

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 11<sup>th</sup> December 2017 Minutes

**The meeting was opened by the president Geoff Saxby at 3.05 pm.**

**1. Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, Mandy Kennedy, Sandra Mulcahy, Margaret Prentice, Diane Swan. Apologies: John Gralton.

**2. Minutes of the previous meeting 13<sup>th</sup> November 2017:**

Neil Strutton moved that the minutes be confirmed as a true and accurate record of the meeting of the 13<sup>th</sup> November 2017. Seconded: Geoff Saxby. Carried.

**3. Business arising from the minutes of the previous meeting 13<sup>th</sup> November 2017:**

None.

**4. Matters arising from Correspondence:**

None.

**5. Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: Diane Swan.

**6. Membership Update:**

TBC has welcomed the following new members: Toni Trindall, Max McMahon, Ziggy Konig, Ben Whitehouse, Ewa Kowalczyk, Gheorghii Belonogov, Pam Tidmarsh, Faye Fatseas, Felicity Seeto, Tony Deane.

**7. Congress Catering:**

Susanne Parker has agreed to take on the catering for the congress on the 4<sup>th</sup> of February. Diane Swan will liaise with Susanne and will ask for volunteers to assist with baking. TBC thanks Jane Ramus for her work in catering for the previous congress.

#### **8. Purchase of Glasses:**

Currently the club borrows glasses for Melbourne Cup lunches and does not have appropriate glasses for use at congresses. Diane Swan moved that the club purchase ten dozen wine glasses at a cost of \$2.70 each and two dozen water glasses at a cost of \$1.00 each. Seconded: Mandy Kennedy. Carried.

#### **9. Toogoolawah Bridge Group Update:**

Sandra Mulcahy reported that TBC membership application forms have been made available for the Toogoolawah bridge players. A small group of Toogoolawah players is planning to come to play at Toowong in January.

#### **10. Strategic Plan/Functional Units Integration:**

The strategic plan will now be updated to allow integration with the logical functional divisions in the model produced by Geoff. The strategic plan will be circulated so those responsible for updating goals can ensure that each functional unit is shown, where appropriate, as the unit responsible for that objective.

#### **11. Website upgrade:**

Geoff has contacted Peter Busch regarding upgrading the TBC website. Currently the club pays \$418 per year to Sunnycoast Websites for our website management plus \$300 per year to Altosoft for the results component. If TBC changed to Altosoft the total cost would be \$300 per year. Altosoft is used by the majority of Queensland clubs. Sandra Mulcahy moved that TBC adopt the Altosoft website design for reasons of economy, practicality and consistency with clubs throughout Queensland. Seconded: Sharon Clifford. Carried. Geoff will advise our current webmaster, Janet Lovell of this arrangement with the view of her continuing in that role.

#### **12. Air conditioning/Climate Control Issues:**

John Gralton has made adjustments to the air conditioner in the training room. He will monitor the situation. The head dealer has asked for the same adjustments to be made in the dealing room. To ensure the maximum efficiency of the air-conditioning in the training room, some changes to the windows may need to be considered. UV filter antiglare tinting on the windows or external blinds may be beneficial here. John will be asked to investigate the costs and benefits of these measures.

#### **13. Club community support:**

The committee confirmed the TBC policy that any liaison with external businesses requires benefits for club members. These benefits could include discounts to members.

#### **14. General Business:**

- Neil Strutton moved that the club pays to replace the vase that was broken when it was borrowed for the Melbourne Cup celebrations. Seconded: Margaret Prentice. Carried.
- A card will be sent to Kim Ellaway from the club.
- Geoff Saxby will contact Chris Larter from the Brisbane Bridge Centre regarding our network problems when separate sessions are running (Wednesday and Friday afternoons.)

#### **15. Items for Future Meetings:**

- 2018 Christmas parties;
- Using Pianola for partnership hookups.

#### **16. Meeting Closed at 5.15pm. Next meeting 12<sup>th</sup> February 2017 at 3pm.**



## Management Committee Meeting 13th November 2017 Minutes

The meeting was opened by the president Geoff Saxby at 3.00 pm.

### 17. Attendance/Apologies:

Attendance: Geoff Saxby, Neil Strutton, Lena Darlington, Chris Garvey, John Gralton, Mandy Kennedy, Sandra Mulcahy, Diane Swan. Apologies: Sharon Clifford, Margaret Prentice, Karen Sweep.

### 18. Minutes of the previous meeting 9<sup>th</sup> October 2017:

John Gralton moved that the minutes as amended be confirmed as a true and accurate record of the meeting of the 9<sup>th</sup> October 2017. Seconded: Chris Garvey. Carried.

### 19. Business arising from the minutes of the previous meeting 9<sup>th</sup> October 2017:

None.

### 20. Matters arising from Correspondence:

None.

### 21. Treasurer's Report:

The Treasurer's Report was circulated before the meeting. Diane Swan moved that the report as circulated be adopted. Seconded: Mandy Kennedy.

### 22. Membership Update:

TBC has welcomed the following new members: Bill Hunt, Neven Burica, John Clark and David Neal. Membership currently stands at 896.

### 23. Toogoolawah Bridge:

Sandra Mulcahy tabled an email from Lorraine Millard, on behalf of the Toogoolawah players, thanking TBC for the visit and suggesting ways in which our club could foster the development of this group of bridge players. Sandra has prepared a proposal that outlines how the club can offer this support. Sandra Mulcahy moved that we accept the tabled proposal, items one through 5; that she be appointed coordinator of this project; that another visit be organized in the new year and that the balance of funds from the first trip be kept for future visits. Seconded: Lena Darlington. Carried

**24. Library Purchases:**

The budget for the library has been confirmed as five hundred dollars and that this can be spent at the discretion of the librarian.

**25. Christmas Celebrations/Charity:**

The Christmas parties will be held on the advertised dates. As always players will be asked to bring a plate or pay table fees. The parties will be advertised through the usual channels. The committee has again gratefully accepted Elaine Kelly's offer to organize the decorations for the celebrations and the Club's support of a charity. It has been suggested that this year the club support VoRTCS (Volunteer Refugee Tutoring & Community Support) with gifts and with the proceeds of the raffle. The organization will be contacted to propose this.

**26. Walk-in Program:**

The committee endorsed the importance of this initiative to the club. Members and visitors regularly avail themselves of the opportunity to come without a partner and walk-in players fill extra tables at many daytime sessions. Any issues that arise with the walk-in program will be monitored. Geoff will stay in close contact with Helen Clayton to ensure that if there are problems they can be dealt with as needed.

**27. Chairs:**

Given the positive feedback on the sample chair provided, the club has decided to go ahead with replacing the current chairs. John Gralton moved that committee progress to purchase the Furniche chairs: 155 as displayed, 25 as displayed with arm rests, at a total cost of approximately \$35200. The colour will be decided when samples have arrived. Seconded: Sandra Mulcahy. Carried. John will also prepare a submission to the Gambling Community Benefit Fund for a grant to fund this. Final determination of the gambling fund result may not be known till as late as the end of April next year.

**28. Building Modifications:**

The current air-conditioner for the training room needs replacing. Water costs continue to be a large expense for the club. John Gralton moved that he price a new air-conditioner for the training room and that he consult with a plumber about the feasibility of installing water-efficient toilets. Seconded: Diane Swan. Carried. Mandy Kennedy offered to review and rationalize the storage arrangements to maximize the available space in that area and in the dealing room.

**29. Kitchen Appliances:**

A new urn has been purchased to replace the defective one after it was found it was too expensive to repair. Repairs have been made to the dishwasher.

**30. Congress Caterer:**

Jane Ramus has agreed to be the caterer for the next congress only. Someone will need to be found for next year. Geoff will follow this up.

**31. Integration of TBC functional units, Office Holders Duties, Strategic Plan, Operational Plan:**

The committee reviewed the functional divisions in the model produced by Geoff. Diane Swan moved that Geoff Saxby update the model with the suggested changes. Seconded: Chris Garvey. Carried.

