before next meeting 2.30pm on 12 March to discuss.
- *car park issues*

Motion: That our approach to the BCC representative should be as follows: That the access gate on to the Soccer field be unlocked when games or training are in progress to allow optimum ambulance access. TBC has its own ambulance access at the top of our car park. Barry is to contact Peter Matic to discuss.

Moved: Pam Schoen

Minutes of Committee Meetings - January to December 2012

Seconded: Annette Corkhill

Carried

- *increase in membership subscription*
It was decided after discussion that an increase in membership subs is not required.
- *corporate documents (procedures for club activities, newsletter, instruction manuals, membership list, financial documents, meeting documents,*
All corporate documents are to be kept at the club. Committee members are asked to bring in those that are not.
- *use of training material*
A "trial" class will be held at 3pm on the first available Wednesday after the Gold Coast Congress. Pam is to check how many players can be accommodated with the existing material and names will be taken. Anne to catalogue new materials. Eight players attended Joan Butts' course on how to use the materials.
- *directing of gold point events in 2012*
Pam will direct GNP Gold Point Pairs on Fridays 9, 16, 23 March. Pam will direct the GNP on Saturdays 14, 21, 28 April, start at 1pm.
Neil will contact Jan Peach about directing the event in June.
- *trophy wall, photos*
Trophies are to be incorporated in library cabinet.
- *payment for tea person*

Motion: That the base rate be increased by \$10 to \$45.00. For 21-24 tables payment will be \$50, 25-34 \$55, 35-44 \$60. Additional payment of \$5 is to be at the discretion of the Director.

Moved: Pam Schoen

Seconded: Annette Corkhill

Carried

- *increasing visitors' fees from \$1 to \$2*
This was not passed.
- *backups for important responsibilities*
A tea person was not present (sickness and holidays) on a particular day. It was decided that if it does happen occasionally the players will be asked to do it themselves.
- *beginners' classes*
Beginners' classes began on 3 February with 13 on Friday am and 25 on Tuesday night. Thanks were extended to all who publicised them.

24. Items for future meetings

Next meeting: 12 March 3.30pm



Toowong Bridge Club Inc.

Management Committee

General Meeting

Monday 16 January 2012

Minutes

25. Attendance/Apologies

Attendance: Barry O'Donohue, Margie Knox, Diane Swan, Tove Roberts, Neil Strutton, Margaret Prentice, Anne Griffin

Apologies: Pam Schoen, Annette Corkhill

26. Minutes of the previous meeting (5 December 2011)/Action minutes

The minutes of the previous meeting were taken as read.

Motion: That the minutes be adopted as a true and accurate record of the meeting 5 December 2011.

Moved: Margie Knox

Seconded: Tove Roberts

Carried

27. Business arising from the minutes of the previous meeting (5 December 2011)

Bruce Roberts has provided a comprehensive report on comparative costs for pest extermination, particularly with regards to termite activity. The club's current contract with Amalgamated Pest Control, but Bruce has recommended that at the end of the current contract, a new contract is taken out with Pest Patrol, a Thermidor provider. The cost will be \$6,500 over eight years, which includes insurance coverage. This is the cheapest option.

Motion: That Bruce Roberts recommendation to enter into a 'pest extermination contract with Pest Patrol is accepted.

Mover: Margaret Prentice

Secunder: Anne Griffin

Carried

Barry asked that Tove extend the committee's thanks to Bruce for his work accessing quotes and compiling the recommendation.

Margie advised that the Meet the Committee bios have been prepared and placed in the club. The Evacuation Procedures have been laminated and put in strategic places.

Margie has contacted ABDA, which has advised that individual directors have to be registered; there is no global fee. Ross Dick, Keith Evans and Pam Schoen have been nominated. Margie is to forward the invoice to Margaret.

Barry advised that four people had attended a morning tea for prospective learners, but that more people have expressed interest in joining the beginners' lessons.

