

# TOOWONG BRIDGE CLUB INC.



## Management Committee Meeting 12<sup>th</sup> March 2018 Minutes

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

**1. Attendance/Apologies:**

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

**2. Minutes of the previous meeting 12<sup>th</sup> February 2018:**

Margaret Prentice moved that the minutes be confirmed as a true and accurate record of the meeting of the 12<sup>th</sup> February 2018. Seconded: Diane Swan. Carried.

**3. Business arising from the minutes of the previous meeting 12<sup>th</sup> February 2018:**

Chris Garvey advised he had written and signed letters on behalf of the Toowong Bridge Club, relating to alleged inappropriate behaviour at the Club in February, and they were hand delivered to the recipients on 9 March; copies have been provided to the Secretary for filing.

**4. Correspondence:**

Inwards:

Thank you from Mercy Community Services for our generous donation of food and gifts in support of the Romero Centre for Christmas.

An email from a member regarding catering at the Toowong Novice Pairs event on 11 March was received. Diane Swan agreed to write acknowledging receipt and thanking the member for her input.

Sandra Mulcahy moved that the incoming correspondence be accepted. Seconded: Diane Swan. Carried.

**5. 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. Carried.

After discussion John Gralton agreed to contact our energy supplier to negotiate lower rates for the Club's use of gas and electricity.

- 6. Membership Update:** The Secretary advised new membership applications have been received from: Fran Kajlich, Julie Jeffries, David O'Gorman, Judy Hansen, Neil Hansen, Sue Gargett, Moira Daly, Ian Robson, Sunil Mukherjee and Geoff Toon

John Gralton moved a motion for Management Committee members present at this meeting to accept these applications for membership for classes as applied. Seconded Sharon Clifford. Carried, with 8 voting for and 2 voting against the motion.

It was noted Clause 8 paragraphs 4 to 6 of the Club's Constitution describes the process for accepting and rejecting applications for membership. Upon receipt of new member applications and payment of membership fees the applicants will be provisional members until the Committee votes to accept them.

**7. Homeless Person Sleeping in TBC Grounds:**

The Committee noted that a homeless person is sleeping on the TBC Grounds. During discussion it was acknowledged that the person has not caused any problems to date. It was agreed not to take any action at this time but to monitor the situation, particularly in regard to safety of our members and security of our building, and review if required.

**8. Delegation of Sue's Jobs:**

- Organising competitions for Bridge for Brains – Judy Quick has expressed a willingness to take this on, however she will not be available for the 2018 Bridge for Brains competition; Caroline Nelson has agreed to organize this event for 2018.
- Program Book – Bernice Shaw will take this over.
- GNOT – Neil Strutton advised he doesn't have the necessary technical skills to organize these events. The President will approach other members to find a replacement organizer.
- Prize Envelopes for competition winners – volunteer to be sought.

**9. Savings from Solar:**

A paper was tabled outlining energy costs since the solar panels were installed. After discussion it was noted the Club is receiving minimal compensation for feedback of power to grid. Therefore it was agreed there is no advantage in purchasing a power storage battery.

**10. Toogoolawah and Other Periphery Club Support:**

Sandra Mulcahy reported arrangements regarding the next visit planned for 27 March.

- Two participants have pulled out so others are being approached to join the trip.
- The Bus has been booked.
- Bridgemates and a laptop will be used to enable allocation of green points for members who play on the day.
- Participants have been asked to pay by Friday 16 March.

**11. Strategic/Operational Planning:**

The President advised that the Strategic Planning document needs to be finalized in the near future and suggested a special meeting be held one Saturday to achieve this.

**12. Website Upgrade:**

The President has been communicating with the Club's current domain owner to arrange a change of website administrator, enabling Peter Busch to redevelopment the Club's website. He will follow up to ensure this is completed in the near future.

### **13. Software/Firmware Upgrade:**

The President reported that another server had been purchased which would not work until the Club's Bridgemate Software was upgraded. This caused some problems with results being displayed on Bridgemates "across the field" rather than for each group. He is hopeful this problem will be resolved in the near future.

### **14. Legal Issues:**

Chris Garvey advised he had reviewed the Club's Public Liability Insurance and advised this is not tied to the Club's premises.

It was agreed he would contact Kim Ellaway at the QBA to obtain advice in writing regarding whether the ABF insurance permits the Club to allow another Club to use the premises, and whether the Club may carry out its business at another venue.

### **15. Thursday Night Session:**

Margaret Prentice moved that the Club recommences Thursday evening sessions from Thursday 15 March. Seconded John Galton. Carried.

Members noted Geoffrey Thomas has agreed to act as Director until Diana Dick is available again. Chris Garvey will contact Adrian to ensure he is available to act as scorer.

It was agreed that the Club will trial not having a tea break, and to canvas players to ascertain interest in commencing at 7pm rather than 7.30pm. Neil Strutton undertook to speak to players on Thursday night 22 March and report at the next meeting.