**32. Website upgrade:**

Geoff has spoken to Janet Lovell and our webmaster Steve Tollis. Software changes will make limited improvements to our website. Geoff will contact Peter Busch for information regarding how entries and payments are entered by contestants directly to websites. Sandra Mulcahy moved that Geoff Saxby speak to Janet Lovell about initiating a 'spring clean' of the website to ensure that all links are up to date. Seconded: Mandy Kennedy. Carried.

### **33. Caboolture Bridge Club Visit:**

Geoff has spoken to Margaret Sinclair, his contact at the Caboolture Bridge Club. The club is interested in visits to and from TBC. Their committee is meeting on Tuesday 14<sup>th</sup> November and will discuss options for progressing this.

### **34. TBC Sponsorship:**

The sale of Entertainment Books has been completed with \$110 being raised from this venture. To allow fundraising through sponsorship, a volunteer who has the necessary skills and who is willing to take on the role of sponsorship director will be needed. Geoff will advertise this position.

### **35. Interclub Teams:**

TBC has been asked to host next year's interclub teams. The invitation has been accepted. Geoff will relay our acceptance to Julie Jeffries.

### **36. General Business:**

- A member has asked to sell Lions Christmas cakes at the club. This has been approved.
- A member has asked to sell fabric Christmas wreaths to support Karuna Hospice palliative care services. This has been approved.
- Margaret Prentice will be sending out membership renewals late November/early December. The membership fee will remain at fifty dollars per annum.
- The club PA system has been giving some problems and will need to be checked.
- The committee reviewed a document prepared by Sue Eix. The 2018 program updates were approved. Diane Swan as a member of the education sub-committee will give Sue feedback on her Report from the Education Sub-committee.
- Sandra suggested that motions passed by the committee could be recorded using the software package Decision Tree. This will allow easy retrieval of related items at any later stage. Sandra Mulcahy moved that she will record motions passed by the TBC management committee using Decision Tree. Seconded: Lena Darlington. Carried.

### **37. Items for Future Meetings:**

None.

### **38. Meeting Closed at 6.55pm. Next meeting 11<sup>th</sup> December 2017 at 3pm.**

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 9<sup>th</sup> October 2017 Minutes

**The meeting was opened by the president Geoff Saxby at 3.00 pm.**

**39. Attendance/Apologies:**

Attendance: Geoff Saxby, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, John Gralton, Mandy Kennedy, Sandra Mulcahy, Margaret Prentice, Sue Eix. Apologies: Neil Strutton, Diane Swan.

**40. Minutes of the previous meeting 18<sup>th</sup> September 2017:**

John Gralton moved that the minutes as circulated be confirmed as a true and accurate record of the special meeting of the 18<sup>th</sup> September 2017. Seconded: Sharon Clifford. Carried.

**41. Business arising from the minutes of the previous meeting 18<sup>th</sup> September 2017:**

None.

**42. Correspondence:**

Inwards: Email from Sue Eix giving notice of her intended retirement from the positions of Masterpoint Secretary and Program Coordinator effective at the end of 2017. Sharon Clifford moved that the incoming correspondence be accepted. Seconded: Karen Sweep.

**43. Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: John Gralton.

**44. Membership Update:**

TBC has welcomed the following new members: Lee McGovern and Trevor Dwerryhouse. Membership currently stands at 893.

**45. 2018 Calendar:**

Sue Eix noted a number of necessary changes and updates. These were approved by the committee. This program will need careful proof reading in late October before being submitted to the printers in November. Printplus will again print the booklet. The Committee passed a vote of thanks for the work Sue has done on this very important task.

**46. Nationwide Pairs:**

Sharon Clifford reported that the first session of Nationwide Pairs ran successfully. In future the

results will be published online by Chris Garvey the following Monday morning. A number of printouts of the results will be available for the players to peruse before they leave the session.

#### **47. Interclub Teams:**

Before the meeting Neil Strutton circulated a list of proposed teams for each category. The committee reviewed the suggestions. Neil is to finalise this matter, contacting the members suggested as soon as possible.

#### **48. Website upgrade:**

Geoff Saxby has spoken with Janet Lovell to determine our needs for an upgrade of our website. He has asked our website manager Steve Tollis to prepare a proposal on how these needs can best be met.

#### **49. Strategic, Operational Planning:**

Before the meeting Geoff circulated a proposal dividing all the functional activities of TBC into logical groupings of associated functions. This will allow a focus on organisation-wide initiatives as we move forward to the operational stage of our strategic plan. Sharon moved that the committee adopts the proposed structure as an informal concept for planning and business operational purposes. Seconded: Sandra Mulcahy. Carried. Planning Coordinators for each of the groupings should be committee members.

#### **50. Toogoolawah Trip:**

Sandra Mulcahy advised that arrangements for the day have been completed with all seats in the bus paid for. A car with two additional players will also be going. Sharon will collect the bus and drive it. Sandra has allocated Toogoolawah players to be partnered with Toowong players so that the Toowong players can mentor these new players. Geoff will give a brief outline of the role of director and act as director on the day.

#### **51. Caboolture Trip:**

Margaret Sinclair of Caboolture Bridge Club has expressed interest in members of their club coming to Toowong Bridge Club to join a session with the hope that our players reciprocate with a visit to their club. Sandra Mulcahy moved that we progress this initiative. Seconded: Mandy Kennedy. Geoff will contact Margaret regarding the details.

#### **52. Chairs:**

Large numbers of chairs in the main room need repairs to fabric and/or structure. The committee has initiated the process of replacing the chairs and to investigate if this can be funded by a grant. John Gralton will begin making enquiries. Sharon Clifford will investigate the chairs recently purchased for QCBC.

#### **53. TBC Sponsorship:**

Following a meeting with a representative of an organization, Sandra Mulcahy prepared and circulated a detailed sponsorship submission. The proposal covered a number of sponsorship options with good financial outcomes for the club. The ethics and wisdom of accepting sponsorship from this organization was keenly debated given that it has recently attracted negative publicity and generated considerable concerns in the community. Sandra Mulcahy moved that we accept these sponsorship arrangements and that she progress this matter. Seconded: Geoff Saxby. Rejected. For: 2 votes, Against: 4 votes, Abstain: 3 votes. The committee thanked Sandra for her work on this proposal and noted that this was not a rejection of sponsorship but of accepting sponsorship from this particular company. Sandra resigned from the position of sponsorship director.

#### **54. Water Bill:**

John Gralton advised that Councilor Matic is making representations on our behalf to Queensland

Urban Utilities regarding this matter. No result is available to date.

**55. Thursday night session - kitchen assistant:**

Numbers have been decreasing at this session to the level that a kitchen assistant is no longer necessary. Margaret Prentice moved that a kitchen assistant will not be employed for the evening session starting Thursday 19<sup>th</sup> October. Seconded: Chris Garvey. Carried. Margaret will speak to the current Thursday evening kitchen assistant to inform her of this decision after Geoff Saxby has advised the Director of the session.

**56. Brisbane City Council Issues:**

John advised that no response has been received from BCC in response to the enquiries he has made regarding an extension of our lease. It was agreed at our previous meeting that progress on the full range of building options would continue while we are waiting for advice from BCC.

**57. Progress on other building issues (list of suggestions):**

Committee members are asked to email the secretary with any items that they would like included on the list of building improvements and upgrades by next week Monday. It was emphasized that timing and costs would be major influencers of any future decisions taken.

**58. Bridgemate server**

An additional bridgemate server is needed. Chris Garvey moved that he purchase a new bridgemate server. Seconded: Lena Darlington. Carried.

**59. General Business:**

- Arrangements for Melbourne Cup day are progressing well. Lee Rogers has agreed to direct the session. The catering has been organised. Once again there is considerable interest in this event.
- Margaret and Mandy will continue the work on producing a form which gives the club further information about the bridge background of new members when they join.
- Geoff advised that Jane Ramus has agreed to manage the role of Congress Caterer for our remaining Congress for this year. She will focus on assisting the club to develop a blueprint for the catering of future events at the club.

**60. Items for Future Meetings:**

None.

**61. Meeting Closed at 6.00pm. Next meeting 13<sup>th</sup> November 2017 at 3pm.**



# TOOWONG BRIDGE CLUB INC.



## Special Management Committee Meeting 18<sup>th</sup> September 2017 Minutes

**The meeting was opened by the president Geoff Saxby at 3.00 pm.**

**62. Attendance/Apologies:**

Attendance: Geoff Saxby, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, John Gralton, Mandy Kennedy, Sandra Mulcahy.