28. Correspondence

- *incoming – (email to ABDA re director registration; letter of thanks from HeartKids for donation; letter from Ross Dick requesting approval for him to conduct a series of lessons; letter from Jim Bakker advising of a visit from Jane Prentice; letter of complaint*

Minutes of Committee Meetings - January to December 2012

from Lionel Williams; email from the Electoral Commission requesting use of the clubrooms for voting)

- *outgoing – email to ABDA*

It was decided after discussion to ask Ross to conduct four/five lessons of the committee's choosing, in line with the decision to provide club members with a range of player development from different providers. The Education Subcommittee will decide on the dates and topics for the lessons. It was suggested, and agreed, that the club, which is managing the provision of player development, will charge a set fee for those attending the classes and pay Ross \$50/hour for conducting the courses.

ACTION: Barry to write to Ross providing topics and dates for four/five lessons.

ACTION: Education Subcommittee to decide on topics for Ross Dick's lessons.

ACTION: Education Subcommittee to source other presenters for player development courses through the year.

Barry noted that Jane Prentice, Federal member, would be visiting in late January, and that Peter Noble had offered to host her in Barry's absence.

A letter of complaint from Lionel Williams about a member's behaviour was discussed.

ACTION: Margie to write to Lionel Williams noting the committee's concern about the problem of member behaviour and advising that it is determined to do something to improve this.

Following discussion about the request from the Electoral Commission to use the clubrooms for a polling booth, it was decided to notify the Electoral Commission that the committee would be happy to hire out the hall for local elections.

Motion: That the Electoral Commission be allowed to rent the club's premises for local council elections for \$1500.

Moved: Anne Griffin

Seconded: Di Swann

Carried

Motion: That the inwards correspondence be received and the outwards be endorsed.

Moved: Neil Strutton

Seconded: Anne Griffin

Carried

29. Treasurer's Report

Margaret spoke to this item, advising that the club is in a sound financial position.

Motion: That the Treasurer's Report be adopted.

Moved: Margaret Prentice

Seconded: Tove Roberts

Carried

30. Education Subcommittee Report

Minutes of Committee Meetings - January to December 2012

Members approved the Draft Education Plan. Barry noted that Pam has purchased Joan Butts' beginners' books and that some TBC members have been approached to supervise supervised play courses and attend a training program on 11 and 12 February.

31. Draft Marketing Plan

Committee members agreed to adopt the previously approved draft Marketing Plan for implementation.

32. General Business

- *Ron Klinger's visit*

It was suggested that the Marketing Subcommittee members might publicise Ron Klinger's visit on 19 March. Barry will approach Wendy Wright to take on this task.

- *arrangements for replacement directors while Pam is away*

Barry advised that as Pam has not completed a schedule of replacement directors during her absence, there may be sessions where there are no designated directors. This is not an ideal situation, but it is unavoidable given the number of directors absent at the moment. In the past, players who have directing experience have kindly stepped in and assumed direction of sessions and it is hoped that this will happen again. Each session has a Bridgemate operator.

- *New library cupboard design - what do we need included?*

Anne is to approach Lee Rogers to replace cupboard locks with some stronger ones that will withstand frequent handling. Anne advised that Patricia Burton has agreed to offer advice as a librarian on how best to set up the library. This advice to include the design of the library cupboards.

- *Sunday sessions*

Barry advised that a survey of members indicated that around 30% were interested in attending a Sunday social session. It was agreed to proceed with Sunday session on a three month trial basis, with the emphasis on a relaxed afternoon. Sessions will start on 18 March at 1pm. Barry will direct initially and there will be a provision for members to 'walk-in' without a partner and have one provided for them. Committee members are asked to advertise Sunday play at any sessions they attend.

Motion: That Sunday sessions proceed from 18 March for a trial period of three months.

Moved: Tove Roberts

Seconded: Margie Knox

Carried

ACTION: All committee members to take on the responsibility of announcing the following details of the Sunday sessions at the sessions they attend: 1pm start from 18 March with relaxed afternoon tea and provision for walk-in players.

corporate documents

- Margie spoke for the need to have all corporate documents stored at the club. These to include the newsletter, instruction manuals, membership list, financial documents and meeting documents. She said that she has started a collation of all the processes and procedures necessary for smooth running of the club.