### **16. General Business:**

- Once the outcome of the Grant application to purchase chairs is advised (due to be notified by the end of March) the Club will move to order the new chairs.
- John Galton reported on investigations regarding the Club's air conditioning, advising that the current system had an uncontrolled inflow of air which is inefficient and proposed the Club purchases a CO2 detector to ensure better control of air and a more efficient system. John Galton moved a motion that the TBC Management Committee accepts the quotation of \$2,100.00 + gst for the supply and installation and commissioning of a Innotech Co2 Control System, including sensor and controller. Seconded Mandy Kennedy. Carried.
- The Education Sub-Committee has provided a report of its survey results, which will be discussed at the next meeting.
- Papers for the 2018 AGM will need to be prepared for distribution.
- Promotion of Herbal Teas is to be removed from the Club's website as this has not been available for some time.

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

- Review QBA regulations for appointing a Recorder for all competitions.
- Education Survey
- 2019 Calendar
- Thursday night session – feedback from players
- Outreach Program

### **18. Meeting Closed at 5.30pm. Next meeting 9<sup>th</sup> April 2018 at 3pm.**

Minutes prepared by Sharon Clifford, Acting as Secretary for this meeting.



## Management Committee Meeting 12<sup>th</sup> February 2018 Minutes

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

**19. 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.

**20. Minutes of the previous meeting 11<sup>th</sup> December 2017:**

Sandra Mulcahy moved that the minutes be confirmed as a true and accurate record of the meeting of the 11<sup>th</sup> December 2017. Seconded: Sharon Clifford. Carried.

**21. Business arising from the minutes of the previous meeting 11<sup>th</sup> December 2017:**

None.

**22. Correspondence:**

Inwards:

Advice from the Brisbane City Council that the club's request for an extension to the area of the club's lease would be unlikely to be supported;

A thank-you from Lorraine Millard of Toogoolawah to TBC for welcoming the visitors to the Wednesday afternoon session on 3<sup>rd</sup> January.

Sandra Mulcahy moved that the incoming correspondence be accepted. Seconded: Diane Swan.

**23. Treasurer's Report:**

The Treasurer's Report was circulated before the meeting. It was also reported that an amount of \$1998 has been received from the Brisbane City Council as its annual grant to subsidise our water costs. Karen Sweep moved that the report as circulated be adopted. Seconded: Mandy Kennedy.

**24. Membership Update:** TBC has welcomed the following new members: Sue Calthrop, Gillian Gilbert, Marilyn Crosby, Barbara Singleton, Richard Clarke, Beryce Nelson, Carol Barnes, Peter Moy, Gaye Clark, John Marley, Bob English, Anthea Stevenson, Barbara Duhig, Shan Hamson, Spencer Hamson, Alan Roughan and Karen Jorin.

**25. Allocation of Random Spontaneous Red Point Sessions:**

The committee considered TBC's 2018 program and allocated the number of random spontaneous red point events that each session will be entitled to.

**26. Positions that need to be filled/Jobs that need doing:**

With Sue Eix's changing roles there are a number of duties to be allocated. The list of duties will be considered and if volunteers can't be found, the need for these volunteers will be advertised in the weekly notices.

**27. Toogoolawah Bridge Group Update:**

Sandra Mulcahy reported that she has organized another visit from TBC to Toogoolawah on the 27<sup>th</sup> March. Those on the wait-list from the previous trip and the members who have volunteered to mentor Toogoolawah players will ensure seven full tables will play on the day. This group of enthusiastic Toogoolawah players has been growing steadily. Some have become TBC members and have visited TBC to play. To accommodate TBC members who are interested in future trips to Toogoolawah or similar bridge outings to clubs outside Brisbane, the committee will consider offering trips later in the year.

**28. Air temperature in club:**

There have been concerns about the temperature in the club at times with some members finding it too warm. The thermostat is permanently set at 22.5 degrees. Consideration will be given to moving some afternoon sessions away from the western windows to see if this helps the situation.

**29. Finalise Strategic Planning:**

Committee members will update the strategic plan so that each functional unit is shown, where appropriate, as the unit responsible for that objective. All goals should be finalised for the next meeting so that these changes can be reviewed then.

**30. Commence Operational Planning:**

Operational Planning will commence after the next meeting when the above changes to the Strategic Plan are complete.

**31. Upgrade to Website:**

Peter Busch from Altosoft has agreed to redesign the TBC website. Janet Lovell will continue to be the club's website manager. Once the initial upgrade to the Altosoft design has been completed the club will be able to make changes to suit its specific needs.

**32. Legal concerns regarding external use of club rooms:**

At times there are requests for the TBC club house to be used by others: TBC members for private functions and also other clubs or organisations. The legal situation needs to be clarified as regards to our BCC lease and our insurance policies. Chris Garvey will check the relevant documents. A list of all issues to be considered will be prepared.

**33. Complaints re Inappropriate Behaviour in February:**

A complaint has been made about the inappropriate behavior of two players during an afternoon session in February. The president will send a letter reminding these players of the club's expectations regarding appropriate behavior.

**34. General Business:**

- Neil Strutton pointed out that the movements need to be considered when there are

twelve tables on a Friday afternoon NWP session. Players will be reminded to arrive at the recommended time of fifteen minutes before the start of play so that the appropriate movement can be allocated.

- Diane Swan pointed out the damage to concrete edging around the garden beds near the steps. Quotes will need to be obtained for repairs and modifications to be done to this area. This will be left till John Galton returns.

**35. Items for Future Meetings:**

None.

**36. Meeting Closed at 5.20pm. Next meeting 12<sup>th</sup> March 2018 at 3pm.**