Apologies: Margaret Prentice, Neil Strutton, Diane Swan.

**63. Minutes of the previous meeting 11<sup>th</sup> September 2017:**

John Gralton moved that the minutes as amended be confirmed as a true and accurate record of the meeting of the 11<sup>th</sup> September 2017. Seconded: Sandra Mulcahy. Carried.

**64. Toowong Bridge Club Facilities:**

The committee discussed progressing further upgrades to the club's facilities. Chris Garvey moved that: John Gralton approach The Brisbane City Council to seek their view on a possible extension of the club's leased area to accommodate clubhouse extensions along the lines of those shown on the sketch plans prepared by John Gralton and simultaneously the committee will continue to consider other options for enhancing the club's facilities. Seconded: Mandy Kennedy. Carried unanimously.

**65. Meeting Closed at 4.10 pm. Next meeting 9<sup>th</sup> October 2017 at 3pm.**

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 11<sup>th</sup> September 2017 Minutes

**The meeting was opened by the president Geoff Saxby at 3.00 pm.**

**66. Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, John Gralton, Mandy Kennedy, Sandra Mulcahy, Diane Swan.

Apologies: Margaret Prentice

**67. Minutes of the previous meeting 21<sup>st</sup> August 2017:**

Sharon Clifford moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 21<sup>st</sup> August 2017. Seconded: Neil Strutton.

**68. Business arising from the minutes of the previous meeting 21<sup>st</sup> August 2017:**

The president pointed out that in the August minutes in Item 20 (Prizes in Toowong Championship Events) the statement was made that: Non-members will be eligible only for red points in these competitions. This contradicts item 5.2 1 of the club by-laws which states that "The club Championship Pairs, Club Championship Teams, and the Grace McDonald Trophy are restricted to Club members." Sharon Clifford moved that this correction be noted and that in future these events will be open only to TBC members, as stated in the bylaws. Seconded: Sandra Mulcahy.

**69. Correspondence:**

None to be presented to the committee.

**70. Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Karen Sweep moved that the report as circulated be adopted. Seconded: John Gralton

**71. Membership Update:**

TBC has welcomed the following new members: Jeannette Wyman, Elizabeth Pilcher, Eliza Hemphill. Membership currently stands at approximately 890. It was suggested that it may be useful to gain more information about the background of new members: are they coming from other clubs, from our supervised play classes? Mandy Kennedy offered to look at the Application for Membership Form with Margaret Prentice to investigate the appropriateness of any updates to the form and assist with changes if needed.

**72. War on Waste (Photocopying):**

Sharon Clifford will email dealers giving them an indication of the numbers of hand records to print for each session. She will continue to review the situation.

**73. Website upgrade:**

The TBC website manager Steve Tollis has suggested changing our CMS from Dotnetnuke to Wordpress. Initial investigations done by Geoff Saxby indicate no clear advantage in changing. It is important that our website allows congress registrations to be done on-line. Geoff will check with Steve if this can be facilitated with either CMS. Sharon Clifford will make inquiries of colleagues currently using these applications.

**74. IT Upgrade; Nationwide Pairs:**

The problem in the second bridgemate computer has been identified. This computer is used for the Wednesday and Friday afternoon sessions. The necessary upgrades will be made as soon as possible. Once this has been done, Nationwide Pairs will begin in the Friday afternoon session. An extra one dollar will be charged for this session for NWP. The introduction of Nationwide Pairs will be promoted through the usual channels.

**75. Club Directors' Exam:**

The club directors' exam will be held on the 18<sup>th</sup> November.

**76. Interclub Teams (19 November 17) - Selection criteria:**

The committee endorsed the Interclub Teams selection criteria used in 2016:

- Homeclub of all team members is TBC;
- At least one member of each pair is a significant ongoing volunteer worker for the club;
- Each pair is a reasonably established partnership;
- Proven recent preference to compete in scheduled red point/congresses etc.;
- A reasonable level of success at that level.

Neil Strutton volunteered to find members who fit the criteria for each of the four categories and will bring his suggestions to the next meeting.

**77. Strategic planning: Goal 1, Goal 5 (Sponsorship):**

An amendment was made to Objective 1.4. Neil Strutton moved that with this amendment Goals 1 and 5 be accepted. Seconded: Lena Darlington.

**78. Office Holders Duties Update:**

This document has been updated. Further updates may be needed. Committee members have been asked to email the Secretary with any necessary changes. John Gralton's role was changed to that of Projects Co-ordinator. John will email Lena with the updated role description.

**79. Lost Property:**

Mandy Kennedy will be dealing with the lost property that has been accumulating. It will be displayed for one week beginning Monday 2nd October. Any items not collected in that time will be disposed of or donated to charity. Mandy will advertise this beforehand.

**80. Melbourne Cup Planning:**

Diane Swan reported that preparations for this event are well underway. Catering details are still to be finalized. After the success of last year's event it is anticipated that there will be considerable interest this year. Numbers will need to be limited. The maximum that can be catered for is three movements of eight tables.

**81. Supporting our Country Cousins (Toogoolawah):**

Sandra Mulcahy reported that there has been a very positive response to the proposed TBC visit

to Toogoolawah with all places filled and a list of members interested in future visits. Those attending will be given a date by which time they will need to make a non-refundable payment. Payments will be collected in the secretary's box at the door. Boards and bidding slips for the event will be provided by TBC. Sandra moved that she will manage the process for this event and give some consideration to future contact with other players using feedback from this occasion. Seconded: Sharon Clifford.

**82. DVA Grant Application (Veterans Health Week in October):**

Sandra reported that she has approval for the grant to cover costs of providing bridge lessons at the Sherwood Services Club. The manager of the club was happy to make the venue available for the lessons. The lessons will be offered for two hours per day for four days during that week.

**83. TBC Sponsorship Policy:**

Sandra has updated the club's sponsorship policy. Sharon Clifford moved that this policy be accepted. Seconded: Diane Swan. Sandra has taken on the role of sponsorship director.

**84. Water Leakage Costs:**

John Gralton outlined the details of the water leakage in underground pipes that has resulted in a large increase in water costs for the club. The council repaired the leak on June 6<sup>th</sup>. Negotiations are on-going to determine if the costs must be paid by TBC. In the meantime no interest is being charged on the unpaid amount.

**85. Chairs:**

John reported that an order has been made for thirteen new chairs for the training room at a cost of \$767. These new chairs will replace thirteen red chairs which will be moved from the training room to the main room. Chairs needing repairs in the main room will continue to be identified and removed for repair.

**86. Building Enhancements:**

John raised the need for an extension to the building to improve the training area, dealing room and storage and presented a proposal. Geoff said that there were a number of potential projects to enhance the building which included as well as training, dealing and storage, parking and playing areas and mitigating current flood risk.

The review of the strategic plan was then completed. Neil Strutton moved that the Toowong Bridge Club Strategic Plan 2017-18 be accepted. Seconded: Chris Garvey. Carried unanimously.

**87. General Business:**

- The committee reinforced its commitment to ensuring the welfare and comfort of all players and to following Department of Health guidelines relating to non-smoking areas.
- Ingrid Hartel has suggested that the club support Share the dignity/Handbags with heart: a charity that fills donated handbags with toiletries for victims of domestic violence. This will be supported and advertised through the usual channels.
- Sandra noted that the air-conditioning program needs to be altered to cater for the Friday afternoon session. Sandra will seek assistance from Peter Noble.
- Lena reported for Sue Eix (Program Coordinator) that the Wednesday evening director is happy to host the second Christmas Party in 2018 at that session. There will be a break in the session and a kitchen assistant will be needed for that evening.

**88. Items for Future Meetings:**

None.

**89. Meeting Closed at 6.05 pm. Next meeting 9<sup>th</sup> October 2017 at 3pm.**

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 21<sup>st</sup> August 2017 Minutes

**The meeting was opened by the president Geoff Saxby at 3.00 pm.**

**90. Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, Sandra Mulcahy, Margaret Prentice, Diane Swan. Apologies: John Gralton, Mandy Kennedy.