- *directing of gold point events in 2012*

Barry asked that an approach be made to Jan Peach to direct gold point events. Agreed. Neil asked that with regard to gold point events that the first three pairs are taken from each heat or more, dependent on numbers. This will make up for the natural attrition that seems to occur every year.

Minutes of Committee Meetings - January to December 2012

ACTION: Neil to approach Jan Peach to direct the first three gold point events at \$75/hour.

- *dates for meetings in 2012*

It was agreed that meetings in 2012 will be held on the second Monday of each month to enable the Treasurer's Report to be finalised.

- *electronic hand records*

It was agreed that hand records should be available electronically. Di to purchase a specific remote control to allow projector and screen to work. Di will write up a list of instructions for both.

Motion: That a letter be sent to David Yarwood thanking him for the contribution he has made to the club as a director.

Moved: Anne Griffin

Seconded: Margaret Prentice

Carried

33. Items for future meetings

- *Payment of directors and non-playing directors*
- *Ron Klinger's session, 19 March*
- *Marketing of beginners' lessons*
-

Meeting closed at 6pm.

Next meeting: 13 February 2012

MINUTES OF TOOWONG BRIDGE CLUB COMMITTEE MEETING
HELD ON TUESDAY 4TH DECEMBER 2012 AT 4.30 P.M.

In Attendance:

Barry O'Donohue, Di Swan, Margaret Prentice, Margie Knox, Geoff Saxby, Anne Griffin, Pam Schoen, Neil Strutton and Jackie Tozer

Apologies: Elaine Kelly

Barry declared the meeting open at 4.45 p.m.

Minutes of Meeting held on 13th November 2012 - were accepted. Moved by Margie, seconded by Geoff.

Matters Arising from Minutes

Bridgmate Training Committee agreed with Barb O'Connor's request to leave this matter for decision in the new year.

Privacy Screens/Incident Form Proforma Margie showed Committee details of suitable screens and it was agreed that two be purchased. Di and Margie to liaise. Margie presented a simplified form, which with the addition the TBC logo, is suitable. Copies are to be kept the Director's drawer in the Office.

Ladies' Toilet Door Di met with a BCC representative and it was agreed to install a suitable door hinge to meet the requirements of less able members. It is to be installed on 5th December. Margaret Maxwell-Jones thanked Barry.

Repainting of the Clubhouse Geoff produced a quote of \$598.00 for the compilation of a 'sinking fund forecast' which will include estimates for all future maintenance issues for the clubhouse (not including the car park but will include repairing the building. A motion was moved to proceed on this basis – moved by Margaret, seconded by Margie.

Solar Panels Di produced 3 quotes. It was agreed to ask the Gambling Fund in 2013 for a \$25,000 grant to include panels and installation costs. In view of the mature camphor laurel tree on the western side of the building is likely to be heritage listed and would therefore be costly to pollard it was agreed that the solar panels alignment should be investigated to maximise exposure to the northern sun – extra cost may be involved in mounting the panels on to brackets as the tables of the clubhouse naturally favour an east/west exposure. Di to continue to investigate the matter.

By-laws of Club Margaret and Sue Eix continue with an amended draft version to address anomalies in the by-laws.

2013 Novice Teams Events Discussion was held concerning One Day Novice Teams Red Point Events to be held in 2013. These are not listed in 2013 Calendar. It was argued that the dates should be spontaneous and the allocation of such red points be awarded at the discretion of the Club. The principle is that as many novices at the club should be encouraged to participate in teams events.

Directors' Trainee Workshop Date for the next workshop after Christmas left to Geoff and Pam to liaise on dates.

Advertising for Beginners' Courses in February 2013 Margie moved that we advertise in the local Westside News in two editions in mid-January. Seconded by Margaret. It was agreed to advertise earlier in shopping centres etc. Flyer is in production. Larry Moses to be involved in producing art work if possible. Margie and Jackie to be responsible for co-ordination of programme.

TV/Computer wireless connection to enable results to be shown on TV screen was discussed. Cost of connector \$220 from Harvey Norman. Loud speakers were considered a necessary attachment to the TV. The preference is to patch the TV into the current loudspeaker system at the club. This was left in abeyance until Elaine is present at the next meeting.

Correspondence

Inward – letter from Vicki Foots was read to the Committee concerning the successful outcome of the Melbourne Cup Day event.

Pam had an email from Val Roland regarding scoring discrepancy. Matter was discussed. No action required.

Outward - none

Treasurer's Report was tabled. Margaret was asked to investigate with the auditor the \$1 book value of the Library. Anne moved that the treasurer's report be adopted, Seconded by Jackie.

Matters Arising

- **Western Suburbs Novice Trophy** It was agreed to hold a western suburbs novice teams' event. Clubs include TBC, Arana Hills, and Kenmore. However, it was noted that there should be 6/7 tables for such an event. Pam to speak to Graham Rusher.
- **New TBC Members** The committee approved and welcomed new members – Eric Baker, Sandy Bryant, Alan Griffin, Julie Hawley, Rhonda Henry, Fay Imray, Barry Jackson, Geoff Longshaw, Ken MacDougall, Ian McKinley, Robert Nolan, Gerry Lam, Kent Taylor, Christopher Wlodarczyk, Cathy Worth, Jon Worth, Dennis Gibson, Karen Sweep, June Phillips, Susan Agnew, Peter Slaughter, Don Bailey, Judy Kitcher, Sue Smith, Julie Mannion, Alicia Maroto, Caroline de Brouwer, Michele Groves, Lyn Maddock **Non-home club members:** Peter Allingham, Frank Dyer, Alan Smith, Bronnwyn White
- **Honoraria Sub-Committee** It was agreed that Brian Lawley, Lee Rogers and Glenda Edge/Margaret Teitzel be approached to form the sub-committee with Brian as Chairman. Moved by Margaret and seconded by all.
- **Person In Charge of Catering for Events** A replacement has been found for Ann Slade who wishes to relinquish the position. Val Mahadena is happy to take over from Ann. Thank you Nina Fraser for recommending Val who we are sure will be a great asset to the Club and thank you to Ann whose services have been invaluable.
- **Purchase of Additional Computers** It was agreed to upgrade 2 computers in the dealing room. Di to investigate purchase of ex-Government computers with the assistance of Jack (IT guy). The dealing room's computers could be used in the Library area.

- **Video Cards for Computers** Only one computer in the library is functioning properly for use of video discs. This matter will be addressed when computers are purchased for the dealing room. It was agreed that Anne should proceed with purchasing new Ron Klinger discs for the library.

Frog 'n Toad Orders – financial shortfalls it appears that too often there is inadequate money to cover the orders placed with the Frog 'n Toad. The Café is reluctant to continue with our arrangement unless they receive the correct money. It was decided that on Monday, Wednesday and Friday when this method is used to order lunch, Barbara Goss be approached to volunteer to supervise the collection of money. Otherwise, directors must ask for a volunteer on the day to do so. It was agreed it would be a pity if the arrangement had to stop.

Any Other Business

- Anne was given approval to purchase for the library the book 'Planning the play of a bridge Hand ' by David Bird and Barbara Seagram, and also 4 new and numbered door keys.
- Approval was given to Di to purchase a new filing cabinet to enable the membership list to be securely locked up, one key of which will be kept in the safe.
- It was agreed that we shall not request a workshop with Alex Smirnov. The beginners and intermediate classes offered at TBC were adequate and should members wish Kenmore is hosting an Alex Smirnov workshop.
- It was agreed it was necessary to keep members out of the office. Di to purchase a suitable 'Office staff only' sign.

Date of Next Meeting Tuesday 8th January 2013 at 4.30 p.m.