**91. Minutes of the previous meeting 10<sup>th</sup> July 2017:**

Margaret Prentice moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 10<sup>th</sup> July 2017. Seconded: Sharon Clifford. Carried.

**92. Business arising from the minutes of the previous meeting 10<sup>th</sup> July 2017:**

None.

**93. Correspondence:**

Inwards: Certificate of Achievement in Teaching from the ABF acknowledging teacher accreditation to Sue Eix. Sharon Clifford moved that the incoming correspondence be accepted. Seconded: Karen Sweep.

**94. Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Karen pointed out that there have been a number of extra costs for repairs and maintenance this past month. Karen Sweep moved that the report as circulated be adopted. Seconded: Neil Strutton.

**95. Membership Update:**

TBC has welcomed the following new members: Gil and Fiona Hosier, Judy Jessop, Amal Oghanna, Eileen Cooke, Ann MacLaurin, Beau Jones, Tony Treloar, Karen Amos and Suzanne Timms. Membership currently stands at approximately 890.

**96. 2018 Calendar:**

Sue Eix distributed the draft proposed calendar for 2018. All proposed congress dates have been

accepted by the QBA. Dates for Toowong Bridge Club events and other events were determined. Sue will take these suggested dates and finalise the calendar. Any sponsorship items or other additions to the booklet will need to be to Sue by the middle of October. The Committee thanked Sue for her continuing work on this important task.

**97. Voting rights at committee meetings:**

The constitution states that the immediate past-president has full voting rights.

**98. Process to finalise Strategic Plan Review:**

The time line is for the review to be completed this calendar year. There is a need to keep the focus on strategic rather than operational goals. The review of the plan will continue next meeting. Sharon Clifford moved that Objective One be reviewed at the next meeting with the focus to be maintained on strategic goals. Seconded: Karen Sweep.

**99. Review of Friday afternoon session:**

Sandra Mulcahy reported that the Friday afternoon session has been operating for 6 weeks with up to eight tables in play a number of times. Each session has attracted walk-ins. Sandra had offered to be the director only to start up the new session. Sharon Clifford has offered to take on the role with initial support from Sandra and the understanding that she will be unable to fulfil the role for four weeks later in the year. Replacement directors will be found as needed. Sandra reported that there have been problems with Bridgemate in this session because the second computer is very slow. Sandra moved that a service be performed on this computer. Seconded: Sharon Clifford. Sandra moved that the Friday session be continued. Seconded: Margaret Prentice. Helen Clayton will be asked to provide a walk-in roster for this session.

**100. Chair replacement in the main room:**

Chairs in the main room will continue to be gradually replaced. Chairs in the training room will be replaced by purchasing new smaller chairs. The red chairs from the training room will then replace chairs that are damaged in the main room.

**101. Sister club:**

Sandra outlined her support of a group of people learning to play bridge in Toogoolawah. They are keen to expand their playing experience at other clubs and to have bridge players visit there for games. Sandra will put together a sister-club proposal.

**102. War on waste: photocopying expense:**

Sharon reported that she has collected initial data. Further follow up of usage will be done. This matter is continuing.

**103. Membership numbers: Total numbers; Congresses; Novices/Elites; Red point comps (Ad hoc events; Nationwide events; Blue points):**

A review of participation numbers at regular sessions and congresses has been completed. Congresses continue to be well supported and provide an increasing source of revenue. The new Friday afternoon session could be targeted as one to evolve into attracting elite players. This session has been identified as the most suitable for offering the fortnightly Nationwide Pairs competition. Sandra Mulcahy moved that the Nationwide Pairs competition be conducted in the Friday Afternoon session. Seconded: Lena Darlington. Blue points will be awarded for the supervised play sessions. When players are ready to participate in the required minimum fifteen board sessions the awarding of blue points will begin. Redpoint competitions additional to those advertised in the yearly calendar will continue to be held on an ad-hoc basis as they have been in the past.

**104. 2017 Bridge Laws/Directors:**

Geoff reported that a workshop for directors has been held to facilitate understanding of some of

the key points of difference in the new laws. Peter Noble has produced a booklet which outlines the laws most frequently encountered at club level. Some aspects of the new laws are being included in the weekly notices and the newsheets to increase player awareness.

**105. New volunteers – Pianola/newsheets:**

New volunteers have been found to fill some much-needed positions. Requests will continue to be made through Pianola emails and newsheets when the need arises.

**106. Partner Hookup (Pianola):**

Geoff reported that he has ascertained that Pianola can be used for partner hook-ups. Members wishing to use this will need to be given further information on the use of Pianola to facilitate this feature of the package. This initiative will be undertaken next year with an education program offered to launch it.

**107. Congress Caterer required:**

After this weekend's congress, Margaret Prentice will no longer be undertaking the role of congress caterer. A replacement will need to be found for this vital role. Requests for a volunteer to co-ordinate the congress catering will be made through the weekly notices, Pianola emails and in the newsheets.

**108. Melbourne Cup:**

Diane Swan has offered to co-ordinate this year's Melbourne Cup function.

**109. Prizes in Toowong Championship events:**

A submission from Sue Eix was presented to the management committee. Clarification is needed on the awarding of trophies and prize monies at all levels in competitions for TBC members only. Margaret Prentice moved that only those players who are members of the Toowong Bridge Club be awarded prize money or trophies in TBC member only competitions. Non-members will be eligible only for red points in these competitions. Seconded: Neil Strutton.

**110. General Business:**

None.

**111. Items for Future Meetings:**

Inclusions for the yearly program book.

**112. Meeting Closed at 5.40pm. Next meeting 11<sup>th</sup> September 2017 at 3pm.**

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 10<sup>th</sup> July 2017 Minutes

The meeting was opened by the president Geoff Saxby at 3.00 pm.

**113. Attendance/Apologies:**

Attendance: Geoff Saxby, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, John Gralton, Mandy Kennedy, Sandra Mulcahy, Margaret Prentice, Diane Swan.

**114. Minutes of the previous meeting 19<sup>th</sup> June 2017:**

John Gralton moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 19<sup>th</sup> June 2017. Seconded: Sharon Clifford. Carried.

**115. Business arising from the minutes of the previous meeting 19<sup>th</sup> June 2017:**

None.

**116. Correspondence:**

Inwards: Annual Evaluation Meeting Summary from the BCC. This was a positive report of all areas of TBC's operations. Mandy Kennedy moved that the incoming correspondence be accepted. Seconded: Margaret Prentice.

**117. Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Diane pointed out that this is the month when there are significant expenses with both the insurance (\$8785) and the honoraria (\$12425) being paid. Diane Swan moved that the report as circulated be adopted. Seconded: Karen Sweep.

**118. Membership Update:**

TBC has welcomed the following new members: Jacqui Fardoulis, Yolande Coroneo, Chris Griffith, Anna Griffith, Meg Sharp and Aijun Yang. Membership currently stands at approximately 880.

**119. Photocopying:**

The new photocopier has been installed. Sharon Clifford has offered to produce simplified



instructions for the commonly used functions. A laminated sheet with these will be displayed above the photocopier. The provision of hand records was discussed. Some concerns have been raised about the proposed trial of asking players to sign up to request hand records at the beginning of each session. Sharon suggested that an audit to obtain information about actual numbers of hand records used per session would be useful so that further consideration could be given to this matter. Lena Darlington moved that the trial period be deferred pending the analysis of the data from the audit conducted by Sharon. Seconded: Sharon Clifford.

**120. Enlisting Replacement and New Volunteers:**

Progress is being made on filling positions as they become vacant and to assist those volunteers with large workloads. Sending emails through Pianola has proven useful. When a position is well defined in this way members are coming forward to volunteer.

**121. Strategic Plan:**

Item 1 was discussed. The remaining items will be covered in future meetings.

**122. Fixed Asset Management:**

John Gralton and Geoff Saxby met with a council representative to complete the annual lease evaluation which resulted in a favourable report from the council. The plans showing the most recent extensions of the clubhouse and its position in relation to the lease have been located. This information will be useful to allow consideration of any possible further changes to the building. Before this can be discussed, data needs to be obtained on membership numbers and players/tables at each session, for regular sessions as separate from competitions and congresses. This information as well as areas of present and possible future concerns and needs for the club should be investigated.

**123. Mentoring Follow Up:**

The mentoring program in future will aim to mentor both players when they are in a partnership, with the same mentor. Some new players are experiencing difficulties in finding partners. Geoff will research the possibility of using Pianola for a partner hookup.

**124. Bridge Laws:**

A Bridge Laws Workshop is scheduled for Saturday 29<sup>th</sup> July. In the past the club has paid the fee for TBC directors to attend. This will be offered again. Peter Noble is producing a simplified booklet with only those laws that arise most frequently in club sessions. A workshop at TBC on the new laws for all directors will be offered in the near future.

**125. Nationwide Pairs:**

Lee Rogers has raised some concerns about the NWP running in the Saturday sessions. Geoff will discuss these concerns with Lee. He will also check the cost to the club of the NWP masterpoints and the cost for players competing in the NWP.

**126. Security Upgrade:**

John has obtained quotes for security grills for the windows identified as most vulnerable to break-in on the railway side of the clubhouse. John Gralton moved that security grills be installed to these windows for the prices as quoted. Seconded: Sandra Mulcahy.

**127. Bridge Timer:**

Geoff investigated prices for an additional timer. Those available have many unwanted additional functions and are expensive – in the five hundred dollars range. Directors at combined sessions are currently finding the use of the two wall clocks and a hand timer to be satisfactory.

**128. Congress – 5<sup>th</sup> August:**

Geoff will be away leading up to this congress so he will be unable then to recruit members willing

to be on standby for this event. A replacement will be needed to carry out this important task.

**129. Charity Day Co-ordinator:**

Elaine Kelly will be co-ordinating this event which will be held on Tuesday 5<sup>th</sup> September. Players will be asked to make a gold coin donation to support this year's recipient: The McIntyre Centre - Riding for the Disabled. Sandra Mulcahy has offered to donate an oil painting to be raffled. Donations will be collected for a gift basket which will be raffled as well.

**130. Congress Lunches:**

Catering for congresses was discussed. Margaret Prentice moved that the entry fee for congresses be increased by five dollars to cover the provision of a light lunch. She will discuss this proposal with Janet Lovell to see when it could be commenced. Seconded: John Gralton.

**131. General Business:**

- Sandra Mulcahy will apply for a national grant from the Department of Veteran Affairs for Veteran's Health Week (from 21<sup>st</sup> to 29<sup>th</sup> October). The provision of "Mini-bridge" lessons at local RSL clubs could foster interest in beginners' classes at our club.
- The upgrade of the garden around the al-fresco area is continuing with transplanting and propagation of existing plants, planting of new plants and generally cleaning up the garden.

**132. Items for Future Meetings:**

- Sister/Satellite Bridge Clubs.

**133. Meeting Closed at 5.40pm. Next meeting 21<sup>st</sup> August 2017 at 3pm.**

# TOOWONG BRIDGE CLUB INC.



Management

## Committee Meeting 19<sup>th</sup> June 2017 Minutes

**The meeting was opened by the president Geoff Saxby at 3.00 pm.**

**1. Attendance/Apologies:**

Geoff Saxby welcomed the new committee.

Attendance: Geoff Saxby, Neil Strutton, Karen Sweep, Lena Darlington, Sharon Clifford, Chris Garvey, John Gralton, Mandy Kennedy, Sandra Mulcahy, Margaret Prentice, Diane Swan.

**2. Minutes of the previous meeting 8<sup>th</sup> May 2017:**

John Gralton moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 8<sup>th</sup> May 2017. Seconded: Margaret Prentice. Carried.

**3. Business arising from the minutes of the previous meeting 8<sup>th</sup> May 2017:**

None.

**4. Correspondence:**

Inwards: A thank you from Neuro Science Research for TBC's participation in Bridge for Brains raising funds for Alzheimer's research;

A letter from Trudy Kerstens raising concerns about the workload of volunteers, particularly Margaret Prentice, in catering for congresses;

Email from Kim Ellaway of the QBA in response to Geoff's request for the QBA's policy on seeding at two-week red point events;

Emails from Rhonda Henry and Keith Evans outlining the details of an incident arising in a competition on Friday 16<sup>th</sup>.

**5. Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. Diane Swan moved that the report as circulated be adopted. Seconded: Karen Sweep.

John Gralton reported that he has accepted, on behalf of the committee, the Brisbane City Council offer of a grant of \$1912.50 towards the cost of erecting the shade sail.

Sharon Clifford raised concerns about the cost of photocopying hand records – many of which are not taken. Neil Strutton moved that for a trial period members will sign up before each session to say that they want a hand record and the required hand records will be printed during the session. Seconded: John Gralton. Carried.

## **6. Membership Update:**

TBC has welcomed the following new members: Chris Gilbert, Normand McLaurin and Brian Gamble. Membership currently stands at approximately 870.

## **7. AGM:**

The committee discussed the issue raised by Bill Heath: the difficulty of recruiting new volunteers and his suggestions for solving this problem. The issue of some volunteers carrying large and unsustainable workloads was also discussed. In particular there is an urgent need to find people to assist Margaret Prentice (providore and congress kitchen convenor) and Janet Lovell (webmaster and congress convenor). Margaret will send emails requesting helpers for smaller periods of times and for specific tasks in an attempt to decrease her overall load at congresses. Geoff will discuss with Janet possible breakdowns of her role as congress convenor so that some tasks can be passed on to other volunteers willing to assist. Succession planning for key roles such as these is being addressed in the rewriting of the strategic plan.

The inappropriate use of mobile phones was also raised at the AGM. This matter has been addressed in the weekly notices.

The issue raised about the TBC Christmas Party will be addressed at a future meeting.

## **8. Strategic Plan:**

The committee members who are updating each of the five goals will email the latest versions to the secretary so the complete document can be circulated to the committee before discussion takes place at the next meeting.

## **9. Fixed Asset Management:**

To allow consideration of matters relating to this, the plans of the club house and its position on the leased land will need to be obtained from the Brisbane City Council. John Galton will follow this up with the BCC.

## **10. Mentoring:**

The mentoring project has been well received with a number of beginner players taking advantage of this opportunity. It will be suggested to these players who may not yet have regular partners that after their mentoring sessions they play with the stand-by volunteer to get further practice, mentioning to the standby player that they are still novice players.

## **11. Bridge Laws Workshops:**

Thirty two members are taking advantage of the bridge laws workshop which is currently up to workshop seven. It is hoped that as a result there may be members who will in the future give consideration to sitting the Director's accreditation exam.

## **12. Friday Afternoon New Session:**

There has been much positive feedback to the suggestion of a new Friday afternoon session. Sharon Clifford is confident that the dealing can be resourced. Sandra Mulcahy has volunteered to be a stand-by director initially. Lena Darlington has offered to take on the scoring role initially. The session will begin from Friday 14<sup>th</sup> July.

## **13. Al-fresco Area Refurbishment:**

The gardens around the out- door seating area need improvement. Margaret Prentice and Lena Darlington have offered to work on this area. Margaret moved that a budget of up to two hundred dollars be made available to purchase shrubs for this area. Seconded: John Galton. Carried.

#### **14. Seeding of Players for Red Point Competitions:**

Kim Ellaway (QBA) has provided a number of suggestions and recommendations. A TBC policy for seeding (using these guidelines) will be determined for future competitions.

#### **15. Security:**

Additional security measures for the club house need to be considered. John Gralton has offered to investigate options and source quotes for consideration at the next meeting.

#### **16. Newsletter Format:**

Geoff reported that there has been positive feedback about the new format of the one page newsheet. This has replaced the commercially printed newsletter. The newsheet is being issued more frequently and covers the most recent events with photos from those events. Emailing the newsheet with only a small number needing to be printed has markedly reduced costs. This new format will be continued.

#### **17. Nationwide Pairs:**

Toowong will introduce Nationwide Pairs. It is planned to hold this every second Saturday beginning as soon as possible. Geoff will make the necessary inquiries to initiate this and also discuss this with Saturday's director. Sharon will make the arrangements regarding the deal files.

#### **18. QBA Representatives:**

The next QBA meeting will be held on Thursday June 29<sup>th</sup>. Margaret Prentice and Neil Strutton are continuing as delegates. Geoff Saxby, Sharon Clifford and Sandra Mulcahy are willing to be nominated as delegates.

#### **19. Charity Day:**

This year the club's annual charity day will be held on Tuesday September 5<sup>th</sup>. Sandra Mulcahy moved that the 2017 TBC charity day supports the McIntyre Centre - Riding for the Disabled. Seconded: Margaret Prentice. Carried.

#### **20. August Beginners' Lessons:**

Sue Eix has agreed to conduct another series of beginners' lessons starting in August. Once it is known exactly what times and dates suit Sue, the classes will be advertised. There is currently a list of approximately a dozen people who have indicated that they are interested in joining the next series of classes.

#### **21. Emergency Repairs Procedures:**

Procedures should be in place for times when emergency repairs are needed. A call first needs to be made to the president, vice president or a committee member to authorize contact with the relevant company. Geoff will inform directors of this.

#### **22. Parking:**

There have been some problems with customers of Urban Climb using the TBC carpark. Geoff will speak with the Urban Climb manager.

#### **23. General Business:**

- Diane Swan reported that a new contract has been negotiated for the photocopier lease. The overall photocopying costs for the club could be reduced by 150 dollars per month and a new machine would be supplied with this five year contract. Diane moved that we accept the new contract to replace the current photocopier with an updated model. Seconded: Sandra Mulcahy. Carried.
- Lena reported for Sue Eix that the QBA has given approval for all the congress dates that had been submitted.

- Geoff reported that sales of the entertainment books are continuing. Over one hundred dollars has been made from those sales so far.

**24. Items for Future Meetings:**

- Sister/Satellite Bridge Clubs.

**25. Meeting Closed at 6.00 pm. Next meeting 10<sup>th</sup> July 2017 at 3pm.**

# TOOWONG BRIDGE CLUB INC.



Management

## Committee Meeting 8<sup>th</sup> May 2017 Minutes

**The meeting was opened by the President Geoff Saxby at 3 pm.**

**26. Attendance/Apologies:**

Attendance: Geoff Saxby, John Gralton, Anne Griffin, Chris Garvey, Margaret Prentice, Neil Strutton, Karen Sweep, Sharon Clifford, Sheena Daly, Diane Swan.  
Apologies: Lena Darlington

**27. Minutes of the previous meeting 10 April 2017:**

John Gralton moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 10 April 2017. Seconded: Anne Griffin. Carried.

**28. Business arising from the minutes of the previous meeting 10 April 2017:**

None.

**29. Correspondence:**

*Incoming correspondence:* email from Barbara O'Connor expressing her concern about the seeding process for competitions, particularly the second session of the recent Wednesday afternoon competition.

Moved by Anne Griffin and seconded by Diane Swan that Geoff will write to the Kim Ellaway to ascertain QBA policy on seeding for competitions and will inform Barbara that this is the step being taken by the committee. She will subsequently be informed of the outcome.

**30. Treasurer's Report:**

At present the financial files are with the auditor. Diane will circulate the April figures when the material is returned to her, probably at the end of the week.

**31. Membership Update:**

TBC has welcomed the following new members: Julie Webster, Nicola O'Brien, Graham White, John Hull, Gay Hull, Rose Hoffmann, John Blurton, Halina Blurton, Margaret Dickerson, Treena Wigan, Sarah Henry, Bob Mercer. Our membership stands at 864, including home club and associate members.

### **32. AGM progress:**

A decision was made that we should aim to have AGM papers ready to send to the printer by the end of next week.

### **33. Honoraria:**

Moved by John Gralton and seconded by Sharon Clifford that Helen Clayton should be allocated an honorarium of \$300 for her role as Stand-by coordinator. Margaret will contact Lee Rogers to seek his opinion about processing this amendment to the honorarium schedule.

### **34. Revision of By-Laws:**

Anne Griffin presented the remaining sections of the revised by-laws – on discipline and ethics. The Committee commented positively on the changes made by Sue Eix and Anne.

**Motion:** that these remaining sections of revised TBC by-laws be confirmed. Moved: John Gralton Seconded: Diane Swan

The revised by-laws will now be uploaded to the TBC website so members can view them prior to their presentation for approval at the AGM. Some hard copies will be available.

Anne Griffin was thanked for her role in the revision of the by-laws. Margaret will also write to Sue Eix to thank her for her hard work on the by-laws.

### **35. Chairs**

John Gralton reported that the new chairs for the training room are to be delivered shortly. John will then take the grey chairs from the training room to the local charity organisation. The red chairs in the main room will be monitored for damage. Current repair arrangements will continue for the present but this arrangement will be monitored.

### **36. Strategic Plan**

The strategic plan was discussed and further suggestions made eg the walk in arrangements to be added as goal 1.4 and new session times to be added as 1.5. All parties will send their revisions/updates to other committee members for comment. Geoff will collate the Strategic Plan document for next month's meeting.

### **37. Rookie/Novice development/Mentoring:**

Diane presented an update on the mentoring arrangements. At present there are approximately 10 mentees and 4 mentors. More mentors are needed. A decision was made that mentors should not have to pay table sessions while mentoring for their 3 sessions. Prospective mentors will be informed.

### **38. Bridge Laws Workshop:**

New laws are about to be released. They should be fully implemented by clubs before 30/9/17. It was resolved that TBC would buy directors books through the QBA at approximately \$20 per copy. Soft covered books will be given free to all TBC directors. Other members will be asked if they would like to buy the law book for \$20. Sharon Clifford will organise this process as well as the purchase and distribution of these books.

### **39. New session:**

The committee discussed the possibility of running another session on Friday afternoon. It was decided that Monday afternoon would be very difficult because of supervised play at



that time and the car park issues.

John Galton moved that the Management Committee assess the feasibility of adding an additional play session on Friday afternoon, similar to Wednesday's afternoon session.

Seconded by Diane Swan.

Geoff will ascertain interest in a new Friday afternoon session through his weekly announcements.

**40. TBIB sponsorship:**

There has been no further progress to report on this initiative.

**41. Al Fresco area refurbishment:**

John Galton and Margaret will look at the gardens around the al fresco area to see what work needs doing. They will then communicate with the groundsman, Darren Hird, about implementing improvements.

**42. Grace McDonald Competition:**

Prizes will be presented as normal for the open section in the ratio 5:2:1. Prizes will also be offered for novices under 100 and under 50 masterpoints if there are at least 4 pairs per section.

**43. Entertainment books:**

Five books have been sold so far. TBC earns \$15 for every book sold. The proceeds will go towards the prizes for the Grace McDonald competition.

**44. General Business:**

- John Galton reported on the security lights. Two security lights are not working but tubes have now been ordered. Security lights have been set for winter.
- John also commented on the excellent Sunshine Coast Bridge Club newsletter – *Bridge Matters*. Some articles might be useful for our newsletter. The newsletter is available on the Sunshine Coast Bridge Club website.
- As this was the last meeting of the outgoing committee, Anne Griffin and Sheena Daly were thanked for their contribution to the committee over the last year or years.

**45. Items for Future Meetings:**

- Nationwide Pairs
- Strategic Plan approval
- Proposed Friday AFT session

**46. Meeting Closed at 5.30 pm. Next meeting 19th June 2017 (after the AGM) at 3pm.**

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 10<sup>th</sup> April 2017 Minutes

**The meeting was opened by the president Geoff Saxby at 3.05 pm.**

**47. Attendance/Apologies:**

Attendance: Geoff Saxby, John Gralton, Anne Griffin, Lena Darlington, Chris Garvey, Margaret Prentice, Neil Strutton, Karen Sweep.

Apologies: Sharon Clifford, Sheena Daly, Diane Swan.

**48. Minutes of the previous meeting 13<sup>th</sup> March 2017:**

John Gralton moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 13<sup>th</sup> March 2017. Seconded: Anne Griffin. Carried.

**49. Business arising from the minutes of the previous meeting 13<sup>th</sup> March 2017:**

None.

**50. Correspondence:**

There was no inwards or outwards correspondence to bring to the committee.

**51. Treasurer's Report:**

The Treasurer's Report was circulated before the meeting.

**52. Membership Update:**

TBC has welcomed the following new members: Jo Neary, Eugene Pereira, Elaine Fergusson, John Simmons, Beth Gutteridge, Rob Hoare, Liz Herring, Marg Adams and Jackie Mulligan. Membership currently stands at approximately 850. This includes 688 home members.

**53. 2018 Calendar Dates for Congresses:**

Sue Eix and Janet Lovell attended the meeting and outlined the difficulties in finding dates for some of the congresses, taking into account the requirements of the QBA. Geoff Saxby will speak with Kim Ellaway to see if the preferred Sunday that has been available to TBC in the past can be allocated for a congress. He will ask for 4<sup>th</sup> Feb for the Novice Pairs. The preferred date for the IMP Pairs is 11<sup>th</sup> March, and failing that, 4<sup>th</sup> March. If neither date is available 29<sup>th</sup> July will be nominated for this event.

**54. Chair Replacement:**

John Gralton reported that sixteen repaired chairs have been returned at a cost of \$46 per chair. The supplier can continue to make repairs to chairs as they are needed. Anne Griffin moved that the existing red chairs be kept and be repaired as needed. Seconded: Neil Strutton. Anne Griffin moved that 20 In-Style Sapphire chairs be purchased for the training room provided that the price does not vary greatly from the quote that was provided for buying in bulk. Seconded: Chris Garvey. The red chairs in the training room will be used in the main building. The old chairs in that room will be disposed of.

**55. IT Software/Hardware issues:**

Geoff reported that the post implementation review has been completed. Memory has been upgraded, cables changed, and the network has been reconfigured. As a result speed has improved markedly. The total bill for this was \$1100. This extra cost still kept the total for the IT upgrade under the original budgeted amount of \$6000.

**56. Strategic Planning (Updates):**

Margaret Prentice reported that the education sub-committee has met and updated Goal 3. It will be circulated. Geoff has updated goals 4 and 5 and circulated the latest versions. Margaret and Sharon Clifford will work on goal 2 and Geoff will update goal 1. These updates will be circulated for all committee members to review.

**57. Entertainment Books Fundraising:**

Geoff reported that the Entertainment Books have arrived and that this fundraising campaign has been advertised in the announcements.

**58. Rookie/Novice Development:**

This initiative has been advertised, asking for volunteers to mentor and those who wish to be mentored. Diane Swan will link people who sign up for this. It is hoped this will be ready to start next month.

**59. Nationwide Pairs:**

This will be followed up at the next meeting.

**60. Bridge Laws Workshop:**

Geoff reported that this program has been advertised. One topic will be offered per week for discussion through Pianola.

**61. Wednesday Bridge Sessions Progress:**

Anne Griffin reported that both directors are working well to coordinate the timing of the sessions to minimize disruption. There is still some noise when players arrive and leave. Continuing cooperation between the directors and the players in each session is essential.

**62. Newsletters:** Geoff reported that the next newsletter will be coming out shortly. It will be sent by email with a smaller number of copies printed.**63. TBIB Sponsorship:** Geoff reported that he met with Steve Weil of TBIB to discuss sponsorship. TBIB has offered to be a sponsor of one of our upcoming events. If a congress is named as a TBIB sponsored event then then TBC will receive 20% of any new business and renewals with the exception of travel insurance. They have also offered to sponsor a page in our program books.**64. Wednesday Evening Car Parks (Soccer Club):** There has been some difficulty with parking on Wednesday evening when the lessons were being run. The sloped part of the carpark was cordoned off for the exclusive use of the TBC, with the soccer club using the rest. Now that the lessons have finished there should be no further problems.

**65. AGM:** Margaret reported that considerable costs were saved last year by emailing all the AGM papers for members who have supplied their email addresses. The same will be done this year. Thought needs to be given to the makeup of next year's committee. Nomination forms are now available. All nominations are to be in by April 30.

**66. Shade Screen:** John Gralton reported that the fascia was being pulled away where the shade sail was connected to the building. He contacted the company who installed it and it has been repaired satisfactorily.

**67. General Business:**

- Margaret reported that June Trudgian asked if she should continue supplying flowers, even though the cost is close to \$1000 a year. It was decided that her contribution in sourcing, providing and arranging the flowers was appreciated by the members and the committee would be happy for her to continue with this.
- John reported that he has been told that some of the outside lights are not working. He has reset the timer for winter hours. A check will be made to see if repairs are required and action will be taken as needed.

**68. Items for Future Meetings:**

- Nationwide Pairs;
- Discussion of the feasibility of another afternoon session similar to the current Wednesday afternoon session.

**69. Meeting Closed at 5.20 pm. Next meeting 8th May 2017 at 3pm.**

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 13<sup>th</sup> March 2017 Minutes

**The meeting was opened by the president Geoff Saxby at 3.00 pm.**

**70. Attendance/Apologies:**

Attendance: Geoff Saxby, John Gralton , Anne Griffin, Diane Swan, Lena Darlington, Sharon Clifford, Sheena Daley, Chris Garvey, Karen Sweep.

Apologies: Neil Strutton, Margaret Prentice.

**71. Minutes of the previous meeting 13<sup>th</sup> February 2017:**

Anne Griffin moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 13<sup>th</sup> February 2016. Seconded: Karen Sweep. Carried.

**72. Business arising from the minutes of the previous meeting 13<sup>th</sup> February 2017:**

None.

**73. Correspondence:**

Inwards:

An invitation from the Mt Cootha Electorate Office to attend a Grants Application Workshop;

Outwards:

An acceptance from the club president to attend the Grants Application Workshop;

A letter from the treasurer to Joan Butts reminding her of our agreement and an overdue invoice for pre-dealt boards.

John Gralton moved that the incoming correspondence be received and the outgoing correspondence be endorsed. Seconded: Anne Griffin.

**74. Treasurer's Report:**

The Treasurer's Report was circulated. Diane Swan moved that the report as circulated be adopted. Seconded: Anne Griffin. Carried.

**75. Membership Update:**

TBC has welcomed the following new members: Tony Boddice, Chris Farr, Shelley Farr and Jennifer Hay. Because the membership secretary has been away recently there may be further applications for membership that have not been processed. Membership currently stands at

approximately 880.

#### **76. 2018 Calendar:**

Sue Eix outlined the difficulties with the timing of congresses early in the year to satisfy QBA requirements and guidelines. It was decided that despite these restraints on timing the total number of congresses held at TBC should not be decreased and also that congresses should not be combined. Sue will continue to work on this with Janet Lovell to find appropriate dates for our congresses. The committee thanked Sue for the work she has done and continues to do on this important matter.

#### **77. Sinking Fund Forecast Review:**

Diane Swan has contacted Solutions in Engineering to ask them to quote to update the Sinking Fund Forecast Review.

#### **78. Replacement/repair of chairs:**

Sixteen chairs have been taken to be repaired. Six have so far been repaired. New chairs will need to be purchased. The availability of grants to fund this major outlay will be investigated. John Gralton will obtain information about timelines for applying for the Gambling Community Benefit Fund and Geoff Saxby will investigate Council Funding. In the meantime John and Diane (with possible assistance from Margaret Prentice) will canvas what's available to obtain information about prices and specifications of chairs that may satisfy our requirements.

#### **79. IT infrastructure / software issues**

The committee noted with regret the resignation of Head Scorer Bernice Shaw. Geoff acknowledged the generous contribution that Bernice has given in her role over the past months. Further investigation of the club's IT infrastructure needs to be done to determine if improvements can be made to overcome software issues that occur from time to time. Peter Busch has said that this is not something that he does. Steve Tollis would not be available till the end of July. Bernice was able to recommend someone. John Gralton moved that Geoff Saxby approach Computer All to review our IT infrastructure and interconnection issues. Seconded: Anne Griffin.

#### **80. Strategic Planning**

Geoff outlined a number of important considerations:

For the plan to be truly strategic and not just operational it should have at least a three to five year focus;

There needs to be measures on objectives that can be used to determine success and these need to be checked to ensure they are reasonable measures;

Objectives need to be checked to ensure they are strategic not operational;

The 'Use of Technology' goal needs to be reconsidered so that it may become an item that includes some objectives that are currently not included e.g. Infrastructure improvements;

There is no goal in the current plan that addresses obtaining funding from grants.

Currently there are five goals. Geoff will review goals 4 and 5. Margaret Prentice (with her experience as past president) will be asked to review goal 2 and Sharon Clifford has offered to assist Margaret. The education subcommittee will review goal 3, the Education Goal.

Updates will be emailed to the committee members for feedback (with careful attention to Version control being exercised).

#### **81. Air conditioning update:**

Diane reported that a serviceman came to review the air-conditioning unit. He reported that it is working well and does not expect that replacement will be needed in short term. A key to the air-conditioning cage has been placed in the key cupboard to allow access at any time.

**82. Entertainment Books:**

The fundraising project to sell Entertainment Books will begin shortly, Geoff reported.

**83. Rookie/Novice development initiatives (mentoring, congresses):**

The mentoring program which ran successful in the past will be re-instigated. Diane will contact people who were willing to be involved previously to establish a group of mentors and then email through Pianola those members who are rookies and novices to advertise the program.

**84. Nationwide Pairs:**

Sharon Clifford reported that this event can be held any time in the week leading up to a given date, every second week. An appropriate session needs to be found for TBC to include this in our program. This will be followed up at the next meeting.

**85. Bridge Laws Workshop:**

Geoff will introduce an online program to allow members to gain more information about the laws of bridge. It will cater for those who:

- a) Are interested in knowing more about the Laws of Bridge;
- b) Are interested in becoming a director;
- c) Are interested in sitting the club directors' exam.

This will also operate through Pianola.

**86. Wednesday Bridge Sessions:**

Anne Griffin reported that there have been some issues with the noise of the arrival of afternoon players disrupting the play of morning players on Wednesdays. She will speak to the morning director to ensure that the timing of the lunch break of the Wednesday morning session coincides with the arrival of afternoon players.

**87. General Business:**

- Geoff will meet with Sandra Mulcahy (marketing ABF) and a representative of TBIB regarding marketing opportunities for TBC.
- There have been some problems with soccer players taking up all available car parks on a Wednesday evening when the parks are needed for people coming for lessons. This will be an ongoing problem now that the soccer season has started. Negotiations with the soccer club are needed to ensure a satisfactory solution for both clubs.

**88. Items for Future Meetings:** None.**89. Meeting Closed at 5.20 pm. Next meeting 10th April 2017 at 3pm.**

# TOOWONG BRIDGE CLUB INC.



Management

## Committee Meeting 13<sup>th</sup> February 2017 Minutes

**The meeting was opened by the president Geoff Saxby at 3.00 pm.**

**90. Attendance/Apologies:**

Attendance: Geoff Saxby, Anne Griffin, Diane Swan, Lena Darlington, Margaret Prentice, Sharon Clifford, Sheena Daley, Chris Garvey, Karen Sweep.

Apologies: John Gralton.

**91. Minutes of the previous meeting 12<sup>th</sup> December 2016:**

Anne Griffin moved that the minutes as circulated be confirmed as a true and accurate record of the meeting of the 12<sup>th</sup> December 2016. Seconded: Margaret Prentice. Carried.

**92. Business arising from the minutes of the previous meeting 12<sup>th</sup> December 2016:**

None.

**93. Correspondence:**

Inwards:

A thank you from Barbara Kent for her thank you Christmas voucher;

A card from the Women's House to thank the club for its generosity with our Christmas appeal.

Chris Garvey moved that the incoming correspondence be received. Seconded: Anne Griffin.

**94. Treasurer's Report:**

The Treasurer's Report was circulated. Diane Swan moved that the report as circulated be adopted. Seconded: Anne Griffin. Carried.

Diane reported that the club is in a strong financial situation and that consideration should be given to adding funds to the sinking fund. She moved that Solutions in Engineering be asked to quote to review the current Sinking Fund Forecast. Seconded: Sharon Clifford. Carried.

**95. Membership Update:**

TBC has welcomed the following new members: Leon Taylor, Dominique Treloar, Sue Ramsay, Wayne Golding, Helen Haase, Beryl Mulherin, Sally Millis, Vicky London, Deborah Nilsson, Bill Szumidlo, Helen Blair, Tony Marsland, Peter Sanders, Rajiv Kapadia, Anne O'Meara, Karen Hay. Membership currently stands at approximately 880.



**96. Effectiveness of solar panels (compare electricity bills):**

Diane Swan reported that she has compared electricity bills to review the performance of the solar panels. In December there was a forty percent reduction in power use from the previous year. This decrease was not continued for the month of January. She believes that this is a function of the remarkably hot weather that month. Increased temperatures combined with an increase in table numbers for that month resulted in higher power usage than the previous month. Also the panels are not expected to perform at optimal levels at very high temperatures. It is expected that the savings will be evident again in coming months.

**97. Replacement/Repair of chairs:**

Geoff Saxby reported that sixteen chairs were taken to the manufacturer for repair or replacement. We are waiting to hear back from the manufacturer. It was agreed that the committee would investigate a large scale replacement of chairs (grant funding would be sought to fund this large expenditure).

**98. Hardware/Software issues (audit):**

Geoff has written to Peter Busch. He replied that undertaking hardware/software audits is not the sort of work does. Geoff has now contacted Steve Tollis who has done work on our networks in the past to see if he can perform an audit.

**99. Shade sail:**

Geoff reported that the shade sail over the outdoor eating area has been installed and paid for.

**100. Excess water usage:**

There has been some increased water usage. No leakage has been found.

**101. Future initiatives (and responsibilities):**

- **Strategic Planning:**

Geoff said that it is time for the club to update its strategic plan, with a clear five year plan focus. Lena will send out the current plan and Geoff will send his suggestions of items for consideration. At this stage there is no need for a meeting. The committee members can use email to provide comments and feedback.

- **Audit of air conditioning unit:**

The failure of the air-conditioning unit on a Saturday recently shows that an audit of the current systems needs to be carried out to ensure that our systems are sustainable for our needs. Another key is needed to be held in the club's premises to allow access at all times to the air-conditioning facility. The system is currently being serviced regularly. A back-up plan to address emergencies similar to last Saturday when our prime air-conditioning contractor is unavailable was agreed and will be published on the office notice board.

- **Entertainment books:**

Geoff reported that the Entertainment Books Company has been in touch. The books will be offered for sale later in the year.

- **Foster 'rookie' (<10MPs) development (mentoring, specific events, club trophy etc.):**

Geoff said that while much is being done, more can always be done. The mentoring program initiated last year was successful. This program will be re-instigated. Diane will again coordinate this for players with fewer than 50 master points. Geoff will email members to ask for people willing to act as mentors and for novices who would like to avail themselves of this opportunity. A competition for rookies will run in conjunction with novice competitions with a trophy for rookies.

- **Intermediate (<400MPs) (events, club trophy, etc.):**

An intermediate section will also run in conjunction with open competitions where suitable numbers of competitors are present.

- **Nationwide Wide Pairs at TBC:**

The club will consider participating in the regular Nationwide Pairs Competition. More information is needed. Sharon Clifford will investigate this for the next meeting.

- **Partner finding through extended use of Pianola:**

This will be reviewed for future initiatives.

- **Bridge Laws Workshops:**

Geoff has offered to run a bridge laws course. This will cater for members who:

- a) Are interested in knowing more about the Laws of Bridge;
- b) Are interested in becoming a director;
- c) Are interested in sitting the club directors' exam.

**102. Allocation of Spontaneous red point sessions for 2017:**

Sue Eix has submitted a proposal for the allocation of spontaneous red point sessions. The committee thanked Sue for the work she has done on this. The proposed program has been accepted.

**103. General Business:**

- Laurie Skeate will be away for a scheduled red point session. The scheduled competition will go ahead and a replacement director will be found. The replacement director will be advised that there is a competition on that day.
- John Roberts has been invited to present the next education workshop on 29<sup>th</sup> April. The topic has not been confirmed.

**104. Items for Future Meetings:** None.

**105. Meeting Closed at 5.00 pm. Next meeting 13th March 2017 at 3pm.**